



Islands Trust

**GALIANO ISLAND  
LOCAL TRUST COMMITTEE  
BUSINESS MEETING AGENDA  
TO COMMENCE AT 1:00 PM, MONDAY, MAY 11, 2009  
AT THE SOUTH COMMUNITY HALL  
141 STURDIES BAY ROAD, GALIANO ISLAND, B.C**

\*Approximate time is provided for the convenience of the public only and is subject change without notice.

	<b>Page #</b>	<b>*Approx. Time*</b>
<b>1. CALL TO ORDER</b>		1:00 pm
<b>2. MOTION TO CLOSE MEETING</b> THAT, pursuant to Section 90(1)(g) of the Community Charter, the Galiano Island Local Trust Committee resolves to close the meeting to the public for the receiving of legal opinions; and further that Regional Planning Manager David Marlor, Planner Gary Richardson, Bylaw Enforcement Officer Miles Drew, and Recording Secretary David Millership remain present.(distributed under separate cover)		1:05 pm
<b>3. RECALL TO ORDER</b>		2:00 pm
<b>3.1 Rise and Report from Closed Meeting</b>		
<b>4. APPROVAL OF AGENDA</b>		2:05 pm
<b>4.1 Questions on Agenda Items</b>		
<b>4.2 Town Hall Session</b>		
<b>5. COMMUNITY INFORMATION MEETING</b>		
<b>5.1 Galiano Island Draft Land Use Amendment Bylaw No. 203 (Removal of RR/FH Option)</b>		2:15 pm
<b>5.2 RR/FH – 1% - Community Facility Issue</b>		2:45 pm
<b>6. PUBLIC HEARING - none</b>		
<b>7. PREVIOUS MEETINGS</b>		
<b>7.1 Local Trust Committee Minutes for Adoption</b>		3:15 pm
7.1.1 Minutes of April 5, 2009 LTC Special Meeting (attached)	<b>1</b>	
7.1.2 Minutes of April 20, 2009 LTC Business Meeting (attached)	<b>2</b>	
7.1.3 Minutes of April 20, 2009 In Camera Meeting (attached)	<b>11</b>	

7.2	<b>Public Hearing Records and Community Information Meeting Notes</b> - none		
7.3	<b>Section 26 Resolutions-without-meeting</b> – none		
7.4	<b>Advisory Planning Commission</b> - none		
8.	<b>BUSINESS ARISING FROM THE MINUTES</b>		3:30 pm
8.1	<b>Follow-up Action Report</b> (attached)	<b>12</b>	
9.	<b>DELEGATIONS</b> - none		
10.	<b>CORRESPONDENCE</b> (attached)		3:40 pm
10.1	<b>Sheila Malcolmson, Chair – Islands Trust, dated March 27, 2009 re: Administrative Fairness Complaint (Bill Eller)</b> - Staff recommends that no action is required	<b>15</b>	
10.2	<b>Rose Longini dated April 29, 2009 re April 26 Special OCP Meeting</b> - Staff recommends that no action is required	<b>29</b>	
11.	<b>APPLICATIONS, PERMITS, BYLAWS AND REFERRALS</b>		3:55 pm
11.1	<b>GL-DVP-2008.4 (McKenzie)</b> (attached) - decision	<b>30</b>	
12.	<b>LOCAL TRUST COMMITTEE PROJECTS</b>		4:10 pm
12.1	<b>Galiano Island Draft Land Use Amendment Bylaw No. 203 (Removal of RR/FH Option)</b> (attached) – for decision	<b>39</b>	
12.2	<b>RR/FH – 1% - Community Facility Issue</b> (attached) – for decision	<b>52</b>	
13.	<b>REPORTS</b>		4:30 pm
13.1	<b>Work Program Reports</b>		
13.1.1	Galiano Island Local Trust Committee Work Program - Report dated May, 2009 (attached) for Information	<b>59</b>	
13.1.2	Strategic Plan (attached) for information	<b>64</b>	
13.2	<b>Applications Report</b>		
13.2.1	Galiano Island Applications Report dated May, 2009 (attached) for information	<b>67</b>	
13.3	<b>Expense/Budget Reports</b>		
13.3.1	Trustee and Local Expenses – (attached) for information	<b>74</b>	
13.3.2	LTC Budget 2009/2010 (attached) – for discussion	<b>80</b>	

- 13.4 **Bylaw Enforcement** – none
- 13.5 **Policies and Standing Resolutions Report** **84**  
(attached) – for information
- 13.6 **Galiano Island LTC Web Page for Review** **86** 4:40 pm  
(attached) – for discussion
- 13.7 **Chair’s Report**
- 13.8 **Trustee Report**
- 14. **NEW BUSINESS** 4:50 pm
  - 14.1 **Upcoming Meetings**
    - 14.1.1 Local Trust Committee Special Meeting  
(OCP Review) 1:00 pm, Monday, May 25,  
2009 at the Lions Hall
    - 14.1.2 Local Trust Committee Business Meeting at  
1:00 p.m. Monday, June 8, 2009 at the North  
Community Hall
    - 14.1.3 Local Trust Committee Special Meeting  
(OCP Review) 1:00, Monday, June 15, 2009  
at the Lions Hall
  - 14.2 **Parks Commission Referral** – for discussion
- 15. **TOWN HALL MEETING** 5:00 pm
- 16. **ADJOURNMENT** 5:30 pm

**MINUTES OF THE GALIANO ISLAND  
LOCAL TRUST COMMITTEE SPECIAL MEETING  
HELD ON SUNDAY, APRIL 5, 2009 AT 1:00 PM  
AT THE LIONS HALL, GALIANO ISLAND, B.C.**

**PRESENT:** Louise Decario Local Trustee / Acting Chair / Recorder  
Sandy Pottle Local Trustee

**REGRETS:** Gary Steeves Chair

There were approximately seventy (70) members of the public present.

**1. CALL TO ORDER**

Trustee Decario welcomed those present at 1:15p.m. and followed up with a brief statement describing the purpose of an Official Community Plan.

Trustee Pottle emphasized that she wanted the community to own the process. She also said she hoped different perspectives would be represented.

**2. MEETING AGENDA**

Trustee Decario introduced two goals for the meeting:

1. to hear the community's ideas about how to conduct this review;
2. to hear and record concerns, ideas, and topics that should be included in this review.

Suggestion boxes were provided for people who did not get an opportunity to speak.

**3. COMMUNITY DISCUSSION**

Community members expressed a variety of ideas and suggestions about the process that might lead to a successful review.

**4. ADJOURNMENT**

The meeting was adjourned at 3p.m.

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**RECORDER**

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**CHAIR**

Minutes Subject To  
Approval By  
Local Trust Committee

**MINUTES OF THE GALIANO ISLAND  
LOCAL TRUST COMMITTEE MEETING  
HELD ON MONDAY, APRIL 20, 2009 AT 12:30 PM  
AT THE SOUTH ISLAND COMMUNITY HALL,  
GALIANO ISLAND, B.C.**

<b><u>PRESENT:</u></b>	Gary Steeves	Chair
	Sandy Pottle	Local Trustee
	Louise Decario	Local Trustee
	Robert Kojima	Island Planner
	Gary Richardson	Island Planner
	Miles Drew	Bylaw Enforcement Officer
	David Millership	Recording Secretary

There were approximately thirty (30) members of the public present.

**1. CALL TO ORDER**

Chair Steeves called the meeting to order at 12:30 p.m. Introductions were made and the meeting introduced.

**2. MOTION TO CLOSE MEETING**

Resolution GL-LTC-56-09

THAT, pursuant to Section 90(1)(i) of the Community Charter, the Galiano Island Local Trust Committee resolves to close the meeting to the public for the receiving of legal opinions; and further that Planners Gary Richardson and Robert Kojima, Bylaw Enforcement Officer Miles Drew and Recording Secretary David Millership remain present.

**CARRIED**

*Note: the public was asked to adjourn at 12:35 p.m.*

See separate In Camera Meeting minutes dated April 20, 2009.

*Note: the public reconvened at 1:45 p.m.*

Resolution GL-LTC-58-09

It was Moved and Seconded that the Galiano Island Local Trust Committee opens the meeting to the Public.

**CARRIED**

*Note: Bylaw Enforcement Officer, Miles Drew left the meeting*

**3. RECALL TO ORDER**

**3.1 Rise and Report from Closed Meeting**

No report was made.

**4. APPROVAL OF AGENDA**

Chair Steeves asked for any additions or changes to the agenda. Additions, changes and/or notes were as follows:

Under CORRESPONDENCE

- *Added* Item 10.4 Bowie Keefer, dated April 20, 2009
- *Added* Item 10.5 Roy Smith, dated April 16, 2009

Under LOCAL TRUST COMMITTEE PROJECTS

- *Added* Item 12.2 Town Hall Session

Resolution GL-LTC-59-09

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

**CARRIED**

**4.1 Questions on Agenda Items**

None

**4.2 Town Hall Session**

Chair Steeves opened the meeting to the public for comments.

**Michael Sharp** asked for disclosure of topics discussed in the closed meeting. Mr. Sharp then requested that Official Community Plan (OCP) review meeting procedures be provided, in writing, to the public.

**5. COMMUNITY INFORMATION MEETING**

None

**6. PUBLIC HEARING**

None

## 7. PREVIOUS MEETINGS

### 7.1 Local Trust Committee Minutes for Adoption

#### 7.1.1 Minutes of March 9, 2009 LTC Business Meeting

Amendments:

*Page 3* – item 6 first paragraph should read, “Chair Steeves stated that as a matter of process, correspondence items don’t necessarily need a motion for the correspondence to be received.”

*Page 5* – Resolution 33 fourth line – replace “refer” with “referred”

*Page 9* – item 9.4 should read, “Miles Drew, Bylaw Enforcement Officer (BEO) provided an update and stated that Trust Council will consider a bylaw adjudication system.”

#### Resolution GL-LTC-60-09

It was Moved and Seconded that the Minutes of March 9, 2009 Galiano Island Local Trust Committee Business Meeting be Adopted as amended.

**CARRIED**

#### 7.1.2 Minutes of March 2009 In Camera Meeting

#### Resolution GL-LTC-61-09

It was Moved and Seconded that the In Camera Minutes of March 9, 2009 Galiano Island Local Trust Committee Business Meeting be Adopted.

**CARRIED**

### 7.2 Public Hearing Records and Community Information Meeting Notes

#### 7.2.1 Community Information Meeting Notes dated March 9, 2009

Amendments:

*Page 1* – item 3.1 third paragraph – the word “and” in front of the word “planning” should be deleted.

*Page 2* – item 3.1 Ken Millard second paragraph – the word “Inventory” should be replaced with the word “Inventory” and the word “distruded” should be replaced with the word “disturbed”.

Resolution GL-LTC-62-09

It was Moved and Seconded that the Galiano Island Local Trust Committee Community Information Meeting Notes dated March 9, 2009 be Adopted as amended.

**CARRIED**

7.2.2 Public Hearing Record dated March 9, 2009

Resolution GL-LTC-63-09

It was Moved and Seconded that the Galiano Island Local Trust Committee Public Hearing Record dated March 9, 2009 be Adopted.

**CARRIED**

**7.3 Section 26 Resolutions-without-meeting**

None

**7.4 Advisory Planning Commission**

None

**8. BUSINESS ARISING FROM THE MINUTES**

**8.1 Follow-up Action Report**

The report was received.

Planner Richardson provided information.

Resolution GL-LTC-64-09

It was Moved and Seconded that the Galiano Island Local Trust Committee directs staff to hold a community information meeting on May 11, 2009 regarding Draft Bylaw No. 203 and the 1% Heritage Forest issue.

**CARRIED**

**9. DELEGATIONS**

None

## 10. CORRESPONDENCE

### 10.1 Darren and Danielle Boyce, email dated January 29, 2009 re: BC Hydro Transmission Lines

#### Resolution GL-LTC-65-09

It was Moved and Seconded that the Galiano Island Local Trust Committee directs staff to write a letter to the Minister of Energy, Mines and Petroleum Resources in regards to the letter received from Darren Garner and Danielle Boyce, to be signed by the Chair of Galiano Island Local Trust Committee.

**CARRIED**

### 10.2. Jerry Azevedo, email dated April 6, 2009 re: Heritage Forest Option

Staff was instructed to file item 10.2 under Proposed Bylaw No. 203 submissions.

### 10.3 Robert Preston, President - GFLO, email dated April 7, 2009 re: OCP Review

Staff was instructed to file item 10.3 under OCP review submissions.

### 10.4 Bowie Keefer, dated April 20, 2009

Staff was instructed to file item 10.4 under OCP review submissions.

### 10.5 Roy Smith, dated April 16, 2009

Chair Steeves recommended that the community engage in open dialogue for the purpose of finding community solutions and compromise and requested community members to show respect and trust for one another rather than attacking those with differing views and threatening court action with regards to process.

## 11. APPLICATIONS, PERMITS, BYLAWS AND REFERRALS

### 11.1 GL-DVP-2008.4 (McKenzie)

#### Resolution GL-LTC-66-09

It was Moved and Seconded that the Galiano Island Local Trust Committee directs staff to provide further information regarding the setback area of GL-DVP-2008.4.

**CARRIED**

## 11.2 GL-DVP-2009.1 (Lony Rockafella-Daystar Market)

### Resolution GL-LTC-67-09

It was Moved and Seconded that the Galiano Island Local Trust Committee issue Development Variance Permit, GL-DVP-2009.1 (Lony Rockafella – Daystar Market).

**CARRIED**

## 12. LOCAL TRUST COMMITTEE PROJECTS

### 12.1 Official Community Plan Review – Preliminary Project Outline

Planner Kojima provided information in the staff report.

### 12.2 Town Hall Session

Chair Steeves opened the meeting to the public for comments.

**Michael Burgess** stated concern regarding the allotted budget for the OCP review.

**Sheila Anderson** stated support for the OCP and associated Land Use Bylaws (LUB) being done at the same time or at least not too far apart from each other. Ms. Anderson then stated support for Forest Policies being considered before the OCP review.

**Gary Moore** stated support for OCP committee members to disclose self-interests. Mr. Moore then stated support for holistic approaches being examined in relation to solving forestlands issues.

**Dora Fitzgerald** stated support for a Galiano Island water study being done.

**Linda Millard** stated support for a Galiano Island water study being done.

**Akasha Forest** stated concern with the word expediency being used in regards to solving forestlands issues.

Chair Steeves closed the meeting to the public for comments.

### Resolution GL-LTC-68-09

It was Moved and Seconded that the Galiano Island Local Trust Committee refers to the Galiano Advisory Planning Committee the task of identifying policy in the Official Community Plan that is ambiguous, unclear or contradictory.

**CARRIED**

Resolution GL-LTC-69-09

It was Moved and Seconded that the Galiano Island Local Trust Committee resolves to draft appropriate Land Use Bylaws at the same time as proposed changes to Official Community Plan policy are drafted and that the proposed Official Community Plan timeline be changed accordingly.

**CARRIED**

Resolution GL-LTC-70-09

It was Moved and Seconded that the Galiano Island Local Trust Committee directs staff to commence work on Phases 1 and 2 of the Official Community Plan review (Staff review and Preliminary Community Consultation).

**CARRIED**

Resolution GL-LTC-71-09

It was Moved and Seconded that the Galiano Island Local Trust Committee directs staff to schedule a special Local Trust Committee meeting for the purpose of identifying issues to be included in the Official Community Plan review, identifying appropriate mechanisms for community consultation, advisory committees terms of reference and Local Trust Committee communications.

**CARRIED**

Resolution GL-LTC-72-09

It was Moved and Seconded that the Galiano Island Local Trust Committee amend its Work Program to make Land Use Bylaw amendments a Top Priority and that the Island Planner commence work on this by providing a report to the Local Trust Committee identifying potential Land Use Bylaw amendments that would not require substantial Official Community Plan amendments.

**CARRIED**

Resolution GL-LTC-73-09

It was Moved and Seconded that the Galiano Island Local Trust Committee direct the Island Planner to prepare a report on Forest Lands policies, including Heritage Forest and 1% issue, identifying the main issues, providing options, timelines, and any budgetary implications.

**CARRIED**

Chair Steeves appointed Trustee Decario, Acting Chair.

*Note: Chair Steeves, Planner Richardson and Planner Kojima left the meeting at 5:35 p.m.*

Chair Decario opened the meeting to the public for comments.

**Geoff Gaylor** stated support for Darren Garner and Danielle Boyce in regards to the BC Hydro transmission lines issue. He then stated support for a community driven OCP review whereby Trustee Pottle and Trustee Decario implement what the community decides. Mr. Gaylor further stated that the whole community needs to be involved in the OCP review and that deadlines will need to be set and met throughout the process.

*Note: Recording Secretary, David Millership left the meeting at 5:50 p.m.*

### **13. REPORTS**

#### **13.1 Work Program Reports**

13.1.1 Galiano Island Local Trust Committee Work Program - Report dated April, 2009

Provided for information purposes only.

13.1.2 Strategic Plan

Provided for information purposes only.

#### **13.2 Applications Report**

13.2.1 Galiano Island Applications Report dated April, 2009

Provided for information purposes only.

#### **13.3 Expense/Budget Reports**

13.3.1 Trustee and Local Expenses

Provided for information purposes only.

13.3.2 LTC Budget 2008/2009

None

#### **13.4 Bylaw Enforcement**

None

*The rest of the agenda items were not addressed prior to the meeting being adjourned (see below).*

**13.5 Policies and Standing Resolutions Report**

**13.6 Galiano Island LTC Web Page for Review**

**13.7 Chair's Report**

**13.8 Trustee Report**

**14. NEW BUSINESS**

**14.1 Upcoming Meetings**

14.1.1 Special Meeting on April 26, 2009 from 1:00 p.m. to 3:00 p.m. at the Lions Hall re: to begin preparing for the Official Community Plan Review

14.1.2 Local Trust Committee Business Meeting at 1:00 p.m. Monday, May 11, 2009 at the South Community Hall

**14.2 Parks Commission Referral**

**15. TOWN HALL MEETING**

**16. ADJOURNMENT**

Resolution GL-LTC-73-09

It was Moved and Seconded that the Galiano Island Local Trust Committee meeting be adjourned at 5:52 pm.

**CARRIED**

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**RECORDER**

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**CHAIR**

**Minutes Subject To  
Approval By  
Local Trust Committee**

**CONFIDENTIAL**

**MINUTES OF THE GALIANO ISLAND  
LOCAL TRUST COMMITTEE IN CAMERA MEETING  
HELD ON MONDAY, APRIL 20, 2009 AT 12:35 PM  
AT THE SOUTH ISLAND COMMUNITY HALL,  
GALIANO ISLAND, B.C.**

<b><u>PRESENT:</u></b>	Gary Steeves	Chair
	Sandy Pottle	Local Trustee
	Louise Decario	Local Trustee
	Robert Kojima	Island Planner
	Gary Richardson	Island Planner
	Miles Drew	Bylaw Enforcement Officer
	David Millership	Recording Secretary

**1. CALL TO ORDER / APPROVAL OF AGENDA**

Chair Steeves called the meeting to order at 12:35 p.m. and the agenda was approved by consensus.

**2. LEGAL ADVICE**

There was discussion of legal advice regarding Baines et al writ and Fred Stevens writ.

**3. ADJOURNMENT**

Resolution GL-LTC-57-09

It was Moved and Seconded that the Galiano Island Local Trust Committee In-Camera meeting be adjourned at approximately 1:40 p.m.

**CARRIED**

\_\_\_\_\_  
**RECORDER**

\_\_\_\_\_  
**CHAIR**



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

**Galiano Island**

1	Prepare Minutes of Previous Meeting	Sharon Lloyd-deRosario	Done
2	Prepare FUAL from previous meeting	Gary Richardson	Done
3	Post minutes of previous meeting that were adopted	Sharon Lloyd-deRosario	Done
4	Copy and mail agenda to LTC no later than 7 days prior to LTC meeting	Sharon Lloyd-deRosario	Done
5	Mail copy of staff report to each applicant and advise of LTC meeting when agenda is released	Sharon Lloyd-deRosario	Done
6	Bring one complete agenda for meeting binder and at least 30 copies of full agenda and 20 copies of agenda cover to each LTC meeting	Sharon Lloyd-deRosario	Done

**Feb-09-2009**

No.	Activity	Responsibility	Target Date	Status
7	In response to letter from Mary Cooper (MIWSS) dated December 15, 2008 - that the LTC allocate \$100.00 for the purchase of a report from the upcoming April 25, 2009 MIWSS workshop once the report is received.	Gary Richardson Nancy Roggers	Apr-30-2009	On Going

**Mar-09-2009**

No.	Activity	Responsibility	Target Date	Status
8	Draft Bylaw No.203 - Staff to set up a community information meeting (date for CIM will be determined at April 20,2009 LTC meeting).	Sharon Lloyd-deRosario Gary Richardson	Mar-30-2009	Done
9	GL-RZ-2005.3 (Landplan Group Inc.) - Staff to determine if BC Parks intention is to manage the Heritage Forest land in accordance with sustainable forest practices as required in OCP forest policy d).	Gary Richardson	Mar-31-2009	Done
10	GL-RZ-2005.3 (Landplan Group Inc.) - Staff to obtain confirmation that the Galiano Rod and Gun Club is willing to own Heritage Forest Lands.	Gary Richardson	Mar-31-2009	On Going

11	GL-RZ-2005.3 (Landplan Group Inc.) - Staff to determine if the Land Conservancy of BC is willing to be a covenant holder of Heritage Forest Lands.	Gary Richardson	Mar-30-2009	On Going
12	GL-RZ-2005.3 (Landplan Group Inc.) - application to be held in abeyance until the intention of BC Parks, Galiano Rod and Gun Club and the Land Conservancy of BC are received in writing.	Gary Richardson	Mar-31-2009	On Going
13	RR/FH 1 % for CF Zone Policy - report by planner Richardson dated February 27, 2009 to be presented at same Community Information meeting that Draft Bylaw 203 is presented at. Meeting date to be discussed at April 20, 2009 LTC meeting.	Gary Richardson	Mar-31-2009	Done
14	Staff to provide terms of reference for the formation of Transportation , Housing and Water advisory committees in conjunction with the Galiano OCP and LUB review.	Robert Kojima	Mar-31-2009	On Going
15	Staff requested to review the matter of why guest services is not a permitted use in the C3 zone and the options to permit it as a permitted use.	Gary Richardson	Mar-31-2009	On Going
16	Trustee Decario will prepare a LTC budget in April or May for the 2009/2010 fiscal year.		Mar-31-2009	On Going

## **Apr-20-2009**

No.	Activity	Responsibility	Target Date	Status
17	LTC Business Meeting Minutes of March 9, 2009 to be adopted as amended.	Sharon Lloyd-deRosario	Apr-29-2009	Done
18	LTC In Camera Meeting Minutes of March 9, 2009 to be adopted as drafted.	Sharon Lloyd-deRosario	Apr-29-2009	Done
19	Staff to arrange a CIM for draft bylaw 203 (OCP RR/FH) for May 11, 2009.	Gary Richardson	Apr-29-2009	Done
20	Staff to arrange a CIM for the RR/FH 1% CF matter for May 11, 2009.	Gary Richardson	Apr-29-2009	Done
21	Staff to arrange a meeting with the Ministry of Transportation and Infrastructure to discuss Galiano matters.	Gary Richardson	Apr-29-2009	On Going
22	Staff to prepare a letter for chairs signature to the Ministry of Energy, Mines and Petroleum Resources in response to email from Darren and Danielle Boyce dated January 29, 2009.	Gary Richardson	Apr-29-2009	Done

23	Letter from Jerry Azevedo dated April 6, 2009 to be placed in draft bylaw 203 file as public comment on draft bylaw.	Gary Richardson	Apr-29-2009	Done
24	Letter from Robert Preston dated April 7, 2009 to be placed in OCP review file.	Robert Kojima	Apr-29-2009	Done
25	GL-DVP-2008.4 (McKenzie) staff to obtain information from applicant regarding setback from the sea and application is to be placed on May 11, 2009 LTC agenda for consideration.	Gary Richardson	Apr-29-2009	On Going
26	GL-DVP-2009.1 (Rockafella) permit to be issued.	Kathy Jones	Apr-29-2009	Done
27	Refer current OCP to APC to identify policy wording that is ambiguous, unclear or contradictory	Robert Kojima	Apr-29-2009	Done
28	That staff commence work on phases 1 and 2 of the OCP review, and that appropriate LUB regulations be drafted as changes to OCP policies are drafted, and that the proposed OCP timeline be changed accordingly	Robert Kojima	Apr-30-2009	Done
29	Staff to schedule a special LTC meeting for the purpose of identifying issues to be included in the OCP review, identifying appropriate mechanisms for community consultation, reviewing advisory committee terms of reference and considering LTC communications.	Robert Kojima	Apr-30-2009	Done
30	That the work program be amended to make LUB amendments a top priority and the Island Planner provide a report identifying potential LUB amendments that would not require substantial OCP amendments	Gary Richardson	May-31-2009	Done
31	The Island planner is to prepare a report on Forest Lands policies, including RR/FH and 1% CF option, identifying the main issues, providing options, timelines, and any budgetary implications	Gary Richardson	May-31-2009	On Going
32	Community Information meeting notes dated March 9, 2009 to be amended (see minutes)	Sharon Lloyd-deRosario	Apr-27-2009	Done
33	Letter from Bowie Keefer dated April 20, 2009 to be placed in OCP review file.	Robert Kojima	Apr-29-2009	Done



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March 27, 2009

File Number: GF/AF-1 COM-2009-01

Galiano Island Local Trust Committee

Dear Trust Committee members:

**Re: Administrative Fairness Complaint**

Enclosed is a letter from William B. Eller, dated February 10, 2009, in which he raises some concerns in regards to the actions of the Galiano Island Local Trust Committee.

This letter has been received by the Islands Trust Executive Committee and I am now forwarding it in accordance with the Islands Trust Council's Policy for Handling Administrative Fairness Complaints, which is also attached. Under this policy, the Galiano Island Local Trust Committee has two options for handling this complaint:

1. As indicated in section 3.2 ii of the policy, the Galiano Island Local Trust Committee may pass a resolution requesting the Executive Committee to conduct a review of the complaint, provide you with advice if necessary and respond to the complainant.
2. As indicated in section 2.2 of the policy, the Galiano Island Local Trust Committee could choose to consider the complaint, receive staff advice and respond to the complainant by resolution. If the complainant is satisfied with this approach, then no further action is necessary. If the complainant is not satisfied, then he will have the option of requesting the Executive Committee to conduct a review.

Please note that the letter from Mr. Eller also refers to complaints about the actions of staff and about the actions of individual trustees. These complaints will be handled separately, and this letter only refers to those complaints regarding the actions of the local trust committee.

Please advise the Executive Committee how you would like to handle this matter at this stage. Chief Administrative Officer Linda Adams is available to assist you if you wish.

Yours sincerely,

Sheila Malcolmson  
 Chair, Islands Trust Council

Attach: William B. Eller letter and Policy 7.1.ii

pc: Executive Committee  
 Linda Adams, Chief Administrative Officer  
 David Marlor, Regional Planning Manager, Southern Team

William B. Eller  
2566 Bowker Avenue  
Victoria, B.C. V8R 2G1

Islands Trust  
Suite 200 - 1627 Fort St.  
Victoria, BC V8R 1H8

February 10, 2009

**Attention: Ms. Linda Adams - Chief Administrative Officer**

Dear Ms. Adams,

Re: Galiano Island Local Trust Committee Meeting of February 9, 2009

I attended yesterday's Meeting of the Galiano Island Local Trust Committee, on Galiano Island. I am outraged by several matters and behaviours that occurred at the Meeting, and implore the Islands Trust to investigate the following matters and consider immediate and transparent corrective action.

**1) Bylaw Enforcement, Unlawful Dwellings on Forest 1 Zoned Lots:**

I took the opportunity, during the Business Meeting Agenda, Item 2.2, Town Hall Session, to ask Trustee Decario to both update her campaign commitment to " ... request that the Islands Trust Executive formally discontinue legal action", on the Bylaw Enforcement proceedings against Ben Maberley, Fred Stevens and Gundy McNab, [See Attachment #1, Reference 'A'], and to further advise the community how she intended to proceed on this matter.

Trustee Decario seemed confused, and asked me to refresh her memory as to the language of her campaign commitment, which I read then aloud. Trustee Decario advised me that the referenced Bylaw Enforcement proceedings were "suspended" and would remain so, until the upcoming OCP Review had contemplated a remedy for the Defendants that might render the action unnecessary [my language]. When I reminded Trustee Decario that she had made a commitment to "formally discontinue" the legal action, she appeared confused at the distinction between "suspend" and "discontinue". I offered that it was my interpretation that "discontinue" implied "terminate", she curtly reiterated that the action was "suspended" indefinitely. This action has now been "suspended" for 3 years, during which time Trustees Sharp and Smith, worked diligently toward a legislative resolution that would have put an end to the legal action, being Proposed Bylaws 199 & 200.

Trustee Decario's assertion that the matter would probably be resolved during an OCP Review, implies that the referenced legal action would remain "suspended" for perhaps another two years, or longer, according to unrelated comments made by Planner David Marlor, later in the Meeting. This position has the effect of; 1) an unreasonable and sustained uncertainty and increased daily stress on the lives of the Defendants, and; 2) the "enforcement vacuum" provides for the opportunity, in fact one might call it an "invitation", to construct additional unlawful residential dwellings in the Forest 1 Zone.

With Trustee Decario taking this position, which seemed consistent with Trustees Pottle and Chair Steeves, I have no alternative but to broadly disclose the following sham.

In Trustee Decario's campaign literature, [Attachment #1, Reference B], she asserts that, "...decisions whether to proceed with bylaw enforcement did not rest with the Local Trust Committee, nor was its approval required". This is an outright lie, and an attempt to mislead voters as to her involvement in the bylaw enforcement administration procedure.

The fact is, that on July 20, 2005, Trustees Decario, Anderson and Chair Kim Benson, approved *in camera* Resolution GL-LTC-132-05, which explicitly initiated legal action against Mabblerley, Stevens and McNab.

To hide behind an *in camera* opacity, and say nothing, is quite acceptable behaviour for a Trustee. However, to hide behind an *in camera* opacity and deny any complicity of a direct and material involvement in such a decision is both deceitful and cowardly, and such questionable veracity is certainly not acceptable behaviour becoming of a Trustee.

By misleading voters on such a relevant, hot-button issue, and by further misrepresenting the role the Local Trust Committee, Trustee Decario has inflicted serious harm to the credibility of the Islands Trust. Additionally, by failing to live up to her campaign commitment to "discontinue" the legal action, she has inflicted what I consider to be a fatal injury to her own credibility to remain a Trustee.

## **2) Galiano Local Trust Committee Actions Pertaining to the Woodstone Country Inn, arising from Trustee Decario's Admitted Conflict-of-Interest, After-the-fact:**

I was present during the Delegation by Michael Sharp, regarding Trustee Decario's involvement in the Trust Committee's decision-making regarding an appeal made by the Woodstone Country Inn, to amend the Land User Bylaw to include "guest services" in the "C3" zone, while in a direct conflict-of-interest on the matter, admitted during this Meeting by Trustee Decario.

I was also present during the Committee's Business Meeting Agenda, Item #8.2, Correspondence [Michael Sharp], during which the Local Trust Committee, with Trustee Decario recused, passed a Resolution that instructed Trustee Decario to recuse herself from any proceedings involving the Woodstone Country Inn [my language].

This action does nothing to remedy the actions made by the Local Trust Committee, while undertaken as a direct result of Trustee Decario's involvement in the deliberations concerning the Woodstone Country Inn.

If it wasn't for Trustee Decario's zeal to render prompt and favourable decisions to family, friends and ideological comrades, I seriously doubt that the concerns of the Woodstone Country Inn would have been addressed at the December 15<sup>th</sup> Meeting, **at all**, without some regard for the comments of Staff or discussion of the workload priorities as it pertained to other parties in the "applications queue".

As it turned out, Trustee Decario's enthusiasm for providing a remedy for the Woodstone Country Inn, resulted in a flagrant disregard to consult with Staff, a flagrant exhibition of application queue-jumping and an explicit Resolution instruction to Staff to "... include guest services in the C3 zone", as a ready-made solution for the Woodstone Country Inn. ***From what I can ascertain, these instructions remain on the priorities list for Trust Staff.*** To my way of thinking, this is essentially "mission accomplished" for Trustee Decario and the Woodstone Country Inn, resulting in instant action and being vaulted to the top of the priorities list. Whether Trustee Decario recuses from future deliberations is irrelevant, in comparison to the conflict-of-interest tainted nature of the matter to date.

In my view, these actions must be ***un-done***, with the matter referred back to Trust Staff for pre-action comment, and placed in an appropriate priority queue. The actions of the Local Trust Committee of December 15, 2009, cannot stand as valid process, with a mere instruction to Trustee Decario to recuse from future deliberations regarding the Woodstone Country Inn. In my view, Trustee Decario is an experienced Trustee, and knowingly took a calculated risk in conflict of interest, to indirectly benefit from advancing the agenda for the Woodstone County Inn, and should be removed from the Trust Committee.

### **3) Discussion Regarding Unlawful Advocacy:**

During discussion of the Business Meeting Agenda, Correspondence, Item #8.6, there was deliberation regarding the appropriate mechanism for the Trust Committee, or as individual citizens, to advocate on behalf of proponents Garner & Boyce, in seeking a "buyout package" affected by upgraded BC Hydro power lines, in a manner similar to some Tsawwassen property owners [my language]. Trustees Decario and Pottle expressed a significant interest in providing written support from the Galiano Island Trust Committee, for Garner & Boyce. Chair Steeves expressed similar support for a Resolution that would provide an advocacy for Garner & Boyce. Planner Marlor correctly advised the Trust Committee that such official advocacy was beyond the authority of the Local Trust Committee, and advised the Committee against any such action. At or about this moment, Chair Steeves openly expressed that "regardless of whether such advocacy was lawful or not, that MLA Murray Coell was unlikely to initiate court action to compel the Local Trust Committee to withdraw an advocacy letter" [my paraphrase].

I was absolutely stunned by Chair Steeves comments, in witnessing such a cavalier disregard for lawful process and concern for limits of statutory authority. So, during the break, I asked Recording Secretary David Millership to provide a verbatim transcript of this discussion for further review. I was advised by Mr. Millership that he did not have the authority to provide a verbatim transcript, and that I would have to make my request to Ms. Linda Adams, and I hereby make the request that a verbatim transcript of this deliberation be made available to me. The Galiano Island Local Trust Committee, and apparently the Trust-at-large, consider it appropriate to conduct business beyond their scope of authority, as long as they don't "get caught", or the remedies are considered inconsequential. I believe that Chair Steeve's cavalier comments are endemic to the Islands Trust, and that such behaviours should be openly treated seriously and include appropriate reprimands. I expect that Chair Steeves will be apprised of his breach of ethics and on appropriate behaviour of the Chair.

#### **4) Discussion of Proposed Bylaws 199 & 200 - Undue Influence by Planners & Chair:**

At some point during the discussions of Business Meeting Agenda, Items #9.1 -> 10.1, there occurred a lengthy deliberation regarding the merits of "suspending" Proposed Bylaws 199 & 200, or "discontinuing" them. On this matter, Trustee Decario had a crystal-clear understanding between the notion of "suspending" the Bylaws and "discontinuing" them, which she interpreted as "terminating". Huh .... [I digress].

During the lengthy discussion, Planners Marlor and Richardson, repeatedly expressed both explicitly and implicitly, that there was reasonable rationale for "suspending" the Bylaws, rather than "terminating" them. Trustee Decario expressed the unequivocal preference to "terminate" the Bylaws, more than once. In a scene reminiscent of tag-team wrestling, Chair Steeves was similarly persistent in trying to persuade Trustees Decario and Pottle, that it was better to "suspend" the Bylaws, rather than "terminate". I have never witnessed such a flagrant episode of undue influence, shared largely by Planner Marlor and Chair Steeves, with similar input from Planner Richardson. I hereby request a verbatim transcript of this discussion for me, and request that the Islands Trust undertake a review of this discussion for persistent and directive undue influence.

At the end of the discussion, Trustee Pottle expressed both confusion and frustration, to the pressures exerted by the Planners, Chair Steeves and conflicting Trustee Decario, and stated that she was unable to make a decision on this matter. Trustee Pottle was visibly rattled, and the matter was tabled for decision at the next Local Trust Committee Meeting. At the close of the tabling discussion, both Chair Steeves and Trustee Decario were laughing and joking at Trustee Pottle's obvious distress with the situation, in what I would interpret as being a humiliating experience for Trustee Pottle. This behaviour is unconscionable and unbecoming of a Trustee, delivered equally by Chair Steeves and Trustee Decario. I sincerely hope that a seamless, oral, verbatim transcript is available for review by the Islands Trust, of this entire discussion.

While I found the this entire discussion "bizarre" and laden with persistent undue influence, I have no preconceived preference as to whether Bylaws 199 & 200 should be "suspended" or "terminated", since the current wisdom of the Planners indicate that anticipated changes to the Bylaws will require that they go to a new Public Hearing, regardless.

**5) Discussion of Road Network Plan Bylaws, in Context with Bylaws 199 & 200:**

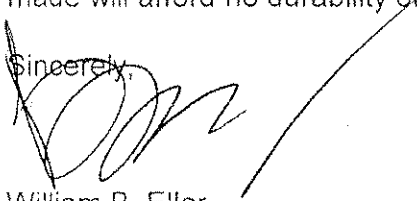
During the discussion of Bylaws 199 & 200, Trustees Decario & Pottle both expressed a need for the Road Network Plan Bylaws to be re-integrated into Bylaws 199 & 200, before they would be suitable for consideration by the Local Trust Committee, among other concerns.

I caution the Galiano Local Trust Committee and the Islands Trust, that the existing Road Network Plan Bylaws contain provisions that are *ultra vires*, and will be challenged if included as an integral part of a re-worked Bylaws 199 & 200.

In summary, I considered this Meeting of the Galiano Local Trust Committee to have been an embarrassing train-wreck, littered with arrogance and disregard for appropriate behaviours and limits of authority or influence. To "gloss-over" such a flagrant and odious conflict-of-interest by Trustee Decario is both inappropriate and offensive, .... no, disgusting. To arrogantly and openly promote the notion that Local Trust Committees can and should offer influence beyond their legislative capacity is nothing short of shocking. To persistently and repeatedly explain the comparative benefits of one action over another, goes way beyond being informative, and enters into the un-masked persuasion of undue influence. Finally, to consider re-introducing Bylaws which are fundamentally flawed with provisions that are known to be *ultra vires*, is a further indication that the Islands-Trust-at-large is endemically comfortable with the practice of navigating well beyond its legislative authority.

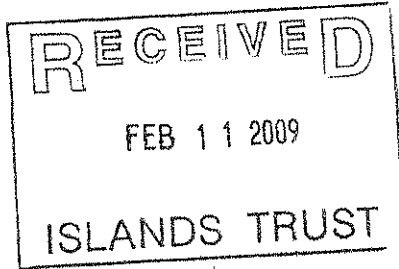
Further, if this Meeting is any indication of what legislative progress the Trust Committee is likely to accomplish during the current mandate, having only progressed about 60% of their way through the Business Meeting Agenda, I have absolutely no confidence that an OCP Review can be concluded by this Committee. And, if the behaviours detailed above are permitted to persist, the progress results that may be made will afford no durability or confidence.

Sincerely,



William B. Eller

cc. MLA, Murray Coell; MLA Wally Oppal, Attorney General; Kevin Kreuger, Minister of Community Affairs, ~~Trust Executive~~, Galiano Local Trust Committee, Trust Council



Attachment #1  
2008

*Honesty and frank communication are essential first steps to cooperation and resolution.  
Misinformation does not contribute to productive community dialogue.*

### SETTING THE RECORD STRAIGHT

#### I DID NOT .....

launch "eviction lawsuits...for demolition of homes...". (as quoted from an anonymous ad on p. 60 of the October Active Page)

This false language is again calculated to influence the results of the upcoming election. Three years ago, Bylaw Enforcement staff initiated legal action right before an election even though they had been dealing with illegal buildings for years. It felt like a setup.

B

At the time, ~~decisions whether to proceed with bylaw enforcement did not rest with the Local Trust Committee nor was its approval required.~~ Bylaw Enforcement Policy expressly prohibited involvement in any way by local trustees "with the sanctioning of an investigation, making a decision on who shall be investigated or the assessment of a complaint." (5.5.i C.8 Policy & Procedure, Bylaw Enforcement Policy Manual 2005)

Neither I nor any member of the Local Trust Committee interfered with the recommendation by Islands Trust Enforcement staff to seek bylaw compliance through the courts on issues that had been outstanding for over three years. Bylaw Enforcement staff had been unable to achieve compliance through normal channels.

It was not proper for an elected representative to refuse bylaw enforcement. Nor was it within my power to do so. I felt caught between endorsing a legal action involving neighbours and friends, or doing nothing to support established Galiano bylaws.

#### I KNEW .....

- that bylaws – or any laws – must be applied without favour;
- that doing nothing would send a message that ignoring regulations was OK;
- that forest lot owners could achieve residential use through rezoning.

A

#### I WILL .....

(if elected), request that the Islands Trust Executive ~~formally discontinue legal action.~~ I take this position because a Community Plan review is about to begin. This review will invite every member of the community to participate. Everything will be on the table for discussion. I support planned residential use on the forest land.

*Louise Decario*

**7.1.ii. Procedure****HANDLING OF ADMINISTRATIVE FAIRNESS  
COMPLAINTS**

Trust Council: June 11, 1994

Amended: March 9, 2001

**A: PURPOSE:**

1. To ensure that best effort is used to handle formal complaints regarding Islands Trust administrative practices, processes and procedures (excluding land use bylaw infractions) in a fair, equitable and timely manner in accordance with the Administrative Fairness Principles policy.

**B: REFERENCES:**

1. *Ombudsman Act*
2. Policy Manual:
  - 2.1. Administrative Fairness Principles (7.1.i.)
  - 2.2. Bylaw Investigation (5.5.)
  - 2.3. Freedom of Information and Protection of Privacy (7.6.i.)

**C: DEFINITIONS:**

1. **Formal complaints** are limited to those submitted in writing and directed to the Executive Director.
2. **Verbal concerns** should be handled by trustees and staff within the spirit of this policy.
3. **Ombudsman Office** referrals of complaints should be directed to the Executive Director.
4. **Islands Trust** refers to the following decision-making bodies - Trust Council, a local trust committee and the Executive Committee, as well as trustees or staff.
5. **Review Bodies** include the Executive Director and the Executive Committee whose roles are explained in Section D.

**D: PRINCIPLES:**

1. **Confidentiality** - To protect the privacy of the complainant, formal complaints should be handled in a confidential manner by trustees and staff upon receipt from the complainant and upon referral by the Executive Director or the Executive Committee unless the complainant provides a written waiver of this provision to the Executive Director. The complainant and complaint will be made known to the affected staff, trustees or local trust committee.
2. **Availability** - The provisions of this policy should be available to every person or organization, including Islands Trust trustees and staff affected by a decision or action of the Islands Trust.
3. **Notification** - Trustees and staff should advise parties who might be adversely affected by a decision or action of the Islands Trust, or upon request, of the provisions of this policy should they wish to dispute a matter.
4. **Acknowledgement** - All formal complaints should be acknowledged, stating the expected process and time frame to be taken to respond to the complaint, as well as any limitations of the review process with respect to the complaint.
5. **Accountability** - All formal complaints should be responded to, with reasons, with a view to using best effort to resolve the complaint.
6. **Ombudsman Office** - Referrals from, requests for assistance to, or complaint file communications with the Ombudsman shall be directed through the Executive Director, or, alternatively, the Islands Trust Chairperson.
7. **Secretary's Role** - The Corporate Secretary's is to coordinate the handling of administrative fairness complaints in an objective manner.
8. **Executive Committee's Role** - The Executive Committee's role within the provisions of Section 4(3) of the *Islands Trust Act* is to review matters related to the day-to-day business of the Islands Trust and activities of a local trust committee, and, in that context, it may observe, advise and offer recommendations on such matters to a local trust committee or Trust Council, and seek remedies as required in matters for which it has jurisdiction.
9. **Access to Information** - Complainants should be given access to public information that would assist them in stating their complaint in a timely manner within the provisions of the Islands Trust's Freedom of Information and Protection of Privacy bylaw(s), policies and procedures, and the *Freedom of Information and Protection of Privacy Act*.
10. **Ombudsman Act** - Complainants, while being encouraged to utilize the provisions of this policy to have their complaints addressed by the Islands Trust, should also be advised of the services of the Ombudsman's Office and provisions of the *Ombudsman Act*.

11. **Scope of Authority** - The review bodies, being the Executive Director and Executive Committee, do not have the power to judicially review the conduct of Trust Council, a local trust committee, or a trustee or staff person and are limited to making recommendations to decision-making bodies of the Islands Trust, to modify their own decisions or actions, and to direct staff on remedial efforts appropriate to their respective personnel authority - Executive Committee to Executive Director and Executive Director to all other staff.
12. **Consultation** - It is expected that the primary purpose of this policy's processes is to maximize communication among all affected parties to a complaint.
13. **Accessibility** - The cost and complexity of the Islands Trust's administrative fairness complaint handling process should not constitute a deterrent or present unreasonable obstacles to a complainant submitting a formal complaint.
14. **Executive Director's Role** – The Executive Director's role is to request staff action as required and to conduct reviews involving staff matters.

## **E: PROCEDURE:**

### **1. RECEIPT OF FORMAL COMPLAINTS**

- 1.1. **Informal Complaints** - Every effort should be made to direct verbal complaints to the appropriate Islands Trust decision-making body, trustee or staff person, and to notify the complainant of the provisions of this policy for pursuing a formal complaint.
- 1.2. **Formal Complaint** - Complainants should be informed that in order to have complaints formally processed under the provisions of this policy, they must be in writing directed to the Executive Director for complaints regarding staff and the Chair for complaints regarding local trust committees or trustees.
  - i. *Complaint Content* - Complainants must state the specific nature of a formal complaint and provide their name, address and phone number before complaints will be processed under the provisions of this policy.
  - ii. *Confidentially* – Complainants must also acknowledge in writing that such complaints are not considered confidential with respect to affected staff or local trust committees.
  - iii. *Complaint File* - A copy of the formal complaint should be forwarded to the Secretary who is to open a file respecting the complaint.
  - iv. *Complaint Tracking* - The Secretary is responsible for logging the complaint in an Administrative Fairness Complaint Log and for tracking all steps of the complaint handling process to its conclusion.

- v. *Referral* - The Secretary will refer the formal complaint to the appropriate decision-making body and/or trustee or staff person for consultation in acknowledging the complaint.
- vi. *Acknowledgement* - The Secretary should acknowledge the formal complaint within 10 days, unless otherwise communicated to the complainant, in writing, advising the complainant as to whom the complaint has been referred to, the complaint handling process, expected timelines to deal with the complaint, and legal, legislative and/or policy limitations with respect to responding to the complaint.

## 2. STAGE I INVESTIGATION

2.1. **Staff Related Complaints** - Staff investigation of formal complaints, as requested by the Executive Director, are expected to adhere to the following process:

i. *Referral*

The Executive Director should refer appropriate complaints to the relevant staff person and his/her supervisor with a copy of the acknowledgement letter for the investigation within time lines provided by the Executive Director.

ii. *Complainant Contact*

The staff person and/or supervisor should promptly contact the complainant to arrange a meeting by telephone, or, if desired by the complainant, with a view to addressing the complaint.

iii. *Investigation*

The staff person should thoroughly ascertain the facts and issues and prepare a report containing the facts, issues, and results of efforts to address the complaint in consultation with his/her supervisor.

iv. *Response*

The staff person should communicate, in writing, his/her efforts to address the complaint, with reasons, to the complainant with a copy of the Executive Director, Secretary, his/her immediate supervisor, and the appropriate decision-making body as required.

2.2. **Decision-making Bodies** - Staff investigations at the request of the Executive Committee involving matters directly related to decisions of decision-making bodies are expected to adhere the following process.

i. *Notice to Complainant*

Reasonable and timely notice, in writing, should be given to the complainant of a complaint investigation by a decision-making body.

ii. *Complainant Contact*

If required or requested by the secretary or the complainant, the complainant should be given an opportunity to provide information to support his/her position, in person, or in writing, in addition to the original written complaint.

iii. *Investigation*

Staff reports as per clause 2.1.iii. should be directed to the appropriate decision-making body with a copy to the Executive Director and the Secretary.

iv. *Decision*

The decision-making body, in consideration of the relevant facts, issues and staff advice should determine, by resolution, its response to the complainant.

v. *Response*

The staff person should communicate, in writing, the decision-making body's decision with reasons in response to the complaint to the complainant with a copy to the Executive Director, Secretary, and Executive Committee.

2.3. **Trustee Related Complaints** - Must be directed to the Islands Trust Chairperson or Executive Committee. The Chairperson or Executive Committee will refer complaints to the relevant trustee with a copy of the acknowledgement letter for his/her investigation and response to the complainant using steps 2.1.i. to 2.1.iv.. Reviews will be handled by the Executive Committee.

### 3. APPEALS

3.1. **To the Executive Director** - In the event the complainant is not satisfied with the efforts of the designated staff person and/or supervisor to address the complaint, the Executive Director is to address the complaint utilizing steps outlined in 2.1.i. to 2.1.iv. with a copy of the written documentation to the Executive Committee, Secretary and appropriate staff, trustee and/or decision-making body.

### 3.2. To the Executive Committee

#### i. Executive Director Efforts

In the event the complainant is not satisfied with the efforts of the Executive Director to address the complaint, the Executive Committee is to conduct a review of the matter in accordance with clause 3.2.iv.

#### ii. Decision-Making Body Efforts

In the event the complainant is not satisfied with the efforts of an Islands Trust decision-making body to address the complaint, or at the request of that decision-making body by way of resolution, the Executive Committee is to conduct a review of the matter in accordance with clause 3.2.iv.

#### iii. Trustee Efforts

In the event the complainant is not satisfied with the efforts of a trustee to address the complaint, or at the request of that trustee, the Executive Committee is to conduct a review of the matter in accordance with clause 3.2.iv.

#### iv. Executive Committee Review

Executive Committee review is to proceed in the following manner:

- 1) The Executive Committee should give reasonable and timely notice to persons, including the complainant, who might be affected by the review process.
- 2) The Executive Committee should advise the complainant of the Executive Committee's limited mandate as appropriate to deal with the complaint.
- 3) Persons who might be affected by the review should be given an opportunity to provide information to support their positions in addition to the original written complaint of the complainant.
- 4) A member of the Executive Committee who was involved in the local trust committee land use planning decision, resolution or bylaw complained of, or is the subject of the complaint, is not to take part in the review. The Conflict of Interest Guidelines apply to members of the Executive Committee conducting the review.
- 5) The Executive Committee, in consideration of the relevant facts, provides advice to staff and, in its scope of authority, should determine, by resolution, its response to the complainant.

- 6) The Islands Trust Chair should communicate, in writing, the Executive Committee's decision, with reasons, to the complainant, with a copy to the Executive Director, Secretary, and relevant staff and/or decision-making body.

#### **4. COORDINATION**

- 4.1. **Tracking** - The Secretary is to maintain a tracking system to ensure attention is being given to all complaints and to monitor communications with the complainant.
- 4.2. **Regular Reporting** - The Secretary is to keep statistical and qualitative descriptions of complaints and the results of internal complaint processes, and to report quarterly to the Executive Committee and Trust Council via the Executive Director.
- 4.3. **Annual Reporting** - The Secretary is to provide information on the statistical and qualitative descriptions of complaints, including reviews to be included in the Islands Trust's annual report.
- 4.4. **Complaint Files** - The Secretary is responsible for maintaining files containing documentation related to a formal complaint.
- 4.5. **Complaint Records** - All trustees and staff are to provide a record of discussions and meetings relevant to a formal complaint to the Secretary.

RECEIVED

APR 30 2009

ISLANDS TRUST  
VICTORIA BC

10.2

Rose Longini  
S22 C16 Galiano Island  
April 29, 2009

Galiano Island Local Trust Committee

Re: special meeting for the OCP, April 26

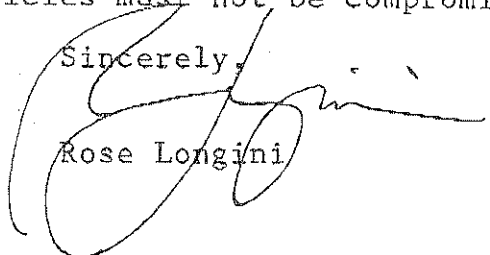
Dear Trustees:

This is to enlarge on Gary Moore's contribution at the meeting when he said (paraphrased): 1) It is those who find the time and courage to come to the meetings who should right-fully participate in the OCP process; and 2) We who attend meetings are not extremists, we are simply the ones willing to face the discomfort of the situation.

Trustee Steeves countered--rightfully, I thought, at the time--that those who don't attend meetings will be encouraged to participate cybernetically. Giving this more thought, I see serious difficulties with cybernetic participation:

- 1) Electronics can be manipulated by those who would misrepresent statistics;
- 2) The political arena is the place where people speak together and arrive together at a new place in their common affairs. This is a basic condition of being human and I would warn us not to give it up to any machines.
- 3) It is by looking at each others' faces and hearing each others' voices that we understand our neighbors. Is there any better way? Inability to speak in public is no reason to stay away. Those unable to attend meetings due to work or family commitments could make it clear that they have faith in their Trustees or in their neighbors to represent their concerns.
- 4) What does it mean when those who strongly uphold the law of the land--the Islands Trust mandate--are being shamed and called "extremist" and "over-zealous"? Is this a strategy invented by those who could profit if there were no laws? I'm hoping the LTC will not be misled by this phenomenon.
- 5) Another member of the public remarked that the majority of people concerned (those who aren't present at meetings) want to compromise. What is the process of compromise other than attending meetings to listen and speak? Any compromise between development and conservation is not a simple mathematical equation, but this does not preclude a fair solution. Above all, the Islands Trust policies must not be compromised.

Sincerely,

  
Rose Longini



# STAFF REPORT

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**Date:** October 24, 2008

**File No.:** GL-DVP-2008.4

**To:** Galiano Island Local Trust Committee

**From:** Courtney Campbell, Planner I

**CC:** David Marlor, Regional Planning Manager

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**Re: Development Variance Permit for GL-DVP-2008.4**

**Owner:** Robert and Peter McKenzie

**Applicant:** Same as owner

**Location:** 290 Southwind Drive

**Legal:** Lot 4, District Lot 26, Galiano Island, Cowichan District, Plan 5680

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## A. THE PROPOSAL:

This application is to vary the setback from the sea in the *Galiano Land Use Bylaw 127, 1999*. The proposed permit would vary section 2.12 (setbacks from watercourses) which states that buildings or structures must be sited at least 7.5 metres from the natural boundary of the sea, to 0 metres or as close to the sea as necessary to permit the expansion of a deck and construction of stairs within the setback area. The deck expansion and stairs have already been constructed.

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## B. SITE CONTEXT:

The subject property is a 0.96 ha (2.36 ac) waterfront lot on Montague Harbour. There is an existing residential dwelling and accessory buildings including a workshop/garage, a pump house and a shed. The waterfront portion of the lot is a steep slope above which is a more level site where the deck and residential dwelling are located. The stairs are meant to provide access to the water down the steep slope. See figures 1 and 2 below for images of the deck expansion and stairs, and figure 3 for the applicant's notation on the plan showing the new portion of the deck and the location of the stairs.

The subject property neighbours three lots. Those to the north and the south are both in the Small Lot Residential (SLR) zone and of similar size. To the east and on the other side of Southwind Drive is a larger lot zoned Rural Residential (RR).

## Subject Property

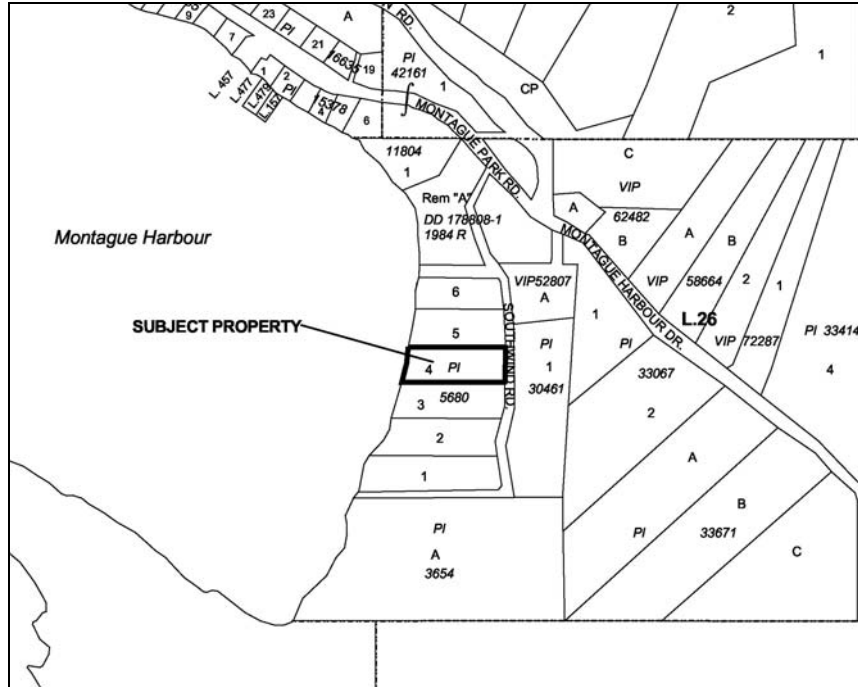


Figure 1 Image showing deck expansion and stairs



Figure 2 Image showing deck expansion

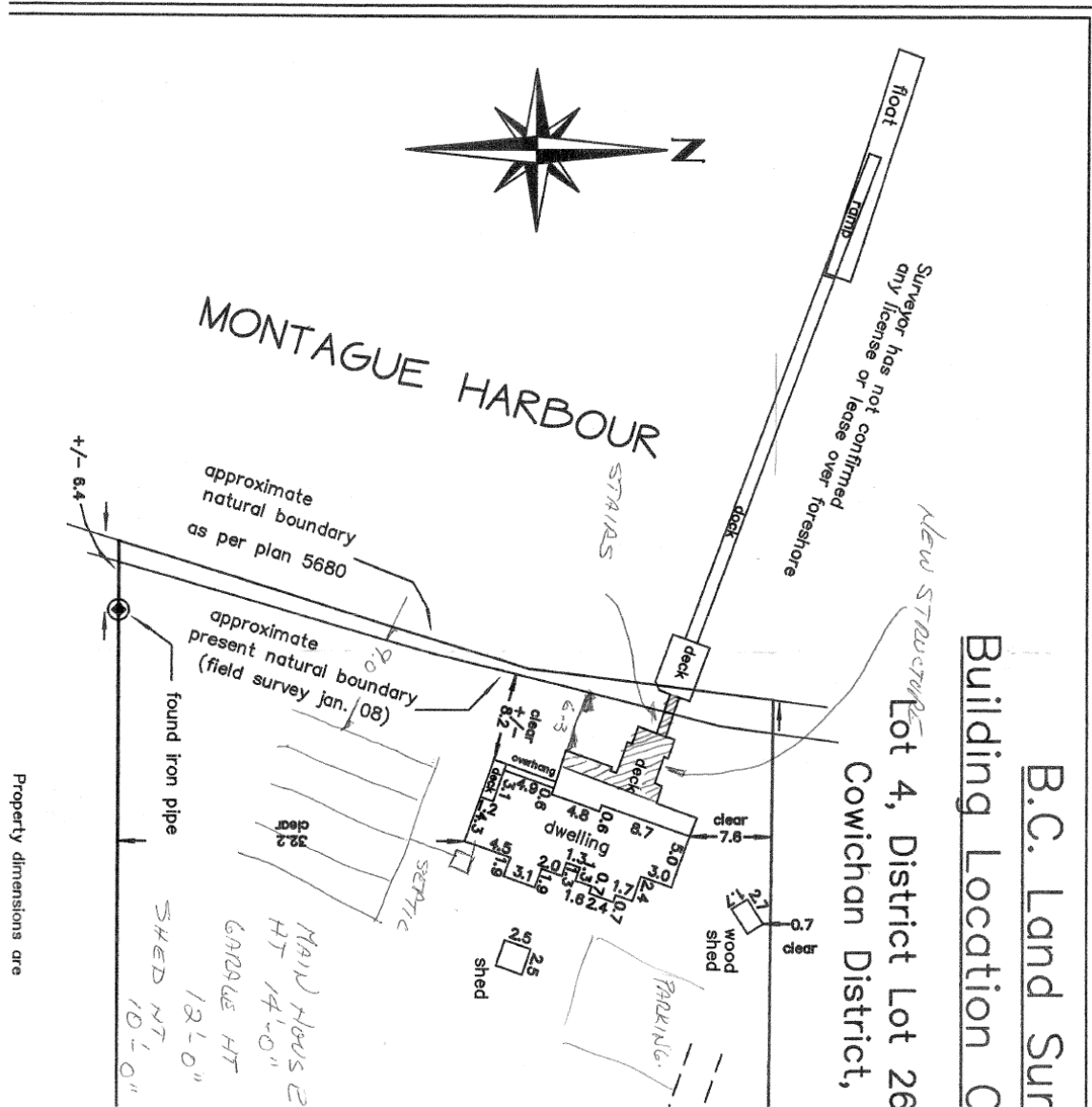


Figure 3 Applicant's notation on plan showing deck expansion

### C. COMMUNITY INFORMATION MEETING(S):

A community information meeting is not required for a variance application; however, a statutory mail out has been conducted to collect comments from neighbouring properties. A notice of the application was circulated to neighbouring property owners on October 10, 2008 and submissions will be accepted until the date of the Galiano Island Local Trust Committee meeting on October 20, 2008

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## D. RESULTS OF CIRCULATION:

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At the time of this report no public submission regarding this application were received.

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## E. CURRENT PLANNING STATUS OF SUBJECT LANDS:

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1. Galiano Island Official Community Plan Bylaw No. 108: the property is designated **Small Lot Residential (SLR)**

2. Galiano Island Land Use Bylaw No.127: the property is zoned **Small Lot Residential (SLR)**

Section 2.12 of the *Galiano Island Land Use Bylaw* states that for all zones, buildings and structures must be sited at least 7.5 metres from the natural boundary of the sea.

Section 5.3.8 of the *Galiano Island Land Use Bylaw* states that in the SLR zone the setback from the rear lot line is 7.5 metres.

### 3. Archaeological Sites:

The subject property is in direct conflict with an archaeological site DfRu-0011 which covers much of the waterfront portion of Montague Harbour. Staff instructed the applicant to contact the BC Archaeology Branch and fulfill any requirements they have to assess the site or obtain a heritage alteration permit. The Archaeology Branch has reviewed the development and determined that there is no need for an archaeology assessment. They noted that the project should have been conducted under a permit from the Archaeology Branch, but as the works have already been completed and the disturbance was confined to the excavation of 2 footings where no cultural materials were found, a post-impact assessment is not required; they have no outstanding requirements.

### 4. Sensitive Ecosystems:

According to the Islands Trust Sensitive Ecosystems Inventory, part of the property near the front lot line contains sections of mature forest. The waterfront portion of the property does not contain any identified sensitive ecosystems.

### 5. Covenants:

There are no covenants noted on the land title, or required for the development variance permit.

## 6. Sewage Absorption Field:

The sewage absorption field is sited 9.0 metres from the sea which is within the required setback area of 30 metres pursuant to section 2.13 of the *Galiano Island Land Use Bylaw*. However, according to the applicant it was installed in 1973 or 1974 which would make it legally non-conforming; the bylaw of the time, CRD Bylaw No. 103, has no setback requirements for sewage absorption fields.

## 7. Site Visit:

No site visit was conducted but the applicant has provided the photographs that are included in this report.

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## **F. ISSUES SUMMARY:**

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1. *Applicants' stated rationale for the application:*
2. *The impact that granting the variance might have on adjacent and other properties*
3. *The overall intent of the Official Community Plan and the Land Use Bylaw regulations being varied:*

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## **G. STAFF COMMENTS:**

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1. The following are the applicants' reasons for requesting the variance to allow the deck expansion and stairs to be within the setback area:
  - a. To allow more deck space. Expansion of the deck cannot be achieved while meeting the setback in the bylaw.
  - b. To provide access to the dock (via the stairs), and at the same time to protect the bank which is susceptible to erosion.

The construction of stairs helps to protect the slope that would otherwise be more susceptible to erosion from foot traffic travelling between the dock and the house. This is consistent with the OCP objectives to protect shoreline ecosystems, and staff consider there to be a compelling case for issuing a variance to the setback to allow the stairs.

The desire for more deck space is the only rationale given for expansion of the deck. Staff does not consider this to be a compelling reason to vary the setback from the sea for the expansion of the deck.

2. Neighbours have had the opportunity to comment directly through the circulation of the notice. At the time of this report no comments had been received.

3. The Official Community Plan has objectives to protect shoreline and marine ecosystems and to encourage safe and considerate use of the marine environment. The Land Use Bylaw states that buildings and structures must be sited at least 7.5 metres from the natural boundary of the sea.

Although the expansion of the deck and construction of the stairs are already complete, this should not strengthen the case for issuing the variance. If it did, the landowner would be effectively rewarded for building without a permit and this could encourage others to build first and apply for a variance later.

Considering this application as if no works had yet been constructed, staff has made the following assessment: the construction of the stairs is consistent with OCP policies for protecting the shoreline ecosystem and encouraging safe and considerate use of the marine environment, but staff does not consider the desire for more deck space alone a compelling reason to allow the expansion of the deck resulting in a setback of only 1.0 metres from the sea.

Because the application is for both the expansion of the deck and the construction of the stairs in the setback area, the Local Trust Committee must either issue the permit for both or refuse the permit for both. If the Local Trust Committee refuses the permit on the grounds that there is not sufficient reason to permit the expansion of the deck, the applicant could reapply for a variance for the stairs only.

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## H. RECOMMENDATIONS:

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Based on the above considerations, Staff recommends that the Galiano Island Local Trust Committee refuse Development Variance Permit GL-DVP-2008.4.

Respectfully submitted by:



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Courtney Campbell, Planner I

March 20, 2009

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Date



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David Marlor, Regional Planning  
Manager

March 20, 2009

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Date

Attachments: Appendix 1. Draft permit and site plan



# STAFF REPORT

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**GALIANO ISLAND LOCAL TRUST COMMITTEE  
DEVELOPMENT VARIANCE PERMIT  
GL-DVP-2008.4**

To: Robert McKenzie and Peter McKenzie

1. This Development Variance Permit applies to the land described below:

Lot 4, District Lot 26, Galiano Island, Cowichan District, Plan 5680

2. "Galiano Island Land Use Bylaw No. 127, 1999" is varied as follows:

Section 2.12 (Setbacks from Watercourses) which states that buildings and structures must be sited at least 7.5 metres from the natural boundary of the sea is varied to 0 metres or as close to the sea as necessary to permit the expansion of a deck and construction of stairs within the setback area substantially in accordance with Schedule A, attached to and forming part of this permit.

3. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of "Galiano Island Land Use Bylaw No. 127, 1999" and obtain other approvals necessary for completion of the proposed development.

**AUTHORIZING RESOLUTION PASSED BY THE GALIANO ISLAND LOCAL TRUST COMMITTEE THIS \_\_\_\_ DAY OF \_\_\_\_, 2008.**

\_\_\_\_\_

\_\_\_\_\_  
Deputy Secretary, Islands Trust

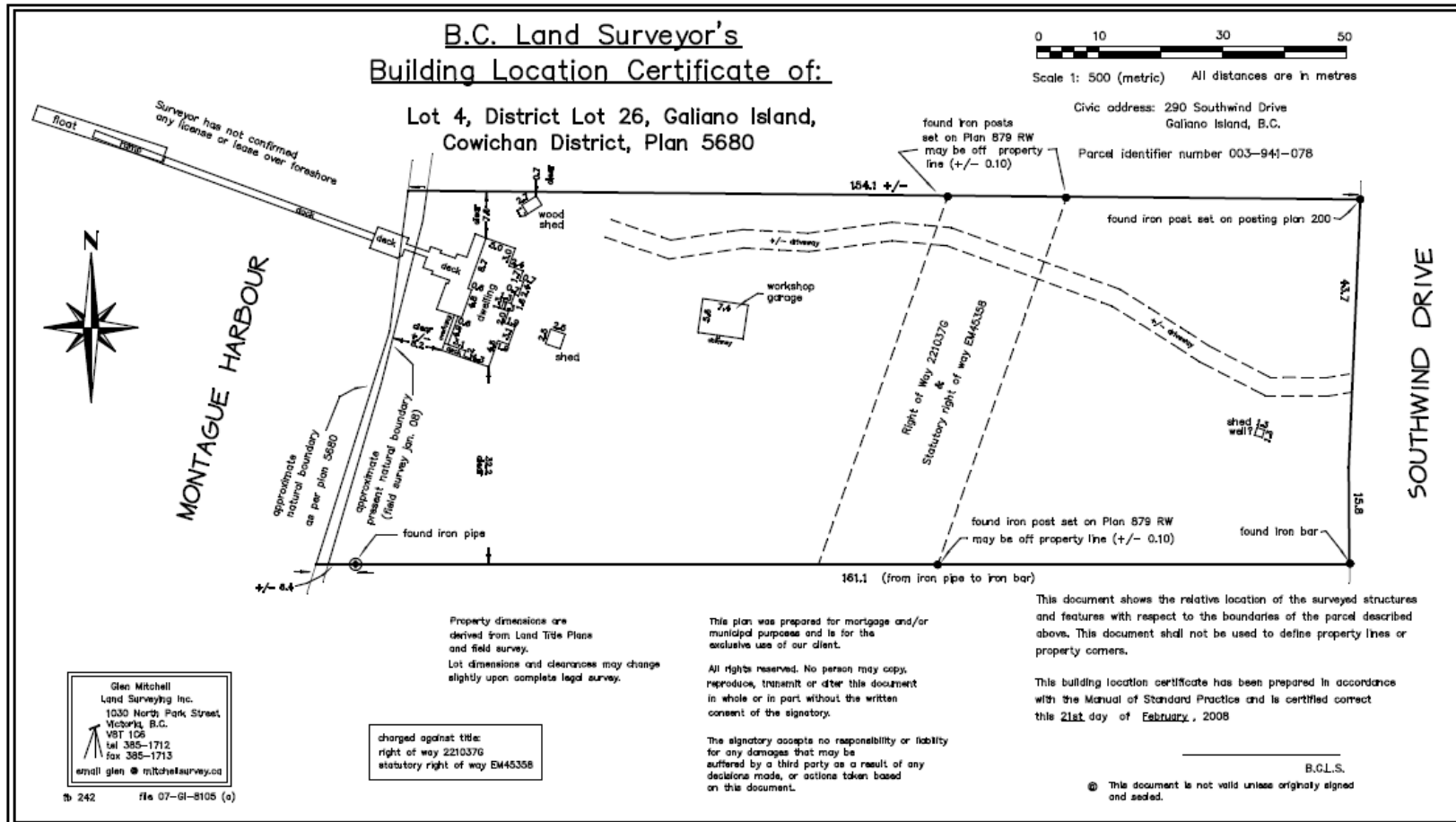
\_\_\_\_\_  
Date of Issuance

**IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE \_\_ DAY OF \_\_\_\_, THIS PERMIT AUTOMATICALLY LAPSES.**

# STAFF REPORT

## GALIANO ISLAND LOCAL TRUST COMMITTEE

### GL-DVP-2008.4 SCHEDULE "A"



# STAFF REPORT

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January 29, 2009

File No.: GL-OCP-2009.1

**To:** Galiano Island Local Trust Committee  
David Marlor, Regional Planning Manager

**From:** Gary Richardson  
Island Planner

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**Re: Heritage Forest Policy Amendment – Galiano Island Official  
Community Plan**

**Owner:** Various  
**Applicant:** Galiano Island Local Trust Committee Initiated Amendment  
**Location:** Galiano Island

## THE PROPOSAL:

At the December 15, 2008 Galiano Island Local Trust Committee (LTC) meeting the LTC passed the following resolution:

Resolution GL-LTC-225-08

It was Moved and Seconded that the Galiano Island Local Trust Committee directs staff to draft a bylaw that removes forest policy (d) from the Galiano Island Official Community Plan and Land Use Bylaw.

In response to the above resolution staff has prepared a draft OCP amendment bylaw (203) that if adopted would remove policy (d) from the OCP (draft bylaw 203 attached).

Staff was also directed to draft an amendment to the Galiano Land Use Bylaw (LUB) however that has not been done due to reasons outlined in this report.

There are currently four active rezoning applications based on Forest policy d) in the OCP; therefore staff has briefly commented on those applications in this report.

## SITE CONTEXT:

The Heritage Forest Policies (policy d) apply to all of the land designated Forestry Land in the Galiano OCP. Owners of Forest 1 zoned lands can apply to be rezoned to Rural Residential (RR) and Heritage Forest (FH) using policy d) of the OCP. Policy d) is commonly referred to as the RR/FH option. Forest 1 zoned lands on Galiano Island comprise approximately 2300 ha or 38 % of the Island.

## **CURRENT PLANNING STATUS OF SUBJECT LANDS:**

### Trust Policy Statement

The following policies apply to ecosystem preservation and protection:

3.1.3 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.

3.1.4 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.

The following policy and recommendation apply to Forest Ecosystems:

3.2.2 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems<sup>15</sup> within their local planning areas from potentially adverse impacts of growth, development and land-use.

3.2.3 Trust Council encourages government agencies, non-government organizations, property owners and occupiers to protect forested areas through voluntary donation, acquisition, conservation covenants and careful management.

The following Policies apply to Forests:

4.2.6 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.

4.2.7 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address:

- the retention of large land holdings and parcel sizes for sustainable forestry use, and
- the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.

4.2.8 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.

## Official Community Plan

The following are some of the Forest Policies contained in the Galiano OCP, the highlighted policy d) is the policy to be removed by draft bylaw 203.

a) The principal use shall be forestry. All structures including dwellings (except dwellings on land rezoned to RR or CF) must be accessory to the principal forestry use and no uses should impair the long-term natural processes of forest growth and regeneration. Unplanned proliferation of residential uses throughout the forest would be contrary to many of the objectives and policies in this plan, including particularly those dealing with the integrity of forest ecosystems and surface water and groundwater supplies and the impact of residential services such as roads. Instead, in order to preserve and protect the forest resource, the plan favours the clustering of residential uses on sites within the forest, carefully selected as the basis of sound planning principles, with the balance of the lands being set aside for forest uses in perpetuity.

b) Dwellings are permitted in the Forest designation in the following circumstances:

i) on land in the Forest Land Reserve and zoned FLR under the Land Use Bylaw, one accessory dwelling is permitted per lot if the lot complies with Land Transportation Policy o).

ii) land whose owner grants to the Silva Forest Foundation and the Local Trust Committee or any other covenantee satisfactory to the Local Trust Committee a covenant to manage the land in accordance with sustainable forest practices and prohibiting subdivision of the land into lots less than 20 hectares (49.4 acres), may be rezoned to permit one accessory dwelling per 20 hectares (49.4 acres) if the lot complies with Land Transportation Policy o). The location of the dwelling and any accessory buildings or structures must be selected to minimize their impact and the impact of related services on the forest, and the land use bylaw amendment must specify the location of the buildings.

iii) on lands zoned F2 on the date of adoption of this policy, one accessory dwelling is permitted per lot.

c) The lot size for subdivision of Forest land shall be at least 20 hectares (49.4 acres) except as permitted under policy d).

**d) Lands zoned F1 on the date of adoption of this policy may despite the minimum lot area specified in F1 zoning regulations be rezoned to RR (Rural Residential) and FH (Heritage Forest) to permit one dwelling per 8 hectares (19.76 acres) of F1 zoned land, if the owner**

**i) complies with Land Transportation Policy o);**

**ii) submits development approval information that recommends a preferred location and layout for such dwellings minimizing their impact, and that of related services, on the integrity of the forest ecosystem of adjoining lands that will retain Forest zoning, with the area proposed to be rezoned to RR occupying not more than one-third of any waterfront boundary of any lot proposed to be rezoned; and**

**iii) transfer any lands in excess of 2 hectares (4.94 acres) per 8 hectares (19.76 acres) of F1 land being rezoned, which excess lands must be**

rezoned FH (Heritage Forest) to permit forestry and associated educational uses only, to an incorporated Galiano Island organization of at least 30 years standing that has as one of its objects the stewardship of forest land. The owner must prior to the transfer grant to the Silva Forest Foundation and the Local Trust Committee or any other covenantee satisfactory to the Local Trust Committee a covenant to manage the Land in accordance with sustainable forest practices and prohibiting subdivision of the Land.

Owners are encouraged to plan the development of their lands co-operatively, as such co-operative planning may increase the likelihood of residential sites being selected that will have the least possible impact on forest ecosystems. The Galiano Island Local Trust Committee may accept applications made within two years of the adoption of this policy. In considering development proposals the Local Trust Committee must be mindful of the benefits to be achieved if the use of the lands involved in any application were to be planned together with the use of other F1 lands, and rezoning applications formulated co-operatively.

This policy is intended to deal with the extraordinary circumstances that have been created by the private acquisition for residential and development purposes, at a time when the zoning status of the lands was before the courts, of forest lands whose suitability for subdivision and residential development has never been systematically evaluated.

The Local Trust Committee intends to review the results of this policy after five years have passed following the adoption of this policy, and may remove the policy at that time by amending the plan.

#### Land Use Bylaw

Forest 1 (F1) zone allows the following:

##### Permitted Uses

7.1.1 In the Forest 1 zone the following uses are permitted, subject to the regulations set out in this section and the general regulations set out in Parts 2 and 3, and all other uses including residential uses are prohibited.

7.1.1.1 timber production and harvesting

7.1.1.2 accessory forestry uses including the sawmilling and planning of timber harvested on the same lot and the growing of seedlings in nurseries

##### Buildings and Structures for Forestry Uses

7.1.2 A single non-residential unenclosed building or structure with a floor area not exceeding 93 square metres is permitted in each lot and every such building or structure must be screened by a landscape screen not less than 9 metres in height and complying with the requirements of subsection 15.1.1 of this bylaw.

The Rural Residential (RR) zone allows the following:

#### Permitted Uses

5.4.1 In the Rural Residential zone the following uses are permitted, subject to the regulations set out in this section and the general regulations set out in Parts 2 and 3, and all other uses are prohibited.

5.4.1.1 dwellings

5.4.1.2 cottages

5.4.1.3 home occupations

#### Permitted Density

BL 190 5.4.2 One dwelling is permitted on each lot, and one additional dwelling is permitted in respect of each 2 hectares of lot area over 2 hectares, except that:

5.4.2.1 on land legally described as Lot A (DD G8661), District Lot 56, Galiano Island, Cowichan District, Plan 24402, except part in Plan VIP 61655 and Plan VIP78230 only one dwelling and one cottage are permitted.

5.4.3 One cottage is permitted on each lot having an area of 0.4 hectares or more in respect of each permitted dwelling.

The Heritage Forest (FH) zone allows the following:

#### Permitted Uses

7.4.1 In the Heritage Forest zone the following uses are permitted, subject to the regulations set out in this section and the general regulations set out in Parts 2 and 3, and all other uses including residential uses are prohibited.

7.4.1.1 timber production and harvesting

7.4.1.2 accessory forestry uses including the sawmilling and planing of timber harvested on the same lot and the growing of seedlings in nurseries.

#### Buildings and Structures for Forestry Uses

7.4.2 A single non-residential unenclosed building or structure with a floor area not exceeding 70 square metres is permitted on each lot for timber production and harvesting uses, and every such building or structure must be screened by a landscape screen not less than 9 metres in height and complying with the requirements of subsection 15.1.1 of this bylaw.

7.4.3 Enclosed buildings and structures for forestry education and research uses, not exceeding 70 square metres in total floor area, are permitted on each lot subject to the screening requirements in subsection 7.4.2.

#### Islands Trust Fund:

If draft bylaw 203 proceeds it is recommended that it be referred to the Islands Trust Fund for review and comment.

#### Sensitive Ecosystems and Hazard Areas:

There are sensitive ecosystems and hazard areas identified on lands within the F1 zone.

#### Archaeological Sites:

There are archaeological sites identified on lands within the F1 zone.

#### Covenants:

There are covenants on some of the lands within the F1 zone.

Other:

Private Managed Forest Land (PMFL):

Some of the F1 zoned properties are in PMFL.

In stream applications:

Presently there are four active rezoning applications where the rezoning is based on the policies contained in policy d) of the OCP.

The following is a brief description of those files:

**GL-RZ 2005.3** Landplan Group Inc.

Date received May 12, 2005

Legal Description: DL 72, except part in Plan VIP61007 and Lot 15, DL 71 and 77, Plan VIP61007, Galiano Island.

Proposal is to use RR/FH option contained in policy d) of the OCP.

The Galiano Rod and Gun Club, The Land Conservancy and The Galiano LTC are shown as parties to the covenant in the draft.

BC Parks also has an interest in the FH portion of the lands.

Proposed Bylaw 189 shows the subject lands being rezoned from Forest 1 to Rural Residential and Heritage Forest. The bylaw has been to public hearing (December 13, 2006) and the preparation of a covenant has been proceeding.

**GL-RZ-2006.2** Windmark Capital Inc.

Date received June 19, 2006

Legal Description: Lot 25, DL 69, Plan VIP61020, Lot A, DL 68, Plan VIP76636 and Lot 32, DL 65 and 68, Plan VIP61030 and DL 68 except parts in Plans VIP61030 and VIP76636, Galiano Island

Proposal is to use the RR/FH option contained in policy d) of the OCP.

It is proposed that the FH land would be transferred to the Galiano Rod and Gun Club. The Rod and Gun Club would then enter into a long term lease with BC Parks for the management of the FH zoned property.

**GL-RZ-2006.3** Gundy MacNab

Date received Oct 16, 2006

Legal Description: District Lot 50

Proposal is to use the RR/FH option contained in policy d) of the OCP.

Staff has not reviewed the file.

**GL-RZ-2008.1** Landworks Consultants Inc.

Date received Jan 2, 2008

Legal Description: DLs 79, 85, 86 and 87.

Proposal is to use RR/FH option contained in policy d) of the OCP. FH would form part of Dionisio provincial park.

There is a statement in policy d) of the OCP that reads "The Galiano Island Local Trust Committee may accept applications made within two years of the adoption of this policy". The policy was adopted on March 1, 2000; therefore March 1, 2002 would be two years after the adoption date.

It is staffs understanding that this is not a binding date and that the LTC can and has (as referenced above) received applications after March 1, 2002.

**COMMUNITY INFORMATION MEETING(S):**

None scheduled, however if draft bylaw 203 proceeds a community information meeting is recommended.

**RESULTS OF CIRCULATION:**

If a community information meeting and/or a public hearing is scheduled the draft bylaw will be circulated appropriately.

**STAFF COMMENTS:**

1. OCP Forest policy d)

It is staffs opinion that some portions of the policy are ultra vires; therefore the policy should either be removed or amended. The LTC has directed staff to remove the policy in its entirety. Draft bylaw 203 if adopted would remove policy d) from the OCP.

The LTC has the following options with respect to draft bylaw 203:

- take it to a community information meeting to obtain public comment;
- do nothing, place bylaw in abeyance or determine that it proceed no further and direct staff to work on other work program priorities;
- give the bylaw 1<sup>st</sup> reading as drafted; or
- direct staff to amend the bylaw.

2) Proposed Bylaws 199 (OCP) and 200 (LUB)

Bylaw 199 amends some policies of the OCP (including policy d) and bylaw 200 amends the LUB. The bylaws have been to public hearing. If draft bylaw 203 is adopted proposed bylaw 199 will require amending if it is to proceed.

The LTC has the following options with respect to proposed bylaws 199 and 200:

- Proceed no further with the bylaws;
- Place the bylaws in abeyance until draft bylaw 203 is either adopted or it is determined that it proceed no further;
- Continue to proceed with the bylaws either as drafted or amended.

Staff recommends that if the LTC proceeds with draft bylaw 203 that bylaws 199 and 200 be held in abeyance until the outcome of draft bylaw 203 is determined. It is also recommended by staff that if bylaws 199 and 200 proceed at a future date that a new public hearing be held.

### 3) LUB amendment

LTC resolution 225-08 also directed staff to amend the Galiano LUB in conjunction with the OCP amendment (draft bylaw 203) that removes policy d) from the OCP. There is presently one area that has implemented a rezoning based on the RR/FH option (DLs 30 and 31). Staff has not prepared an amendment to the LUB at this time as it is the opinion of staff that the lands that were zoned to RR and FH on DLs 30 and 31 do not require amended zoning if policy d) is removed from the OCP.

### 4) Other OCP policies that would allow a residence on Forestry designated lands.

OCP Policy b) ii) provides for guidelines that allow for a property in a forest designation to be rezoned to permit an accessory dwelling whose owner grants to the Silva Forest Foundation, the LTC or any other covenantee satisfactory to the LTC a covenant to manage the land in accordance with sustainable forest practices. The minimum lot size permitted is 20 ha and one accessory dwelling is permitted per 20 ha.

### 5) Existing Rezoning Applications

As referenced above there are four active rezoning applications that are based all or in part on the RR/FH option.

The LTC has the following options with respect to in stream rezoning applications if draft bylaw 203 proceeds:

- All of the applications can be held in abeyance until draft bylaw 203 is either adopted or it is determined that it proceed no further. If bylaw 203 is adopted and forest policy d) is removed the applications would no longer be consistent with the OCP. At that time the LTC could decide that the applications proceed no further or continue to process some or all of the applications based on their own merits. If the applications proceed after bylaw 203 is adopted both OCP and LUB amendments would likely be required; or
- Some or all of the applications can continue to be processed during the review of draft bylaw 203.

The LTC has the following options with respect to in stream rezoning applications if draft bylaw 203 does not proceed any further:

- Continue to process one or more of the applications;
- Determine that one or more of the applications proceed no further; or
- Hold some or all of the applications in abeyance for a specified reason.

Based on the policies in the Islands Trust Policy Statement and the Galiano Island OCP that support maintenance of forest ecosystems and ecosystem preservation and protection, there are some merits in having the four rezoning applications proceed at some time to determine if they fulfill the Policy Statement and OCP policies.

Based on the staff determination that portions of policy d) in the OCP are ultra vires and based on the direction from the Galiano LTC to draft a bylaw that removes policy d) from the OCP, staff is recommending that draft bylaw 203 proceed to a community information meeting to obtain public comment. If the LTC agrees with the staff recommendation to have bylaw 203 proceed to a community information meeting it is also recommended that in stream applications referenced in this report and proposed bylaws 199 and 200 be held in abeyance until the outcome of draft bylaw 203 is determined.

**RECOMMENDATION:**

That a community information meeting be held for Draft Bylaw 203 cited as “Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 1, 2009”.

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Prepared and Submitted by:

Jan 29, 2009

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Gary Richardson, Island Planner

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Date

Concurred in by:

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Date

\*\*\*\*\*

**A BYLAW TO AMEND THE GALIANO ISLAND  
OFFICIAL COMMUNITY PLAN BYLAW NO. 108, 1995**

\*\*\*\*\*

The Galiano Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Galiano Island Local Trust Committee Area under *the Islands Trust Act*, enacts as follows:

1. Galiano Island Local Trust Committee Bylaw No. 108, cited as, "Galiano Island Official Community Plan Bylaw No. 108, 1995" is altered as shown in Schedule "A" of this amending bylaw.
2. This bylaw may be cited as "Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 1, 2009".

READ A FIRST TIME THIS	DAY OF	, 2008
PUBLIC HEARING HELD THIS	DAY OF	, 2008
READ A SECOND TIME THIS	DAY OF	, 2008
READ A THIRD TIME THIS	DAY OF	, 2008
APPROVED BY THE EXECUTIVE COMMITTEE OF THIS ISLANDS TRUST THIS	DAY OF	, 200
APPROVED BY THE MINISTER OF COMMUNITY SERVICES THIS	DAY OF	, 200
ADOPTED THIS	DAY OF	, 200

\_\_\_\_\_  
DEPUTY SECRETARY

\_\_\_\_\_  
CHAIRPERSON

GALIANO ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 203

SCHEDULE "A"

Galiano Island Local Trust Committee Bylaw No. 108, cited as, "Galiano Island Official Community Plan Bylaw No. 108, 1995" is amended as follows:

1. Section II "Land Use", Subsection 3 "Forest" is amended by removing the following words in Forest Policy c): "except as permitted under policy d)";
2. Section II "Land Use", Subsection 3 "Forest" is amended by removing Forest Policy d) in its entirety; and
3. Section VI "Development Approval Information", Subsection 1. "Circumstances" is amended by removing: "i Applicants for rezoning of Forest 1 zoned lands to permit residential development under Forest Policy d) of this plan must provide development approval information."

\*\*\*\*\*

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OFFICIAL COMMUNITY PLAN BYLAW NO. 108, 1995**

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APPROVED BY THE EXECUTIVE COMMITTEE OF THIS ISLANDS TRUST THIS	DAY OF	, 200
APPROVED BY THE MINISTER OF COMMUNITY SERVICES THIS	DAY OF	, 200
ADOPTED THIS	DAY OF	, 200

\_\_\_\_\_  
DEPUTY SECRETARY

\_\_\_\_\_  
CHAIRPERSON

GALIANO ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 203

SCHEDULE "A"

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2. Section II "Land Use", Subsection 3 "Forest" is amended by removing Forest Policy d) in its entirety; and
3. Section VI "Development Approval Information", Subsection 1. "Circumstances" is amended by removing: "i Applicants for rezoning of Forest 1 zoned lands to permit residential development under Forest Policy d) of this plan must provide development approval information."



# STAFF REPORT

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February 27, 2009

**File No.:** GL/14-1

**To:** Galiano Island Local Trust Committee  
David Marlor, Regional Planning Manager

**From:** Gary Richardson  
Island Planner

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**Re: Community Facilities Policy g) – RR/FH one percent issue.**

**Owner:** Various  
**Applicant:** Galiano Island Local Trust Committee  
**Location:** Galiano Island Local Trust Area

## Preliminary Report

### THE PROPOSAL:

The Galiano Island Local Trust Committee (LTC) assigned: “Community Facilities Lands on RR/FH – one percent issue” as a work program priority at its December 15, 2008 LTC meeting.

In this report staff has reviewed the existing OCP policy (policy g of Community Facilities) that supports 1% of RR and FH zoned land being rezoned for affordable and/or seniors housing, and amendments that could be made to allow the policy to be implemented in order to allow for affordable housing and/or seniors housing to be created.

### SITE CONTEXT:

The policy (policy g) potentially applies to all F1 zoned lands within the Galiano Island Local Trust area. There have been two rezoning applications to rezone land from F1 to RR/FH where policy g can be applied.

The first application GL-RZ-06-2000 rezoned 108 ha. of District Lots 30 and 31 to RR and FH.

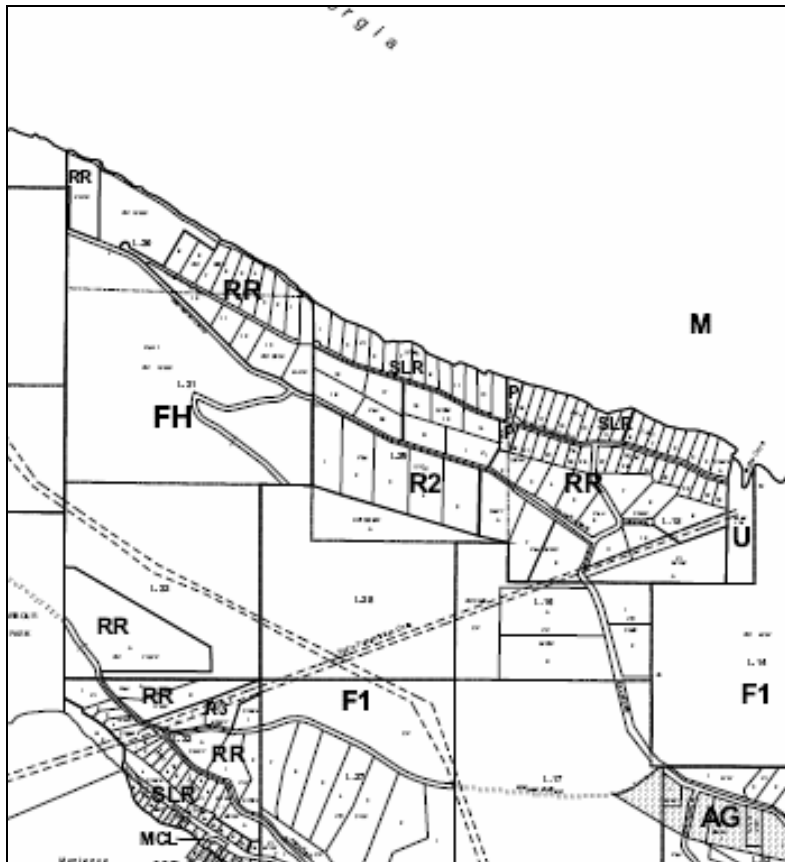
The next application GL-RZ-08-2000 rezoned 64 ha. of District Lot 32 to RR and FH.

The calculation supported by policy g allows for 1% of the total to be rezoned to CF.

Total 108 ha + 64 ha = 172 X 1% = 1.72 ha

There is a total of 1.72 ha that can be rezoned from FH to CF.

The following is a map of the area that has been rezoned to FH.



### **CURRENT PLANNING STATUS OF SUBJECT LANDS:**

#### Trust Policy Statement:

The following are some policies that apply to housing:

- 5.2.4 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
- 5.2.5 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
- 5.8.3 Trust Council holds that island communities within the Trust Area are themselves best able to determine the most effective local government structure to support their local autonomy and specific community needs within the object of the Islands Trust.
- 5.8.6 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and

recreational facilities and services.

### Official Community Plan

The following policy (policy g) is the policy that supports 1% of land zoned to RR/FH to be used for community facility use. The land is specifically to be used for seniors and affordable housing.

#### Community Facilities Policies

- g) In connection with the implementation of Forest policy d), an area comprising 1% of the area of F1 lands being rezoned to RR and FH may, if the area is deemed suitable for the purpose by the Local Trust Committee, instead be rezoned to CF (Community Facility) to permit affordable housing, including housing for senior citizens, and the land required to be simultaneously transferred to an incorporated non-profit society having as one of its objects the development and operation of affordable or seniors' housing, or alternatively an option to purchase the land for nominal consideration granted to such a society. This policy must not be used to create CF parcels with areas less than 2 ha.

#### Land Use Policies

The following policy (b) density

- b) The overriding policy of this plan with regard to the net residential density of the local trust area is that it will not be increased through rezoning beyond what is explicitly allowed for in this plan.

#### Residential Policies

- i) The Ministry of Municipal Affairs, the Capital Regional District and other appropriate government agencies shall be requested to assist in determining rural and geographically suitable building standards and processes that enable the construction of affordable housing.

### Land Use Bylaw

The following Community Facilities Zone allows for seniors housing:

#### **8.1 Senior Citizen Residential Zone - SCR**

##### Permitted Uses

8.1.1 In the Senior Citizen Residential zone the following uses are permitted, subject to the regulations set out in this section and the general regulations set out in Parts 2 and 3, and all other uses are prohibited.

8.1.1.1 dwellings for the provision of housing for senior citizens by a non-profit society incorporated for that purpose.

##### Permitted Density

8.1.2 The density of development must not exceed 10 dwellings per hectare.

8.1.3 Lot coverage must not exceed 33% of any lot.

The following Community Facilities Zone allows for affordable and special needs housing:

## **8.2 Community Facility Zone – CF**

### Permitted Uses

- 8.2.1 In the Community Facility zone the following uses are permitted, subject to the regulations set out in this section and the general regulations set out in Parts 2 and 3, and all other uses are prohibited.
- 8.2.1.1 public and non-profit schools not including overnight accommodation or dormitories
  - 8.2.1.2 non-profit community halls, libraries, museums, churches, cemeteries, recycling facilities
  - 8.2.1.3 parks, playgrounds and sports fields
  - 8.2.1.4 affordable and special needs housing
- 8.2.2 Despite Subsection 8.2.1 on lands legally described as part of that part of district lot 3 lying north and west of the Government Road, except the southerly 15 chains, except Parcel B (DD 59923I) and Parcel C (DD 134548I) and except parts in Plans 9087, 13978 and 19389, Galiano Island, Cowichan District and the road right of way surrounding said lands the permitted uses are restricted to a museum.

### Permitted Density

- 8.2.3 The density of affordable and special needs housing must not exceed 2 dwellings per hectare.
- 8.2.4 On the lot legally described as Lot 2, District Lot 6, Plan 40875, Galiano Island, Cowichan District lot coverage must not exceed 20%.

### Covenants:

EW147258 – Lot A, DL 32, Plan VIP 77822.

Transferor 607814 BC Ltd.

Transferee: Galiano Island LTC.

It identifies a no build area.

EW147259 - Lot A, DL 32, Plan VIP 77822.

Transferor's: Galiano Club

Transferee's: Habitat Acquisition Trust and the Galiano Conservancy Association

The stated intent is to restrict activities on the land that are not forestry activities, protect and preserve the amenities of the land, ensure the forest activities are carried out to ensure the long term sustainability of the forest, prevent subdivision except in accordance with the agreement.

EX153877 – Lot 1 DLs 30 and 31, Plan VIP76996

Transferor's: Galiano Club

Transferee's: Habitat Acquisition Trust and the Galiano Conservancy Association

The stated intent is to restrict activities on the land that are not forestry activities, protect and preserve the amenities of the land, ensure the forest activities are carried out to ensure the long term sustainability of the forest, prevent subdivision except in accordance with the agreement.

**COMMUNITY INFORMATION MEETING(S):**

None have be held; however if an amending bylaw is drafted it is recommended that a community information meeting be held.

**RESULTS OF CIRCULATION:**

No circulation of documents has be done; however if an amending bylaw is drafted it will be circulated as is required.

**STAFF COMMENTS:**

1. Compliance with the Islands Trust policy statement.

As referenced earlier in this report the policy statement directs local trust committees to address their community's current and projected housing requirements in their OCPs and regulatory bylaws. It is the opinion of staff that the rezoning of a portion of land from the FH zone to CF zone to create affordable housing is consistent with the Islands Trust policy statement.

2. The area of existing FH zoned land that can be rezoned to the CF zone.

The existing area, based on a calculation of 1% of the lands that have been rezoned from F1 to RR and FH, is 1.72 ha. This is not sufficient to comply with policy g of the OCP that requires parcels that are rezoned from FH to CF to be a minimum of 2 ha. To comply with this policy a minimum of 28 ha of land would need to be rezoned from F1 to RR and FH. Another option is that the policy could be amended to require a minimum lot size less than 2 ha. or increase the percentage area that can be used for rezoning to CF.

3. Can a higher percentage of FH be rezoned to create a larger CF parcel?

Policy g states that an area comprising 1% of the area of F1 lands being rezoned to RR and FH may ... be rezoned to CF. Its staff's opinion that this statement would not allow for more (or less) than 1% of the original F1 land to be rezoned to the CF zone.

4. Development transfer.

If there is no suitable site on the FH lands the area could be transferred to a suitable site in another location and the zoning from the other location could be transferred to a location on the FH zoned lands.

5. Is there suitable land within the existing FH zoned area for seniors or affordable housing?

Further review would be required to determine if there is a suitable site for affordable and/or seniors housing within the existing FH zoned parcel. Staff is not aware of a dedicated site. The OCP suggests that the Ministry of Community Development, the Capital Regional District and other appropriate government agencies be requested to assist in determining rural and geographically suitable building standards and processes that enable the construction of affordable housing.

6. Is there likely to be any more land being rezoned to FH?

If Bylaw 203 (removes the RR/FH rezoning option from the OCP) is adopted and policy d) of the OCP is removed there will no longer be a policy in the OCP that supports the rezoning of land to FH. The 1.72 ha that presently exists for possible CF zoning may be the only area that is acquired for CF zoning. There are some in-stream rezoning applications that are based on the RR/FH option, or a variation of it, that if implemented could add to the area that can be rezoned to CF.

7. How many units are permitted?

The Community Facilities section of the OCP (4.1) does not specify a building density. The existing Senior Citizen Residential zone allows a density of 10 dwellings per 1.0 ha. The Community Facility zone allows 2 dwellings per 1.0 ha. The OCP, as referenced earlier in this report, does not permit net residential density to be increased through rezoning beyond that explicitly allowed in the OCP. The LTC is not restricted as to how many units can be permitted on a CF zoned parcel.

Presently there is not enough land that has been rezoned from F1 to RR and FH to meet the 2 ha required for rezoning to CF. There are two options: 1) more land can be rezoned from F1 to RR and FH (a minimum of 28 ha is required) or 2) amend the OCP to allow for the existing 1.72 ha of land to be rezoned from FH to CF.

There may be no new source of FH land, it is dependant on how draft bylaw 203 and in-stream rezoning applications based on the RR/FH option proceed.

If bylaw 203 proceeds and is ultimately adopted staff recommends that the OCP policy g be amended to allow the existing 1.7 ha. area to be rezoned to CF. This can be done by reducing the minimum lot size required from 2.0 ha to 1.7 ha or increase the percentage of land that can be rezoned to CF from 1% to something more.

If bylaw 203 does not proceed any further and the rezoning option allowing F1 land to be rezoned to RR and FH is still available, the OCP can still be amended to allow the existing 1.72 ha of land to be rezoned to CF. Or the LTC could wait for more land to be rezoned from F1 to RR and FH in order to meet the minimum lot size of 2 ha for a CF rezoning as specified in policy g.

**RECOMMENDATIONS:**

**THAT** the Galiano Island Local Trust Committee not make a decision on how to proceed with reviewing the matter of rezoning FH zoned land to CF zoned land until draft bylaw 203 is either adopted or it is determined that it proceed no further.

If draft bylaw 203 proceeds it is recommended that the OCP be amended to allow a 1.72 ha CF zoned parcel to be created.

If draft bylaw 203 does not proceed it is recommended that the OCP not be amended, that the LTC wait for more land to be made available through rezoning from F1 to RR and FH.

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Prepared and Submitted by:



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Gary Richardson, Island Planner

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February 27/2009

Date

Concurred in by:



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March 5, 2009

Date



# Top Priorities

## Galiano Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	OCP Review	<p>Phase 1 - Staff review: build-out analysis, community profile, technical review, preliminary mapping, consultant work, early agency consultation</p> <p>Phase 2 - Community consultation: initial meetings, issue identification, consideration of public consultation mechanisms, appointment of advisory groups, advisory group meetings and recommendations, other on-going consultation and participatory mechanisms, review of recommendations.</p> <p>Phase 3 - Policy development: drafting and review of new or revised policies. Targeted LUB amendments to be considered once policy drafting complete, further community consultation</p> <p>Phase 4 - Legislative phase: agency referrals, readings, public hearing, EC, Ministerial approval, final consideration and adoption.</p>	Sep-19-2008	Robert Kojima	Nov-01-2011	On Going

2	Forest Lands Policies	Island Planner to provide report on Forest Lands Policies (including RR/FH and Community Facility 1% issue) Identifying main issues, providing options, timelines, and any budgetary implications	Apr-20-2009	Gary Richardson	On Going
3	LUB Amendments	Staff report to LTC identifying potential LUB amendments that would not require substantial OCP amendments	Apr-20-2009	Gary Richardson	On Going



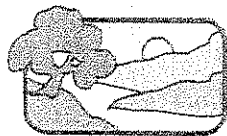
# Projects

## Galiano Island

No.	Description	Activity	Received/Initiated	Status
1	C3 Zone Guest Services	Add "Guest Services" to bring C3 zone in-line with uses permitted in other commercial accommodation zones.  Could be undertaken as part of the OCP Review	Dec-15-2008	On Going
2	Water Policy	Review water policy  Review potable water requirements  Boundary adjustment water requirements  Examine availability of Natural Resources Canada assistance  Work could be undertaken as part of the OCP Review	Feb-16-2005	On Going
3	OCP and Land Use Bylaw Definitions	Definitions need to be reviewed for: - Sustainable Forest Principles - Dwellings (reference issues of internal access, breezeways, etc) - Floor Areas, especially in relation to unenclosed buildings - Grade level, setbacks of unenclosed buildings, height, accessory buildings, watercourses, museums  Could be undertaken as part of the OCP Review	Dec-15-2008	On Going
4	Zoning Amendments	Review of AG and R3 zones: permitted uses and accessory building allowances;  Review all zones to allow accessory buildings for farm type uses  Retreats - policy review	Dec-15-2008	On Going

	Conservation lands Remove Silv Forest Foundation as a potential covenant holder on forest lands Review the F3 option Work could be undertaken as part of the OCP Review		
5	Development Permit Areas Review for functionality (include examination of commercial DP for Sturdies Bay) Could be undertaken as part of the OCP Review	Dec-15-2008	On Going
6	Setbacks and Lot Coverage Review setbacks for C1 and AG zones Review lot coverage restrictions generally Review setbacks for septic systems Could be undertaken as part of the OCP Review	Dec-15-2008	On Going
7	Telecommunication Towers Prepare guidelines and review/amend when appropriate.	Dec-15-2008	On Going
8	Soil Removal and Deposit Bylaw Develop a soil removal and deposit bylaw	Dec-15-2008	On Going
9	Docks and Seawalls Review existing policies and regulations Could be undertaken as part of the OCP Review	Dec-15-2008	On Going
10	Strata Lots and Building Stratas Review policies and regulations and ensure common properties are appropriately zoned Examine building strata in regard to all properties	Dec-15-2008	On Going
11	Temporary Use Permits for Sawmills Establish policy and regulations Could be undertaken as part of the OCP Review	Dec-15-2008	On Going
12	Short-term Vacation Rentals Review and develop policy and regulations Could be undertaken as part of the OCP Review	Dec-15-2008	On Going
13	Report on concept of receiving land as park under RR/FH option Review policies	Dec-15-2008	On Going
14	Parking Review policy and regulations Could be undertaken as part of the OCP Review	Dec-15-2008	On Going
15	Proposed Bylaws 158 and 159 (Road Network Plan)	Feb-09-2009	On Going
16	Review Request From Bernard Mignault contained in letter of Dec 24/08.	Feb-09-2009	On Going





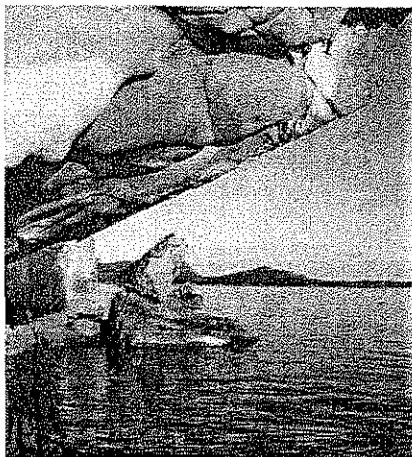
## Islands Trust

Preserving Island  
communities, culture  
and environment

### Our Provincial Mandate

"to preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia"

- Islands Trust Act



Strategic Plan Approved March 2007, Updated Mar 2008

(NOTE: Edited to identify responsibilities of LTCs only. This is not the complete Strategic Plan)

## Islands Trust Council Strategic Plan The Trust Area

The Trust Area covers the islands and waters between the British Columbia mainland and southern Vancouver Island, including Howe Sound and as far north as Comox. This is a unique and special place composed of 13 major islands and more than 450 smaller islands covering approximately 5200 square kilometres.

The beauty, tranquility, and unique natural environment of the islands in the Strait of Georgia and Howe Sound have given the area national recognition.

The islands support strong communities characterized by a mix of lifestyles, livelihoods and individuals. Island residents bring unique skills, viewpoints and sense of place together to sustain a tradition of community involvement.

### Our Council

The Islands Trust Council is made up of the 26 locally elected officials of the Trust Area who are responsible for land use decisions in their island communities. Our Council has a unique mandate from the province to protect the environment and amenities of the islands. It meets quarterly to make decisions about overall policy, staff resources and budget. Our current Council was elected for a 3-year term during BC Local General Elections in November 2005. The current term will end in December 2008.

### Our Priorities

Our Council met for the first time in December 2005. Individual trustees identified some of the issues they felt the Islands Trust should address during the 2005-8 term. In March 2006, after internal discussions at the committee level, trustees participated in another workshop to consider organizational priorities. The table on the following pages outlines Trust Council's plan to achieve its objectives and identifies priority focus areas for 2005-8. In some cases, achievement of these objectives has required new staff and resources. Trust Council will confirm details of its strategic plan as it approves its annual operating budget in March of each year.

#### Part 1 Sustainable Environment

We can create a legacy for the future by protecting our natural environment:

- We will identify areas in greatest need of protection and use the information to protect these areas through covenants, acquisitions and other tools.
- We will consider regulatory tools to protect the most sensitive environments.
- We will find ways to encourage environmental sustainability and stewardship through education and incentives.

#### Part 2 Healthy Communities

Our island communities need effective and efficient government services:

- We will foster healthy, complete and livable island communities
- We will manage growth in the Trust Area in a manner that respects our provincial mandate and the wishes of island communities.
- We work to strengthen citizen participation in local government.

#### Part 3 Excellence in Governance

We will strive for excellence in governing the Islands Trust Area:

- We will provide leadership in seeking sustainable and fair forms of political representation for the Islands Trust Area.
- We will provide good value, implement fair taxes and fees and seek new and diversified funding sources to support special initiatives.

- We will strive for excellence in public service and work to attract and retain a strong and skilled workforce.

### Sustainable Environment

*indicates change from last quarter	FOCUS AREA	WHO	HOW WILL WE MEASURE SUCCESS?	TARGET(S)	CURRENT STATUS
<b>Protect and enhance the natural environment</b>					
	Adopt soil removal and deposit bylaw	LTCs/IMs	By the number of LTAs/IMs with adopted bylaws	2008-9 - (1 - SSI)	1 <sup>st</sup> reading given SSI community consultation on-going
*	Adopt bylaws to manage tree removal	LTCs/IM	By whether a model bylaw has been developed  By the number of LTAs/IMs with new bylaws for tree protection	2007-8  2007-8(1) NP	Incorporated into model bylaw for sensitive ecosystem protection  Completed (NP OCP adopted)
	Integrate new precautionary principles into local planning procedures	LPC/LTCs/IM	By whether a model DAI bylaw is complete  By the number of LTAs/IMs with new precautionary principles integrated into bylaws	2006  2008-9 - (1) (NP)	Completed  Subject to LTC initiative and LPS budget proposals for 08-09
*	Monitor and enforce LTC conservation covenants	LTC	By whether a process has been designed to identify, monitor and enforce LTC covenants	2008-9	\$10,000 in 08-09 budget to hire a co-op student
		LTC	By whether resources are in place for monitoring and enforcement	2009-10	Subject to budget in 09-10

### Healthy Communities

OBJECTIVE	FOCUS AREA	WHO	HOW WILL WE MEASURE IT?	TARGET	CURRENT STATUS
<b>Foster healthy and livable communities</b>					
	Local strategies for affordable housing	LTCs/IMs	By whether a model housing agreement has been completed  By the number of new covenants or housing agreements in place to guide housing affordability  By the number of new OCPs that have an updated strategy for affordable housing	2006-7 -1(SS1)  2007-8 - 2 (SS1)  2008-9 - 1(SS1)	Completed  One complete One in final development  In development through SSI OCP
	Local strategies to manage tourism	LPC/LTCs/IM	By the number of new OCPs with strategies to manage tourism	2008-9 - (1 - SSI)	Tourism policies in SSI OCP to be reviewed
	Coordinate planning efforts with Gulf Islands National Park Reserve	LPC/LTC	By whether staff attended meetings with GINPR  By the number of bylaws amended to reflect Parks Canada holdings	2006-7 (1)  2006-7(1) 2008-9 (5)	Completed  NP (assoc) completed Planned



# Applications w/ Status - Galiano Island Status: Open

## Applications

### Development Permit

File Number	Applicant Name	Date Received	Purpose
GL-DP-2002.3	OShaughnessy, Robert F	May-07-2002	Development Permit Area 2 - Shoreline Areas. Application is to allow an existing sea wall and fill to remain in shoreline area.

**Planner:** Gary Richardson

### Planning Status

**Status Date:** Apr-08-2009

DP can not proceed until OCP/LUB amended.

**Status Date:** Dec-12-2007

RE-examine LTC position of Oct 3/07 in April, 2008 when status of OCP review is considered.

**Status Date:** Oct-30-2007

Oct 3, 2007 LTC requested BEO not to enforce on this matter for one year until it is reviewed as part of the OCP review.

File Number	Applicant Name	Date Received	Purpose
GL-DP-2008.2	Richard & Dorothy Beauchamp	Apr-23-2008	DP Area 1 - Riparian Areas. Sewage disposal works located within DP Area 1 in close proximity to a stream. X-reference GL-DVP-2006.3 and GL-DP-2006.2

**Planner:** Gary Richardson

### Planning Status

**Status Date:** Apr-08-2009

Letter sent to applicant and engineer requesting justification for placement of structures, asked to respond within 30 days.

**Status Date:** Jan-21-2009

Staff will contact the applicant and engineer and request justification for the placement of the works within a DP area.

**Status Date:** Apr-23-2008

Created file and forwarded to Planner, No fees were required

File Number	Applicant Name	Date Received	Purpose
GL-DP-2008.4	Hugh McLean	Nov-12-2008	X-Ref GL-SUB-2007.3 DP Area 1 - Riparian Area. Proposed two lot subdivision of a portion of DL 83 that contains a stream.

**Planner:** Gary Richardson

**Planning Status**

**Status Date:** Apr-08-2009

Met with property owner April 7, 2009 - they will be providing QEP report soon. After the QEP report is reviewed by staff a draft DP can be prepared for the LTCs consideration.

**Status Date:** Feb-17-2009

Request for QEP - PT

**Status Date:** Jan-21-2009

Staff to prepare a report and draft permit for the LTCs consideration.

**Development Variance Permit**

File Number	Applicant Name	Date Received	Purpose
GL-DVP-2006.3	Dorothy Beauchamp	Sep-05-2006	Variances required to allow for the siting of: deck, sewage treatment plant, sewer pipe, sewage absorption field, addition to a dwelling and accessory building.

**Planner:** Gary Richardson

**Planning Status**

**Status Date:** Jan-26-2009

GL-DP-2008.2 to be considered by the LTC before variances are considered.

**Status Date:** Nov-30-2007

Waiting for further information.

**Status Date:** Sep-24-2007

Further site review carried out Sept 21,07

File Number	Applicant Name	Date Received	Purpose
GL-DVP-2008.4	Robert Mckenzie	Jul-24-2008	Variance required to allow deck and stairs to be sited as close as 0 metres from the natural boundary of the sea.

**Planner:** Gary Richardson

**Planning Status**

**Status Date:** Apr-30-2009

Draft permit, staff report and additional information regarding setback from the sea on the May 11, 2009 LTC agenda for the LTCs consideration.

**Status Date:** Apr-08-2009

Draft permit and staff report on April 20, 2009 LTC agenda for LTC consideration.

**Status Date:** Jan-26-2009

Staff to visit site February 2, 2009, to review file and provide LTC more information - as requested by LTC at November 3, 2008 LTC meeting.

## Rezoning

File Number	Applicant Name	Date Received	Purpose
GL-RZ-2004.6	Crystal Mountain Society	Jun-14-2004	To amend OCP and LUB to allow for a Retreat Centre and Forest Retreat. Lot 4, Plan VIP68079, DL 88/89. x-reference draft bylaws 187 (OCP) and 188 (LUB).

**Planner:** Gary Richardson

## Planning Status

**Status Date:** Apr-08-2009

Letter written to applicant asking if they want to keep the file open.

**Status Date:** Jan-26-2009

Staff to contact applicants and determine if they want to proceed with application.

**Status Date:** Apr-11-2008

Applicants advised that they wish to continue with application but that they will be amending the application.

File Number	Applicant Name	Date Received	Purpose
GL-RZ-2005.2	Victor Romagnoli	Mar-21-2005	To rezone from F1 to F3 to permit for one residence and related buildings. Lot B, Plan VIP 68079, DL 88/89.

**Planner:** Gary Richardson

## Planning Status

**Status Date:** Apr-08-2009

Letter written to applicant to determine if they wish to keep file open.

**Status Date:** Jan-26-2009

Staff to contact applicant and determine if they wish to keep the file open.

**Status Date:** Dec-21-2007

Applicants have confirmed they wish to keep file open and address following LTC completion of forest land review.

File Number	Applicant Name	Date Received	Purpose
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GL-RZ-2005.3

Landplan Group Inc May-12-2005

To amend the LUB from F1 to RR & FH. DL 72 and Lot 15, DL 71 and 77, Plan VIP61007. X-reference GL-SUB-2007.1 FH proposed to form Part of Bogega Ridge Provincial Park

**Planner:** Gary Richardson

**Planning Status**

**Status Date:** Apr-08-2009

Staff to: determine BC parks intention to manage the heritage land in accordance with OCP forest policy d); obtain confirmation that the Galiano Rod and Gun Club is willing to own heritage forest lands; determine if Land Conservancy of BC is willing to be a covenant holder of heritage forest lands.

**Status Date:** Jan-27-2009

The Galiano Rod and Gun Club, TLC The Land Conservancy of BC and The Galiano LTC are shown as parties to the covenant in the draft.

**Status Date:** Jan-26-2009

Proposed Bylaw 189 has been to public hearing (Dec 13/06) Covenant needs to be finalized.

File Number	Applicant Name	Date Received	Purpose
GL-RZ-2006.3	Gundy MacNab	Oct-16-2006	rezone from F1 to RRFH - DL 50

**Planner:** Gary Richardson

**Planning Status**

**Status Date:** Apr-17-2009

If no response from letter is received by June 1, 2009 file will be closed.

**Status Date:** Apr-08-2009

Letter sent to applicant to determine if they want to keep the file open.

**Status Date:** Jan-26-2009

Staff to contact applicant and determine if they still want their application on hold.

File Number	Applicant Name	Date Received	Purpose
GL-RZ-2008.2	Fred King	Feb-22-2008	To amend the zoning from F1 to F3 for the property known as DISTRICT LOT 17, GALIANO ISLAND, COWICHAN DISTRICT, EXCEPT PART IN PLAN 22128

**Planner:** Alison Fox

**Planning Status**

**Status Date:** Apr-22-2008

Applicant requested that application be placed on hold as applicant wishes to assess other options.

**Status Date:** Feb-27-2008

Sent letter of acknowledgment of receipt of fees and application to applicant. copied to trustees and forwarded file to

planner.

File Number	Applicant Name	Date Received	Purpose
GL-RZ-2008.3	William & Lennis Campbell <b>Planner:</b> Alison Fox	Jul-08-2008	OCP/LUB mapping amendment to relocate the AG zoned portion of DL 57.

**Planning Status**

**Status Date:** Apr-01-2009

Bylaw No. 201 forwarded to Minister of Community Development

**Status Date:** Mar-30-2009

EC approved bylaws

**Status Date:** Mar-24-2009

Bylaws referred to EC

**Subdivision**

File Number	Applicant Name	Date Received	Purpose
GL-SUB-2002.1	FORSTBAUER, WALTER <b>Planner:</b> Gary Richardson		To create 3 parcels for residential use. DL 44. X-reference GL-RZ-01-2001

**Planning Status**

**Status Date:** Jan-26-2009

December 15, 2008 LTC meeting Planner Brodrick advised LTC that staff is waiting for revised covenant from applicant.

**Status Date:** Nov-27-2008

Telephone conversation with applicant.

**Status Date:** Nov-27-2008

Letter sent to applicant requesting sending of acceptable draft covenant.

File Number	Applicant Name	Date Received	Purpose
GL-SUB-2007.1	LPG Landplan Group Inc <b>Planner:</b> Gary Richardson	Feb-12-2007	Creating 6 new lots. DL 72 and Lot 15, DL 71 and 77, Plan VIP61007. X-reference GL-RZ-2005.3

**Planning Status**

**Status Date:** Jan-26-2009

Application dependant on rezoning to RR/FH.

**Status Date:** Jan-03-2008

Applicant advises MoT and Islands Trust that they wish to continue with the application.

**Status Date:** Dec-21-2007

Sent MoT comments advising that application does not comply with rezoning but rezoning application in process.

File Number	Applicant Name	Date Received	Purpose
GL-SUB-2007.2	Galiano Conservancy Association <b>Planner:</b> Gary Richardson	Feb-09-2007	Boundary adjustment between two lots that contain a wetland (Great Beaver Swamp). X-reference GL-DP-2008.3

### **Planning Status**

**Status Date:** Apr-08-2009

Applicant fulfilling PLA conditions.

**Status Date:** Jan-26-2009

DP required as condition - draft DP on February 9, 2009 agenda for LTCs consideration.

**Status Date:** Sep-25-2007

PLA issued by MoT outlining requirements

File Number	Applicant Name	Date Received	Purpose
GL-SUB-2007.3	Hugh McLean <b>Planner:</b> Gary Richardson	Nov-01-2007	Two lot subdivision of a portion of DL83 that contains a stream. X-reference GL-DP-2008.4

### **Planning Status**

**Status Date:** Apr-08-2009

Waiting for QEP report before proceeding with DP application.

**Status Date:** Jan-26-2009

Staff to review DP application and provide report and draft DP to LTC for consideration.

**Status Date:** Sep-09-2008

Received PLA from MoT subject to conditions

File Number	Applicant Name	Date Received	Purpose
GL-SUB-2008.1	Karoline & Gary Cullen <b>Planner:</b> Gary Richardson	Mar-04-2008	Subdivision creating 2 waterfront lots. Lot 3, Section 1, Plan 39659.

### **Planning Status**

**Status Date:** Jan-26-2009

Applicant to satisfy remaining conditions.

**Status Date:** Nov-10-2008

Letter sent to applicant informing frontage waiver approved.

**Status Date:** Nov-03-2008

Staff report presented to LTC - decision to approve waiver.

File Number	Applicant Name	Date Received	Purpose
GL-SUB-2008.2	William Alexander & Lennis Shirley Campbell c/o <b>Planner:</b> Gary Richardson	May-15-2008	Subdivision to create 14 new lots. DL 57 x-Reference GL-RZ-2008.3 (Proposed bylaws 201 OCP and 202 LUB)

### **Planning Status**

**Status Date:** Jan-27-2009

Bylaws drafted to amend location of agricultural zoning to go to CIM Feb 9, 2009.

**Status Date:** Jun-27-2008

Referral comments submitted to MOT

**Status Date:** Jun-11-2008

Received fees, sent letter of acknowledgement of receipt of fees and completed application form, copied to trustees and forwarded file to planner

File Number	Applicant Name	Date Received	Purpose
GL-SUB-2008.3	Fredrick James & Isobel Kathllen Stevens c/o <b>Planner:</b> Gary Richardson	May-28-2008	To create 2 lots. Lot 14, Sections 5&8, Plan 2514 80 Cain Road

### **Planning Status**

**Status Date:** Jan-27-2009

Waiting for applicant to fulfill conditions.

**Status Date:** Sep-09-2008

Received PLA from MoT subject to conditions.

**Status Date:** Jun-11-2008

Received fees; sent letter of acknowledgment of receipt of fees and completed application form to applicant, copied to trustees and forwarded file to planner

LTC REPORT (TRIAL BALANCE ONLY)  
 Final Fiscal 2009 Year End  
 report to March 31, 2009

<b>Island</b>		<b>Galiano</b>
	<b>Location Number</b>	<b>625</b>
<b>Trustee Expense</b>	Total Budget	1,100.00
	Spent	0.00
	<b>Balance</b>	1,100.00
<b>Local Expense</b>	Total Budget	6,500.00
	Spent	5,254.15
	<b>Balance</b>	1,245.85
<b>OCP/LUB Expense</b>	Total Budget	38,750.00
	Spent	12,569.23
	<b>Balance</b>	26,180.77

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Include Accounts With No Activity [No]  
 From Period [01] To [12]  
 For Year [2009]  
 Sort By [Account No.]  
 From Account No. [65200625] To [65200625]  
 From Account Group [ ] To [ZZZZZZZZZZ]  
 Last Year Closed 2008  
 Last Posting Sequence 1176  
 Use Rolled Up Amounts [No]

Account Number/ Prd.	Source	Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
65200-625			<b>LTC - Local Exp - LTC Meeting Expenses</b>						0.00
01	AP-IN	4/1/2008	APPLEPIE	790	774-1	101.23			
			2008-11207						
01	AP-IN	4/1/2008	APPLEPIE	790	774-2	101.23			
			2008-11206						
01	AP-IN	4/14/2008	DAVID MILLERSHIP	800	809-23	223.93			
			2008-0012-001						
01	AP-IN	4/26/2008	GALIANO ISLAND LIONS CLUB	825	837-5	125.00			
			HR#2008-07						
01	AP-IN	4/30/2008	LINDSAY WILLIAMS	825	837-13	441.13			
			2008-0028-APR/08						
			<b>Net Change and Ending Balance for Fiscal Period 01:</b>					992.52	992.52
02	AP-IN	5/10/2008	GALIANO CLUB	825	837-6	190.00			
			24						
02	AP-IN	5/27/2008	APPLEPIE	836	848-1	101.23			
			2008-11349						
02	AP-IN	5/27/2008	MAYNE ISLAND INTEGRATED WATER SYSTEMS	836	848-24	100.00			
			GL-LTC-11-08						
02	AP-IN	5/31/2008	LINDSAY WILLIAMS	877	889-47	78.25			
			2008-0028-MAY/08						
			<b>Net Change and Ending Balance for Fiscal Period 02:</b>					469.48	1,462.00
03	AP-IN	6/2/2008	DAVID MILLERSHIP	844	858-27	232.24			
			2008-0012-002						
03	AP-IN	6/28/2008	APPLEPIE	865	877-1	101.23			
			2008-11452						
			<b>Net Change and Ending Balance for Fiscal Period 03:</b>					333.47	1,795.47
04	AP-IN	7/7/2008	DAVID MILLERSHIP	879	891-9	292.55			
			2008-0012-003						
04	AP-IN	7/26/2008	APPLEPIE	890	903-2	101.23			
			2008-11522						
			<b>Net Change and Ending Balance for Fiscal Period 04:</b>					393.78	2,189.25
05	AP-IN	8/8/2008	DAVID MILLERSHIP	890	903-49	116.58			
			2008-0012-004						
05	AP-IN	8/24/2008	APPLEPIE	931	945-7	101.23			
			2008-11587						
			<b>Net Change and Ending Balance for Fiscal Period 05:</b>					217.81	2,407.06
06	AP-IN	9/8/2008	DAVID MILLERSHIP	931	945-54	246.45			

Account Number/ Prd.	Source	Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
06	AP-IN	9/29/2008	2008-0012-005 APPLEPIE	943	957-5	101.23			
06	AP-IN	9/19/2008	2008-11636 LINDSAY WILLIAMS 2008-0028-SEP/08	943	957-71	92.80			
07	AP-IN	10/6/2008	<b>Net Change and Ending Balance for Fiscal Period 06:</b> DAVID MILLERSHIP	973	987-24	320.84		440.48	2,847.54
07	AP-IN	10/26/2008	2008-0012-006 APPLEPIE	985	988-3	115.40			
08	AP-IN	11/3/2008	2008-11780 <b>Net Change and Ending Balance for Fiscal Period 07:</b> DAVID MILLERSHIP	1001	1015-30	217.10		436.24	3,283.78
08	AP-IN	11/26/2008	2008-0012-007 APPLEPIE	1018	1033-4	134.64			
08	AP-IN	11/3/2008	2008-11866 GALIANO CLUB NOV 3/08	1018	1033-53	200.00			
09	AP-IN	12/28/2008	<b>Net Change and Ending Balance for Fiscal Period 08:</b> APPLEPIE	1042	1057-4	67.32		551.74	3,835.52
09	AP-IN	12/15/2008	2008-11941 GALIANO CLUB DEC 15, 2008	1062	1077-3	50.00			
10	AP-IN	1/5/2009	<b>Net Change and Ending Balance for Fiscal Period 09:</b> ISLAND TIDES PUBLISHING LTD	1042	1057-53	72.00		117.32	3,952.84
10	AP-IN	1/13/2009	0008348 CANADA POST	1064	1079-1	94.08			
10	AP-IN	1/25/2009	APC MAILOUT APPLEPIE	1087	1102-3	201.66			
11	AP-IN	2/21/2009	2008-12001 <b>Net Change and Ending Balance for Fiscal Period 10:</b> LINDSAY WILLIAMS	1105	1121-38	153.53		367.74	4,320.58
11	AP-IN	2/9/2009	2008-0028-JAN/09 GALIANO CLUB	1106	1122-20	50.00			
11	AP-IN	2/25/2009	FEBRUARY 9, 2009 APPLEPIE	1106	1122-35	57.70			
11	AP-IN	2/1/2009	2008-12083 DAVID MILLERSHIP	1126	1144-32	344.26			
12	AP-IN	3/9/2009	2008-0012-008 <b>Net Change and Ending Balance for Fiscal Period 11:</b> DAVID MILLERSHIP	1126	1144-30	328.08		605.49	4,926.07
12	AP-IN	3/26/2009	2008-0012-010 DAVID MILLERSHIP	1153	1176-43	58.29			
12	AP-IN	3/23/2009	2008-0012-012 DAVID MILLERSHIP	1153	1176-44	68.48			
12	AP-IN	3/26/2009	2008-0012-011 APPLEPIE	1155	1178-3	86.65			

Account Number/ Prd. Source	Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
12 AP-IN	3/31/2009	GALIANO CLUB MAR 9/09	1161	1191-4	50.00			
Net Change and Ending Balance for Fiscal Period 12:							591.50	5,517.57
Totals: LTC - Local Exp - LTC Meeting Expenses					<u>5,517.57</u>	<u>0.00</u>	<u>5,517.57</u>	<u>5,517.57</u>
Report Totals:					<u>5,517.57</u>	<u>0.00</u>	<u>5,517.57</u>	<u>5,517.57</u>

1 account printed

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Include Accounts With No Activity [No]  
 From Period [01] To [12]  
 For Year [2009]  
 Sort By [Account No.]  
 From Account No. [72300625] To [72300625]  
 From Account Group [ ] To [ZZZZZZZZZZ]  
 Last Year Closed 2008  
 Last Posting Sequence 1176  
 Use Rolled Up Amounts [No]

Account Number/ Prd.	Source	Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
72300-625			<b>Project "OCP"</b>						0.00
12	AP-IN	3/12/2009	CANADA POST	1111	1127-1	94.08			
12	AP-IN	3/29/2009	GALIANO OCP MAILOUT RIGLER CONSULTING LTD	1153	1176-61	11,807.44			
12	AP-IN	3/31/2009	001-002-009-2008-0078 MINISTER OF FINANCE 92070882	1159	1188-15	667.71			
<b>Net Change and Ending Balance for Fiscal Period 12:</b> <b>Totals: Project "OCP"</b>									
						<u>12,569.23</u>	<u>0.00</u>	<u>12,569.23</u>	<u>12,569.23</u>
<b>Report Totals:</b>						<u>12,569.23</u>	<u>0.00</u>	<u>12,569.23</u>	<u>12,569.23</u>

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Include Accounts With No Activity [No] To [12]  
 From Period [2009] To [2009]  
 For Year [2009]  
 Sort By [Account No.]  
 From Account No. [65000625] To [65000625]  
 From Account Group [ ] To [ZZZZZZZZZZZZ]  
 Last Year Closed 2008  
 Last Posting Sequence 1176  
 Use Rolled Up Amounts [No]

Account Number/ Prd.	Source	Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
65000-625	AP-IN	3/13/2009	LTC "Trustee Expenses"						0.00
12			LOUISE DECARIO	1157	1186-17	14.00		14.00	14.00
			LD031309						
			Net Change and Ending Balance for Fiscal Period 12:						
			Totals: LTC "Trustee Expenses"			14.00	0.00	14.00	14.00
			Report Totals:			14.00	0.00	14.00	14.00

# PROPOSED

## Galiano Island Local Trust Committee Expense Budget

2009-2010

\$6500

	G/L Code	Budget
LTC Meeting Expenses	65200	3 900
APC Meeting Expenses	65210	650
Communications	65220	650
Special Projects	65230	1 000
Miscellaneous	65240	300
<b>Total</b>		<b>6 500</b>

Islands Trust  
LTC Local Expense Budgets  
Fiscal 2009/10

Denman	\$ 3,300
Gabriola	\$ 10,900
Galiano	\$ 6,500
Gambier	\$ 5,500
Hornby	\$ 4,600
Lasqueti	\$ 3,000
Mayne	\$ 5,800
N. Pender	\$ 9,400
Salt Spring	\$ 30,500
Saturna	\$ 3,000
S. Pender	\$ 3,000
Thetis	\$ 3,000

**ISLANDS TRUST  
BRIEFING**

DATE: August 25, 2008

**TOPIC: NEW GENERAL LEDGER ACCOUNTS FOR LTC LOCAL EXPENSES**

**DIRECTED TO:** Trust Council

**CONFIDENTIAL:** No

**DESCRIPTION OF ISSUE:** The current general ledger has one general ledger account code for LTC Local Expenses. Most LTCs create budgets with several categories of activities but the activity in the general ledger is combined into one category which makes LTC Local Expense budget tracking difficult for LTCs.

**BACKGROUND:**

The Financial Planning Committee has approved the addition of additional general ledger accounts for LTC Local Expenses. The accounts and their definitions are outlined below:

<b>G/L Code</b>	<b>Definition and items included</b>
65200	<p><b>LTC Meeting Expenses</b></p> <ul style="list-style-type: none"> <li>- includes hall rental, notice posting/advertising, minute taking and any other costs related to LTC meetings</li> </ul>
65210	<p><b>APC Meeting Expenses</b></p> <ul style="list-style-type: none"> <li>- includes hall rental, notice posting/advertising, minute taking and any other costs related to APC meetings</li> </ul>
65220	<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>- includes trustee mailouts and newsletters, photocopying, special advertising</li> </ul>
65230	<p><b>Special Projects</b></p> <ul style="list-style-type: none"> <li>- LTC-sponsored applications and special planning-related projects approved by resolution</li> </ul>
65240	<p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>- any other expenses not covered above</li> </ul>

**Implementation Process**

LTCs will submit the breakdown of their LTC Local Expense budget for 2007/08 to the Finance Officer. The Finance Office will input the budgets into the appropriate general

ledger accounts, and allocate year-to-date expenses to the correct category. The Finance Office will also endeavor to record financial commitments for the current fiscal year as noted in LTC resolutions. It is expected that Trustees and their planners will work closely with Finance to correctly record and update the information. The summary report for LTC Local Expenses will look something like:

	G/L Code	Budget	YTD Expenses	Commitments	Balance
LTC Meeting Expenses	65200	2,000	450	-	1,550
APC Meeting Expenses	65210	500	-	-	500
Communications	65220	1,500	847	250	403
Special Projects	65230	600	150	200	250
Miscellaneous	65240	200	23	-	177
Totals		4,800	1,470	450	2,880

Suppliers will be required to indicate on their invoice if the related expenses if for an LTC Meeting, and APC meeting. Planning administrative staff will be asked to provide the appropriate general ledger code along with their approval to pay an invoice.

LTCs will be allowed to leave all their expenditures in one account if they wish (it will be account 65240 – Miscellaneous). However, it would be more efficient if every LTC adopted the new approach.

ATTACHMENT(S): N/A

AVAILABLE OPTIONS: N/A

FOLLOW-UP: as described above

PREPARED BY: Craig Elder  
Director, Administrative Services

REVIEWED BY EXECUTIVE COMMITTEE:

SUBMITTED BY: Financial Planning Committee

August 26, 2008

REVIEWED BY:   
(Chief Administrative Officer)

OTHER REVIEW:

FPC August 25, 2008

## Galiano Island Local Trust Committee

### POLICIES AND STANDING RESOLUTIONS

No	Meeting Date	Resolution No.	Issue	Policy
1.	May 18, 2004	GL-LTC-118-04	Road Network Plan	It was Moved and Seconded that the issue of access, including the proposals provided in the Road Network Plan, be applied to any existing and future rezoning applications brought before the LTC.
2.	June 14, 2004	GL-LTC-130-04	Forest 1 and Forest 3 lots	<p>It was Moved and Seconded that staff be directed to draft a proposal to the Islands Trust Executive Committee requesting approval of a special Galiano Island Local Trust Committee initiative to accept, at reduced fee levels and for a limited time, applications to rezone eligible Forest 1 lots to Forest 3.</p> <p>In support of this request we offer that applications received under this initiative be batched in groups of two or more, each under a single bylaw. This approach, administered efficiently, will take less time to process and therefore cost less than if done singly, while still ensuring community input through full public process.</p> <p>The groupings we anticipate should be for properties of like nature and general location, though not necessarily contiguous.</p>
3.	July 21, 2004	GL-LTC-137-04	F1 Zone	It was Moved and Seconded that Galiano LTC consider option 1, Cost Recovery Model, of the July 7, 2004, staff report Re: Batching/Initiating Offer, as an operating policy for the charging of fees as part of any rezoning application and in particular with reference to applications for rezoning of F1- zoned properties.

No	Meeting Date	Resolution No.	Issue	Policy
4.	February 16, 2005	n/a	F3 Covenant	Galiano LTC will hold be a covenant holder to all covenants granted as part of the F3 rezoning process  The model F3 covenant will be referred to all prospective covenant holders for comment on the document and to seek confirmation that they are willing to be a covenant holder jointly with the local trust committee.
5.	June 29, 2005	n/a	Subdivision Applications	Staff are requested to prepare a report that provides wording for standing resolution to refer subdivision applications to the Galiano Fire Department and the Parks and Recreation Commission.
6.	Sept. 26, 2008	GL-RWM-12-08	RZ applications	<b>THAT</b> Galiano Island Local Trust Committee instructs staff to advise potential applicants that, upon receipt of a zoning amendment application, the Local Trust Committee will consider placing the application in abeyance until the completion of a review of the Official Community Plan policies, if in the opinion of the Local Trust Committee, the application may affect or be affected by the review, and that Staff be instructed to post notice to the public on the Islands Trust internet website to this effect.

K:\LTC\Galiano\Standing Resolutions\Policies and standing resolutions September 2008.doc



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- [Trust Council](#)
- [Islands Trust Fund](#)
- [Island Municipalities](#)
- [About Us](#)
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- [News and Subscriber Services](#)



#### Population:

Approximately 1,996

#### Size:

2,709 hectares (6,694 acres)

#### Location:

15 kilometres east of the Swartz Bay ferry terminal on Vancouver Island.

[Land Use Planning](#)

[Related Planning Services](#)

[Related Resources](#)

[Trust Area Mapping](#)

[Related Links](#)

## North Pender Island Local Trust Committee

### Latest News

In this section you will find current news items that are relevant to your Local Trust Area and your community. [Subscribe](#) to the North Pender Island Latest News updates and receive the latest information on official community plan reviews, staff reports, notifications and other documents published in the latest news section.

### March

- [Islands Trust Wins Injunction Against North Pender Short Term Vacation Rental](#) | [Reasons for Judgement](#)
- [Advisory Planning Commission Appointments](#)

### January

- [Affordable Housing Report - October 30, 2008](#)

[^ top](#)

## Projects, Bylaw Reviews and Reports

In this section you will find current Local Trust Committee projects specifically related to the island area.

### General

- [Policies and Standing Resolutions - February 2009](#)
- [Affordable Housing Report - October 30, 2008](#)
- [Trustee Newsletter - September 2008](#)
- [Trustee Newsletter - May 2008](#)
- [Trustee Newsletter - February 2007](#)
- [Trustee Newsletter - October 2006](#)
- [Buying Property on North Pender Island? What Every Potential Purchaser Should Know - May 2008 Update](#)
- [Who Lives Here? - North Pender Ecosystem, Habitat and Wildlife](#) Note that this presentation requires Quicktime to be loaded on your computer - this application can be obtained at no charge from <http://www.apple.com/quicktime/download/> - As well note that this presentation is 3 MB in size.

### Environmental Development Permit Areas (EDPAs)

- [Letter to Owners of Property with EDPAs](#)
- EDPA Information Sheets:
  - [Development Permit Area 1 \(Woodland Sensitive Ecosystem\)](#)
  - [Development Permit Area 2 \(Herbaceous Sensitive Ecosystem\)](#)
  - [Development Permit Area 3 \(Riparian Sensitive Ecosystem\)](#)
  - [Development Permit Area 4 \(Wetland Sensitive Ecosystem\)](#)
  - [Development Permit Area 5 \(Cliff Sensitive Ecosystem\)](#)
  - [Development Permit Area 6 \(Intertidal Sensitive Ecosystem\)](#)
  - [Development Permit Area 7 \(Raptor and Heron Nests Sensitive Ecosystem\)](#)
- [OCP Part 5 "Preserving and Protecting Our Ecosystem"](#)
- [New Development Permit Area Guide for North Pender Island](#)
- [Refer to North Pender Island OCP and Development Permit Area Schedules](#)

## Committee Links

- [Committee Home](#)
- [Trustee Membership](#)
- [Contact Trustees](#)
- [Contact Planning Staff](#)
- [Planning Bylaws](#)
- [Administrative Bylaws](#)
- [Meetings Schedule](#)
- [Meeting Agendas](#)
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- [Associated Islands](#)
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[^ top](#)

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