



Local Planning Services

Trustee Toolkit

Local Planning Services - Salt Spring Team

December 18, 2014

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Legislation

Local trust committees' authority to enforce bylaws and regulate development and the use land comes from the *Islands Trust Act*:

Section 24(2): *For the purpose of carrying out the object of the trust, each local trust committee may do the following:*

(a) *enforce its bylaws in accordance with section 28*

(b) *regulate the development and use of land its local trust area in accordance with sections 29 and 31*

Section 29(1): *Each local trust committee has, in respect of its local trust area, all the power and authority of a regional district board under Part 26 of the Local Government Act.*

Part 26 of the *Local Government Act* – Planning and Land Use Management – establishes the land use planning tools and procedures available to local governments in BC.

All provincial legislation can be found on the [BC Laws website](#), and trustees may find it useful to refer to a particular section of the *Islands Trust Act*, *Local Government Act*, or other legislation from time to time.

Local Trust Committee Work Programs

Local trust committee (LTC) initiated work is managed through the Work Programs, as per [Islands Trust Policy 6.7.i](#). There are two components to the Work Program: the Top Priorities and the Projects List. Please see Attachment 5 for the Salt Spring Island Local Trust Committee Work Program as of December 2014. The work program is reviewed quarterly and a strategic review is undertaken at start of a new term of office.

TOP PRIORITIES

The SSI LTC may identify up to five prioritized planning projects. These planning projects can be significant and long-term, such as an official community plan review, or may be relatively minor, such as an amendment to a specific section in a land use bylaw. The Top Priority projects, unless very minor, must have an approved budget before any significant work can begin. At the initiation of a project, staff will prepare a “project charter” for LTC endorsement. Project charters are a means of managing projects by identifying the objectives, timeline, budget, roles and responsibilities and deliverables. The planner assigned to the project will use the timeline, milestones and deliverables in the project charter in proceeding with the project. Regular staff reports are provided to the LTC with updates, analysis, options and recommendations as the principle mechanism by which the LTC reviews the progress of the project and makes decisions as needed.

PROJECT LIST

The Project List, also referred to as the “long list”, is a record that lists potential projects the LTC may wish to undertake in the future. Action does not occur until the item is approved and moved to the Top Priority list, subject to available time and resources.

A copy of each LTC’s Work Program is included in each meeting agenda for information and for consideration of possible changes or updates. Work Program points to consider:

- Early in the term, each LTC should identify potential top priorities in consultation with planning staff.
- Planners and their Regional Planning Manager (RPM) review potential projects and report back to the LTC on the feasibility of the project including: options, availability of resources, project scope and timeline, budget requirements, balance of workload with other LTCs served from the same Local Planning Services (LPS) unit (Southern or Northern team), consistency with policies, legislation and the Islands Trust Strategic Plan.
- If additional resources are required, the project will need to be included as a budget request within the LPS portion of the annual budget.
- Once a project is approved, the planning team will proceed with the work, reporting regularly to the LTC. The RPM ensures that there are sufficient resources assigned to the project and that the timeline is being met.

FOLLOW-UP ACTION LIST

The Follow up Action List (FUAL), as per [Islands Trust Policy 6.7.i](#), details actions arising from decisions and directions of an LTC made within a local trust committee meeting and are the

principle mechanism for ensuring that LTC directions are carried out in a timely manner by the appropriate staff. Follow up action lists are drafted by the planner following an LTC meeting, with target completion dates and tasks assigned to the relevant staff person. Occasionally a local trustee will be requested by the LTC to undertake an action and that can be noted on the FUAL. Copies of the FUAL are distributed to LTCs by the planner following the meeting. Once an action is done, it is noted as completed on the FUAL. A FUAL report is generated for each LTC meeting agenda.

PROJECT CHARTERS

A “project charter” is a document used by LPS to communicate and track the scope, timeline, budget and deliverables of a project in a short, concise document. A project charter is prepared by planning staff, approved by the RPM, and presented to a LTC for review and endorsement at the start of a project. The document is referred to throughout the life of a project to stay on track with the timeline, budget, scope and deliverables. All of these aspects of a project are liable to evolve and change over the life of the project and the charter can be revised accordingly. If a deliberate change is proposed, the impacts of changes should be carefully assessed.

Development Applications, Referrals & Bylaws

DEVELOPMENT APPLICATIONS

A significant part of an LTC's authority and responsibility is making decisions on development applications submitted to the Islands Trust. These applications, as well as referrals from other agencies that do not come before the LTC for a decision, represent a significant portion of staff time. Attachment 1 of this toolkit lists and describes the types of applications and referrals that are received by the Islands Trust. A record of all current applications is presented at each Local Trust Committee meeting.

Development applications are received by the regional offices and assigned to a planner by the RPM. The planner reviews the submission and prepares a report for the LTC to be considered at an LTC meeting. The planner's report is a key document for LTCs in reviewing applications: the purpose of the staff report is to provide information and advice to the LTC, including a summary of the application, a professional analysis of the issues, options and one or more recommendations. The LTC may also receive additional material to consider in its deliberations, including community input, professional reports provided by the applicant, and comments from other agencies or its APC. Depending on the type of application, subsequent reports, site visits, and/or public meetings and hearings may follow.

An important responsibility of a trustee is reviewing the reports and other material related to a development application. It is also critical that fair procedures are carried out by trustees when discussing and deliberating on a development application. Please also note that all written correspondence, emails, and minutes of meetings can be requested as part of a Freedom of Information request.

REFERRALS INVOLVING OTHER AGENCIES

Responding to referrals from other agencies represents a significant amount of planner time. Attachment 1 of this Toolkit lists the commonly received referrals. Subdivision and building permit referrals from the Ministry of Transportation and Infrastructure and the relevant regional district respectively are the most common referrals received for most local trust areas. Referrals of tenure applications for Crown Land are also commonly received. For the most part, planning staff review the referral against the relevant bylaws and respond with an indication of whether or not the proposal is consistent with the bylaws. In some cases a referral may result in a subsequent decision by an LTC; for example: an application for a variance, determination of parkland dedication, or a new use of crown land.

Referrals of proposed bylaws from neighbouring local governments, particularly adjacent local trust areas, are commonly received. For referrals from an adjacent LTC, the referral package is circulated by email to the LTC and the referral cover sheet is placed on the next LTC meeting agenda for review and determination of whether interests affected or unaffected.

Applications to the Agricultural Land Commission, such as subdivision or construction of an additional residence in the Agricultural Land Reserve, are first considered by LTCs. LTCs have the authority to deny the application outright, or to support the application and forward it to the Agricultural Land Commission for a decision.

BYLAWS

The Islands Trust Policy Statement is a unique bylaw adopted by Trust Council under the auspices of the *Islands Trust Act*. It is intended as a general statement of the policies of the Trust Council for the purpose of carrying out the Object of the Islands Trust, and is the legal mechanism by which Trust Council ensures that LTC bylaws are not contrary to or at variance with those policies. All LTC bylaws are reviewed for consistency with directive policies in the Policy Statement and LTCs are asked to review and endorse a checklist confirming consistency. Prior to adopting a bylaw, an LTC must forward the bylaw and checklist to the Executive Committee (EC) for approval and EC may only approve the bylaw if it is not contrary to or at variance with the Policy Statement.

There are two primary types of planning bylaws adopted by local governments in British Columbia, pursuant to the *Local Government Act*: official community plans and land use bylaws.

“An official community plan is a statement of objectives and policies to guide decisions on planning and land use management, within the area covered by the plan, respecting the purposes of local government.” (Local Government Act s. 875)

The official community plan (OCP) is a policy document that guides future decision making by the LTC and any bylaws subsequently adopted by an LTC must be consistent with the OCP. The policies in an OCP do not regulate the actions of individuals, but are intended to control and guide the actions of a local government. In addition to other statutory requirements, local trust committee OCPs and amendments to OCPs must be approved by the Minister of Community, Sport and Cultural Development before being adopted by the LTC. The role of the Minister is to ensure that provincial interests, including consultation with First Nations, have been met.

A Land Use Bylaw (LUB), regulates land use within the area of covered by the bylaw, principally through zoning. A LUB typically divides the local trust area into zones, regulates use and density of use within the zones; the size and siting of buildings and structures; and the shape, dimensions and area of new lots created by subdivision (*Local Government Act* s. 903). In addition, the LUB incorporates into a single bylaw other planning powers delegated to LTCs:

parking regulations, subdivision servicing requirements, sign regulations, screening and landscaping requirements, flood plain regulations, and run-off control regulations.

In addition, local governments can designate development permit areas, temporary use permit areas, and development approval information areas in an official community plan in order to regulate development through permits and require impact assessment information related to applications. Development permit areas are a common regulatory tool and the designation of new areas has been common in the Islands Trust Area in recent years. Development permit areas may be designated for one or more of the following purposes:

- a) protection of the natural environment, its ecosystems and biological diversity;
- b) protection of development from hazardous conditions;
- c) protection of farming;
- d) revitalization of an area in which a commercial use is permitted;
- e) establishment of objectives for the form and character of intensive residential development;
- f) establishment of objectives for the form and character of commercial, industrial or multi-family residential development;
- g) in relation to an area in a resort region, establishment of objectives for the form and character of development in the resort region;
- h) establishment of objectives to promote energy conservation;
- i) establishment of objectives to promote water conservation;
- j) establishment of objectives to promote the reduction of greenhouse gas emissions.

Salt Spring Island Local Trust Committee [Bylaw No. 428](#) prescribes fees for amending bylaws, issuing permits, examining applications for subdivision, and examining other referrals and applications. Fees include:

- OCP amendment: \$4,400
- LUB amendment: \$4,400
- OCP amendment in combination with LUB amendment: \$5,500
 - Fees are less for affordable housing applications
- Development Permit: \$1,100
- Development Variance Permit (residential): \$715
- Development Variance Permit (commercial, industrial, institutional): \$935
- Temporary Use Permit: \$1,100
 - Permit renewals and amendment fees are reduced
- Subdivision Review: \$1,100 + 110 per additional parcel created

Resources – the Planning Team and Budgets

THE PLANNING TEAM

The role of the planning team is to provide support and assistance to LTCs and island communities in fulfilling the mandate of the Islands Trust through LTCs' legislated land use planning authority. The team is made up of professional planners and support staff. Planners typically hold the designation of Registered Professional Planner (RPP) or are working towards that designation, and are members of the Canadian Institute of Planners. Support staff have a variety of education and experience including in local government and other related fields.

| | Southern Planning Team | Northern Planning Team | Salt Spring Planning Team |
|-------------------------------------|--|---|---|
| Local Trust Areas supported: | Galiano, Mayne, North Pender, Saturna and South Pender | Thetis, Gabriola, Gambier, Ballenas-Winchelsea, Lasqueti, Denman and Hornby | Salt Spring |
| Main Office: | 200-1627 Fort St, Victoria | 700 North Road, Gabriola Island | 1-500 Lower Ganges Road, Salt Spring Island |
| Satellite Offices: | North Pender and Galiano ¹ | Denman | n/a |

Island Planners

Island Planners, as senior planners, are responsible for providing leadership for planning work within assigned Local Trust Areas. The Island Planners are the main contact for trustees; attend LTC meetings; manage and implement LTC projects; draft bylaws and policy; process complex applications; and provide planning, procedural and policy advice on a variety of issues. The Island Planner is responsible for developing, maintaining and implementing the work program once projects are approved.

In the Southern and Northern Regions, an Island Planner is assigned to one or two LTCs. In the Northern region, there is one Planner 2 position which is responsible for one LTC in lieu of an Island Planner. Salt Spring and Gabriola, the two local trust areas with the highest population, are supported through the Salt Spring and Northern teams respectively, rather than having a single Island Planner assigned to them. In addition, one Island Planner from the Southern Team is assigned to provide planning support to the Local Planning Committee.

¹ Space for planner office hours is also maintained on Mayne and Saturna islands.

Planners are assigned to support LTCs by the RPM based on balancing workload, experience and travel requirements.

Planner 2

A Planner 2 is an intermediate position and may be assigned responsibility for one LTC, undertaking similar work as an Island Planner for that LTC. The Planner 2's divides their time between this senior responsibility, and application processing and responding to enquiries.

Planner 1

The role of the Planner 1 is to handle routine applications and referrals and answer enquiries. The Planner 1 may also undertake planning and policy research, and fill in for a Planner 2 or an Island Planner in their absence. In the Southern Team, the Planner 1 also handles Bowen Municipality bylaw referrals for the Executive Committee.

Regional Planning Manager

As team leader, the Regional Planning Manager's primary responsibility is to ensure the team's effective delivery of planning services to LTCs and island communities. There is one RPM for each of the three LPS units. The RPM is responsible for allocating resources to support LTC Work Programs, approving projects, providing advice and direction on projects and applications, ensuring that all statutory and policy requirements are met, overseeing the day-to-day operations of the team, mentoring planners and support staff, and providing strategic planning advice to LTCs.

In the Northern and Salt Spring regional offices, the RPM is also responsible for office management.

Legislative Clerk/Deputy Secretary

The Legislative Clerk is responsible for administering the statutory and procedural requirements of the team and LTCs. The Legislative Clerk manages the administration of bylaws and permits, public hearing procedures, the creation of LTC meeting agendas (in the Northern Office agenda are mostly done by the Planning Team Assistant), the processing of resolutions-without-meetings (RWM) and ensures compliance with statutory requirements. The position is also responsible for processing Freedom of Information and Protection of Privacy requests.

Planning Team Assistant and Office Administrative Assistant

The Planning Team Assistant and Office Administrative Assistant provide administrative support to the team. In the Southern Team there is only a Planning Team Assistant position, and in the Salt Spring and Northern teams there is also an Office Administrative Assistant position.

They coordinate all meeting arrangements, the distribution of agendas for LTC meetings, provide support to the contract minute-takers and review and distribute meeting minutes. They also receive and distribute all planning applications; handle routine correspondence, coordinate mail-outs, are responsible for webposting and updating of LTC webpages, and provide general support for planners and the RPM.

In the Southern Team the office administration work is shared with the rest of Victoria office. In the Salt Spring and Gabriola offices the Office Administrative Assistant position has responsibility for regional office operations such as reception to the public, management of the facility, equipment and supplies, and office safety. In these two regional offices, this position also is responsible for work related to the support of LTC’s such as reviewing and distributing minutes, arranging meetings, and webposting. As these roles vary among the three offices, the “Planning Team” section specific to each regional team later in this document indicates who does what.

Staff in each LPS Planning Team

The following table shows the make-up of each of the three planning teams:

| | Northern Planning Team | Salt Spring Planning Team | Southern Planning Team |
|------------------------------------|------------------------------|---------------------------------|------------------------------|
| Regional Planning Manager | 1 | 1 | 1 |
| Island Planner | 3 | 1 | 3 |
| Planner 2 | 1 | 1 | - |
| Planner 1 | 1 | 2 | 1 |
| Legislative Clerk | 1 | 1 | 1 |
| Planning Team Assistant | 1 | 1 | 1 |
| Office Administrative Ass’t | 1 | 1 | - |
| Totals | 9 | 8 | 7 |

RESOURCE ALLOCATION & TIME TRACKING

Overall Island Planner time is divided approximately as follows:

- One-third on day-to-day planning functions including applications, enquiries, general work with trustees, the public and other staff.

- One-third on local trust committee projects on the Top Priorities list in the work program and for which resources have been approved.
- The last third is absorbed by everything else, such as attending all meetings (including LTC meetings) and all travel to and from islands, training, vacation, and general administration.

All LPS staff record their time into a database, which is used to track relative amounts of planner time being spent on the different local trust committees, and is used for financial planning purposes by the Administrative Unit.

Flexibility

Day-to-day planning (e.g. enquiries, routine application processing) is generally done by the Planner 1 and Planner 2 for all LTCs. Island Planners typically work on more complex applications such as rezoning applications. Larger projects can take up significant staff resources. As workloads vary throughout the year and term, planners in the team may work on tasks not normally assigned to them. Additionally, if funding is available a contractor may be hired.

This flexibility within the team, and between other teams, allows staff to meet workload obligations and deadlines, and draw on the experience and expertise of colleagues. However, LTCs are asked to consider their own work program demands within the context of the entire region and limited staff resources.

Over-committing staff resources results in application processing delays, reduction in completing FUAL tasks and the inability to complete top priority items on time.

LOCAL TRUST COMMITTEE BUDGETS

Local Trust Committees are allocated budgets in three categories: trustee expenses, LTC expenses, and LTC programs:

- Trustee expenses are for costs incurred by individual trustees in the course of their work as a trustee. For example, mileage and meals when travelling off an island.
- LTC expenses are for the costs of the LTC's operations. These are assigned in the annual budget and are based on average past costs. These costs cover meeting expenses (including minute-takers), notifications for meetings, notices related to applications, and APC expenses. There are also small budgets for

LTC communications and special projects. These are intended to support small scale projects that are not covered by a separate program budget. LTCs may not provide grants to external groups or individuals.

- Program budgets are intended to cover a portion of the costs associated with LTC planning projects. The funding covers the costs of items such as meetings, consultation and communications, legal review, and statutory notifications associated with a project. Staff time, the largest single cost, is not included in these budgets. Project funding requests for an upcoming fiscal period are reviewed by the Financial Planning Committee and recommended projects are forwarded to Trust Council for inclusion in the annual budget. If an LTC wishes to re-allocate a budget amount to a different project once the budget is adopted, this may be approved at the discretion of the RPM and Director of Local Planning Services, along with a briefing to Financial Planning Committee.
- Any hiring of contractors for a project or application must be tendered and awarded consistent with Trust Council [purchasing policy](#).

Islands Trust Website

The Islands Trust Website (www.islandstrust.bc.ca) contains webpages for each LTC.

Please take a look at your LTC webpages as this will be the main source of information throughout the term. The website contains meeting schedules, agendas, minutes, planning bylaws, administrative bylaws and maps. There are also separate pages or sections created for projects and major applications.

The Islands Trust website also provides application forms and guides. Staff can assist you or a member of the public you refer to us, to navigate through the website to get the documentation or information required.

Trust Area Services manages the Islands Trust website and establishes standards and consistency. LPS office support staff manage your LTC web pages. The LTC pages have been created in a consistent format throughout the website for easy navigation, however, the information posted to many of these pages (i.e., LTC Project pages, Current Applications, Latest News, Trustee Corner) is specific to the LTC. Proposed changes should be discussed with the planner assigned to your LTC, or your RPM; standard additions, such as a Trustee Report, can be emailed directly the Planning Team Assistant for routine posting.

Special pages for Islands Trust-wide projects are also maintained on the website. There are useful guides and documents available to assist with community projects. For example, there

is Islands Trust specific climate change information as well as an affordable housing tool kit. If desired, a link to these pages can be placed on your island pages for quick reference.

Correspondence and Communications

CORRESPONDENCE

Procedures for managing incoming LTC correspondence are outlined in [Islands Trust Policy 7.4.i](#). The purpose of the policy is to ensure that correspondence is received in a consistent, efficient, and transparent manner.

In general, when correspondence is received by a quorum of an LTC, it is considered public information, but is not automatically placed on the agenda. Correspondence unrelated to an application or project and directed to business of the LTC is placed on the next available agenda under the correspondence section. Correspondence related to a development application or ongoing project will typically be added to the agenda for discussion with that project or application. If the correspondence is a formal “public hearing submission” for a proposed bylaw, it will be added to the public hearing binder for that bylaw.

Correspondence that is defamatory toward an individual or that contains profanities or language that the Legislative Services Manager (or their designate) deems to be inappropriate will not be placed on a local trust committee agenda that is open to the public.

Local Trust Committee Meetings

TYPES OF MEETINGS

Islands Trust [Policies 4.1.i](#) (Local Trust Committee Chair Guidelines) and [4.1.ii](#) (Local Trust Committee Meeting Guidelines) provide some guidance on conduct of LTC meetings.

Open Meetings

There are two types of open-meetings, as per Provincial Legislation:

- Regular Business Meetings: are scheduled for a whole calendar year at the start of each year. These meetings may be cancelled or rescheduled throughout the year if needed.
- Special Meetings: are scheduled on an as needed basis.

Typically the regular business meetings are where all LTC business is conducted; this includes consideration of applications and bylaws, along with routine business such as adoption of minutes, receipt of standing reports, and receipt of correspondence. All meetings are open to the public unless specifically closed, and agendas include at least one opportunity for a town hall.

Special meetings are scheduled as needed and usually contain one or two business items and usually do not include routine business such as approval of minutes. However, the LTC is not limited as to what business they wish to conduct at a special meeting. Special meetings are recommended for public consultation events such as open houses and community information meetings, detailed LTC workshops related to projects, or to deal with an urgent matter.

Closed Meetings

The *Community Charter* allows local governments to conduct some business within a closed meeting, where the LTC can choose who can attend (closed meetings are often referred to as 'in-camera') and excludes all others. The *Community Charter* is very specific as to what business can and cannot occur within a closed meeting. Common reasons for an LTC to go 'in-camera' include: discussion of bylaw enforcement, receipt of legal advice, and discussion related to the appointment of advisory planning commission members (the actual appointment of commissioners must be in an open meeting).

Public Hearings

Public hearings are not a meeting of the LTC, and the LTC cannot make decisions or deliberate the merits of a proposed bylaw during a public hearing. Public hearings are a quasi-judicial hearing where it is the final opportunity for members or the public to make their views known to the LTC on a bylaw. After a public hearing, trustees must avoid receiving additional information, engaging in ongoing debate or soliciting more input regarding the subject of the public hearing.

If a trustee does receive 'new' information after public hearing that influences their decision to support, reject or wish to modify a proposed bylaw a new hearing must be held. The principle is that all members of the public, stakeholders and fellow trustees must also have the opportunity to consider the 'new' information.

A public hearing requires newspaper advertising, notification to neighbours (in some instances), referral to external agencies, creation of a public hearing binder, venue booking and strict observance of legislated and common law requirements. Public hearings are statutory and formal, and can typically cost approximately \$1500 (not including staff time).

SCHEDULING LTC MEETINGS

Adoption of the annual regular meeting schedule for a calendar year typically occurs at a regular meeting in the fall of the preceding year. In an election year, this occurs as soon as possible at the beginning of the new term. Meetings are scheduled based of the following factors:

- The LTC's preferred meeting day (typically the same day of the month), held monthly or bi-monthly depending on past practice and workload.
- Meetings are adjusted for statutory holidays, conflicts with Trust Council, Executive Committee, Council committees, and external meetings such as UBCM.
- Meeting start times are timed around ferry schedules and to minimize impacts on overtime.
- Meetings may have to be adjusted for conflicts with Chairs of other LTCs

Special meetings are held as required. While the agendas and the length of the meetings are typically shorter, the staff time required to prepare and follow up is often close to that of a regular business meeting.

Some factors for trustees to keep in mind regarding meeting planning:

- consideration of staff resourcing (including staff responsible for putting the agenda together and staff required for meeting attendance), and availability of the Chair and other LTC members and minute-takers.
- support staff are responsible for tracking all meetings, producing meeting notices, posting meeting schedule on the website, booking meeting halls, arranging for minute takers, ensuring that minutes are signed and filed, as well as prepare, distribute and file agenda packages.
- meetings are scheduled on a regular basis to provide certainty for members of the public who wish to participate in community business, for applicants on when decisions will be made, to ensure ongoing business moves forward, and to ensure staff resources are available to prepare for and attend the meeting.
- all meetings are scheduled by a resolution of the LTC (including by RWM).
- all LTC decisions are conducted in meetings (or the occasional RWM). The LTC meeting is central to LTC and community governance.

MEETING AGENDAS

Agendas are prepared well in advance of all meetings and complete agenda packages are distributed and posted a week before the meeting. Agendas are formally adopted by the LTC at the beginning of the meeting; however, in practice the compilation of agendas is delegated to staff, in consultation with local trustees and the Chair. The following is a guide to the timeline used for LTC regular business meeting agenda preparation.

- Days BEFORE the Meeting:

| | |
|---------|---|
| 21 days | Draft agenda published for review by relevant staff to identify anticipated agenda items, typically applications and projects. |
| 14 days | Draft agenda circulated to the trustees for input. |
| 9 days | Deadline for staff reports to be submitted to RPM for review. |
| 8 days | Cut-off for agenda items, including correspondence and delegations. |
| 7 days | Agenda Packages are compiled and published in eSCRIBE, circulated to trustees, relevant staff, and minute-taker. |
| 6 days | Agenda package posted to website, hard copies printed for meeting and filing. Staff contact applicants and send a copy of the staff report and agenda cover page. |
| 3 days | Chair is consulted if a late agenda is requested. Late agendas are discouraged and should be for pressing matters only. Routine or minor additions to existing agenda items may be distributed by email and added at the meeting. |

- AT the Meeting:

| | |
|----------------|---|
| During meeting | Late Items are discouraged; however, with LTC approval at the meeting, late items may be added. These items must be provided to staff, to ensure that the agenda package can be updated with the additions after the meeting. |
|----------------|---|

- Days AFTER the Meeting:

| | |
|-----------------|--|
| Approx. 10 days | The agenda package is revised as per meeting minutes with late items, and re-posted to the website as “revised”. |
|-----------------|--|

MOTIONS AND RESOLUTIONS

Resolutions are the official record of LTC decisions and are recorded in the meeting minutes. The importance of a well prepared motion cannot be understated, and the time a trustee spends preparing the wording for a motion will pay off. A clear resolution will allow staff and

the community to understand the LTC's direction now and in the future, and an unclear resolution can create confusion, delays, and time spent working on something not intended by the LTC.

Chairs receive formal training on Roberts Rules of Order and the resolution process, but the two local trustees can help the process by keeping the following in mind:

- Staff reports include in the recommendations section wording in the form of a resolution, trustees making motions should use this wording as the basis of the motion.
- Motions brought to the table by an individual trustee should be written out, prior to the meeting if possible, circulated to the other members of the LTC and provided to the minute taker.
- Motions are moved and seconded. Motions can be seconded for discussion or the Chair can second a motion
- Direction to staff should be in the form of a resolution.
- Discussion should occur after the motion has been moved and seconded.
- All resolutions must be voted on within a business meeting (except RWMs, see below).
- Resolutions must stand alone and be as specific as practical by not referring to 'attached documents', although if required, documents should be referenced by title, date, and where appropriate, author.
- The Chair should always ask the minute taker to read-back the motion before voting and ensure the minute taker has the resolution recorded correctly.

MEETING FOLLOW UP

Upon returning to the office after an LTC meeting, the planner ensures the following is done either by themselves or another team member:

- Updates and completes Follow Up Action List (FUAL) and emails to LTC and all staff who have a task assigned to them
- Updates website Latest News with any newsworthy decisions of the LTC at the meeting
- Updates relevant Website project and application section
- Updates website bylaws pages

SECTION 26 RESOLUTIONS-WITHOUT-MEETING

As described in [Policy 4.1v](#), the *Islands Trust Act* grants LTC's a unique authority to make decisions outside of meetings (by phone, email or fax). This power was given in consideration of the then relative infrequency of LTC meetings compared to meetings of municipal councils and regional district boards, and the need to make some decisions in a timely manner. Use of resolutions-without-meeting (RWM), rather than making decisions in an open meeting, should be considered only for routine matters.

It is important to keep in mind that trustees cannot discuss or debate RWMs with other members of the LTC as that would violate open meeting rules. RWMs are not conducted in public (though a report of completed RWMs is included in the regular business meeting agenda) and the logistics can take up considerable staff time; for these reasons, RWMs should only be used in situations where the business cannot wait to the next business meeting or a business meeting is not scheduled within a reasonable time period. Some examples where a RWM may be appropriate: a discussion and debate has occurred at a meeting but the decision was deferred; scheduling a special meeting; or adopting minutes.

When minutes are being adopted via RWM, trustees are able to review the draft minutes and reply to the Planning Team Assistant with comments. Debating changes to the minutes between two trustees, including by email, is not lawful as it constitutes a quorum. As such, if each trustee has only minor changes, then the minutes will be updated and sent back out for adoption by RWM. If staff receives conflicting, complex or debatable comments back from individual trustees, then the process stops and the unaltered draft minutes will wait until the next LTC meeting for discussion.

Minutes and Minute Taking

As described in [Policy 6.13](#), all LTC meetings must have an official record, referred to as Minutes. Minutes are intended to be a record of decisions that were made, not a record of everything said at a meeting. Public hearings are a type of legislated meeting where the written record is referred to as "Notes".

The preference is to have two minute takers contracted for each major island, a primary and a secondary (back up). The primary minute taker attends the meetings to record LTC meeting minutes/notes. They may also perform various duties such as posting notices on bulletin boards and delivering notices. The secondary minute taker provides back up support if the primary minute taker is unavailable, the workload is high, and to support the Advisory Planning Commission meetings.

After the meeting, the minute taker has a week to submit draft minutes to staff. Support staff review the minutes for typos, grammar, and standardized formatting, which may involve some coordination with the minute takers. After this review, the planner who attended the meeting will review the minutes for accuracy. The minute-taker preparation and staff review of the minutes typically take about 2 weeks from the date of the meeting. Once reviewed, the minutes will be placed on the next LTC meeting agenda for consideration of adoption. Where an LTC does not meet monthly, the minutes are forwarded to the trustees for comment by email and then adopted by RWM. Please see earlier section: [Section 26 Resolutions-Without-Meeting \(RWM\)](#).

Once the LTC has approved the minutes, the adopted set of minutes are posted to the website and form part of the public record. The adopted minutes will be mailed to the Chair and minute taker for signature, and filing.

Advisory Commission & Board of Variance

The *Local Government Act* enables a local government to establish an [advisory planning commission](#) to advise the SSI LTC on all matters respecting land use, community planning or proposed bylaws and permits (s.898). Each LTC must first adopt a bylaw to establish an advisory planning commission or multiple commissions, which exists for all local trust areas except for the Ballenas-Winchelsea. The bylaw establishes the number of members, length of term and procedures. Planning Support Staff track the term expiry dates and will advise LTCs when terms are about to expire so that the LTC can consider whether they should advertise for new members or re-appointments. APCs are provided with a secretary, typically the back-up minute-taker for the island, to take minutes and to assist the APC Chair with scheduling meetings. Other than on Salt Spring, planning staff do not regularly attend APC meetings. However, the Island Planner may be able to attend meetings if requested and can conduct orientation for new APC members.

Each local government that has adopted a zoning bylaw must establish a Board of Variance, in order to hear appeals of zoning regulations. The Board is an independent body with the ability to grant minor variances from requirements of a land use bylaw where compliance with the bylaw would result in a hardship. Boards of Variance are appointed by LTCs, are governed by legislation and a bylaw, and are supported by planning staff.

Bylaw Enforcement and Legal Resources

Bylaw enforcement is part of Local Planning Services, consisting of a bylaw enforcement manager, two officers and an administrative assistant. Bylaw enforcement officers respond to complaints concerning potential violations of an LTC's bylaws (with some exceptions noted in the [bylaw enforcement policy](#)). The goal of bylaw enforcement is to achieve compliance with regulations, and as a result voluntary compliance is always the first step. If voluntary compliance cannot be achieved, where LTCs have adopted Bylaw Enforcement Notification bylaws, a ticket may be written. In other instances, and as a last resort, litigation may be recommended to achieve compliance. Prior to proceeding to litigation, the bylaw enforcement manager will obtain a legal opinion and brief the LTC in-camera; the LTC is required to approve litigation by resolution and funding for litigation must be approved by the Executive Committee. Given limited resources, bylaw enforcement may request LTCs to consider adopting policies in order to prioritize bylaw enforcement. Planning and bylaw enforcement staff work closely together to ensure consistent interpretation of bylaws.

There is a large, complex and evolving body of case law associated with planning. Local Planning Services has a legal budget and from time to time staff will seek advice from legal counsel to assist with bylaw interpretation, drafting or jurisdictional matters. This process is managed through the use of legal services requests. Because legal advice is confidential, it can only be shared with trustees in-camera. For Top Priority projects of an LTC, a budget for legal review is often included in the planning for the project, and it is common for new or significantly amended bylaws, covenants, and other agreements to be reviewed by legal counsel.

An LTC may also request legal advice by resolution for a proposed new regulation or land use planning approach. This decision is typically arrived at after receiving advice from the planner and a discussion of the options.

ATTACHMENT 1 – Development Application Types

| Application Type | Purpose or Description | Approving Authority | LTC Role | Staff Role |
|--|---|-----------------------------|---|--|
| BYLAWS | | | | |
| Official Community Plan (OCP) and Land Use Bylaw (LUB). | <ul style="list-style-type: none"> • Adopt a new OCP or LUB • LTC-initiated changes to existing OCP policies or LUB regulations. | Local Trust Committee (LTC) | Provide policy direction, consider community and agency comments, give readings to bylaws, and final approval. | Provide technical, legal and policy advice to LTC through reports, draft bylaws, conducting agency referrals, attending community and LTC meetings/public hearings. |
| Rezoning (RZ, aka Bylaw Amendment) | <ul style="list-style-type: none"> • Applicant initiated changes to zoning designation or regulations – some may include OCP policy amendments • Wide latitude to negotiate/require conditions of applicant | LTC | Provide direction on proceeding with application, consider merits of application, consider community comments, give approval to bylaw or defeat proposal. | Provide advice to applicant on process, provide technical, legal and policy advice to LTC through reports, negotiate with applicants, draft bylaws, agency referrals, attend community and LTC meetings/public hearings. |
| Administrative Bylaws | <ul style="list-style-type: none"> • These are fundamental governance bylaws for all LTCs • Examples: Fees, Development Procedures, Advisory Planning Commission | LTC | LTC adopts in order to establish basic governance procedures and standards. | Provide technical, legal and policy advice to LTC, typically through standard model administrative bylaws. Staff operational actions governed by administrative bylaws. |

| Application Type | Purpose or Description | Approving Authority | LTC Role | Staff Role |
|--|---|---------------------|--|---|
| PERMITS | | | | |
| Development Variance Permit (DVP) | <ul style="list-style-type: none"> • Application to vary one or more specific regulations in LUB; • May not vary use or density. | LTC | To consider application and comments, and to issue or refuse permit. LTC has discretion. | Provide advice to applicant on process; provide technical, legal and policy advice to LTC through reports; draft permit and notice; conduct notification. |
| Development Permit (DP) | <ul style="list-style-type: none"> • May require conditions of development for specific purposes; • Conditions to be based on guidelines adopted by LTC in OCP or LUB. | LTC | To issue or refuse permit on basis of compliance with guidelines. Limited ability to deny permits. | Provide advice to applicant on process; draft permit; provide technical, legal and policy advice to LTC through reports. |
| Temporary Use Permits (TUP) | <ul style="list-style-type: none"> • Regardless of zoning regulations, may allow commercial and industrial uses under specified conditions. • Maximum term of TUP is three years, permit may be renewed once. | LTC | To consider application and comments, and to issue or refuse permit. LTC has discretion. | Provide advice to applicant on process; provide technical, legal and policy advice to LTC through reports; draft permit and notice; conduct notification. |
| Siting and Use Permit (SUP) | <ul style="list-style-type: none"> • Applies <u>only</u> to Hornby and Denman Local Trust Areas | Staff | None directly. Zoning regulations established by LTC must be met. | Review applications for compliance with LTC bylaws and any associated covenants. If proposal meets requirements, permit is issued. |

| Application Type | Purpose or Description | Approving Authority | LTC Role | Staff Role |
|--|---|---|--|---|
| REFERRALS | | | | |
| Agricultural Land Reserve (ALR) | <ul style="list-style-type: none"> Local Government authorization of application required. | LTC and Agricultural Land Commission | To consider application, and to pass a resolution in support or opposition to application. | Provide advice to applicant on process; provide technical, legal and policy advice to LTC through staff reports. |
| Subdivision Referral (SUB) | <ul style="list-style-type: none"> Administrative review for compliance with existing LUB subdivision regulations pursuant to <i>Local Government Act</i> and <i>Land Title Act</i>. | Provincial Approving Officer; may require a LTC resolution for specific circumstances | Subdivision regulations are established through the LUB. LTC may be requested to pass resolutions to waive 10% lot frontage, or to accept location and area of parkland dedication or consider a DVP to relax regulatory requirements. | Provide advice to applicant on process; review referral for compliance with bylaws; provide recommendations to Approving Officer regarding bylaw and statutory requirements; ensure Islands Trust conditions are fulfilled prior to final approval. |
| Crown Land | <ul style="list-style-type: none"> Tenure over Crown land: licenses and leases Private moorage (dock) tenures. | Province, Forests, Lands, Natural Resource Operations (Crown Lands and Resources) | None where proposal complies with zoning regulations. Proposals to dispose of Crown Land are referred to LTC for comment. | Review referral and respond to FLRNO as to conformity with zoning and other bylaw regulations. |

| Application Type | Purpose or Description | Approving Authority | LTC Role | Staff Role |
|---------------------------------------|--|--------------------------------------|--|---|
| Building Permit Referrals (BP) | <ul style="list-style-type: none"> • Applicable where there are building inspection services², and where procedures have been established with Regional District to make referrals³ • Islands Trust planner review of building permit applications is done as part of our interagency relationship with the regional district and level of involvement varies between regional districts and over time. Some regional districts may refer all applications beyond interior renovations, some may refer only those with a level of complexity, and some refer none. | Regional district Building Inspector | None. Zoning regulations established through adoption of LUB. May result in variance applications for new construction or existing non-conforming buildings or structures. | Review referral and respond to Building Inspector and applicant as to conformity with zoning and other bylaw regulations. |

² There is no building inspection service on Lasqueti, Hornby or Denman.

³ There is no formal referral process established with the RDN, building inspectors contact planning staff with questions.

| Application Type | Purpose or Description | Approving Authority | LTC Role | Staff Role |
|--------------------------|---|---------------------|--|--|
| Other | <ul style="list-style-type: none"> • Strata conversions • Liquor License referrals • Covenants • Land Use Contracts (LUC's) • Telecommunication Towers • Soil Deposit and Removal permits • Medical Marihuana notifications • Heritage Alteration Permits, Heritage Designation bylaws. | Various | May be requested to provide resolutions in support or opposition to individual applications, to amend or discharge LUC's, or to designate a heritage site. | Review referrals for compliance with bylaw regulations, advise trustees and respond to referral agency. Provide advice and prepare instruments for LUC alteration/discharge, heritage permits or bylaws. |
| Board of Variance | <ul style="list-style-type: none"> • Provide minor variance from LTC bylaws or, from prohibition on structural alteration or additions if use is non-conforming, where compliance with either would cause undue hardship to applicant. | Board of Variance | Adopt a Board of Variance bylaw and make appointments. The Board is an independent appeal body and may not be influenced by the LTC. | Provide advice to applicant on process; provide technical, legal and policy advice to Board; draft notice and conduct notification, attend hearing and act as Secretary to the Board. |

The Salt Spring Planning Team

Leah Hartley, Regional Planning Manager

Role: The Regional Planning Manager is the team leader responsible for the management of team resources, the delivery of current planning services, the oversight of the Local Trust Committee work program and coordination of the regional budget. She acts as the primary Trust Committee liaison. The Regional Planning Manager contributes to the Trust wide administration of Local Planning Services and undertakes policy assignments as resources are available.

Claire Olivier, Legislative Clerk / Deputy Secretary

Role: The Planning Clerk fulfills several functions regarding statutory and legislative procedures, and is a Deputy Secretary as well as a Commissioner for Oaths. Responsibilities include: processing, certification, consolidation, maintenance and tracking of bylaws; preparation, planning and statutory requirements for all Public Hearings; statutory notification, issuance and tracking of permits; acts as Head for administration and processing of FOIPP requests and appeals; processing and statutory authorization of Resolutions-Without-Meeting; management of bylaw, RWM and FOIPP databases; developing and administering various office administration procedures; acting as liaison for staff technical training and assistance; assisting with counter enquiries and reception duties as required. This position may be assigned to do planning research and to support special projects.

Kristine Mayes, Planning Team Assistant

Role: The Planning Team Assistant works closely with the Legislative Clerk to coordinate the Local Trust Committee agenda packages and all work associated with this organization including the review of minutes and the management of minute taker contracts. This position may be assigned to support special projects including Official Community Plan and or Land Use Bylaw projects. The Planning Team Assistant provides support to the Legislative Clerk and Planners as required. This position responds to general planning inquiries and prepares development applications for the planners.

Lisa Floritto, Office Administrative Assistant

Role: The Office Administrative Assistant position administers the reception area, telephone service, office supplies and equipment, document reproduction, booking meeting rooms, petty cash, bank deposits, ordering maps for public purchase, mail preparation, coordination of building maintenance and alarm system maintenance. This position is also responsible for the local records management system and website updates.

Sarah Shugar, Contract Minute Taker and Administrative Support

Role: Sarah is a contracted minute taker for the Salt Spring Island office. Sarah takes minutes for Local Trust Committee meetings as well as Advisory Committee meetings, public hearings, and as required. The intent of the minutes is to record the **decisions** of the Local Trust Committee. Sarah is also contracted from time to time to provide office administrative support as required.

Stefan Cermak, Island Planner

Role: The Island Planner is responsible for the research and policy development associated with community planning and implementation of the Official Community Plan. The Island Planner is also charged with the processing of substantive development applications, advising and mentoring other planners, and assisting the RPM in the coordination of Local Planning Services on Salt Spring Island. This team member also provides support services to Advisory Committees and is a liaison to external agencies and other levels of government.

Kristen Aasen, Planner 2

Role: The Planner 2 processes substantive and/or complex applications. The Planner 2 researches and develops policy under direction of the Local Trust Committee and with the support of the Island Planner and RPM. This team member provides support services to Advisory Committees.

Jason Youmans & Seth Wright, Planner 1

Role: The Planner 1 position responds to planning enquiries, assists applicants with development applications, reviews building permit applications, and processes many types of applications including: development variance permit, development permit, subdivision, Agricultural Land Reserve, Crown Land and other applications. The position will also process less complex rezoning applications, and assists the RPM and the Island Planner in policy research and development. This team member provides support services to Advisory Committees.

Tomas Loo, Bylaw Enforcement Officer

Role: Bylaw enforcement includes the receipt and investigation of alleged violations of Islands Trust bylaws. Where violations are confirmed, progressive bylaw enforcement is pursued, first through voluntary compliance and when necessary leading to ticketing and court action. Bylaw enforcement activities are generally completed by staff operating at “arm’s length” from the Local Trust Committee. Much of this work is completed in the field, investigating complaints and meeting with community members. The Bylaw Investigations Officer currently reports to the Bylaw Enforcement Coordinator and is independent of the regional office.

Contact Information (November 2014)

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|---|---|
| Main office: Telephone: 250-537-9144 Fax: 250-537-9116 | Leah Hartley, Regional Planning Manager Telephone: 250-538-5607 Email: lhartley@islandstrust.bc.ca |
| Planners: Stefan Cermak, Island Planner Telephone: 250-538-5608 Email: scermak@islandstrust.bc.ca Kristin Aasen, Planner 2 Telephone: 250-538-5611 Email: kaasen@islandstrust.bc.ca Jason Youmans, Planner 1 Telephone: 250-538-5603 Email: jyoumans@islandstrust.bc.ca Seth Wright, Planner 1 Telephone: 250-538-5602 Email: swright@islandstrust.bc.ca | Administration: Claire Olivier, Legislative Clerk Telephone: 250-538-5606 Email: colivier@islandstrust.bc.ca Kristine Mayes, Planning Team Assistant Telephone: 250-538-5600 Email: kmayes@islandstrust.bc.ca Lisa Floritto, Office Administrative Assistant Telephone: 250-538-5609 Email: lfloritto@islandstrust.bc.ca |

Bylaw Enforcement:

Tomas Loo, Bylaw Enforcement Officer
Telephone: 250-538-5605
Email: tloo@islandstrust.bc.ca

Miles Drew, Bylaw Enforcement Coordinator
Bylaw Enforcement Phone: 250 405 5175
Email: mdrew@islandstrust.bc.ca

ATTACHMENT 3 – Advisory Planning Commission Members
(June 2014)

| MEMBER TYPE | MEMBER | ADDRESS | TERM (years) | START DATE |
|--------------------|-------------------------|----------------|---------------------|-------------------|
| Environment | Sally John (CHAIR) | | 2 | June 1 2013 |
| Environment | Jeff Thompson | | 2 | June 1 2013 |
| Design | Neil Morie | | 2 | June 1 2013 |
| Design | Janet Stethem | | 2 | June 1 2013 |
| Design | Robert Steinbach | | 2 | June 1, 2014 |
| Planning | John Newton | | 2 | June 1 2013 |
| Planning | Stanley J. Shapiro | | 2 | June 1, 2014 |
| Planning | Elizabeth FitzZaland | | 1 | June 1, 2014 |
| Member-at-large | Norbert Schlenker | | 2 | June 1, 2014 |
| Member-at-large | Patrick Beattie | | 1 | June 1, 2014 |
| Member-at-large | Stephen Roberts | | 1 | June 24, 2014 |
| Student | Norees Gasper | | | |
| Student | Ella MacQueen- Denz | | | |

ATTACHMENT 4 – Agricultural Advisory Planning Commission Members
(June 2014)

| MEMBER | TERM (years) | START DATE |
|----------------|---------------------|-------------------|
| Conrad Pilon | 2 | June 1 2014 |
| Tony Threlfall | 2 | June 1 2014 |
| George Laundry | 2 | June 1 2014 |
| Jan Steinman | 2 | June 1 2014 |
| Ken Byron | 2 | June 1 2013 |
| Bree Eagle | 2 | June 1 2013 |
| Jane Squier | 2 | June 1 2013 |

**ATTACHMENT 5 – Salt Spring Island Local Trust Committee Work Program
POLICY PROPOSALS - December 2014**

| LTC WORK PROGRAM CURRENT PRIORITIES | | | | | | | |
|---|--|--|---|---|--|--|--|
| Project | Description | Partnerships | Deliverable | Recent Background and Upcoming Decisions | Deliverables in Next Fiscal | Direction | 2015/16 Requested Budget |
| 1. RAR/DPA | The intent has been to incorporate Riparian Area Regulations (RAR) into a Development Permit Area 7 on Salt Spring and a Development Permit Area or Land Use Bylaw amendment on Prevost. | Ministry of Forestry, Lands and Natural Resource Operations. | Incorporation of RAR into local bylaws on Salt Spring and Prevost Islands. Stream mapping for 26 watersheds on Salt Spring. | Approval of a RAR DP Area bylaw for Salt Spring and a RAR bylaw for Prevost Island is pending approval of the Ministry of Community, Sport and Cultural Development. | Any final work to support Ministerial review in two bylaw approvals. Update development application procedures and publications. | Provincial Requirement: Riparian Areas Regulation; Trust Council Strategic Plan 1.3.3 & 1.3.6 SSI OCP Policy A.5.2.8 | \$ nil |
| 2. Watershed management (EXCLUSIVE of SSIWPA Coordination) | Watershed management is a key priority to ensuring sustainable growth on Salt Spring Island and implementing the SSI OCP. Salt Spring Island Local Trust Committee is working collaboratively with water purveyors and provincial water managers to manage water resources. | CRD; Vancouver Island Health, Ministry of Environment; Water Districts. | Watershed protection and mitigation of development impacts using tools in Part 26 of the LGA; Develop objective criteria to evaluate development proposals and policy change within the context of adequate water supply reserves on SSI. | The SSI OCP and Trust Policy Statement recommend against increasing the density and intensity of land use in areas known to have concerns with the supply of potable water. Water is recognized by the SSI OCP as a limit to growth. SSI LTC took the lead to establish and to provide sustainable coordination of the Salt Spring Island Watershed Protection Authority as a forum for collaboration and partnerships. A project charter is in place for a Statutory Decision Making, Integrated Watershed Management Plan for St. Mary's Lake. Work on the plan is initiated. | Completion of St. Mary's Lake Integrated Watershed Management Plan and Implementation of plan recommendations as they relate to land use planning. OCP and Land Use Bylaw amendments. Update development application procedures and publications. Coordinated response to North Salt Spring Waterworks supply review. | OCP Policies B.5.3.2.17; B.8.1.1; B.8.1.2.8; Policies under C.3; Trust Council Strategic Plan 3.41 | \$15 000 (anticipated professional consultant, communications and facilitation services, legal review and public hearing, further anticipated start up activities on other watersheds and water supply) |
| 3. Land Use Bylaw - Industrial | | | Final Report November 2014, of the Industrial Advisory Planning Commission | A project charter is needed to scope next steps in implementation of IAPC recommendations. | Land Use Bylaw Amendments, and potentially OCP amendments pending LTC support of IAPC recommendations Update development application procedures and publications. | Trust Council Strategic Plan 4.5.1 OCP Policies under B.3.3 | \$8 000 (anticipated final consultation activities, legal review and public hearing) |
| 4. Village Area Planning - Ganges | | The Chamber of Commerce, Advisory Planning Commission, CRD Economic Development Commission, Ministry of Transportation, Crown Land Tenure Branch, other stakeholders | . | Ganges Boardwalk draft Project Charter is in referral stage. Responses pending from CRD and Chamber | Planning, design and consultation activities related to Ganges Boardwalk. Ganges Village Web presence maintained. Project Charter for Ganges Village, including collaborative infrastructure review. Community to Community Forum. | Provincial Requirement, Local Government Act S 877 (1) (e&f) Trust Council Strategic Plan 4.5.2 OCP Policies under B.5; Ganges: B.5.2.2. | \$15 000 (Boardwalk and Integrated Community Sustainability anticipated professional, communications and consultation activities, legal services and public hearing) |

| | | | | | | | |
|---|--|--|--|--|---|--|--|
| 5. First Nations Heritage Sites (including Grace Islet) | | | | | Commence process of consultation with First Nations and other authorities. Consideration of Land Use Bylaw Amendments Update development application procedures and publications. | | \$ 3,000 (anticipated partnership funding for professional consultant services experienced in first nations liaison) |
|---|--|--|--|--|---|--|--|

LTC WORK PROGRAM UPCOMING PROJECTS

| Upcoming Project | Description | Partnerships | Deliverable | Recent Background and Upcoming Decisions | Deliverables in Next Fiscal | Direction | 2015/16 Requested Budget |
|---|---|--|---|---|---|--|---|
| Quality Management Procedures | Implement QM procedures as a pilot. | ISO standards. | QM process established. | See September 2012 Trust Council and January 2012 LTC meeting deliberations. | Initial Step is QM Review, pilot into one specific application process. | Trust Council Strategic Plan 6.4.1 | \$1,000 (anticipated communications) |
| Housing for Farm Workers, Subdivision for a Relative | Housing for farm workers has been identified as an important need by the farming community. | Agricultural Alliance, Agricultural Advisory Committee, Farmer's Institute, Agricultural Land Commission staff, Ministry of Agriculture staff. | LUB and OCP Amendments; local authority for approval versus ALC referrals. Housekeeping OCP amendment, review policies in relation to Local Government Act provisions. | Preliminary background work was presented for LTC consideration in January 2010; Collaboration with partners is key to moving forward. Local Planning Committee efforts, March 2010. November 2011 correspondence from ALC. November 2012, meeting with ALC, refers to pre-meeting briefing. July 2014 ALC consultation on changes to regulations. | OCP and Land Use bylaw Amendments Update development application procedures and publications. | OCP Policy B.6.2.2.7; | |
| Climate change Adaptation / Reduce Greenhouse Gas Emissions | Implementations of 2010 Climate Change Action Plan recommendations | Climate Action Salt Spring & Transition Salt Spring, Ministry of Community, Sport and Culture Climate Change Secretariat | Adaptation and Monitoring on Salt Spring Island. Outstanding action is establishment of greenhouse gas reduction target in Piers Island OCP | Update of Action Plan sponsored by partner agencies in 2014/15 | 5 year monitoring of progress towards greenhouse gas reduction targets. Piers Island OCP amendment | Provincial Requirement: Local Government Act Section 877 (3) Trust Council Strategic Plan 1.7.2 | \$4,000 (anticipated participation in collaborative monitoring program, Piers Island communications and public hearing) |

LTC WORK PROGRAM UPCOMING PROJECTS

| Upcoming Project | Description | Partnerships | Deliverable | Recent Background and Upcoming Decisions | Deliverables in Next Fiscal | Direction | 2015/16 Requested Budget |
|---|--|--|--|---|---|--|--|
| Proposed National Marine Conservation Area Reserve, Internal boundaries | Parks Canada initiative | Parks Canada, southern and northern Gulf Island Local Trust Committees | Island specific LTC input on boundaries in relation to shoreline zoning, environmentally sensitive areas, and/or exclusions of high use areas. | December 2012 Request for Decision, Trust Programs Committee to Trust Council. January 2014 update from Parks Canada advising of extension to stakeholder consultation program. | Enhanced public comment or assessments on island. | Trust Council Strategic Plan 2.2.2 | \$2,000 (anticipated partnership funding to enhanced communication activities) |
| LUB Update – Rural Watershed Uses | Inconsistencies between zoning regulations in Rural Watershed zones and OCP policies and objectives, particularly relating to agricultural uses not on ALR. | Watershed protection interest groups, Ministry of Agriculture, Agricultural Alliance | Housekeeping amendments to Land Use Bylaw | Correspondence from individuals, December 2013, April 2014, May and June 2014. Refer to staff briefing received by Local Trust Committee, July 24, 2014 and August 28, 2014. St Mary's Lake Watershed Management Plan Cusheon Lake Watershed Management Plan. | Commence process of considering and approving bylaw amendments. Land Use Bylaw Amendments Update development application procedures and publications. | Trust Council Strategic Plan 3.3.3 | \$2 000 (anticipated focused consultation activities, legal services and public hearing) |
| Housing Agreement Memorandum of Understanding | Work with Capital Regional District to enable the use of housing agreements for market housing. The MoU will create a base of certainty for both parties and for applicants. | Capital Regional District Housing Commission | Memorandum of Understanding | CRD and Local Trust Committee experience gained in pursuing housing agreements for Norton Road (RZ 2003.5), for Ashya Road (RZ 2013) and for Drake Road. | Update development application procedures and publications. | Trust Council Strategic Plan 4.3.2 | |
| Secondary Suites Implementation – Temporary Use Permits | | | | Feb 2014 Community Information Meeting and Bylaw Referral | Continue consultation on proposed bylaw amendments. Official Community Plan Bylaw Amendments Update development application procedures and publications. | Trust Council Strategic Plan 4.3.1 | |
| Liquor License Regulations Update | | Liquor serving and sales business and property owners. | Review LUB regulations and community objectives in light of new provincial regulations | Liquor Control and Licensing Amendment Act, 2014. Staff briefing received by LTC July 24, 2014 | Commence process of considering and approving bylaw amendments if needed. Land Use Bylaw Amendments Update development application procedures and publications. | Changes to Provincial legislation. | |
| Integrated Community Sustainability Plan | | | | Reference Economic Development Plan June 24 workshop actions regarding long term planning, addressing infrastructure deficit, and fostering community resilience. | Commence project consultation with partner agencies. | Local Government Act Section 877 (1) (e&f) OCP Sections C.3.2.2, C.4.2.2, C.4.3.2 | Budget proposal with Ganges Boardwalk |
| | | | | | | | |

| LTC WORK PROGRAM UPCOMING PROJECTS | | | | | | | |
|--|---|--|---|---|--|--|--------------------------|
| Upcoming Project | Description | Partnerships | Deliverable | Recent Background and Upcoming Decisions | Deliverables in Next Fiscal | Direction | 2015/16 Requested Budget |
| Community Economic Sustainability and Security | Use land use planning tools and decisions - affordable accessible housing, food security, farmland protection. | CRD Economic Development Commission | | • | | Trust Council Strategic Plan | |
| Eelgrass Mapping | | Trust Fund | | 2014 mapping commissioned by Trust Fund. | | | |
| LUB Update: Technical Amendments | <p>The current Land Use Bylaw was adopted in June, 2001 and since that time there have been legislative amendments, new legal precedents and changes in terminology that influence the interpretation of the bylaw.</p> <p>Use of the bylaw since its adoption has allowed for identification of areas where further certainty or clarity of meaning of regulations can be established.</p> <p>Reformatting – Pending completion of housekeeping amendments, a new LUB could be drafted that is a reformat using model LUB templates.</p> | CRD Building Inspection, the design and development community who use the bylaw regularly. | Amendment(s) to LUB 355 or a new Land Use Bylaw for Salt Spring Island | There has been some work done by staff on this project. It is a resource intensive job requiring dedicated time allocation. | LTC initial priority is to address inconsistencies in interpretation and with provincial regulations. Simplification. | OCP Policy D.5.3 | |
| Bill 27 Piers Island OCP Update | Provincial requirements (Bill 27 – LGA 877 (3)) demand including GHG emission reduction targets and policies and actions to achieve those targets in Official Community Plans. Piers Island's OCP was missed when updating OCPs | Piers Island community. | GHG Baseline data. Set GHG reduction targets. Update OCP Bylaw (Salt Spring Bylaw No. 373) with policies and actions to achieve emission reductions | | Use model placeholder as a housekeeping amendment to existing bylaw. | Provincial Requirement under Bill 27; Trust Council Strategic Plan 1.2.5/1.3.4 | |
| Soil Bylaw Implementation | Amendments to Soil Deposit Bylaw as requested by Ministry Community Services, includes provision for permit fees | Min Com Services Min Mines Operators | | | Min Community Services request changes relative to the Mines Act and to Permit Fees Bylaw. Scope should include assessment of winter operating time provisions. Initial step is stakeholder input. Reference 2014 legislative changes. | | |
| Ganges Harbour Management Plan | | SSI Harbour Authority, Ministry of Environment. | | | | | |
| Zoning Regulations, Land Use Contracts and Outer Islands | Legislative Amendments 2014 require update of zoning regulations. | | | | | | |