

Date: March 19, 2012

File No.: 3320-25

To: Thetis Island Local Trust Committee
For meeting of April 18, 2012

From: Courtney Simpson, Island Planner

CC: Chris Jackson, Regional Planning Manager

Re: Official Community Plan and Land Use Bylaw creation for Ruxton Island and other Associated Islands

THE PROPOSAL:

The Thetis Island Local Trust Committee (LTC) has identified the creation of an Official Community Plan (OCP) and Land Use Bylaw (LUB) for Ruxton Island as their first work program priority. Ruxton Island Zoning Bylaw, 1982, is currently in effect, and there is no OCP.

This preliminary report includes information on the regulatory status of the other associated islands in the Local Trust Area and recommends that all of the associated islands are covered by the same OCP and LUB and included in this project, with the exception of Valdes Island. This staff report also suggests a plan for the process, a timeline and budget.

The inclusion of Reid, Dayman, Scott, Dunsmuir, Bute, Pylades, Tree and Coffin Islands and Miami and Rose Islets in this bylaw review will not substantially increase the cost of the project but the benefit in the coming years may be significant.

SITE CONTEXT:

Ruxton Island:

Ruxton Island is approximately 2 km long and 0.5 km wide. See Attachment 1 for a location map. The length of the island runs northwest to south east and forms part of the DeCourcy group of islands including Mudge, Link, DeCourcy and Pylades. There are 9 First Nations who have Aboriginal rights in the Ruxton Island area based on the Provincial "Consultative Areas Database". There are 15 identified archaeological sites on the island.

The island was intensively subdivided between 1965 and 1970 into 195 lots ranging from less than 0.2 ha (0.5 acres) to about 1.0 ha (2.5 acres). Access is by private boat only and there are no public docks or boat ramps. Zoning regulations do not allow docks.

Sensitive Ecosystem Mapping classifies more than half of the island as a "young forest". There is a cliff ecosystem on the southern shore, and a wetland ecosystem in the centre. There are three parks; a 4.62 ha park including the wetland, a 2.05 ha waterfront strip at the base of the cliff, and a 0.45 ha inland park at the east of the island. The Cowichan Valley Regional District has responsibility for these parks but as they have no park function on Ruxton Island they levy no taxes for it and have no budget for parks planning and management. However, CVRD parks

staff have been in discussion with the Ruxton Water Conservation Society about the wetland park and are working on a stewardship agreement with them. The CVRD has currently given permission for the Water Conservation Society to hand clip the buds of yellow iris, an invasive species in the wetland, and are discussing options for maintaining the wetland as a water source for firefighting.

There is one inland Crown provincial lot, four small islets that are Crown, as well as Whaleboat Island Marine Provincial Park that is within the Ruxton Island bylaw area.

Herring Bay at the north end of Ruxton Island is used as a temporary or overnight anchorage by recreational boaters, and several beaches are used as daytime stop-overs for kayakers. There is no area for overnight camping on Ruxton. An Internet search showed two dwellings advertised for short term vacation rentals.

There are approximately 6 km of road right-of-ways on Ruxton Island but none are constructed and maintained by the Ministry of Transportation and Infrastructure. There are walking trails throughout the island.

Other Associated Islands in Local Trust Area

The table below summarizes all of the associated islands in the Thetis Island Local Trust Area:

<i>Island</i>	<i>OCP</i>	<i>LUB/RLUB</i>	<i>Year of Adoption/Comments</i>
Valdes Island	No	Rural Land Use Bylaw No. 42	1998, Amended 2010 (GHG reduction)
Penelakut Island	No	No	First Nations IR No. 7/ one private lot subject to ITA/LSA Regulations
Ruxton Island	No	Zoning Bylaw No. 13	1983, Amended 1987
Whaleboat Island	No	Zoning Bylaw No. 13	Added in 1987 amendment / Provincial Marine Park
Pylades Island	No	No	Subject to ITA/LSA Regulations
Tree Island	No	No	Subject to ITA/LSA Regulations
Reid Island	No	No	Subject to ITA/LSA Regulations
Tent Island	No	No	First Nations IR No. 8
Hudson Islands	No	No	Subject to ITA/LSA Regulations
Dayman Islands	No	No	Subject to ITA/LSA Regulations
Scott Island	No	No	Subject to ITA/LSA Regulations
Woods Islands	No	CVRD Bylaw No. 110	Annexed by Town of Ladysmith
Bute Island	No	CVRD Bylaw No. 110	1973
Dunsmuir Islands	No	CVRD Bylaw No. 110	1973
ITA - Islands Trust Act - Section 32 Restrictions on Construction and BC Regulation 119/90 LSA - Local Services Act BC Regulation 274/69 - Subdivision Regulation Requiring 10 Acre Minimum Lot Size.			

Valdes Island:

Valdes Island is a large island, the majority of which is forest lands and Lyackson IR numbers 3, 4 and 5. There are a number of waterfront residential lots on the east side of the island, and Wakes Cove Provincial Park is at the north end. Lyackson First Nation has indicated an interest in having more involvement in land use planning for Valdes Island, and perhaps collaborating on developing a new OCP and LUB in the future.

Rural Land Use Bylaw No. 42 was adopted in 1998 and is currently in effect for Valdes Island. It was amended in 2010 to include targets, policies and actions for greenhouse gas emissions reduction as per Provincial direction in Bill 27.

Pylades and Tree Islands:

Pylades Island is a small island of approximately 56 ha located just south of Ruxton Island. Pylades Island has been subdivided into 4 lots. Air photos show several buildings on the south side of Pylades and the island is otherwise forested and undeveloped.

Tree Island is slightly under 1 ha in area and is one lot with a dwelling and dock. It is approximately 400m south-west of Pylades Island. Neither Pylades or Tree Islands are subject to an OCP or LUB.

Reid Island:

Reid Island is to the east of Thetis Island in Trincomali Channel and has 25 lots that were created by subdivision between 1959 and 1972. As an unzoned area, Reid Island is subject to the Islands Trust Act restrictions on building, where one dwelling and one cottage are permitted per lot, with any additional construction requiring approval by resolution of the Local Trust Committee.

The southern-most lot of 32 ha (79 acres) is owned by South Reid Retreats Ltd and has two relevant standing resolutions as follows:

- On July 13th, 1979, in reference to “BC Regulation 525/75 - a Reid Island Application” the following resolution was made:

It was Moved and Seconded that the legal easement requirement be relaxed and that the authorization for 26 cottages as agreed to by the previous Trust Committee be adhered to and that an application also be submitted to the Trust when a building permit is being sought.

The minutes of the 1979 meeting did not make any further reference to relaxing the “legal easement requirement” and there are no easements or other documents registered on the current statement of title for South Reid Retreats Ltd, so it is unclear what that part of the resolution refers to, but the resolution does give permission for 26 cottages.

- On March 23rd, 1984 in reference to “BC Regulation 2-83 (S. Reid Island Retreats Ltd.)” the following resolution was made:

It was Moved and Seconded that the maximum cabin size be increased to 880 square feet and that this figure represent the total floor area.

These resolutions were rediscovered in 2011 upon receiving a building permit referral for the property, and staff has not been able to find a more complete record of relevant resolutions. The building permit referral was to build a 14th cottage on the lot and staff responded to the CVRD that permission for the additional cottage had been given by the LTC and there were no height, setback or other regulations in effect.

Hudson, Dayman and Scott Islands

Hudson, Dayman and Scott Islands are to southwest of Thetis Island, roughly surrounding Preedy Harbour. Dayman and Scott Islands are one lot each and Hudson Island was subdivided into ten lots surrounding an airstrip in 1972. All three islands are unzoned and have existing residential development.

Bute and Dunsmuir Islands

Bute and Dunsmuir Islands are in Ladysmith Harbour but outside the town's limits. In the early 2000's, adjacent Woods Islands were annexed by the Town of Ladysmith.

Bute and Dunsmuir Islands are each one lot with existing residential development. They are subject to Cowichan Valley Regional District Bylaw 110 from 1973 which was repealed by the CVRD in 1987 but remains in effect for those areas that are within the Islands Trust Area. The Thetis Island Local Trust Committee has the authority to repeal and replace Bylaw 110 in the Local Trust Area.

The zoning for Dunsmuir Island has recently been an issue where the CVRD accepted a rezoning application for it, not knowing they did not have the authority to zone the land or waters around it. After a significant amount of staff time on both sides, it was determined that the proposed development did not require a rezoning application from the Islands Trust as the proposed use complied with CVRD Bylaw 110.

Penelakut Island and Tent Island

Penelakut Island is home to the Penelakut First Nation and as federal land is not within local government jurisdiction. There is one lot on the island that is not within the Reserve, however, it is within the Thetis Local Trust Area. The lot is 22 ha (54 acres) in area and remains unzoned.

Tent Island is a small island south of Penelakut Island and is also Reserve land and not subject to local government regulation.

Other small islets

Miami Islet, Coffin Island and Rose Islets are all Provincial Crown. Coffin Island is within the CVRD Bylaw 110 area and the rest are unzoned.

CURRENT PLANNING STATUS OF SUBJECT LANDS:

Trust Policy Statement:

As this project proceeds the Trust Policy Statement will be referred to in detail to ensure that the new OCP and LUB are in compliance with it. The current Ruxton Island Zoning Bylaw was adopted prior to the Islands Trust Policy Statement.

Islands Trust Fund:

The Memorandum of Agreement between the Thetis Island Local Trust Committee and the Trust Fund Board, 1996, identifies that Local Trust Committee bylaws will be referred to the Trust Fund Board when they may have an impact on the responsibilities of the Board. The Memorandum of Agreement only requires referral of draft bylaws, but staff recommends that the Trust Fund Board is notified earlier in the process to solicit input and identify any relevant goals and objectives in the Regional Conservation Plan.

Regional Conservation Plan:

The Regional Conservation Plan 2011-2015 does not specifically identify Ruxton Island or other associated islands in the Thetis Local Trust Area as having conservation priorities. A more detailed review, in consultation with Islands Trust Fund staff, will be undertaken early in this project.

Sensitive Ecosystems and Hazard Areas:

The Sensitive Ecosystem Inventory identifies areas of young forest, cliff, and wetland ecosystems on Ruxton Island, and woodland ecosystem on Whaleboat, as shown on the map below.

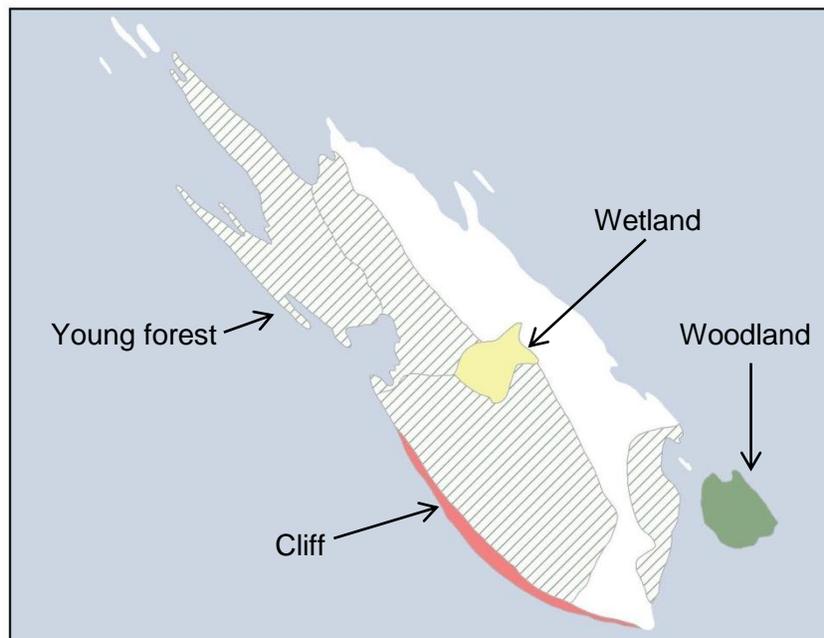


Figure 1 Ruxton and Pylades Island Sensitive Ecosystems

Lindley's *Microseris* (*Microseris lindleyi*), a red-listed plant species, is found on Ruxton Island. This yellow-flowered annual has a dandelion-like seed head. Ruxton Island has one of only four known populations in British Columbia, the others being found on other southern Gulf Islands. The Ruxton population is on the south-west side of the island, associated with the cliff ecosystem identified in Figure 1. The primary threats to Lindley's *Microseris* are housing development and invasive species.

The water area surrounding Ruxton Island is a federal Rockfish Conservation Area that limits recreational and commercial fishing activities to protect rockfish.

The provincial TRIM stream mapping does not identify any streams on Ruxton Island. However, this mapping is done at a small scale and it is likely that there is surface water that is unmapped. Local knowledge could help identify streams, and mapping may be required to determine if they are fish bearing or potentially fish bearing and subject to the Riparian Areas Regulation.

A potential hazard area exists at the south-west side of Ruxton where a cliff or steep slope is found. Staff has not visited the site, but it appears from mapping that the slope is within a park, however the residential lots at the top of the slope appear to abut the crest of the slope and may still be within a hazard area.

Archaeological Sites:

There are 15 identified archaeological sites on Ruxton Island, numerous others on the rest of the associated islands, and 9 First Nations who have Aboriginal rights in the Local Trust Area based on the provincial "Consultative Areas Database".

Covenants:

There are no known covenants on Ruxton Island however an exhaustive search has not been done.

Bylaw Enforcement:

Bylaw enforcement concerns on Ruxton Island relate to docks and construction of buildings without a permit. Construction of buildings without a permit also relate to some of the other associated islands, Reid Island in particular.

A property owner recently constructed a dock-like structure and a complaint was made to bylaw enforcement given that the zoning bylaw does not permit docks. Upon review, the dock-like structure in question was deemed to not be a dock by strict interpretation of the bylaw, and to be in compliance. However, a larger issue was brought to light during this review. It appears that access to property is a growing concern of property owners as they age, and the regulations prohibiting docks is something that some Ruxton Islanders have said that they take pride in and want to protect, but they are also looking for an easier, safer way to access their property from their private boat. There are a number of creative approaches in use to access land, which may fall in a grey area as to whether or not they comply with the current zoning bylaw. Staff anticipates that the regulations around docks or any structures on the foreshore to assist in accessing land from the water will be a key issue the bylaw review.

Regarding buildings constructed without a permit, all of the associated islands are within the Cowichan Valley Regional District (CVRD) building bylaw area and as such building permits are required for construction and have been since the 1970's. The CVRD Building Inspector has conducted two boat surveys in recent years to document buildings constructed without a permit

that are visible from the water and there are numerous infractions. Not only is this a concern for the CVRD in the enforcement of their building bylaw, but it is unknown if these buildings have been constructed in compliance with the height, setback and density requirements in the zoning bylaw. Anecdotally, staff understands that there may be a number of buildings constructed within setbacks. Buildings constructed without a permit, if they are found to not be in compliance with the current zoning bylaw, may be a significant issue for this project.

Climate Change Mitigation and Adaptation

A new OCP will require targets, policies and actions to reduce greenhouse gas emissions.

COMMUNITY CONSULTATION:

Goals of communications for this project include informing and engaging First Nations, property owners and others identified as having an interest. This engagement is needed to ensure that relevant bylaw objectives, policies and regulations are adopted that do not infringe on Aboriginal rights of First Nations, and meet the needs of property owners and others both in the present and into the future.

First Nations should be contacted at the start of the project. There are no particular techniques recommended for First Nations engagement aside from mail, email and telephone communication. It is expected that after initial discussion with each interested First Nation a plan can then be developed that may include in-person presentations or meetings.

Communications with Ruxton or other associated island property owners will be an important part of this project and may require unique approaches given that few people live on these islands full time. There is no local meeting location for property owners, no newspaper that would be likely to reach the majority, and no bulletin boards that would be read by most.

Communications could include a combination of direct mail-outs, the Islands Trust website, an email list, online or mailed polls or surveys, or receipt of input via mail or email.

In person meetings could be held on Ruxton Island at a time in the summer that many property owners are likely to be there. If the project scope is expanded to include other associated island, as Ruxton has by the far the greatest number of people owning property, Ruxton-specific meetings can still be held on Ruxton, and property owners from other islands will be engaged in different ways such as through a meeting in a more easily accessible location or by electronic means. There may be opportunities to hold meetings on Vancouver Island and the lower mainland given that 82% of Ruxton property owners live in those areas. A Vancouver Island location may be a good option for a community information meeting if it is likely that more people would be able to attend than if it was on Ruxton Island, which may depend on the time of year.

Primary Residence	Number of properties	Percentage of properties
Vancouver Island and Gulf Islands	115	59%
Lower Mainland	44	23%
Rest of BC and Alberta	13	7%
Rest of Canada	9	5%
International	9	5%

**More than one person may be registered on Title living at the same primary residence but this is noted as one "property".*

Staff recommends the following for consideration in a communications strategy related to Ruxton Island property owners, which is also relevant to the project if it was expanded to include the rest of the associated islands:

- Initial mail-out to property owners: To advise of the process, how they can find out more information and stay informed, and a short survey on their preferred method of communication and preferred meeting locations.
- Islands Trust website updates: Sometime before the summer of 2012 the new Islands Trust website should be live. This new website will have the ability for unique pages for projects such as this one. The webpage should be fully updated before an initial mail-out and should be used throughout the project. Residents will be able to sign up for email notifications when there is new content on the webpage.
- Further mail-outs to property owners: In order to ensure that those not able to easily access the website or use email are reached, further mail-outs such as one or two per year could be used to communicate with property owners.
- Notice in Ruxton Island Review: The Ruxton Island Property Owners Association distributes an annual newsletter by the July long weekend, with a deadline at the end of May.
- Community Information Meeting on Ruxton Island: There could be one or more in-person Community Information Meetings (CIM) on Ruxton Island during the process. The Ruxton Island Property Owners Association holds an annual meeting on the Sunday of the August long weekend. A CIM could be on this same weekend or another when most property owners are likely to be there. As there are no community facilities on Ruxton, the meeting would likely have to be held outdoors, either at Naylor Bay or Otter Bay where there is a flat area that has been used for meetings in the past.
- Online surveys or polls: Given that neither staff nor the local trustees live or own property on Ruxton Island or the other associated islands, it may take a unique effort to read the pulse of the community and to understand community priorities. Online surveys or polls could be a useful way of soliciting this kind of input from dispersed property owners. This type of input would most likely be used in the early stages of scoping and prioritizing.

- Advisory Planning Commission: The LTC could appoint an advisory planning commission (APC) specific to this project, having an APC made up of Ruxton Island property owners. If the scope is expanded to include other associated islands, staff recommends that the APC remains only for Ruxton Island. The cost in dollars and staff time of having an additional APC for the other associated islands would be high, and the size of population may not warrant it. Having representatives from both Ruxton and other associated islands on the same APC may not be an efficient strategy.

As APC meetings cannot be held by teleconference, appointees must live close to one another or be willing to travel. Given the primary residence location of Ruxton property owners shown in Table 2, central Vancouver Island would be the most logical meeting location. The LTC also may want to consider covering the cost of travel for APC members such as ferries, mileage and meals, and will have to include that cost in the budget. A rough budget is presented for discussion purposes. Transportation expenses are based on a \$150 per person average for ferry and/or mileage expenses. Contributing to the cost of transportation could significantly increase the project budget, but also makes the process more equitable. Staff is not sure if it is necessary to provide for the cost of transportation in order to have enough and a good range of property owners interested in being on the APC. With the budget presented below, staff does not think that more than 3 APC meeting would be possible within a realistic project budget. If the cost of APC meetings was reduced, more meetings could be held.

The cost estimates below are based on a 5-person APC, with staff, trustees and a minute-taker at the meeting, however an APC could have more members.

Hall rental (Vancouver Island)	\$115
Lunch	\$135
Transportation	\$750
Minute-taker	\$100
TOTAL	\$1,100

STAFF COMMENTS:

Below is an outline of the recommended planning process for this project divided into six steps as follows:

1. Define the Scope
2. Identify Goals
3. Appraise the Facts
4. Generate Options
5. Assess the Options
6. Decide on Options to Adopt

1. Define the Scope:

When added to the Top Priorities List, the geographic scope of this project was limited to Ruxton Island. In this report, Staff has introduced the option of extending the scope to include all of the Thetis Local Trust Area's associated islands except Valdes Island.

There are a number of benefits to the establishment of a single OCP and LUB for the associated islands of the Local Trust Area including the efficient use of staff time to administer the bylaws, elimination of inconsistencies, and improved clarity of bylaw regulations for agencies and the general public. In the future, bylaw maintenance would be more efficient and would avoid the need to track updates in a number of bylaws. In addition, a single bylaw would ensure that complete and updated zoning coverage is provided for all the associated islands of the Local Trust Area.

Although the ultimate goal of this approach is to have a single OCP and LUB for all the associated islands, it is not recommended that Valdes Island is included in the scope of the current project. A review of the Valdes Island Rural Land Use Bylaw would be a significant and unique project that staff recommends is undertaken at a later date, and at that time added to a single OCP and LUB for all associated islands. The Lyackson First Nation, whose traditional home is on Valdes Island, has indicated an interest in the project at some point in the future.

CVRD Bylaw 110 predates the Islands Trust and including the Ladysmith Harbour islands, Bute and Dunsmuir, in the current project would allow the regulations to be reviewed based on the Islands Trust Act and Policy Statements. It may also provide an opportunity to address a recurring confusion with the CVRD over whose zoning jurisdiction these islands are in.

Reid Island is unzoned and has only 25 lots, but resolutions from 1979 and 1984 permit 26 cottages on one of these lots, with 14 known to have been built. There are no setback or height restrictions on Reid Island, and no policies or regulations to protect the foreshore, or other sensitive ecosystems. While the rate of development on Reid Island has been slow to date as evidenced by few building permit applications, it is possible that there may be increased development pressures in the coming years as older cottages are replaced by larger homes, or as the 12 remaining approved densities on the southern-most lot are built-out. Issues related to bylaw enforcement and building permit application are similar for Reid and Ruxton Island so there would be an economy in including Reid in this project.

In comparison with a building permit referral for an application in a zoned area, an application for construction in an unzoned area requires more staff time and may require LTC consideration. As a result, processing time can be relatively lengthy.

2. Identify Goals:

Staff suggests the following are high-level goals of this project. This list can be amended by the LTC, and will be referred to throughout the process:

- Adopt an OCP in accordance with Islands Trust Policy Statement and relevant legislation
- Adopt an LUB in accordance with Islands Trust Policy Statement and relevant legislation
- By engaging with First Nations, avoid infringement on Aboriginal title and rights
- Address community needs that are within the scope of land use planning
- Play an advocacy role to help the community achieve goals outside of the LTC's authority, when appropriate
- Given that most property owners are non-resident, maximize community input through non-meeting methods
- Protect sensitive ecosystems
- Adopt policies and regulations facilitating adaptation to climate change

In order to accomplish these goals, one of the first steps in this project once the scope is defined will be to begin consultation with the following First Nations with Aboriginal rights in the area:

Stz'uminus First Nation
Cowichan Tribes
Halalt First Nation
Hul'qumi'num Treaty Group
Lake Cowichan First Nation
Lyackson First Nation
Penelakut Tribe
Tsawwassen First Nation
Snuneymuxw First Nation
Semiahmoo First Nation

Initial consultation with the community of property owners and residents will be needed to define more specific goals. These more specific goals will help to guide the remaining steps in the process. At the same time, consultation with stakeholders such as the CVRD should occur, and further goals maybe identified. The timeline below anticipates that after initial consultations, a list of more specific goals could be adopted by the LTC in the fall of 2012.

3. Appraise the Facts

Once Aboriginal interests and community goals are better understood, as well as legislated requirements, we can appraise the facts we currently have and identify information gaps. Information gaps can be addressed by further research, further consultation with stakeholders and First Nations, or by engaging professionals to undertake mapping or other studies.

A number of relevant facts are already known and are described in the preceding sections of this report. More in-depth research has been done for Ruxton Island than other associated islands, and if the scope of the project is expanded, further research can be done in-house. A review of what mapping we currently have and what we need will be required, which will help develop a budget request for the next fiscal year, and add more specific items to the list of goals. Assessing any surface water to determine applicability to the Riparian Areas Regulation will be a necessary expenditure.

4. Generate Options

This step involves developing options to address or meet the identified goals, based on the facts appraised in the previous step.

5. Assess the Options

Through First Nations, community, and agency consultation, the options generated in the previous step can be assessed.

6. Decide on Options to Adopt

The ultimate step in the process is deciding on which options to adopt in the OCP and LUB. However, once arriving at step 6, it might be necessary to return to step 5 before making final decisions. This may happen in the formal bylaw referral process when some agencies will be consulted for the first time.

Work Plan:

Combining the information in the community consultation section of this report with the recommended steps in the planning process, below is a concise work plan. Staff proposes to present a draft of the OCP for public review several months prior to a draft of the LUB. This will allow the discussion to be focused at a higher level of objectives and policies before looking at the regulations to implement those policies, but still make it possible for both bylaws to be adopted within the current 3-year term.

Ruxton Island OCP/LUB Project Work Plan			
	Task	Target Date	Cost Estimate
1.	Define the Scope		
1.1	Preliminary staff report	<i>April 18, 2012 (LTC meeting)</i>	
1.2	LTC to endorse project terms of reference	<i>May 23, 2012 (LTC meeting)</i>	
2.	Identify Goals		
2.1	Update Islands Trust website with project information	May 31, 2012	
2.2	Contact First Nations to begin engagement, with follow-up	May 31, 2012	
2.3	Mail-out to property owners including survey on preferred engagement method and community goals	May 31 2012	\$150
2.4	CIM for property owners in-person to present results of survey and gather more info	August-September, 2012	\$750
2.5	Consult with CVRD – during annual meeting	September, 2012	
2.6	Staff report on first consultation with draft detailed list of project goals	<i>October 3, 2012 (LTC Meeting)</i>	
2.7	APC meeting to review draft detailed list of project goals	October-November, 2012	\$1,100
2.8	LTC to endorse detailed list of project goals	<i>November 21, 2012 (LTC Meeting)</i>	
2.9	Mail-out to update property owners on outcome of consultation and next steps	December, 2012	\$150
3.	Appraise the Facts		
3.1	Site visit to Ruxton Island (and others if in scope)	June, 2012	\$400
3.2	Staff report to identify information gaps	January, 2013	
3.3	Contract with professionals to fill gaps as necessary	February-June, 2013	\$8,000
3.4	Continued discussion with First Nations as necessary	ongoing	
3.5	Review results of any professional reports	June, 2013	
4.	Generate Options		
4.1	Draft 1 of OCP	June, 2013	
4.2	Staff report describing regulatory options, no draft of LUB yet.	June, 2013	
4.3	APC Meeting to review draft of OCP	July, 2013	\$1,100
5.	Assess the Options		
5.1	Continued discussion with First Nations as necessary	ongoing	
5.2	In person meeting with property owners either Ruxton Island or Vancouver Island	August-September, 2013	\$750
5.3	Electronic or mail consultation with property owners	Summer, 2013	\$300
5.4	Staff report on results of community consultation to assess the options	October, 2013	
6.	Decide on Options to Adopt		
6.1	Draft 1 of LUB	November, 2013	
6.2	APC Meeting to review draft of LUB	November, 2013	\$1,100
6.3	Legal review of draft OCP and LUB	November, 2013	\$3,000
6.4	Draft 2 of OCP and LUB and first reading	January, 2014	
6.5	Agency referral	February, 2014	
6.6	Public hearing	April, 2014	\$1,500
6.7	Referral to EC	May, 2014	
6.8	Referral to Minister for OCP	June, 2014	
6.9	Adoption of OCP and LUB	September, 2014	

Budget:

As the work plan above shows, and dividing the budgeted \$8,000 for professional reports between two fiscal years, the estimated budget for the three fiscal years of the project is:

Year 2012/13	\$5,000
Year 2013/14	\$11,800
Year 2014/15	\$1,500
TOTAL	\$18,300

There are a number of factors that will affect the budget such as whether or not an APC will be appointed and if members will be reimbursed for travel expenses, what type of public meeting will be held and what the cost will be, and what professional reports will be required.

RECOMMENDATIONS:

That the Thetis Island Local Trust Committee:

1. direct staff to prepare a project terms of reference for endorsement, to include all of the associated islands in the Local Trust Area except Valdes;
2. direct staff to draft an article or ad regarding the bylaw review project for the Ruxton Island Review for review by the Local Trust Committee; and
3. direct staff to draft a mail-out to property owners including survey on preferred engagement method and community goals for review by the Local Trust Committee.

Prepared and Submitted by:

Courtney Simpson

March 28, 2012

Courtney Simpson, MCIP
Island Planner

Date

Concurred in by:

Chris Jackson

March 19, 2012

Chris Jackson, MCIP
Regional Planning Manager

Date

Appendices:

1. Map of Thetis Island Local Trust Committee Area

Appendix 1 Map of Thetis Island Local Trust Committee Area

