



DATE OF MEETING: June 3, 2025

TO: Thetis Island Local Trust Committee

FROM: Margot Thomaidis, Planner 2  
Northern Team

SUBJECT: Local Trust Committee Proposed Project Charter – Minor Project

## RECOMMENDATION

1. **That the Thetis Island Local Trust Committee endorse the draft Project Charter, dated June 3, 2025 for the Targeted LUB Amendment Updates – Rainwater, Fences, and Derelict Vehicles minor project.**

## REPORT SUMMARY

The purpose of this report is to provide the Thetis Island Local Trust Committee (LTC) with a draft Project Charter for a Targeted Land Use Bylaw Amendment Review project.

The Project Charter is ready for endorsement and staff is seeking the following direction from the LTC in order to initiate the bylaw drafting phase of this project:

- Confirm the three main bylaw concerns to be addressed through this project, including:
  - 1) **Rainwater storage:** Amendment to the rainwater storage requirements in the LUB for minimum 2000-gallon non-potable water storage for new construction for garden, fire, property, and vehicle and equipment maintenance.
  - 2) **Fence setbacks:** Amendment to the fence siting and setback regulations to prohibit them in the 7.6 metre setback to the natural boundary of the sea.
  - 3) **Derelict vehicles:** Amendment to the definition of 'derelict vehicle' to only allow unlicensed vehicles outside on a lot for up to two years, instead of five years.
- Confirm that the draft Project Charter accurately reflects the LTC's intentions for this project, which includes bylaw drafting, legislative review, referrals, and minor public consultation.
- Confirm which stage(s) First Nations and the Advisory Planning Commission (APC) may be involved in reviewing the draft bylaws.

The LTC is being asked to review the draft Project Charter, update it if desired, and confirm the minor project by endorsing the Project Charter.

## BACKGROUND

The LTC passed the following resolution at their February 4, 2025 regular business meeting:

***TH-2025-002***

*that Thetis Island Local Trust Committee request staff prepare a project charter for the 'Targeted LUB Amendment Updates – Rainwater, Fences, and Derelict Vehicles' minor project, with scope and objectives as defined by the Local Trust Committee.*

**CARRIED**

Combining three priorities from the Future Projects list into one minor Land Use Bylaw (LUB) amendment project presents an opportunity for efficient project completion in 2025/2026 fiscal. This minor project would result in three specific updates to the LUB to address the community's evolving needs regarding rainwater storage, shoreline setbacks, and nuisance properties, aligning more closely with OCP objectives and policies.

## SCOPE AND OBJECTIVES

The following elements of the draft Project Charter require LTC consideration:

**Project Charter:** Attachment 1 includes version 1.0 of the Project Charter requested by the LTC in February 2025. The LTC is asked to review each section of the project charter to ensure it accurately reflects the LTC's intentions for this project which includes bylaw drafting, legislative review, referrals, and minor public consultation.

**First Nations Engagement:** Staff will send out an early notification to First Nations about the project before the Bylaws have been drafted, and additionally send out the referral after the Bylaws receive First and Second Readings. This is reflected in the Project Charter workplan.

**Advisory Planning Commission (APC):** The LTC should determine at which stage(s) the APC may be involved in reviewing the draft bylaws. Referral before and after the bylaws have been drafted is recommended; this is reflected in the Project Charter workplan. As an alternative option, the LTC could consider only referring to the APC after First and Second Readings.

**Community Consultation:** The LTC should specify the format and frequency of community consultation during the draft bylaw review stage. The draft Project Charter identifies a community information meeting (CIM) prior to a Public Hearing being held. The LTC should specify any additional opportunities it wishes to be reflected in the workplan and budget at this time as it may impact the project completion by end of this fiscal. Since the scope of this minor project is limited to amending three areas of the LUB, staff suggest one CIM to be held prior to a Public Hearing.

## Rationale for Recommendation

The Project Charter is ready for endorsement by the LTC so that staff can initiate the bylaw drafting phase of this project.

## ALTERNATIVES

The LTC may consider the following alternative to the staff recommendation:

### 1. Amend the Project Charter

A resolution from the LTC would be required to request staff to prepare changes to the Project Charter for the LTC to consider. Recommended wording for the resolution is as follows:

*That the Thetis Island Local Trust Committee request staff to amend the Project Charter by [insert new purpose, scope, objectives, in-scope and/or out of scope] for LTC review at the next business meeting.*

## **NEXT STEPS**

Should the LTC endorse the Project Charter, staff will begin analysis and early engagement.

Submitted By:	Margot Thomaidis, Planner 2	May 26, 2025
Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	May 27, 2025

## **ATTACHMENTS:**

1. Project Charter v.1.0 dated June 3, 2025