

Targeted LUB Minor Amendment - Project Charter v.1.0

Thetis Island Local Trust Committee

LTC Endorsement Date: June 3, 2025

Purpose: This project proposes to review rainwater catchment, fence setbacks, and derelict vehicle regulations as part of a targeted Land Use Bylaw (LUB) amendment, aligning more closely with Official Community Plan (OCP) objectives and policies. It aims to address three minor issues and concerns within one bylaw amendment.

Background: On February 4, 2025, the LTC requested that 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 LTC. 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.

Deliverables

- To review existing LUB regulations concerning rainwater catchment for new development, fence setback requirements, and the derelict vehicle definition.
- To amend the Thetis Island LUB with regards to these three topics.

In Scope

Amendments to the LUB that include:

- Minimum rainwater catchment requirements for new residential development;
- Larger fence setback requirements for waterfront properties; and
- Shorter allowances for derelict vehicles to be unlicensed.

Out of Scope

- Official Community Plan (OCP) Bylaw or other LUB amendments outside of the three proposed topics.

IAP2 Engagement Level:

- ☒ Inform
- ☐ Consult
- ☐ Involve
- ☐ Collaborate

Workplan Overview

Deliverable/Milestone	Target Date
LTC endorsement of Project Charter	June 3, 2025
Feedback and recommendations from First Nations and APC	Summer/Fall 2025
Staff to prepare a draft Land Use Bylaw	Fall 2025
Draft Bylaw presented to LTC for consideration of 1 st and 2 nd Readings	November 4, 2025
Bylaw referral to First Nations, agencies, APC, and community groups; legal review	Winter 2025/2026
CIM/Public Hearing, 3 rd Reading and forward to EC	Winter/Spring 2026
END OF FISCAL	March 2026
Bylaw Adoption	Summer 2026

Project Team

Planner 2	Project Manager
Regional Planning Manager	Project Sponsor
Office Administrative Assistant, Planning Team Assistant, Legislative Clerk	Admin Support
Senior Indigenous Relations Advisor	Referral Support
RPM Approval: Renée Jamurat Date: xxx	LTC Endorsement: Resolution #: Date: xxx

Budget

Budget Sources:		
Fiscal Year	Item	Cost
2025-26	Community Information Meeting and Public Hearing	\$1000
2025-26	Legislative/Legal Review	\$3000 max.
2025-26	Communication and Implementation	\$500 max.
	Total	\$4500

Meeting	Deliverable/Milestone	Target Date	Cost
LTC Regular Business Meeting	LTC endorsement of Project Charter	June 3, 2025	n/a
n/a	First Nations and APC early engagement	July – October 2025	n/a
LT Regular Business Meeting	LTC consideration of 1 st /2 nd Readings, LTC direct staff to send proposed bylaw to First Nations, Agencies and adjacent LTAs, and APC	November 4, 2025	n/a
n/a	Legal review of draft bylaw	Winter 2025/2026	Approx. \$3000
CIM, Public Hearing	Community Information Meeting and Public Hearing	Winter 2025/2026	Approx. \$1000
LTC Regular Business Meeting	LTC consideration 3 rd Reading of proposed bylaw	Winter 2025/2026	n/a
Executive Committee Meeting	Executive Committee approval	Spring 2026 (end of fiscal 2025/26)	n/a
LTC Regular Business Meeting	LTC adoption of bylaw	Summer 2026	n/a
n/a	Public Communication: Espokes newsletter, letter to residents, community information board posts, etc.	Ongoing 2025-2026	Approx. \$500
TOTAL			\$4500