

File No.: Associated Islands
Regulations Review

DATE OF MEETING: April 8, 2025
TO: Galiano Island Local Trust Committee
FROM: Kim Stockdill, Island Planner
Southern Team
COPY: Robert Kojima, Regional Planning Manager
SUBJECT: Associated Islands Regulations Preview – Project Charter

RECOMMENDATION

1. That the Galiano Island Local Trust Committee endorse the attached project charter for the Associated Islands Regulations Review Project.

REPORT SUMMARY

The report attaches a project charter for the Associated Islands Regulations Review Project. The report also outlines the project and provides a preliminary timeline and scope.

BACKGROUND

At the February 11, 2025 the Galiano Island Local Trust Committee (LTC) passed the following resolution:

GL-2025-006

It was MOVED and SECONDED,

that Galiano Island Local Trust Committee add to its active projects list as a minor project “Associated Islands Regulations Review” and for staff to report back with a draft project charter.

CARRIED

A Minor Project is an LTC project that is anticipated to require a budget of under \$5,000 in any given fiscal year, is relatively limited in scope, and can be supported by LTC’s assigned the Island Planner. Each LTC may have one minor project at any one time and funding is supported from a minor projects budget allocated by Trust Council and assigned by the Director of Planning Services.

Staff have prepared the attached project charter for the project.

ANALYSIS

Project Scope and Budget

The proposed work plan would limit the scope of the project to engage with the property owners located on the Associated Islands or those property owners with boat access only lots, engage and consult with First Nations, referral to the Galiano Island Advisory Planning Commission (APC), hold two Community Information Meetings (CIMs), review current zoning regulations and undertake the legislative process to amend the Land Use Bylaw. The budget requested would be for \$4,000 in the current fiscal year, with up to an additional \$1,000 in the next fiscal year. Staff resources are estimated to be primarily the Island Planner’s time, with support from other staff as needed.

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Timeline

The project is proposed to be completed relatively quickly as a targeted review, with the project consisting of the following phases:

Phase 1: Project Initiation - preliminary report and engagement options

Phase 2: Analysis - review of LUB regulations, options to LTC

Phase 3: First Nations consultation - early engagement and on-going consultation as requested by Nations

Phase 4: Community Engagement - early engagement with Associated Island and boat access only property owners, referral to the Galiano Island APC, and two Community Information Meetings (CIMs)

Phase 5: Drafting - LTC review of amendment options, direction to prepare bylaw(s), bylaw referrals

Phase 6: Legislative Phase - bylaw readings, Public Hearing/Notice of First Reading, EC and Ministerial approval (if required)

Phase 7: Implementation - public and landowner communication, procedural updates

Phase	2025												2026											
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
Pre-Project																								
Project Initiation																								
Analysis																								
FN Engagement																								
Community Engagement																								
Drafting																								
Legislative																								
Implementation																								

Consultation

First Nations

Staff would undertake early engagement to determine Nation's interests and desired level of involvement. An early engagement letter will be sent to First Nations after the Galiano LTC endorses the Project Charter.

Landowners

After the Galiano LTC endorses the Project Chart, staff will send a letter to all Associated Island and boat access only property owners to notify them of the new project. The LTC will also hold Community Information Meetings at the bylaw drafting stage and prior to First Reading or Public Hearing for further consultation.

Community consultation:

Once the LTC has provided direction to prepare a bylaw amendment, community consultation would be undertaken, including community meeting(s), website updates, and communications materials after bylaw adoption. A referral to the Galiano APC is also built into the project's scope, budget and timeline.

Legislative process

An amendment would be required to the Galiano Island Land Use Bylaw (LUB), consisting of bylaw readings, a public hearing or notice of first reading, and Executive Committee approval. An associated amendment bylaw

may be required to the Galiano Island Official Community Plan to enable new regulations in LUB amending bylaw. Ministerial approve would be required for an OCP amending bylaw.

Implementation

The final phase would be to implement the amendment through communications to Associated Island and boat access only landowners.

Rationale for Recommendation

The recommendation is to proceed with the project as the LTC’s Minor Project as the targeted scope of the project and the availability of funds and staff resources support proceeding as proposed.

ALTERNATIVES

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

1. Request further information

The LTC may request further information prior to making a decision. Staff advise that the implications of this alternative are that commencing work on the project would be delayed. Recommended wording for the resolution is as follows:

That the Galiano Island Local Trust Committee request that...

2. Not Proceed with the Project

The LTC may decide not to proceed with the project.

That the Galiano Island Local Trust Committee request staff to remove the Associated Islands Regulations Review Project from the Active Projects list.

3. Receive for information

The LTC may receive the report for information

NEXT STEPS

If the LTC endorses the project charter, staff will report back at the June LTC meeting.

Submitted By:	Kim Stockdill, Island Planner	March 26, 2025
Concurrence:	Robert Kojima, Regional Planning Manager	March 26, 2025

ATTACHMENT

- 1. Project Charter

Associated Islands Regulations Review - Charter v1

Galiano Island Local Trust Committee

LTC Endorsement Date: xxx

Purpose: To review and amend regulations in the Galiano Island Land Use Bylaw (LUB) No. 127 applicable to associated islands and boat access only properties within the Galiano Island Local Trust Area (LTA).

Background: The Galiano Island LTA includes nine associated islands which are regulated by the Galiano Island LUB No. 127. Increased bylaw enforcement complaints and delegations to the Galiano Island Local Trust Committee (LTC) have highlighted on-going issues with solar panels and other small structures located within the setback to the natural boundary of the sea and interior lot lines.

Deliverables

- A LUB amendment bylaw

In Scope

- Referral to the Galiano Island Advisory Planning Commission (APC)
- Special Meetings to hold Community Information Meetings (online or/and in-person)
- First Nation engagement
- Specific engagement with property owners on the associated islands and boat access only properties
- Review current land use regulations

Out of Scope

- Minor amendments to the Galiano Island Official Community Plan
- Amendments to the Galiano Island Land Use Bylaw not related to the Associated Islands

IAP2 Engagement Level:

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

Workplan Overview

Deliverable/Milestone	Target Date
Project Charter endorsement	April 2025
Early Engagement Letters	April 2025
Project initiation and preliminary report to LTC	June 2025
APC referral and public engagement to identify issues	July to Oct 2025
Engagement with Associated Island and boat access only property owners	July to Sept 2025
Review of APC & engagement comments/LTC direction to draft bylaw	Oct 2025
Draft bylaw to LTC & send referrals	Dec 2025
Community consultation on draft bylaws	Jan to March '26
Legislative Process	Spring/Summer 2026

Project Team

Island Planner	Project Manager
GIS Technician	GIS/Mapping Support
Planning Team Assistant	LPS Admin Support
Legislative Clerk	LPS Legislative Support
RPM Approval: Robert Kojima Date: March 26, 2025	LTC Endorsement: Resolution #: Date: xxx

Budget

Budget Sources:		
Fiscal Year	Item	Cost
2025/2026	APC Referral	\$1000
2025/2026	Public engagement (letter mail-out, hall rental, advertising, minute taker, supplies)	\$2500
2025/2026	Community Information Meeting	\$500
2026/2027	Notice of First Reading / Public Hearing	\$1000
	Total	\$5000

[illegible]