



Galiano Island Local Trust Committee

Regular Meeting Agenda

Date: May 7, 2018
Time: 12:30 pm
Location: Galiano South Community Hall
141 Sturdies Bay Road, Galiano Island, BC

			Pages
1.	CALL TO ORDER	12:30 PM - 1:00 PM	
2.	APPROVAL OF AGENDA		
3.	TOWN HALL AND QUESTIONS	1:00 PM - 1:30 PM	
4.	COMMUNITY INFORMATION MEETING		
	none		
5.	PUBLIC HEARING		
	none		
6.	MINUTES		
6.1	Local Trust Committee Minutes Dated April 9, 2018 (for Adoption)		4 - 13
6.2	Section 26 Resolutions Without Meeting Report		
	none		
6.3	Advisory Planning Commission Minutes Dated March 12, 26 & April 3, 5, 2018 (for Receipt)		14 - 23
7.	BUSINESS ARISING FROM MINUTES		
7.1	Follow-up Action List Dated April 2018		24 - 25
8.	DELEGATIONS		
	none		

9.	CORRESPONDENCE	
	<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>	
	none	
10.	APPLICATIONS AND REFERRALS	1:30 PM - 2:30 PM
10.1	GL-RZ-2017.1 (Stevens) - Staff Report (attached)	26 - 30
10.1.1	<u>Galiano Island Advisory Planning Commission Response to Bylaws 265 & 266 (attached)</u>	31 - 47
10.2	Salt Spring Island Local Trust Committee Bylaws No. 498 & 499 Referral (attached) for response	48 - 49
11.	LOCAL TRUST COMMITTEE PROJECTS	2:30 PM - 2:45 PM
11.1	Bylaw Enforcement Report re Short Term Vacation Rentals - Staff Report (attached)	50 - 51
12.	REPORTS	2:45 PM - 3:15 PM
12.1	Work Program Reports (attached)	
12.1.1	<u>Top Priorities Report Dated April 2018</u>	52 - 52
12.1.2	<u>Projects List Report Dated April 2018</u>	53 - 54
12.2	Applications Report Dated April 2018 (attached)	55 - 58
12.3	Trustee and Local Expense Report Dated February 2018 (attached)	59 - 59
12.4	Adopted Policies and Standing Resolutions (attached)	60 - 61
12.5	Local Trust Committee Webpage	
12.6	Chair's Report	
12.7	Trustee Report	
12.8	Trust Fund Board Report Dated April 2018	62 - 63
13.	NEW BUSINESS	3:15 PM - 3:30 PM
13.1	Annual Report LTC Endorsement - Staff Report (attached)	64 - 66
13.2	Approval Process for Community Water Systems on Salt Spring Island - Staff Memo & Attachment (attached)	67 - 96

14. UPCOMING MEETINGS

14.1 **Next Regular Meeting Scheduled for June 11, 2018, at the South Community Hall,
Galiano Island**

15. TOWN HALL **3:30 PM - 4:30 PM**

16. CLOSED MEETING (Distributed Under Separate Cover)

That the meeting be closed in accordance with the Community Charter, Part 4, Division 3, s. 90(1) (d, f & i) for the purpose of considering:

- *adoption of In-Camera minutes dated April 9, 2018*
- *Legal Advice*
- *Bylaw Enforcement Issues*

16.1 **Recall to Order**

16.2 **Rise and Report**

17. ADJOURNMENT **4:30 PM - 4:30 PM**



DRAFT

Local Trust Committee
Minutes Subject to Approval By
the Local Trust Committee

Galiano Island Local Trust Committee Minutes of Regular Meeting

Date: April 9, 2018
Location: Galiano South Community Hall
141 Sturdies Bay Road, Galiano Island, BC

Members Present: Laura Busheikin, Chair
Sandy Pottle, Local Trustee
George Harris, Local Trustee

Staff Present: Robert Kojima, Regional Planning Manager
Russ Hotsenpiller, Chief Administrative Officer
Heather Martin, Recorder

Public Present: There were approximately 20 members of the public in attendance.

1. CALL TO ORDER

Chair Busheikin called the meeting to order at 12:34 p.m. She acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. TOWN HALL AND QUESTIONS

Andrew Loveridge spoke in support of the petition on the agenda for turning DL. 64 into a park as part of the Gulf Islands National Park Reserve.

Claude Latour spoke in support of Bernard Mignault's application, and also expressed support for the Stevens application.

Gord Palmberg identified himself as a close neighbour of the Stevens and spoke in favour of their application. He noted the importance of the Stevens operation to island jobs and businesses and said that DL 37's size and removed location made it the ideal place for operating such a business.

Sandy Moodie gave Regional Planning Manager (RPM) Kojima a letter supporting the Mignault application. He also spoke in favour of the Stevens application and said he will be writing a letter of support.

Bernard Mignault spoke in favour of the Stevens application and will send in a letter of support.

Leif Palmberg spoke in favour of the Stevens application, noting that their operation provides an essential island service.

Kiyo Okuda expressed concerns about changes to the road network and access that have occurred since the sale of the forest lands which he said affected both the Stevens and the Mignault applications, and made the following points:

- ways of supporting and preserving the forest zone are evaporating, and trustees must take their mandate to preserve and protect it seriously,
- the support for the Stevens application seems to hinge on the services provided by the operators, but the rezoning will apply no matter who owns the property in future,
- only the east road (Sticks Allison) is designated for industrial capacity, and is essential for fire and industrial mitigation,
- he will support the Stevens application only when the east road is complete and back in service.

Louise Decario noted the GILTC referred the Stevens application to the APC at its last meeting and expressed her hope that the GILTC would wait for its recommendations before proceeding with this application.

Art Moses said he supports the attempt of the Stevens to legalize and regularize their zoning and noted the importance of their services in the community, but said zoning decisions would affect the land no matter who the future owners are. He expressed concerns about the way the application was being done, including:

- carving out an irregular piece in middle of the lot and declaring that forest industrial instead of rezoning the entire property,
- the silence of the last OCP review on the possibility of providing residential, opportunities in F1 zones by carving out and rezoning smaller pieces
- the extent to which the land that's to be covenanted for eventual use as road is consistent with the road network plan.

Mike Hoebel said he supported the Stevens application, and urged the LTC to accept the recommendations of the staff reports to regularize this property. He noted a staff report saying the proposed road would be "consistent with the road network plan," and said this proposal would not only not impede the process but would be useful to it.

4. COMMUNITY INFORMATION MEETING

None

5. PUBLIC HEARING

None

6. MINUTES

6.1 Local Trust Committee Minutes Dated March 5, 2018

The following amendments to the minutes of March 05, 2018 were presented for consideration:

--on p. 6 of 10 replace "application" with "subdivision" to read, "The Galiano Green subdivision is on hold pending removal from the ALR"

--on page 8 of 10 replace "on Galiano we have" with "The Islands Trust has" to read, "The Islands Trust has received a new study showing that our Douglas Fir...."

By general consent the minutes were adopted as amended.

6.2 Section 26 Resolutions Without Meeting Report

None

6.3 Advisory Planning Commission Minutes Dated February 19 & March 12, 2018 (for Receipt)

The minutes were received, and the APC was thanked for its continuing hard work and dedication.

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List Dated March 2018

Information received as presented.

8. DELEGATIONS

None

9. CORRESPONDENCE

Correspondence received concerning current applications or projects is posted to the LTC webpage.

9.1 CRD Regional Parks - March 15, 2018 Letter re: Gulf Islands Regional Trails Plan (attached)

Received as presented.

10. APPLICATIONS AND REFERRALS

10.1 GL-RZ-2017.1 (Stevens) - Staff Report (attached)

RPM Kojima introduced the latest Staff report. He noted the referral deadline has passed and no problems have emerged, although no response has yet been received from the APC. He stated the next step would be to have a draft covenant prepared by

legal counsel to implement the road network plan policies related to that property to achieve the goal of the plan, and outlined options for proceeding.

Discussion ensued on the following questions:

- whether MoTI would be involved in how the road access plan is addressed
- whether the current staff report was done before the alternate plan by Mr. Stevens was received
- whether neighbours on the affected side of the property have been consulted
- whether the road in the new plan involves the creation of new roads, and whether it is consistent with the network road plan

The applicants stated the rationale for the new plan was that the existing road network plan travels right through the centre of the resources (the gravel pit) and would not be practical to use, as the gravel pit would disappear. That road has been partly absorbed by the gravel pit and no longer exists; when the pit is reclaimed it will be planted and returned to forest. The road picked up by highways aligns with the other logging road so they went with that.

The history of the original road network plan was discussed, and Sheila Anderson spoke through the chair to give background, explaining the involvement of the department of highways and its responsibility for the fact the road wasn't built as it should have been.

GL-2018-024

It was MOVED and SECONDED,

that the Galiano Island Local Trust Committee request staff to enter into a cost recovery agreement with the applicant for rezoning application GL-RZ-2017.1 (Stevens) for the purpose of preparing a draft covenant to reserve future road dedication consistent with the Road Network Plan and Transportation policies; and further, that the draft covenant be acceptable to the Ministry of Transportation; and further, that prior to completing the draft covenant, the adjacent property owners be consulted.

CARRIED

GL-2018-025

It was MOVED and SECONDED,

that the Galiano Island Local Trust Committee request staff to prepare a map showing both the present road network plan and the surveying being presented for DL 37.

CARRIED

Discussion moved to the possibility of traffic impact mitigation.

GL-2018-026

It was MOVED and SECONDED,

that the Galiano Island Local Trust Committee request staff to bring back information on options for mitigating traffic impacts on neighbouring roads through limiting hours of operation, consistent with the CRD noise bylaws and with appropriate exceptions for emergency needs.

CARRIED

Louise Decario asked for answers to the questions she'd sent by email to the Chair about this application, beginning with the rationale for split zones and where that came from, and Chair Busheikin summarized what she had learned about the origin of and rationale for the split zone proposal.

The meeting was recessed for a 15 minute break at 2.02 pm. Chair Busheikin thanked the Galiano Club for the sustenance it was once again providing.

The meeting was called back to order at 2.20 pm.

11. LOCAL TRUST COMMITTEE PROJECTS

None

12. REPORTS

12.1 Work Program Reports (attached)

12.1.1 Top Priorities Report Dated March 2018 (p 33)

1. Telecommunications strategy: The Local Planning Committee referred the matter to Trust Council and also to local trust committees; it should be discussed at the June Trust Council. Chair Busheikin will ask the Executive Committee to follow up.
2. Affordable Housing strategy: A motion was passed at the Local Planning Committee to refer the matter to local trust committees.
3. Dock Review: Senior staff have continued working with the Penelakut, but there have been no new developments on identifying a possible resource to work with. Planner Kim Stockdill will work on this when she returns.

12.1.2 Projects List Report Dated March 2018

The report was received as presented.

12.2 Applications Report Dated March 2018 (attached)

--GL-ALR-2017.1 was discussed. Staff had requested that applicant Issac Kramer provide an agrologists' report as part of the proposed cattle ranch, which the applicant indicated he won't do, so planners need a recommendation on how to proceed. Without supporting documentation, it is unlikely the ALR would consider it. Chair Busheikin asked to defer the discussion until trustees can look at the application.

--Crystal Mountain has been asked for information, but it hasn't been received yet.

--GL-TUP-2018.1 Carolsfeld was discussed. RPM Kojima reported staff have been engaged with the applicant for over a year; the submission of an application for a short term vacation rental was the culmination of a long process. Fees were received a week after the moratorium on STVRs went into effect. It was agreed to allow the application to proceed since it was already in process, as per the understanding when the moratorium was put in place.

12.3 Trustee and Local Expense Report Dated January 2018 (attached)

The report was received as presented.

12.4 Adopted Policies and Standing Resolutions (attached)

On the Short term vacation rental moratorium, RPM Kojima reported that a number of issues need clarification:

- what is considered an instream application; what are the parameters
- there is a requirement in the Local Governments Act that all application must be accepted; if the applicant insists, staff have to bring it forward to the LTC
- what is the alternative
- what about enforcement
- we might need to have a bylaw enforcement officer come to the next LTC meeting to tell us how many short term vacation rentals are the on books
- will enforcement continue to be by complaint only or do we want to change that

Discussion ensued.

GL-2018-027

It was MOVED and SECONDED,

That the Galiano Island Local Trust Committee request bylaw enforcement staff to give us a report on short term vacation rentals on Galiano Island.

CARRIED

12.5 Local Trust Committee Webpage

No discussion

12.6 Chair's Report

Chair Busheikin reported that since Trust Council she has attended a financial committee meeting. The Trust Council chair and vice-chairs attended a Salish Sea Eco-Conference in Seattle where very important issues were discussed, and she is looking forward to their report. She is attending the Association of Vancouver Island Coast Communities Convention this coming weekend.

12.7 Trustee Report

Trustee Pottle reported on the recent session of Trust Council. She commented on the \$15 million fibre optic cable project to bring high-speed internet to 55 First nations. She reported short term vacation rentals concern a number of the islanders who contact her.

12.8 Trust Fund Board Report

None

13. NEW BUSINESS

13.1 Briefing - Land-use Planning Implications of Fisheries and Oceans Canada (attached)

Integrated Geoduck Management Framework March 2018

Information received as presented. Discussion ensued.

13.2 Gulf Island National Park Petition – Discussion

Trustee Pottle introduced the petition to turn DL 64 into a park as part of the Gulf Islands National Park Reserve. She asked for a copy of the petition, and Andrew Loveridge agreed to provide a copy. After some discussion, the following motion was agreed to:

GL-2018-028

It was MOVED and SECONDED,

That the Galiano Island Local Trust Committee refer to the Director of Trust Area Services the request from Shirlene Raines and Andrew Loveridge to write a letter of support for the inclusion of DL 64 in the Gulf Islands National Park Reserve, for comment.

CARRIED

14. UPCOMING MEETINGS

14.1 The next Regular Meeting is scheduled for May 7, 2018, at the South Community Hall, Galiano Island

15. TOWN HALL

Sheila Anderson thanked the Chair for allowing her to give the history of the Sticks Allison road dedication. She noted the road network plan was based on aerial maps as the surveying costs were prohibitive, and said it was important to focus on the details when planning future connectivity to avoid potential negative impacts.

As Chair of the APC she mentioned that the APC is still waiting for the CRD Housing Needs Assessment in order to complete its referral report on Affordable Housing, and asked if the terms of the referral should be changed to accommodate this delay. Chair Busheikin said the LTC would give serious thought to opening up the referral if the CRD report has not arrived by the next scheduled meeting.

Louise Decario asked whether there had been further communication on the Crystal Mountain application. RPM Kojima replied there has been communication with the board, but plans haven't yet been presented. Mike Hoebel stated he also has been in communication with the Society, and reported they've made a request to surveyors and are waiting for information. Trustee Harris said they need to find out whether it's possible for them to do what they are proposing, and the surveyor should be able to answer that question.

Art Moses spoke to two issues. On the DL 37 rezoning application, he said Chair Busheikin's explanation of how split zoning came up didn't make sense to him. RPM Kojima clarified that when people apply they don't always know the technical method for getting to what they want, and their approach is crystallized when they sit down with the planner and the various possible options are presented. He said the applicants have said on a number of occasions that this is approach they want. Art Moses argued this approach is not sanctioned by the OCP. RPM Kojima replied that other applications with split zones are in process, including one from the Galiano Conservancy. Chair Busheikin stated there had been a good discussion on the issue and that this was not the time to revisit a motion that had already been made.

Akasha Forest noted the APC of which she is a member is studying the DL 37 referral, and said she has struggled with the information provided, particularly on issues such as why some provisions re forest and riparian wet lands zone were marked not applicable on staff reports. She said more material would have helped the discussion, including a topographical map of the area in question, and more guidance on whether the APC has the authority to look at things like the shallowness of the aquifer on Gustin road or the design of internal haul roads and how they might affect internal wetlands.

Chair Busheikin thanked her for the feedback, noting APCs on other islands prefer less direction in order to leave them an open approach to referrals. On the issue of data she said staff could be asked for more data, and the APC can also arrange to have staff available by phone during

meetings. She mentioned that the issue of staff report checklists, including those left blank in error, had already been discussed at a previous GILTC meeting.

RMP Kojima added it would be a distraction for the APC to start commenting on those levels of detail.

Kiyo Okuda said using split zones to move from one use to another that is dramatically different, such as forest land to forest industrial, would set a dangerous precedent, and argued such a divergence shouldn't be allowed in terms of the preserve and protect mandate of the Trust.

Russ Hotsenpiller noted an impromptu meeting seemed to be taking place on this application, which was on the agenda earlier and had already been discussed, and said for the protection of the LTC and the applicants a legal opinion was required to establish whether continuing the discussion in the absence of the applicants was appropriate.

Sheila Anderson replied the public has the right to pass on information and bring up questions and issues. Chair Busheikin said that trustees are not lawyers, and need to be informed if the discussion is not deemed appropriate or part of fair process.

Bowie Keefer spoke to the issue of highways. He noted recent shutdowns of the west road due to very large fallen trees and the importance of an alternate route for emergencies. He said the east road needs to be rebuilt by the provincial government because of fire issues, and suggested one way of doing that would be to allow F1 landowners to live on their properties in exchange for signing a letter giving the necessary road allowance, and asking the provincial government to match their financial contribution

Sheila Anderson returned to the issue of a split zone on DL 37. She said she'd heard the applicant didn't want to go with a comprehensive zone because of possible tax implications, and thought the applicants might be interested in what she'd found while doing research on property taxes. According to the studies she consulted taxes are based on the uses occurring on the lands, so in the case of a comprehensive zone only the part of the lot where the industrial use was occurring would be taxed; the forestry side wouldn't be affected.

Kiyo Okuda said the creation, service and maintenance of the east road was the responsibility of the original land owners. He said forest lot owners should not expect fair market value for a road allowance contribution when previous owners had to give a significant gift to the island in exchange for the right to live on a forest lot, and that no application should be considered before the road is rebuilt to previous standards.

Diane Laronde brought a letter in support of the Mignault application.

The meeting was closed to go in-camera at 3.49 pm.

16. CLOSED MEETING (Distributed Under Separate Cover)

16.1 Motion to Close the Meeting

That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s. 90(1) a, d & f for the purpose of considering:

- *Adoption of In-Camera Meeting Minutes Dated March 5, 2018*
- *Appointment of APC Members*
- *Bylaw Enforcement Issue*

AND that the recorder and staff attend the meeting.

16.2 Recall to Order

The meeting was recalled to order at 4.39 pm.

16.3 Rise and Report

The chair rose and reported that the Galiano Island Local Trust Committee adopted in Camera meeting minutes and appointed Jenna Falk to the Advisory Planning Committee.

17. ADJOURNMENT

By general consent the meeting was adjourned at 4.40 pm.

Laura Busheikin, Chair

Certified Correct:

Heather C. Martin, Recorder



ADOPTED



**Galiano Island
Advisory Planning Commission
Record of Meeting**

Date: March 12, 2018
Location: Islands Trust Office
Madrona Drive, Galiano Island, BC
1.30 p.m.

Members Present: ___Sheila Anderson
___Dave Koster
___Barry New
___Judith Parrack



Members Absent:
___Akasha Forest (regrets)
___Bowie Keefer

Staff Present: Heather C. Martin, Recorder

Members of the Public: one

1. CALL TO ORDER

The meeting was called to order at 1.40 p.m.

2. APPROVAL OF THE AGENDA

By **general consent** the agenda was approved.

3. APPROVAL OF THE MINUTES

It was **moved** and **seconded** that the minutes of February 19, 2018 be adopted.

CARRIED

4. CONTINUING AFFORDABLE HOUSING REFERRAL WORK

The latest draft *Referral Report on Affordable Housing* was circulated by email prior to the meeting and was the focus of the day's discussion. The latest draft includes specific references to the OCP where applicable. Chair Anderson noted that going through the OCP sparked other

ADOPTED

thoughts, which she added for consideration and comments. Section 5 was designed with future affordable housing projects in mind, and speaks to size, location, density and other issues including cost. It hasn't yet been turned into recommendations; more background, details and focusing is required. Discussion ensued.

Recapitulation: the discussion was useful. It is important to tread carefully so that we don't inadvertently recommend something that creates more problems than it solves.

The committee next read and discussed the "Community Housing Policies" section beginning on page 10 of the OCP. Each section was discussed and comments and suggestions made.

Conclusion: to include a statement in the report with constructive comments on the issue of sale, the inclusion of groundwater as an indicator of suitable land for development, and the proximity to amenities issue.

The CRD/Trust Needs Assessment Report has still not been received; the APC can't finish its own report until it comes out. Chair Anderson will notify members once it's published. In the meantime we will keep working on this to get it tighter. Judith Parrack offered to rework the report and send in a new draft by email. Her offer was accepted. A meeting with the Page Drive board was discussed and proposed for mid-April. The Chair will contact the President of the board with an invitation.

5. NEW BUSINESS

5.1 Elections

The advertisement for new APC committee members has been posted and advertised in the Active Page, with a closing date March 16, 2018. Once applications are received and appointments made, we will proceed with an election of new officers.

5.2. New referrals

It was agreed to spend the next meeting working on referral FL-RZ-2017.1 (Stevens). The applicants will be notified of the meeting and offered an opportunity to make a presentation. APC members are urged to read all the material in preparation for this discussion, including all four staff reports. It was noted that first reports have better maps and aerial photographs of the site. Chair Anderson noted our assigned duty is to look at the OCP and discuss the referral in this light.

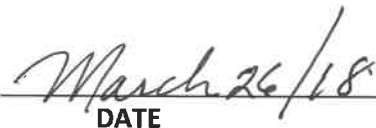
5. THE NEXT MEETING will take place Monday March 26 at 1.30 p.m.

The following meeting will take place Tuesday April 3 at 1.30 p.m.

6. ADJOURNMENT

The meeting was adjourned at 3.30 p.m.

ADOPTED

 
CHAIR DATE

CERTIFIED CORRECT:


Heather C. Martin, Recording Secretary



ADOPTED

**Galiano Island
Advisory Planning Commission
Record of Meeting**

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Date: March 26, 2018
Location: Islands Trust Office
Madrona Drive, Galiano Island, BC
1.30 p.m.



Members Present: ___Sheila Anderson
___Akasha Forest
___Bowie Keefer
___Dave Koster
___Barry New

Members Absent: ___Judith Parrack (regrets)

Staff Present: Heather C. Martin, Recorder

Members of the Public: three

1. CALL TO ORDER

The meeting was called to order at 1.32 p.m.

2. APPROVAL OF THE AGENDA

By **general consent** the agenda was approved.

3. APPROVAL OF THE MINUTES

It was **moved** and **seconded** that the minutes of March 12, 2018 be adopted.

CARRIED

4. REFERRAL GL-RZ-2017.1 (STEVENS)

The Chair welcomed applicants Fred and Isobel Stevens and asked if they wished to make a presentation. The Stevens declined, but agreed to questions as they came up. Chair Anderson

ADOPTED

introduced the referral and said that the stated purpose of the proposed bylaws was to make the necessary changes to the OCP and the LUB to allow for the rezoning of 2.24 hectares of DL 37 to Forest Industrial in order to bring it into compliance.

Members began with some general discussion about the consistency between the applicants' desired land uses and those listed. They also considered the relationship between scale and size of industrial uses and yard respectively, to truck traffic impacts on surrounding neighbourhoods. It was agreed to work on the language of the permitted uses section of the proposed bylaw. The Stevens noted they would agree as long as the proposed changes encompassed all the current uses on the property. The members considered and approved two motions for recommendations to include in the referral response as follows:

It was **moved** and **seconded** that under the section, "Permitted Uses" 9.6 (B) 1.1, the wording be changed from "contractors' workshops and yards" to "workshops and yards associated with the operation of an excavation service," in order to more specifically describe the uses that the applicant is requesting.

CARRIED

It was **moved** and **seconded** that under the section, "Permitted Uses" 9.6 (B)1.2, the words "sawmilling, planing and manufacturing of wood products" be removed, because the sawmilling and planing is already allowed on the rest of the F1 portion and has not been specifically requested by the applicants as a use on this specific area.

CARRIED

It was agreed to continue the discussion at the meeting of April 3rd. The Stevens indicated they would attend.

5. CONTINUING AFFORDABLE HOUSING REFERRAL WORK

It was reported Judy Parrack was still working on her edit of the report and would circulate it. Chair Anderson has not yet contacted the Page Drive board about meeting with them, but will do so. It was reported the Economic Sustainability Commission met recently with about 30 young people, and the issue of affordable housing came up. Chair Anderson agreed to email Mike Hoebel and Ed Andrusiak to request a briefing by email on the discussion. It was noted the Housing Needs Assessment Report has still not been published.

6. THE NEXT MEETING will take place Tuesday April 3 at 1.30 p.m.

The following meeting will take place Monday April 16 at 1.30 p.m.

7. ADJOURNMENT

The meeting was adjourned at 4.10 p.m.

ADOPTED

 CHAIR  DATE

CERTIFIED CORRECT:

 Heather C. Martin, Recording Secretary



Islands Trust

ADOPTED

**Galiano Island
Advisory Planning Commission
Record of Meeting**

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Date: April 03, 2018
Location: Islands Trust Office
Madrona Drive, Galiano Island, BC
1.30 p.m.



Members Present: ___Sheila Anderson
 ___Akasha Forest
 ___Bowie Keefer
 ___Dave Koster
 ___Barry New
 ___Judith Parrack

Members Absent:

Staff Present: Heather C. Martin, Recorder

Members of the Public: two

1. CALL TO ORDER

The meeting was called to order at 1.34 p.m.

2. APPROVAL OF THE AGENDA

By **general consent** the agenda was approved.

3. APPROVAL OF THE MINUTES

It was **moved** and **seconded** that the minutes of March 26, 2018 be adopted.

CARRIED

4. CONTINUING AFFORDABLE HOUSING REFERRAL WORK

Chair Anderson reported she contacted Kelly Blackwood, the President of The Galiano Housing Society responsible for Page Drive. The society is meeting this week, and he will ask if one or two board members can meet with us for an informal information gathering session about

ADOPTED

housing concerns and needs for seniors, either at the Page Drive lounge or at one of our regular meetings. She also contacted Mike Hoebel of the Economic Sustainability Commission. He agreed to join us to share impressions the Commission received about the housing needs of the young adults in attendance, but wanted to make clear he will not be speaking for them. We will have to get back to both groups with our next meeting dates. There is still no news on when the CRD Housing Needs Assessment report will be published.

5. REFERRAL GL-RZ-2017.1 (STEVENS)

The applicants Fred and Isobel Stevens were once again in attendance. Chair Anderson circulated a prepared "Referral Report Notes" list she had prepared. The meeting was spent discussing each of the points listed as well as some proposed recommendations.

The meeting ended without a formal motion because the next office booking had begun.

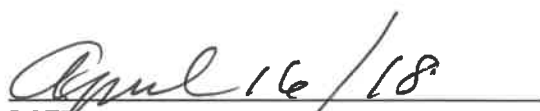
6. THE NEXT MEETING will take place Thursday April 5, 2018 at 1.30 p.m. The Chair will take minutes in the secretary's absence.

The following Meeting will take place Monday April 16 at 1.30 p.m.

7. ADJOURNMENT

The meeting ended at 4.10 p.m.


CHAIR


DATE

CERTIFIED CORRECT:


Heather C. Martin, Recording Secretary



ADOPTED

**Galiano Island
Advisory Planning Commission
Record of Meeting**

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Date: April 05, 2018
Location: Islands Trust Office
Madrona Drive, Galiano Island, BC
1.30 p.m.



Members Present: ___ Sheila Anderson
___ Akasha Forest
___ Bowie Keefer
___ Dave Koster (departed 3:45PM)
___ Barry New (arrived 3:00PM)
___ Judith Parrack

Members Absent: Heather C. Martin, APC Recording Secretary

Minute Taker: Sheila Anderson, Chairperson,

Members of the Public: two

1. CALL TO ORDER

The meeting was called to order at 1.33 p.m.

2. APPROVAL OF THE AGENDA

The proposed agenda was described as continuing work on Referral of Bylaws
By **general consent** the agenda was approved.

3. APPROVAL OF THE MINUTES

None available

4. REFERRAL GL-RZ-2017.1 (STEVENS)

Chair Anderson distributed a draft report document which included a revised version of the table of OCP policies being considered in relation to this proposal, explaining that the revisions were an attempt to incorporate discussion from last meeting into the table and included some

ADOPTED

possible workings for recommendations. She emphasized it was subject to review, editing and approval by the members.

Most of the meeting time was spent further discussing issues including but not limited to consistency with OCP, Road Network Plan, split zoning, comprehensive zoning, possible impact on sensitive riparian areas, impacts on surrounding properties and neighbourhoods and influence of the PMFL. Adding additional comments and trying to agree to wording of recommendations to be included in the referral report the APC progressed to about 2/3 through the table, but it was finally acknowledged that the APC could not complete this work during this meeting.

There was consideration of a suggestion that we could just send the recommendations we had approved so far, but majority of members felt it important to keep them within a single report, and not be rushed given the complexity of the proposal.

It was agreed that the Chair should send an email to the LTC to communicate that we will be responding but would need to meet again in order to complete our report. The Chair agreed to draft a message and circulate to members prior to sending.

5. AFFORDABLE HOUSING REFERRAL

Judy Parrack asked to borrow the APC copies of the 2011 Galiano Groundwater Study and review in terms of relevance in relation to affordable housing and draft amendments to for our report.

6. THE NEXT MEETING will take place **Monday April 16 at 1.30 pm until 4:30 pm.**

7. ADJOURNMENT

The meeting ended at 4:45p.m. by general consent

 
CHAIR DATE

CERTIFIED CORRECT:



Follow Up Action Report

Galiano Island

05-Mar-2018

Activity	Responsibility	Target Date	Status
Bylaw enforcement staff are requested to provide a report on the enforcement history related to the property located at 2-720 Active Pass Drive (Mignault) including information on tickets which have been issued ad the nature of the offense related to those tickets. The report is also to include information on accessory buildings on the property.	Miles Drew Warren Dingman	27-Apr-2018	Done

09-Apr-2018

Activity	Responsibility	Target Date	Status
6.1 Minutes of March 5, 2018 adopted as amended	Lori Foster	23-Apr-2018	Done
GL-RZ-2017.1 (Stevens) - 1.authorization to enter into a cost recovery agreement with the applicant for drafting of a s.219 covenant for reservation of the future road dedication, and that adjacent landowners be consulted, and MoTI 2.Staff to bring back options mitigating traffic impacts through limiting hours of operation, consistent with noise bylaw 3. That staff provide a map overlaying RNP on survey	Robert Kojima	27-Apr-2018	Done
16.3 APC appointments: Jenna Falk appointed to APC	Lori Foster	27-Apr-2018	Done
12.4 standing resolutions - bylaw enforcement requested to report on STVRs on Galiano	Miles Drew Warren Dingman	27-Apr-2018	Done



Follow Up Action Report

Refer to the Director of Trust Area Services the request from Shirlene Raines and Andrew Loveridge to write a letter of support for the inclusion of DL 64 in the Gulf Islands National Park Reserve.

Done



File No.: GL-RZ-2017.1 (Stevens)

DATE OF MEETING: May 7, 2018
TO: Galiano Island Local Trust Committee
FROM: Robert Kojima, Regional Planning Manager
Southern Team

SUBJECT: Rezoning of a Portion of District Lot 37
Applicant: Fred and Isobel Stevens
Location: 303 Betty Ann Drive

RECOMMENDATION

1. none.

REPORT SUMMARY

The purpose of this report is to update the Galiano Island Local Trust Committee (LTC) on the status of the application and to provide information requested at the last meeting.

BACKGROUND

At their regular meeting of April 9, 2018 the Galiano Island Local Trust Committee (LTC) received an update on the application and adopted the following resolutions:

GL-2018-024

It was MOVED and SECONDED,

that the Galiano Island Local Trust Committee request staff to enter into a cost recovery agreement with the applicant for rezoning application GL-RZ-2017.1 (Stevens) for the purpose of preparing a draft covenant to reserve future road dedication consistent with the Road Network Plan and Transportation policies; and further, that the draft covenant be acceptable to the Ministry of Transportation; and further, that prior to completing the draft covenant, the adjacent property owners be consulted.

CARRIED

GL-2018-025

It was MOVED and SECONDED,

that the Galiano Island Local Trust Committee request staff to prepare a map showing both the present road network plan and the surveying being presented for DL 37.

CARRIED

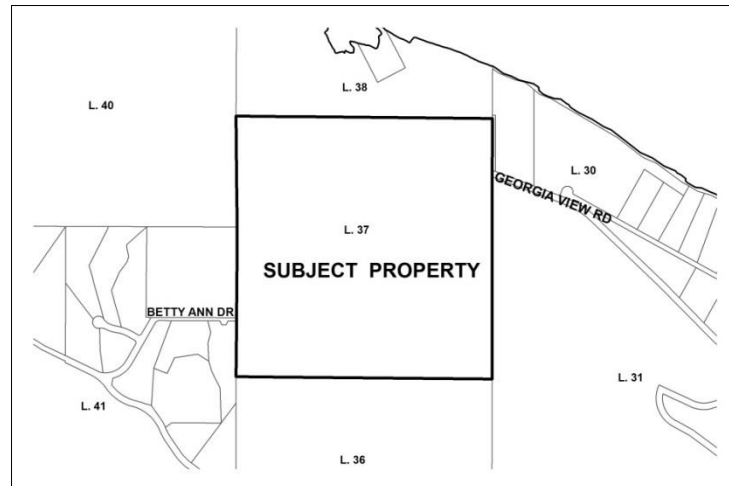
GL-2018-026

It was **MOVED** and **SECONDED**,

that the Galiano Island Local Trust Committee request staff to bring back information on options for mitigating traffic impacts on neighbouring roads through limiting hours of operation, consistent with the CRD noise bylaws and with appropriate exceptions for emergency needs.

CARRIED

Background and analysis of the application is available in previous staff reports posted on the [webpage](#).



ANALYSIS

Draft Covenant

The applicant has provided a cost recovery agreement and funding, direction has been given to legal counsel to prepare a draft covenant for LTC consideration. The covenant would:

- reserve an area for future road dedication and/or statutory right-of-way for emergency access, with a nominal option to purchase (to be granted to MoTI).
- Attach a registerable plan of future highway alignment
- Incorporate restrictions on hours of operation
- Preclude future subdivision

The applicant has been requested to provide comment on potential restrictions on hours of operation consistent with the CRD Noise bylaw.

Consultation

Letters have been sent to neighbouring property owners requesting comment on the potential highway alignment provided by the applicant. An owner of DL 38 (to the north) has contacted staff and indicated that the owners would be providing written comment.

MoTI has been provided with the most recent highway alignment plan and background information and been asked to provide comment by the end of May.

Road Network Plan

Maps overlaying the future highway alignment proposed by the applicant and the alignment show on OCP Schedule C are attached.

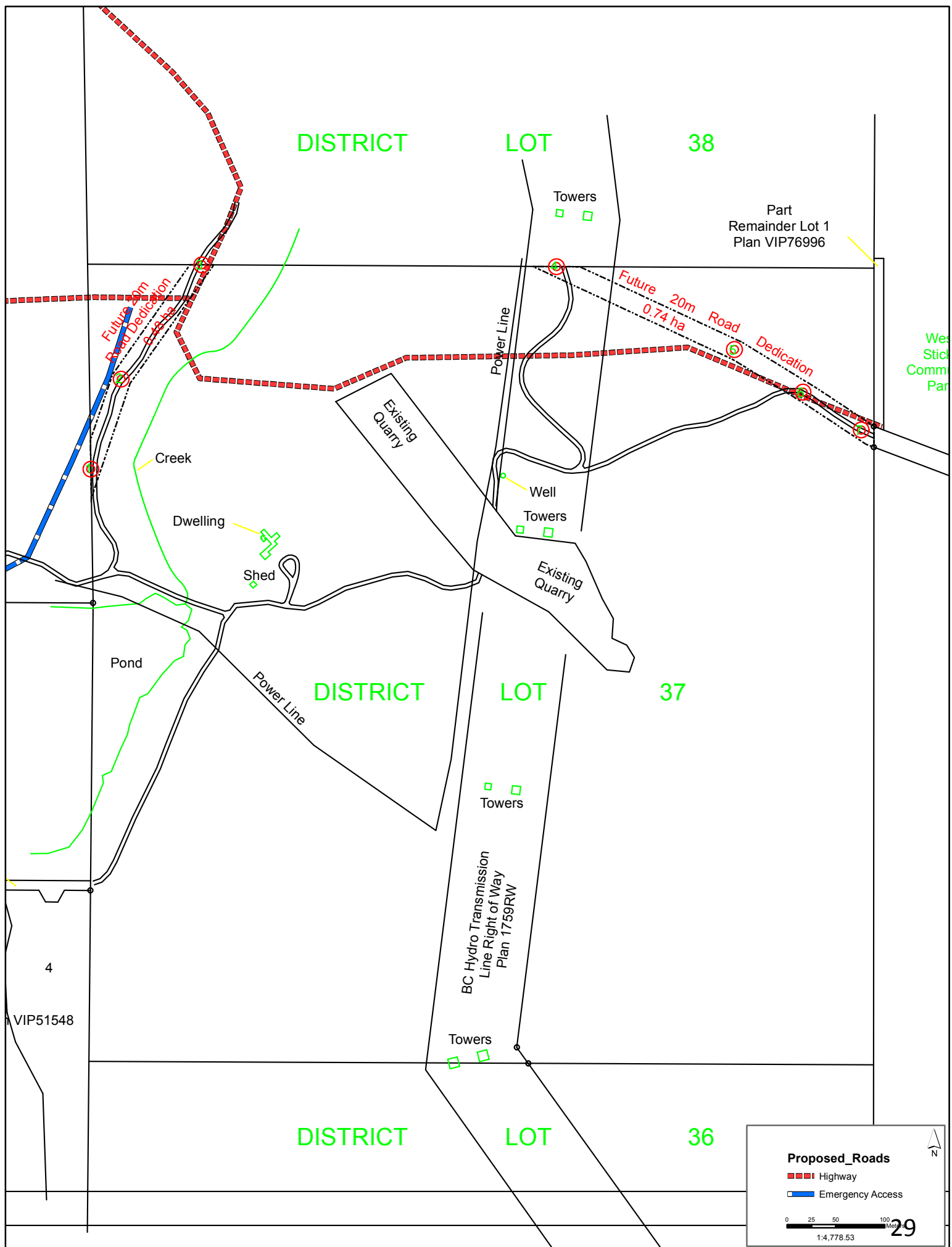
NEXT STEPS

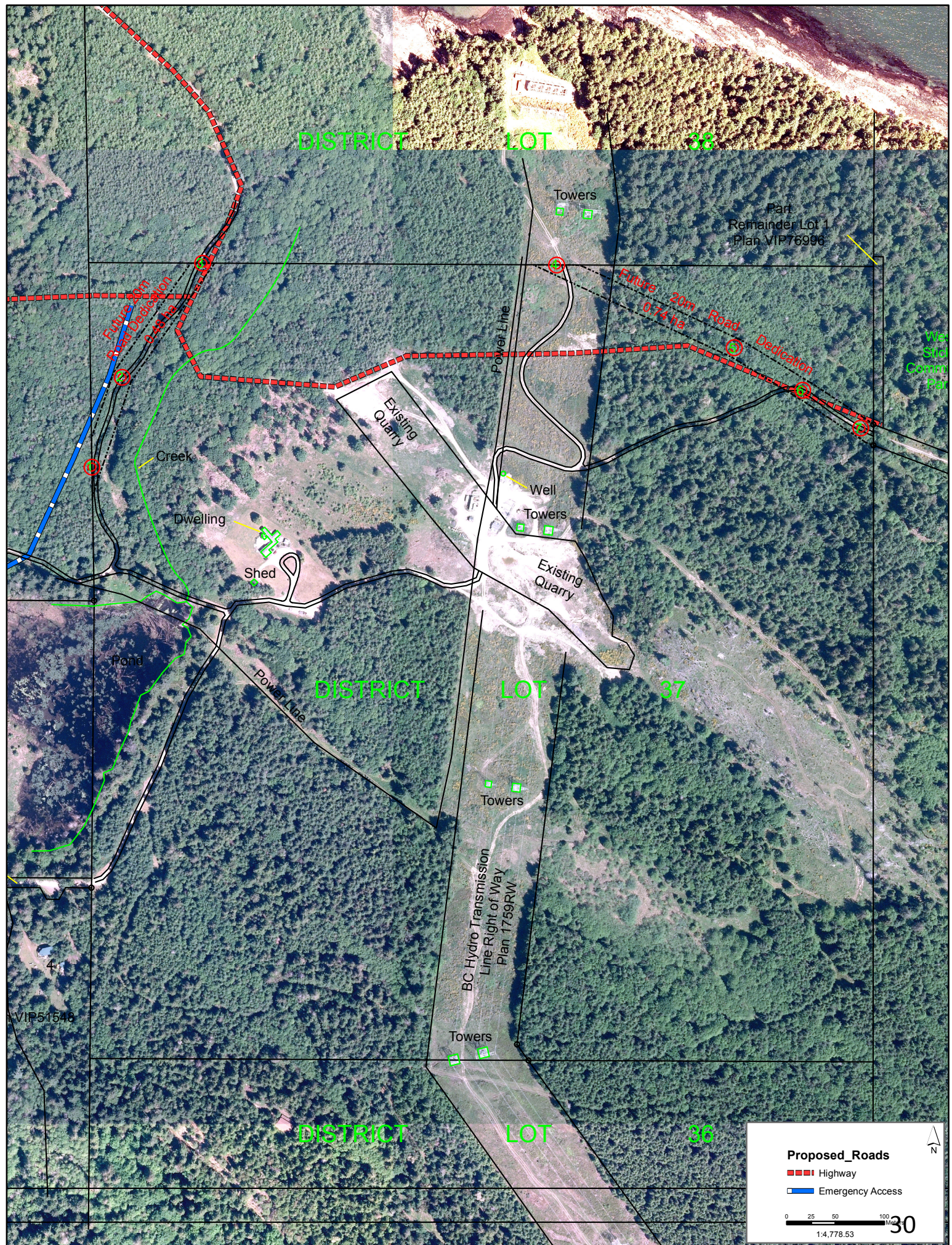
- Receive and endorse draft s.219 covenant
- Second reading and direction to schedule a public hearing

Submitted By:	Robert Kojima Regional Planning Manager	April 27, 2018
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ATTACHMENTS

1. Maps of proposed road alignment





Galiano Island Advisory Planning Commission
Referral Report: Bylaws No. 265 & 266 GL-RZ-2-17.1
April 23, 2018

The Galiano Island Advisory Planning Commission (APC) has held five meetings (March 26, April 3, 5, 16, and 23, 2018) to review and discuss these proposed bylaws.

There is consensus amongst the members that we would all like to see the subject property DL 37 rezoned to allow for a legal dwelling, and for the operation of an excavation service business. However, there was not a consensus reached on how such a rezoning should best be achieved.

It is acknowledged that some APC members may, to some degree, have a conflict of interest in regards to this referral, whether as clients, business associates or neighbours of the applicants.

In the application Staff Reports we see listings of Trust Policy Directives checked, not checked or marked not applicable, yet those directives are really aimed toward Local Trust Committees (LTCs) in their development of Official Community Plan (OCP) policy and Land Use Bylaw (LUB) regulations for their communities. It therefore follows that upholding the principles, objectives and policies in our OCP is how a Local Trust Committee serves Trust Policy and the Trust Mandate. Our OCP has been approved by Trust Executive and the Province. Thus, the APC has structured its review, and this report, around the framework of OCP policies that have been considered relevant.

The APC has agreed unanimously that the language of permitted uses in the proposed bylaws for this application should describe the uses more specifically than they currently do. In our March 26, 2018 meeting two recommendations were approved. These decisions arose from our consideration of a number of different OCP policies and are referenced in the tables of this report.

Create a Split Zoned Parcel, or a Single Comprehensive Zoned Parcel?

The APC held considerable discussion about the creation of new split zones by rezoning as these bylaws propose, as well as alternative approach of rezoning the entire parcel. Below are listed points raised in APC discussion on both sides of this issue. They are included to demonstrate to the LTC the reasons behind our divided opinion on this issue.

Observations in support of split zoning:

- There is no OCP policy specifically disallowing split zoning at rezoning.
- Split zoning is a standard land use planning tool.
- This example of split zoning may not necessarily be available to other F1 land owners as there may be no demand for more industrial.
- There is one example of a split zone being created by rezoning on Galiano, other than those created by the Agricultural Land Commission (ALC) requirements.

- It has been reported (Staff Report Oct.2/17) that the Private Managed Forest Land (PMFL) does not have any concerns about either a comprehensive zone approach or a split zoning approach.
- Split zoning is an entirely appropriate way of allocating incompatible uses to precisely defined portions of an un-subdivided parcel, thus providing the LTC with maximum control within the constraints of the Private Managed Forest Land (PMFL) Act.
- Industrial and forestry land uses are totally different, thus correctly allocated to separate zones to emphasize the importance of forestry and confine the foot print of industrial facilities to a small 2.24hectare patch. Thus confined, the “forest industrial” portion may acceptably have up to 20% lot building coverage including the residential component and cannot be subdivided into multiple forest industrial lots at 2hectare density.

Concerns raised about split zoning:

- There are no guiding policies in the OCP as to if or when split zoning is an appropriate tool.
- There is no OCP policy specifically supporting split zoning that is not intended for subdivision between the zones, as an appropriate tool in the rezoning of our forest lands.
- With the split zone approach it is not clear if Development Permit area policies can apply to the F1 area at all, yet that part of the parcel is significantly impacted by the industrial activity and the industrial activity is dependent upon it.
- The community has been given the impression for years by Staff that creating split zones was a problem and that it causes difficulties in interpretation in the future. The prohibition of creating split zones under LUB Subdivision and Development Regulations also has led us to believe it was not allowed at all. If there is a desire by Staff to now consider this as a tool, and the LTC agrees, then they should consult with the community as part of the next OCP review and develop policy to guide its use.
- The one split zone created by rezoning example on Galiano (other than ALC) that the APC are aware of was done several decades ago.
- There is concern with precedent setting when such a large amount of Galiano is in F1.
- A split zone approach used here will have to be available to other land owners.
- There is no evidence that split zoning is to be limited to only Forest Industry.
- There is no policy to ensure future applications for other types of split zoning such as RR/F1 could not come forward.
- In this proposal, the odd shape and isolation of a part of DL37 in middle of F1 ill suits future subdivision along zone boundaries as is required. There is no information or certainty about how that will be resolved in the future.
- Split zoning seems to have the effect of limiting the LTC’s ability to recognize and manage the industry related impacts on the F1 portion.
- LUB 13.9 regulation, restricting the creation of split zones in subdivision, basically requires that at subdivision the lot lines must follow the zone lines. If this were done on a split zoned DL 37 it would create an F1 portion smaller than the minimum lot size for F1 as stated in LUB 7.1.6. We do not know what “interpretation” will be taken by planners or the LTC in the future. This is an example of the complications of interpretation that are caused by creating split zones.
- If LUB is so clear that we should not create split zones at subdivision why is it okay to do so in rezoning?

- LUB 2.20 regulation *“If a lot is located in two or more zones, for the purposes only of the density and minimum and average lot size regulations of Parts 5 through 12 of this bylaw the portions of the lot that have different zoning designations must be considered as if they were separate lots only if they meet the minimum parcel size of that zone.”* If this application proceeds with split zoning, this F1 lot of 65 hectares is reduced by 2.24 hectares to 62.76 hectares.

Forest Industry Comprehensive Zoning Approach

Observations in support of comprehensive zoning:

- OCP Section VI Development Approval Information Paragraph 2. Special Conditions speaks specifically about areas zoned Forest 1. It states *“Development approval information is required to supplement the existing information on a site-specific basis, and to ensure that areas best suited for residential development are chosen for such development. This plan (OCP) anticipates a “comprehensive development” zoning approach in such circumstances”*. The applicants have asked for a residential use and an industrial use, and so this application should qualify for a comprehensive approach.
- Staff have reported this approach could be used.
- A Forest Industry Comprehensive zone for all of DL 37 could allow the specific industrial uses that the applicants have requested plus an accessory dwelling use, all within the identified 2.24 hectares of industrial area, and allow only forestry uses on the remainder. It could also identify the boundary of the Gravel Mine License and the internal industrial haul roads.
- It has been reported (Staff Report Oct.2/27) that the Private Managed Forest Land (PMFL) does not have any concerns about either a comprehensive zone approach or a split zoning approach.
- Salt Spring Islands Industrial Advisory Planning Commission Final Report includes an Appendix E with information about how BC Tax Assessment applies tax rates based on use of land not the zoning of the land. (<http://www.islandstrust.bc.ca/media/280923/iapc-final-report-nov-2014.pdf>)

Concerns raised about use of comprehensive zone:

- Applicants have expressed concerns about implications on land tax rates.
- Applicants have stated they prefer to have a split zone.

Recommendations Regarding Split Zoning vs Comprehensive Zoning

In regards to the first two of the three following motions, a vote was taken on April 5, 2018 but because one or two members were of the belief that to abstain meant their position would not impact the outcome either way, the voting was redone on April 16, 2018 after confirming that the Community Charter requires abstentions on APCs be counted in favour of the motion. Those who had abstained from voting had done so because they felt not enough information had been made available to the applicants, the LTC, or APC about split zoning and options to it. Voting results regarding these recommendations show that the APC is divided on this issue.

Moved and Seconded that the APC support Bylaws 265 and 266 with the split zone approach.

DEFEATED (3 in favour, 3 opposed)

Moved and Seconded that the LTC amend Bylaws 265 and 266 to create a Comprehensive Forest Industrial zone for all of DL37 in order to remain more consistent with and respectful of our OCP. And that this zone should identify a 2.24 hectare area within which the industrial uses and an accessory dwelling use can occur, and identify that in the remaining area the permitted uses will be the same as F1 permitted uses.

DEFEATED (3 in favour, 3 opposed)

Moved and Seconded that the LTC request Staff to fully explain the use of Development Permits as per OCP policies for Industrial zoning, including the difference in their use and scope in a split zone proposal versus a comprehensive zone proposal.

CARRIED (All in favour)

Road Network Plan and Transportation Policies

This was another topic area of significant discussion by the APC which became expanded upon receipt of information from the applicants about the way they actually wish to address the Road Network Plan (RNP).

Observations:

- Our RNP is based on a lot of research and site investigation over many years to ensure the highway routes described are feasible for supporting road construction to highway standards. Emergency lane routes are meant to be built to a very minimal standard, gated from public through traffic, except during real emergencies.
- DL 37 is a key lot to providing emergency access and egress in the event of a major natural disaster or wildfire blocking Porlier Pass Road or Galiano Way.
- We were pleased initially to hear that the applicants are willing to grant a covenant to Ministry of Transportation and Infrastructure (MoTI) for future road dedication according to Schedule C of the RNP. Subsequently we learned from the applicants that the routes they wish to grant are not following the route or connectivity of the RNP.
- We consider that ideally a route being covenanted for future public road construction should be operational as gated but passable emergency lane route until such time as the road is constructed and opened.
- Lack of mapping detail available (example: no topographical information) hampered discussion of this issue.

Further observations and recommendations regarding the Road Network Plan and Transportation Policies and this application are included in tables of this report.

Tables of OCP Policies: APC Observations, Concerns and Recommendations

TABLE 1 Section II Land Use a) Land use decisions for all zones shall be directed by the following criteria where relevant,	Observations/ Concerns	Recommendations
Land Use Policy a) ii) potential impacts on existing land use	This application represents 2.24 hectares of land that will be permanently removed from forest use, although current area of workshops and yard for excavation business is mostly under the main powerline. Area connecting yard to dwelling is an area that could still support sustainable forestry.	
Land Use Policy a) xi) the need to protect life and property from the threat of fire	Applicants state they need to temporarily store land clearing and demolition debris until it can be transferred off the island. This is a reality for waste removal in general on Galiano. Fuel is stored on site in double walled tanks as per provincial regulation. Bylaw needs to direct future operators who may not do things as present owners do.	1) Moved and Seconded that LTC consider adding language allowing land clearing and demolition debris be stored temporarily in appropriate containers until it can be removed and disposed of according to applicable regulations and restrict the stockpiling and or burning of such waste on the property. CARRIED (3 in favour, 1opposed)
Land Use Policy a) xii) the importance of forest cover and the retention of unfragmented forest ecosystems	DL 37 is quite fragmented already, by major power lines and Hydro Right of Ways as well as gravel mine and internal access roads.	2) Moved and Seconded that LTC could consider requesting a sustainable forestry covenant in future rezoning. CARRIED (4 in favour, 1 opposed)

TABLE 1 Section II Land Use a) Land use decisions for all zones shall be directed by the following criteria where relevant,	Observations/ Concerns	Recommendations
Land Use Policy a) xvi) the protection of riparian habitat and Land Use Policy a) xvi) the protection of sensitive and rare ecosystems, and habitat for rare and endangered species	Proposed industrial access roads exist within in F1 area of DL 37 and one route runs parallel to the riparian area and pond shown identified as sensitive on OCP Schedule H. Distance from riparian area was estimated to be 30 metres but varies. Drainage flows down slope to pond. Wildlife dependent upon the habitat and migrating to and from it (amphibian, water fowl, raptors and mammals) could be negatively impacted by the trucking. (squished; runover) on internal and external roads close to pond riparian area. Applicants confirmed they have used dust control products on the internal haul roads. Possible chemical treatments on these internal industrial routes for dust control could harm the riparian area freshwater resources of the pond. It was noted there are existing public roads elsewhere that pass close to wetlands that are not restricted from salt use, however these are private industrial access roads. Without dust control there will be more dust. However dust control product only works to a point. In prolonged dry conditions its effectiveness is reduced. Dust still flies off trucks when they speed up on public road outside lot. The use of Georgia View Road would take pressure off the Gustin/Betty Ann route.	3) Moved and Seconded that because the industrial portion requires internal haul roads that pass a riparian area the LTC should request an assessment of potential cumulative impacts and mitigation measures for protection of the riparian area and pond. CARRIED (All in favour)

TABLE 1 Section II Land Use a) Land use decisions for all zones shall be directed by the following criteria where relevant,	Observations/ Concerns	Recommendations
Land Use Policy a) xxiii) access for emergency purposes ,	DL 37 is pivotal in terms of emergency access and egress to much of Galiano in the face of a major natural disaster or wildfire that blocks road access between Gustin and Clanton. Rezoning is an opportunity to establish emergency access. The rest of old MacMillan Bloedel (MB) haul road still exists north DL 37 and emergency services have keys to gates. DL 37 is the only known place where the route has been disrupted. A covenant to allow future road dedication is a first step toward achieving access through DL 37.	4) Moved and Seconded that the LTC should consider ensuring that that future road routes serve as emergency evacuation routes until such time as they become open public roads. CARRIED (5 in favour, 1 opposed)

TABLE 1 Section II Land Use a) Land use decisions for all zones shall be directed by the following criteria where relevant,	Observations/ Concerns	Recommendations
Land Use Policy a) xxii) the availability of permanent access maintained to safe standards to properties proposed for residential land use, or for land uses that create increased demand for road access, And, xxiv) the cumulative demand on the highway routes serving a property.	Proposed rezoning creates increased demand for road access due to the nature of the industrial use combined with permitted gravel mine use. Proposed addition of sawmilling, planing and manufacture of wood products would add an additional burden of traffic with the hauling in of logs for milling from other lots, the milling, the waste material management, and the shipping of finished products. Keeping the uses to what is presently being conducted (operation of an excavation service and a dwelling) could help minimize the impact on neighbourhood residential class roads, the use of which is not consistent with Transportation Policy f). Additional uses could generate even more traffic and congestion in the yard area with raw log delivery, stockpiling, waste handling and product delivery. Added employee numbers also increase traffic flow. Additional uses could be made subject to availability of Georgia View Road for access to and from South Galiano therefore meeting Transportation Policy f) and dispersing the impact of truck traffic more fairly.	5) Moved and seconded that under the section, "Permitted Uses" 9.6 (B) 1.1, the wording be changed from "contractors' workshops and yards" to "workshops and yards associated with the operation of an excavation service," in order to more specifically describe the uses that the applicant is requesting. CARRIED (all in favour) 6) Moved and seconded that under the section, "Permitted Uses" 9.6 (B)1.2, the words "sawmilling, planing and manufacturing of wood products" be removed, because the sawmilling and planing is already allowed on the rest of the F1 portion and has not been specifically requested by the applicants as a use on this specific area. CARRIED (all in favour)

TABLE 2 Forest Objectives & Policies	Observations /Concerns	Recommendations
Forest Objective 1) to preserve the forest land base	Proposal does incur loss of forest land base, but the degree to which it does is reduced by fact that quite a bit of industrial area is occurring under major powerlines which cannot support full forest cover anyway.	7) Moved and Seconded that the APC supports keeping the area for industrial use and accessory residence to 2.24 hectares in order to minimize further loss of forest land base. CARRIED (all in favour)

TABLE 2 Forest Objectives & Policies	Observations /Concerns	Recommendations
Forest Objective 2) to preserve and protect the forest, its biodiversity, its integrity, and ecological services and, Forest Policy d) the protection of biodiversity shall be encouraged through appropriate forest practices and the protection of riparian zones and other sensitive ecosystems	Ponds and riparian areas not shown clearly on most of the maps in Staff Reports. The aerial photos are more helpful if you know what to look for. . Forest Objectives and Policies are not discussed in the application Staff Reports.	8) Moved and Seconded that the LTC should examine in more detail the potential impacts on pond and riparian areas and how they can be protected. DEFEATED (3 in favour, 3 opposed)
Forest Objective 3) to encourage ecosystem-based sustainable forest management for all forested lots and to encourage economic opportunities throaty this forest management practice, And, Objective 4) to encourage ecological restoration of degraded forest stands, and And, Objective 5) to maintain or enhance the carbon storage and sequestration.	There appears to be nothing about this rezoning as proposed that brings the land toward meeting these Forest objectives.	
Forest Policy k) The fragmentation of Forest designated lands by roads or other service or communications corridors shall be minimized.	Road Network Plan Schedule C is intended to minimize the fragmentation of Forest lands by having roads follow a plan; the plan follows existing road beds, wherever possible, in order to minimize impact on land and forest. The proposed rezoning does not manage, guide or limit additional internal fragmentation of DL 37 in the future. The owners are free to fragment further with additional internal roads.	9) Moved and Seconded that the LTC ensure that the routes and connectivity of the RNP is achieved for future use as road by covenant to minimize further fragmentation or loss of forest land due to relocating road beds. CARRIED (4 in favour,2 opposed)

TABLE 3 5.4 Light Industry	Observations/ Concerns	Recommendations
Light Industry Objective1) to ensure there is opportunity for light industrial uses that support the local economy	The land use of operating an excavation service, including landscaping, road building, septic system installation, land clearing and removal of land clearing debris, demolition and removal of demolition debris is an important service needed by Island land owners and residents. In our discussions, most members agreed that scale of operation would not go beyond needs of local community for practical reasons.	
Light Industry Objective2) to ensure all light industrial activity is compatible with rural character and does not adversely affect the natural environment Light Industry Policy b) Light industrial zones shall not be permitted in areas containing Sensitive Ecosystems identified in Schedule “H”. Light Industry Policy c) Light Industrial uses shall be permitted through site specific zoning and subject to development permit: i)different criteria may be applied to allow different levels of activity, ii)light industrial activity shall only be allowed on sufficiently large properties in a scale with the rural character, iii)light industrial building sizes shall be in scale with the rural character, iv)an assessment will be required to determine the impact on local water flow patterns, groundwater and	These objectives combine to strive to keep light industry uses low impact and at a scale that is appropriate to the needs of the Island and to ensure minimal overall impact on the environment and character of the area. Proposed uses affect rural character of surrounding areas because of trucking and noise by imposing industrial character. Applicants confirmed they had no desire to do sawmilling and manufacturing of wood products and APC assume added to make the zone fit the Forest Industry mold. The proposed bylaws set out in the Staff Report are written in a very general style and are not truly site	10) Moved and Seconded that the LTC ensure that Georgia View will be used for South Island destinations as soon as it becomes open. CARRIED (all in favour) Previously listed recommendations... 5) Moved and seconded that under the section, “Permitted Uses” 9.6 (B) 1.1, the wording be changed from “contractors’ workshops and yards” to “workshops and yards associated with the operation of an excavation service,” in order to more specifically describe the uses that the applicant is requesting. CARRIED (all in favour) and

TABLE 3 5.4 Light Industry	Observations/ Concerns	Recommendations
waste water disposal and shall show evidence of adequate water supply and waste disposal, v)all light industrial activity parking and storage must be screened and wide buffers must be left along roads and property lines, and vi)signage and lighting shall be regulated to ensure maintenance of the rural landscape, vii)in reviewing development applications, the LTC will assess greenhouse gas and other emissions anticipated to result from the development.	specific or use specific. They do not define the uses or limit scale Policy c) describes the guidelines that should be used for determining zoning and issuing a development permit. Staff Reports don't indicate how these guidelines have been followed for this rezoning proposal or how they will be addressed by development permit. Staff have indicated development permit requirement will take effect when a building permit is applied for.	6) Moved and seconded that under the section, "Permitted Uses" 9.6 (B)1.2, the words "sawmilling, planing and manufacturing of wood products" be removed, because the sawmilling and planing is already allowed on the rest of the F1 portion and has not been specifically requested by the applicants as a use on this specific area. <i>CARRIED (all in favour)</i>

TABLE 4 III Services, 1. Transportation	Observations/ Concerns	Recommendations
Transportation Objective 1) to achieve over the long term planned road and emergency access routes based on the network depicted in Schedule C	This proposal provides an opportunity to take steps towards achieving a planned road system by applicants agreeing to a covenant. The Staff Reports do not mention a requirement that the route be opened for emergency use only.	11) Moved and Seconded that the LTC ensure that the approximate routes and connectivity of future road network be respected closely. <i>CARRIED (All in favour)</i> 12) Moved and Seconded that the LTC consider the need for establishing emergency access routes to serve community in event of wildfire or natural disaster. <i>CARRIED (All in favour)</i>

TABLE 4 III Services,1.Transportation	Observations/Concerns	Recommendations
Transportation Objective 4) to support the design of quiet, safe neighbourhoods by encouraging slower vehicle speeds and by managing land use to limit traffic generation through such neighbourhoods And, Transportation Policy f) Land that is rezoned to any Economic Activity Zone should have direct frontage and suitable access on a highway classified as Main Rural or Minor Rural	This proposal is not consistent because it changes zoning from F1 to an industrial zone but does not ensure industrial activities have and use of a Minor Rural classified open public road. DL 37 does have access to an unopened public road dedication held by MoTI for a future Minor Rural class road. APC is concerned that Georgia View Road is not open to boundary or DL37, or useable as an access to a new industrial zone. Limiting the industrial use to what is currently occurring would help limit the impact on neighbourhood residential class roads being used, until such time as Georgia View is opened. APC questions whether there is enough room in the identified works yard for a sawmilling and manufacturing facility able to bring in raw logs from other lots, given the space required already for a truck and equipment terminal for an excavation service. The APC noted Staff's interpretation, that because there are some existing Economic Activity zoned properties without access to a Minor or Main Rural classified road, Policy f) can be ignored. However, examples described in Staff Report (Feb 5/18) all predate Road Network Plan adoption, and most of the examples predate the MoTI /IT agreement, the first OCP, and the Islands Trust itself. This interpretation seems to suggest that land use planning is bound to repeat the mistakes of the past. Wording of Policy f) indicates it applies only to land that is being rezoned to an Economic Activity designation and does not apply retroactively to all such existing zones.	13) Moved and seconded that the LTC pursue an agreement with MoTI to upgrade to a gravel standard and open the extension of Georgia View to bring the Georgia View road to and beyond the border of DL 37. CARRIED (all in favour) 14) Moved and seconded that the LTC ensure that Georgia View will be used for south island destinations as soon as it becomes open. CARRIED (all in favour) previously listed recommendations... 5) Moved and seconded that under the section, "Permitted Uses" 9.6 (B) 1.1, the wording be changed from "contractors' workshops and yards" to "workshops and yards associated with the operation of an excavation service," in order to more specifically describe the uses that the applicant is requesting. CARRIED (all in favour) And, 6) Moved and seconded that under the section, "Permitted Uses" 9.6 (B)1.2, the words "sawmilling, planing and manufacturing of wood products" be removed, because the sawmilling and planing is already allowed on the rest of the F1 portion and has not been specifically requested by the applicants as a use on this specific area. CARRIED (all in favour)

TABLE 4 III Services,1.Transportation	Observations/Concerns	Recommendations
Transportation Policy c) ii) locations of proposed highways and emergency access routes shall be confirmed at time of rezoning, subdivision or building permit	DL 37 is pivotal as far as future road access to forest lands up the east side of the Island north of DL 37 and it is critical that we have emergency evacuation routes available.	15) Moved and Seconded that the LTC should not agree to varying the RNP route significantly, in order to minimize the impact of roads on the forest. Existing road beds that were the basis of the plan should be used rather than impact more forest land by relocating them. DEFEATED (3 in favour, 3 opposed)
Transportation Policy c) iii) highway and emergency access route connections at property boundaries should be consistent with the approximate locations identified on Schedule C, unless more detailed site investigation of all lots concerned identifies a more suitable point of connection consistent with the general continuity of routes through adjacent lots as identified on Schedule C	The APC was informed on April 3 that the applicants propose to grant a covenant to MoTI for a route different than what RNP shows. They proposed to shift about half of the Georgia View route out of their property on to DL 38. The RNP shows a connecting road leading up to DL 40 and others beyond. That route follows a road design from a Preliminary Layout Approval for subdivision granted to a previous owner of DL37 by MoTI. A more detailed site investigation of all lots concerned and, involvement of the owners of the other lots should be required. No detailed information available.	16) Moved and Seconded that the LTC should ensure RNP routes are respected and a covenant achieved that respects the connectivity. CARRIED (4 in favour, 2 opposed) 17) Moved and Seconded that if RNP layout is to be varied a thorough examination of the relative impact on the environment, sensitive areas and land contours needs to be undertaken and compared to those of Schedule C routes. CARRIED (4 in favour, 2 opposed)

TABLE 4 III Services,1.Transportation	Observations/Concerns	Recommendations
Transportation Policy m) all new roads should follow the natural contour of the land and avoid unnecessary interference with surface and subsurface water flow. Transportation Policy w) The Local Trust Committee considers that the Approving Officer should at the time of subdivision, consider the following: i) the location of any highway route or emergency access route identified by Schedule “C” as the appropriate location for new highway or statutory rights of way for emergency access other than those necessary for local access to lots within a new subdivision; ii) that new highways designed to serve subdivisions should generally not permit through traffic unless provided for on Schedule “C”; iii) that in order to minimize disruption and compaction of the land, new highways or statutory rights of way for emergency access designed to serve subdivisions should, whenever possible, follow existing road corridors, whether logging roads, existing easements or rights of way or other established routes; iv) that statutory rights of way for emergency access should be provided for use in such emergencies as major road closures or fire evacuation; v) that new highways or statutory rights of way for emergency access are located and developed to minimize impacts on environmentally sensitive areas; vi) that providing for public trail development adjacent to, but separated from, the traveled surface of highways designated as Main Rural, is a means of improving road safety for pedestrians;	Policy m) and w) provide insights into the rationale behind the RNP and other OCP policies intending to minimize the impact of roads on the environment and groundwater resources. During RNP development, proposed routes were assessed for capability to support road building to recommended standard while minimizing the impact on the environment and topographical contours of the land. If at rezoning significant changes to RNP routes and emergency lanes are made, without thorough investigation and comparison to the original RNP, those changes could undermine the intent of Policy m) and render the goals explained in Policy w) impossible.	18) Moved and Seconded to recommend that if alternate routes or classifications are proposed they need to be assessed for comparison to what Schedule C proposes, and it should be shown that they will not have increased impact on the contour of the land or cause unnecessary interference with surface and subsurface water flow. CARRIED (5 in favour, 1 opposed)

TABLE 5 III Services, 2. Water Supply	Observations/ concerns	Recommendations
Water Supply Objective 3) to ensure that the local trust area develops only in a manner that utilizes the precautionary principle and the best information available regarding water resources, so that the resource will be preserved for current and future use	The 2011 Galiano Ground Water Study (http://www.islandstrust.bc.ca/media/335848/Waterline-Galiano-GW-Study-Rpt-Final-March-31-2011.pdf) rates aquifer susceptibility and reports that road construction and traffic levels on roads are an influence of risk in the most vulnerable aquifers. Gustin road passes through an area of shallow aquifers marked in red for high risk and orange for moderately high risk. Increasing traffic flow through a road within high risk aquifer does not seem precautionary. Commercial truck traffic from DL 37 using Gustin Road may incur higher use of salt for di-icing. Fuel or oil spills from commercial vehicles, equipment or fuel trucks could very easily destroy this neighbourhood's aquifer because it is shallow.	19) Moved and Seconded that the LTC refer to the Galiano Groundwater Study 2011 in assessing this application CARRIED (All in favour)

TABLE 6 Section III, 4. Sand and Gravel Resources	Observations/Concerns	Recommendations
	Sand and gravel resources are important to the community of Galiano. Specific zoning is not required for gravel extraction but is required for processing of gravel.	20) Moved and Seconded that the report should state that the APC recognize the need for gravel resources. CARRIED

Galiano Island Advisory Planning Commission
Dissenting Opinion
Bylaws No. 265 & 266

Submitted by Bowie Keefer April 28, 2018

When there has been a sharp and largely equal division of views on a committee, it is always difficult to write a final report that all members will find adequately balanced. This supplemental report provides additional perspectives that may be considered by the LTC.

Summary statement

The writer is entirely comfortable with Bylaws 265 and 266 as drafted to meet the request of the applicants for rezoning 2 hectares to Forest Industrial while leaving the remainder in F1.

Split versus comprehensive zoning

Industrial and forestry land uses are totally different, thus preferably allocated to separate zones to emphasize the importance of forestry and confine the industrial footprint to a small 2 hectare patch. Thus confined, the "forest industrial" portion may acceptably have up to 20% lot building coverage including the residential component.

The concerns that have been expressed about any conceivable precedents that might be set by the requested rezoning of DL 37 seem unnecessary. Industrial and residential zone uses are entirely different, and very often quite incompatible. In general, forest owners would surely want to avoid the complexity of split zoning transactions even if a future LTC chose to be receptive to mixed forest/residential zoning.

The F1 zone includes roughly one quarter of the island area; and suffers from the long-running land use conflict which has been severely corrosive to the ecological, social and economic health of Galiano Island over the past quarter century. The writer believes that successful conflict resolution will require creative and generous movement on both sides, seeking to maximize benefits for the community, the owners and the wider general public.

Economic development versus industrial traffic impacts

The main APC report recommends that the authorized industrial activities be narrowed down to specify only the present uses, responding to strongly expressed local concerns about traffic on Betty Ann Road. Further reflection brings forward the following points supporting the less restrictive language of the unamended bylaws:

- The Galiano community needs both **affordable housing** and **employment opportunities** so that young families can afford to live here.

- The present DL 37 excavating and gravel business provides important employment. While future expansion of the excavating business would likely be modest, the gravel pit site may be an excellent site for sawmilling when the gravel has been depleted.
- All roads on Galiano Island pass through residential neighbourhoods.
- Commercial traffic on Betty Ann Road will be reduced when Georgia View Road has been connected from the south, and greatly reduced when that road is extended to connect northward.

Georgia View Road extension within DL 37

The proposed route of the Georgia View Road from the south edge of DL 37 will enable an improved alignment from that of the old main haul road which had a tight bend crossing from DL 37 to DL 38. The favourable terrain will give MOTI ample flexibility in negotiating acquisition of an optimal right-of-way northward from the DL 37 portion that will very generously be covenanted by the applicants. This could be routed either within DL 37 along its east edge or within DL 38, as determined by MOTI engineers when they have agreed to build the road.

Emergency access

Adequate north-south and east-west access for emergency fire and ambulance vehicles is provided by existing private driveways across DL 37. These driveways connect Gustin road, Betty Ann Road, Georgia View Road, and the old main haul road northward to McCroskrie Road. They could be used for single-lane evacuations, under fire department traffic control.

Contrary to the main APC report, there is no need for the applicants to build another emergency access road on the future alignment of Georgia View Road across DL 37.

Road network completion

Public safety considerations urgently require an east side through road connecting Georgia View Road northward past Pebble Beach. Porlier Pass Road is frequently blocked by fallen trees across the power lines; and was closed for two days last year. This sole road up a very long island could be blocked more seriously by seismic induced rockfalls or wildfires.

There is no realistic prospect of the east sides road connection being accomplished by subdivisions or by donation of a total 30 acres in consideration for residential rights on large unsubdivided parcels. The forest zone owners of the future right of way up to DL 59 previously declared their willingness to sell it for fair market land value, when allowed one residence per existing parcel.

The east side road connection can be achieved by concerted action at the most senior levels between the Islands Trust, CRD and the Ministry of Transportation and Infrastructure. The future east side road alignment is ideal for a safe north-south bikeway, which could be appreciated as a peace dividend from the needed resolution of the F1 land use impasse.



BYLAW REFERRAL FORM

1-500 Lower Ganges Road
Salt Spring Island, BC BC V8K 2N8
Ph: (250) 537-9144
ssiinfo@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Salt Spring Island Local Trust Area Bylaw No.: 498 and 499 Date: March 12, 2018

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Gregory and Marianne Campbell / 347 Bridgman Road, Salt Spring Island V8K 1W7

PURPOSE OF BYLAW:

- **Bylaw 498:** To amend Salt Spring Island Official Community Plan Bylaw No. 434 to remove the subject property (3 legal lots) from Development Permit Area 2 – Non-Village Commercial and Industrial.
- **Bylaw No. 499:** To amend Salt Spring Island Land Use Bylaw No. 355 to rezone the subject property (3 legal lots) from Commercial Accommodation 2 (cottage resort zone) to a new Rural zone permitting a principal residence on each property as well as a total of 2 seasonal cottages.

GENERAL LOCATION:

347 Bridgman Road, Salt Spring Island, BC

LEGAL DESCRIPTION:

- **Lot B**, Section 54, South Salt Spring Island, Cowichan District, Plan 18629 (PID: 003-769-861)
- **Parcel F** (DD39041I) of Section 54, South Salt Spring Island, Cowichan District, Except That Part Lying to the West of the Easterly Boundary of Plan 18629 (PID: 009-743-952)
- **Lot 1**, Section 54, South Salt Spring Island, Cowichan District, Plan 11121, Except Part in Plan 18629 (PID: 005-126-185)

SIZE OF PROPERTY AFFECTED:

2.4 hectares/5.9 acres

ALR STATUS:

N/A

OFFICIAL COMMUNITY PLAN DESIGNATION:

Rural Neighbourhoods (RL)

OTHER INFORMATION:

To review staff reports, please see our webpage under application **SS-RZ-2017.1**

<http://www.islandstrust.bc.ca/islands/local-trust-areas/salt-spring/current-applications/current-application-documents/>

Please fill out the Response Summary on the back of this form. If your agency's interests are "*Unaffected*", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.


(Signature)

Name: Seth Wright

Title: Planner 2

This referral has been sent to the following agencies:

Federal Agencies

Fisheries & Oceans, Canada - Pacific Region (Rockfish Conservation)

First Nations

Cowichan Tribes
Halalt First Nation
Lake Cowichan First Nation
Lyackson First Nation
Penelakut Tribe
Stz'uminus First Nation
Malahat First Nation
Pauquachin First Nation
Tsartlip First Nation
Tsawout First Nation
Tseycum First Nation
Semiahmoo First Nation
Tsawwassen First Nation
Hul'qumi'num Treaty Group (for information only)
Te'Mexw Treaty Association (for information only)

Regional Agencies

CRD – All Referrals & K. Campbell (SSI Senior Manager)
CRD – SSI Building Inspection

Non-Agency Referrals

SSI Fire-Rescue

Adjacent Local Trust Committees and Municipalities

Galiano Island Local Trust Committee
Mayne Island Local Trust Committee
North Pender Island Local Trust Committee
Thetis Island Local Trust Committee
Cowichan Valley Regional District

Provincial Agencies

BC Assessment Authority
Ministry of Municipal Affairs and Housing
Ministry of Transportation & Infrastructure
Ministry of Forest Lands, Natural Resource Operations and Rural Development
– Front Counter BC

**BYLAW REFERRAL FORM
RESPONSE SUMMARY**

- ☐ Approval Recommended for Reasons Outlined Below
- ☐ Approval Recommended Subject to Conditions Outlined Below
- ☐ Interests Unaffected by Bylaw
- ☐ Approval Not Recommended Due to Reason Outlined Below

Salt Spring Island Trust Area
(Island)

(Signature)

(Date)

498 and 499
(Bylaw Number)

(Title)

(Agency)



MEMORANDUM

DATE : April 30, 2018
TO: Galiano Island Local Trust Committee
FROM: Warren Dingman – Bylaw Enforcement Officer
Southern Team

SUBJECT: Short Term Vacation Rentals (STVR) Update

SUMMARY

There are approximately forty STVR and bed & breakfast operators on Galiano, with the majority operating lawfully either through TUP or compliance with the home business regulations in the land use bylaw.

BACKGROUND

Islands Trust bylaw enforcement has opened 57 files on short term vacation rentals (STVR) since the 2015 STVR project began. These files were opened as per Trust Council policy regarding enforcement and the advertising of an unlawful use. Fifteen temporary use permits (TUP) have been issued, and two TUP applications have been withdrawn. There were 35 files closed at the start of the STVR project because either the operator was operating lawfully or they ceased the use.

There are seven unlawful STVR files currently open, with four indicating that they are going to cease STVR activity but not yet verified; two Bylaw Violation Notices (BVN) being disputed and are in the adjudication progress; and one requiring further investigation.

Of the approximately forty advertisements on Airbnb at the beginning of April, the majority of the advertisements are for lawful STVRs, either because they are complying with the LUB regulations for home based businesses, or bed & breakfast, or have a TUP. However, there are a dozen advertisements for operations, which do not appear to comply with the LUB, and do require investigation, as they have cottages and secondary suites on lots too small for second dwellings, or they have multiple STVRs on a single property where one is permitted. Bylaw enforcement will open files on these operations as soon as we are able to verify their locations and operators.

Bylaw enforcement staff has not observed any noticeable increases in the number of operators since 2015, as we started with 57 files opened based on advertisements and there are currently only 40. There appears to be a core group of businesses which have operated for years with minimal complaints to bylaw enforcement.

We have received a written complaint about one operator with a TUP but this was resolved quickly due to a positive response from the operator in dealing with a noise issue.

The TUP application process has proven to be an effective control measure on the number of operators and there are those who chose to cease operations rather than apply. However, there are some operators who appear determined to operate without controls, or limits, especially on the number of STVRs per lot, and it may take court action to achieve compliance.

The current STVR bylaws and enforcement policies and efforts appear to be effective.

Top Priorities

Galiano Island

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Telecommunication Strategy	Review telecommunication options, including policies for telecommunication towers, on Galiano Island.	01-Feb-2016	Rob Milne	01-Dec-2017
2	Affordable Housing Strategy	Special APC to review options	07-Mar-2016	Rob Milne	31-Oct-2018
3	Dock Review	Review issues regarding docks and new shoreline information and whether changes are required to the LUB.	07-Mar-2016	Rob Milne	31-Oct-2018

**Projects****Galiano Island**

Description	Activity	R/Initiated
Soil Removal and Deposit Bylaw	Review need and options for implementation of soil removal and deposit bylaw	12-Sep-2011
Comprehensive Watershed Planning	?	01-Oct-2016
Commercial Vacation Rental (TUP) Review	Review the Temporary Use Permit (TUP) guidelines in the Official Community Plan in relation to commercial vacation rentals.	05-Dec-2016
Review of split zonings.		05-Mar-2018
Amendments to Forest designation and F1 zone -	Consider options for amendments to Forest Land Designation and policies and F1 zoning for lands without Managed Forest Status. Draft bylaws have been prepared, project deferred at meeting of April/12	16-Apr-2012
Parking Issues	Issue for discussion with MoTI and public parking issues generated from associated islands. (see correspondence from P. Midgely on agenda of Apr/12)	23-Jul-2012
Bike Trails and Camping	Letter dated July 8, 2013 received from Galiano Parks and Recreation Commission regarding bike safety on Galiano roads (See Transportation policy U of Section 1.1) and for the allowance of non-commercial camping on private lots.	15-Jul-2013
Ocean Based Geo-Exchange Systems	Review of regulations for geo-thermal exchange use.	18-Nov-2013
Information Note Addition	Add in Information Note on Archeological Sites under General Regulations	18-Nov-2013
Light Industrial Zoning	A review and inventory assessment of existing and potential light industrial zones.	18-Nov-2013



Projects

Galiano Island

Description	Activity	R/Initiated
Land Use Bylaw Amendments	To review LUB for: any technical/administrative bylaw amendments (e.g. definition references and numbering), shoreline zoning wording, crown lot rezonings, and review park zoning (specifically to allow stairs in setbacks).	07-Jul-2014
Community Benefit Review for Forest Lands	Staff to prepare preliminary report for new LTC	08-Sep-2014
Consider amendments to re-designate and rezone crown owned Forest lots.- Bylaws 231, 232 at First Reading	re-refer to FLNRO for comment	



Islands Trust

Print Date: April 30, 2018

Applications

Agricultural Land Reserve

File Number	Applicant Name	Date Received	Purpose
GL-ALR-2017.1	Issac Kramer, Daysgoneby.org Land Stewards Ltd Planner: Phil Testemale	08-Dec-2017	to include land in the ALR - cattle ranch
Planning Status			
Status Date: 15-Mar-2018 Applicant advised, again, to obtain a professional agrologist's report providing advice and recommendations on potential for ALC inclusion			
Status Date: 13-Feb-2018 Phoned applicant to enquire as to intent to proceed. Advised that applicant has not decided. Applicant advised that supporting documentation would be required if the decision is to proceed.			
Status Date: 04-Jan-2018 Applicant contacted by phone and advised that additional information would be required. Applicant advised that they will get back to staff on decision as to whether to proceed with application			

Rezoning

File Number	Applicant Name	Date Received	Purpose
GL-RZ-2014.1	Crystal Mountain Society	28-Oct-2014	20300 PORLIER PASS RD To allow for year round use of the Forest Retreat Centre
Planner: Robert Kojima			
Planning Status			
Status Date: 25-Apr-2018 Applicants provide preliminary comments for staff review and s.99 subdivision for Trust Fund review			
Status Date: 12-Mar-2018 Meeting with applicant representatives, more information and plans required before reporting back to LTC			

Applications

Status Date: 28-Feb-2018

Email sent to Elizabeth suggesting a meeting during March 12 on-island office hours to discuss project progress.

File Number	Applicant Name	Date Received	Purpose
GL-RZ-2016.2	GALIANO CONSERVANCY ASSOCIATION	08-Aug-2016	DL 57 10825 Porlier Pass Rd Rezoning from Rural to Environmental Education use and Nature Protection.
Planner: Robert Kojima			

Planning Status

Status Date: 24-Apr-2018

Forwarded to Minister's office

Status Date: 11-Apr-2018

Approved by EC

Status Date: 28-Feb-2018

PH held February 5th. The bylaws received third reading. Have been referred to EC.

File Number	Applicant Name	Date Received	Purpose
GL-RZ-2017.1	DL37 Holdings, F. Stevens & I. Stevens	02-Aug-2017	Rezone DL37 from F1 to allow residential and industrial use
Planner: Robert Kojima			

Planning Status

Status Date: 27-Apr-2018

cost recovery funding received, direction to legal counsel to start work on covenant

Status Date: 20-Apr-2018

Letter send to neighbouring owners, plans and background material forwarded to MOTI for comment, applicant requested to review and provide comment on potential covenant limitations consistent with noise bylaw restrictions

Status Date: 10-Apr-2018

LTC direction to prepare draft covenant, consult with abutting owners and MoTI, and to consider options for mitigating impacts through limiting hours of operation

File Number	Applicant Name	Date Received	Purpose
GL-RZ-2017.2	BERNARD MIGNAULT	02-Nov-2017	Rezone from F1 to RR2

Applications

Planner: Robert Kojima

Planning Status

Status Date: 08-Mar-2018

APC referral cover letter sent out with links to documents

Status Date: 05-Mar-2018

Application referred to APC at LTC meeting.

Status Date: 14-Feb-2018

February 14, 2018 staff report 2 approved by RPM

Subdivision

File Number	Applicant Name	Date Received	Purpose
GL-SUB-2017.2	Peter Thomson	22-Dec-2017	Proposed 20 lot bare land strata subdivision.

Planner: Robert Kojima

Planning Status

Status Date: 01-Feb-2018

Application on hold pending registration of ALC covenant

Status Date: 12-Jan-2018

called applicant to send in fees

Status Date: 22-Dec-2017

referral received, processing application, await RPM planner assignment and fee request confirmation.

Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
GL-TUP-2018.1	CAROLSFELD	15-Mar-2018	STVR application

Planner: Phil Testemale

Planning Status

Status Date: 09-Apr-2018

application to proceed to LTC, file assigned



Print Date: April 30, 2018

Applications

Status Date: 19-Mar-2018

file opened, fees processed, given to RPM for assignment

Islands Trust
LTC EXP SUMMARY REPORT F2018
Invoices posted to Month ending February 2018

625 Galiano	Invoices posted to Month ending February 2018	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-625	LTC "Trustee Expenses"	750.00	150.61	599.39
LTC Local				
65200-625	LTC - Local Exp - LTC Meeting Expenses	5,500.00	3,871.97	1,628.03
65210-625	LTC - Local Exp - APC Meeting Expenses	500.00	1,437.32	-937.32
65220-625	LTC - Local Exp - Communications	500.00	1,036.62	-536.62
65230-625	LTC - Local Exp - Special Projects	500.00	0.00	500.00
TOTAL LTC Local Expense		<u>7,000.00</u>	<u>6,345.91</u>	<u>654.09</u>
Projects				
73001-625-2002	Galiano OCP/LUB	5,000.00	982.69	4,017.31
73001-625-4065	Galiano Dock Review	4,500.00	0.00	4,500.00
73001-625-4081	Galiano Telecommunications Strategy	5,000.00	640.57	4,359.43
TOTAL Project Expenses		<u>14,500.00</u>	<u>1,623.26</u>	<u>12,876.74</u>

Galiano Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

Updated: March 6, 2018

No	Meeting Date	Resolution No.	Issue	Policy
1.	May 11, 2009 / Amended February 3, 2014	GL-LTC-85-09 Amended:	Parks Commission Referral	That staff refer all applications adjacent to a park or ocean access to the Galiano Island Parks and Recreation Commission for comment
2.	October 18, 2010	GL-LTC-115-10	Publishing Notices beyond legal requirements	THAT the Galiano Island Local Trust Committee will advertise Public Hearing Notices in either the Active Page Magazine or Islands Tides Newspaper in addition to the legally required advertising in the Driftwood Newspaper.
3.	October 17, 2011	GL-LTC-205-11	Special Occasion Liquor Licenses	THAT where a Liquor Control and Licensing Branch Special Occasion License referral relates to a property on which Galiano Island Land Use Bylaw No. 127, 1999 permits public assembly uses, such as restaurants or community halls, and where there have been no issues related to parking or past complaints for the preceding three years , staff may approve the Special Occasion License without referral to the Local Trust Committee. All other Special Occasion License referrals are to be referred to the Local Trust Committee for consideration.
4.	February 3, 2014		Applications with Open Bylaw Enforcement files	On properties where there is an open bylaw enforcement file, planning staff should refer planning applications to the Bylaw Enforcement Manager for comment where one or more of the following circumstances exist: 1. There have been significant delays or longer than typical timelines in the enforcement process 2. The LTC is considering on-going, relevant policy or regulatory changes that could impact enforcement 3. Litigation has been recommended 4. Legal counsel has been involved (beyond providing a basic interpretation) 5. There has been enforcement action beyond seeking voluntary compliance (e.g. a BEN warning or ticket, adjudication, a compliance agreement negotiated, etc.) 6. There has been, or is an expectation of, joint enforcement with other jurisdictions 7. There is potential for impact on other related enforcement files.

No	Meeting Date	Resolution No.	Issue	Policy
5.	April 7, 2014	GL-2014-029	Community Wells as a Community Benefit	That the Galiano Island Local Trust Committee will consider as a community benefit for all rezoning applications where there is an increase in density, the establishment of an instrumented observation well.
6.	December 5, 2016	By consent	TUP for Commercial Vacation Rentals	Without fettering its discretion, the LTC provided the following guidance with respect to its consideration of TUP applications for Commercial Vacation Rentals: 1. A Commercial Vacation Rental use should only be considered in one dwelling per lot 2. Permits being considered in Water Management Areas should include conditions requiring cisterns with a minimum capacity of 16,000 litres and a water meter. 3. In order to assist in assessing cumulative impacts, staff are requested to continue to provide an updated map showing the location, status, and maximum number of guests of all Commercial Vacation Rental TUP applications.
7.	March 5, 2018	GL-2018-023	TUPs for Short Term Vacation Rental use	That the Galiano Island Local Trust Committee place a 12 month moratorium on the issuance of new temporary use permits for Short Term Vacation Rental (STVR).

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**Trust Fund Board Report
to Local Trust Committees
and Bowen Island Municipality
April 2018**



‘Salish View’ Acquisition Project, Lasqueti Island

Following the successful conclusion of the Fairyslipper Forest acquisition partnership on Thetis Island, our next joint campaign is underway on Lasqueti Island. The Trust Fund Board and Lasqueti Island Nature Conservancy have signed an agreement to frame the campaign to purchase and protect “Salish View”, an 11.6 hectare property contiguous to Squitty Bay Provincial Park. Look out for the upcoming official launch of this campaign and visit the Lasqueti Island Nature Conservancy website (<http://www.lasqueti.ca/LINC>) to learn how you can support this small community’s ambitious project.

Opportunity Fund Grant for Saturna Wetland Conservation Project

The Trust Fund Board is contributing a grant from the Opportunity Fund to support a phase one environmental assessment for a property containing wetland ecosystems on Saturna Island. This is the first step towards the possible securement of this land, which supports valuable biodiversity. The project is being spearheaded by neighbourhood residents.

Dragonfly Commons Conservation Proposal, Salt Spring Island

There are times when the Trust Fund Board makes the difficult decision to decline a conservation proposal. The Trust Fund Board decisions must balance the protection of biodiversity values in accordance with the Regional Conservation Plan, with potential risks and long-term costs, such as property management challenges. TFB considered a proposal to covenant approximately half of a property to be developed as a high density affordable housing project. The small size, landscape context and complexity of eventual ownership were factors that led to a TFB decision to decline this proposal

Fairyslipper Forest Nature Reserve, Thetis Island

Negotiations are beginning with Thetis Island Nature Conservancy and Cowichan Community Land Trust to establish a conservation covenant on Fairyslipper Forest.

Medicine Beach Nature Sanctuary, North Pender Island

Public consultation for the Medicine Beach nature reserve is now complete and the management plan for this nature reserve is being finalized.

Morrison Marsh Nature Reserve, Denman Island

Public consultation for the Medicine Beach nature reserve is now complete and the management plan for this nature reserve is also being finalized.

First Nations – Regional Conservation Plan

A goal of our new Regional Conservation Plan (RCP) is to strengthen relationships with First Nations to identify and collaborate on shared conservation goals. Letters are being sent to all First Nations with traditional territory in the Trust Area to provide information about the RCP and offer available mapping for sharing. The Islands Trust Fund would like to connect with First Nations that might have an interest in the RCP. If local trust committees or Bowen Island Municipality are developing relationships with First Nations, it would be helpful to explore how ITF can use this opportunity to connect.

Regional Conservation Plan and Local Trust Committees and BIM

The RCP contains a lot of valuable information for local trust committees and Bowen Island Municipality, but it is a large, comprehensive document. Islands Trust Fund will be extracting information and maps pertinent to each local trust area and BIM that can be included on local website pages. The Trust Fund Board encourages LTCs and BIMs to identify how Official Community Plans can be updated to reflect new information contained in the RCP and associated data and mapping. ITF will also be producing a summary brochure on the RCP.

Please feel free to contact members of the Trust Fund Board or Islands Trust Fund staff for more details.

Tony Law, Chair tlaw@islandstrust.bc.ca
Islands Trust Fund itfmail@islandstrust.bc.ca

DATE OF MEETING: May 7, 2018
TO: Galiano Island Local Trust Committee
FROM: Robert Kojima, Regional Planning Management
Southern Team
COPY: David Marlor, DLPS
SUBJECT: **2017-2018 annual report – approval of Galiano Island Local Trust Committee section**

RECOMMENDATION

1. That the Galiano Island Local Trust Committee approves the attached text for inclusion in the 2017-2018 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs and Housing.

PURPOSE: Committees are provided with their draft sections of the annual report for review and approval so that Trust Council is able to easily approve its annual report in June 2018 without further editing from staff or trustees at the Trust Council meeting.

BACKGROUND: Preparation of the Islands Trust Annual Report is undertaken by Trust Area Services Communications staff, reporting to the Executive Committee and consistent with Trust Council's [Annual Report Policy 6.10.i](#). The Executive Committee approved the format and outline of the 2017-2018 Annual Report at its meeting on April 9, 2018.

IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL: Under Trust Council's Policy, all LTCs and Council committees are expected to review and approve their sections at regular meetings in order to have the report approved by Trust Council at its June 19-21 meeting.

FINANCIAL: None.

POLICY: No implications for existing policy

IMPLEMENTATION/COMMUNICATIONS: The process for development of the Annual Report is outlined in Trust Council's Annual Report policy 6.10.i. Once each committee has approved its section, staff will create a draft Annual Report for review by the Executive Committee on June 6 and consideration of Trust Council in June. Upon approval by Trust Council, staff will send the Annual Report to the Minister of Community Sport and Cultural Development and circulate it as indicated in Trust Council's policy.

FIRST NATIONS: Information about activities with First Nations may be included within committee reports.

OTHER: N/A

RELEVANT POLICY(S): Trust Council's Annual Report policy 6.10.i; *Islands Trust Act*

ATTACHMENT(S): Saturna Island Local Trust Committee input to Annual Report (draft)

ALTERNATIVES

1. That the Galiano Island Local Trust Committee approves the attached text (as amended) for inclusion in the 2017-2018 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs and Housing.

Submitted By:	Robert Kojima, Regional Planning Manager	April 26, 2018
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ATTACHMENTS

1. Galiano Island Local Trust Committee input to Annual Report (draft)

Galiano Island Local Trust Committee

The Galiano Island Local Trust Committee (GILTC) held 10 regular business meetings in the 2017–2018 fiscal year, as well as one Community Information Meeting, one special meeting and one public hearing.

Work for this period focused on advancing the Local Trust Committee priorities to address telecommunications, affordable housing, and a review of private moorage regulations.

The GILTC received and considered applications for six development variance permits, four development permits, four Temporary Use Permits, and four rezoning applications.

Another initiative for this period was relationship building with the Penelekaut First Nation, including collaborating on a GILTC project to review of private moorage regulations.



File No.:

DATE OF MEETING: Select date.
TO: Local Trust Committees and Bowen Island Municipality
FROM: David Marlor, Director of Local Planning Services
SUBJECT: Approval Process for Water Supply Systems on Salt Spring Island

PURPOSE

At its regular business meeting on February 7, 2018, the Executive Committee received the report “Approval Process for Water Supply Systems on Salt Spring” from the Salt Spring Island Local Trust Committee. The Executive Committee passed the following resolution:

that staff forward the report on approval processes for water supply systems on Salt Spring Island to local trust committees and Bowen Island Municipality.

ATTACHMENTS

1. Attachment 1: Approval Process for Community Water Systems on Salt Spring Island

BRIEFING

To: Executive Committee **For the Meeting of:** February 7, 2018

From: Susan Palmer, MCIP, RPP **Date Prepared:** January 11, 2018
SLP Consulting
Salt Spring Island Team

SUBJECT: Issue Paper: Approval Processes for Water Supply Systems on Salt Spring Island, January 11, 2018, amended

PURPOSE:

Salt Spring Island Local Trust Committee (SSI LTC) referred the attached report (*Approval Processes for Water Supply Systems on Salt Spring Island*) at its meeting on January 18, 2018 to the Executive Committee for information. The key purpose of the report was to inform the SSI LTC of the agencies involved in approving water supply systems and to propose options for implementing Official Community Plan policy regarding water supply and the following Islands Trust Policy Statement policy that:

neither the density or intensity of land use is increased in areas known to have a problem with the quality or quantity of the supply of freshwater.

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee forward the “Approval Process for Water Supply Systems on Salt Spring Island” report to Executive Committee for information.

ATTACHMENT(S):

1. Report: Approval Process for Water Supply Systems on Salt Spring Island

Prepared By: Susan Palmer

Reviewed By/Date: David Marlor, Director of Local Planning Services/Jan 31, 2018

V3 Water Paper.docx

SLP Consulting

1/18/2018 – including amendment submitted at the Salt Spring Island Local Trust Committee Meeting

EXECUTIVE SUMMARY

In response to an application to rezone land to allow for a multi-family residential project, the Salt Spring Island Local Trust Committee (LTC) directed staff at its meeting on October 5, 2017 to:

Report back regarding the findings of an investigation of the approval process for water supply and water quantity requirements for multi-unit residential developments.

Key findings of the investigation are:

- Islands Trust Policy Statement Policy 4.4.2 stipulates the importance of ensuring an adequate supply of water prior to increasing the density or intensity of land use ('neither the density or intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater')
- the Salt Spring Island Official Community Plan (OCP) reinforces the importance of ensuring an adequate supply of water to support proposed increases in density; the OCP supports the use of alternative water sources such as groundwater, rainwater and greywater
- Islands Trust does not have a role in approving water supply systems
- the approval process(es) for water supply systems involves several provincial and local government agencies (Ministry of Forests, Lands, Natural Resource Operations and Rural Development (MFLNRORD), Vancouver Island Health Authority (VIHA) and Capital Regional District Building Inspections (CRD))
- different sources of water may be used to meet demand for different types of water use (e.g., rainwater may be used for irrigation)
- indoor water use (potable water) may be met through groundwater or surface water sources approved by VIH
- demand for indoor water use is calculated on a per capita basis and the approving agencies (VIHA and CRD) have guidelines and/or regulations that stipulate the occupancy rates used to calculate water demand. Both agencies have the ability to exercise discretion in the application of the guidelines and/or regulations to address situations where the occupancy rates may not be typical
- generally, approval of a water supply system would occur after zoning is in place due to the level of detail needed and the high cost of preparing the application (e.g., engineered design of the water supply system)
- housing for special needs populations may have different occupancy rates than those set out in provincial guidelines and may require VIHA to exercise discretion in determining an appropriate occupancy rate from which to assess the proposed water supply system.

Six options for implementing Islands Trust and Salt Spring Island Official Community Plan policy regarding land use and water supply were evaluated. Five options are consistent with Islands Trust

mandate (land use planning) and the tools available to implement policy and enforce bylaws. All five options require that the water supply system be capable of supporting the proposed number of dwelling units prior to adoption of the rezoning bylaw. An option to cap occupancy rates through a legal mechanism such as an affordable housing agreement or a restrictive covenant is not recommended because Islands Trust does not have a legislative tool to enforce occupancy. That is, occupancy cannot be enforced through the land use bylaw.

APPROVAL PROCESSES FOR COMMUNITY WATER SYSTEMS ON SALT SPRING ISLAND

Due to the moratorium placed by North Salt Spring Water District (NSSWD) on adding new connections to their water system, the Salt Spring Island Local Trust Committee (LTC) has received numerous rezoning applications for multi-unit housing projects that rely on alternative water sources to service the proposed developments. All of the proposed projects include affordable housing either for the entire project or as an amenity bonus. The LTC has identified provision of affordable housing as a priority issue and therefore has indicated its desire to give serious consideration to these proposals.

Providing water to multi-unit housing developments using alternative water sources (groundwater, rainwater and water conservation) is treading into new territory for the LTC and raises numerous questions about how such applications should be assessed. In addition to Trust and OCP policies, there are numerous provincial guidelines and regulations that regulate water source and the design, construction, operation and maintenance of a water supply system.

On October 5, 2017, the LTC directed staff to:

Report back regarding the findings of an investigation of the approval process for water supply and water quantity requirements for multi-unit residential developments.

The purpose of this report is to:

- clarify the approval process for an independent water supply system and the approval agencies involved
- review Official Community Plan (OCP) policy regarding the use of groundwater, rainwater and water conservation (e.g. greywater) as it relates to the determination of density
- identify the criteria used by approval agencies to determine demand for water for multi-unit residential developments
- propose options for implementing OCP water supply policy
- assess proposed options
- make recommendations for a consistent approach to assessing rezoning applications based on new water supply systems and the use of alternative water sources
- test the proposed approach using the Croftonbrook rezoning application (SS-RZ-2017.4) as an example.

1. APPROVING AGENCIES AND SEQUENCE OF WATER SUPPLY SYSTEM APPROVALS

Development proposals that require rezoning based on a community water supply system using groundwater must receive approval from four different agencies before they can proceed to the construction phase. First, approval of a groundwater license from the Ministry of Forest, Lands Natural Resource Operations and Rural Development (MFLNRORD) is required to support the rezoning application. Rezoning is the next phase of the approval process and decisions on rezonings are made by the LTC. The third phase involves Vancouver Island Health Authority (VIHA) which is responsible for issuing construction and operating permits for water supply systems. The final phase of a project requires issuance of a building permit from CRD Building. Table 1 elaborates on the mandate for each

agency and provides an overview of the criteria and conditions considered before a license or permit is approved. Figure 1 illustrates the approval sequence for rezoning based on a rural residential community water supply system and the approving agencies involved.

A. Well Water License (MFLNRORD)

Application to the Water Authorization Section of the MFLNRORD for a well water license is a first step for approval of a water supply system. This determines the amount of groundwater that may be withdrawn without impacting long-term sustainability of the water supply for the proposed development as well as supply to neighbouring wells and water sources that support fish habitat. The SSI OCP also requires that agricultural activities not be impacted.

Water quality is also determined at this stage and any measures required to ensure the water supply meets Canadian drinking water guidelines are identified.

B. Zoning (LTC)

The rezoning phase is a preliminary design phase that sets the basic parameters for the development – primarily land use, density and/or intensity of use, built form, access and traffic circulation among other things. The rezoning application is assessed in terms of how well it addresses Trust Policy Statement directives and OCP policy. Applicants must demonstrate that there is sufficient water to support the proposed development based on provincial regulations. As well, community input is invited and the LTC considers all of the relevant information at a public hearing before proceeding with third reading of a bylaw. A schematic plan is often provided at this stage to assess whether the site is suitable for the proposed land use.

C. Community Water Supply System (VIHA)

VIHA defines a water supply system as a system which services more than one dwelling unit.

Water supply systems must be designed and operated to ensure that there is sufficient water to service the proposed development and that the quality of water meets the Guidelines for Canadian Drinking Water Quality. The focus is on ensuring a safe drinking water supply.

There are two main considerations regarding water supply systems – water demand and water source.

i. Water Supply System Construction Permit

The Drinking Water Protection Regulation requires that a construction permit be obtained from a Public Health Engineer or Drinking Water Officer prior to construction of the water supply system (VIHA). The Guidelines for the Approval of Water Supply Systems recommend that application for a construction permit should be made at least 60 days before construction is anticipated to begin. Applicants are advised to refer to the

MFLNRORD Design Guidelines for Rural Residential Community Water Systems, 2012 (Design Guidelines) prior to designing the system and applying for a construction permit.

ii. **Water Supply System Operating Permit**

The Drinking Water Protection Regulation requires that an operating permit be obtained from a local Environmental Health Officer or the Drinking Water Officer before the water source(s) can be used. This permit would be issued after a water supply system has been constructed.

D. Building Permit (CRD Building)

Before the Building Inspector can issue a building permit they must ensure a sufficient supply of water to meet all water demand requirements of the specific project. This includes water for indoor use, irrigation and fire protection. If a community water supply system is proposed, issuance of a construction permit by VIHA must be confirmed. In the event that water for fire protection is being provided by a water district, confirmation from the relevant agency (i.e., North Salt Spring Water District – NSSWD) must also be received.

The BC Building Code makes provision for consideration of alternative solutions including:

- the use of greywater for toilet flushing
- the use of rainwater for irrigation
- alternative occupancy rates for determining indoor use water demand
- enhanced water conservation features.

Alternative solutions must be supported by evidence provided by a code consultant and/or a report from a professional engineer certifying that the alternative proposal is appropriate for the specific situation.

2. TRUST AND OCP POLICY

Broad land use policy is established in the entire Trust area in the Islands Trust Policy Statement. Policy (4.4.2) requires that Official Community Plans (OCP) and regulatory bylaws (e.g. zoning bylaws) ensure that:

‘neither the density or intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater’.

This statement is reinforced by OCP objectives and policies aimed at protection of water resources (Policy A.4.2.2) and ensuring that proposed developments have an adequate supply of potable water and water for fire protection (Policy B.2.2.3.b). The SSI Official Community Plan (OCP) supports the use of rainwater and water conservation programs to supplement the use of groundwater to meet the demand for water for proposed projects (Policies C.3.2.2.1 and C.3.3.2.2). (See Attachment 1 for OCP

Policies) That is, the policy supports using greywater and rainwater catchment in order to achieve higher densities than would otherwise be possible.

3. CRITERIA USED BY APPROVING AGENCIES FOR ASSESSING WATER SUPPLY

Criteria used in determining water demand for a project varies dependent on the mandate of each agency and the stage of the proposal. Different agencies also have different roles in evaluating the appropriateness and capacity of the proposed supply. Following is an overview of agency mandate, evaluation criteria and conditions.

A. Water Demand

i. LTC

Land Use Bylaw 355 does not specifically address standards for water supply unless a subdivision is involved. In that context, it notes that a proposed water supply system is subject to provisions of VIHA regulations (LUB Sec 5.5.2) (See Attachment 2). Trust and SSI OCP policy require that the SSI LTC ensure an adequate supply of water at the rezoning stage. Options for establishing criteria for a rezoning application are provided in the following section (Section 4).

ii. VIHA (Water Supply System – Construction)

MFLNRORD's *Design Guidelines for Rural Residential Community Water Systems* (2012) identify four basic demand parameters for the design of a new water system:

- a. Average Day Demand (ADD) is used *"to verify source capacity in form of license limitations; to derive peak demands from metering data"*
- b. Maximum Day Demand (MDD) is a *"critical design parameter for sizing reservoirs, pumps and treatment works between source and balancing storage..."*
- c. Peak Hour Demand is used to size *"pipes, pumps and treatment works between balancing storage and customers"*
- d. Fire Flow Demand is a *"critical design parameter for determining maximum network flows, verifying minimum system pressures, sizing pipes/pumps/treatment works between fire storage and customers/fire hydrants."*

MDD is the *"single highest total 24 hour daily consumption occurring over a one year period"* and is comprised of the following components:

- a. Indoor demand – is calculated based on a **per capita demand of 230 Litre/day and occupancy rates based on the BC census (e.g., 2.5 persons per multi-family dwelling)**

Indoor water demand is further broken down as follows:

- Drinking
 - Sanitary
 - Toilets
 - Showers/bathwater
 - Dishwashing, household cleaning
 - Laundry
- b. Irrigation demand – is dependent on a number of factors such as climatic zone, evapotranspiration, size of area, soil type, type of crop, etc.
- c. Water loss allowance- is calculated based on physical design parameters such as length of mains, number of service connections, average operating pressure
- d. Fire flow demand - is based on the Fire Underwriters Survey.

The *Design Guidelines* state that when groundwater is the proposed source, the **Maximum Day Demand (MDD) must not exceed total developed groundwater capacity or the dependable yield of the well**. Total water demand for a project is determined in accordance with Table 2: Water Demand.

iii. CRD Building

BC Building Code bases all design parameters on two persons per bedroom. An applicant can propose alternative solutions (e.g., different occupancy rates per bedroom) under seal of a professional engineer (civil).

B. Water Source

If not connected to a public water utility, groundwater is typically the major source for supplying water to service a development. A well water license is issued by MFLNRORD which will specify how much water may be withdrawn on a daily basis. If the availability of groundwater is not sufficient to meet the needs of the development, supply may be supplemented by water from a water district for fire protection and/or the use of rainwater and/or greywater as allowed by provincial regulations. However, use of these latter two water sources is limited as follows:

- Rainwater – irrigation
- Greywater – toilet flushing.

Demand for water can also be reduced through other water conservation measures such as metering, low- flush toilets, composting toilets, low-flow plumbing fixtures, and water efficient appliances (washing machines and dishwashers).

Highlights of the approval process for the use of a water source are outlined in Table 3: Water Source.

4. OPTIONS FOR IMPLEMENTING OCP POLICY

Islands Trust mandate is land use planning and Trust policy is clear that proposals must have sufficient water to support proposed density and intensity of land use. Tools available to Islands Trust for managing density and intensity relate to the built form and include factors such as number of dwelling units, floor area, site coverage, building height, and building envelope. Proposals that require more water than is available through groundwater sources alone (e.g., rainwater, greywater, etc.), pose a dilemma at the zoning stage since approval of a water supply system is granted by other agencies after zoning is in place. It is generally not feasible to design a water supply system until zoning is secured due to the level of detail the design entails and the costs involved in engineering the design of the system.

VIHA and CRD Building play important roles in ensuring a sufficient supply of water for developments that propose to service the development through a community water supply system. At a minimum, an approved water construction permit will take into account indoor use based on the number of dwelling units and water loss allowance. A building permit cannot be issued unless there is a proven supply of water sufficient to meet all water demands generated by a specific project design (e.g. indoor use, water loss allowance, irrigation and fire protection). Both agencies use occupancy rates as the basis for determining water demand for indoor use for residential projects. Occupancy rate refers to the number of people per dwelling unit or bedroom.

If the well water license authorizes daily withdrawal that is less than that required in the Subdivision Regulations for dwelling units, submission of a preliminary water study by a civil engineer is needed in order to confirm that the Maximum Day Demand (MFLNRORD *Design Guidelines*) will not exceed the dependable yield of the well. The content recommended for the water report is outlined in Section 6 (Recommendations for Implementing Trust and OCP Policy).

5. ASSESSMENT OF OPTIONS

Assessment of rezoning applications that rely on alternative water sources requires the following information in addition to a hydrogeological report:

- Confirmation that a well water license has been issued from MFLNRORD
- submission of a preliminary water study prepared by a civil engineer that:
 - confirms there is sufficient groundwater available to support all water demand types for the proposal (i.e., Maximum Day Demand does not exceed the licensed daily withdrawal amounts), or
 - where MDD would exceed the sustainable yield as set out in the well water license, the preliminary water study shall:
 - identify all proposed water sources

- identify how each type of water demand will be serviced (i.e., which water source will service which water demand type)
- estimate the total number of residents the available groundwater will support based on the sustainable yield of the well (as approved in the well water license) and use of supplementary water sources (e.g., greywater, rainwater)
- estimate how many dwelling units the proposed water supply system would service based on occupancy rates set out in MFLNRORD's *Design Guidelines for Rural Residential Community Water Systems*.

Six options were developed to test how Trust and OCP policy regarding density and the adequacy of water supply could be satisfied under different conditions (Table 4: Assessing Alternative Options for Implementing Trust and OCP Water Policy). The options were developed during discussions with the applicant for the Croftonbrook proposal. Analysis of the options was prepared by SSI Islands Trust staff and planning consultant. Two key situations were tested:

- occupancy rates are based on those set out in provincial guidelines and regulations
- occupancy rates are lower than those set out in provincial guidelines and regulations.

Options One to Three rely on occupancy rates set out in provincial guidelines and regulations (MFLNRORD Design Guidelines and BC Building Code) as the basis for determining how many dwelling units (density) the supply of water can support. **These options are all consistent with the Trust mandate, the number of dwelling units there is sufficient water for would be known or confirmed prior to bylaw adoption.** All of these options can be enforced through the bylaw. Options Four to Six are based on occupancy rates that relate to a specific project design and/or target occupant type (e.g., those at risk of homelessness).

Options Four and Five are proposed in order to allow consideration of proposals that have unique household and water supply characteristics (e.g., small household size and use of alternative water sources). Option Four sets density based on built form parameters (e.g. dwelling unit size) intended to limit total occupancy. The number of dwelling units there is sufficient water for would be known at the public hearing stage.

Option Five proposes that third reading be given to the bylaw and that final bylaw adoption be withheld until confirmation has been received from VIHA that a water supply system construction permit has been issued that would support the proposed density. This option has the advantage of providing the applicant with the comfort that the rezoning will proceed provided the condition for proof of sufficient water supply has been met. It further ensures that density would not be increased unless the water supply system construction permit verifies a sufficient supply of water to service the proposed development. If a permit is issued for a lower density, the applicant would need to request that third reading be rescinded and re-read with the lower density consistent with the approved water supply system construction permit.

6. RECOMMENDATIONS FOR IMPLEMENTING OCP POLICY

Trust and OCP policy require the applicant to demonstrate there is sufficient water for the density (number of dwelling units) they are seeking approval for. In situations where there is insufficient groundwater to meet all water demand types in accordance with the Subdivision Regulations, then consideration of the use of rainwater for irrigation and greywater for toilet flushing would be consistent with OCP policy. As well, water for fire protection purposes may, subject to their approval, be supplied by NSSWD for proposals that are within the service area. Use of these other water sources reduces the demand for groundwater so that only drinking water and sanitary requirements (except potentially for toilet flushing) need be provided for.

It is *recommended* that rezoning proposals that rely on alternative water sources be assessed based on information that can be confirmed at the time of public hearing (Options 1-4). Alternatively, LTC could consider giving third reading of a bylaw and withhold final adoption pending confirmation from VIHA that there is a sufficient supply of water to support the proposed development. In all cases, information required prior to public hearing would include a preliminary water study submitted by a professional engineer (civil). The study should:

- identify all proposed water supply sources
- identify the amount of water available from each water supply source
 - if the proposal relies on NSSWD to supply water for fire protection purposes, written confirmation of the agreement is required from the District
- identify which water source will supply each type of water demand
- estimate how much water is required to service each type of water demand
- estimate how many residents the net water supply will support based on demand for indoor use (VIHA standards - 230 l/person/day)
- calculate how many dwelling units the proposed water supply system would support based on occupancy rates set out in MFNLROD Design Guidelines.

Note: The MDD must not exceed total developed groundwater capacity as set out in the well water license.

It is noted that preparation of a preliminary water study by a professional engineer does not guarantee that the approving agencies would accept it without modification. However, SSI Islands Trust staff is comfortable that it is reasonable to rely on the conclusions of such a report at the public hearing stage based on reliance on professional standards. If the LTC wants to consider situations where there is insufficient water to meet MDD based on MFLNRORD occupancy rates, there are two recommended options for advancing a bylaw.

- i. The bylaw would be drafted with specific parameters defining the maximum number of dwelling units, maximum floor areas for specific unit types and the maximum number of dwelling units based on floor area (Option 4). The number and size of units should be calculated based on an occupancy rate of 2 persons per bedroom as per the BC Building Code. This approach is consistent with the Trust mandate for land use and would be enforceable through the bylaw. It poses a slight risk that overcrowding may occur that may lead to overuse of the groundwater. This approach limits the applicant's flexibility to vary the design of the project as they get into the more detailed design phases of the project.
- ii. Final adoption of the bylaw is withheld until a water supply system construction permit has been issued by VIHA (Option 5). This option has the advantage of providing assurance to the applicant that the rezoning will be finalized pending confirmation from VIHA that the water supply system is sufficient to meet the water demands of the proposal. It also gives LTC the tools to implement ITPS and OCP policy by withholding final bylaw adoption if confirmation of sufficient water supply for the proposed density is not confirmed through the VIHA approval process. In this event, LTC has the option to rescind third reading of the bylaw and, subject to the applicant's consent, to re-read it with a density consistent with that set out in the VIHA water supply construction permit.

7. CROFTONBROOK: HOW MUCH DENSITY CAN THE WATER SUPPLY SUPPORT

The Croftonbrook proposal for the provision of water is relatively complex – it relies on a combination of groundwater, greywater, and rainwater to meet water needs for indoor use, toilet flushing and irrigation respectively. NSSWD has confirmed that they will provide water for fire fighting and suppression – i.e., a sprinkler system as well as fire hydrants. With respect to supply, the MFLNRORD *Design Guidelines for Rural Residential Community Water Systems* stipulate that the “total developed groundwater capacity or dependable yield of well(s) must equal or exceed the Maximum Day Demand”.

A. Supply:

A preliminary water study prepared by Stantec is based on the following information and assumptions for water supply:

- A maximum of 19.2 cubic metres of water per day or 19,180 litres per day may be withdrawn per day in accordance with the well water license issued by MFLNRORD
- Greywater use for toilet flushing based on LEED Canada data
- Rainwater use for irrigation.

B. Demand:

The Stantec study calculates water demand based on assumptions provided by the applicant (78 residents in 54 dwelling units) and applies MFLNRORD Operations Design Guidelines design parameters to determine Maximum Day Demand (MDD). The calculation for MDD is based on:

- Estimate of water loss allowance based on project design assumptions (e.g., number of connections, pipe length, etc.)
- Groundwater use for all indoor uses except for toilet flushing (assuming 78 residents)
- Greywater use for toilet flushing
- Irrigation demand is met solely through rainwater catchment
- NSSWD provides water for sprinklers and fire hydrants (NSSWD has confirmed they will provide the necessary hook-ups).

Accordingly, the MDD for the project equals 18,240 litres per day. Based on these assumptions, the Stantec preliminary report indicates that there is sufficient water to support 78 residents assuming that greywater is used for toilet flushing.

C. Analysis

The occupancy rates assumed in the Stantec study were provided by the applicant based on the housing director's experience to date managing Salt Spring subsidized housing and the small size of the proposed dwelling units.

These rates are not consistent with those set out in the MFLNRORD's *Design Guidelines* (e.g., 2.5 persons per multi-family dwelling).

i. MFLNRORD's *Design Guidelines*

Using MFLNRORD's occupancy rates, 78 residents would result in the equivalent of 31 dwelling units. Conversely, 54 dwelling units would be assumed to support 135 people.

The Stantec study did not consider how many residents there is sufficient water for if greywater is not used. The following calculations indicate that 71 residents could be supported if greywater is not used for toilet flushing:

Total amount of groundwater available (approved groundwater license): 19,180 L/day
Estimate of water loss (Stantec study): 2,640 L/day

Amount of water available for indoor use: 16,540 L/day

VIHA per capita demand for indoor use: 230 L/day

There is enough water for (16,540/230): 71 residents

ii. CRD Building Code Requirements

The BC Building Code establishes an occupancy rate of 2 persons per bedroom for all design parameters. Based on this criterion, the unit mix in the Croftonbrook proposal would require water for 144 residents.

iii. Alternatives

VIHA and CRD Building both have discretion in applying design parameters related to occupancy rates. With respect to VIHA approvals for a water supply construction permit, it is feasible that the applicant may receive approval for more dwelling units than the usual occupancy rates would yield based on small unit sizes proposed (especially for units less than 400 sq.ft.) and submission of supporting information acceptable to the agency. In this event, the actual number of dwelling units VIHA deems the water system is suitable for would not be determined until after third reading has occurred— when the water construction permit is approved.

Similarly, the applicant can submit an alternative solutions report to CRD Building to support the proposal for a reduced occupancy rate based on the relatively small unit sizes. It would not be known at the public hearing stage whether or not the Building Inspector would approve a building permit based on alternative occupancy rates since a permit cannot be applied for until zoning is in place.

A proposal based on land use planning tools that LTC can employ for converting occupancy rates into dwelling unit density is set out in Attachment 1.

8. CONCLUSIONS

This paper provides an overview of the approval process for water supply systems and examines the various methods for addressing Trust and SSI OCP policy aimed at ensuring there is a sufficient supply of freshwater to support proposed land use density. The tools available to the Trust and LTC to ensure this policy is addressed appropriately are limited to land use and built form parameters and do not include the ability to control occupancy rates. VIHA and CRD Building both play important roles in ensuring that proposed projects have a sufficient supply of water to meet demand. Further, VIHA is also charged with ensuring that water supply systems comply with limits on the amount of groundwater that may be withdrawn on a daily basis.

Six options were assessed for addressing Trust and OCP water policy when a new water supply system is proposed types (Table 4: Assessment of Options for Implementing Trust and OCP Water Policy). Five options explore the situation when there is insufficient groundwater to meet all water demand types. The assessment indicates that there are five viable options (Options 1-5) under the Trust mandate – all rely on submission of a preliminary water study by a professional engineer (civil) that estimates how many residents that water supply will support and converts that number into dwelling units.

The fact that both VIHA and CRD Building must also ensure the sufficiency of water supply for a specific project, does not relieve the Trust and LTC from the obligation to address the Trust Policy Statement directive that:

‘neither the density or intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater’.

As previously identified in this paper, these agencies have specific mandates to fulfill that are distinct from land use planning. They use design parameters suitable to their mandate, such as occupancy rates, for ensuring that water supply is sufficient. The Trust and LTC must rely on the tools available to them under the *Islands Trust* and *Local Government Acts* for implementing the mandate and policies of the Trust (land use, density, built form, etc.). This has implications for how rezoning proposals that rely on the approval of a water supply system by VIHA can be evaluated by the Trust and LTC. In summary, this means that either:

- the proposal demonstrates a sufficient supply of water for the proposed number of dwelling units based on provincial occupancy rates, or
- final adoption of the bylaw is withheld pending issuance of a water supply system construction permit from VIHA confirming sufficient water supply to service the proposed development.

Figure 1: Sequence of Water Supply Approvals and Approving Agencies

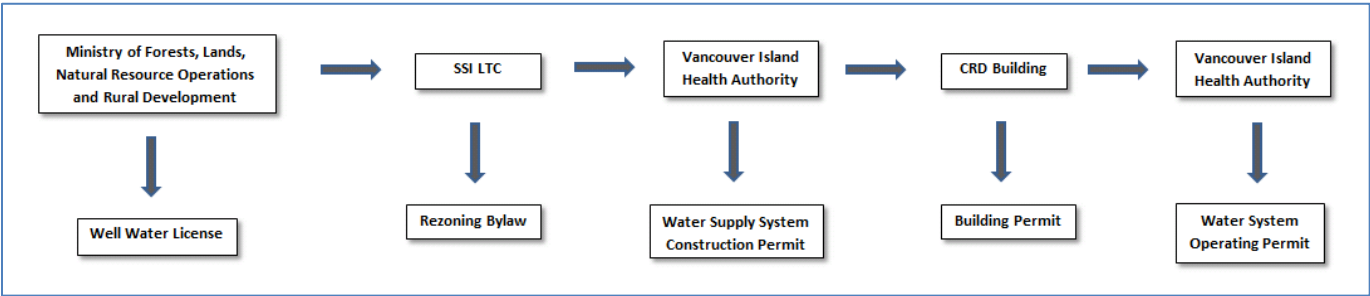


Table 1: Water Supply Systems Approval Process

License/Permit	Approving Agency	Mandate	Considerations and Conditions
Well Water License	MFNRORD – Water Authorization Branch	1. Protect quality and quantity of groundwater source 2. Approve groundwater use for drinking water, irrigation, firefighting, water loss allowance, agriculture, industry, etc.	1. Results of hydrogeological report and drill tests 2. Specifies how much water may be withdrawn on a daily basis 3. Specifies treatment to make water potable (if necessary)
Water Supply System Construction Permit	VIHA-Water Supply Systems Construction	1. Ensure safety of drinking water supply from source to tap	1. Water Quantity: Based on Maximum Day Demand (MDD) a. Indoor Use: Based on per capita demand for drinking water, showers, laundry, household cleaning, toilet flushing b. Average Day Demand (ADD): Used to derive peak demands and to verify source capacity for lake sources c. Water Loss Allowance: Based on specifics of system design and construction d. Irrigation: Based on specifics of land area, climatic zone, soil type, etc. e. Firefighting: Fire Underwriters Survey <i>Note: MDD cannot exceed dependable yield of well.</i> 2. Water Quality: Treatment based on Canadian guidelines for safe drinking water 3. Other: a. Must approve water source b. VIHA requires confirmation from a water district that it will agree to independent system w/l their service area before moving ahead with the application

License/Permit	Approving Agency	Mandate	Considerations and Conditions
Building Permit	CRD	Ensures building code requirements are met for drinking water quality and water quantity needs for indoor, irrigation, and firefighting purposes	1. Requires confirmation from VIHA re water system construction permit. 2. Requires confirmation from NSSWD that water will be provided for firefighting purposes. 3. Determines if greywater can be used for toilet flushing.
Water System Operating Permit	VIHA-Water System Operations	Ensures water supply system is operated according to provincial regulations for safe drinking water	1. Certifies operator – annual renewal required 2. Monitors system operation

Table 2: Water Demand

Water Demand Type	Approval Authority	Permit	Legislation, Regulations and Guidelines	Water Quantity
Indoor Use • Drinking • Sanitary ○ Showers/bathwater ○ Toilet Laundry, dishwashing, etc.	VIHA -Water Supply System	Construction permit for water supply system	Drinking Water Protection Act and Regulations	230L/person/day
	CRD – Building Permit	Building permit	BC Building Code	230 L/day based on 2 persons /bedroom
Water Loss Allowance	Water Supply System – VIHA	Construction permit for water supply system	Drinking Water Protection Act and Regulations	Variable*
Irrigation	Water Supply System – VIHA	Construction permit for water supply system	Drinking Water Protection Act and Regulations	Variable**
	CRD Building	Building permit	BC Building Code	
Fire Protection	CRD Building	Building permit	BC Building Code	NSSWD***
Total	MOTI		Subdivision Regulations	1600L/DU/day

*Factors that determine the water loss allowance relate to specifics of water system design and construction – length of pipes, etc.

**Factors that determine water demand for irrigation include area of land to be irrigated, climatic zone and evapotranspiration rates, crop or planting types, etc.

*** NSSWD has confirmed a commitment to provide water for fire protection purposes (sprinklers and fire hydrant for the Croftonbrook proposal).

Table 3: Potential Water Sources

Water Source	Approval Authority	Legislation, Regulations and Guidelines	Water Demand Type	License/Permit Required
Groundwater	MFLNRORD - Water Authorizations Section	Water Sustainability Act and Regulations	Potentially all	Well water license
Rainwater	Drinking Water Protection Act and Regulations	Drinking Water Protection Act and Regulations	Irrigation	Construction permit for water supply system
	CRD Building	BC Building Code		
Greywater	CRD Building Inspections	BC Building Code	Toilet flushing	Building permit
Water Conservation	Water Supply System – VIHA	Drinking Water Protection Act and Regulations	All	Construction permit for water supply system
	Water Supply Operating – VIHA	Drinking Water Protection Act and Regulations	All	Operating permit for water supply system
	CRD Building Inspections	BC Building Code		Building Permit
Water District	NSSWD	Letters patent	Fire Protection	N/A

Table 4: Assessment of Options for Implementing Trust and OCP Water Policy

All options are for proposals that require construction of a new water supply system in order to provide sufficient water to service a proposed development. In all cases, the proposal would require submission of a preliminary water study prepared by a civil engineer. The options were developed in consultation with the applicant for the Croftonbrook application. The analysis was conducted by SSI Islands Trust staff and planning consultant.

Option 1: There is sufficient groundwater to meet all water demand types – the exception may be that NSSWD has confirmed they will supply water for fire protection (sprinklers and hydrant).

Occupancy rates are as set out in MFLRORD *Design Guidelines for Rural Residential Community Water Systems*.

Option 2: Greywater use is needed in order to supplement groundwater use for indoor water demand. Rainwater is used for irrigation. NSSWD has confirmed they will supply water for fire protection (sprinklers and hydrant) Occupancy rates are as set out in MFLRORD *Design Guidelines*.

Option 3: The engineer's preliminary water study indicates there is not sufficient water (groundwater with or without greywater) available to support the proposed number of dwelling units. The applicant chooses to either drill for more water and/or reduce the density so that there is sufficient water to support the proposed number of dwelling units. If another well is drilled, the new proposal shall be supported by issuance of another well water license and a revised preliminary water study.

Options 5-6: Occupancy rates are lower than those set out in provincial guidelines and regulations. This scenario can be adapted to include the potential use of greywater, rainwater and water from NSSWD for fire protection.

Option	Timeliness	Enforceability	Flexibility	Feasibility
Option 1: Proposed bylaw establishes maximum number of DUs based on preliminary water study	The number or dwelling units there is sufficient water for would be known at PH stage as per professional engineer's report.	Islands Trust would enforce any land use violations. VIHA would enforce regulations regarding water supply.	N/A	Fits well with Trust mandate Clear and transparent with respect to density considered at third reading
Option 2: Proposed bylaw establishes maximum number of DUs based on water supplied with and without use of greywater as per preliminary water study	The number of dwelling units there is sufficient water for would be known at PH stage as per professional engineer's report. Two densities would be proposed based on whether greywater was used.	As above. The number of DUs built would be confirmed at the building permit stage depending on whether greywater was used or not.	Provides flexibility to applicant.	As above.
Option 3: Drill another well and/or reduce the density to align with the supply of water	Application for a wellwater license takes 6-8 months. This may affect project funding.	As above for Islands Trust and VIHA.	This provides another option for applicants to consider.	As above.
Occupancy Rates are Lower than set out in Provincial Guidelines and Regulations				
Option	Timeliness	Enforceability	Flexibility	Feasibility
Option 4: Convert occupancy rates to DUs* (as per Attachment 3)	The number of dwelling units the proposed development is for would be known at public hearing stage.	As above.	Limited – the applicant needs to be confident of the size and type of units they intend to build	As above
Option 4: Convert occupancy rates to DUs* (as per Attachment 3)	The number of dwelling units the proposed development is for would be known at public hearing stage.	As above.	Limited – the applicant needs to be confident of the size and type of units they intend to build	As above
Option 5: Withhold final adoption of bylaw pending VIHA confirmation there is	Confirmation that there is there is sufficient water for the proposed number of dwelling units would not be known at the PH	As above. The construction permit for the water system should clearly indicate the number of dwelling	Reduces risk for the applicant to undertake detailed design of water supply system.	A conditional approval of the bylaw is consistent with normal practice provided the condition is

Option	Timeliness	Enforceability	Flexibility	Feasibility
sufficient water** if VIHA approval is for a lesser density, third reading could be rescinded and re-read with a density consistent with VIHA permit.	stage.	units the approval is for.		identified at the public hearing stage.
Option 6: Occupancy caps written into housing agreement or restrictive covenant	The number of dwelling units there is sufficient water for would not be confirmed at the public hearing stage. Occupancy would be determined by public hearing stage based on the preliminary water study.	Islands Trust does not have a mandate to enforce occupancy. Enforcement would require court action. CRD Building would be required to enforce any Building Code violations.	Islands Trust enforcement options would be limited to court action.	This is not feasible for Islands Trust as it extends beyond the land use planning mandate.

*Converting occupancy rates to dwelling units: This option provides a method for converting the number of occupants into physical design parameters that can be written in a land use bylaw – i.e., maximum number of total units, maximum floor areas per unit type (e.g., studio, one bedroom, 2 bedroom), and the maximum number for each unit type (Attachment 3). The purpose of capping dwelling unit size is to place a zoning bylaw control on the number of occupants each dwelling unit can accommodate.

**After third reading of the bylaw, the applicant would submit an application for a water supply system construction permit based on occupancy rates that are lower than those set out in MFLNRORD's *Design Guidelines*. VIHA would exercise their discretion in determining if the water supply was adequate to meet the water demand for the proposed number of dwelling units.

Final adoption of the bylaw would be withheld until confirmation is received from VIHA that a water supply system construction permit has been issued and that the number of dwelling units serviced is consistent with the proposed bylaw. This process is based on the premise that the Trust and OCP water policy would be satisfied because final adoption of the bylaw would not occur until after the project has been approved for a water construction permit and building permit.

Attachment 1: SSI Official Community Plan Policies

A.4.2.2 To maintain and restore the community's natural capital as represented by such items as our agricultural and forest land base, our potable water supplies, and primary value of our natural and unspoiled rural character.

B.2.2.2.3.b All rezoning applications for affordable housing projects should include evidence of

- a. need for housing
- b. an adequate water supply for potability and fire protection
- c. means of sewage disposal
- d. energy and water efficient building design
- e. not degrading a sensitive ecosystem
- f. not being sited in an area subject to hazardous conditions.

C.3.2.2.1 When the Local Trust Committee receives rezoning applications for land use inside the boundaries of a community water system, it will refer the application to the operators of the affected system. They will ask if water could be supplied to the new development, considering the needs of their existing customers and the provision of water for firefighting, and any properties already zoned for further development. When it considers zoning changes within a community water system, the Local Trust Committee will also consider the amount and percentage of any remaining supply capacity that would be used by the proposed new use. The Committee will not make zoning changes within a community water supply system if the change would mean water could not be supplied (under the existing license) to existing customers. It should not normally make zoning changes if the change would mean water could not also be supplied to vacant or underdeveloped properties already zoned for further development. Should such zoning changes be proposed, the applicant could be encouraged to supplant other water supplies so that the application should be considered. Examples are rainwater catchment, groundwater use or a water conservation program.

The Local Trust Committee should make an exception to the above policy within the North Salt Spring Waterworks District to allow community facilities or affordable housing projects to proceed. However such changes should only be made if the Committee is satisfied that the District is likely to receive a sufficiently larger water license.

C.3.3.2.2 In addition to Policy C.3.2.2.1, the Local Trust Committee should not make zoning changes within the North Salt Spring Waterworks District that could mean that water will not be available (under the District's existing license) for the following projects (in order of priority):

- a. essential services such as hospitals and schools needed within the district to serve the island's projected population
- b. special needs and affordable housing needed in the community.

Attachment 2: SSI Land Use Bylaw Excerpt

Section 5.5.2 Each lot in a proposed subdivision must be supplied with sufficient water to supply all uses, buildings, and structures permitted on the lot by this Bylaw according to the standards set out in Table 1. Where more than one use is permitted on a lot, the amount of water to be supplied is the sum of the amounts required for each permitted use, calculated separately.

Information Note: If more than one dwelling unit is connected to the same source of water, the water system is subject to Vancouver Island Health Authority regulations of water supply systems, the Drinking water Protection Act, and may be subject to the Water Utility Act.

Attachment 3: Converting Occupancy Rates into Dwelling Units

Use of this method requires submission of a preliminary water study by a professional engineer (civil) that:

1. Identifies all proposed water supply sources
2. Identifies the amount of water available from each water supply source
3. Identifies which water source will supply each type of water demand (indoor use, water loss allowance, irrigation, fire protection)
4. Estimates how much water is required to service each type of water demand (Maximum Day Demand (MDD))
5. Estimates how many residents the net water supply will support based on demand for indoor use (VIHA standards - 230 l/person/day).

Note: The MDD must not exceed total developed groundwater capacity as set out in the well water license.

Determination of Maximum Density:

Prepare a proposal based on the maximum number of residents that the water supply system can service:

1. Establish maximum floor areas based on BC Building Code occupancy rates of two persons /bedroom (e.g., two bedroom units would be a maximum of XX m²)
2. Establish the distribution of unit sizes
3. Calculate total occupancy based on the number of units and unit size
4. Total occupancy is not to exceed the number of residents there is sufficient water for as estimated in the engineer's preliminary water study.

Croftonbrook Example

The following calculations are based on the Croftonbrook rezoning proposal in order to test a method for converting occupancy rates into dwelling unit density. The application proposes a maximum of dwelling 54 units and 78 residents. The Stantec preliminary water study provides an estimate of water loss allowance and how much greywater would be used for toilet flushing (Scenario 2).

Scenario 1: Without Greywater

Total amount of groundwater available (approved groundwater license):	19,180 L/day
Estimate of water loss:	<u>2,640 L/day</u>
Amount of water available for indoor use:	16,540 L/day

VIHA per capita demand for indoor use:	230 L/day
There is enough water for (16,540/225):	71 residents

Average occupancy rate for 54 dwelling units (71/54): residents/DU	1.31
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*Single occupant units: Maximum floor area - 400 sq ft.

*Double occupancy units: Maximum floor area – 600 sq.ft.

Distribution: 37 single occupant units – 37 residents

17 double occupant units – 34 residents

Total Occupants: 71

Total Dwelling Units: 54

*These unit sizes need to be confirmed as being appropriate for one and two person occupancies.

Scenario 2: With Greywater (Stantec Study)

Total amount of groundwater available (approved groundwater license):	19,180 L/day
Indoor use (based on 230 L/day for 78 residents):	17,940 L/day
Greywater:	-2,340 L/day
Water Loss Allowance:	<u>+2,640 L/day</u>
Maximum Day Demand:	18,240 L/day

Average occupancy rate for 54 dwelling units (78/54): residents/DU	1.44
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*Single occupant units: Maximum floor area - 400 sq. ft.

*Double occupancy units: Maximum floor area – 600 sq.ft.

Distribution: 36 single occupant units – 36 residents

21 double occupant units – 42 residents

Total Occupants: 78

Total Dwelling Units: 54

*As noted above.

Sources

1. Bahman Sheikh; White Paper on Graywater, 2010
2. <http://www.env.gov.bc.ca/wat/wq/reference/glossary>
3. <http://www.frontcounterbc.gov.bc.ca/pdf/WaterPurposeUses.pdf>
4. Ministry of Forests, Lands, Natural Resource Operations and Rural Development; Design Guidelines for Rural Residential Community Water System, 2012
5. National Collaborating Centre for Environmental Health; Small Drinking Water Systems: Who Does What in British Columbia?, 2014
6. Vancouver Island Health Authority; Guidelines for Approval of Water Supply Systems