



Galiano Island Local Trust Committee

Regular Meeting Agenda

Date: May 2, 2022
Time: 12:30 pm
Location: Galiano South Community Hall
141 Sturdies Bay Road, Galiano Island, BC

			Pages
1.	CALL TO ORDER	12:30 PM - 12:50 PM	
2.	APPROVAL OF AGENDA		
3.	TRUSTEE REPORT		
4.	CHAIR'S REPORT		
5.	TOWN HALL AND QUESTIONS	12:50 PM - 1:10 PM	
6.	COMMUNITY INFORMATION MEETING		
	None		
7.	PUBLIC HEARING		
	None		
8.	MINUTES	1:10 PM - 1:20 PM	
8.1.	Local Trust Committee Minutes Dated April 4, 2022 (for Adoption)		4 - 12
8.2.	Section 26 Resolutions Without Meeting Report - None		
8.3.	Advisory Planning Commission Minutes - None		
9.	BUSINESS ARISING FROM MINUTES		
9.1.	Follow-up Action List Dated April 2022		13 - 16
10.	DELEGATIONS	1:20 PM - 1:30 PM	
10.1.	Institute for Multidisciplinary Ecological Research in the Salish Sea		

11.	CORRESPONDENCE	1:30 PM - 1:50 PM	
	<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>		
11.1.	Galiano Island Parks and Recreation Commission (GIPRC) re Shaw's Landing		17 - 24
11.2.	Western Canada Marine Response re New Sidney Spill Response Base		25 - 26
12.	MEETING BREAK - COMMUNITY UPDATE		
13.	APPLICATIONS AND REFERRALS	1:50 PM - 3:10 PM	
13.1.	GL-DVP-2022.1 (The Galiano Club) - Staff Report (attached)		27 - 44
13.2.	GL-DP-2022.2 and GL-DVP-2022.3 (Longson) - Staff Report (attached)		45 - 79
13.3.	GL-RZ-2014.1 (Crystal Mountain) - Staff Report (attached)		80 - 130
13.4.	Mayne Island Local Trust Committee Referral for Proposed Bylaws 184 and 189 (for response) (attached)		131 - 139
13.5.	Mayne Island Local Trust Committee Referral for Proposed Bylaws 186 and 187 (for response) (attached)		140 - 153
14.	LOCAL TRUST COMMITTEE PROJECTS	3:10 PM - 3:30 PM	
14.1.	Groundwater Sustainability Project - Staff Report (attached)		154 - 167
15.	REPORTS	3:30 PM - 3:40 PM	
15.1.	Work Program Reports (attached)		
	15.1.1. <u>Top Priorities Report Dated April 2022</u>		168 - 168
	15.1.2. <u>Projects List Report Dated April 2022</u>		169 - 171
15.2.	Applications Report Dated April 2022 (attached)		172 - 179
15.3.	Trustee and Local Expense Report Dated Feb 2022 (attached)		180 - 180
15.4.	Adopted Policies and Standing Resolutions (attached)		181 - 184
15.5.	Local Trust Committee Webpage		
15.6.	Islands Trust Conservancy Report - None		
16.	NEW BUSINESS	3:40 PM - 3:50 PM	
16.1.	Draft Annual Report Wording - for approval (attached)		185 - 185
	That the Galiano Island Local Trust Committee approves the format and outline of contents for the 2021/22 Annual Report.		

16.2. First Nations Annual Letters

17. UPCOMING MEETINGS

17.1. Next Regular Meeting Scheduled for June 6, 2022 at the Galiano South Community Hall, Galiano Island

18. TOWN HALL 3:50 PM - 4:10 PM

19. CLOSED MEETING

None

20. ADJOURNMENT 4:10 PM - 4:10 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 4, 2022
Location: Galiano South Community Hall
141 Sturdies Bay Road, Galiano Island, BC

Members Present: Dan Rogers, Chair
Jane Wolverton, Trustee
Tahirih Rockafella, Trustee

Staff Present: Narissa Chadwick, Island Planner
Brad Smith, Island Planner
Phil Testemale, Planner 2
Carly Bilney, Recorder

Public Present: There were approximately 15 members of the public present.

1. CALL TO ORDER

Chair Rogers called the meeting to order at 12:30 pm. He acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations. He noted that the meeting was being recorded and broadcast.

2. APPROVAL OF AGENDA

The following amendments to the agenda were presented for consideration:

- Under 15.2 Applications – Question about the water report related to GL-RZ-2014.1 (Crystal Mountain) – to be considered under applications report (15.2); and
- Item 10 – No delegations would be presenting at the meeting – item removed.

By general consent the agenda was approved as amended.

3. TRUSTEE REPORT

Trustee Rockafella reported that representatives will be at the Daystar Market on Tuesday, April 12, 2022 to seek feedback as part of the Trust Policy Statement engagement process and comments can be submitted via brochures available at the market.

Trustee Wolverton provided a report and made the following comments:

- The replacement of a cable in Active Pass is delayed because of a slide near Matthew's Point;
- The Southern Gulf Islands (SGI) Forum recently met with representatives of the federal government to discuss anchorages;
- The Galiano Conservancy Association's Ecological Footprint project will be showcased at the Yellowhouse Art Centre on June 5; and
- The nomination deadline for Community Stewardship Awards is April 18.

4. CHAIR'S REPORT

Chair Rogers reported on the recently held Trust Council at which the Governance Report was received, a presentation related to the Islands Trust 2050 Policy Statement was made, and the 2022/23 budget was adopted.

Comments were made about how the Town Hall portion of the LTC agenda is not a specific requirement of Trust Committee processes, but rather a tradition of providing opportunity for community members to speak to their Trustees about issues, and that it will be more carefully managed from now on to ensure civility and time limits are maintained.

5. TOWN HALL AND QUESTIONS

Town hall was held and the following comments were made:

- It was asked whether a master document exists listing all of the Trust Council resolutions that have been passed and how Trustees have voted;
- The whole island suffers if we do not respect others and work to collaborate effectively; and
- A Community Information Meeting (CIM) allows an applicant to present their application and it is followed by a Public Hearing either on the same or a separate day, depending on the nature of the application.

Trustee Wolverton recused herself from the meeting at 1:00 pm due to conflict of interest with GL-RZ-2019.1 (GIGARHS). The following comments were made:

- It would be up to the applicant to decide how to structure the rent within the language of the agreement;
- Median income rates of Galiano Island should be tied to the rent structure of the proposed affordable housing development, rather than that of the SGI region;
- Water problems in the area have been detailed in correspondence to the LTC and they have not been satisfactorily addressed;
- Support was expressed for the GIGARHS proposal; and

- Concern was expressed about the project's septic system and it was recommended that the housing agreement or covenant specify a contingency plan should adjacent properties incur contamination problems.

Trustee Wolverton returned to the meeting at 1:13 pm.

6. COMMUNITY INFORMATION MEETING

None

7. PUBLIC HEARING

None

8. MINUTES

8.1 Local Trust Committee Minutes Dated March 7, 2022 (for Adoption)

By general consent the Local Trust Committee meeting minutes of March 7, 2022 were adopted.

8.2 Section 26 Resolutions Without Meeting Report – None

8.3 Advisory Planning Commission Minutes – None

9. BUSINESS ARISING FROM MINUTES

9.1 Follow-up Action List Dated March 2022

Received for information.

10. DELEGATIONS – None

11. CORRESPONDENCE

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

11.1 BC Electoral Boundaries Commission – March 3, 2022

Received for information.

12. MEETING BREAK – COMMUNITY UPDATE – None

13. APPLICATIONS AND REFERRALS

13.1 GL-DVP-2021.11 (Mommsen-Smith & Palmberg) - Staff Report

Planner Testemale summarized the staff report related to GL-DVP-2021.11 (Mommsen-Smith & Palmberg).

GL-2022-36

It was Moved and Seconded,

that the Galiano Island Local Trust Committee approve issuance of Development Variance Permit application GL-DVP-2021.11 (MommSEN-Smith).

CARRIED

13.2 GL-RZ-2019.1 (GIGARHS) – Staff Report

Trustee Wolverton recused herself from the meeting at 1:24 pm due to conflict of interest with GL-RZ-2019.1 (GIGARHS).

Planner Smith reviewed the Staff Report and noted the proposed rent structure includes a two-tiered approach that limits rental rates to the median income of the SGI and includes upper income limits; it was noted that legal counsel has deemed the current wording to be consistent as a whole with the affordable housing policies of the Official Community Plan (OCP).

Discussion was held and the following comments were made:

- The applicant is of the view that any funding formula they are seeking would fit the proposed rental structure;
- Data regarding median income levels for the SGI is the closest scale that can be reliably attained census upon census for Galiano and is reasonable indicator to measure affordability;
- Advice from legal counsel suggests that even if not all the rental units were subsidized, the intent of the OCP is being met by the proposed rent structure because of the mix of units that allows for affordability to occur;
- Nobody knows what the next funding call from BC Housing will look like or when it will happen;
- The funding call is quite flexible and the risk is low that the affordability structure of the proposed housing agreement would not fit with a future funding agreement;
- The proposed rent structure allows for market rental rates to be offset by lower rental rates to achieve a set average rate if needed; and
- Funding for affordable housing is challenging because the demand vastly outweighs the supply.

GL-2022-37

It was Moved and Seconded,

that the Galiano Island Local Trust Committee direct staff and legal counsel to draft a Housing Agreement based on the proposed “rent structure” as described in the April 4, 2022 staff report for application GL-RZ-2019.1 (GIGARHS) including renter eligibility income limits based on low to moderate income limits as determined periodically by BC Housing.

CARRIED

Discussion continued and the following comments were made:

- A number of professional reports related to water issues, including the Province's water license review and issuance, indicate that the well has sufficient water capacity;
- LTC considers all information submitted including correspondence from the public as part of their deliberations, not only staff reports;
- The Province has primary responsibility for water;
- Due diligence has been completed with regards to septic management including a perk test and recommendations received from engineers; and
- A septic system requires approval from Islands Health and the Capital Regional District to ensure local and provincial regulatory standards are met.

Discussion continued about what would happen if funding for the project does not come through. The following comments were made:

- The proposed development not only requires zoning, but also approval for subdivision;
- There is potential benefit to having some kind of covenant restriction where the subdivision is not registered until funding is granted;
- If there are no restrictions in place and funding is not received, the project could be ready to proceed with, and at the discretion of, a future LTC;
- One of the conditions of subdivision approval is approved rezoning; and
- A portion of the land was earmarked for affordable community housing in the past and this could be viewed as further realization of this desired land use regardless of whether funding is in place.

Trustee Wolverton returned to the meeting at 2:15 pm.

A break was held from 2:15 pm to 2:25 pm.

13.3 Salt Spring Island Local Trust Committee Referral for Proposed Bylaw No. 526 (for response)

GL-2022-38

It was Moved and Seconded,

that the Galiano Island Local Trust Committee respond that its interests are unaffected.

CARRIED

14. LOCAL TRUST COMMITTEE PROJECTS

14.1 DL 64, 72, 78, 87 Rezoning Project – Staff Report

Planner Smith reviewed the staff report related to the rezoning project and a brief discussion followed.

GL-2022-39

It was Moved and Seconded,

that the Galiano Island Local Trust Committee rescind First Reading of Bylaw No. 231 "Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 14, 2011."

CARRIED

GL-2022-40

It was Moved and Seconded,

that the Galiano Island Local Trust Committee rescind First Reading of Bylaw No. 232 "Galiano Island Land Use Bylaw 127, 1999 Amendment No. 3, 2011."

CARRIED

GL-2022-41

It was Moved and Seconded,

that the Galiano Island Local Trust Committee Bylaw No. 231, cited as "Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 14, 2011," be given First Reading, as amended.

CARRIED

GL-2022-42

It was Moved and Seconded,

that the Galiano Island Local Trust Committee Bylaw No. 232, cited as "Galiano Island Land Use Bylaw 127, 1999 Amendment No. 3, 2011," be given First Reading, as amended.

CARRIED

GL-2022-43

It was Moved and Seconded,

that the Galiano Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directive Policies Checklist and determined that proposed Bylaw No. 231 and 232 are not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

14.2 Galiano Island Local Trust Committee Proposed Fees Bylaw No. 281 – Consideration of Adoption – Staff Report

Comments were made that Proposed Fees Bylaw No. 281 represents the work of the Regional Planning Committee and the effort to bring fees closer to actual costs.

GL-2022-44

It was Moved and Seconded,

that the Galiano Island Local Trust Committee Bylaw No. 281, cited as “Galiano Island Local Trust Committee Fees Bylaw, 2021,” be adopted.

CARRIED

14.3 Groundwater Implementation – Update

Planner Chadwick provided a summary of the Groundwater Implementation project, and identified three main aspects to the project including: changes to the OCP, broad changes to the land-use bylaw and site-specific zonings in critical areas. The following comments were made:

- Proposed land-use bylaw changes will include adding a cistern requirement for all new-builds of a size that would allow for garden use throughout the year;
- The two most critical groundwater regions were identified as south Galiano and the Cain peninsula, where site-specific zonings may be useful;
- More options, such as potential restrictions and density transfers, will be identified in more detail in the coming months;
- The data highlights where the focus ought to be;
- A presentation is being developed to explain the data; and
- It would be helpful to have Planner Chadwick or Senior Freshwater Specialist Shulba visit the Galiano community in person to share their work.

15. REPORTS

15.1 Work Program Reports (attached)

15.1.1 Top Priorities Report Dated March 2022

Received for information.

15.1.2 Projects List Report Dated March 2022

Received for information.

15.2 Applications Report Dated March 2022

Received for information.

It was noted that additional comments on the draft water management plan related to GL-RZ-2014.1 (Crystal Mountain) are forthcoming, and that the Executive Committee sponsored the variance fee application for a shed to be built at the South Community Hall.

15.3 Trustee and Local Expense Report Dated Jan 2022

Received for information.

15.4 Adopted Policies and Standing Resolutions

Received for information.

15.5 Local Trust Committee Webpage

15.6 Islands Trust Conservancy Report Dated January 2022

Received for information.

16. NEW BUSINESS

The following comments were made:

- Recommendations were made to read the recently released University of British Columbia's *Indigenous Peoples: Language Guidelines* and the *Declaration on the Rights of Indigenous Peoples Act Action Plan*; and
- Senior Intergovernmental Policy Advisory Lisa Wilcox is leaving the Islands Trust and the expertise and dedication she brought to the role will be difficult to replace.

17. UPCOMING MEETINGS

17.1 Next Regular Meeting Scheduled for May 2, 2022 at the South Community Hall, Galiano Island

18. TOWN HALL

Trustee Wolverton recused herself from the meeting at 3:15 pm due to conflict of interest with GL-RZ-2019.1 (GIGARHS). The following comments were made:

- Since the definition of affordable housing in the OCP specifies affordable housing is for families that live on Galiano, the rent structure should be tied to Galiano rather than to the SGI;
- The census defines income levels differently than the OCP;
- Legal counsel has deemed the use of income criteria for the SGI as meeting the requirements of the OCP with respect to affordability;
- None of the water reports for the proposed affordable housing development have addressed water problems occurring in the area; and
- Home occupation short-term vacation rentals require commercial water licenses.

Trustee Wolverton returned to the meeting at 3:30 pm.

19. CLOSED MEETING (Distributed Under Separate Cover)

19.1 Motion to Close Meeting

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

- Adoption of In-Camera Meeting Minutes Dated February 7, 2022
- Appointment of Board of Variance Members
- Appointment of Advisory Planning Commission Members

AND that the recorder and staff attend the meeting.

CARRIED

19.2 Recall to Order

19.3 Rise and Report

20. ADJOURNMENT

By general consent the meeting was adjourned at 3:33 pm.

Dan Rogers, Chair

Certified Correct:

Carly Bilney, Recorder

Follow Up Action Report

Galiano Island

06-Dec-2021

Activity	Responsibility	Dates	Status
1 13.2 GL-RZ-2021.2 (Gaylor) - Staff to initiate early engagement with First Nations re RZ proposal	Brad Smith Lisa Wilcox	Target: 21-Jan-2022	In Progress

01-Feb-2022

Activity	Responsibility	Dates	Status
1 13.1 GIGARHS - Establish new CRA for housing agreement with applicant	Brad Smith	Target: 13-Apr-2022	In Progress

07-Feb-2022

Activity	Responsibility	Dates	Status
1 13.1 GIGARHS - Establish new CRA for s. 219 covenant with applicant	Brad Smith	Target: 28-Feb-2022	Completed
2 13.1 GALI - Establish CRA for HA and s. 219 covenant with applicant	Brad Smith	Target: 25-Feb-2022	In Progress

07-Mar-2022

Activity	Responsibility	Dates	Status
1 15.4 Standing resolutions - Enquire with Lisa Wilcox re annual letter from LTC to FNs	Brad Smith	Target: 02-May-2022	Completed

Follow Up Action Report

Galiano Island

07-Mar-2022

Activity	Responsibility	Dates	Status
2 13.2 GL-RZ-2014.1 (CMS) - Review professional water reports and WMP with respect to daily water use estimates	Brad Smith William Shulba	Target: 15-Apr-2022	Completed
3 13.1 GL-RZ-2021.1 (GALI) - staff and legal counsel to draft a Housing Agreement based on the proposed Option 2 "rent structure" as described in the March 7, 2022 staff report	Brad Smith	Target: 15-Apr-2022	In Progress
4 13.1 GL-RZ-2021.1 (GALI) - staff and legal counsel to draft a Land Title Act s. 219 covenant based on the staff recommendations in Attachment 1 of the March 7, 2022 staff report	Brad Smith	Target: 22-Apr-2022	In Progress
5 14.1 GW sustainability project - staff to prepare a draft bylaw to amend OCP to include Critical Aquifer Recharge Development Permit Area guidelines, map updates and minor updates to relevant sections as identified in the March 7, 2022 staff report, and, draft bylaw to amend the Land Use Bylaw to include updates to definitions, addition of cistern requirements for all new builds and updates to subdivision regulations related to potable water.	Narrisa Chadwick William Shulba	Target: 22-Apr-2022	In Progress
6 14.1 GW sustainability project - staff to identify options for changes to zoning regulations informed by GW Solutions (2021) groundwater availability assessment data.	Narrisa Chadwick William Shulba	Target: 22-Apr-2022	In Progress

Follow Up Action Report

Galiano Island

07-Mar-2022

Activity	Responsibility	Dates	Status
7 16.2 Shoreline Protection Model Bylaw - staff to send to APC to review the recommendations in the Shoreline Protection Model Bylaw Report in the context of the Galiano OCP and bring suggested actions back to the LTC	Brad Smith Jas Chonk Robin Ellchuk	Target: 15-Apr-2022	Completed

04-Apr-2022

Activity	Responsibility	Dates	Status
1 8.1 March 7 meeting LTC minutes adopted as presented	Robin Ellchuk	Target: 22-Apr-2022	Completed
2 13.2 GL-RZ-2019.1 (GIGARHS) Staff to draft housing agreement consistent with rent structure proposed at April 4 meeting	Brad Smith	Target: 20-May-2022	In Progress
3 13.1 GL-DVP-2021.11 (Mommson-Smith & Palmberg) DVP approved as presented - finalize/issue permit and close out file	Jas Chonk Phil Testemale	Target: 29-Apr-2022	Completed
4 14.1 DL 64, 72, 78, 87 Project - BLs 231 232 first reading rescinded and then given 1st reading as amended with inclusion of DL 64 - staff to update BLs post online, initiate staff and First Nation referrals	Brad Smith Jas Chonk	Target: 22-Apr-2022	In Progress
5 13.3 SSI Bylaw referral for proposed bylaw No. 526 - respond that 'interests are not affected'	Jas Chonk	Target: 22-Apr-2022	Completed

Follow Up Action Report

Galiano Island

04-Apr-2022

Activity	Responsibility	Dates	Status
6 14.2 Fees bylaw 281 adopted as presented - update BL, fees schedule, website etc, close out file	Jas Chonk Robert Kojima	Target: 29-Apr-2022	In Progress

From: Gerald Longson <[REDACTED]>
Sent: Tuesday, April 19, 2022 10:52:47 AM
To: drogers@islandstrust.bc.ca <drogers@islandstrust.bc.ca>; trockafella@islandstrust.bc.ca <trockafella@islandstrust.bc.ca>; jwolverton@islandstrust.bc.ca <jwolverton@islandstrust.bc.ca>
Cc: Charlene Dishaw <[REDACTED]>; Evelyn Dewinetz <[REDACTED]>; Stephen Rybak <[REDACTED]>; Lawrence (Lorne) Byzyna <[REDACTED]>; Jim Henshall <[REDACTED]>; Barry New <[REDACTED]>
Subject: Galiano Shore Access #34 - Shaw's Landing - Accessibility Project Information

Members of the Galiano Island LTC.

The Galiano Island Parks and Recreation Commission (GIPRC) is proposing to reconfigure the Shaw's Landing shore access to facilitate access for people with mobility challenges.

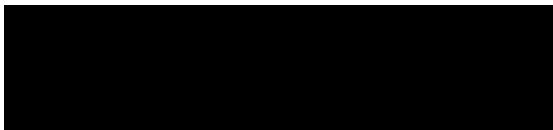
Mobility enhancements were identified as a priority in the GIPRC's current Master Plan and Shaw's Landing has been identified as the initial shore access improvement project to be investigated. The hope is, once completed, the shore access improvement project would enable wheelchair access to a viewing point at the shore, while eliminating other accessibility barriers. Attached are the preliminary design sketches of the shore access improvement project as well as the CRD's HERITAGE SITE INFORMATION REVIEW .

The Commission is currently in discussions with the neighbours surrounding Shaw's Landing and at this time we are informing the LTC of the preliminary plans. Attached is the letter we recently sent to the neighbours.

We look forward to your comments.

Gerry

**Gerald Longson Commissioner
GIPRC**





Galiano Island Parks and Recreation Commission

**PO Box 111
Galiano Island, BC V0N 1P0**

April 12, 2022

To the Neighbours of Shore Access #34 – Shaw's Landing

The Galiano Island Parks and Recreation Commission (GIPRC) is proposing to reconfigure the Shaw's Landing shore access to facilitate access for people with mobility challenges.

Mobility enhancements were identified as a priority in the GIPRC's current Master Plan and Shaw's Landing has been identified as the initial shore access improvement project to be investigated. The hope is, once completed, the shore access improvement project would enable wheelchair access to a viewing point at the shore, while eliminating other accessibility barriers.

The Commission, with the assistance of Spectrum Ability, an accessibility consulting and certification firm in Vancouver, along with the GIPRC, carried out extensive investigation of the site. An initial accessibility design for Shaw's Landing has been developed. The main features of the design, which are shown in the attached sketch once completed are:

- Meets mobility and sight accessibility needs for all users;
- Protect the natural environment on and around the site;
- Keeps with the natural environment of Galiano and the site;
- Be friendly to able bodied users; and
- Be constructed with locally sourced materials.

The GIPRC requested a review of the site by the BC Archaeological Branch and they had no concerns with planned construction on the Shaw's Landing site. (CRD Review attached).

As a neighbour to Shaw's Landing, the Commission would be interested in any comments you may have regarding reconfiguration of the existing shore access to improve accessibility. Our proposal does not include enlarging the shore access or increasing the current parking for two vehicles.

Initially when the North Galiano Fire Rescue deems it safe to use gas powered equipment the Commission will begin the first stage of the work to improve the shore access. A contractor will be clearing a realigned path from the parking area to the shore

edge. This realigned path will by bypass the roots of the large fir tree, which currently bisect the current path. The new path, which will be longer and of a lesser slope, ensures the tree roots are undisturbed.

The next components of the proposed reconfiguration including the parking area, the hard surface pathway, stone steps down to the shore and a small viewing area are planned to be constructed in later 2022. (see attached preliminary sketch plan).

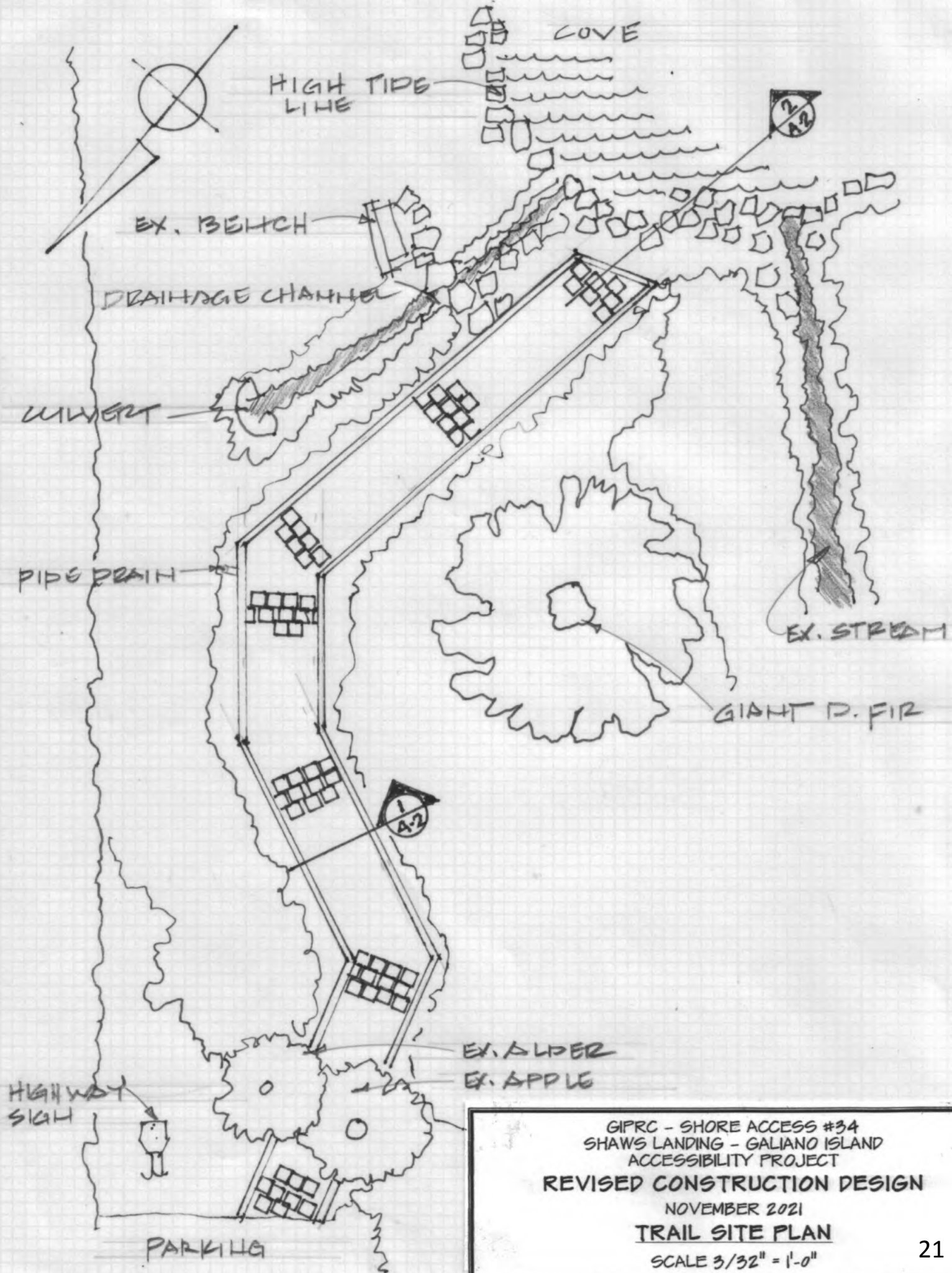
If you have any questions or comments on the proposed enhancements planned for Shaw's Landing please do not hesitate to contact Gerald Longson, the commissioner responsible for the project.

Gerald Longson - Commissioner
Galiano Island Parks and Recreation Commission



cc. Islands Trust, Local Trust Commission
BC. Ministry of Transportation & Infrastructure.

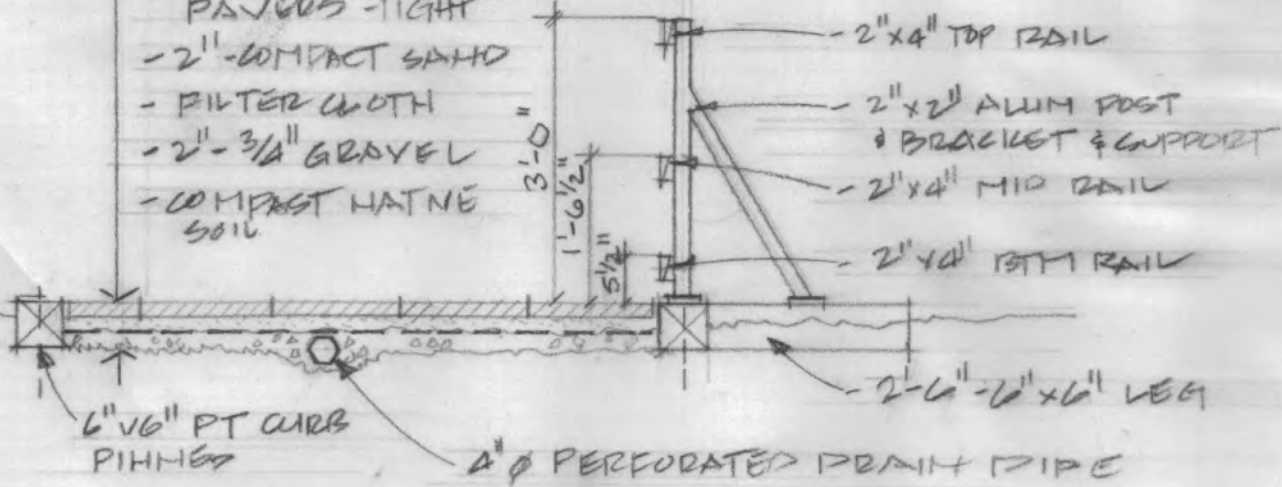
PART A – RAAD SCREENING (completed by CRD staff)				
Project Name:			Request Date (dd-mm-yy):	
UTM Coordinates (centroid) UTM Zone 10	Easting:	Northing:		
Project Address/Location:				
Ground Altering Work, including depth of disturbance:				
☐ New Works ☐ Replacement ☐ Maintenance ☐ Emergency ☐ Other (specify):				
Distance between proposed work and archaeological sites (in metres).				
Map of Project Area Attached ☐				
Description of potential conflict (i.e., Borden number(s), high potential polygon)				
Project Schedule/Dates:				
Attach Schedule ☐				
RAAD Result	Policy	Procedure		
High Potential	Project located within a site, or within 50 m of a site, or within an area of high archaeological potential, or in part of the JDF with no AOA	Go to Part B below. Retain archaeological services to evaluate risk or determine permit requirements under <i>Heritage Conservation Act</i> (HCA) and provide management direction for required archaeological work.		
Moderate Potential	Project located within 50 to 100 meters of a recorded site or area of high archaeological potential <u>or</u> Project has low delay tolerance.	Go to Part B below. Retain archaeological services to evaluate risk or determine permit requirements under <i>Heritage Conservation Act</i> (HCA) and provide management direction for required archaeological work.		
Low Potential	No further work required	No special procedure. If archaeological sites are found during construction, follow the CRD Chance Find Management Procedure.		
Requested by:		Department:		
RAAD completed by:		Date RAAD Accessed (dd-mm-yy): Attach RAAD Map: ☐		
PART B – ARCHAEOLOGICAL POTENTIAL ASSESSMENT (completed by PQV Archaeologist)				
CRD Authorization:		Signature:	Approved Budget:	Date:
Archaeologist Name:		Company:		
Address:		City:	Postal:	
Telephone:	Mobile:	Email:	Contract Number:	
Data Sources (check all that apply):				
RAAD Site Forms:		Orthophotos:		
AOAs:		Contour Maps:		
Archaeological Permit Literature:		Other:		
Archaeological Literature:		Other:		
Data Summary and Recommendations:				
See attached report ☐				
Sample Recommendations:				
1) Direct conflict with protected site. HCA Permit likely required. AOA or AIA to determine required archaeological studies and permits as per Archaeology Branch requirements. 2) High risk of unrecorded sites. Combination of advance studies or mitigation options may be available. 3) Moderate risk of unrecorded sites. Activate the project under Chance Find Management provision of HCA Permit. Archaeological Awareness Training required. May require intermittent surveillance of project activity. 4) Low risk of conflict with protected sites. No further work. Rely on <i>CRD Guidelines for Archaeological Chance Find Management</i>				
Archaeologist Signature:		Date (dd-mm-yy):		



GIPRC - SHORE ACCESS #34
SHAW'S LANDING - GALIANO ISLAND
ACCESSIBILITY PROJECT
REVISED CONSTRUCTION DESIGN
NOVEMBER 2021
TRAIL SITE PLAN
SCALE 3/32" = 1'-0"

TYPICAL PATH

- 1/2" x 16" x 16" CONCRETE PAVERS - TIGHT
- 2" - COMPACT SAND
- FILTER CLOTH
- 2" - 3/4" GRAVEL
- COMPACT NATIVE SOIL

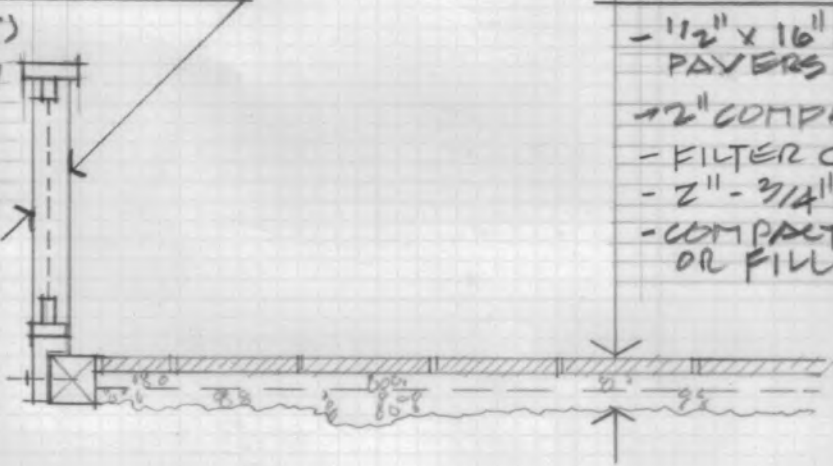


PAVER PATHWAY DETAIL

SCALE: 1/2" = 1'-0"

TYPICAL HC BARRIER

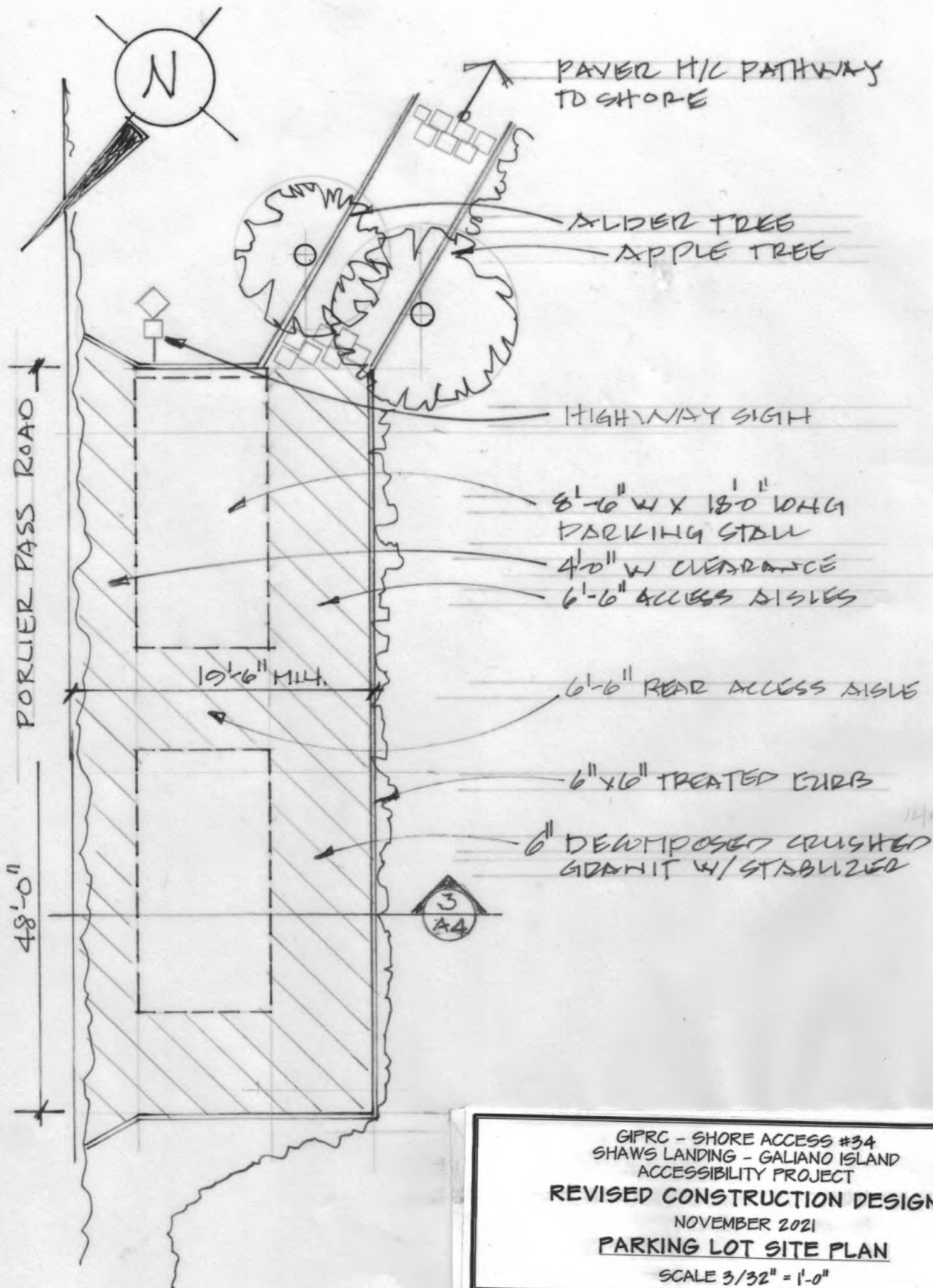
- 2" x 6" TOP CAP (PT)
- 2" x 4" PT RAILING
- 1" x 1" GALVANIZED WIRE MESH
- 4" x 4" POST (PT)
- 2" x 4" PT RAILING
- 6" x 6" PT CURB



TYPICAL PATH

- 1/2" x 16" x 16" CONCRETE PAVERS - TIGHT
- 2" COMPACT SAND
- FILTER CLOTH
- 2" - 3/4" GRAVEL
- COMPACT NATIVE SOIL OR FILL

GIPRC - SHORE ACCESS #34
 SHAW'S LANDING - GALIANO ISLAND
 ACCESSIBILITY PROJECT
 REVISED CONSTRUCTION DESIGN
 NOVEMBER 2021
 CONSTRUCTION DETAILS
 SCALE 1/2" = 1'-0"



GIPRC - SHORE ACCESS #34
 SHAW'S LANDING - GALIANO ISLAND
 ACCESSIBILITY PROJECT
REVISED CONSTRUCTION DESIGN
 NOVEMBER 2021
PARKING LOT SITE PLAN
 SCALE 3/32" = 1'-0"

TYPICAL PARKING LOT

- 2" DP-DECOMPOSED CRUSHED GRANITE W/STABILIZER
- FILTER CLOTH
- 6" 3/4" GRAVEL
- COMPACT NATIVE SOIL
- 6"X6" PT CURB W/ PIN



GIPRC - SHORE ACCESS #34
SHAWS LANDING - GALIANO ISLAND
ACCESSIBILITY PROJECT

REVISED CONSTRUCTION DESIGN

NOVEMBER 2021

CONSTRUCTION DETAILS #2

SCALE 1/2" = 1'-0"

April 6, 2022

Dear Chair Rogers:

New Sidney Spill Response Base

After almost two years of construction, Western Canada Marine Response (WCMRC) is opening a new 24-hour spill response base in Sidney.

The Sidney response base is now the primary response centre for spills in the southern Gulf Islands and Haro Strait. It is split between two locations: eight response vessels are moored at the Van Isle Marina and an office/warehouse was constructed next to the Victoria International Airport. The base created 25 new jobs in the area.

The base is part of a larger expansion planned to meet enhanced response requirements associated with the Trans Mountain Expansion Project. This larger expansion will double WCMRC's capacity and cut mandated response times in half in South Coast waters. As a part of the larger expansion, a number of new bases are being constructed, the majority of which are located on Vancouver Island.

Public opening event on April 27, 2022

We invite you to tour the new response base and learn about marine spill response along Canada's West Coast. Please come and celebrate the opening at a public event on Wednesday, April 27, 2022, from 4-7 p.m. at 9930 McDonald Park Road in North Saanich. Please take a look at the enclosed invitation for more details.

Information about the new base and the opening event will be delivered to approximately 38,500 nearby residences and businesses as well.

We would be happy to meet with you to discuss the new base in more detail. If you would like to meet or have any feedback or questions, please reach out to us at comments@wcmrc.com or call 778-991-0003.

Thank you for your patience and understanding during the construction of the base.

Sincerely,

Michael Lowry
Communications Manager

Sidney spill response base opening

Please join us to celebrate the opening of WCMRC's new 24/7 spill response base in Sidney/North Saanich. Come take a tour of the new base and learn about marine spill response along Canada's West Coast. Bring the whole family for food, fun activities and prizes. We look forward to seeing you there!

TIME: Wednesday, April 27, 2022, 4-7 p.m.

LOCATION: 9930 McDonald Park Road, North Saanich



The Sidney response base is now the primary response centre for spills in the southern Gulf Islands and Haro Strait. It is home to a new warehouse/office and eight new response vessels moored at Van Isle Marina. The base is part of a larger expansion that will double WCMRC's capacity and cut mandated response times in half.



Come tour a brand-new spill response base



DATE OF MEETING: May 2, 2022

TO: Galiano Island Local Trust Committee

FROM: Phil Testemale, Planner 2
Southern Team

COPY: Brad Smith, Island Planner

SUBJECT: Development Variance Permit Application
Applicant: Galiano Club c/o Judy Hayes
Location: 141 Sturdies Bay Road

RECOMMENDATION

1. That the Galiano Island Local Trust Committee approve issuance of Development Variance Permit application GL-DVP-2022.1(Galiano Club).

REPORT SUMMARY

The purpose of the report is to consider a Development Variance Permit for the siting of a proposed accessory building (storage shed).

RATIONALE FOR VARIANCE

Granting the variance will:

- Permit the construction of an accessory building necessary for storage associated with the use on the property.

BACKGROUND

The purpose of the application is to comply with the Land Use Bylaw (LUB) in advance of initiating construction of 9 m²/96 ft² accessory building (storage shed). As the shed is under 10 m², there is no requirement to obtain a Building Permit from the CRD.

The specific variance is to the **interior side lot line** provisions of the **Community Facility Zone - CF** in the Galiano Island Land Use Bylaw No. 127, 199 (LUB) as shown in Figure 2 and as follows:

- a) Article 8.2.6.2 which states that buildings and structures must be sited at least 6.0 metres from any interior side lot line is varied to permit the siting of a proposed **accessory building** (storage shed) within 3.0 metres from an interior side lot line.

The 0.4 ha (1.0 ac) subject property is located at **141 Sturdies Bay Road** and currently contains the Community Hall built in 1927, a storage shed, playground and parking areas.

The applicant has provided a summary of the historical uses of the property and the rationale for the configuration and siting of the proposed building (Attachment 3). In summary, storage needs for the hall uses have grown considerably, particularly with the introduction of the community Food Program in 2008. The proposed use is for unheated/uncooled food and equipment storage.

There is an identical, existing shed that meets the siting setbacks on the property. Rather than build one larger accessory building, the need to differentiate uses and site topography makes constructing two sheds more suitable (Attachment 2.6). The proposed siting for the shed is on a small, level area directly beside the existing shed that was selected given the need for proximity to the community kitchen in the hall.

If the application is denied, the owners could apply to the Board of Variance.

A copy of the Notice and proposed permit GL-DVP-2022.1(Galiano Club) are Attachments 4 & 5.

Figure 1 – Subject Property

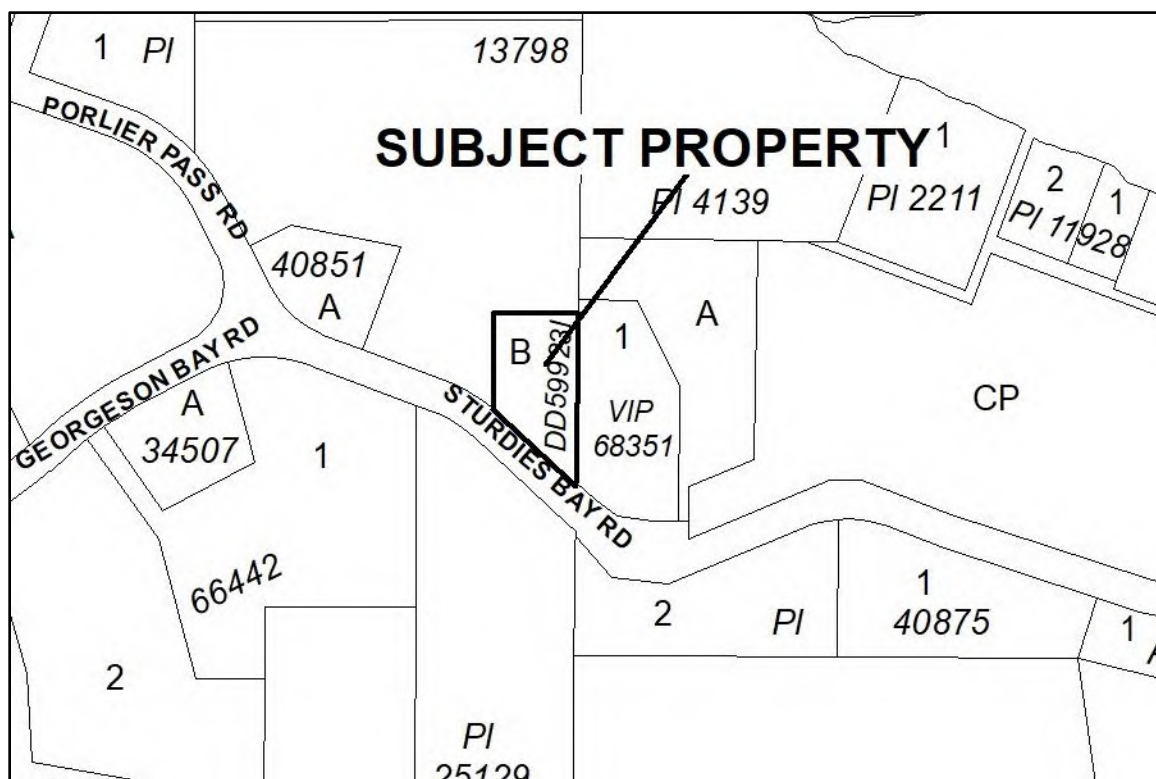
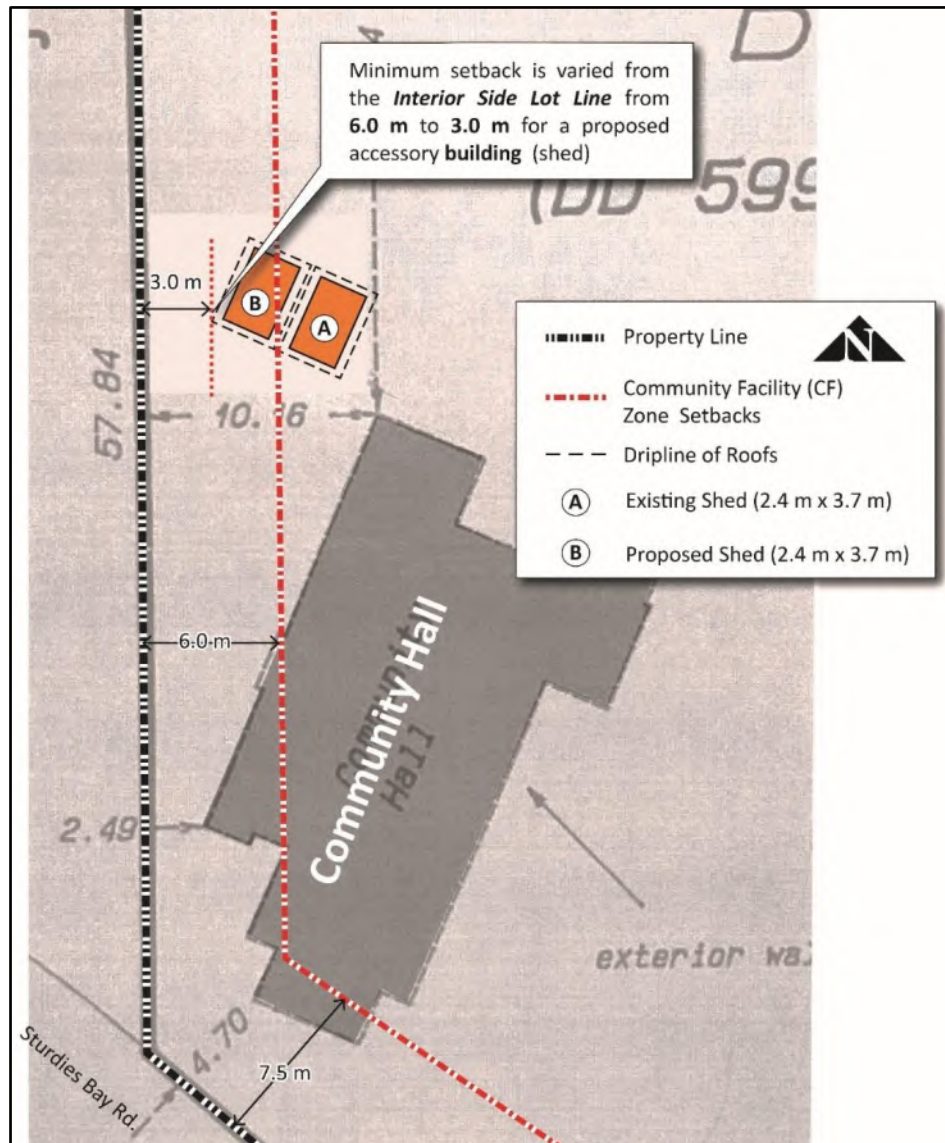


Figure 2 – Site Plan



ANALYSIS

Policy/Regulatory

Official Community Plan:

The property is designated **CF- Community Facility** in the Galiano Island Official Community Plan (OCP) No. 108.

There are no Development Permit Areas designated on the subject property (Attachment 2.2).

Land Use Bylaw:

The property is zoned as **Community Facility (CF)** in the Galiano Island Land Use Bylaw (LUB) No. 127. The current uses conform to the zoning. The portion of the community hall that does not conform to siting however as it predates zoning the building is considered legal non-conforming (Figure 2). The variance, if granted, would allow the siting of the proposed building in conformity with the LUB.

Issues and Opportunities

Impact on Neighbouring Properties

The most impacted neighbours by the proposed variance would be the large, vacant property that borders the subject lot to the west and north. Given the size and height of the proposed shed, and a minimum 3.0 m to the property line, overall any impacts to neighbouring properties are assessed as minor.

The Intent of the Regulation being Varied

The overall purpose of siting regulations are to minimize impacts on adjacent properties related to:

- Limiting the visual impact of development on adjacent properties.
- Establishing a consistent development pattern within a local area.
- Protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
- Maintaining a rural character.
- Establishing certainty with respect to development by maintaining consistent height and siting regulations.

Potential Impacts of Granting the Variance

Granting a variance can potentially create an expectation in the community with regard to future applications. As variances consider the unique circumstances pertaining to a particular situation that may warrant the relaxation of a specific zoning regulation each application should be evaluated on its own merits.

Consultation

DVP Notices were circulated to surrounding property owners and residents. The notification period ended at 4:30 p.m. on April 20, 2022.

At the time of writing, staff have received no submissions in response to notification.

The applicant has reported that she discussed the variance proposal with the neighbour to the west, and they have no objections or concerns.

First Nations

The Islands Trust reviews all applications to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. As reviewed, the DVP application is consistent with respect to LTC Standing Resolutions on reconciliation. Notwithstanding, to provide applicants with awareness regarding unknown archaeological areas, staff will forward the Islands Trust Chance Find Protocol and the provincial Archaeological Branch guidelines on *Heritage Act* directly to the applicants.

Rationale for Recommendation

Staff is recommending that the resolution on page 1 be supported for the following reasons:

- The rationale for the variance is reasonable.
- The variance is for the small accessory building is minor and low impact.

- The proposed variance does not challenge the intent of the regulation.
- There has been no response to the notification.

ALTERNATIVES

1. Request further information

The LTC may request further information prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. This should be debated in a regular meeting.

Recommended wording for the resolution is as follows:

That the Galiano Island Local Trust Committee request that the applicant submit to the Islands Trust_____.

2. Deny the application

The LTC may deny the application.

Recommended wording for the resolution is as follows:

That the Galiano Island Local Trust Committee deny application GL-DVP-2022.1(Galiano Club).

NEXT STEPS

Submitted By:	Phil Testemale, Planner 2	April 22, 2022
Concurrence:	Robert Kojima, Regional Planning Manager	April 22, 2022

ATTACHMENTS

1. Site Context
2. Maps, Plans, Photographs
3. Cover Letter from applicant
4. Draft Development Variance Permit GL-DVP-2022.1
5. Notice

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	THAT PART OF DISTRICT LOT 3, GALIANO ISLAND, COWICHAN DISTRICT, COMMENCING...(Metes and Bounds)
PID	009-623-396
Civic Address	141 Sturdies Bay Road, Galiano Island
Lot Size	0.06 hectares (0.15 acres)

LAND USE

Current Land Use	Community Facility
Surrounding Land Use	Small Lot Residential (west/north) Light Industrial (east); Rural Residential (south)

HISTORICAL ACTIVITY

File No.	Purpose
GL-BOV-1993.1	Unknown

POLICY/REGULATORY

Official Community Plan Designations	Galiano Island OCP No. 108, 1995 Designations: CF - Community Facility
Land Use Bylaw	Galiano Island LUB No. 127, 1999: Community Facility (CF)
Other Regulations	None
Covenants	None
Bylaw Enforcement	None

SITE INFLUENCES

Islands Trust Conservancy	There are no Conservancy covenants or properties in the direct area; therefore no referral has been made to the Conservancy.
Regional Conservation Strategy	The proposal does not impact the objectives and priorities of the Islands Trust Conservancy regional conservation plan.
Species at Risk	N/A
Sensitive Ecosystems	Mature Forest - Attachment 2.3
Hazard Areas	N/A
Archaeological Sites	There are no archaeological sites identified on the provincial RAAD site, nor are there sites with archaeological potential identified on the property or adjacent properties. Notwithstanding, by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the <i>Heritage Conservation Act</i> . This would most likely be indicated by the presence of areas of dark-stained soils containing conspicuous amounts of fire-stained or fire-broken rock, artifacts such as arrowheads or other

	stone tools, or even buried human remains. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.
Climate Change Adaptation and Mitigation	Minimal development footprint and land alteration proposed.

ATTACHMENT 2 – MAPS, PLANS, DRAWINGS, PHOTOGRAPHS

2.1 ORTHOPHOTO



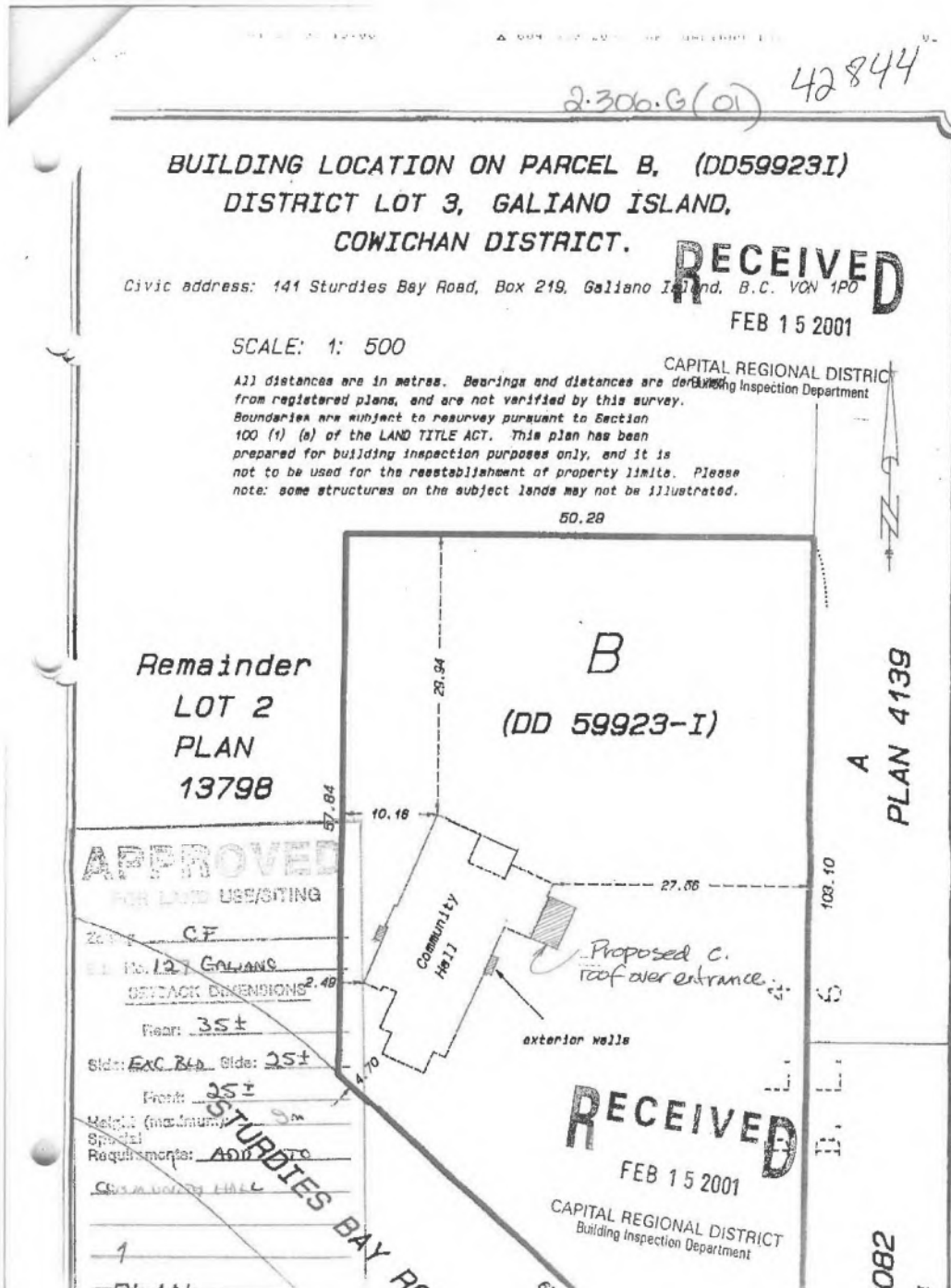
2.2 DPAs



2.3 SENSITIVE ECOSYSTEM MAPPING (TERRESTRIAL)

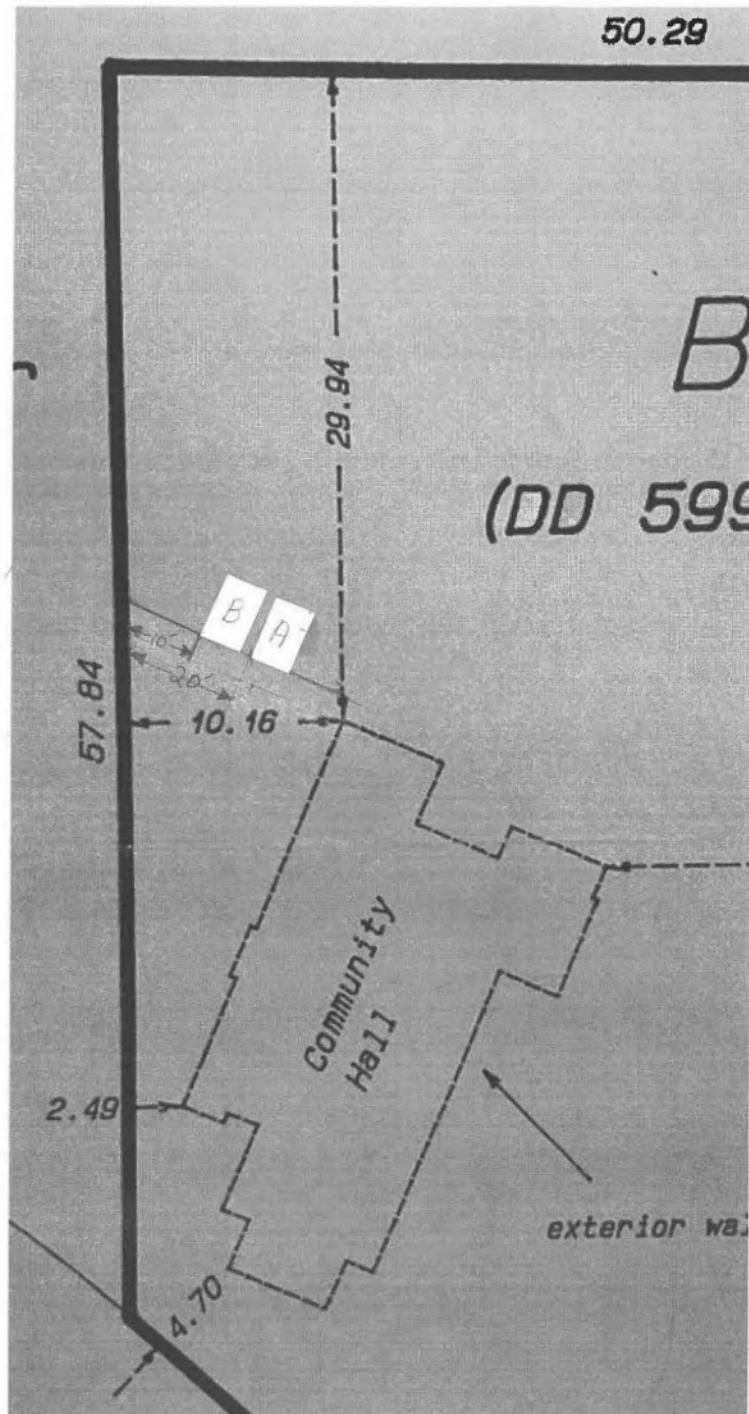


2.4 SURVEY



2.5 APPLICANT SITE PLAN

1 - Existing
3 - Proposed
Each
Building
8' x 12'



1 3/8

2.6 PHOTOGRAPHS

One: Location of Proposed Shed (West/Left of Existing)



Two: View Southeast of Proposed Shed Location (Hall in Background)

2.6 PHOTOGRAPHS (CONT'D)



PURPOSE OF DEVELOPMENT VARIANCE PERMIT APPLICATION

Request:

The variance request is to build an 8X12 storage shed within the set-back on one side of the Galiano Community Hall. The property slopes significantly and there is little flat area which is not already occupied by a community playground and parking for the Hall. Storage also needs to be accessible to the kitchen as well as accessible by a vehicle for loading and unloading. The Hall is oddly sited on the property and the kitchen access is on the side closest to the property line.

Rationale:

The Galiano Community Hall was built in 1927 on an acre of donated land. At the time, the Hall was largely used for social gatherings, concerts and community events. There was limited need for storage at the time. Since the Hall was built:

- It has been enlarged at least twice
- Electric heat now replaces the original wood stove
- Indoor bathrooms were added
- A commercial kitchen was added as a centennial project
- The stage was raised and extended in the 90's
- A partial foundation and play space for pre-schoolers was added under the addition
- A wheelchair ramp has been added to one access door
- The wood floor has been replaced twice

The Community Hall has been described as the living room of the community. There are times that the Hall is booked for three different events in one day. In the year prior to the pandemic, there were 378 separate bookings. In addition, the Hall is the home of several programs run by the Galiano Club—The Food Program (started in 2008), the Galiano Players (founded in 1993 and joined the Galiano Club in 2011) and Cinema Galiano (2015).

The need for storage has become critical. Cinema Galiano and the many concert/recital bookings mean there is sound equipment, stage lighting, projectors and speakers. There is also a baby grand piano available in the Hall. The Galiano Players store backpanels, costumes and props. The many community events mean there are tables, chairs, linens and crockery for over 100 people stored on site.

However, it was the introduction of the Food Program in 2008 which significantly exacerbated the storage needs. This program has become highly successful. In a non-covid year, it hosts over 70 community meal events, produces frozen soup and meals, runs programs at the school, including a school garden, hosts workshops, manages a gleaning program and an equipment library and runs the Food Bank. In 2020, 737 frozen soups and 3113 frozen meals were produced at the Hall in the commercial kitchen.

The 70 community meal events, the production of frozen soups and meals and the Food Bank require the storage of large quantities of food and equipment. The equipment library (food preservation equipment available for use by community members) also has a large amount of equipment, including a commercial apple press. The frozen meals alone, stored in two commercial freezers, along with packaging occupy one room of the Hall. The Hall is also an alternative emergency reception site, largely because of the food on hand.

Much of the equipment and seasonal produce, as well as some food for meal production and for the food bank could be stored in an unheated shed. We have constructed one shed, largely for equipment, which conforms to the set back requirements. Due to the slope of the land, the only

site for a second shed is next to the first shed, within the property set-back. We had considered one larger shed, but due to differing access (some things are accessed by Food Program staff and others are more public) and the slope of the land, two smaller sheds are more functional.

The Galiano Club is committed to maintaining the feel of the 1920's Hall and have built the existing shed using corrugated metal sheeting, a material available at the time and one which will last well in a temperate rainforest. This is also the material that the Firesmart initiative is intending to use to prevent potential sparks landing under the Hall. The second shed would be a duplicate of the first.



**GALIANO ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT
GL-DVP-2022.1**

To: The Galiano Club c/o Judy Hayes

1. This Development Variance Permit applies to the land described below:

THAT PART OF DISTRICT LOT 3, GALIANO ISLAND, COWICHAN DISTRICT, COMMENCING AT A POINT ON THE EASTERN BOUNDARY OF SAID DISTRICT LOT 3 AT THE INTERSECTION THEREWITH OF THE NORTHERLY BOUNDARY OF THE GOVERNMENT ROAD. BEING DISTANT 5.02 CHAINS, MORE OR LESS, NORTH OF THE SOUTHWEST CORNER OF DISTRICT LOT 6, GALIANO ISLAND; THENCE NORTHERLY ALONG THE EASTERN BOUNDARY OF SAID DISTRICT LOT 3 A DISTANCE OF 5.125 CHAINS; THENCE WESTERLY AT RIGHT ANGLES TO THE EASTERN BOUNDARY OF SAID DISTRICT LOT 3 A DISTANCE OF 2.50 CHAINS; THENCE SOUTHERLY AND PARALLEL TO THE EASTERN BOUNDARY OF SAID DISTRICT LOT 3 A DIST. OF 2.875 CHAINS MORE OR LESS TO THE NORTHERLY BOUNDARY OF SAID GOVERNMENT ROAD; THENCE EASTERLY AND SOUTHERLY FOLLOWING THE NORTHERN BOUNDARY OF SAID GOVERNMENT ROAD A DISTANCE OF 3.363 CHAINS MORE OR LESS TO THE POINT OF COMMENCEMENT, AND CONTAINING 1 ACRE MORE OR LESS; TO WHICH PARCEL OF LAND THE REGISTRAR HEREBY ASSIGNS THE DISTINGUISHING LETTER "B"
(PID: 009-623-396)

2. Galiano Island Land Use Bylaw 127, 1999 is varied to allow for the siting of the following:

- a) Article 8.2.6.2 which states that buildings and structures must be sited at least 6.0 metres from any interior side lot line is varied to permit the siting of a proposed **accessory building** (storage shed) within 3.0 metres from an interior side lot line.

The development shall be consistent with Schedule 'A' attached to and forming part of this permit.

3. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of "Galiano Island Land Use Bylaw No. 127, 1999" and to obtain other approvals necessary for completion of the proposed development, including approval of the Capital Regional District and Ministry of Transportation and Infrastructure.

AUTHORIZING RESOLUTION PASSED BY THE GALIANO ISLAND LOCAL TRUST COMMITTEE THIS #TH DAY OF MONTH, 2022.

Deputy Secretary, Islands Trust

Date of Issuance

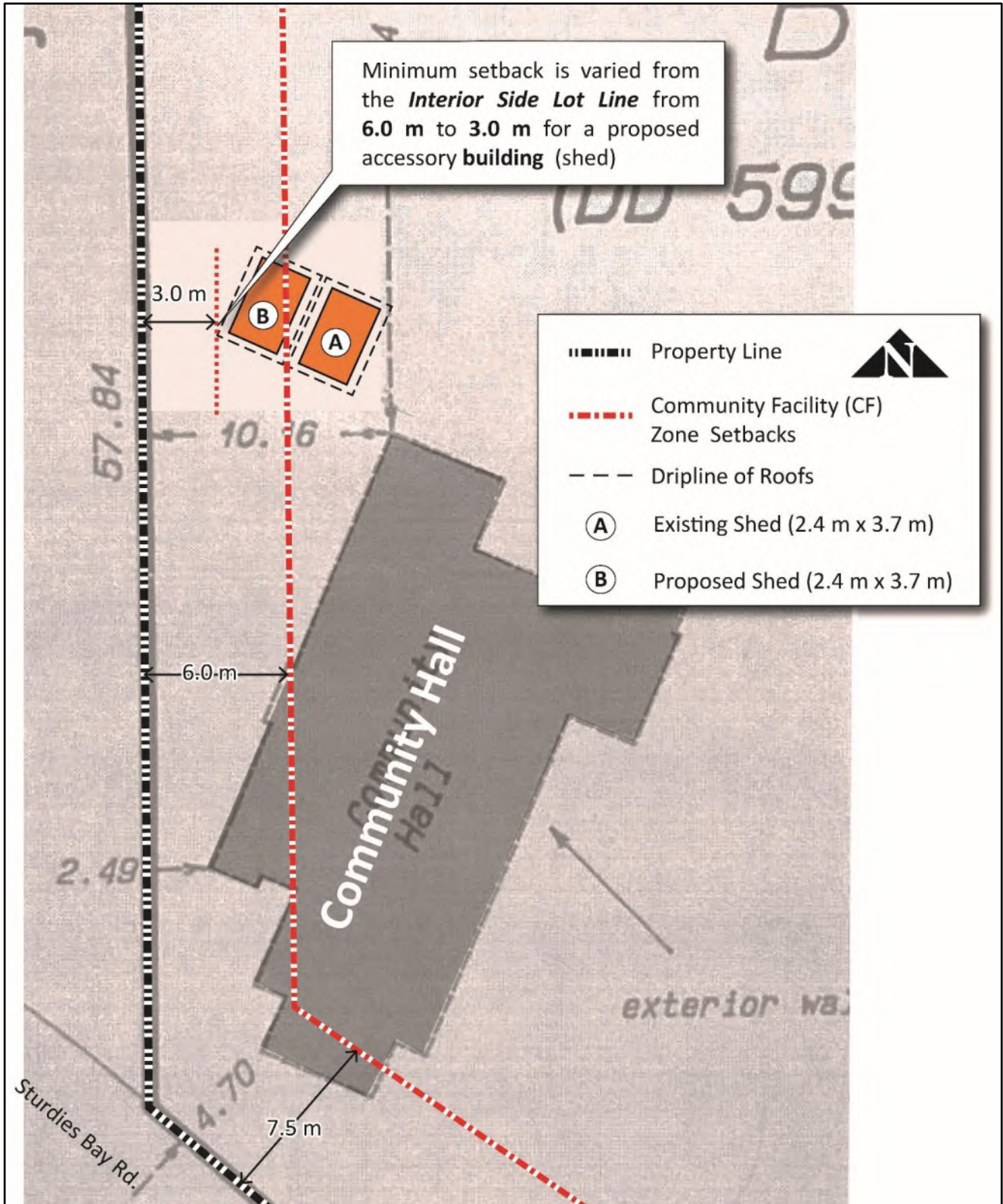
IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE #TH DAY OF MONTH, 202_, THIS PERMIT AUTOMATICALLY LAPSES.

GALIANO ISLAND LOCAL TRUST COMMITTEE

GL-DVP-2022.1

SCHEDULE 'A'

Site Plan





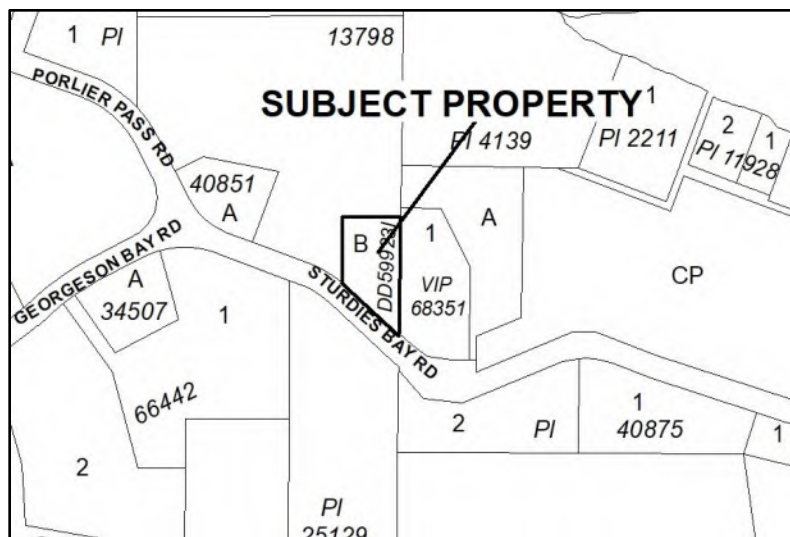
NOTICE
GL-DVP-2022.1
GALIANO ISLAND LOCAL TRUST COMMITTEE

NOTICE is hereby given pursuant to Section 499 of the *Local Government Act* that the Galiano Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit. The proposed permit is attached and would vary the Galiano Island Land Use Bylaw No. 127, 1999 as follows:

- A variance to an interior side lot line for a proposed **accessory building** (storage shed), as shown on the proposed permit.

The property is located at **141 Sturdies Bay Road** and is legally described in 'metes and bounds' on the proposed permit (PID: 009-623-396).

The general location of the subject property is shown on the following sketch.



A copy of the proposed permit may be inspected at the Islands Trust Office, 200 - 1627 Fort Street, Victoria, B.C. V8R 1H8 between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday inclusive, excluding statutory holidays, commencing **April 8, 2022** and continuing up to and including **April 20, 2022**.

For the convenience of the public only, and not to satisfy Section 499 (2) (c) of the *Local Government Act*, additional copies of the Proposed Permit may be inspected at various Notice Boards on Galiano Island, BC, commencing **April 8, 2022**.

Enquiries or comments should be directed to Phil Testemale, Planner 2 at (250) 405-5170, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: southinfo@islandstrust.bc.ca before 4:30 pm, **April 20, 2022**.

The Galiano Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the regular business meeting starting at **12:30 p.m., May 2, 2022**.

All applications are available for review by the public. Written comments made in response to this notice will also be available for public review.

Jas Chonk, Deputy Secretary

File No. GL-DP-2022.2 (Longson)
GL-DVP-2022.3 (Longson)
GL-RZ-2019.2 (Gauvreau)

DATE OF MEETING: November 8, 2021
TO: Galiano Island Local Trust Committee
FROM: Phil Testemale, Planner 2
Southern Team
COPY: Brad Smith, Island Planner
SUBJECT: Combined Development Permit & Development Variance Permit Application
Applicant: Gerald Longson for Lisa Gauvreau
Location: 60 Madrona Road, Galiano Island

RECOMMENDATION

1. That the Galiano Island Local Trust Committee approve issuance of Development Permit GL-DP-2022.2 (Longson); and,
2. That the Galiano Island Local Trust Committee approve issuance of Development Variance Permit GL-DVP-2022.3 (Longson).

REPORT SUMMARY

This staff report is to consider a combined Development Permit (DP) and Development Variance Permit (DVP) application.

The purpose of the commercial form and character DP application is for the proposed alteration of an existing dwelling to include a commercial restaurant and associated landscaping, parking, lighting and signage.

The DVP application is to consider siting variances for: non-conforming portions of the existing principal and accessory buildings; a proposed deck/stair addition to the principal building; the proposed siting of parking spaces; and the waiving of the requirement to provide an off-street commercial unloading space.

BACKGROUND

The current applications are subsequent to a Preliminary Building Permit Review and in advance of initiating works on the subject lot, located at 60 Madrona Road. The property was the subject of application GL-RZ-2019.2 adopted in November of 2021 and rezoned the subject property from **Village Residential 1 (VR1)** to **Retail Commercial 1 (C1)** to permit a restaurant use (*Babes in the Woods*) within the existing dwelling.

The applicant has provided a summary of the scope of the development with an addendum in response to an initial staff review (Attachment 3). Referencing Figure 2, and the respective schedules of the draft DP (Attachment 5), the proposed development is summarized as:

- Internal renovations of the existing principal 139.8 m² (1560.5 ft²) building to develop a 59 m² (634.3 ft²) restaurant (a commercial take-out kitchen) with the balance of 96 m² (1034.2 ft²) to remain as an accessory dwelling by the owner and operator of the restaurant.
- No alterations to the form and character of the existing accessory building (water services shed - pumphouse) in the rear of the property.
- No change to the character (materials, colour, etc.) of the principal building (Attachment 2.4)
- Minor structural alterations to the exterior of the principal building:
 - a new deck/stair at the front entrance to the restaurant; and,
 - addition of a commercial exhaust fan with required screening on the rear of the principal building
- Minor exterior (non-structural) alterations to the principal building:
 - new window placement on the front,
 - removal of an exiting window on the north building, and,
 - alteration of a window to door and vice versa on the rear of the building
- Landscaping of the front area of the property adjacent to Madrona Road.
- Parking and circulation to provide: a gravel access driveway along the north side of the principal building; five (5) parking stalls in the rear (west) of the building including one (1) accessible stall; and, bicycle parking in the rear.
- Signage and lighting as per LUB regulation and DPA guidelines
- Covered garbage and recycling storage in the rear of the building

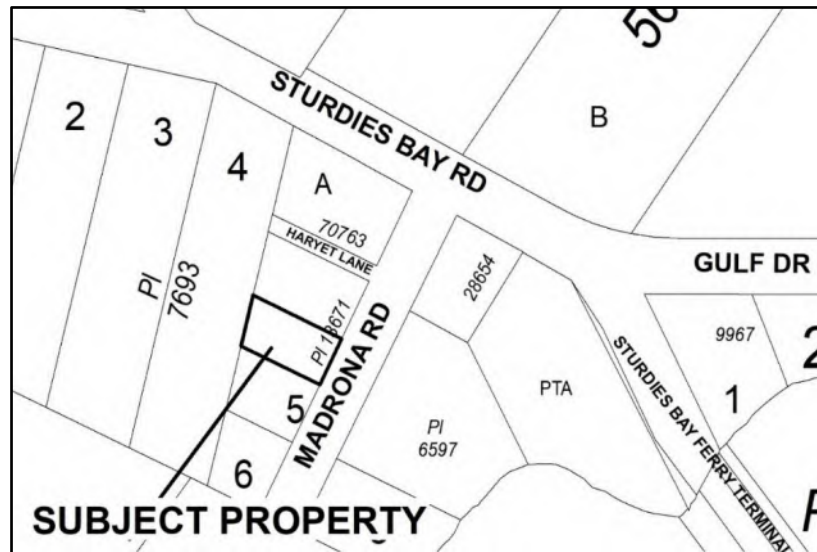
As the applicant is unable to confirm that the date of construction for the principal building or water services shed predate the inception of zoning in 1972, variances for non-conforming siting have been included to ensure the buildings conform with the LUB.

Site visits by staff were conducted as part of NP-RZ-2019.2. Additional site context is included as Attachment 1 and maps and photos are included as Attachment 2. The subject property is within a Water Management Area, however a new well was installed as a condition of the rezoning application and there is no further regulation with this application.

Copies of the DPA Guideline Checklist and proposed DP are Attachments 4 and 5.

Copies of the Notice and proposed DVP are Attachments 6 and 7.

Figure 1 – Subject Property



ANALYSIS

Policy/Regulatory

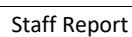
Official Community Plan

The property is designated as **CF/C – Community Facility/Commercial** in the Galiano Island Official Community Plan (OCP) Bylaw 108.

Land Use Bylaw

The property is zoned as **Commercial (C)** in the Galiano Island Land Use Bylaw 127. The proposed restaurant and accessory dwelling use of the property conforms to zoning. The variances, if granted, would bring the siting of all buildings and structures into conformity with the LUB.

Islands Trust



Development Permit GL-DP-2022.2

As a commercially zoned property, the entire lot is designated within **Development Permit Area (DPA) 6 – Commercial and Industrial Form and Character**. The objective of the DPA is to

...is to ensure that new or additional commercial or industrial uses are developed in a manner that is consistent with and enhances rural island character and minimizes impacts on adjacent properties.

The plans and drawings are consistent with the DPA guidelines for building form and character, landscaping, parking, lighting and signage.

The scope of development, and particularly exterior changes to the principal building, is limited. The massing and character details of the principal and accessory building will remain largely unchanged. The character of the buildings are consistent with surrounding development, they are unobtrusive in size (massing) and have been in place for numerous decades.

The landscaping proposal is limited to the front of the principal building as other property boundaries are well screened with existing cedar fencing.

The parking layout functions within the constraints of limited area and access options and is screened by existing fencing.

Lighting and signage are minimal and consistent with the character of surrounding development.

As reviewed with the Guidelines Checklist (Attachment 4), the proposed development complies with the DPA guidelines. Other conditions consistent with the guidelines have also been included in the draft DPA to ensure the objectives of the DPA are met.

Development Variance Permit GL-DVP-2022.3

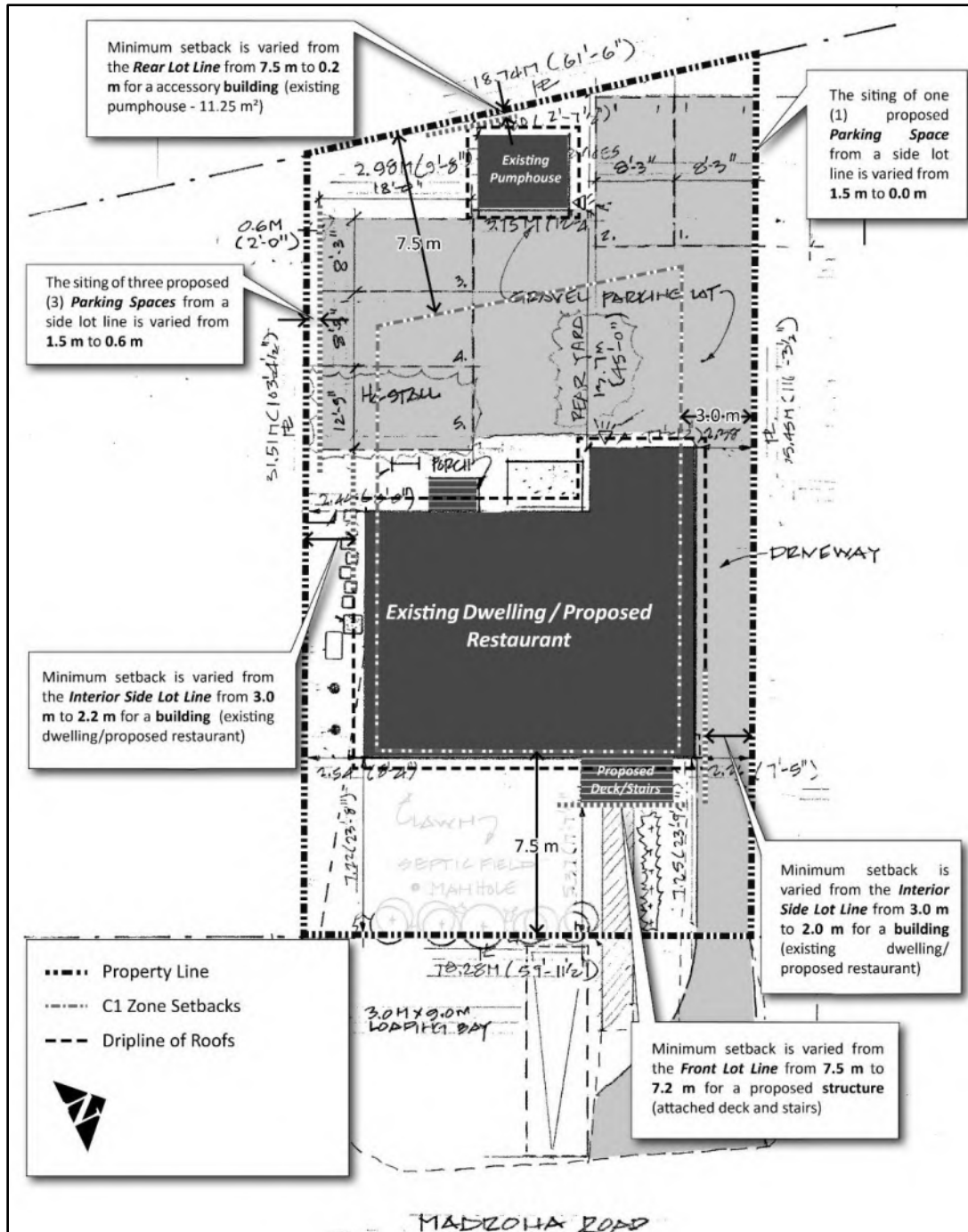
The applicant is seeking a variances to the LUB as follows:

- a) Article 9.1.6.1 which states that buildings and structures and unenclosed storage areas must be sited at least 7.5 metres from a front lot line is varied to permit the siting of a proposed **structure** (attached deck and stairs) within 7.2 metres of the front lot line.
- b) Article 9.1.6.1 which states that buildings and structures and unenclosed storage areas must be sited at least 7.5 metres from a rear lot line is varied to permit the siting of an existing **building** (accessory pumphouse with a 11.25 m² floor area) within 0.2 metres of the rear lot line.
- c) Article 9.1.6.2 which states that buildings and structures and unenclosed storage areas must be sited at least 3.0 metres from any interior side lot line where the lot line is common to a lot in a commercial or industrial zone is varied to permit the siting of an existing **building** (dwelling and proposed restaurant) within 2.0 metres from the north interior side lot line, and within 2.2 metres of the south interior side lot line.
- d) Subsection 9.1.12 which states that in addition to the off-street parking spaces required by Part 14 of this bylaw the owner must provide an area measuring not less than 3 metres by 9 metres for the **unloading** of goods from commercial vehicles is varied to waive the requirement.

- e) Section 14.5 which states that **parking spaces** may not be located within 1.5 metres of a side lot line is varied to locate three (3) parking spaces within 0.6 metres of the south (interior) side lot line, and one (1) parking space within 0.0 metres of the north (interior) side lot line.

The variances are further described on the site plan shown as Figure 3.

Figure 3. Site Plan with Proposed Development Variances



Impact of Variance on Neighbouring Properties and Ecosystems

The siting variances for the existing buildings should not impact neighbours as they are minor and have been in place for a long period of time. The proposed deck/stair addition is similarly minor and structurally unobtrusive.

The parking variances are reasonable given the confined nature of the property, adjacent uses and existing screening (fencing). The rationale to waive the requirement to provide a commercial unloading bay is reasonable given the suitable alternative of using the front road Right of Way area (Figure 2), and given the inability to access and maneuver to the rear of the building with medium to large commercial vehicles.

Intent of the Regulations being Varied

The overall purpose of the lot line and parking setback regulations are to minimize impacts on adjacent properties and the public realm related to:

- Limiting the visual impact of development and parking on adjacent properties.
- Protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
- Maintaining privacy.
- Establishing a consistent development pattern within a local area.
- Maintaining a rural character.
- Establishing certainty with respect to development by maintaining consistent siting regulations. The overall purpose of the requirement to provide a commercial unloading space is to ensure that delivery and shipping from commercial operations do not impact traffic and uses on surrounding areas. The proposed variances for do not challenge the intent of the bylaw regulations.

Potential Impacts of Granting the Variances

Granting a variance can potentially create an expectation in the community with regard to future applications. As variances consider the unique circumstances pertaining to a particular situation that may warrant the relaxation of a specific zoning regulation each application should be evaluated on its own merits. In this case, the variances are minor and reasonable given that the proposed development largely utilizes the existing building footprint and there are no impacts to neighbours.

Consultation

There is no public or agency consultation regularly associated with a DP application. In addition, there is no statutory notification required.

DVP Notices were circulated to surrounding property owners and residents (Attachment 7). The notification period ended at 4:30 p.m. on April 20, 2022.

At the time of writing, staff have not received any submissions in response to notification. Any submissions received prior to the LTC Meeting will be forwarded to the LTC and reported at the meeting.

First Nations

The Islands Trust reviews all applications to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. As reviewed, the referral application is consistent with respect to LTC Standing Resolutions on reconciliation. Notwithstanding, to provide applicants with awareness regarding unknown archaeological areas, staff will forward the Islands Trust Chance Find Protocol and the provincial Archaeological Branch guidelines on *Heritage Act* directly to the applicants.

Rationale for Recommendation

The recommendation on page 1 with respect to the Development Permit is supported as:

- the objectives and specific guidelines of the DPA have been met;
- the relevant architectural and landscaping plans and drawings have been incorporated as schedules to the proposed DP; and,
- the conditions in the draft DP will ensure the objectives of the DPA are met.

The recommendation on page 1 with respect to the proposed Development Variance Permit are supported as:

- the siting variances for the buildings are minor and reasonable given that the age of the buildings and minimal proposed alterations and will have minimal impacts on neighbours;
- the variances for parking are minor and reasonable given the constrained site and an alternative for unloading will have minimal impacts on neighbours;
- notification has generated no response to date; and,
- the variances do not challenge the intent of the bylaw provisions.

ALTERNATIVES

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

Development Permit

1. Request further information

The LTC may request further information prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

That the Galiano Island Local Trust Committee request that the applicant submit to the Islands Trust _____.

2. Deny the application

The LTC may deny the application. Note, if this alternative is selected, the resolution SHOULD specify which guideline(s) the application does not comply with. Recommended wording for the resolution is as follows:

That the Galiano Island Local Trust Committee deny application GL-DP-2022.2 (Longson) as it does not comply with guideline_____.

Development Variance Permit

1. Further amend the permit and approve the permit as amended

The LTC may opt to make amendments to the permit as circulated provided the amendments *do not* allow further encroachments. Recommended wording for the resolution is as follows:

That the Galiano Island Local Trust Committee amend GL-DVP-2022.3 by____; and,

That the Galiano Island Local Trust Committee approve issuance of GL-DVP-2022.3 as amended.

2. Request further information

The LTC may request further information prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

That the Galiano Island Local Trust Committee request that the applicant submit to the Islands Trust

3. Deny the application

The LTC may deny the application. Recommended wording for the resolution is as follows:

That the Galiano Island Local Trust Committee deny application GL-DVP-2022.3.

Submitted By:	Phil Testemale, Planner 2	April 22, 2022
Concurrence:	Robert Kojima, Regional Planning Manager	April 22, 2022

ATTACHMENTS

1. Site Context
2. Maps, Plans, Photographs
3. Applicant Cover Letter (with Addendum)
4. DPA Guidelines Checklist
5. Draft Development Permit
6. Draft Development Variance Permit
7. DVP Notice

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	Lot 4, Section 5, Galiano Island, Cowichan District, Plan 13671
PID	000-027-626
Civic Address	60 Madrona Road, Galiano Island
Lot Size	0.06 hectares (0.15 acres)

LAND USE

Current Land Use	Commercial
Surrounding Land Use	Retail Commercial 1, Village Residential 1, Light Industrial 1

HISTORICAL ACTIVITY

File No.	Purpose
None	None

POLICY/REGULATORY

Official Community Plan Designations	Galiano Island OCP No. 108, 1995 Designations: Community Facility/Commercial
Land Use Bylaw	Galiano Island LUB No. 127, 1999: Commercial (C)
Other Regulations	None
Covenants	None
Bylaw Enforcement	None

SITE INFLUENCES

Islands Trust Conservancy	There are no Islands Trust Conservancy covenants or properties in the direct area; therefore no referral has been made to the Conservancy.
Regional Conservation Strategy	The proposal does not impact the objectives and priorities of the Islands Trust Fund regional conservation plan.
Species at Risk	N/A
Sensitive Ecosystems	Mature Forest (Attachment 2.3)
Hazard Areas	N/A
Archaeological Sites	There are no archaeological sites identified on the provincial RAAD site. There are sites with archaeological potential identified in RAAD on adjacent properties. Notwithstanding the lack of sites identified in RAAD on the subject property, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the <i>Heritage Conservation Act</i> . This would most likely be indicated by the presence of areas of dark-stained soils containing conspicuous amounts of fire-stained or fire-broken rock, artifacts such as arrowheads or other stone

	tools, or even buried human remains. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.
Climate Change Adaptation and Mitigation	Minimal additions to the exterior and new landscaping make GHG impacts largely neutral.

ATTACHMENT 2 – MAPS, PLANS, DRAWINGS, PHOTOGRAPHS

2.1 ORTHOZONING



2.2 DPAs (NOTE MAPPING ERROR: DPA 6 IS DESIGNATED ON THE SUBJECT PROPERTY)

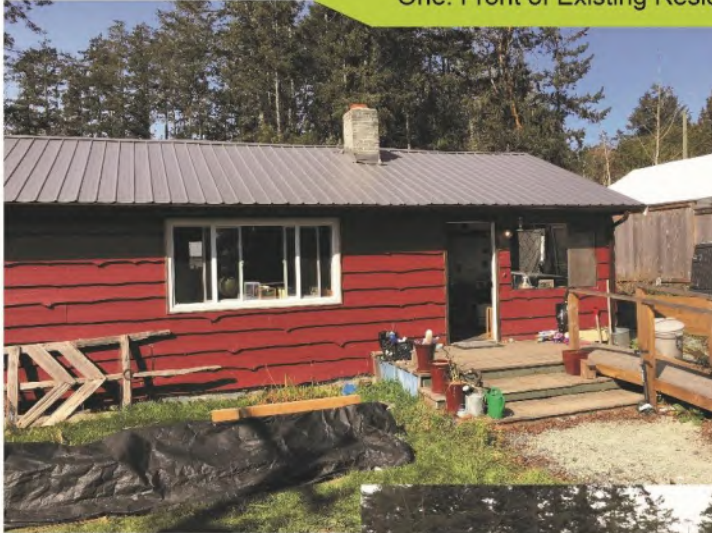


2.3 SENSITIVE ECOSYSTEMS MAPPING

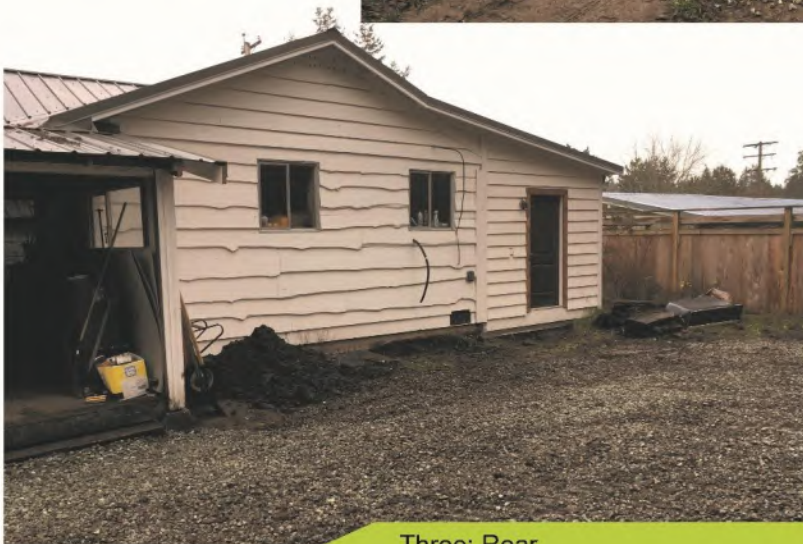


2.4 PHOTOGRAPHS

One: Front of Existing Residence (Proposed Restaurant Entrance)



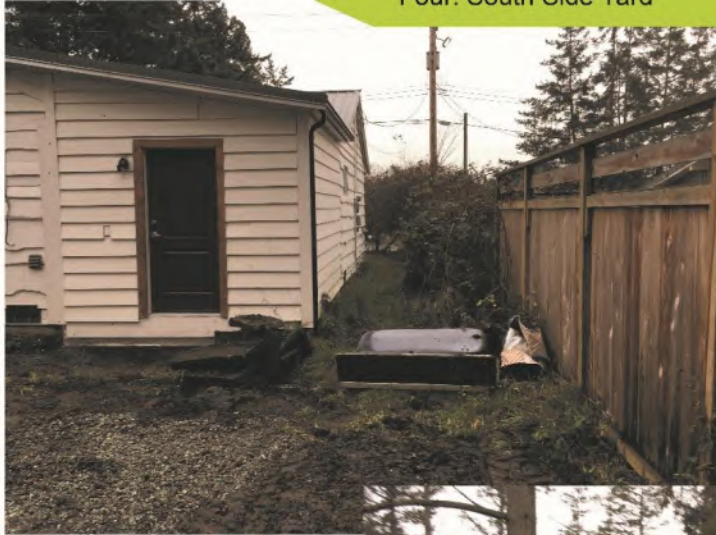
Two: Front (West) and Side (North)



Three: Rear

2.4 PHOTOGRAPHS

Four: South Side Yard



Five: Water Service Building (Pumphouse)



Six: Rear Parking (Looking North)



March 03, 2022

Islands Trust
Victoria Office
200 - 1627 Fort Street
Victoria, B.C.
V8R 1H8

Attention: Mr. Brad Smith, Island Planner, Southern Team (via email: bsmith@islandstrust.bc.ca)

Re: 60 Madrona Road, Galiano Island, B.C.
Development Permit Application
Development Variance Permit Application
Project Description

Dear Mr. Smith

The current property at 60 Madrona Road has been recently rezoned C-1 – Retail Commercial Zone and the existing building on the site is to be developed for a 634.26 sq.ft. commercial take-out kitchen – “Babes in the Woods” - with the balance of the area of the building – 1,034.24 sq.ft.- to be used as a single-family residential unit for the owner and operator of the commercial take-out kitchen. The current 199 sq.ft. Water Services Shed will remain at the rear of the site.

The existing combined home and commercial take-out kitchen will all be development within the current existing 1,560.5 sq.ft. building with no additions. The interior of the building will be subdivided and renovated to suit the requirements of the commercial take-out kitchen and the remainder of the building will be renovated to suit the residential use.

“Babes in the Woods” will have the commercial take-out kitchen new Main Entrance designed oriented to the front lot line and Madrona Road and will have the Secondary Entrance located to the rear of the building and accessible from the parking lot and the designed persons with physical disabilities Parking Stall.

The exterior storage area for the commercial take-out kitchen (for garbage & recycling) is to be located in the existing rear covered porch and the roof top Kitchen ventilation unit is to be located away from public view and the road and will be screened.

The Landscaping Plan indicated on drawings A-1, indicates the landscape specification and planting list that highlights indigenous species, cost estimates and total cost of the landscaping work. Specific attention has been paid in the development of the landscaping along the frontage of Madrona Road to create an entrance to the combined home and commercial take-out kitchen and a buffer between the Road, the site and the entrance to the take-out kitchen. Landscaping has been used to soften the building massing.

The Site Plan A-1 also indicates the design and location of the one freestanding sign.

Lighting for the parking areas and an illuminated sign are indicated on the Site Plan A-1 and attached lighting specifications.

Site Development Plan A-1 indicates the location and design of the “Business Premise” sign.

The Parking Layout Plan by Gerald Longson Architect indicates the location and layout of the number of parking stalls required by the Galiano Island Bylaw - Section 14.1.7 (i.e. restaurant, neighbourhood public

house 1 per 3 seats) with 4 parking stalls plus one Handicap parking stall provided for the combined residential use and commercial take-out kitchen. All the parking for the combined residential use and commercial take-out kitchen is to be located to the west of the building. The Parking spaces are located in the Interior Side Yard and Rear Yard setback area. Bicycle Storage is located at the rear of the building next to the Handicap Parking Stall.

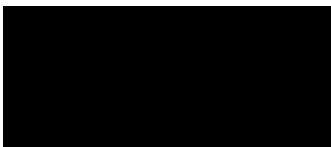
For the development of the project the following variances are requested:

1. **Front Yard Set Back** – Required 7.5 m. - Provided 7.22 m.;
2. **Interior Side Yard Set Back** – Required 3.0 m. - Provided to the North 2.26 m. & 2.44 m. to the South;
3. **Loading Bay** – Required 1 Loading Bay Stall on the site – Provided no Loading Bay Stall on the site (as there is not adequate room in the North Interior Side Yard Set Back to allow for a truck to access the parking area loading would need to be provided from the road.
4. **Location of the Parking Stall** – Required – not within 1.5 m. of the South side lot line - Provided 0.6 m. of the South side lot line.

I hope this project description and development variance information meets the Islands Trust's requirements.

The attached Transmittal is a list of all of the other required documents for the Development Permit Application and the Development Variance Permit Application.

Your truly



Gerald W. Longson – Architect AIBC

cc. Lisa Gauvreau



April 04, 2022

Islands Trust
Victoria Office
200 - 1627 Fort Street
Victoria, B.C.
V8R 1H8

Attention: Mr. Phil Testemal, Planner 2, Southern Team (via email: ptestemal@islandstrust.bc.ca)

**Re: 60 Madrona Road, Galiano Island, B.C.
Update to Development Permit Application and
Update to Development Variance Permit Application**

Dear Mr. Testemal

Following our conversation of Friday, April 01, 2022, below are the items we discussed along with the additional information requested:

Development Permit Application.

1. **Signage** – (see Architectural drawings A-1 “Site Plan”, A-3 “East Elevation” and “North Elevation” for the location of the signage.
 - a. “Parking ->” on the side of the building at the North East corner. Size 14” x 8”; &
 - b. “Babes in the Woods” just under the east window with a light over. Size 48” x 17”.
(see attached image of the existing sign to be reused).
2. **Front Yard Landscaping** – Jen Kovach of Cottonwood Holistic Horticulture here on Galiano has provided me with the proper plants and their Latin names for installation along the street property line. (see Architectural drawings A-1 “Site Plan”). Columbia Manzanita and Evergreen Huckleberry (both are native to Galiano Island and are available to the Galiano Conservancy Association’s Nursery) will form a hedge type barrier along the East property line and along the sidewalk.
3. **Screening of Kitchen Exhaust Fan** – Architectural Drawings A-3 “West Elevation” and A-4 “North Elevation” indicate not only a level work platform around the Fan Unit but also a wood screen around the Fan Unit.

Development Variance Permit Application.

For the development of the project the following variances are still being requested:

1. **Front Yard Set Back** – Required 7.5 m. - Provided 7.22 m. from the renovated Deck to the Property Line. Note that even though, because the house has been there before the Galiano zonings were set, this setback is viewed as legally non-conforming.
2. **Interior Side Yard Set Back** – Required 3.0 m.
 - Provided to the North - 2.26 m. (to the Foundation) and 2.01 m. (to the drip line of the roof overhang); and
 - Provided to the South - 2.44 m. (to the Foundation) and 2.19 m. (to the drip line of the roof overhang)

(see Architectural Drawings A-1 "Site Plan" for the revised set backs and A-3 "East Elevation" & "West Elevation" indicating the dimensions of the roof overhang).

3. Loading Bay – Required 1 Loading Bay Stall on the site

- Provided no Loading Bay Stall on the site (as there is not adequate room in the North Interior Side Yard Set Back to allow for a truck to access the parking area) loading would need to be provided from the road. This variance will be included in the application.

4. Location of the Parking Stall – Required – not within 1.5 m. of the South side lot line

- Provided 0.6 m. of the South side lot line. This variance will be included in the application.
- Note that the parking lot to the North of the existing building will be screened on all sides by the existing minimum 6'-0" fences.
- (See the Survey Plan)

I hope this project description meets the Islands Trust's requirements.

The attached Transmittal is a list of all of the additional documents for the Development Permit Application and Development Variance Permit Application.

Yours truly



Gerald W. Longson – Architect AIBC

cc. Lisa Gauvreau

Attachment 4

GL-DP-2022.2 (Longson)

Commercial and Industrial Form and Character Development Permit Area DPA (6) Guideline Checklist

Guideline	Complies			Comments
	Yes	No	N/A	
1. Where an application involves <u>retail commercial</u> buildings or structures, which are buildings and structures designed and intended for commercial uses other than for visitor accommodation, the building form and character should adhere to the following guidelines:				
a) Buildings and other structures should utilize existing topography and vegetation to be sited in a manner that is relatively unobtrusive and blends into the surrounding landscape.	☒	☐	☒	Existing Building
b) Buildings should be designed and sited with the main entrance oriented to the front lot line or to the main point of entry from the road where appropriate.	☒	☐	☐	(“)
c) Building form and character should not overwhelm the scale, mass and character of adjacent non-commercial properties.	☒	☐	☐	(“)
d) Building mass should be appropriately proportioned in comparison to building height by limiting building frontage length in relation to building height.	☒	☐	☐	(“)
e) Building mass should be softened by the use of small-scale elements such as windows, panels, entrances and other detail features in order to avoid monotony in design.	☒	☐	☐	(“)
f) Buildings should not be designed with blank walls presenting an aspect to the highway or to highly visible areas; features such as garage doors and windowless facades should be minimized.	☒	☐	☐	(“)
g) Buildings giving the impression of strip development should not be considered.	☒	☐	☐	(“)
h) Natural materials should be incorporated into the design of buildings with construction materials.	☒	☐	☐	No change in materials – see ‘Photographs’ – Attachment 2
i) Architectural variety should be provided through the use of features such as pitched roofs, dormers and similar features.	☒	☐	☐	
j) New buildings should be sited in a manner that results in minimal disturbance to existing vegetation.	☐	☐	☒	
k) In order to reduce noise, elements such as roof top mechanical equipment, shipping and loading areas, exterior storage areas, transformers, and meters should be screened from public view as effectively as possible through the use of any combination of landscaping, solid fencing and building design.	☐	☐	☐	Staff required addition of screening for new, rooftop restaurant fan.
l) Social gathering should be encouraged by creating spaces such as porches, patios and gardens that are visible and accessible.	☒	☐	☐	Enhanced landscaping provided in front.
4. All applications should include <u>landscaping</u> adhering to the following guidelines:				
a) A landscape plan prepared by a landscape professional should:				
i. provide supporting documentary evidence pertaining to landscape specifications, irrigation requirements, planting lists (highlighting indigenous species), cost estimates, and the total value of the work;	☒	☐	☐	
ii. identify existing vegetation by type and identify areas which are to be cleared;	☒	☐	☐	
iii. provide for the landscape treatment of the frontage of the site which abuts onto existing or future public roads;	☒	☐	☐	
iv. provide for vegetative buffers along lot lines;	☐	☐	☒	The sides and rear property lines are screened with existing fencing.

Guideline	Complies			Comments
	Yes	No	N/A	
v. identify how landscape treatment will avoid the use of herbicides, pesticides and fungicides.	☒	☐	☐	Condition in draft DP
b) Existing site topography, landscape features, and indigenous vegetation should be retained wherever possible. Significant or important existing indigenous vegetation within all setback areas should be preserved (i.e. wetlands and mature wooded areas). Significant existing indigenous vegetation within the buildable area of the site should be preserved wherever possible through careful and innovative site design.	☒	☐	☐	Additional landscape planting in front entrance area adjacent to road.
c) Appropriate natural buffering and landscaping should be provided along all roads. The width and extent of this buffer strip should be established based on the overall useable site area of the parcel, the extent of existing vegetation, the provision for adequate access and visual clearances, and any zoning requirements for landscape screening. Appropriate buffering should also be provided adjacent to the boundary of the Agricultural Land Reserve, along abutting residential properties and adjacent to watercourses.	☒	☐	☐	(“)
d) Any storage areas on the property facing public roadways should have adequate landscape screening or the provision of other screening consistent with the overall character of the site and with the other guidelines in this section.	☐	☐	☒	
e) Proposed new plantings should consist of indigenous vegetation or other non-invasive vegetation suitable for local environmental conditions; buffer planting using massing of indigenous trees and shrubs is encouraged.	☒	☐	☐	As per landscaping schedule in draft DP.
f) Appropriate planting should be used to soften building massing, to break up parking areas and to provide screening along lot lines. It is not intended that plantings form a full-height visual screen around the whole site and screen all buildings from view; planting should reduce and soften the apparent scale and mass of buildings, provide screens, and create breaks in a building façade or at building corners.	☐	☐	☒	
g) New drainage swales and detention basins should be planted with materials that will assist in the treatment of stormwater runoff and that are also complementary to the surrounding natural vegetation.	☐	☐	☒	
h) All landscaping and screening should be completed within 12 months of an occupancy permit being issued and should meet or exceed the British Columbia Society of Landscape Architects and British Columbia Nursery Trades Association standards.	☒	☐	☐	Condition in draft DP
i) The application may include a security, in the form of an irrevocable letter of credit for 125% of the value of the quoted landscaping cost.	☐	☐	☒	
5. All applications should provide a <u>parking</u> layout plan, adhering to the following guidelines:				
a) Large impervious and surfaced parking areas should be avoided. Parking should be provided through smaller parking areas dispersed throughout the development and separated with planted landscaped areas. Porous or permeable surfaces should be used where practical and impervious surfaces should be minimized and swales and open ditches should be installed rather than curb and gutter systems.	☒	☐	☐	Parking and access is gravel and in rear of building as configured in parking schedule as part of the draft DP. Minimal
b) Visitor parking spaces should be clearly identified and provided within the development. Tree planting is encouraged in and around parking areas	☒	☐	☐	
c) Parking should be located at the sides or rear of buildings wherever feasible.	☒	☐	☐	

Guideline	Complies			Comments
	Yes	No	N/A	
d) Development should provide for and clearly identify pedestrian circulation areas, preferably with different paving and/or landscaping treatment.	☐	☐	☒	
e) All significant paved parking areas should be included within the context of any stormwater water plan and incorporate oil/water separators.	☐	☐	☒	
f) The shared use of a common access between businesses is encouraged. The number of accesses should be limited to the number required for traffic safety.	☐	☐	☒	
g) All new development should include provision for bicycle parking or storage.	☒	☐	☐	Provided.
6. <u>Lighting</u> proposed as part of an application for a new building or overall site development should adhere to the following guidelines:				
a) Lighting for walks and parking areas should be small in scale and used to illuminate signs, displays and pedestrian paths.	☒	☐	☐	
b) High intensity lighting in parking lots and along roadsides is discouraged.	☐	☐	☒	
c) Security and other lighting should not be placed so as to shine directly onto residential or agricultural properties or to reduce the effectiveness of any landscaped buffer.	☐	☐	☒	
7. <u>Signs</u> should adhere to the following guidelines:				
a) Each site should have no more than one freestanding sign, located on the same lot as the development.	☒	☐	☐	
b) One sign should be installed for each business premise. All signs should be integrated into the overall design of the building and should not extend above the top wall of a building.	☒	☐	☐	
c) Signs should not be backlit or equipped with flashing, oscillating or moving lights or beacons.	☒	☐	☐	
8. The LTC may consider variances to siting, size, or parking regulations where the variance may result in closer adherence to the objectives and guidelines of this development permit area.	☒	☐	☐	Variance to waive the requirement for an unloading bay with the rationale that there is sufficient space on adjacent road Right of Way.



**GALIANO ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT
GL-DP-2022.1**

To: Lisa Gauvreau
c/o Gerald Longson

1. This Development Permit (the "Permit") applies to the land described below and all buildings, structures and other developments therein:

Lot 4, Section 5, Galiano Island, Cowichan District, Plan 13671
(PID: 000-027-626)

2. This Development Permit GL-DP-2022.1 authorizes exterior alterations to an existing building (dwelling and proposed restaurant) as well as landscaping, parking, lighting and signage on the subject property in accordance with **Development Permit Area ("DPA") 6 - Commercial and Industrial Form and Character** subject to the following requirements and conditions:

General

- a. All development shall be substantively consistent with Schedules 'A', 'B', 'C', 'D' and 'E' attached to and forming part of this permit.
- b. Any additional future construction or land alteration shall require that a new Development Permit be obtained.

Siting, Form and Character

- c. Exterior building siting, form and character shall be consistent with Schedules 'B' and 'C', attached to and forming part of this permit.
- d. Storage of materials, garbage and recycling is restricted to the rear of the building in the location shown on Schedule 'A', attached to and forming part of this permit.

Landscaping

- e. Landscaping layout and species selection shall be consistent with Schedule 'D' attached to and forming part of this permit.
- f. Ongoing maintenance of landscaped areas shall not use herbicides, pesticides or fungicides.
- g. All landscaping shall be completed within 12 months of an occupancy permit being issued and shall meet or exceed the British Columbia Society of Landscape Architects and British Columbia Nursery Trades Association standards.

Parking

- h. Parking shall include five (5) parking spaces, including one (1) accessible spot.
- i. Parking layout shall be consistent with Schedule 'A', attached to and forming part of this permit.

- j. Porous or permeable parking surfaces (gravel) shall be used where practical and impervious parking surfaces shall be minimized.
- k. Parking for bicycles shall be provided via a bicycle rack to be located as identified in Schedule 'A', attached to and forming part of this permit.

Lighting

- l. Lighting shall be small scale and consistent with Schedule 'A' attached to and forming part of this permit.

Signage

- m. Signage shall be limited to one business and one directional (parking) sign and be consistent with Schedule 'E', attached to and forming part of this permit.
 - n. Signage shall not be backlit or equipped with flashing, oscillating or moving lights or beacons
- 3. The area described herein shall be developed in accordance with the terms, conditions and provisions of this Permit, and any plans and specifications attached to this Permit, which shall form a part thereof.
 - 4. Any further development within designated Development Permit Areas will require a new Development Permit, or a Development Permit Amendment.
 - 5. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of Galiano Island Land Use Bylaw No. 127, 1999 and to obtain other approvals necessary for the lawful completion of the proposed development.

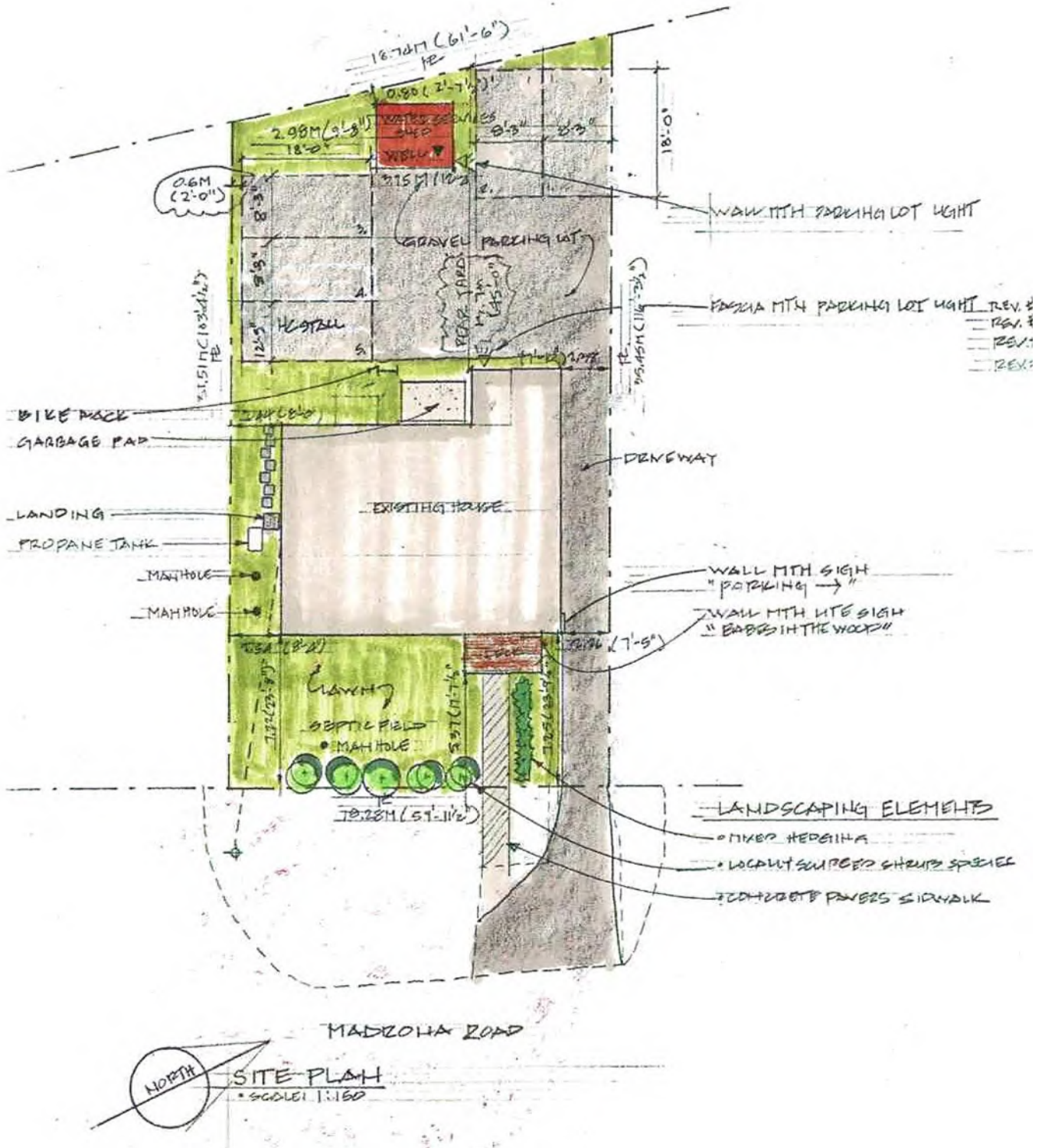
AUTHORIZING RESOLUTION PASSED BY THE GALIANO ISLAND LOCAL TRUST COMMITTEE THIS DAY OF MONTH ##, 2021.

Deputy Secretary, Islands Trust

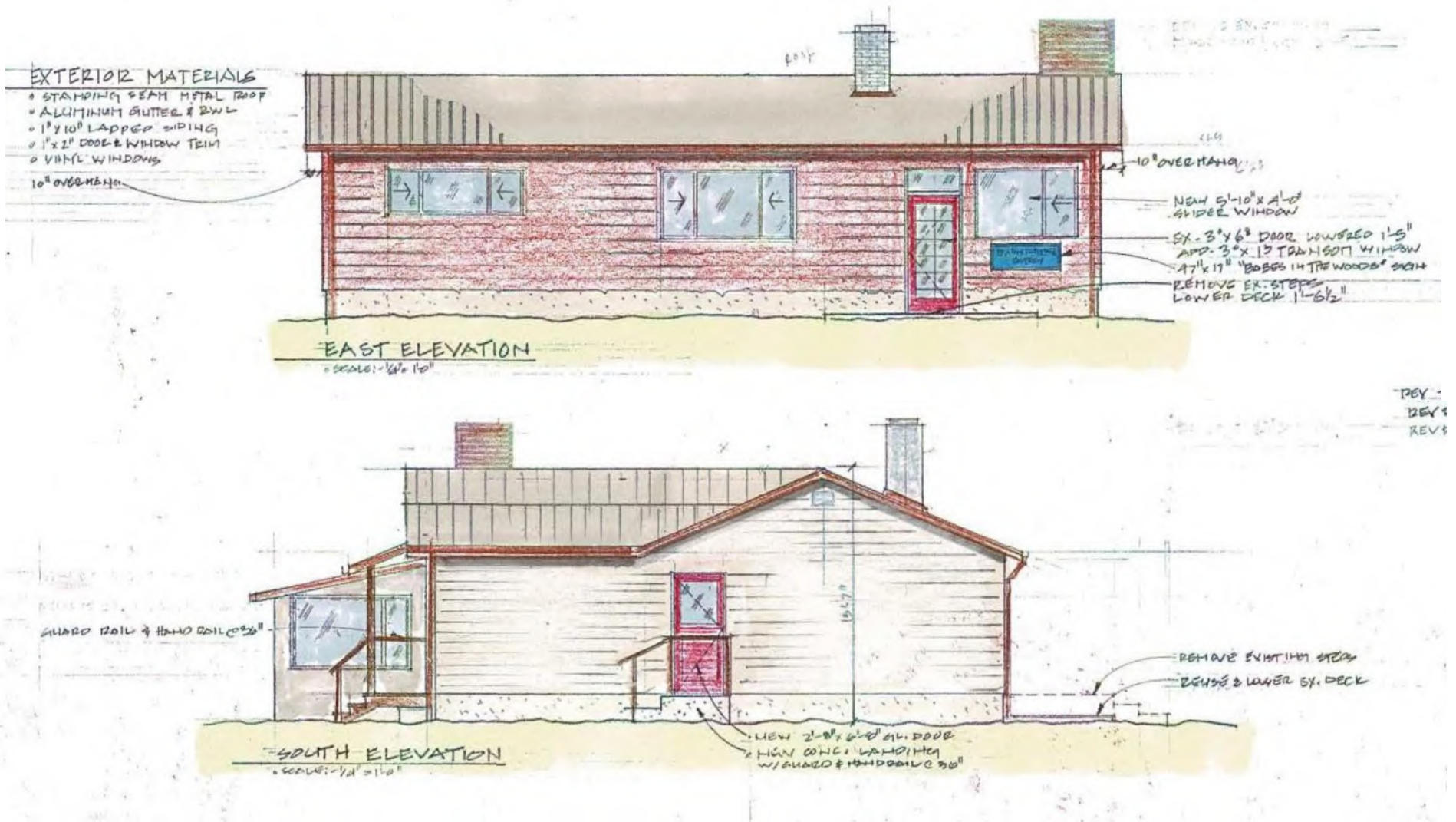
Date of Issuance

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE ##TH DAY OF XXX, 202#, THIS PERMIT AUTOMATICALLY LAPSES.

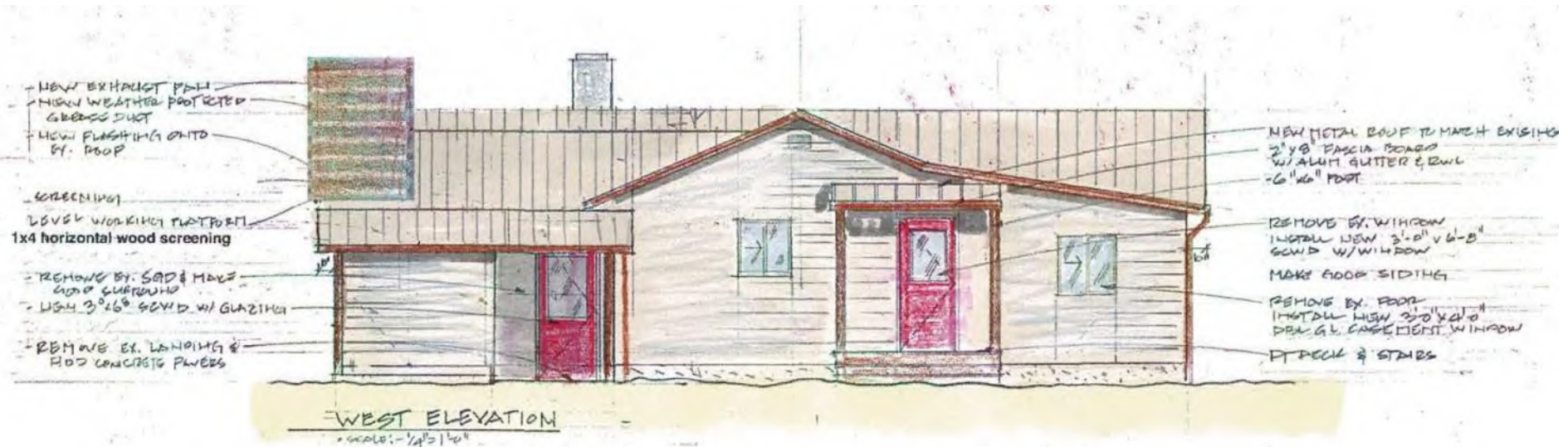
GALIANO ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT GL-DP-2022.1
Schedule "A" (Site Plan and Parking)



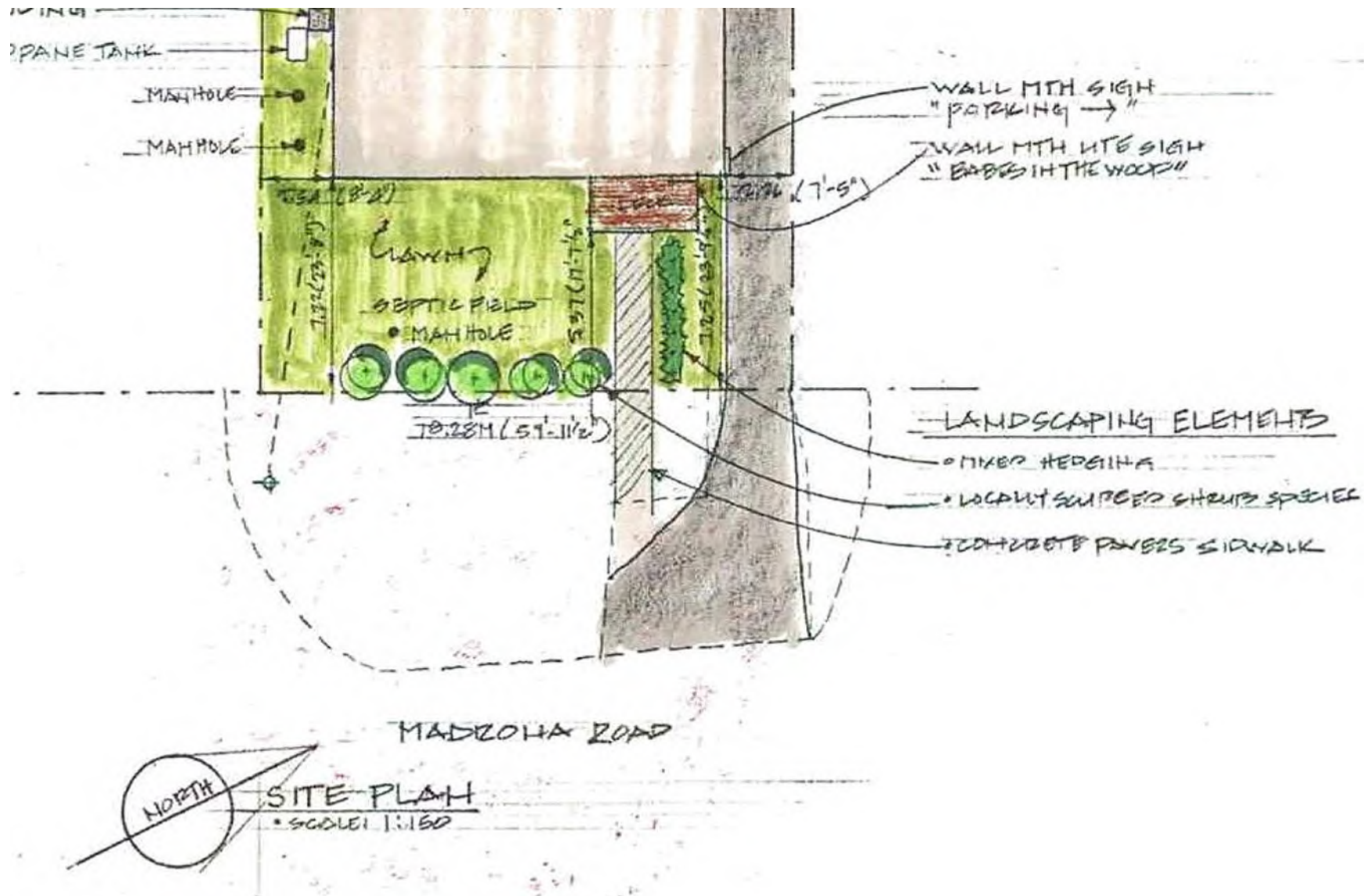
GALIANO ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT GL-DP-2022.1
Schedule "B" (Exterior Design – East & South Elevation)



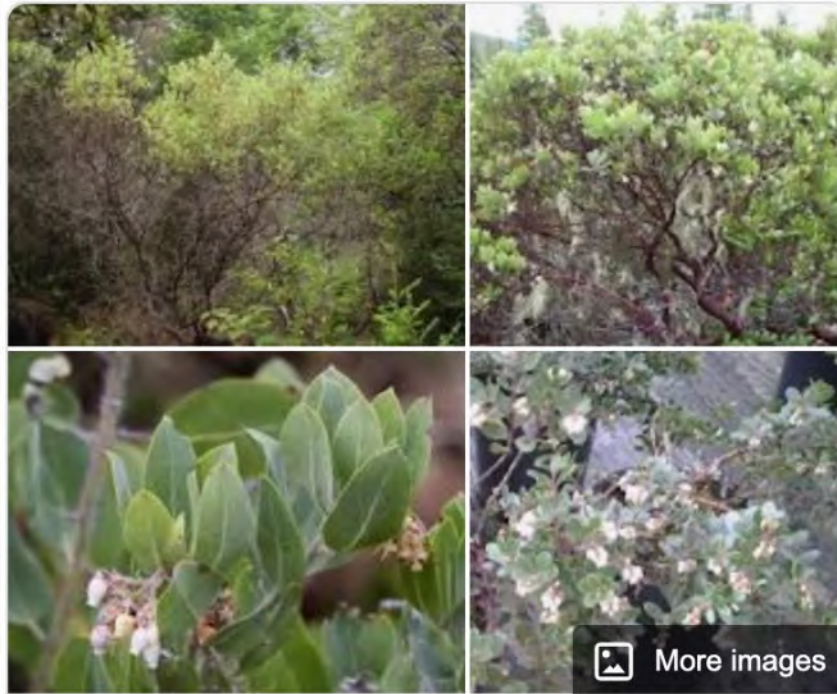
GALIANO ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT GL-DP-2022.1
Schedule "C" (Exterior Design – West Elevation)



**GALIANO ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT GL-DP-2022.1
Schedule "D" (Landscape Plan)**



GALIANO ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT GL-DP-2022.1
Schedule "D" (Landscape Plan – Cont'd)



Arctostaphylos columbiana

Plant

Arctostaphylos columbiana is a species of manzanita known by the common name hairy manzanita. It is native to the coast of western North America from northern California to southwestern British Columbia. This large manzanita is a shrub or small tree, usually 1–5 meters tall. It is erect with hairy branches.

[Wikipedia](#)

GALIANO ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT GL-DP-2022.1
Schedule "D" (Landscape Plan – Cont'd)

Evergreen Huckleberry

Vaccinium ovatum

ABOUT THIS SPECIES

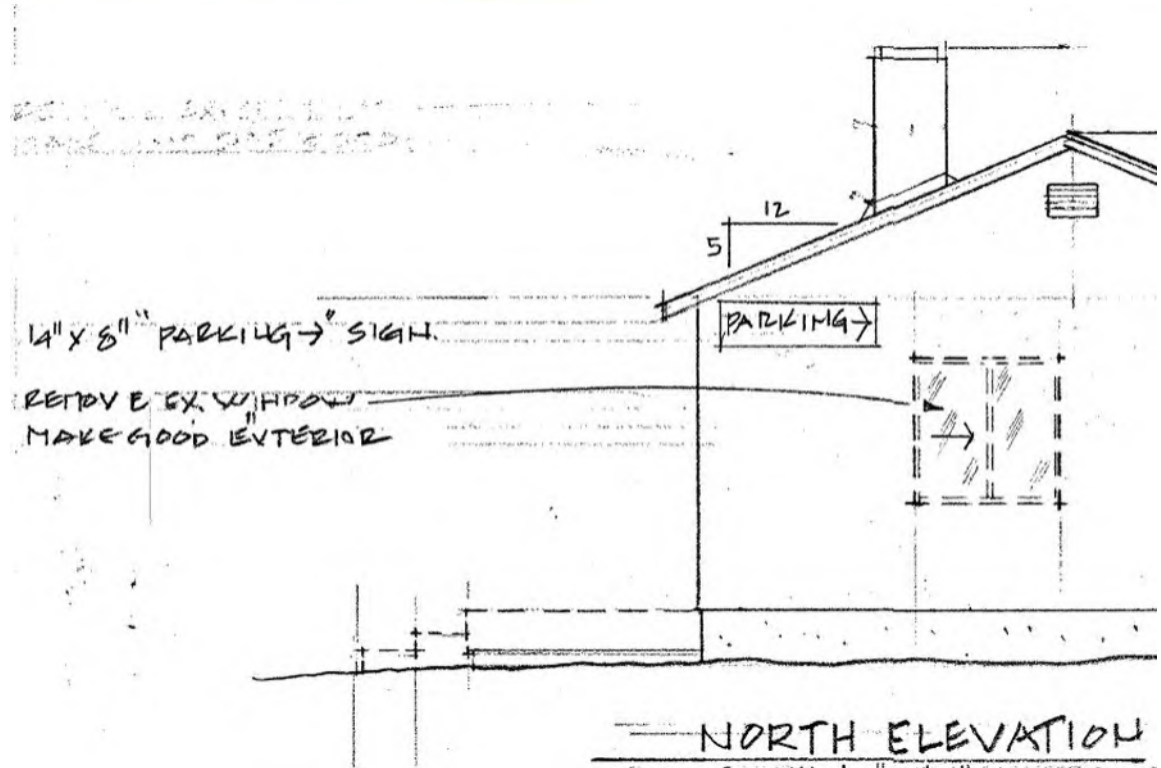
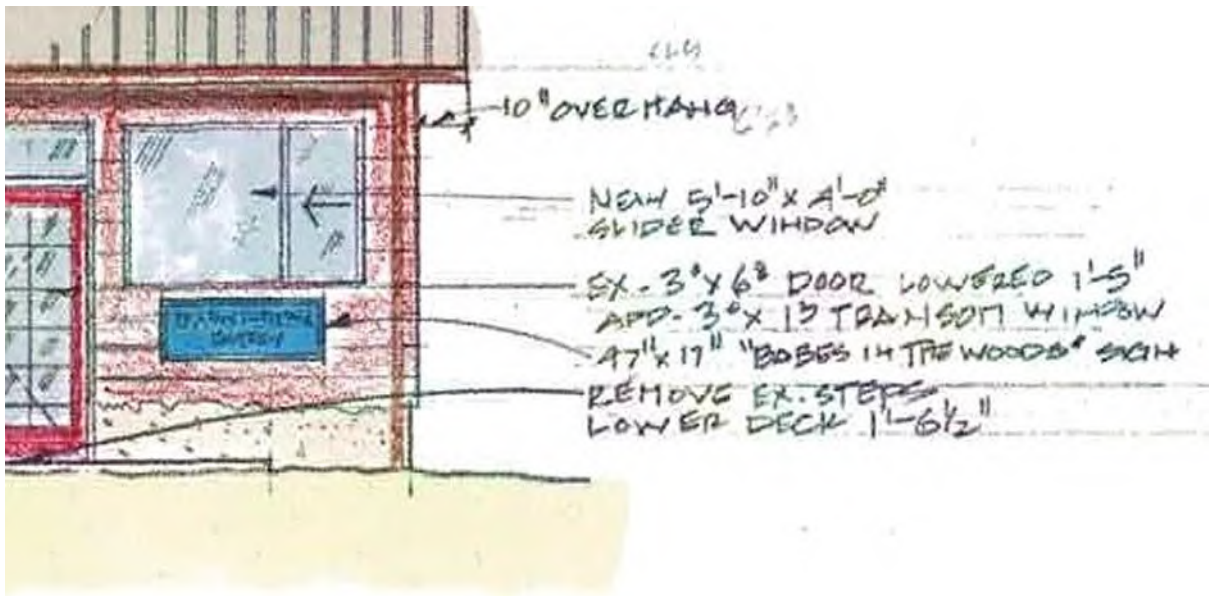
ZONE 7B • BC NATIVE ✓

Grow me instead of **Daphne (Spurge-Laurel)**

As the common name suggests, *Vaccinium ovatum* is an evergreen shrub growing to 2m high and 1.5 m wide. Can tolerate a wide range of light conditions and is very attractive to birds. Foliage is glossy and green with new red growth. Flowers are white-pink and bell-shaped in the spring, followed by showy black edible flowers in last summer-early fall.



GALIANO ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT GL-DP-2022.1
Schedule "E" (Signage)





Islands Trust

**GALIANO ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT
GL-DVP-2022.3**

To: Lisa Gauvreau c/o Gerald Longson

1. This Development Variance Permit applies to the land described below:

Lot 4, Section 5, Galiano Island, Cowichan District, Plan 13671
(PID: 000-027-626)

2. Galiano Island Land Use Bylaw 127, 1999 is varied to allow for the siting of the following:

- a) Article 9.1.6.1 which states that buildings and structures and unenclosed storage areas must be sited at least 7.5 metres from a front lot line is varied to permit the siting of a proposed **structure** (attached deck and stairs) within 7.2 metres of the front lot line.
- b) Article 9.1.6.1 which states that buildings and structures and unenclosed storage areas must be sited at least 7.5 metres from a rear lot line is varied to permit the siting of an existing **building** (accessory pumphouse with a 11.25 m² floor area) within 0.2 metres of the rear lot line.
- c) Article 9.1.6.2 which states that buildings and structures and unenclosed storage areas must be sited at least 3.0 metres from any interior side lot line where the lot line is common to a lot in a commercial or industrial zone is varied to permit the siting of an existing **building** (dwelling and proposed restaurant) within 2.0 metres from the north interior side lot line, and within 2.2 metres of the south interior side lot line.
- d) Subsection 9.1.12 which states that in addition to the off-street parking spaces required by Part 14 of this bylaw the owner must provide an area measuring not less than 3 metres by 9 metres for the **unloading** of goods from commercial vehicles is varied to waive the requirement.
- e) Section 14.5 which states that **parking spaces** may not be located within 1.5 metres of a side lot line is varied to locate three (3) parking spaces within 0.6 metres of the south (interior) side lot line, and one (1) parking space within 0.0 metres of the north (interior) side lot line.

The development shall be consistent with Schedule 'A' attached to and forming part of this permit.

3. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of "Galiano Island Land Use Bylaw No. 127, 1999" and to obtain other approvals necessary for completion of the proposed development, including approval of the Capital Regional District and Ministry of Transportation and Infrastructure.

AUTHORIZING RESOLUTION PASSED BY THE GALIANO ISLAND LOCAL TRUST COMMITTEE THIS #TH DAY OF MONTH, 2022

Deputy Secretary, Islands Trust

Date of Issuance

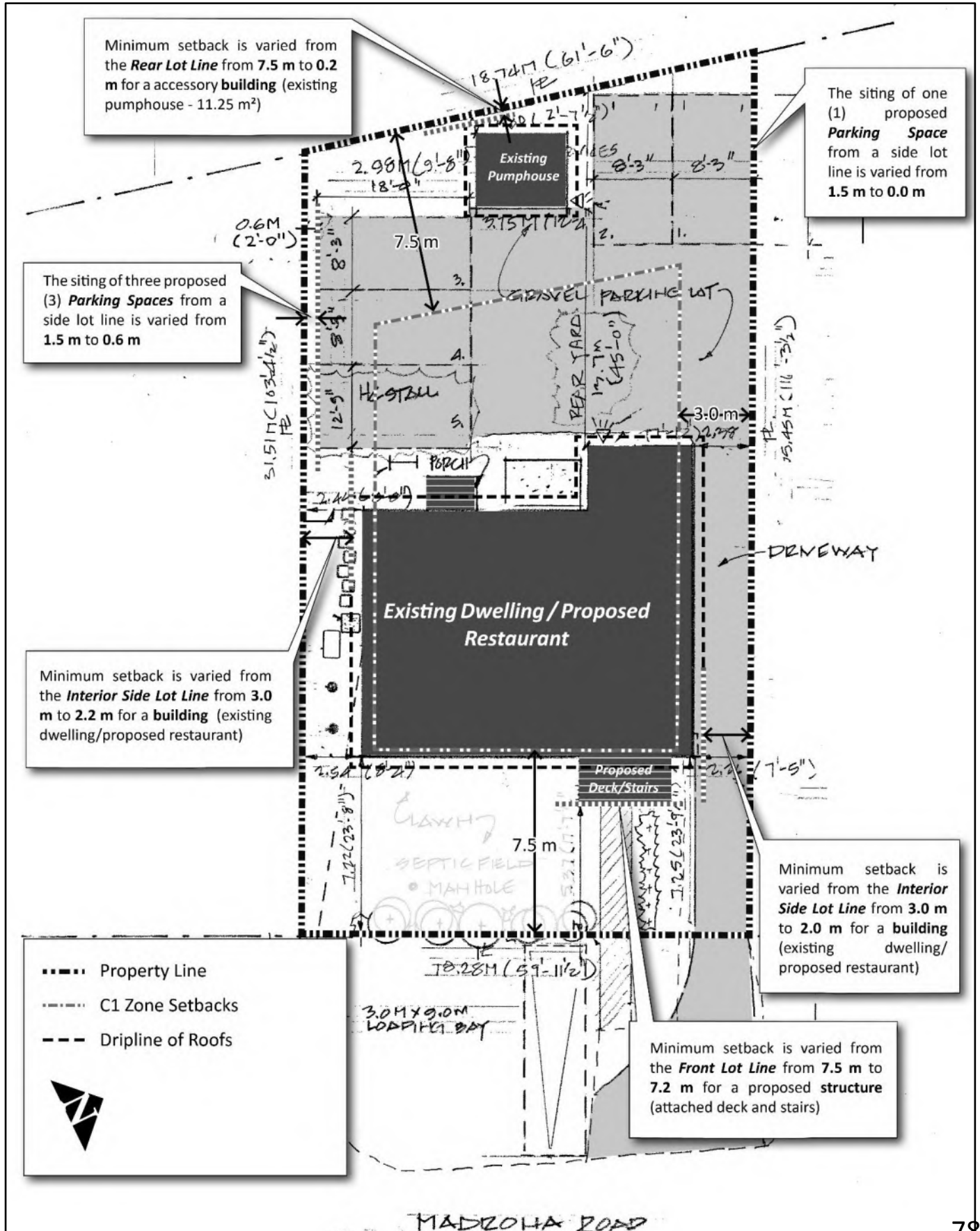
IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE #TH DAY OF MONTH, 202_, THIS PERMIT AUTOMATICALLY LAPSES.

GALIANO ISLAND LOCAL TRUST COMMITTEE

GL-DVP-2022.3

SCHEDULE 'A'

Site Plan





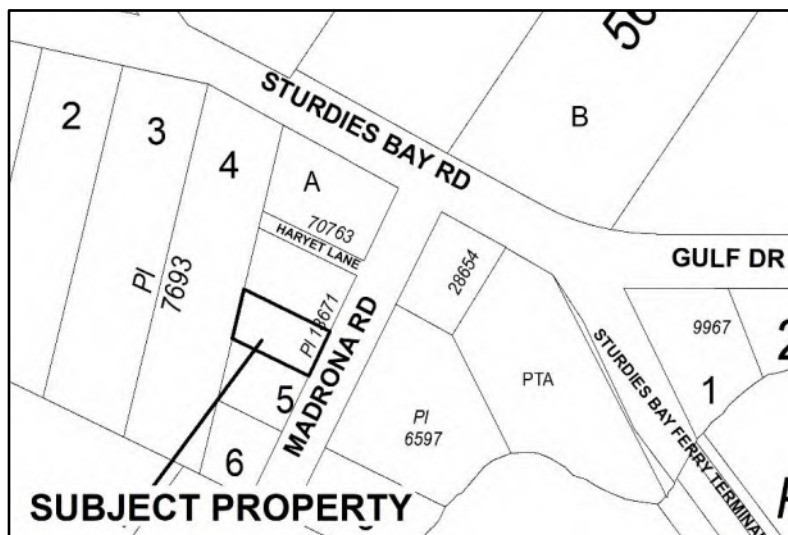
NOTICE
GL-DVP-2022.3
GALIANO ISLAND LOCAL TRUST COMMITTEE

NOTICE is hereby given pursuant to Section 499 of the *Local Government Act* that the Galiano Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit. The proposed permit is attached and would vary the Galiano Island Land Use Bylaw No. 127, 1999 as follows:

- Variances to: interior side and front property line setbacks for an existing dwelling to include a proposed restaurant and a deck/stair addition to the front of the building; waiving the requirement to provide an off-street unloading space for a commercial use; and, to the south and north side property line for parking spaces.

The property is located at **60 Madrona Road** and is legally described as Lot 4, Section 5, Galiano Island, Cowichan District, Plan 13671 (PID: 000-027-626).

The general location of the subject property is shown on the following sketch.



A copy of the proposed permit may be inspected at the Islands Trust Office, 200 - 1627 Fort Street, Victoria, B.C. V8R 1H8 between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday inclusive, excluding statutory holidays, commencing **April 8, 2022** and continuing up to and including **April 20, 2022**.

For the convenience of the public only, and not to satisfy Section 499 (2) (c) of the *Local Government Act*, additional copies of the Proposed Permit may be inspected at various Notice Boards on Galiano Island, BC, commencing **April 8, 2022**.

Enquiries or comments should be directed to Phil Testemale, Planner 2 at (250) 405-5170, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: southinfo@islandstrust.bc.ca before 4:30 pm, **April 20, 2022**.

The Galiano Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the regular business meeting starting at **12:30 p.m., May 2, 2022**.

All applications are available for review by the public. Written comments made in response to this notice will also be available for public review.

Jas Chonk, Deputy Secretary

File No.: GL-RZ-2014.1 (Crystal Mountain)

DATE OF MEETING: May 2, 2022

TO: Galiano Island Local Trust Committee

FROM: Brad Smith, Island Planner
Southern Team

COPY: Robert Kojima, Regional Planning Manager
Kate Emmings, Manager, Islands Trust Conservancy

SUBJECT: Crystal Mountain Rezoning Application – Bylaws No. 256 and 257

Applicant: Crystal Mountain Society (CMS)

Location: District Lot (DL) Lot 90 Lot 9 and DL 88 & 89 Lot A, North Galiano Island

RECOMMENDATION

1. That the Galiano Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directive Policies Checklist and determined that proposed Bylaw No. 256 and 257 are not contrary to or at variance with the Islands Trust Policy Statement.
2. That the Galiano Island Local Trust Committee direct staff to schedule a Public Hearing on application GL-RZ-2014.1 (Crystal Mountain).
3. That the Galiano Island Local Trust Committee direct staff to schedule a Community Information Meeting prior to the Public Hearing on application GL-RZ-2014.1 (Crystal Mountain).

REPORT SUMMARY

The purpose of this report is to provide an update to the Galiano Island Local Trust Committee (LTC) on application GL-RZ-2014.1 (Crystal Mountain) with respect to outstanding items related to the application, and to seek direction from LTC regarding next steps for proposed Bylaws No. 256 and 257.

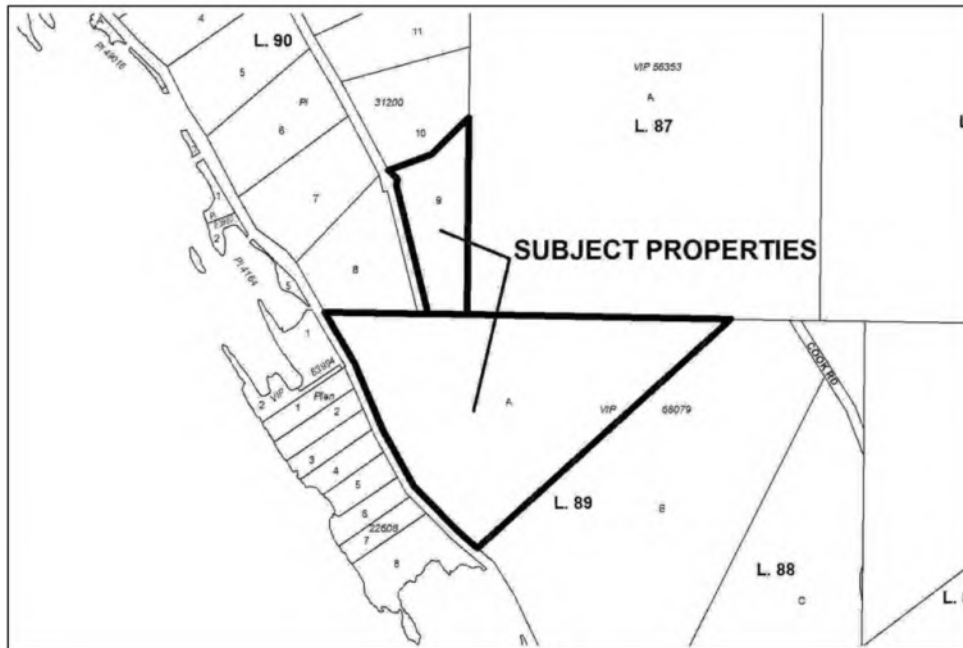
The above recommendations are supported as:

- The applicant has completed additional groundwater data logger analysis as requested by the LTC with results found to be consistent with previous pump testing and has developed a Water Management Plan (WMP) that effectively minimizes the impacts of groundwater withdrawal;
- The applicant has now reached agreement with the Capital Regional District (CRD) on terms for a Statutory Right of Way (SRoW) for emergency access;
- The application has been in process for several years and from a staff perspective all information requested from the applicant to date has been provided in a satisfactory manner; and,
- Proceeding to a public hearing will allow for additional community input prior to potential consideration of second and third reading of proposed Bylaw No. 256 and 257.

BACKGROUND

This application is to rezone two subject properties (DL Lot 90 Lot 9 and DL 88 & 89 Lot A) on the north end of Galiano Island in order to permit a *spiritual education* land use (Figure 1). Lot 9 is currently zoned Rural 2 (R2) and Lot A is zoned Forest 1 (F1). The rezoning application has been open since 2014.

Figure 1. Subject property map



Further background to this application, including previous staff reports, proposed bylaws, professional reports and correspondence, is available on the Islands Trust website: <http://www.islandstrust.bc.ca/islands/local-trust-areas/galiano/current-applications/current-application-documents/>

ANALYSIS

Water Analysis Review

At the March 7, 2022 meeting, the LTC passed the following resolution:

GL-2022-31

It was Moved and Seconded,
that the Galiano Local Trust Committee ask staff to review the water management plan and, in particular, provide feedback on:

- a) whether the water usage estimates are reasonable,
- b) recommendations on alternative pump tests, and
- c) recommendations on impacts on water use on days when the numbers of people on the property exceed 35.

CARRIED

Staff provide the following comments in response:

- a) The updated WMP includes revised maximum daily demand (MDD) estimates that are based more closely on provincial regulatory standards and that are considered reasonable by staff.
- b) Staff do not recommend additional pump tests. However, staff do recommend that data logger monitoring be continued in perpetuity. The WMP and s. 219 covenant consider water well monitoring.
- c) A short term occasional exceedance of a maximum 35 person day use limit will not likely have significant impacts on long-term groundwater supply, in particular as the WMP includes water storage totalling 45,415 L for potable via groundwater and 112,925 L for non-potable use via rainwater storage that can be used to buffer groundwater withdrawal during these events.

Water Management Plan

The applicant has submitted an updated WMP that considers the latest comments provided by staff and feedback heard during the March 7, 2022 meeting (Attachment 1 and accessible [here](#) electronically including links to appendices listed on p. 34 of WMP).

Two significant changes have been made to the WMP since the previous version that the LTC received:

- 1) **The applicant has adjusted the daily water use demand estimates to be more aligned with provincial standards (s. 4.3 of WMP), as below:**

Table 4 User demand profile for potable, non-potable and total combined volume per day

	AREA 1			AREA 2		
	Caretaker	Overnight	Day Visit	Caretaker	Overnight	Day Visit
Usage Profile per user	2	19	14	0	3	0
Toilet	30	30	12	30	30	12
Laundry	25	25	12.5	25	25	12.5
Shower	32	64	0	64	64	0
Lavatory Sink	25	25	10	25	25	10
Kitchen Sink	40	40	20	40	40	20
Dishwashing	2.8	2.8	2.8	2.8	2.8	2.8
Drinking Water	4	4	4	4	4	4
Usage per Day/User						
Potable	103.8	135.8	36.8	135.8	135.8	36.8
non-potable	55	55	24.5	55	55	24.5
Per User Combined	158.8	190.8	61.3	190.8	190.8	61.3
Percentage Mix						
Potable	65%	71%	60%	71%	71%	60%
non-potable	35%	29%	40%	29%	29%	40%
Total Combined Usage/day	317.6	3625.2	858.2	0	572.4	0
Potable/day	207.6	2580.2	515.2	0	407.4	0
Non-potable/day	110	1045	343	0	165	0
			4801			572.4
			3303			407.4
			69%			71%
			1498			165
			31%			29%

With these revised estimates, the maximum potable water use in Area 1 is now 3303 L/day. The current water license application is for 2616 L/day. The applicant has contacted the province to adjust their application. Staff are of the view that these revised daily use estimates are reasonable.

- 2) **The water system has been revised to use rainwater collection to service the non-potable demands for toilet flushing and laundry (s. 4.4 of WMP).**

The WMP includes water storage totalling 45,415 L for potable and 112,925 L via a rainwater storage system to service the non-potable demands for toilet flushing and laundry.

The WMP states that the same principles will be applied in the Upper Ridge area if future development occurs.

Staff are of the view that this draft of the WMP addresses all comments and concerns raised by staff and the LTC. The next step would be to update the storage volume requirements in the draft s. 219 covenant and to add any additional WMP covenant conditions that may be required. Staff would undertake these steps with the applicant/legal counsel and present an updated covenant to the LTC at a future meeting.

Restrictions on Maximum Day Use

At the March 7, 2022 meeting, staff provided a potential bylaw amendment that considers the inclusion of a maximum daily visitor use limit of 35 persons. This was requested of staff by the LTC at the December 2, 2021 meeting. The proposed bylaw amendment was as follows (in red):

Permitted Density

- 8.7.4 Permanent structures are not to exceed a total area of 1063 m²
- 8.7.5 Total lot coverage is not to exceed 1.55 %.
- 8.7.6 Overnight accommodation for retreat users is not to exceed 17 sleeping huts and 5 tent platforms, nor exceed a total of 22 persons.
- 8.7.7 Daily visitor use is not to exceed 35 persons, including retreat users, subject to a once-a-year exception where written notification to the Local Trust Committee is provided in advance.
- 8.7.7.8 Not more than one accessory dwelling is permitted with a maximum floor area of 80 m².

The LTC also received a request by the applicant to consider increasing the number of days where a 35 person limit can be exceeded to six days per year instead of one.

Although there was discussion by the LTC at the March 7, 2022 meeting, the LTC did not direct staff to make any associated bylaw amendments.

As such, staff are still seeking direction from the LTC as to whether day use limits will be included in Bylaw 257.

If day use limits are to be included, the LTC should also consider:

- 1) Whether consideration will be given to allowing for up to six days/year where a 35 person maximum can be exceeded instead of only one day/year.
- 2) Whether the LTC is satisfied with written notification to the LTC when the 35 person day limit is to be exceeded, or if they want the notification to be directed to the public and/or to property owners.

If the LTC wants to include a public/property owner notification process instead of just notification to the LTC, more effort would be required to develop that language in consideration of criteria such as notification process, notice content, timing, and who receives that notice.

LTC could also consider including a maximum daily visitor use on those days where 35 persons is allowed to be exceeded. For example:

8.7.7 Daily visitor use is not to exceed 35 persons, including retreat users, subject to a once-a-year exception where daily visitor use is not to exceed XX persons, including retreat users, and where on that day written notification to the Local Trust Committee is provided in advance.

Islands Trust Policy Statement Checklist

The Islands Trust Policy Statement Checklist was presented to LTC with a staff recommendation for endorsement at the September 7, 2021 LTC meeting. At that time, the LTC decided to hold off on endorsing the checklist, citing questions remaining, in particular with respect to policy 4.4.2.

Staff include the ITPS checklist again in this staff report with a recommendation for endorsement. The applicant has undertaken additional data logger analysis on the source well with a report by a professional hydrologist whose findings with respect to well yield are consistent with the pump test conducted in 2015. Further to that, a detailed WMP has been developed by a professional engineer that effectively minimizes impacts to groundwater supply, as discussed above.

Statutory Right of Way

The applicant and the CRD have reached agreement on a SRow for emergency access (Attachment 2). CMS has agreed to bring the road up to an emergency standard satisfactory to the North Galiano Volunteer Fire Department prior to registration of the SRow and subdivision of the land.

Water License Update

The province has still not assigned a reviewing officer to the CMS water license application. As such, it is potentially up to a year or more before a decision will be made on water license approval.

Given the likely delay in a decision by the province, should the LTC decide to proceed with consideration of adoption of Bylaw No. 256 and 257, the LTC could make final rezoning subject to water license approval.

Statutory Requirements

In accordance with regular statutory requirements, a public hearing would be required as part of the bylaw amendment process. Staff are recommending that the application proceed to public hearing at this time.

Public hearing notice would be posted as per statutory and bylaw requirements in advance of any public hearing.

Community Information Meeting

Given the complexity of the application and the significant community interest, staff recommend that a second CIM be held on a different date and prior to a public hearing.

Rationale for Recommendation

Based on the foregoing, the recommendations on page 1 are supported as:

- The applicant has completed additional water analysis as requested by the LTC with results consistent with previous pump testing and has developed a WMP that effectively minimizes the impacts of groundwater withdrawal;
- The applicant has now reached agreement with the CRD on terms for a SRow for emergency access;
- The application has been in process for several years and from a staff perspective all information requested from the applicant to date has been provided in a satisfactory manner; and,

- Proceeding to a public hearing will allow for additional community input prior to potential consideration of second and third reading of Bylaw 256 and 257.

ALTERNATIVES

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

1. Request further information

The LTC may request further information prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request.

Resolution:

That the Galiano Island Local Trust Committee request that the applicant submit to the Islands Trust _____.

2. Request additional amendments to draft Bylaw No. 256/257 prior to consideration of next steps.

The LTC may request that additional amendments be made to the existing draft bylaws.

Resolution:

That the Galiano Island Local Trust Committee direct staff to make the following amendments to draft Bylaws No. 256 and 257 _____.

3. Hold the application in abeyance

The LTC may choose to hold the application in abeyance pending completion of a significant study or OCP process, etc.

Resolution:

That the Galiano Island Local Trust Committee hold application GL-RZ-2014.1 (Crystal Mountain) in abeyance.

4. Deny the application

The LTC may deny the application.

Resolution:

That the Galiano Island Local Trust Committee proceed no further with application GL-RZ-2014.1 (Crystal Mountain).

NEXT STEPS

With direction from LTC, staff will:

- schedule a CIM and a public hearing and initiate statutory notifications
- update the s. 219 covenant to include any additional WMP related conditions

Submitted By:	Brad Smith, Island Planner	April 21, 2022
Concurrence:	Robert Kojima, RPM	April 22, 2022

ATTACHMENTS

Attachment 1. Water Management Plan, April 2022

Attachment 2. Islands Trust Policy Statement Checklist

Attachment 3. Draft Statutory RoW Agreement

Water Management Plan

CRYSTAL MOUNTAIN SPIRITUAL EDUCATION CENTRE

April 2022



Project Contact:

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250.818.7986

V1.2

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1 Introduction

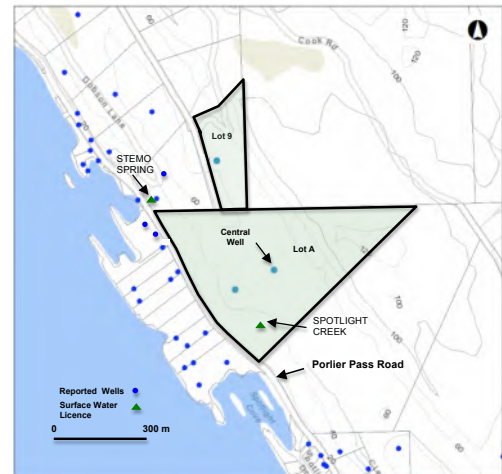
Crystal Mountain Spiritual Education Centre (CMSEC) is located adjacent to and east of Porlier Pass Road at the north end of the island near Spotlight Cove (Figure 1). The Crystal Mountain lands include Lot A, District Lots 88 and 89, Plan VIP68079 and Lot 9, District Lot 90, Plan 31200, Galiano Island, Cowichan District. Lot A is zoned Forest 1 (F1) and Lot 9 is zoned Rural 2 (R2) in the Galiano Land Use Bylaw (Islands Trust Staff Report, 2015).

The Society has applied to rezone the two lots to create a nature protection area comprising 75% of the combined total lot area along with a spiritual education retreat centre on the remaining 25%. This report summarizes an overall water management plan covering the use of groundwater and rainwater to meet the potable and non-potable water needs for year-round usage of the spiritual education centre portion that includes retreat participants and fulltime caretaker occupancy.

Included are summaries of:

- Groundwater
- Stormwater
- Water demand
- Potable Water Safety Plan
- Fire Suppression
- Waste Water
- Rainwater

Figure 1 Subject area



1.1 Site Plan

The changes from the existing land use (Figure 2) to the proposed rezoning (Figure 3) are provided for reference. The proposed plan includes two defined areas – Area '1' and Area '2' and the amenity transfer demarcation to Islands Trust Conservancy (ITC). See Appendix A and B for larger versions of Figure 2 and Figure 3

Lot A, District Lots 88 and 89, Plan VIP68079 will be comprised of two retreat areas:

- *Primary Retreat Area '1'* (Figure 3)
 - Central Kitchen (existing)
 - 14 meditation/sleeping huts (no plumbing)
 - Rainwater collection system
 - Water treatment system
 - Central Washroom
 - Caretaker Building
 - 1 Meditation Hall (no plumbing)
 - Central Well (WID# 23227) – 125 ft depth; currently in use
 - Observation Well (WID# 23229) – 183 ft depth; not in use
- *Upper Ridge Retreat Area '2'* (Figure 3)
 - Left undeveloped until a new well is drilled and registered
 - Future Upper Bathroom and Kitchen
 - Future 3 sleeping huts (no plumbing)
 - No existing well – planned to have new well developed

Lot 9, District Lot 90, Plan 31200 is undeveloped – comprises part of the amenity transfer to ITC

- Well (WID#23228, WTN56538) – 280 ft depth; not in use

Figure 2 Existing Land-use (larger version found in Appendix A)

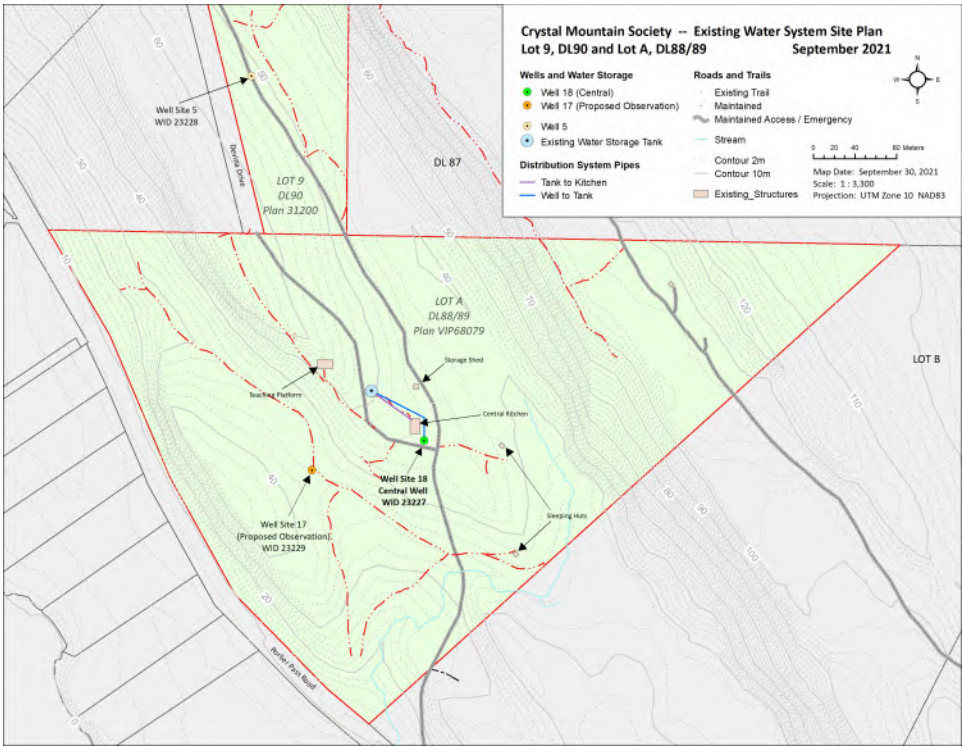
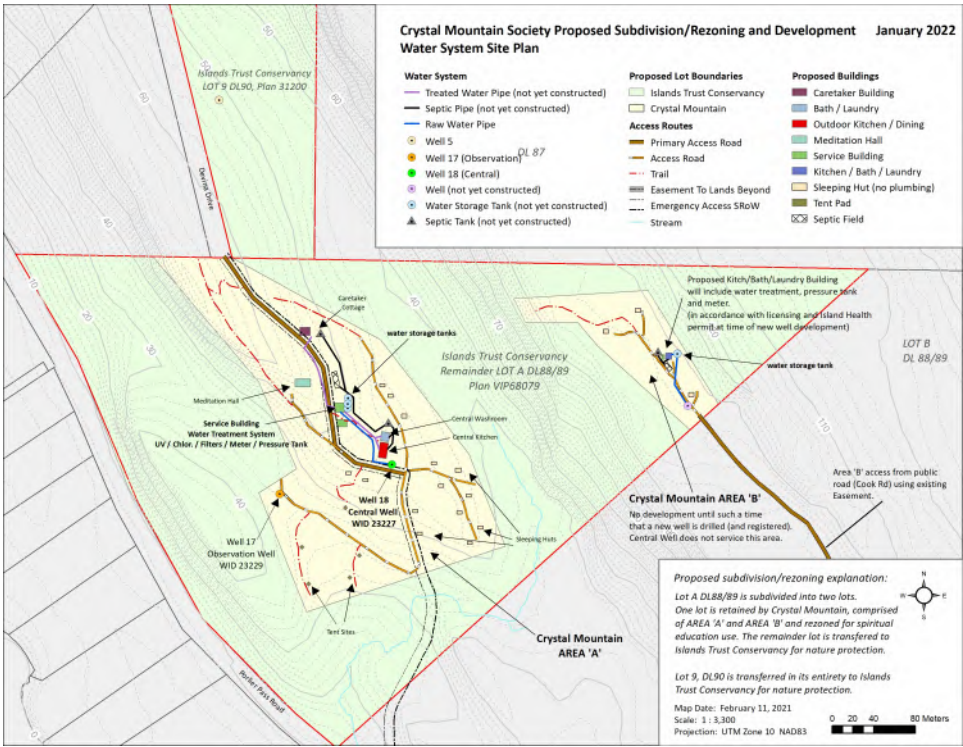


Figure 3 Proposed Land-use with Rezoning (larger version found in Appendix B)



2 Site Stormwater

Proposed development has been restricted to two areas of the property Area 1, which is approximately 5.1 hectares in size and Area 2, which is approximately 1 hectare in size. Both areas are forested and naturally vegetated, they are characterized by gentle to moderate slopes and well-drained soils over permeable fractured sandstone bedrock.

The primary disturbance in these areas is logging. They were logged at least twice. MacMillan Bloedel records suggest that Area 2 was cut for the first time in the late 1870's while Area 1 was cut in the early 1920's. More recently, both areas were clearcut between 1993 and 1996 (by the owner previous to Crystal Mountain). It appears that the cut area was not planted and is regenerating naturally with mixed vegetation. The clearcut was intensive and appears to have been completed with excavators and skidders resulting in significant impacts to the soils, especially in moist and seasonally flooded areas outside of the development areas. Dirt roads were constructed in association with the logging. Crystal Mountain has used and maintained these roads and has not constructed any additional routes.

Except for building footprints, no impervious surfaces are proposed. All roads and parking areas will remain unpaved. The total allowed building footprint is 842m² in Area '1' (1.6% of area) and 109m² in Area '2' (1% of area). New buildings will be situated within the natural forest with minimal clearing. Where clearing around buildings occurs, surfaces will be vegetated with grass and other landscaping vegetation. Gravel or mineral soil may be maintained within a 1.5m perimeter around buildings in compliance with Firesmart recommendations. A large, maintained grass clearing will be maintained around the Kitchen and Washhouse site in Area 1 to accommodate a solar PV system.

Crystal Mountain access routes utilize existing logging roads through well-drained areas where no significant surface flow has been observed, including during high intensity storm events such as those occurring in November 2021. The one exception is the portion of proposed emergency access road where it crosses the creek (see Figure 4). This portion is being transferred to the Islands Trust Conservancy for nature protection purposes. Prior to transfer, Crystal Mountain has agreed to complete minor road upgrades to bring it up to standard for emergency vehicles. This will include the creation of bioswales alongside the road, to capture surface water, slow its velocity to allow for absorption into soil, and in the case of high intensity storm events, discharge excess surface flow into the creek across rubble to prevent scouring.

Crystal Mountain has also committed to rehabilitating old logging roads that currently provide access to sleeping hut sites outside of the development area, slated for decommissioning. They will use the "rough and loose" method, restoring soil permeability, reducing surface runoff, and improving groundwater contribution (see Figure 4).

2.1 Description of Soils and Ecology.

Soils Overview

Soils in both the upper and lower sites have been generally classified as "Saturna" (Soils of the Gulf Islands of British Columbia Vol 3 Soils of Galiano, Valdes, Thetis, Kuper and lesser islands (1989); Report No. 43, BC Soil Survey. Agriculture Canada). Saturna soils are well drained and droughty during the summer. They have developed on shallow deposits of channery, sandy loam to channery, loamy sand textured, colluvial and glacial drift materials over sandstone bedrock within 100cm of the surface. Areas of the property are characterized by very shallow lithic Saturna soils often associated with bedrock exposures or very thin mineral soil layers less than 50 cm deep. Coarse fragment content varies between 20 and 50%.

2.1.1 Area '1'

Natural forest characterized by a regenerating Douglas-fir – salal (CDFmm/01) young stand. Arbutus, red alder, and bitter cherry remain in the stand (though will be shaded out over the next few decades). The ecosystem includes scattered larger diameter, dominant bigleaf maples, Douglas-firs and the odd western redcedar that were likely left as seed trees after the last logging. Areas towards the lower slope and proposed lot boundary include a higher density of grand fir and slightly moister and richer soils more representative of a CDFmm/04 ecosystem.

- Slope: 10-20%
- Aspect: 180-210°
- Structural Stage: YFc
- Mesoslope Position: Mid to upper slope
- Site Series: CDFmm/01
- Soil Nutrient Regime: M
- Soil Moisture Regime: 2-4
- Cover by Layer (%) Tree: 70 Shrub: 20 Herb: 7 Moss: 5

Soils: Silty loam over top of a silty clay loam with approximately 25 to 35% coarse fragment content. Some orange/red mottles observed between 30 and 40 cm deep. Coarse fragments increase towards the upper slope areas. Well drained. Moister richer areas are moderately well drained silty clay loam with 25% coarse fragments and moder humus form.

Disturbance History: Clearcut approximately in 1993 or 1994. Slash burn is indicated by scattered patches of charred material in soils and remaining coarse woody debris on site is charred. The site appears to have been left to naturally regenerate. Machine use on the site has disturbed the soils in general and has left scattered areas of higher disturbance where staging areas or access routes were located.

2.1.2 Area '2'

Natural forest characterized by Douglas-fir, western redcedar naturally regenerating young forest (CDFmm/01 – 90%, CDFmm/04 – 10%) approximately 25 years in age with scattered young 60 to 70 year old seed trees. There are a number of microsites of varying slope, aspect and mesoslope character ranging from moister micro depressions to dryer rock outcrops. Soils are generally well drained silty loams with moderate coarse fragment content and vary in depth between 30 centimeters to greater than 80 cm.

- Slope: Variable, generally 5%
- Aspect: Concave - southwest to northeast
- Structural Stage: PSc
- Mesoslope Position: Flat / Bench
- Site Series: CDFmm/01 (90%), CDFmm/04 (10%)
- Soil Nutrient Regime: M-R
- Soil Moisture Regime: 2-4
- Cover by Layer (%) Tree: 50 Shrub: 60 Herb: 10 Moss: 10

Soils: Silty loam with 25-50% coarse fragment content, well drained to moderately well drained. Soil depth varies from 30 to greater than 80cm.

Disturbance History: The area was logged 25 to 30 years ago leaving a variety of scattered young seed trees that may not have been worth removing at the time of logging. Area is regenerating naturally. Char marks on cwd and stumps indicates low intensity slash burn after logging.

Photo 1 Current meditation platform (to be replaced by ≤ 125 m² structure)



Photo 2 The view out from the meditation platform across the road



Photos 1 and 2 show the current meditation platform and related clearing. Photo 1 (left) is looking at the platform from the road, and Photo 2 (right) is looking out over the road from the platform. This structure is to be replaced with a 125m² (max) meditation hall.

Photo 3 Open air kitchen and landscape



Photo 3 shows the current open kitchen and surrounding cleared area. Access roads branch both to the left and to the right of the photo. Roads are permeable and landscaping is permeable.

Photo 4 Forested area leading to the kitchen - uphill from kitchen



Photo 4 shows the main access road running down from the end of Devina Road to the Kitchen site. A septic field will be constructed amongst the maple trees on the right. A hydro power line will run down the side of the road and water/electrical lines will be buried underneath. The landscape is rough, undulating, absorbent with no signs of scouring from overland flows of stormwater.

Photo 5 An existing meditation hut and the 'trail' located in Area '2'



Photo 6 Updated meditation hut design being considered for future construction



Photo 7 Emergency access road to be transferred to ITC



Photo 7 shows the portion of the emergency access road to be transferred to the Islands Trust Conservancy and brought up to standard. The creek flows under the road from right to left below the depression. A stepped bioswale will be constructed on the right side.

Photo 8 Access road from kitchen toward Devina Dr. (traveling north)

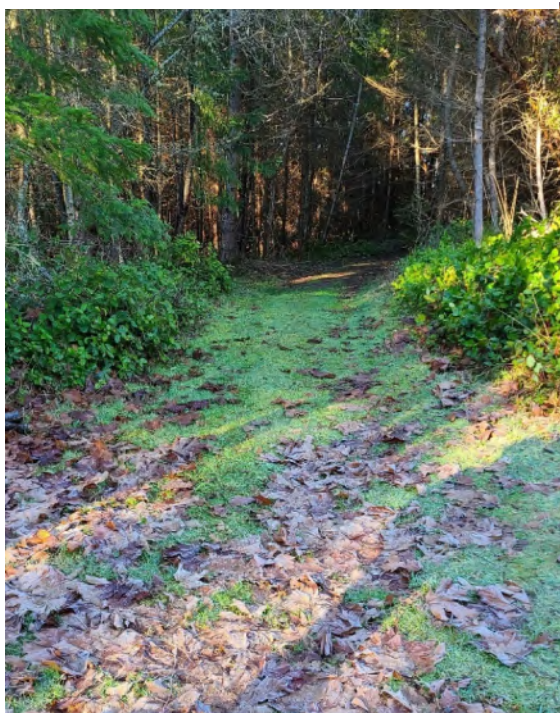
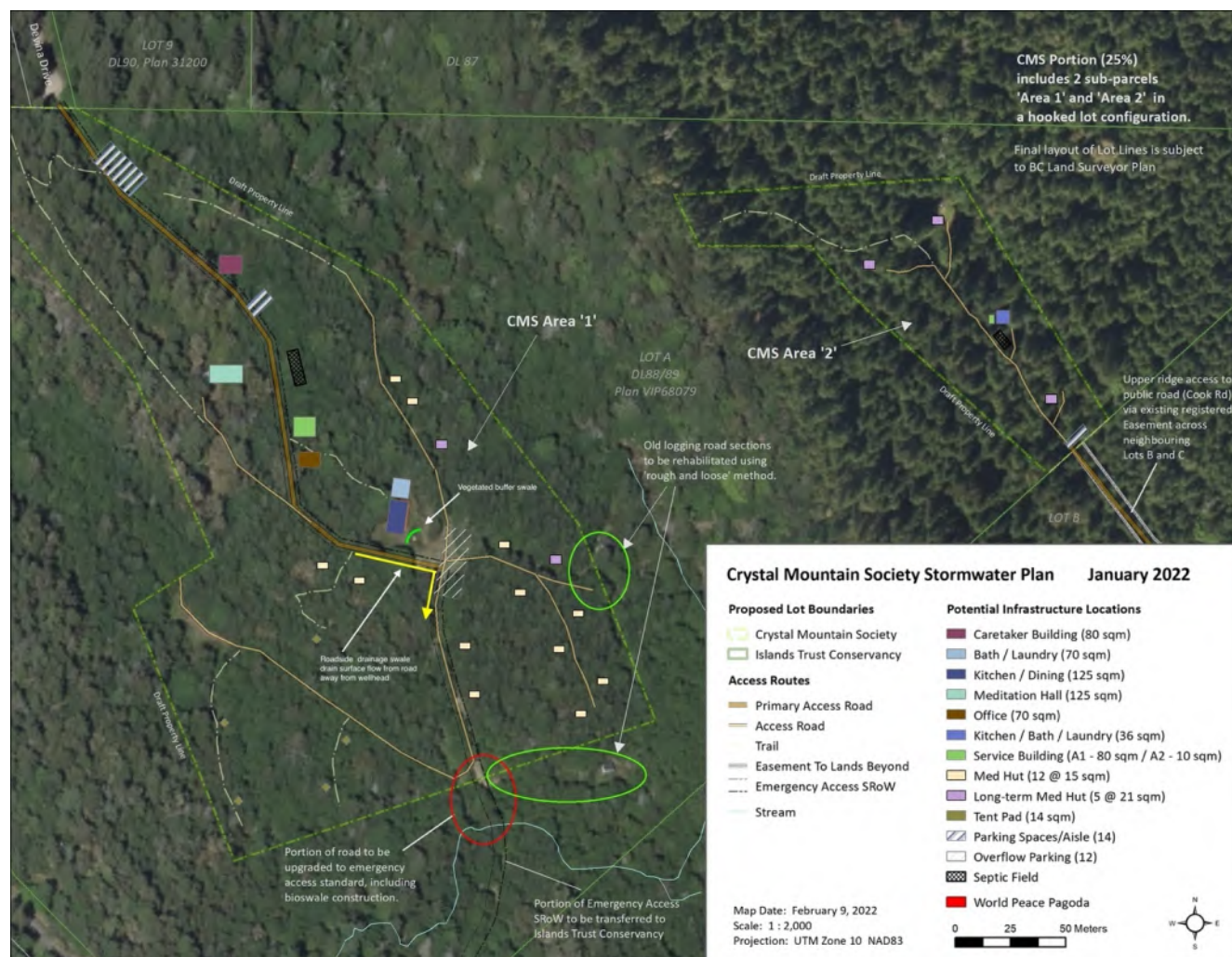


Photo 9 Access road from kitchen toward creek (traveling south)



Photo 8 (left) shows the primary access road leaving the kitchen site up towards Devina Dr.
Photo 9 (right) shows the access road leaving the kitchen site down towards the creek.

Figure 4 Aerial map of vegetation, proposed development footprint, and stormwater management



2.2 Stormwater Management Summary

Summarizing the site characteristics, the proposed development will not be changing the soils or existing drainage noticeably from pre-development. The history shows exceptional ability to naturally absorb rainfalls even in the extremes experienced in 2021. The additional footprints of the buildings will be designed in accordance with the BC Building code with some potentially serviced by independent small rainwater capture for non-potable use and standard perimeter drainage (refer to Section 7). Roadways will continue to be permeable surfaces.

Modifications will be made that will further enhance absorption and provide wellhead protection.

- Two sections of logging roads will be rehabilitated to for conservation measures – with added benefit of increased absorption
- Vegetated swale across the north west of the Central Well in Area 1 between the well and the kitchen will act as a natural exclusion boundary to the Central Well and mitigate for overland surface flows
- Upgrade to a portion of the emergency access road prior to transfer to the Islands Trust Conservancy (the only area onsite that has shown impact from excess rain events) (Photo 7).
- All buildings subject to building permits will have perimeter drainage as per the BC Building code, with those within the 30 metre buffer zone of the Central Well to drain/infiltrate outside the buffer.

3 Groundwater

3.1 Summary

CMSEC has a comprehensive history documenting groundwater beginning with the initial groundwater assessment in 2015 that assessed sustainable yield, initial water demand assessments in 2021, and the initial ground water level monitoring January 2022. Alan Kohut the senior hydrologist of Hy-Geo Consulting has authored all the reports.

- Appendix C – Groundwater Assessment Report for Crystal Mountain Spiritual Education Centre, Galiano Island, A. Kohut (2015)
- Appendix D – Revised Estimated Water Supply Demand, A. Kohut (June 2021)
- Appendix E – Groundwater Level Monitoring, Crystal Mountain Spiritual Education Centre, Observation Well WID 23229 and Central Well WID 23227, Galiano Island, A. Kohut (January 2022)

Table 1 Well Summary Table

	Central Well WID 23227	Observation Well WID 23229	Observation Well Lot 9 WID23228/WTN56583
	• 6 inch (15.24 cm) dia. • 125 ft (38.10 m) depth • Est. flow 18.9 l/m (5 USgpm) • Tested flow 1.06 USgpm (4.035 L/m)² • Sustainable Yield 2.826 L/m (70% of 4.035 L/m) • Static level 68 ft (20.73 m) btoc at drilling; 8.96 m Jan. 2022 • Surface Casing extends 28 ft (8.5m)	• 6 inch (15.24 cm) dia. • 183 ft (55.78 m) depth • Est. flow 26.5 l/m (7 USgpm) • Static level 68 ft (20.73 m) btoc at time of drilling; 14.77 m Jan. 2022 • Surface Casing extends 28 ft (8.5m)	• 6 inch (15.24 cm) dia. • 280 ft (85.34 m) depth • Est. flow 22.7 l/m (6 USgpm) • Static level 55 ft (16.76 m) btoc
Well Use Status	ACTIVE USE	NOT IN USE To be maintained as a Observation well.	NOT IN USE
Sustainable yield¹	2.826 L/m 4069 L/d	Not evaluated	Not evaluated
Observations from pump test	See Appendix C – report summarizes pump test results and sustainable yield calculation	No effects observed during pumping test. Appendix C has graphical record of pump test	No effects observed during pumping test. Appendix C has graphical record of pump test
Ownership after rezoning	CMSEC	CMSEC	Islands Trust Conservancy
Water Quality 2015	• Meets GCDWQ on chemistry • Exceedance on presence of Total Coliforms • GARP Status – due to presence of coliforms, depth shallower than 160 ft • Two forms of disinfection required	Not Tested	Not Tested

1 – Longterm yield is determined by providing an artificial stress and determining the longterm drawdown rate to safe margins to the water-producing aquifer over a simulated 100 days of pumping. Once this rate is determined then the yield is multiplied by 70% provide a security margin

2 – Testing was performed during the seasonal lowest groundwater availability (mid October)) before fall recharge.

3.2 Sustainable Yield

- 2,826 L/m
- 4069 L/d
- 28,483 L/w
- 1.49 mil. L/y

See Groundwater Assessment Report for Crystal Mountain Spiritual Education Centre, Galiano Island, A. Kohut (2015) (Appendix C)

3.3 Water Quality

Water testing originally performed in 2015 was assessed to the 2015 Guidelines for the Canadian Drinking Water Quality (GCDWQ). Those result have been reassessed to the GCDWQ (2020). Physical and chemical parameters meet and exceed the GCDWQ. Presence of coliforms after disinfection of the well were found in 2015 suggesting influence from surface sources. Subsequent testing that is performed regularly for Island Health has shown a consistent absence of coliforms.

This said, the water system will be designed as GARP (Groundwater At Risk of Pathogens) status due to the historical influence and the location of the well within the contoured landscape and proximity to buildings.

See Groundwater Assessment Report for Crystal Mountain Spiritual Education Centre, Galiano Island, A. Kohut (2015) (Appendix C)

3.4 Wellhead Protection

Upon rezoning, CMSEC will maintain ownership of two wells, the Central Well (WID 23227) for active use, and the Observation Well (WID 23229) for periodic observation.

Maps of the wellhead setbacks and surface water flows in relation the wellheads are found in Figure 5 and Figure 6

3.4.1 Central Well

The central well sits at 45 m elevation with downward gradients radiating away to the east, south and west. North of the well, surface water flows are more prominently directed east and west, except along the crest which is heavily vegetated and buffers surface water flows from the North and Northwest.

Activity within the 30 m setback exists (see wellhead potential source contaminants Table 2). These activities include a road access that passes through, two buildings, overflow parking with vegetated surface that is used 1-2 times a year, and foot trail.

The access road will require a ditch or swale to mitigate and divert surface flows to the east and west at regular intervals to avoid surface flows that could migrate toward the wellhead protection area (30 m setback from the wellhead).

The buildings within the 30 meter buffer will have perimeter drainage extend out beyond the buffer zone to infiltrate down gradient of the wellhead.

A small vegetated buffer will be placed between the wellhead and the central kitchen.

A greywater infiltration system currently servicing a sink in the nearby open 'kitchen' building is located just outside of the 30m buffer. The greywater infiltration system will be decommissioned and removed upon completion of the wastewater system as per Section 6 of this report.

3.4.2 Observation Well

The observation well is set far away from onsite activities. There are no apparent risks to water supply due to land slope, remote location, and locked well cap.

Figure 5 Well Head Protection Map

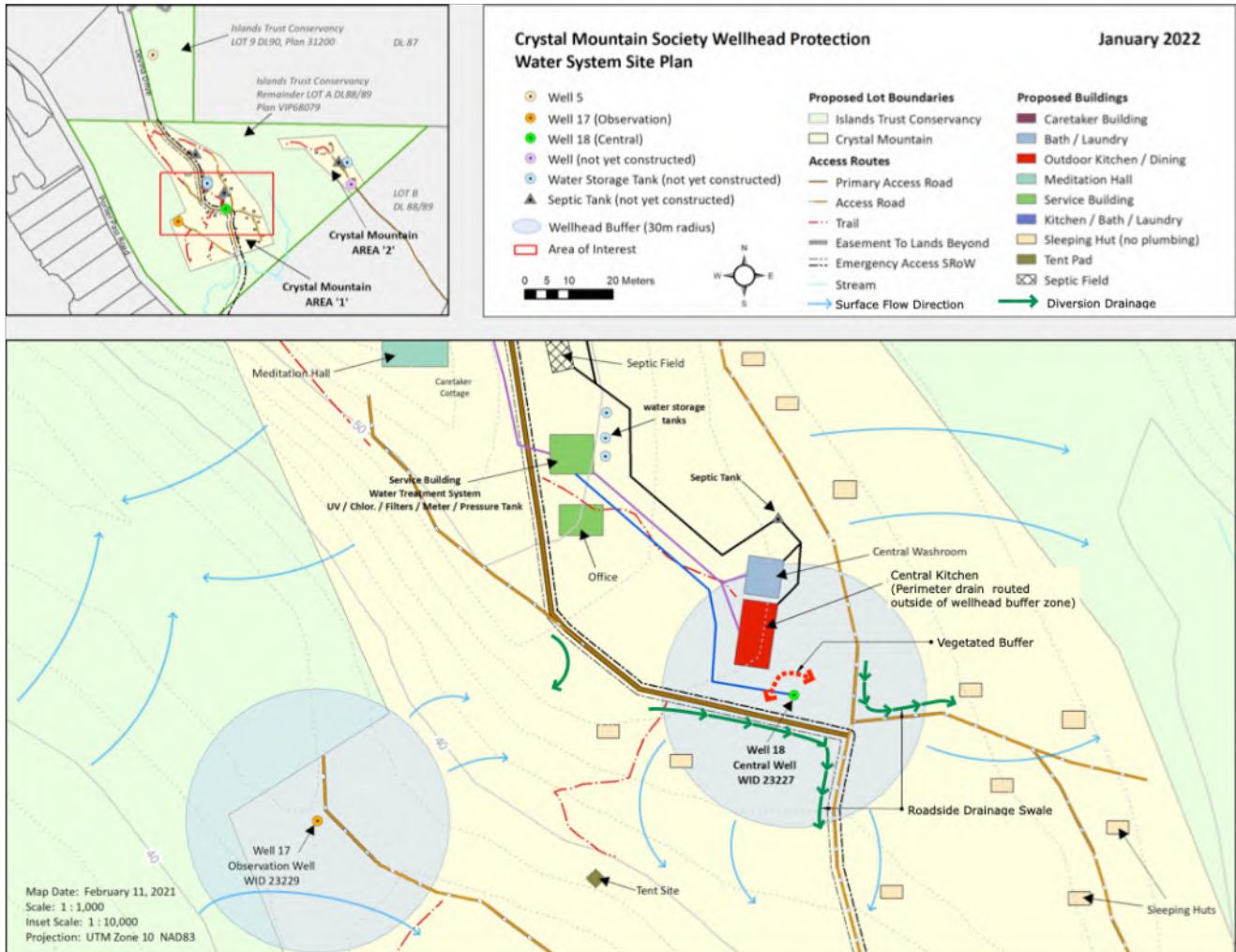
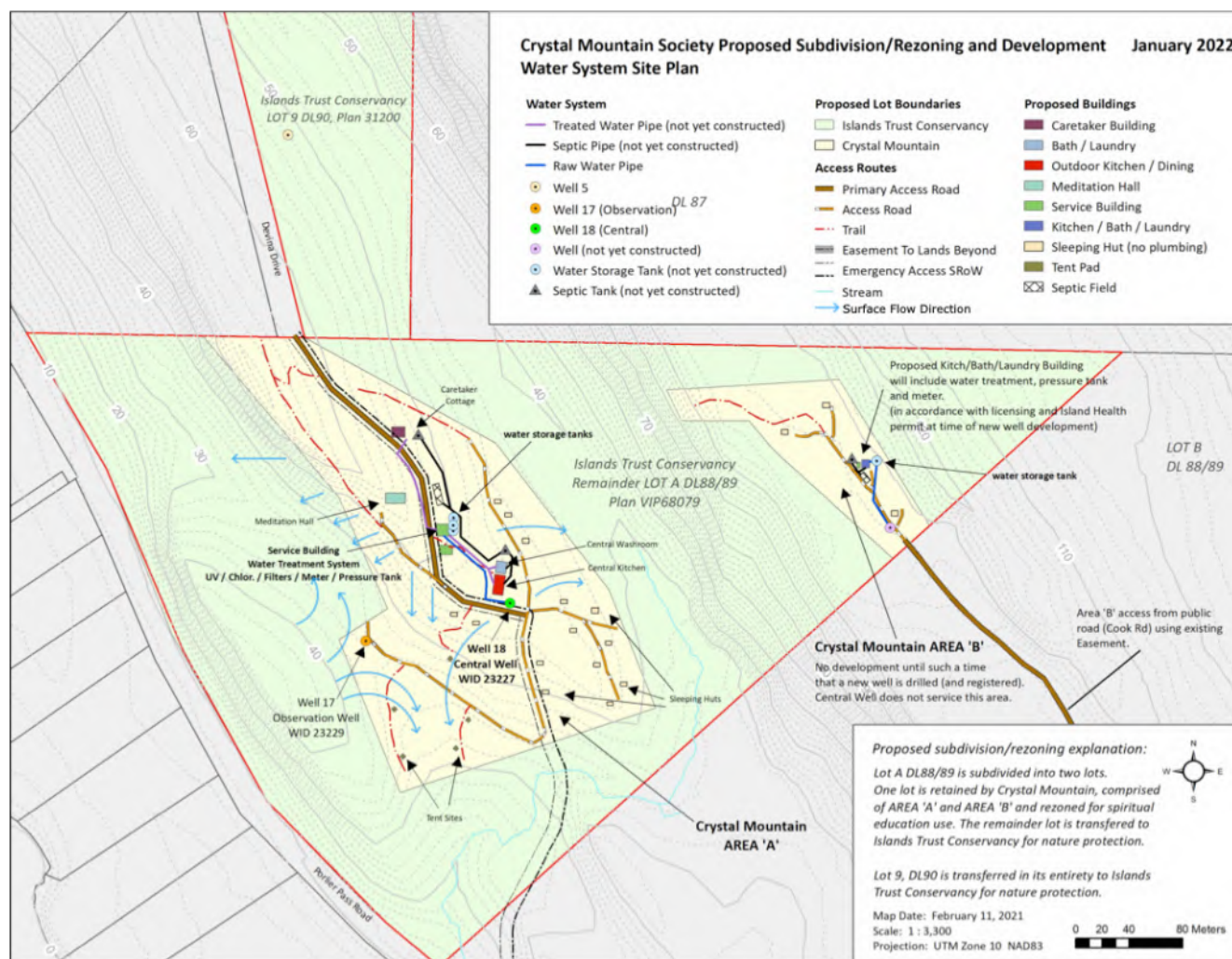


Figure 6 Surface Water Flows in Relation to Wellheads



3.4.3 Groundwater Monitoring

Initial ground water monitoring began in September 2021 for the Observation Well (WID 23229) and October 2021 for the Central Well (WID 23227). The groundwater monitoring report is found in Appendix E.

Observation Well – Static water level 14.77 m below surface.

The water level in the Observation Well was static through September and then gradually rose 3.7 m through to late December. Rainfall events did not cause correlational spikes in levels meaning that waters recharge in a slower gradual fashion tied to cumulative precipitation. This demonstrates that the water infiltration is slower and has more opportunity for filtration potential from the delayed recharge (less potential for short circuiting via cracks and fissures).

Central Well – Static water level 8.96 m below surface

The Central well demonstrated a similar long-term trend rather than rapid responses to rainfall events. Minor fluctuations of 4cm – 8 cm were found and not correlated to tidal fluctuations. The gradual recharge is beneficial for the filtration potential of the well water quality and reduced risks from short circuit recharge via cracks and fissures.

3.4.4 Wellhead Information and contacts

Table 2 Well potential source contaminants

Crystal Mountain Society 20300 Porlier Pass Rd Galiano Island, BC, V0N 1P0 Representative: Keith Erickson			
Health Authority Contact:		Environmental Health Officer 3rd Floor, 6475 Metral Dr Nanaimo, B.C. V9T 2L9 250-755-6215 Fax: 250-755-3372 Email: HPES.Nanaimo@islandhealth.ca	
Water License #		Being processed (refer to Appendix K for application)	
Well ID #23227 (Central Well – active use) WTN# 118140		• 6 inch (15.24 cm) dia. • 125 ft (38.10 m) depth • Sustainable Yield 2.826 L/m (70% of 4.035 L/m) • Static level 68 ft (20.73 m) btoc • Surface Casing extends 28 ft (8.5m)	
Well ID #23229 (Observation Well – not in use) WTN# 118139		• 6 inch (15.24 cm) dia. • 183 ft (55.78 m) depth • Est. flow 26.5 l/m (7 USgpm) • Static level 68 ft (20.73 m) btoc • Surface Casing extends 28 ft (8.5m)	
Potential Source Contamination	Type of Contaminant	Likelihood	Mitigation
Pets and feces	Bacterial	Likely	• On Leash policy; dedicated signage restricting pets from well setback area
Sewer line leak	Bacterial, viral	Unlikely though possible	• Monthly microbiological monitoring (part of Island Health operating permit)
Road	Chemical (hydrocarbon)	Likely	• Swale, ditch or curtain drain to the north of the well head setback area, draining east/west to shunt surface flows downslope and away • Where road is within 30 radius, install swale/ditch along road and drain to the southwest
Overland surface flows	Various	likely	• Swale, ditch or curtain drain to the north of the well head setback area, draining east/west to shunt surface flows downslope and away
Waste water infiltration	Bacterial, viral, chemical	unlikely	• All wastewater infiltration to meet horizontal separation as per SSR SPM Table III-19; • Historical greywater infiltration to be removed and remediated; • Monthly microbiological monitoring (part of Island Health operating permit)
Access to well head	Various	Potential	• Fenced perimeter around well head at 3 m radius • Locked well cap • Signage • Disinfection procedure upon accessing well equipment (data logging, pump, piping)
Overflow Parking (1 to 2 uses per year)	Hydrocarbon	potential	• Maintained grassy vegetated surface • Develop spill response protocol for visual leaks (dig out soil, remove to outside buffer, fertilize, cover, wait 1 year)

4 Water Demands & Balance

4.1 Overview

The water balance includes evaluating the site's potable and non-potable needs, sustainable withdrawal from the well, contribution of rainwater, and storage for all uses, in a manner that protects the aquifer. This section is a summary of the hydrological assessment by Al Kohut (2015), and water demand assessment by G. Baird (April 2022).

The CMSEC lands will eventually have two areas (Area 1 and Area 2). Area 1 is the prime focus of this water balance; Area 2 will undergo a more complete water balance assessment at the time of development where an updated water management plan is informed by the future new well's sustainable yield.

Summary of water supply and demand:

Fire Storage	Not required as per Chief Harris correspondence (Appendix G)
Sustainable yield	Area1: • 2.826 L/m • 4069 L/d • 28,483 L/w • 1.49 mill. L/y Area 2 – To be determined upon future well installation –in accordance with the Section 219 covenant (demonstrate proof of water and amended water management plan).
Max. Daily Demand (MDD)	Area 1 Potable Water – 3303 L/d at peak daily demand Area 1 Non-potable Water – 1498 L/d Area 2 Potable Water – 407.4 L/d at peak daily demand Area 2 Non-potable Water – 165 L/d
Potable Demand	Potable water is to be met using groundwater
Non-Potable Demand	Non-potable to be served primarily by rainwater harvesting, with supplemental water provided by groundwater
Trickle top up flow rate (l/m)	Area 1 – ≤2.83 L/m Area 2 –to be determined (well not installed)
Storage volume	Well Supplied Storage (potable water storage): Area 1 – 45,780 L (10,000 IG; 12,000 USG) Area 2 – 4970 L (1100 IG; 1300 USG) Rainwater Supplied Storage (Non-potable water systems): Caretaker Residence ≥6825 L Central Kitchen and Washroom system 91 m ³

4.2 Fire Storage

The Crystal Mountain property is within the service area for firefighting from the Manastee Road water supply and does not need an independent water supply for fire purposes. This is from written correspondence from Chief Harris, dated December 21, 2021. A copy of the correspondence is found in Appendix G.

Fire storage does not factor into water balance evaluation as it is not required.

4.3 Water Demand

This water management plan references a new water needs assessment (APPENDIX L), providing updated maximum daily demand (MDD), daily demand (DD), and recommended minimum storages. This new assessment stems from a new water balance mix that incorporates rainwater harvesting to supply non-potable water demands for toilet flushing and laundry.

The assessment is based on the fixture flow rate/volume per use, category of user, and daily fixture use per person. Additionally, this assessment was checked against the Province of BC Sewerage Systems Regulation (SSR V3) Non-residential Average Daily Flow Rate Guide (Table III.11), for the categories of “Cabin Resort”, “Resident Staff” and “Non-residential conference guest or day camp, including meals”.

Table 3 Daily usage profile per user

Fixture	Caretaker Usage Pattern (L/day)	Overnight Guest Usage Pattern (L/day)	Day Visitor Usage Pattern (L/day)
Toilet ¹	30.0	30.0	12.0
Laundry ²	25.0	25.0	12.5
Shower ³	32.0	64.0	0
Lavatory Sink ⁴	25.0	25.0	10.0
Kitchen Sink ⁵	40.0	40.0	20.0
Dishwashing ⁶	2.8	2.8	2.8
Drinking Water	4.0	4.0	4.0
Usage per day			
Potable	103.8	135.8	36.8
Non-Potable	55.0	55.0	24.5
TOTAL COMBINED	158.8	203.3	61.3
BC SSR Table III.11 Comparison of DDF	170.0 ⁷	225.0 ⁸	60 ⁹

In comparing the detailed daily usage profile for type of user against the Provincial SSR there is very high confidence in our assessment. The values are within a reasonable range, with a slightly lower usage by

¹ Toilet based on 6 L/flush and 5 flushes/day for caretakers and overnight guest, and 2 flushes for day visitor

² Laundry based on 50 L/load with 1 load per caretaker every 2 days, 1/2 load per overnight guest per day, and ¼ load/day-visitor/day

³ Shower based on 8 L/m flow, at 8 minute shower with 1 shower every 2 day for caretakers, 1 per day for overnight guests, and no showers for day-visitors

⁴ Lavatory sinks based on low flow 2.5 L/m faucets at 2 minutes/use for each toilet use

⁵ Kitchen Sink based on 8 L/m at 5 minutes per person per day across caretakers and overnight guests, and 2.5 minutes for day-visitors

⁶ Dishwashing based on 14 L/load with 0.2 of a load/person/day across all categories

⁷ Caretaker was assessed as Resident Staff in the SSR(V3) Table III.11 Non-Residential Average Daily Flow Guide

⁸ Overnight Guest was assessed in comparison to Cabin Resort guest in SSR(V3) Table III.11 Non-Residential Average Daily Flow Guide

⁹ Day-Visitor was assessed in comparison to Non-Residential Conference Guest or Day-camp, including meals in SSR(V3) Table III.11 Non-Residential Average Daily Flow Guide

“overnight guest” being tied to use of centralized facilities rather than what would be found with cabins serviced by full water services.

Reference documents for this section include:

- APPENDIX L – Baird, (April 2022) Water demand & water balance CMSEC
- APPENDIX M – Daily Water Data Table
- APPENDIX C – Kohut 2015, Groundwater Assessment
- APPENDIX D – Kohut (March 2021, June 2021) water needs analyses

Based on the Daily Usage Profile of the user groups (*Table 3*) both Maximum Daily Demand (MDD) and Daily Demand (DD) can be determined.

4.3.1 Maximum Daily Demands (MDD)

Maximum Daily Demand is the maximum peak usage by the various user groups. This would be experienced during times when the facility is fully utilized. The following table defines the MDD usage.

Table 4 User demand profile for potable, non-potable and total combined volume per day

		AREA 1					AREA 2				
		Caretaker	Overnight	Day Visit			Caretaker	Overnight	Day Visit		
		2	19	14			0	3	0		
Usage Profile per user											
	Toilet	30	30	12			Toilet	30	30	12	
	Laundry	25	25	12.5			Laundry	25	25	12.5	
	Shower	32	64	0			Shower	64	64	0	
	Lavatory Sink	25	25	10			Lavatory Sink	25	25	10	
	Kitchen Sink	40	40	20			Kitchen Sink	40	40	20	
	Dishwashing	2.8	2.8	2.8			Dishwashing	2.8	2.8	2.8	
	Drinking Water	4	4	4			Drinking Water	4	4	4	
Usage per Day/User											
	Potable	103.8	135.8	36.8			135.8	135.8	36.8		
	non-potable	55	55	24.5			55	55	24.5		
	Per User Combined	158.8	190.8	61.3			190.8	190.8	61.3		
Percentage Mix											
	Potable	65%	71%	60%			71%	71%	60%		
	non-potable	35%	29%	40%			29%	29%	40%		
Total Combined Usage/day											
	Potable/day	317.6	3625.2	858.2	4801		0	572.4	0	572.4	
	Non-potable/day	207.6	2580.2	515.2	3303	69%	0	407.4	0	407.4	71%
		110	1045	343	1498	31%	0	165	0	165	29%

Maximum daily demand summary by area and water end-use:

- Area 1 MDD – Potable Water - 3303 L/d
- Area 1 MDD – NPW - 1498 L/d
- Area 2 MDD – Potable Water - 407.4 L/d
- Area 2 MDD – NPW - 165 L/d

4.3.2 Daily Demand (DD)

Daily demand varies across the year as a consequence of seasonal activities with the lowest DD during winter increasing to full DD (or MDD) at the peak summer season during 100% capacity. The DD usage profile is based on the percentage ratings provided in the initial groundwater and water needs analysis by A. Kohut (2015).

- Low season (caretaker usage 100%, overnight and day visitors 10%each)
- Mid season (caretaker usage 100%, overnight and day visitors 70% each)
- Peak season (100% usage across all user types)

The months tied to the usage activity are noted in Table 5 *Monthly usage profile - weighted daily demand for user groups for potable and non-potable usage (litres)*.

From this the daily demand is determined for each user category, across each type of water use (potable and non-potable). These DD values are then incorporated in the water balance models for the proposed rainwater/non-potable systems discussed in Section 4.4 of this document.

Table 5 Monthly usage profile - weighted daily demand for user groups for potable and non-potable usage (litres)

Monthly Usage Profile %				WEIGHTED Daily Usage Profile (blue potable, grey non-potable)					
	Caretaker	Overnight	Day Visitor	Caretaker	Overnight	Day Visitor	Caretaker	Overnight	Day Visitor
January	100%	10%	10%	207.6	258.0	51.52	110	104.5	34.3
February	100%	10%	10%	207.6	258.0	51.52	110	104.5	34.3
March	100%	10%	10%	207.6	258.0	51.52	110	104.5	34.3
April	100%	10%	10%	207.6	258.0	51.52	110	104.5	34.3
May	100%	70%	70%	207.6	1806.1	360.64	110	731.5	240.1
June	100%	70%	70%	207.6	1806.1	360.64	110	731.5	240.1
July	100%	100%	100%	207.6	2580.2	515.2	110	1045.0	343
August	100%	100%	100%	207.6	2580.2	515.2	110	1045.0	343
September	100%	70%	70%	207.6	1806.1	360.64	110	731.5	240.1
October	100%	70%	70%	207.6	1806.1	360.64	110	731.5	240.1
November	100%	10%	10%	207.6	258.0	51.52	110	104.5	34.3
December	100%	10%	10%	207.6	258.0	51.52	110	104.5	34.3

4.4 Rainwater/Non-Potable Water

Crystal Mountain Spiritual Education Centre (CMSEC) intends to use rainwater collection to service the non-potable water (NPW) demands for toilet flushing and laundry. Two Rainwater/NPW water balance assessments are presented below, for the caretaker residence and, for the combined central kitchen/laundry/washroom facilities. Area 2 will be committed to the same principle of using rainwater for non-potable uses but until such a time that development occurs and well data is collected a water balance cannot be performed.

The water balance model is based on daily data, including daily average precipitation, daily usage, and changing daily cistern volumes. This daily data is found in APPENDIX M, but for ease of presentation the following models are shown in a weekly format (summarized data that informs these models is found in Table 6 *Weekly Water Data Table* below).

Water Balance Model Premises:

- The well has a sustainable yield of 2.826 L/m (4069 L/d)
- The well serves all potable water needs
- The rainwater system for the caretaker residence services the non-potable water needs for the caretaker residence
- The rainwater collected from the Central Kitchen and Central Washroom is combined into a consolidated system to serve the non-potable needs of laundry and toilet flushing demands housed within the two buildings
- In event of a shortfall of stored rainwater to serve the non-potable needs of the building (being served), the well would provide supplemental water to cover the non-potable demands.
- If supplemental water demands create an exceedance of the wells sustainable yield, that additional storage for the well supply exists that is equivalent to the combined exceedance, and this storage is filled during periods outside of the peak season.

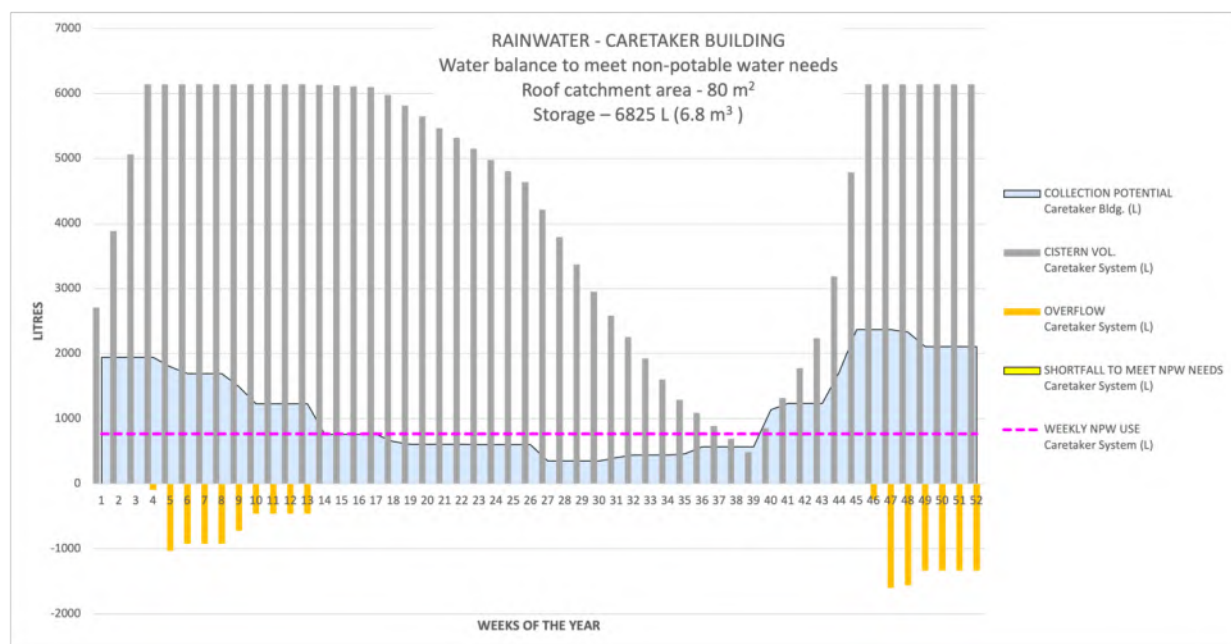
4.4.1 Rainwater System – Caretaker

- Number of caretakers 2
- Daily NPW demand per caretaker 55 L/d
- Total NPW 110 L/d
- Caretaker roof area $\geq 80 \text{ m}^2$ collection area
- Storage size 6825 L

Result

Based on a NPW demand, precipitation and collection area, a storage cistern of $\geq 6825 \text{ L}$ (1500 Imperial Gallons) would serve 100% of the yearly usage. No supplemental potable water is required to top up the caretaker NPW system.

Graph 1 Caretaker Building – Rainwater water balance



4.4.2 Rainwater System – Central Facilities

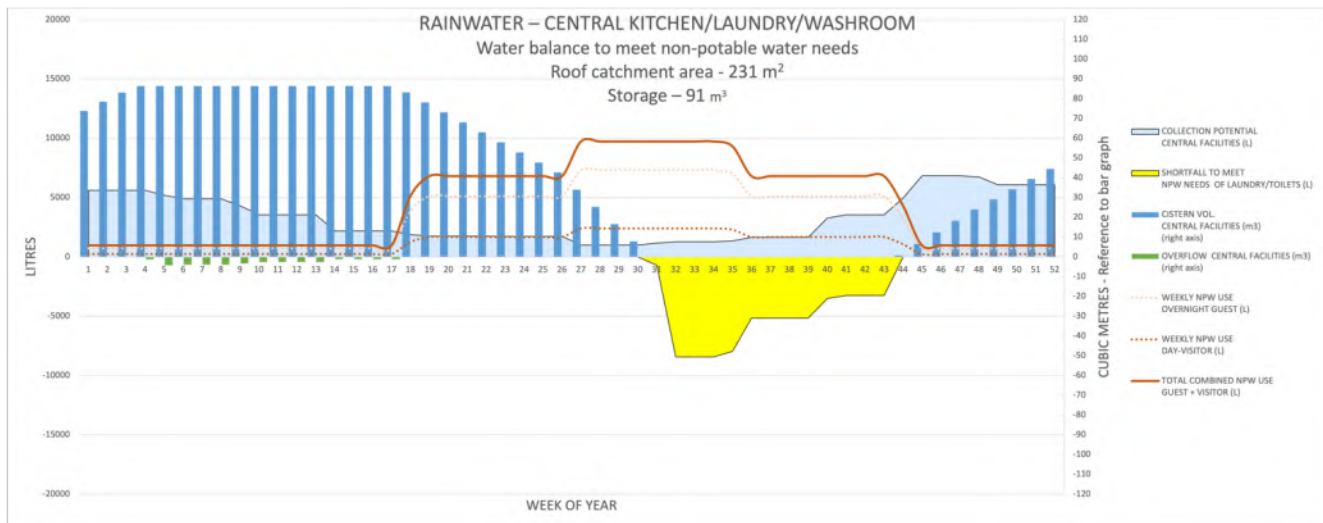
The Central Kitchen and Central Washrooms are adjacent buildings which together provide a convenient combined collection surface of 231 m^2 . This water is stored for the NPW uses of laundry and toilet flushing within these central facilities.

This portion of the facility experiences the largest seasonal fluctuations in demand – refer to *Table 5* for the daily water demand figures. The intent is to collect and store rainwater through the wetter months for use in the drier months with relying on the well for supplemental water as little as possible.

- Collection Area 231 m^2
- Storage size 91 m^3

The water balance for the central facilities demonstrates a shortfall of rainwater to meet the NPW demand across several weeks (

Graph 2). Most of this shortfall is able to be supplemented within the sustainable well yield (Section 4.4.3 - sustainable well yield).

Graph 2 Central Kitchen/Laundry/Washroom - Rainwater water balance

In the graph above the bar graphs denoting cistern volume and overflow are in cubic metres, while precipitation and water use volumes are expressed in litres.

4.4.3 Sustainable Well Yield

Sustainable Well Yield at 2.826 L/m:

- Daily 4069 L/d
- Weekly 28,486 L/w

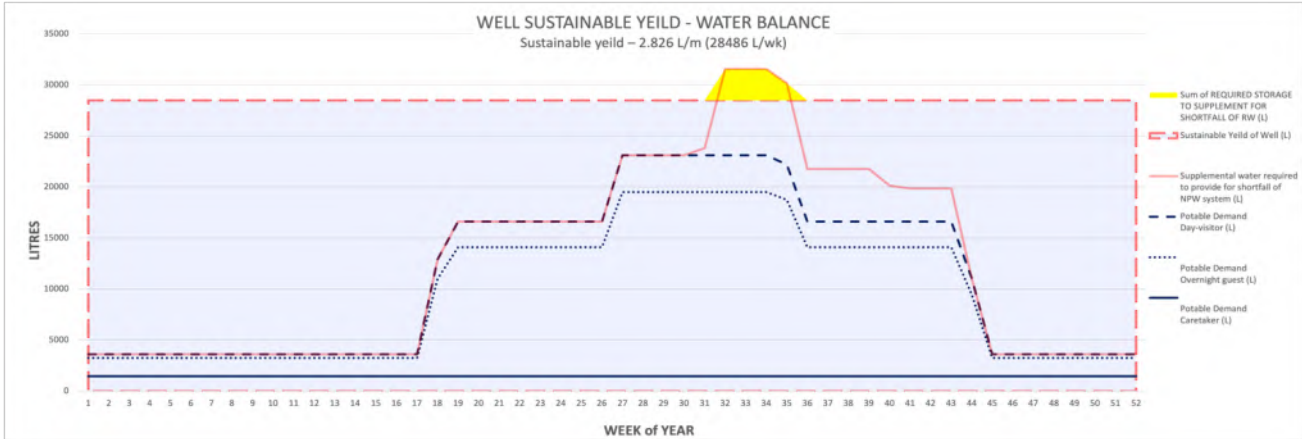
The water system as described in the Water Management Plan (section 4.6.2) is designed to limit pumping capacity to a flow rate not exceeding 2.826 L/m. This ensures that the well is not pumped at a rate beyond its sustainable yield. The sustainable yield must be balanced across time to ensure that the demands placed upon it do not result in a lack of water for the operations of the CMSEC.

The draws upon the well include:

- Potable demands for the caretakers
- Potable demands for the overnight guests
- Potable demands for the day visitors
- Supplemental make-up water for any rainwater system that has a shortfall.

The well is able to meet all the potable demands at the peak usage of the CMSEC, and is also able to meet the majority of the supplemental make-up water for the central facilities rainwater system. There is however a small period (weeks 32-35) where there is a total shortfall of 10,895 Litres (average of 1816 L/w) that could not be met within the sustainable well yield during that time. To compensate for this short window and small volume of water, additional minimum storage of 15,000 L of buffer storage of the well is required. This buffer storage would be topped up and held in reserve until such a time it is required (*Graph 3*).

Graph 3 Well sustainable yield and water demands



In the graph above most of the supplemental make-up water is able to be supplied within the sustainable yield. The section of the graph in yellow is the volume that would be required at that time, which could not be met within the sustainable yield. This volume (10,895 L) could easily be stored and ready as a buffer prior to the peak demand.

4.5 Water Demand Assessment Summary

The caretaker building can easily collect and store rainwater to meets the annual non-potable water demands of the caretakers, with a roof size of 80 m2 and a storage system of at least 6825 L.

The central kitchen and washroom facilities with a combined collection area of 231 m², with a storage size of 91 m³, can meet a large portion of the non-potable water demands of the toilets and laundry located in these buildings, though during the peak season under maximum demand there would be a shortfall of stored rainwater therefore requiring a draw of well water to supplement this need. Most of this supplemented water can be met within the well’s sustainable yield, except for a period of 4 weeks, (averaging 1816 L/w) wherein 10,895 L of water would be required.

To meet this peak demand additional storage of 15,000 L would be built with the dedicated purpose to provide a buffer to meet the potential maximum usage that might be experienced over the 4 weeks.

Discussion on the Upper Ridge Retreat “Area 2” is based on the predicted future needs, but it should be clearly stated that at time of development, a revised water management plan will be submitted (as required per the Section 219 covenant) to fully include updated considerations and proof of water. That noted at this time the MDD for Area 2 would be 407.4 L/d for potable water and 165 L/d for non-potable water. Upon development of a new well a hydrological assessment will inform sustainable yield and withdrawal rate.

A schematic representation of the storage systems can be found in APPENDIX N.

Table 6 Weekly Water Data Table

[illegible]

4.6 Storage – Area 1

Usage patterns will fluctuate throughout the year and throughout the week with the MDD for Area 1 most likely occurring Friday through Monday. Storage is planned to provide for two weeks supply at the MDD, plus an additional buffer capacity reserved to provide supplemental make-up water to the Rainwater/NPW systems. Well water will be pumped at a constant flow rate limited to 2.8 L/m, to an HDPE above ground tank array. Weekly recording of pumped water volume (well totalizing meter) will be evaluated against the expected modeled demand and the safe (sustainable) weekly yield allowance. The storage also acts as the chlorination contact system, sized to ensure the treatment outcomes for chlorine CT (min•mg/L) are achieved.

4.6.1 Water Systems Storage

Please refer to APPENDIX N for a schematic of the water storage arrays.

4.6.1.1 Potable Water:

- 3 tanks – Premier Plastic 3330 IG HDPE NSF 61 dedicated for 2 weeks buffer capacity
- Total volume is 45,415 L (9990 IG, 12,000 USG)

4.6.1.2 Dedicated Buffer for NPW systems:

- 1 tank - Premier Plastic 3330 IG HDPE NSF 61 dedicated for supplemental supply to the NPW systems
- Total volume 15,100 L (3330 IG, 4000 USG)

4.6.1.3 Caretaker Residence Rainwater/NPW system:

- 1 tank – Premier Plastics VW 1660, HDPE NSF 61
- Required volume is 6825 L (1500 IG) – volume of tank specified 7550 L (1660 IG)

4.6.1.4 Central Facilities Rainwater/NPW system

- 5 tanks – Premiere Plastics VW 4160, NSF 61 – dedicated for rainwater storage for laundry/toilet
- Required volume is 91,000 L (20,000 IG) – total volume with tanks specified 94,640 L (20,821 IG)

4.6.2 Managing groundwater withdrawal

- Sustainable yield is 4069 L/d
- Suggested trickle flow rate 2.8 L/m

The method to manage the trickle feed and the well pump cycling rely on both system design and monitoring program.

System Design – storage level control and flow control (see Figure 7 Storage level controls)

Flow Control Valve:

- adjustable to 2.8 L/m
- ensures withdrawal rate does not exceed the rate of sustainable withdrawal

Automated Actuator Valve:

- Controls the well supply feed to the storage system, when valve is off, well pump sees no demand and shuts off.
- Open/close functions are based on float levels in storage

Float Controller:

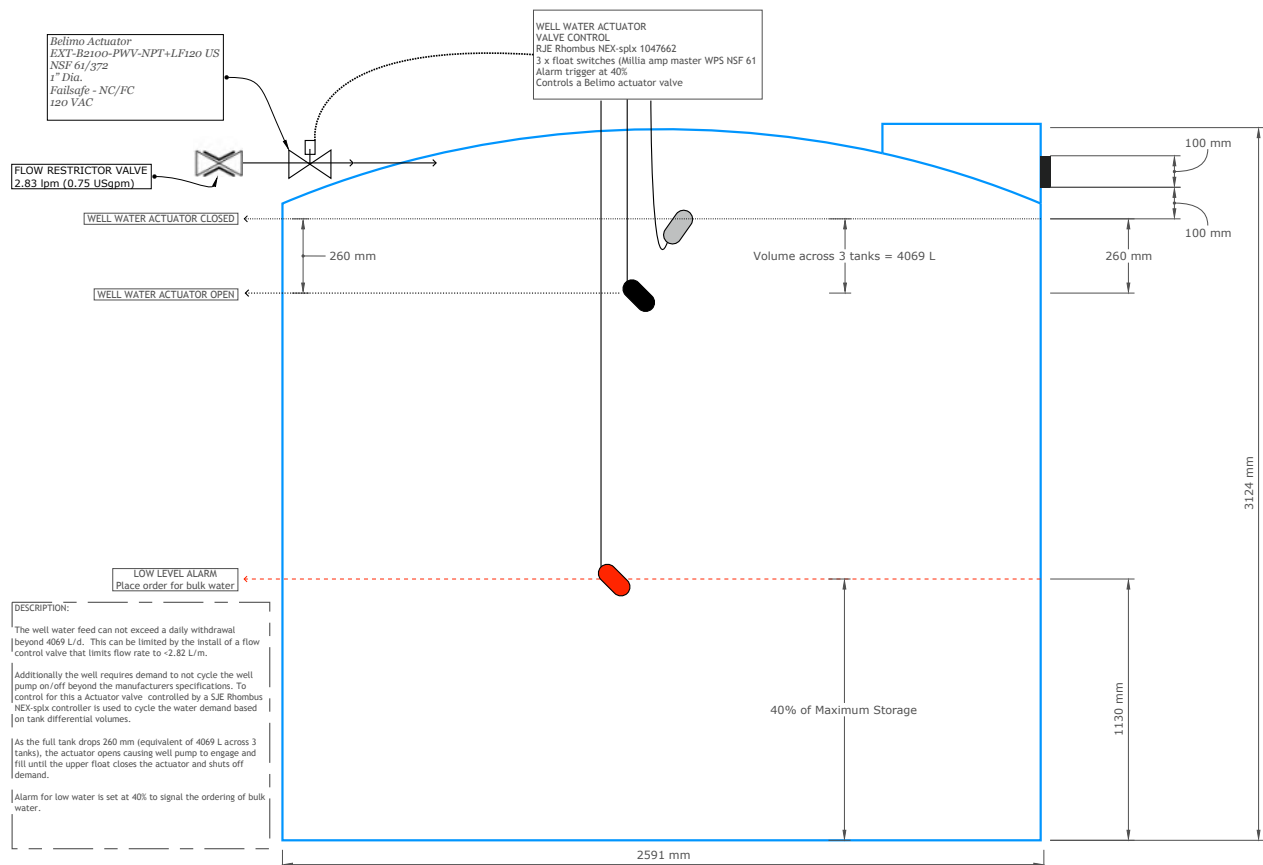
- SJE Rhombus NEX-splx allows water levels to drop a set volume before engaging the actuator, and to fill a set volume before closing the actuator
- A low-level float is set at the height determined to be an alarm for low water levels and used to inform when bulk water delivery should be sought

- The 'ON' condition would be engaged when water levels drop 260 mm (the equivalent to 4069 L when measured across 3 tanks).

Flow Monitoring – storage level and flow control

Weekly recording of the well's totalizing meter provide a management control to check actual flows against (1) safe allowable weekly yield of 4069 L, and (2) predicted peak weekly demand, and (3) to record the well water withdrawal for Provincial reporting. Weekly withdrawal is not expected to exceed 18,312 L (modelled usage); if weekly withdrawal exceeds 28,483 L (a volume beyond the safe weekly sustainable yield) it is indicative of equipment failure (flow restrictor valve) and allows timely response.

Figure 7 Storage level controls



5 Potable Water Safety Plan – Area 1

The CMSEC's water system serves the public and therefor falls under the regulations as set out under the BC Drinking Water Protection Act & Regulations (DWPA & DWPR). Island Health is delegated authority by the Province to be the regulator and responsible for reviewing designs, issuing construction permits, setting operational conditions, and issuing operating permits.

Island Health requirements:

- All active wells be registered with the Province under the Water Sustainability Act and water usage reported annually (requiring install of totalizing water meters at each service well)
- All wastewater systems be designed in accordance with the Provincial Sewerage System Regulations (SSR) and that proper setbacks are maintained between source water and sewerage components (the DWPR and SSR are aligned in the required setbacks)
- System designs must assess the quantity and quality of the source water, via a water need/balance analysis, and a risk assessment analysis
- Wellhead and source water protection plans,
- Emergency response plans
- Treatment, commissioning, operation & monitoring plans.

5.1 Risk/hazard identification

- Well is drilled in fractured sandstone - risk of quick infiltration of surface water demonstrated to be a low hazard based on the ground water monitoring result showing slow delayed recharge response.
- Variable flow rates due to seasonal use – offers risk of biofilms and legionella in piping and fixtures
- Public facility that could serve immune compromised guests – higher degree of protective measures
- One historical water quality result with coliforms – demonstrates the limited filtration capacity of the sandstone at depth.
- Two buildings within 30 metre buffer setback
- Existence of a greywater infiltration in close proximity to the 30 m buffer setback , but will be decommissioned and replaced by the septic system
- Overflow parking (used 1-2 times per year) within 30 metre buffer setback

5.2 Mitigation (LRT/LRV)

Treatment targets for this water system will be assessed by the health authority. Initial design will be to consider the well water as GARP.

	Cryptosporidium LRV	Giardia LRV	Viruses LRV
5 µm cartridge filtration	0	0	0
1 µm Absolute cartridge	2	2	0
UV – NSF 55 Class A 40 mJ/cm²	3	3	.5
Chlorination @ .5 mg/L at 10°C, pH > 8.0 with CT of 15.1 min¶mg/L	0	0	4
Total LRV Credits	5	5	4.5
Island Health Targets for GARP – virus only sources	3	3	4

5.3 Potable Water Treatment

Potable water requires two types of disinfection and filtration to meet the LRT targets for GARP groundwater. Following is the treatment train to achieve targets:

- Filtration at 5µm for raw well water at flow rate for 2.8 L/m -
- Filtration at 1µm for raw well water at flow rate for 2.8 L/m
- UV treatment >40 mJ/cm² - UV sized at 10 gpm to minimize pressure drop
- Chlorination of stored water at 0.5 mg/L free chlorine residual via a recirculation system
- Recirculation provides 3 changes per day, drawing waters from last tank in tank array, chlorinating and depositing in the first tank, controlled by a ATI Q46H monitor/controller, a Grundfos DDA 7.5-16 dosing pump and recirculated via a Grundfos Magna 3-32 recirc pump.

5.4 Supply system

Well Pump:

- Existing well pump will be utilized to supply water to the new storage tank array by re-routing (and extending) the supply lines.

Flow Control (see Figure 7):

- Flow control valve rated at 2.8 L/m (0.75 USgpm)
- SJE Rhombus NEX-splx 1047662 Float Controller
- Belimo EXT-2100 PWV NPT+LF120, NC/FC failsafe, controlled via SJE Rhombus controller
- Float heights set as per Figure 7

Storage:

- 3 Tanks – Premier Plastic 3330 IG HDPE NSF 61
- Total volume is 45,415 L (9990 IG, 12,000 USG)
- *NOTE: The non-potable water buffer tank is not included in this discussion*

Supply Pump:

- Grundfos CMBE 3-93 – VFD constant pressure
- Operating pressure 40 psi; peak flow rate 64 L/m (16 USgpm)

Monitoring:

- **Well water volume** – weekly reading of the well water totalizing water meter. Water volumes expected to be 18,312 L/w based on 7 days at the MDD of 2616 L/d, warnings of equipment failure if readings exceed 28,483 L/w (suggesting failure of flow control valve)
- **Water volume monitoring for each building** – Each building (caretaker dwelling, central kitchen, central washroom) will have a dedicated water meter wherein monthly reading will be recorded to develop long term base line usage profile.
- **Well water quality** – monthly testing of microbiology for E. Coli, fecal coliforms and total coliforms. Existence of coliforms suggests well influence by surface water contamination, E. Coli suggests infiltration of human wastewater.
- **Treated Water Use** – weekly readings of the water supply totalizing water meter. Difference between the well water and supply water meters indicates system leakage.
- **Treated water quality** – monthly microbiology testing for Island Health to confirm water meets potability requirements as per the Drinking Water Protection Regulation+
- **Daily observation UV Intensity** – ensure UV intensity is stable
- **UV Intensity Alarm** – All recognized UV systems for water small water systems have auto alarms when failures occur; triggering audible sound and automatic solenoid valve to close and shutting down water supply.
- **Chlorine (free chlorine) level** – The chlorination system is automatically controlled via a free chlorine monitor which doses the chlorine injection. Out of spec chlorine levels trigger an audible alarm. Free chlorine to be set between 0.5 mg/L-0.7 mg/L.

- **Monthly chlorine residual sampling** - water samples (grab samples) are taken monthly from the furthest connection point and tested via Hanna HC Colormetric free chlorine checker to ensure residual ≥ 0.2 mg/L

5.5 Operations and Monitoring Overview

5.5.1 Management

The Society will be the operator of the water system (pending VIHA approval). Support for operations is provided by Eco-Sense (system designer).

The society is responsible for preparing an annual report documenting water quality testing results, operations and maintenance history, major incidents, costs, anticipated expenditures for the coming year, and noted changes to any updated plans (i.e. updated emergency response plan contacts). The water system will be allocated as its own cost center for budgeting needs and to observe trends across years.

5.5.2 Scheduled tasks

Daily: daily check on UV intensity, chlorine monitor

Weekly: record volume of flow for each of the well, treated water, and chlorine recirculation, confirm chlorine solution level, record pressure drop across filter housings

Monthly: Monthly water sampling for Island Health

Yearly: Annual filter replacement, UV servicing, system flushing, annual report

5.5.3 Reporting

Health Authority:

Reporting will be set by Island Health and stipulated in the Operating Permit by the Drinking Water Officer as to the reporting requirements they set.

Province:

The society will submit the yearly water usage to the Province as part of the water licensing agreement.

5.6 Emergency Response Plan

The emergency response plan is a requirement of the operating permit under Island Health. The following Emergency response plan is a draft of what will be part of the application package to Island Health. See Appendix J for the draft emergency response plan.

5.6.1 Notices

Pre written signage with notices will be available within the office.,

Do Not Use Water Notice:

Used when a significant health risk or public health threat exists in the water supply system that cannot be adequately addressed by a water quality advisory or boil water notices. (e.g., oil/ pesticide spill).

Boil Water Notice:

If E.Coli is detected in treated water samples from:

- Treated Water Storage Tank
- Monthly microbiology water sampling

If Turbidity > 1NTU downstream of filtration

Used when testing reveals E. coli or other coliform organisms in the water supply, and/or the system fails to meet drinking water treatment objectives, and the associated public health threat from the water supply system can be effectively addressed by boiling the water

Water Quality Advisory:

Used when a public health threat from the water supply system is higher than considered normally acceptable, but is not serious enough to warrant, or will not be resolved by, a boil water notice.

5.6.2 Emergency Contact Information

WHO TO CALL:	ADMINISTRATION:	Name
	WATER SYSTEM OPERATOR:	Phone: (primary and backup) Crystal Mountain Society
	VIHA ENVIRONMENTAL HEALTH OFFICER:	Phone: Anthony Griffin 250-755-6215 Fax: 250-755-3372 Email: HPES.Nanaimo@islandhealth.ca
	VIHA PUBLIC HEALTH ENGINEER:	Darrell Bélanger 250-331-8518
	GROUNDWATER SPECIALIST:	Alan Kohut – Hy-Geo Consulting 250-744-7859 Information@hy-geo.com
	INSTALLER: DESIGNING ENGINEER:	Gord Baird ASSE 41612 (Eco-Sense) Sharon McGeorge P.Eng (Integral Group) Phone: Gord Baird 250-818-7986 Email: gord@eco-sense.ca Phone: Sharon McGeorge 250-418-1288 x 5008 Email: smcgeorge@integralgroup.com
	BULK WATER DELIVERY:	South Island Water 250-516-5066 Email: southislandwaterltd@gmail.com

6 Waste Water

CMSEC has received approvals from Island Health for sewerage system designs for both Area 1 and Area 2. The approvals for each system are attached in Appendix H (Area 1) and Appendix I (Area 2). The designing ROWP is Fred Stevens, of Galiano Excavating, and the standards used were the Standard Practices Manual.

The daily design flows used to prepare both filings are based on the water needs analysis provided by Kohut, which have been reviewed and approved by Island Health.

Area 1 summary

Daily Design Flow	3252 L per Day
Septic tank at Caretaker Dwelling	Dan's Precast 600 IG L.P. c/w PL122 filter
Septic tank at kitchen/washroom	Dan's Precast 1700 IG L.P. c/w PL122 filter
Pump chamber at kitchen/washroom	Dan's Precast 300 IG
Pump	Little Giant WS50HM-20
Field Type	Premiere Tech EC 3500 Eco Flow Bio Filter (pressurized)
Piping	100mm CSA Sewer & 50mm CSA SCH 40
Area of Infiltrative Surface	23m ² (8.5 m x 2.7 m)

Area 2 summary

Daily Design Flow	284 L per Day
Septic tank	Dan's Precast 600 IG L.P. c/w PL122 filter
Distribution box	7 hole Dan's Precast
Field Type	7 Eljen modules (gravity fed)
Piping	100mm CSA Sewer & 50mm CSA SCH 40
Area of Infiltrative Surface	10.4m ² (8.5 m x 1.21 m)

7 Rainwater

Rainwater dedicated for non-potable uses (i.e. laundry, toilet flushing) will be implemented. The earlier sections of this Water Management Plan discuss the water balance assessments for two rainwater/NPW systems, (1) the caretakers residence, and (2) the central kitchen/laundry/washroom facilities (sections 4.3 through 4.5).

In summary of those sections the caretaker building can easily collect and store rainwater to meet the annual non-potable water demands of the caretakers, with a roof size of 80 m² and a storage system of at least 6825 L.

The central kitchen and washroom facilities with a combined collection area of 231 m², with a storage size of 91 m³, can meet a large portion of the non-potable water demands of the toilets and laundry located in these buildings, though during the peak season under maximum demand there could be a shortfall of stored rainwater therefore requiring a draw upon well water to supplement this need. Most of this supplemented water can be met within the well's sustainable yield, except for a period of 4 weeks, wherein 10,895 L of water would be required (averaging 1816 L/w).

To meet this peak demand additional storage of 15,000 L would be built with the dedicated purpose to provide a buffer to meet the potential maximum usage that might be experienced over the 4 weeks.

7.1 Regulations and Standards

7.1.1 CSA B805-18 – Rainwater harvesting Standard of Canada

The Canadian standard sets the standards for design of rainwater harvesting systems for both potable and non-potable uses. Professional design for each rainwater system would be provided based on the standards set for toilet and laundry, classified as “Tier 3” non-potable end uses.

7.1.2 CRD Building Bylaw

The CRD is the authority having jurisdiction over the approval and permitting of rainwater systems tied to buildings. For a non-potable water system Island Health would not be involved and instead CRD would be ensuring the installation meets the requirements of the BC Building and Plumbing code.

7.2 General rainwater design specifications:

- Designed by an ASSE Certified Rainwater Installer/Designer (Gord Baird, Eco-Sense)
- Standard designed to CSA B805-18 Canadian National Rainwater Harvesting Design Standard
- Installation to meet BC Building/Plumbing code
- Gutters screened by 550µm stainless steel gutter guards
- First flush diverter sized to accept 2 minutes of IDF 15 min. rainfall denoted in BC Building Code Division B-Appendix C, Climatic and Seismic Information for Building Design in Canada, Table C-2.
- Storage pre-filter ≤180µm
- Non-potable plumbing to non-potable fixtures as per BC Building code Division B (independent supply piping, purple in colour, not connected to potable, and all outlets labelled with non-removable tags denoting non-potable water)
- Supplemental make-up water to the Non-potable water system is provided via Jobe float operated top-up valves with outlets being ≥100 mm above top of rain storage overflow.
- Overflows to be of equal size as inlet, and exit to perimeter drainage piping with a swing-check backwater valve installed to exclude vermin.
- Tank lids are locked, and tagged with ‘Confined Space – Do Not Enter’
- All aspects design for year round seasonal conditions

- Filtration and disinfection designed to CSA B805-18 Teir 3 End Use (prescriptive design standard)
- Monthly maintenance includes servicing pre-filters, inspecting gutters, recording pressure differentials across filter housing and replacing filters as necessary, servicing NSF 55 Class B UV units.
- All systems come with their own Water Safety Plan, design drawing and operation and maintenance manual.

8 APPENDICES

[Appendix A – Crystal Mountain Existing Water System Site Plan, September 2021](#)

[Appendix B – Crystal Mountain Proposed Water System Site Plan, January 2022](#)

[Appendix C – Groundwater Assessment Report for CMSEC, A. Kohut, November 2015](#)

[Appendix D – Water Demand Analysis, A. Kohut – June 2021/ March 2021](#)

[Appendix E – Crystal Mountain Well Monitoring Report, A. Kohut, January 2022](#)

[Appendix F – Wellhead Protection Map, February 2022](#)

[Appendix G – Chief Harris – correspondence, December 2021](#)

[Appendix H – Septic Filing – Area 1](#)

[Appendix I – Septic Filing Area 2](#)

[Appendix J – Draft Water System Emergency Response Plan February 2022](#)

[Appendix K – Water License Application – consolidated files](#)

[Appendix L – April 2022 Water Demand and Water Balance \(G. Baird\)](#)

[Appendix M – Daily Water Data](#)

[Appendix N – Schematic of water storage](#)



Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw and File No: 278 (LUB)
SA-6500-20 LUB Technical Amendments
LTC Endorsement:

PURPOSE

To provide staff with the Directives Only Checklist to highlight issues addressed in staff reports and as a means to ensure Local Trust Committee address certain matters in their official community plans and regulatory bylaws and Island Municipalities address certain matters in their official community plans and to reference any relevant sections of the Policy Statement.

POLICY STATEMENT

The Policy Statement is comprised of several parts. Parts I and II outline the purpose, the Islands Trust object, and Council's guiding principles. Parts III, IV and V contain the goals and policies relevant to ecosystem preservation and protection, stewardship of resources and sustainable communities.

There are three different kinds of policies within the Policy Statement as follows:

- Commitments of Trust Council which are statements about Council's position or philosophy on various matters;
- Recommendations of Council to other government agencies, non-government organizations, property owners, residents and visitors; and
- Directive Policies which direct Local Trust Committees and Island Municipalities to address certain matters.

DIRECTIVES ONLY CHECK LIST

The Policy Statement Directives Only Checklist is based on the directive policies from the Policy Statement (Consolidated April 2003) which require Local Trust Committees to address certain matters in their official community plans and regulatory bylaws and Island Municipalities to address certain a matters in their official community plans in a way that implements the policy of Trust Council.

Staff will use the Policy Statement Checklist (Directives Only) to review Local Trust Committee and Island Municipality bylaw amendment applications and proposals to ensure consistency with the Policy Statement. Staff will add the appropriate symbol to the table as follows:

- ✓ if the bylaw is **consistent** with the policy from the Policy Statement, or
- ✗ if the bylaw is **inconsistent (contrary or at variance)** with a policy from the Policy Statement, or
- N/A if the policy is not applicable.

Part III Policies for Ecosystem Preservation and Protection

CONSISTENT	NO.	DIRECTIVE POLICY
	3.1	Ecosystems
✓	3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
✓	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
✓	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
✓	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
✓	3.3.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	Coastal and Marine Ecosystems
N/A	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
N/A	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: Policies for the Stewardship of Resources

CONSISTENT	NO.	DIRECTIVE POLICY
	4.1	Agricultural Land
N/A	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
N/A	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
N/A	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.

CONSISTENT	NO.	DIRECTIVE POLICY
N/A	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture
N/A	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
N/A	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	4.2	Forests
✓	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
✓	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
✓	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor 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, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
✓	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
N/A	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
N/A	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
N/A	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: Policies for Sustainable Communities

CONSISTENT	NO.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
✓	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
✓	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
✓	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
✓	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
✓	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	Transportation and Utilities
N/A	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
✓	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
N/A	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
N/A	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
N/A	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.

CONSISTENT	NO.	DIRECTIVE POLICY
	5.5	Recreation
N/A	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.

N/A	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
N/A	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
N/A	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
N/A	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
N/A	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
✓	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
✓	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

POLICY STATEMENT COMPLIANCE	
✓	COMPLIANCE WITH TRUST POLICY
	NOT IN COMPLIANCE WITH TRUST POLICY for the following reasons:

TERMS OF INSTRUMENT - PART 2

WHEREAS:

- A. The Grantor is the registered owner of the land set out in item 2, Part 1 of this Instrument (the “**Grantor’s Lands**”).
- B. The Grantee is the Capital Regional District.
- C. The Grantor has applied to the Galiano Island Local Trust Committee (the “**Trust Committee**”) to rezone the Lands from <Zone> to <Zone> under Galiano Island Land Use Bylaw, <Bylaw #>, and the Trust Committee has approved in principle Proposed Galiano Island Local Trust Committee Bylaws <Bylaw #> to effect this rezoning.
- D. The Grantee seeks the right to access, for itself and all members of the public, emergency access and egress routes (collectively, the “**Emergency Access Route**”) that will provide emergency connections over the Grantor’s Lands.
- E. It is necessary for the operation and maintenance of the Grantee’s undertaking of the provision of the Emergency Access Route for the safety of the public that a right of way be established in accordance with this Agreement.
- F. Notwithstanding that this Agreement will be registered as a charge against the entirety of the Grantor’s Lands, the Grantee has agreed that it will limit its use of the Grantor’s Lands to that portion of the Grantor’s Lands on which the existing utility road running from North commencing at Devina Road south towards Porlier Pass Road across the Lands (the “**North/South Utility Road**”) has been constructed is located, the current location of which are shown on the sketch plan attached hereto as Schedule “A”.
- G. The Grantor has agreed that it is in the public interest for it to grant a statutory right of way in accordance with this Agreement and has freely agreed to do so.

NOW THEREFORE, in consideration of the sum of Ten (\$10.00) Dollars of lawful money of Canada, now paid by the Grantee to the Grantor (the receipt and sufficiency of which is hereby acknowledged by the Grantor), and in consideration of the covenants and conditions agreed to be observed and performed by the parties and for other valuable consideration:

1. INTERPRETATION

1.1. In this Agreement:

“**Emergency**” means a present or imminent event or circumstance that:

- (a) is caused by accident, fire, explosion, technical failure or the forces of nature, and;
- (b) requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of a person or to limit damage to property.

An Emergency does not require a declaration of a state of emergency to be considered an Emergency.

2. THE GRANTOR HEREBY:

- 2.1. Grants, conveys, confirms and transfers, in perpetuity, to the Grantee for itself, its successors, and all of its employees, agents, servants, licensees and all members of the public at all times by day or night, but only in the case of Emergency, the full, free and uninterrupted right, license, liberty, privilege, permission and right of way to enter, use, go, return, pass over and across the Grantor's Lands (the "**Right of Way**"), by any means necessary, for the purpose of enabling emergency access and egress to, from, and across the Lands.
- 2.2. Grants, conveys, confirms and transfers, in perpetuity, to the Grantee the full, free and uninterrupted right, license, liberty, privilege, easement, permission and right of way to lay down, install, erect, construct, entrench, operate, maintain, repair, inspect, alter, remove, replace, bury, cleanse, string, and otherwise establish Emergency Access Route on the Grantor's Lands, including directional and informational signs, and any improvements necessary to facilitate access across the Emergency Access Route, including surface or subsurface works, culverts to enclose drainage ditches, and similar improvements.
- 2.3. Covenants and agrees to and with the Grantee that the Grantee shall:
 - (a) for itself and its servants, agents, workers, contractors and all other licensees of the Grantee;
 - (b) together with machinery, vehicles, equipment, and materials;
 - (c) upon, over, under and across the Grantor's Lands;
 - (d) as may be considered necessary, useful, or convenient by the Grantee for the purposes in sections 2.1 and 2.2; and in connection with the operations of the Grantee in relation to the Emergency Access Route,

be entitled to enter, use, pass and repass, inspect, maintain, labour, construct, erect, install, dig, and carry away soil or other surface or subsurface materials, and remove any growth, seedlings, trees, brush, buildings or obstructions now or hereafter in existence.

3. THE GRANTOR COVENANTS:

- 3.1. That the Grantor will not and will not permit any other person to erect, place, install or maintain any building, structure, addition to a building or structure, mobile home, concrete driveway or patio, pipe, wire or other conduit, or other obstacle on, over or under any portion of the Grantor's Lands upon which the Emergency Access Route has been established so that it in any way interferes with or damages or prevents access along or over the Emergency Access Route. Notwithstanding the foregoing, the Grantor may place lockable gates at the ends of the Emergency Access Route, provided that the Grantor provides to the Grantee keys for any such gates.
- 3.2. That the Grantor will not do anything that in any way interferes with or damages or prevents access to, over or across the any portion of the Grantor's Lands upon which the Emergency Access Route has been established, other than the placing of the gates referred to in section 3.1.

- 3.3. That the Grantor will not do or knowingly permit to be done any act or thing that will interfere with or injure the Emergency Access Route and in particular will not carry out any blasting on or adjacent to the Emergency Access Route\ without the consent in writing of the Grantee, and consent shall not be unreasonably withheld.
- 3.4. That the Grantor will, from time to time and at all times at the reasonable request and at the cost of the Grantee to do and execute or cause to be made, done or executed any further and other lawful acts, deeds, things, devices, conveyances and assurances in law required to ensure the Grantee of its rights under this Agreement.

4. THE GRANTEE COVENANTS:

- 4.1. That the Grantee will make all reasonable efforts to notify the Grantor when there is an Emergency that will necessitate use of the Right of Way by the public and when such use will occur, provided that the Grantor has provided the Grantee with updated contact information for this purpose.
- 4.2. That the Grantee will provide a minimum of 15 days' notice to the Grantor, provided that the Grantor has provided the Grantee with updated contact information for this purpose, of planned maintenance or other works not associated with an active emergency, and will make all reasonable efforts to minimize the disturbance from the works to the Grantor's activities.
- 4.3. That the Grantee will make all reasonable efforts to ensure that any use of the Grantor's Lands by members of the public occurs under the direction of the Grantee and within any established Emergency Access Route.
- 4.4. That the Grantee will thoroughly clean all portions of the Grantor's Lands to which it has had access hereunder of all slashings, rubbish and construction debris created or placed thereon by the Grantee.
- 4.5. That the Grantee will, insofar as it is practicable so to do, to exercise its rights hereunder in such a manner as to not to interfere unduly with the Grantor's use of the Grantor's Lands.
- 4.6. That the Grantee shall not cut or damage, or allow the cutting or damaging of, trees on the Grantor's Lands without the prior written consent of the Grantor, such consent not to be unreasonably withheld.
- 4.6 That the Grantee shall, in exercising its rights and obligations under this Agreement, comply with all enactments of a local, provincial, and federal nature, including but not limited to traffic regulations, environmental laws, and closure regulations related to forest fire hazards.

5. THE PARTIES COVENANT TO AND AGREE WITH EACH OTHER, as follows:

- 5.1. Notwithstanding that this Agreement is registered as a charge against the entirety of the Grantor's Lands, the Grantee agrees that it shall limit its use of the Grantor's Lands to that portion of the Grantor's Lands on which the North/South Utility Road and the existing utility road running from south to north-west from the North/South Utility Road, have been constructed and are located, as outlined on the sketch plan attached hereto as Schedule "A".
- 5.2. The Grantee agrees that it shall, at the request of the Grantor, discharge this Agreement

within six (6) months, in the event that the Trust Committee has not approved the Proposed Galiano Island Local Trust Committee Bylaws <Bylaw #>, or the Grantor re-tracks their rezoning application under Bylaws <Bylaw #>.

- 5.3. As soon as reasonably practical, the Grantor shall register a plan defining the portion of the Transferor's Lands required for the accommodation of the Works (the "**Right of Way Area**") and will register a modification or replacement of this Agreement limiting the rights herein to the Right of Way Area.
- 5.4. In spite of any rule of law or equity to the contrary, any improvements brought on to, set, constructed, laid, erected in, upon or under the Grantor's Lands by the Grantee shall at all times remain the property of the Grantee, even if the improvements are annexed or affixed to the freehold, and shall at any time and from time to time be removable in whole or in part by the Grantee.
- 5.5. In the event that this Agreement is terminated, or the Grantee abandons the Emergency Access Route or any part thereof, the Emergency Access Route, or part thereof, shall become the property of the Grantor.
- 5.6. No part of the title in fee simple to the Grantor's Lands shall pass to or be vested in the Grantee under or by virtue of this Agreement and the Grantor may fully use and enjoy all of the Grantor's Lands subject only to the rights and restrictions in this Agreement.
- 5.7. The Grantor acknowledges that (a) the covenants contained in this Agreement are enforceable against the Grantor and its successors in title, but (b) the Grantor is not personally liable for breach of these covenants after the Grantor has ceased to be the owner of the Grantor's Lands.
- 5.8. If at the date hereof the Grantor is not the sole registered owner of the Grantor's Lands, this Agreement shall nevertheless bind the Grantor to the full extent of its interest therein, and if it shall acquire a greater of the entire interest in fee simple, this Agreement shall likewise extend to such after-acquired interests.
- 5.9. Where the expression "**Grantor**" includes more than one person, all covenants made by the Grantor shall be construed as being several as well as joint with respect to all persons constituting the Grantor.
- 5.10. If any part of this Agreement is found to be illegal or unenforceable because it creates a positive obligation for the Grantor or for any other reason, that part will be considered separate and severable and the remaining parts will not be affected thereby and will be enforceable to the fullest extent permitted by law.
- 5.11. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors and assigns as the case may be and wherever the singular or masculine is used, it shall be construed as if the plural or the feminine or neuter, as the case may be, had been used, where the parties or the context hereto so require and the rest of the sentence shall be construed as if the grammatical and terminological changes thereby rendered necessary had been made.

The Grantor and Grantee acknowledge that this Agreement has been duly executed and delivered by the parties executing Forms C and D (pages 1 and 2) attached hereto.

SCHEDULE "A" SKETCH PLAN





Islands Trust

BYLAW REFERRAL FORM

Suite 200, 1627 Fort Street
Victoria, B.C. V8R 1H8
Ph: (250) 405-5151
Fax: (250) 405-5155
information@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Mayne Island Local Trust Area Bylaw No.: 184 and 189 Date: March 31, 2022

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:

Mayne Island Local Trust Committee Flexible Housing Project

PURPOSE OF BYLAW:

The purpose of this Bylaw is to introduce zoning that will allow additional dwellings within a maximum combined square footage in a specific area on Mayne Island that has been identified as the "pilot area" for this approach.

Professional reports and staff reports are available on the Mayne Island webpage:

<https://islandstrust.bc.ca/island-planning/mayne/projects/>

GENERAL LOCATION:

Mayne Island Local Trust Area

LEGAL DESCRIPTION:

SIZE OF PROPERTY AFFECTED:

ALR STATUS:

OFFICIAL COMMUNITY PLAN DESIGNATION:

OTHER INFORMATION:

Additional information, including the current bylaws, is available at: www.islandstrust.bc.ca

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.

Narissa Chadwick

(Signature)

Name: Narissa Chadwick

Title: Island Planner
Contact Info: Tel: 250-405-5189
Email: nchadwick@islandstrust.bc.ca

PLEASE TURN OVER 

This referral has been sent to the following agencies:

Regional Agencies

Capital Regional District – Building Inspection

Provincial Agencies

Ministry of Municipal Affairs

Non-Agency Referrals

BC Assessment Authority

Islands Trust – Bylaw Enforcement

Adjacent Local Trust Committees and Municipalities

Galiano Island Local Trust Committee

North Pender Island Local Trust Committee

Saturna Island Local Trust Committee

South Pender Island Local Trust Committee

Salt Spring Island Local Trust Committee

First Nations

Cowichan Tribes

Halalt First Nation

Lake Cowichan First Nation

Lyackson First Nation

Malahat First Nation

Pauquachin First Nation

Penelakut Tribe

Semiahmoo First Nation

Snuneymuxw First Nation

Stz'uminus First Nation

Tsartlip First Nation

Tsawout First Nation

Tsawwassen First Nation

Tseycum First Nation

WSANEC Leadership Council

**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

Mayne Island Local Trust Area
(Island)

(Signature)

(Date)

184/189
(Bylaw Number)

(Name and Title)

(Agency)

PROPOSED

MAYNE ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 184

A BYLAW TO AMEND MAYNE ISLAND LAND USE BYLAW NO. 146, 2008

The Mayne Island Local Trust Committee, being the Local Trust Committee having jurisdiction in respect of the Mayne Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 2, 2021”.

2. Mayne Island Local Trust Committee Bylaw No. 146, cited as “Mayne Island Land Use Bylaw No. 146, 2008” is amended as follows:

2.1 By attaching Plan 1, attached to and forming part of this Bylaw, as Schedule “E” – Flexible Housing Map.

2.2 Section 1.1 – Definitions, is amended by deleting the definition of “Recreational vehicle” and replacing it with ““Recreational vehicle” means a tent trailer, travel trailer, motor home or other self-propelled vehicle containing sleeping, cooking and sanitary facilities, including a tiny home on wheels that meets the Canadian Standards Association Standard for Recreational Vehicles, but does not include a mobile home or, manufactured home”.

2.3 Section 1.1 – Definitions, is amended by adding ““Tiny home on wheels” means– a dwelling unit on a wheeled chassis designed to be used as a full-time residence”.

2.4 Subsection 3.13 (3) – Secondary Suites, is amended by inserting “in areas outside the shaded area in Schedule “E” following “constructed” in both instances.

2.5 Subsection 3.13 (8) – Secondary Suites, is amended by replacing “60” with “93”, replacing “646” with “1001” and replacing “40” with “50”.

2.6 Subsection 5.1 (2) –Settlement Residential (SR) Zone, is amended by inserting “unit” after the first instance of “dwelling” and before “per lot”

2.7 Section 5.1 – Settlement Residential (SR) Zone is amended by inserting a new subsection (3.1) following subsection (3):

“(3.1) Despite 5.1(2) and (3), on lots shown on Schedule E, the following density is permitted:

- (a) On lots having an area less than 0.6 ha (1.5 acres) hectares, one additional dwelling is permitted if the total combined square footage of all dwellings does not exceed 232 m² (2500 square feet).

- (b) On lots having an area of 0.6 ha (1.5 acres) or greater, and not exceeding 1.2 hectares (3 acres), two dwellings and a cottage are permitted if the total combined square footage of all dwellings and cottages does not exceed 325m² (3500 square feet).
 - (c) On lots having an area of 1.2 ha (3 acres) or greater, and not exceeding 4 hectares (10 acres), three dwellings and a cottage are permitted if the total combined square footage of all dwellings and cottages does not exceed 436 m² (4750 square feet).
 - (d) A building permit shall not be issued for any dwelling additional to one dwelling and a cottage on a lot within the shaded area on Schedule "E", unless the additional dwelling is equipped with a water catchment system and cisterns for the storage of freshwater with a minimum cistern capacity of 13640 litres (3000 gallons) for each additional dwelling.
 - (e) Despite subsection 3.9 (1), recreational vehicles and tiny homes on wheels are not permitted dwellings or cottages for the purposes of this subsection.
 - (f) Only one dwelling unit may be used for bed and breakfast home occupation per lot.
 - (g) No dwellings may be used for short term vacation rentals, and on lots 0.6 hectares (1.5 acres) or greater only one cottage may be used for short term vacation rental, consistent with Section 3.6."
- 2.8 Subsection 5.1 (7) – Settlement Residential (SR) Zone is amended by deleting articles (a) and (b) and replacing them with "(a) 93 square metres (1001 square feet)."
- 2.9 Subsection 5.2 (5) – Rural Residential One, is amended by deleting articles (a) and (b) and replacing them with "(a) 93 square metres (1001 square feet)."
- 2.10 Subsection 5.4 (6) – Miners Bay Rural Comprehensive (MBRC) Zone, is amended by deleting articles (a) and (b) and replacing them with "(a) 93 square metres (1001 square feet)."
- 2.11 Section 5.5 – Rural (R) Zone is amended by inserting a new subsection (3.1) following subsection (3):
- "3.1) Despite 5.5 (2) and (3), on lots shown on Schedule E, the following density is permitted:
- (a) On lots having an area less than 0.6 ha (1.5 acres) hectares, one additional dwelling is permitted if the total combined square footage of all dwellings does not exceed 232 m² (2500 square feet).
 - (b) On lots having an area of 0.6 ha (1.5 acres) or greater, and not exceeding 1.2 hectares (3 acres), two dwellings and a cottage are permitted if the total combined square footage of all dwellings and cottages does not exceed 325m² (3500 square feet).

- (c) On lots having an area of 1.2 ha (3 acres) or greater, and not exceeding 4 hectares (10 acres), three dwellings and a cottage are permitted if the total combined square footage of all dwellings and cottages does not exceed 436 m² (4750 square feet).
- (d) A building permit shall not be issued for any dwelling additional to one dwelling and a cottage on a lot within the shaded area on Schedule "E", unless the additional dwelling is equipped with a freshwater catchment system and cisterns for the storage of rainwater with a minimum cistern capacity of 13640 litres (3000 gallons) for each additional dwelling.
- (e) Despite subsection 3.9 (1), recreational vehicles and tiny homes on wheels are not permitted dwellings or cottages for the purposes of this subsection.
- (f) Only one dwelling unit may be used for bed and breakfast home occupation per lot.
- (g) No dwellings may be used for short term vacation rentals, and on lots 0.6 hectares (1.5 acres) or greater only one cottage may be used for short term vacation rental, consistent with Section 3.6."

2.12 Section 5.5 (7) – Rural (R) Zone is amended by deleting articles (a) and (b) and replacing them with "(a) 93 square metres (1001 square feet)."

2.13 Section 5.6 (7) – Upland (UP) Zone is amended by deleting articles (a) and (b) and replacing them with "(a) 93 square metres (1001 square feet)."

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS	28 TH	DAY OF	MARCH	2022.
PUBLIC HEARING HELD THIS	_____	DAY OF	_____	20____
READ A SECOND TIME THIS	_____	DAY OF	_____	20____
READ A THIRD TIME THIS	_____	DAY OF	_____	20____
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	20____
ADOPTED THIS	_____	DAY OF	_____	20____

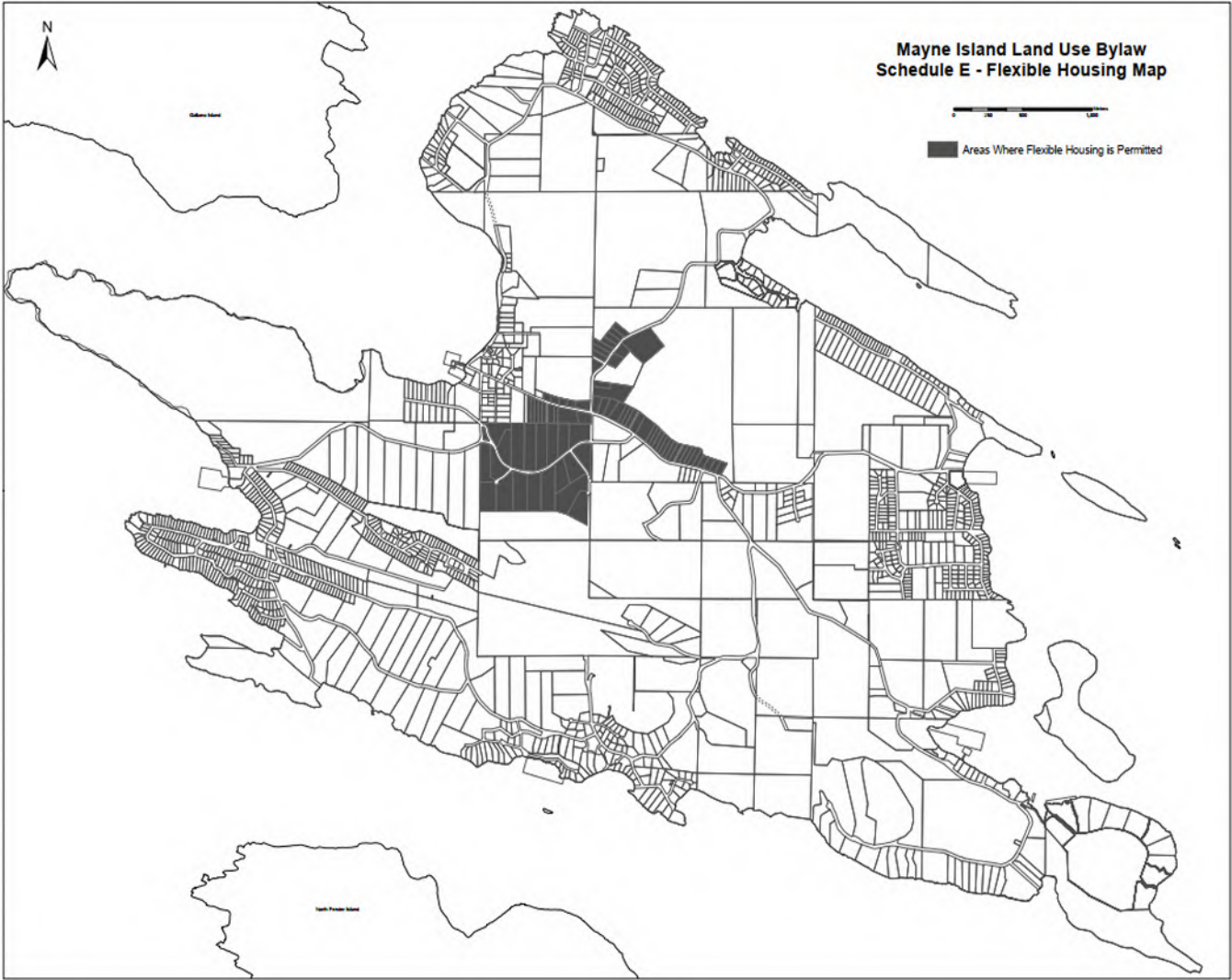
CHAIR

SECRETARY

MAYNE ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 184

Plan 1

Schedule E (Flexible Housing Areas Map)



PROPOSED

MAYNE ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 189

A BYLAW TO AMEND MAYNE ISLAND OFFICIAL COMMUNITY PLAN BYLAW NO. 144, 2007

The Mayne Island Local Trust Committee in open meeting assembled enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as "Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2022".

2. SCHEDULES

Mayne Island Official Community Plan No. 144, 2007 is amended as shown on Schedule 1, attached to and forming part of this bylaw.

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS 28TH DAY OF MARCH 2022.

PUBLIC HEARING HELD THIS _____ DAY OF _____ 20____

READ A SECOND TIME THIS _____ DAY OF _____ 20____

READ A THIRD TIME THIS _____ DAY OF _____ 20____

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS _____ DAY OF _____ 20____

APPROVED BY THE MINISTER MUNICIPAL AFFAIRS THIS _____ DAY OF _____ 20____

ADOPTED THIS _____ DAY OF _____ 20____

CHAIR

SECRETARY

**MAYNE ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 189**

SCHEDULE 1

The Mayne Island Official Community Plan No. 144, 2007, is amended as follows:

1. Section 1.2 Broad Community Objectives is amended by adding to Objective 5) "and flexible" after "effective" and before "housing".
2. Section 2.1.1 Settlement Residential Objectives is amended by adding: "4) to support flexible options for housing while preserving and protecting rural character and freshwater sustainability."
3. Settlement Residential policy 2.1.1.2 is amended by deleting the first instance of "One" and replacing it with "In general, one" and by inserting "except where regulations permit additional dwelling units while limiting floor areas" after "or larger" and before ".".
4. Settlement Residential policy 2.1.1.3 is amended by deleting "On" and replacing it with "In general, on" and by inserting "except where regulations permit additional dwelling units while limiting floor areas" after "of lot area" and before ".".
5. Settlement Residential policy 2.1.1.10 is amended by deleting the first instance of "On" and replacing it with "Except where regulations permit additional dwelling units while limiting floor area, on".
6. Section 2.1.4 Rural Objectives is amended by adding "3) to support flexible approaches housing while preserving and protecting rural character and freshwater sustainability".
7. Rural policy 2.1.4.2 is amended by deleting the first instance of "One" and replacing it with "In general, one" and by inserting "except where regulations permit additional dwelling units while limiting floor area" after "of parcel area".
8. Rural policy 2.1.4.3 is amended by inserting "primary" after second instance of "permitted" and before "dwelling unit".
9. Rural policy 2.1.4.12 is amended by deleting the first instance of "On" and replacing it with "Except where regulations permit additional dwelling units while limiting floor area, on".



Islands Trust

BYLAW REFERRAL FORM

Suite 200, 1627 Fort Street
Victoria, B.C. V8R 1H8
Ph: (250) 405-5151
Fax: (250) 405-5155
information@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Mayne Island Local Trust Area Bylaw No.: 186 and 187 Date: March 31, 2022

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: Mayne Island Local Trust Committee - OCP and LUB Minor Amendments

PURPOSE OF BYLAW:

Minor amendments to LUB and OCP including:

OCP – Removal of Parks Master Plan

OCP – Land Designation change to support new zoning

LUB - Rezoning to support brewery previously operating with TUP

LUB- Correction on zoning of a commercial property

LUB- Correction on zoning of a residential property

LUB – Site specific zoning to restrict additional structures on a property zoned as park

LUB – Rezoning a property from residential to community service operating with TUP

LUB – Change to definition of secondary suites to reduce confusion with definition of “dwelling unit”

LUB – New definition of Patio added, allowance of Patios in setbacks

LUB – Stricter regulations for election signs

Professional reports and staff reports are available on the Mayne Island webpage:

<https://islandstrust.bc.ca/island-planning/mayne/projects/>

GENERAL LOCATION:

Mayne Island Local Trust Area

LEGAL DESCRIPTION:

SIZE OF PROPERTY AFFECTED:

ALR STATUS:

OFFICIAL COMMUNITY PLAN DESIGNATION:

OTHER INFORMATION:

Additional information, including the current bylaws, is available at: www.islandstrust.bc.ca

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.

Name: Narissa Chadwick

Narissa Chadwick

(Signature)

Title: Island Planner
Contact Info: Tel: 250-405-5189

Email: nchadwick@islandstrust.bc.ca

PLEASE TURN OVER

This referral has been sent to the following agencies:

Regional Agencies

Capital Regional District – Regional Parks and Community Services

Provincial Agencies

Ministry of Municipal Affairs

Adjacent Local Trust Committees and Municipalities

Galiano Island Local Trust Committee
North Pender Island Local Trust Committee
Saturna Island Local Trust Committee
South Pender Island Local Trust Committee
Salt Spring Island Local Trust Committee

Non-Agency Referrals

Mayne Islands Parks and Recreation Commission

First Nations

Cowichan Tribes
Halalt First Nation
Lake Cowichan First Nation
Lyackson First Nation
Malahat First Nation
Pauquachin First Nation
Penelakut Tribe
Semiahmoo First Nation
Snuneymuxw First Nation
Stz'uminus First Nation
Tsartlip First Nation
Tsawout First Nation
Tsawwassen First Nation
Tseycum First Nation
WSANEC Leadership Council

**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

Mayne Island Local Trust Area
(Island)

(Signature)

(Date)

186/187
(Bylaw Number)

(Name and Title)

(Agency)

PROPOSED

MAYNE ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 186

A BYLAW TO AMEND MAYNE ISLAND OFFICIAL COMMUNITY PLAN BYLAW NO. 144, 2007

The Mayne Island Local Trust Committee in open meeting assembled enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 2, 2021”.

2. SCHEDULES

Mayne Island Official Community Plan Bylaw No. 144, 2007 is amended as shown on Schedule 1, attached to and forming part of this bylaw.

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS 28TH DAY OF MARCH 2022.

PUBLIC HEARING HELD THIS _____ DAY OF _____ 20____

READ A SECOND TIME THIS _____ DAY OF _____ 20____

READ A THIRD TIME THIS _____ DAY OF _____ 20____

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS _____ DAY OF _____ 20____

APPROVED BY THE MINISTER MUNICIPAL AFFAIRS THIS _____ DAY OF _____ 20____

ADOPTED THIS _____ DAY OF _____ 20____

CHAIR

SECRETARY

**MAYNE ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 186**

SCHEDULE 1

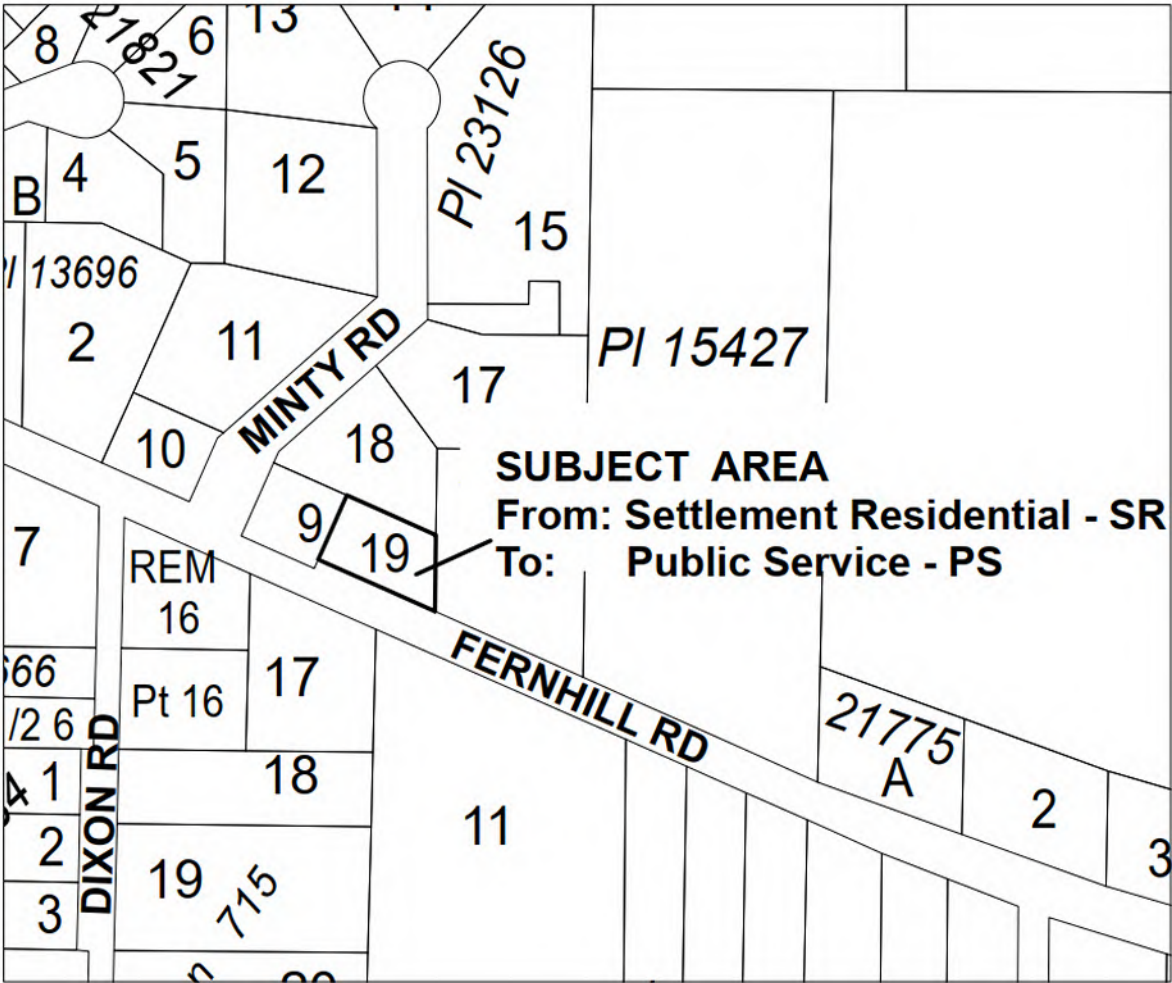
The Mayne Island Official Community Plan Bylaw No. 144, 2007, is amended as follows:

1. Schedule “H” Mayne Island Parks and Recreation Commission Parks Master Plan is removed.
2. Schedule “B” Land Use Designations is amended by changing the designation of Lot 19, Section 12, Mayne Island, Cowichan District, Plan 23126, 437 Fernhill Rd from Settlement Residential (SR) to Public Service (PS), as shown on Plan No. 1 attached and forming part of this bylaw.

PROPOSED

MAYNE ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 186

Plan No. 1



PROPOSED

MAYNE ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 187

A BYLAW TO AMEND MAYNE ISLAND LAND USE BYLAW NO. 146, 2008

The Mayne Island Local Trust Committee, being the Local Trust Committee having jurisdiction in respect of the Mayne Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 3, 2021”.

2. Mayne Island Local Trust Committee Bylaw No. 146, cited as “Mayne Island Land Use Bylaw No. 146, 2008,” is amended as follows:

2.1 Section 1.1. Definitions is amended by adding “ ”Patio” means a horizontal developed area constructed directly on the ground, which can be attached or detached from a building. A patio may not exceed a maximum height of 45 cm above natural grade and may not have walls, railings or a roof.”

2.2 Section 1.1 Definitions is amended by removing from the definition of “Secondary suite” the words “self-contained dwelling unit” and replacing them with “residential unit”.

2.3 Section 3.3 (2) Siting and Setback Regulation is amended by adding “a patio” after “a fence” and before “ , utility line”.

2.4 Section 5.1 – Settlement Residential (SR) Zone is amended by adding the following as a new subsection (13) under the new heading “Site Specific Regulations”:

“The following table denotes locations where, despite or in addition to the regulations in this Section, specific regulations apply. In the first column, the zone abbreviation and the lower-case letter reference the notation on the zoning map. The second column describes the location where the specific regulations cited in column three apply:

Column 1	Column 2	Column 3
Site-Specific Zone	Location Description	Site Specific Regulations
SR (a)	Lot 1, Section 12, Mayne Island, Cowichan District, Plan 29702 490 Fernhill Road	(1) in addition to the uses permitted in 5.1 (1) above, an accessory brewery, tasting room and outdoor patio, and accessory food and beverage sales, are permitted in this location, subject to: (a) the maximum floor area of the combined brewing, storage, retail and interior brewery product sampling area is 150m ² (1615 ft ²)

		(b) the total number of seats for sampling area guests (inside + outside) shall not exceed 46 (c) the accessory brewery, tasting room and outdoor picnic area, and accessory food and beverage sales, must be screened from residential uses on adjoining lots by a landscape screen complying with section 3.8(1)(a).
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2.5 Section 5.5(14) Rural (R) Zone is amended by adding the following as a new row to the table:

Column 1	Column 2	Column 3
Site-Specific Zone	Location Description	Site Specific Regulations
R (f)	The south east 1/4 of section 2, Mayne Island, Cowichan District, Except those parts in plans 6166, 49353, 51014, VIP52279, VIP55242, VIP59475, VIP72321, VIP78014, VIP80525 AND VIP83602 797 Beechwood Drive	(1) Despite 5.5(2) and 5.5(3) the maximum density is two dwellings and two cottages.

2.6 Section 5.10 (13) – Commercial 3 (C3) Zone Site Specific Regulations is amended by adding “(3) Repair shops, machine shops and retail sales uses must be located within buildings.” in column three.

2.7 Section 5.17(6) – Community and Regional Park (P) Zone Site Specific Regulations is amended by adding the following as a new row to the table:

Site-Specific Zone	Land Description	Site Specific Regulation
P (c)	Emma and Felix Jack Park	Despite 5.17 (1)(b) no buildings or structures are permitted except: - an honouring figure - picnic tables - vegetation protection fencing

2.8 Section 6.2 Permitted Signs is amended by adding “except signs of candidates for public office, who are recognized as candidates by the public agency in which they seek office, provided they are removed within 48 hours of the date of election” after “Third party signs are prohibited” and before “.”

- 2.9 Section 6.3 is amended by removing “3) Signs of candidates for public office, who are recognized as candidates by the public agency in which they seek office, provided they are removed within 48 hours of the date of election.”

Map Amendments

- 2.10 Schedule “B” – Zoning Map is amended by changing the zoning classification of Lot 19, Section 12, Mayne Island, Cowichan District, Plan 23126, (437 Fernhill Rd) from Settlement Residential (SR) to Community Service (S1), as shown on Plan No. 1 attached and forming part of this bylaw, and making such alternations to Schedule “B” to Bylaw 146 as required to effect this change.
- 2.11 Schedule “B” - Zoning Map is amended by changing the zoning classification of Lot 1, Section 12, Mayne Island, Cowichan District, Plan 29702, (490 Fernhill Road) from Settlement Residential SR to Settlement Residential SR(a) as shown on Plan No. 2 attached and forming part of this bylaw, and making such alternations to Schedule “B” to Bylaw 146 as required to effect this change.
- 2.12 Schedule “B” - Zoning Map is amended by changing the zoning classification of the south east 1/4 of section 2, Mayne Island, Cowichan District, Except those parts in plans 6166, 49353, 51014, VIP52279, VIP55242, VIP59475, VIP72321, VIP78014, VIP80525 AND VIP83602 (797 Beechwood Drive) from Rural R to Rural R(f) as shown on Plan No.3 attached and forming part of this bylaw, and making such alternations to Schedule “B” to Bylaw 146 as required to effect this change.
- 2.13 Schedule “B” - Zoning Map is amended by changing the zoning classification of Felix Jack Park from Park (P) to Park P(c) as shown on Plan No. 4 attached and forming part of this bylaw, and making such alternations to Schedule “B” to Bylaw 146 as required to effect this change.

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS 28TH DAY OF MARCH 2022.

PUBLIC HEARING HELD THIS _____ DAY OF _____ 20____

READ A SECOND TIME THIS _____ DAY OF _____ 20____

READ A THIRD TIME THIS _____ DAY OF _____ 20____

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
_____ DAY OF _____ 20____

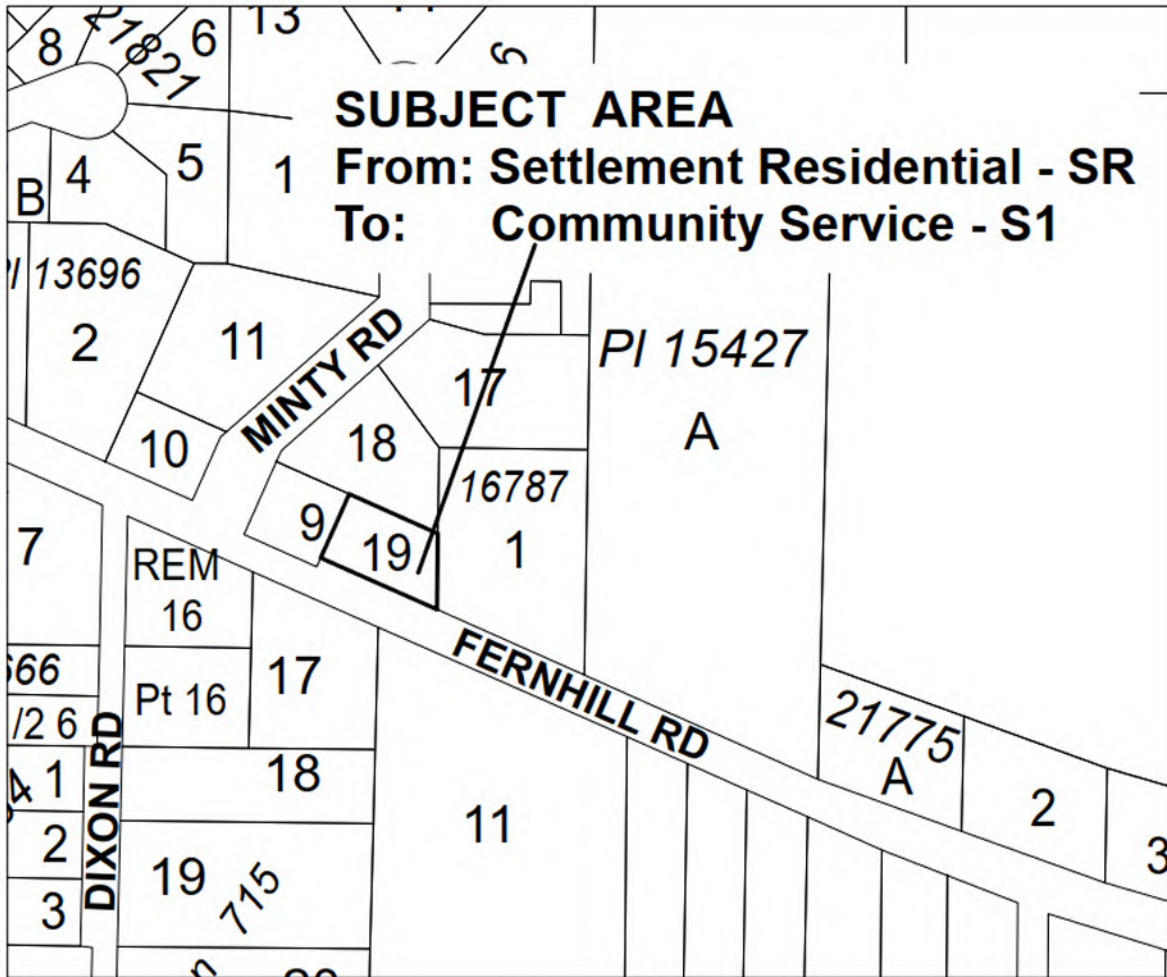
ADOPTED THIS _____ DAY OF _____ 20____

CHAIR

SECRETARY

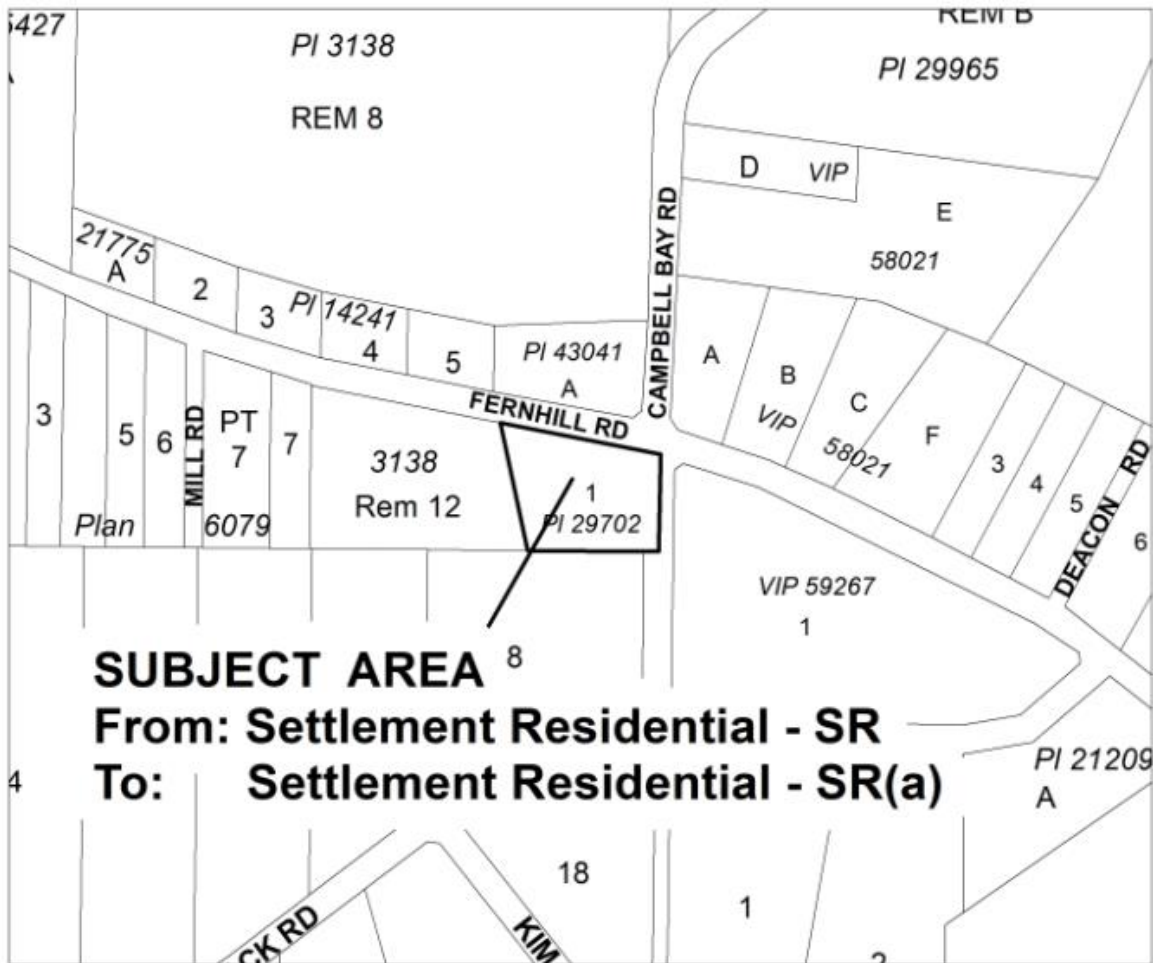
MAYNE ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 187

Plan No. 1



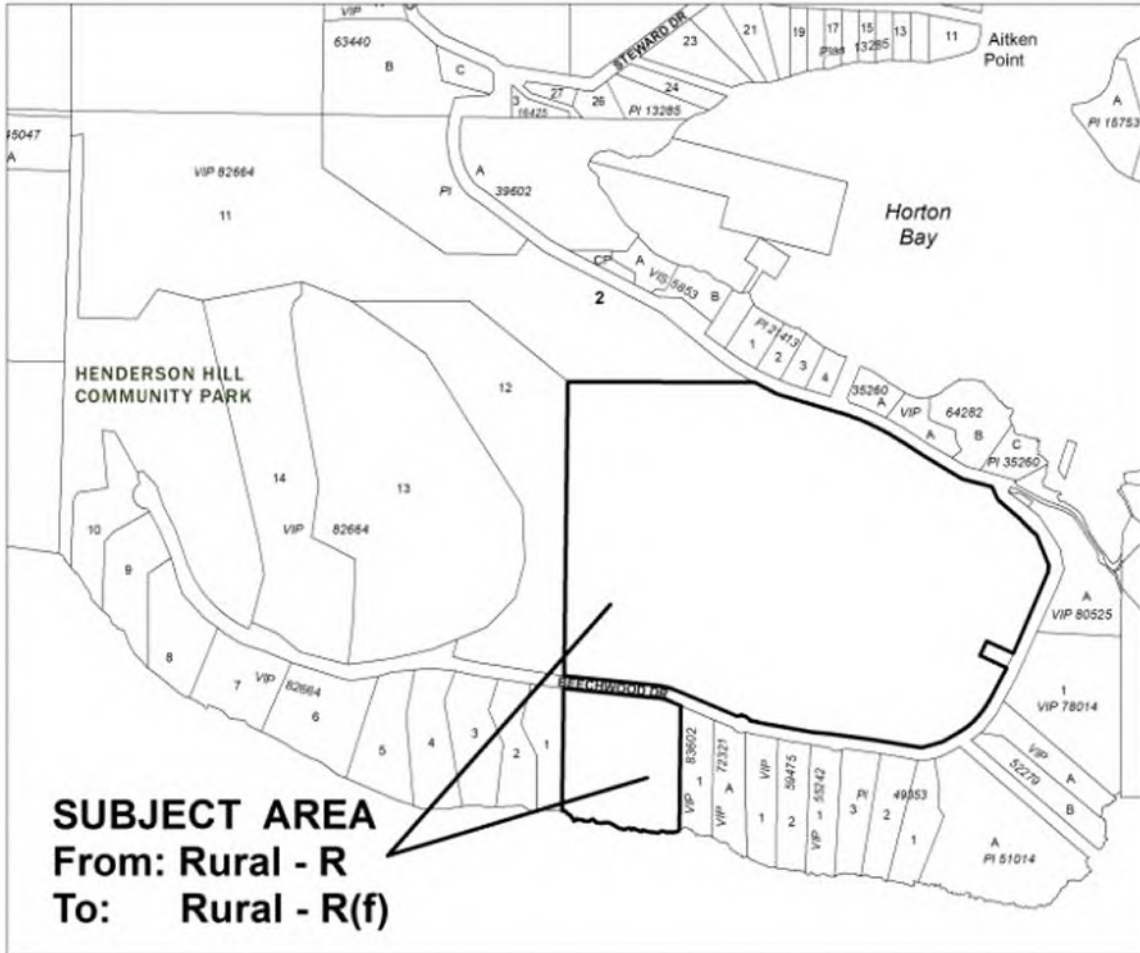
MAYNE ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 187

Plan No. 2



MAYNE ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 187

Plan No. 3



STAFF REPORT

File No.: GL – 2021 Groundwater
Sustainability
Implementation

DATE OF MEETING: May 2, 2022

TO: Galiano Island Local Trust Committee

FROM: Narissa Chadwick
Southern Team

COPY: Robert Kojima, Regional Planning Manager
Brad Smith, Island Planner
William Shulba, Senior Freshwater Specialist

SUBJECT: Groundwater Sustainability Implementation – Draft LUB and OCP Amendments

RECOMMENDATION

1. That the Galiano Island Local Trust Committee endorse the general amendments and Development Permit Area guidelines contained Bylaw No. 283 cited as “Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 1, 2022”.
2. That the Galiano Island Local Trust Committee endorse Bylaw No. 284 cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 1, 2022”.
3. That the Galiano Island Local Trust Committee request staff send Bylaw No. 283 cited as “Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 1, 2022” and Bylaw No. 284 cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 1, 2022” out to relevant agencies and First Nations for early referral once preferred DPA boundary option is confirmed.
4. That the Galiano Island Local Trust Committee request staff update the Development Approvals Information Bylaw in order to be consistent with Bylaw 283.

REPORT SUMMARY

The purpose of this report is to present to the LTC, for review and endorsement, draft bylaws supporting the implementation of groundwater sustainability measures and encourage early referral to relevant agencies.

BACKGROUND

At the February 1, 2021 meeting the LTC endorsed a project charter for the implementation phase (Phase 3) of the Groundwater Sustainability Science Program. Staff have been working on bylaw amendments based on review and analysis of groundwater availability studies and groundwater recharge mapping.

At the March 7, 2022 LTC meeting the following resolutions were passed:

That the Galiano Island Local Trust Committee request staff to prepare a draft bylaw to amend the “Galiano Island Official Community Plan Bylaw No. 108, 1995” to include Critical Aquifer Recharge Development Permit Area guidelines, map updates and minor updates to relevant sections as identified in the March 7, 2022 staff report.

That the Galiano Island Local Trust Committee request staff to prepare a draft bylaw to amend the Land Use Bylaw to include updates to definitions, addition of cistern requirements for all new builds and updates to subdivision regulations related to potable water.

That the Galiano Island Local Trust Committee request staff to identify options for changes to zoning regulations informed by GW Solutions (2021) groundwater availability assessment data.

Reports and mapping related to the research phases of the project can be found here:

<https://islandstrust.bc.ca/island-planning/galiano/projects/>.

ANALYSIS

Bylaw amendments are comprised of:

1. Amendments to the Land-Use Bylaw (Attachment 1)

- New definitions
- Cistern Requirements for all new builds (18,000 litres). Increase in cistern size for secondary suites to 18,000 litres. Captured and stored water is not required to be potable or connected to the dwelling except in the Water Management Areas as per existing regulation 13.24.
- References to “rainwater” with respect to cisterns has been changed to “freshwater” to support the capture and retention of groundwater as well as rainwater.
- Updates to regulations related to proof of water for subdivision based on model bylaw for the Southern Gulf Islands. These regulations have been extensively reviewed by provincial staff through a multi-year project of the Salt Spring Islands LTC.

2. General Amendments to OCP (Attachment 2)

- Minor changes to OCP language
- Updates to relevant policies and objectives facilitate consistency with revised language, the new Groundwater Recharge Protection DPA, and other proposed changes to the OCP and the LUB.
- Replacement of Schedule D – Water Resources with Schedule D – Groundwater Regions.
- Replacement of Schedule G – DPA Area 2: Elevated Groundwater Catchment with DPA 4: Groundwater Recharge Protection.

3. A Groundwater Recharge Protection DPA (Attachment 2)

- New DPA guidelines which would amend the DPA guidelines for Galiano’s Elevated Groundwater Catchment DPA. Amendments include: reference to 2021 mapping of recharge areas, additional

exemptions including clustering development and changes consistent with introduction of cistern requirements for new builds.

- The map of DPA boundaries will be included in Schedule G of Draft Bylaw 283.
- Proposed options for DPA boundaries and methodology are being developed by the Senior Freshwater Specialist.

*As indicated at the previous LTC meeting, looking at site specific zoning option for South Galiano and Cain Peninsula to address critical groundwater vulnerability in that area while part of this project will be a separate piece and will require additional process and separate bylaw amendments.

Consultation

Once the Galiano LTC has endorsed the draft LUB and OCP bylaws with the proposed DPA boundaries, staff are recommending that they be sent out for early referral to relevant agencies and First Nations. This will provide opportunity for early input and opportunity for revision prior to First Reading.

Agencies

The draft bylaws will be sent to a number of agencies. The list is as follows:

Capital Regional District
Ministry of Land, Water and Resource Stewardship
Ministry of Forests
Ministry of Environment and Climate Change Strategy
Engineers and Geoscientists of BC – Sustainability Advisory Group

First Nations

Cowichan Tribes	Snuneymuxw First Nation
Halalt First Nation	Stz'uminus First Nation
Lake Cowichan First Nation	Tsartlip First Nation
Lyackson First Nation	Tsawout First Nation
Malahat First Nation	Tsawwassen First Nation
Pauquachin First Nation	Tseycum First Nation
Penelakut Tribe	WSANEC Leadership Council
Semiahmoo First Nation	

Rationale for Recommendation

LTC endorsement of Bylaws 283 and 284 will enable staff to engage in early consultation with relevant agencies. Early consultation will enable input and update to draft bylaws prior to first reading facilitating a more efficient bylaw approval process. Changes to the DAI bylaw will be required in order to facilitate the implementation of the new development permit area guidelines.

ALTERNATIVES

1. Request further information

The LTC may request further information be brought to further LTC meeting prior to making a decision. This will impact the timing of the project possibly inhibiting the ability for the bylaws to be read for the third time prior to the end of term.

That the Galiano Island Local Trust Committee request that staff provide further information on.....

2. Make specific revisions to amendments

The LTC may ask staff to make specific revisions to the draft bylaws prior to sending the draft bylaws out for early referral.

That the Galiano Island Local Trust Committee request staff to make the following changes....

3. Request staff organize a special meeting to discuss DPA boundaries

The LTC may ask staff to schedule a special meeting to discuss DPA boundaries and/or other aspects of this project.

That the Galiano Island Local Trust Committee request staff to schedule a special meeting on

NEXT STEPS

If the staff recommendation are endorsed the next steps are as follows:

- Staff will send draft bylaws out for early referral;
- Bylaws will come back to the LTC for first reading;
- LTC gives first reading;
- Bylaw referral comments to be received prior to Public Hearing;
- Community Information Meeting and Public Hearing held;
- LTC gives second and third reading;
- Proposed bylaw referred to Executive Committee and the Minister of Municipal Affairs & Housing for approval; and
- LTC gives final reading and adopts bylaw.

Submitted By:	Narissa Chadwick, Island Planner	April 13, 2022
Concurrence:	Robert Kojima, Regional Planning Manager	April 21, 2022

ATTACHMENTS

1. Draft Bylaw no. 283
2. Draft Bylaw no. 284

DRAFT

GALIANO ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 283

A BYLAW TO AMEND GALIANO ISLAND OFFICIAL COMMUNITY PLAN BYLAW NO. 108, 1995

The Galiano Island Local Trust Committee in open meeting assembled enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as “Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 1, 2022”.

2. SCHEDULES

Galiano Island Official Community Plan No. 108, 1995 is amended as shown on Schedule 1, attached to and forming part of this bylaw.

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS	_____	DAY OF	_____	20____
PUBLIC HEARING HELD THIS	_____	DAY OF	_____	20____
READ A SECOND TIME THIS	_____	DAY OF	_____	20____
READ A THIRD TIME THIS	_____	DAY OF	_____	20____
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	20____
APPROVED BY THE MINISTER MUNICIPAL AFFAIRS THIS	_____	DAY OF	_____	20____
ADOPTED THIS	_____	DAY OF	_____	20____

CHAIR

SECRETARY

**GALIANO ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 283**

SCHEDULE 1

The Galiano Island Official Community Plan No. 108, 1995, is amended as follows:

1. Table of Contents Section V is amended by deleting “4. Development Permit Area 4 – Elevated Groundwater Catchment Areas” and replacing it with “4. Development Permit Area 4 – Groundwater Recharge Protection”.
2. Section II Land Use, Residential Policy “o)” is amended by deleting “Community, Sport and Cultural Development” and replacing it with “Municipal Affairs”.
3. Section II Land Use, Subsection 5.4 Light Industry, Light Industry Advocacy Policy “m)” is amended by inserting “recharge and” after “groundwater” and before “catchment areas”.
4. Section III Services, Subsection 2 Water Supply, Water Supply Objectives is amended by deleting Objectives 1-4 in entirety and replacing with:
 - “1) to ensure an adequate supply of potable freshwater to all users now and into the future,
 - 2) to ensure that groundwater use, and alteration to the land does not pollute or otherwise increase the vulnerability of groundwater regions,
 - 3) to protect critical groundwater recharge areas by evaluating land use decision based on available groundwater vulnerability data and applying the precautionary principle to land use decisions, and
 - 4) to consider and address climate change impacts on freshwater supply and quality.”
5. Section III Services, Subsection 2 Water Supply, Water Supply Policies is amended by deleting policy “a)” in its entirety and replacing it with:
 - “a) Areas identified to be key areas for water supply , fresh water catchment, storage and recharge shall be preserved and protected.

Land identified through groundwater recharge mapping to have significant recharge potential shall be designated as a development permit area for the protection of the watershed.”

6. Section III Water Supply, Water Supply Policy “b) vi)” is amended by deleting “elevated groundwater catchment” and replacing it with “groundwater recharge protection”.
7. Section III Water Supply, Water Supply Policies is amended by removing policy “c)” in its entirety and replacing it with “c) Regulations may require new developments to provide cisterns.”
8. Section IV Conservation and Environment is amended by deleting all instances of “Fresh Water” and replacing them with “Freshwater”.
9. Section IV Conservation and Environment, Freshwater Advocacy Policies is amended by deleting “and the Provincial Ministry of Environment, Ministry of Transportation and Infrastructure, and Ministry of Forests, Lands and Natural Resource Operations” and replacing it with “and relevant Provincial Ministries”.
10. Section V Development Permit Areas is amended by deleting subsection “4. Development Permit Area 4-Elevated Groundwater Protection” in its entirety and replacing it with:

“4. Development Permit Area 4 – Groundwater Recharge Protection

4.1 Description of Area

Development Permit Area 4 includes critical groundwater recharge areas identified on Schedule G. Critical groundwater recharge areas contain hydrogeological conditions that facilitate aquifer recharge and/or transmit contaminants to an underlying aquifer. Factors considered in the identification of critical aquifer recharge areas include topography, remote sensing, satellite multispectral analysis depth to water table, presence of highly permeable soils, land-cover analysis, structural geology, presence of flat terrain, and the presence of more permeable surficial geology.

4.2 Authority

The Groundwater Recharge Protection Development Permit Area is designated a development permit area pursuant to Section 488(1)(a) of the *Local Government Act* for the protection of the natural environment, its ecosystems and biological diversity and Section 488(1)(i) of the *Local Government Act* for the establishment of objectives to promote water conservation.

4.3 Special Conditions and Objectives that Justify the Designation

It is the Object of the Islands Trust to “Preserve and protect the Trust Area and its unique amenities and environment of the Trust Area for the benefit of the residents of the Trust Area, and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia.”

It is Provincial legislation in Section 473(1)(d) of the Local Government Act that an official community plan must include statements and map designations for the area covered by the Plan respecting restrictions on the use of land that is environmentally sensitive to development.

The Islands Trust Council has committed to identifying, protecting and, where possible, restoring or rehabilitating groundwater recharge areas in the Trust Area.

It is policy of the Islands Trust Council that Local Trust Committees address measures that ensure:

- neither the density nor 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, and
- the quality and quantity of drinking water sources for current and future Trust Area residents is preserved and protected, and
- the overall health of watersheds and ground water in the Islands Trust Area is protected.

Mapping of recharge and water balance completed in 2021 for Galiano Island identifies that the island has a number of areas of critical concern with respect to groundwater vulnerability.

The Objectives of the development permit area are:

- to protect and sustain access to a reliable and safe supply of drinking water for groundwater wells
- to protect and sustain the quality and supply of surface and groundwater necessary to the provision of ecological services
- to mitigate the impacts of development and climate change on groundwater supplies

4.4 Development Approval Information

The Groundwater Recharge Protection DPA is also designated an area for which development approval information (DAI) may be required according to Section 485(1) of the *Local Government Act*. The designation of these areas for this purpose is based on the special conditions or objectives supporting the designation of the DPA. Development approval information means information on the anticipated impact of the proposed activity or development on the community or the natural environment.

4.5 Applicability

A development permit is required for the subdivision of land, construction of, addition to or alteration of a building or other structure, or land alteration, including the cutting of trees, unless exempted below.

4.6 Development Permit Exemptions

The following activities are exempt from any requirement for a development permit:

- a) Development for which Islands Trust has been provided with a written statement from a registered professional hydrogeologist with relevant experience certifying that the proposed would have no impact on critical groundwater recharge.

- b) Repair, maintenance, alteration, additions to, or reconstruction of existing lawful buildings, structures or utilities, including those that are lawfully non-conforming (a building permit may still be required).
- c) Dwellings, cottages, accessory buildings and structures, and associated land alteration that are clustered within a residential home plate not exceeding an area of 1000m², and one access driveway and overhead utility lines and poles outside of the residential home plate
- d) Land that is subject to a conservation covenant under section 219(4) of the *Land Title Act* in relation to natural, environmental, wildlife or plant life value relating to the land, granted to the Local Trust Committee or a covenantee designated under section 219(3)(c) of the *Land Title Act*.
- e) Repair and maintenance of existing roads, driveways, paths and trails, provided there is no expansion of the width or length of the road, driveway, path or trail, and no creation of additional impervious surfacing, including paving asphaltting or similar surfacing.
- f) Removal of invasive species.
- g) Cutting and removal of up to 5 trees per hectare (with a trunk diameter greater than 20 centimetres measured 1.5 metres above the ground) within a 12-month period on any one lot.
- h) Removal of trees that have been examined by an arborist and certified to pose an immediate threat to life or property.
- i) Farm operations as defined in the *Farm Practices Protection (Right to Farm) Act* and farm uses as defined in Section 2(2), (3), (4) and (5) of the *Agricultural Land Reserve Use, Subdivision, and Procedure Regulation*.
- j) Forest management activities, as defined in the *Private Managed Forest Land Regulation*, on land classified as managed forest land under the *Private Managed Forest Land Act*.
- k) The construction of an accessory building or structure with a lot coverage of less than 100m².
- l) Construction of trails or fences that does not alter contours of the land.
- m) Emergency actions required to prevent, control or reduce an immediate threat to human life, the natural environment or public or private property including:
 - i. Forest fire, flood and erosion protection works;
 - ii. Protection, repair or replacement of public facilities;
 - iii. Clearing of an obstruction from a bridge, culvert, dock wharf or stream; or
 - iv. Bridge repairs.
- n) Works undertaken by a local government or a body established by a local government.
- o) Works authorized under a provincial statute.

4.7 Guidelines

The *Local Government Act* prohibits construction of buildings and structures and the alteration of land and subdivision in Development Permit Area 4 unless the owner first obtains a development permit. Development permits will be issued in accordance with the following guidelines.

1. In general, development should minimize negative impacts on the quality and quantity of subsurface water supplies.
2. Where a qualified professional hydrogeologist or engineer has made recommendations for mitigation measures, the permit conditions may include a requirement for security in the form of an irrevocable letter of credit, to ensure the protection of groundwater supply quality or quantity consistent with the measures and recommendations described in the report.
3. Where the qualified professional hydrogeologist or engineer's report describes an area as suitable for development with special mitigating measures, the development permit should only allow the development to occur in compliance with the measures described in the report. Monitoring and regular reporting by a hydrogeologist or other professional at the applicant's expense may be required during construction and development phases, as specified in a development permit.
4. Where an application involves the subdivision of land, layout of the subdivision should be, to the greatest extent possible, designed to:
 - a) replicate the function of a naturally vegetated watershed;
 - b) maintain the hydraulic regime of surface and groundwater pre-development flow rates;
 - c) minimize interference with groundwater recharge;
 - d) not introduce or remove material where it would cause erosion of or the filling in of natural watercourses or wetlands.
5. Where freshwater collection and storage cisterns are required as a condition of the construction of a building, impervious surfaces should be minimized.
6. Where freshwater collection cisterns are required as a condition of construction of a building, the LTC may require that all new dwelling units include:
 - i. External equipment for collecting and distributing rainwater from the dwelling unit roof;
 - ii. A pumping system;
 - iii. An overflow handling system.
7. The use of impervious paved driveways shall be discouraged.
8. Where tree removal is not exempt from the requirement for a permit:
 - a. Removal of trees from steep slopes should only be allowed where necessary and where replacement vegetation / erosion control measures are established. Plans delineating extent of vegetation / tree removal and location of proposed construction, excavation and / or blasting, may be required.

- b. All development should be undertaken and completed in such a manner as to prevent the release of sediment to any watercourse. An erosion and sediment control plan, including actions to be taken prior to land clearing and site preparation and the proposed timing of development activities to reduce the risk of erosion, may be required as part of the development permit application.
 - c. Existing, native trees should be retained wherever possible and trees to be retained near development should be clearly marked prior to development, and temporary fencing installed at the drip line to protect them during clearing, grading and other development activities.
 - d. If the area has been previously cleared of trees, or is cleared during the process of development, replanting requirements may be specified in the development permit. Areas of undisturbed bedrock exposed to the surface or natural sparsely vegetated areas should not require planting.
 - e. Tree species used in replanting, restoration or enhancement should be selected to suit the soil, light and groundwater conditions of the site, should preferably be native to the area, and should be selected for erosion control and/or wildlife habitat values as needed. Suitably adapted, non-invasive, non-native trees may also be considered acceptable.
 - f. All replanting should be maintained by the property owner for a minimum of 2 years from the date of completion of the planting to ensure survival. This may require removal of invasive, non-native weeds (e.g., Himalayan blackberry, Scotch broom, English ivy) and irrigation. Unhealthy, dying or dead trees should be replaced at the owner's expense in the next regular planting season. Permits may include, as a condition, the provision of security to guarantee the performance of terms of the permit.
9. Roads, driveways, trails and pathways should follow the contours of the land and appropriately manage drainage. The construction of roads and utility corridors and other activities involving the disturbance of the soil, must be conducted in such a manner that the productivity of the local groundwater recharge area is not impaired through soil compaction, altered surface drainage patterns, siltation, erosion, or salt water intrusion.
 10. Parking areas should be located and constructed so as to minimize erosion and water pollution by controlling storm runoff. Structural measures such as catch basins, oil separators, bio-filtration trenches or swales, unpaved or permeable all-weather surfaces should be considered for this purpose.
 11. Permits may include minor variances to subdivision or building and structure siting or size regulations to meet the objectives of the development permit area."
11. Section VI Development Approval Information, Subsection 2. Special Conditions "ii" is amended by deleting "elevated groundwater catchments" and replacing it with "groundwater recharge".
 12. Schedule "D – Water Resources" is removed and replaced with Schedule "D – Groundwater Regions" as shown on Plan No.1 attached and forming part of this bylaw.

13. Schedule "G – Development Permit Area 4: Elevated Groundwater Catchment" is removed and replaced with Schedule "G – Development Permit Area 4: Groundwater Recharge Protection" as shown on Plan No.2 attached and forming part of this bylaw.

**GALIANO ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 283
Plan No.1**

Schedule D – Groundwater Regions

GALIANO ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 283
Plan No.2

Schedule G – Development Permit Area 4: Groundwater Recharge Protection

Top Priorities Report

Galiano Island

1. Groundwater Sustainability

Phase 1 and 2: mapping and data analysis - Completed
Phase 3: Implementation of mapping and data analysis

Responsible

Narrisa Chadwick
William Shulba

Dates

Rec'd: 02-Apr-2019
Target: 30-Sep-2022

2. Rezoning of DL 64, 68, 72, 87

Responsible

Brad Smith

Dates

Rec'd: 06-Dec-2021
Target: 30-Nov-2022

Projects Report

Galiano Island

1. *Parking Issues*

Responsible

Date Received

Issue for discussion with MoTI and public parking issues generated from associated islands.

23-Jul-2012

(see correspondence from P. Midgely on agenda of Apr/12)

2. *Light Industrial Zoning*

Responsible

Date Received

A review and inventory assessment of existing and potential light industrial zones.

18-Nov-2013

3. *Coastal Douglas-Fir Protection*

Responsible

Date Received

Review 'Protection of the Coastal Douglas-fir and Associated Ecosystems: An Islands Trust Tool Kit (2018)' and provide recommendations from toolkit.

04-Feb-2019

- LPC is intending to develop a model bylaw in 2021-22.

Include review the Contiguous Forest Mapping in the Islands Trust Area Report.

4. *Cannabis Retail and production*

Responsible

Date Received

Consider review of policies and regulations to address cannabis retail sales and production

05-Mar-2019

5. *Dock review*

Responsible

Date Received

To review policies and regulations relating to private moorage, including suitable locations, siting and size, and incorporating First Nations sites

02-Apr-2019

Projects Report

Galiano Island

6. *Emergency Access Planning*

Responsible

Date Received

Follow-up from CRD emergency planning process - include consideration of developing driveway guidelines for emergency access within land use bylaw

02-Apr-2019

7. *Review of forestry land designations, policies and community benefit approaches*

Responsible

Date Received

Project represents a consolidation of a number of previously identified projects with a similar theme related to forestry zoning on Galiano Island. Project scope within previous projects included: current and potential future approaches to community benefit agreements, use of split zoning, F1 forest lot issues, issues regarding lands without managed forest status, amendments to re-designate and rezone crown owned Forest lots (Bylaws 231, 232 at First Reading)

03-Feb-2020

8. *Review of Road Network Plan*

Responsible

Date Received

Review of Road Network Plan - include December 11th APC memo in review process - meet with MOTI

02-Mar-2020

9. *Review of LUB tiny home/trailer regulations, maximum house sizes and lot coverage*

Responsible

Date Received

01-Jun-2021

10. *Review of LUB water management and cistern regulations*

Responsible

Date Received

02-Nov-2020



Print Date: April 22, 2022

Projects Report

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
GL-DP-2021.5	Neave O'Shaughnessy	17-Aug-2021	835 STURDIES BAY RD - application for a DP for development in a sensitive ecosystem DPA

Planner: Phil Testemale

Planning Status

Status Date: 19-Apr-2022

Applicant has hired Ryzuk Geotechnical. Initial meeting with Ryzuk staff and applicant. Awaiting Assessment Report to proceed.

Status Date: 06-Apr-2022

Met with MoTI DM and Geotech. Eng.

Status Date: 06-Apr-2022

Repeat requirement for geotech. assessment to applicant

File Number	Applicant Name	Date Received	Purpose
GL-DP-2022.1	Fox, Dan and Tina	28-Feb-2022	Build a dock attached to the property on Gossip Island, in order to facilitate marine access.

Planner: Phil Testemale

Planning Status

Status Date: 11-Apr-2022

Applicant in process of contracting a geotechnical engineer.

Status Date: 01-Apr-2022

Further information (geotechnical) required and requested. Moved consideration date to June 6, regular meeting.

Status Date: 23-Mar-2022

May 2 LTC agenda for consideration.

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
GL-DP-2022.2	Gerald Longson Architect AIBC Planner: Phil Testemale	07-Mar-2022	Conversion of a portion of the existing single family home into a commercial take-out kitchen.
Planning Status			
Status Date: 23-Mar-2022 May 2 LTC agenda for consideration.			
Status Date: 16-Mar-2022 Processing payment in amount of \$770 received (combination DP and DVP). Confirmed by Finance.			
Status Date: 16-Mar-2022 Sent electronic link to Robert Kojima for his review and asked him to assign Planner.			

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
GL-DVP-2022.1	The Galiano Club Registered under the Societies Act Planner: Phil Testemale	19-Jan-2022	Building a second storage shed on the property at 141 Sturdies Bay Road
Planning Status			
Status Date: 13-Apr-2022 May 2, 2022 LTC agenda for consideration.			
Status Date: 01-Apr-2022 DVP drafted and sent to applicant for review.			
Status Date: 16-Feb-2022 Received cheque in the amount of \$715.00 in the mail respecting the processing fee.			

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
GL-DVP-2022.2	Fox, Dan and Tina	28-Feb-2022	To build a dock attached to our property on Gossip Island, in order to facilitate marine access.

Planner: Phil Testemale

Planning Status

Status Date: 13-Apr-2022

Applicant in process of contracting a geotechnical engineer.

Status Date: 01-Apr-2022

Further information (geotechnical) required and requested. Moved consideration date to June 6, regular meeting.

Status Date: 18-Mar-2022

Sent application package to Galiano LTC and copied Phil, Jas and Robin.

File Number	Applicant Name	Date Received	Purpose
GL-DVP-2022.3	Gerald Longson Architect AIBC	07-Mar-2022	Conversion of a portion of the existing house into a commercial Take-Out kitchen.

Planner: Phil Testemale

Planning Status

Status Date: 14-Apr-2022

May 2 LTC agenda for consideration.

Status Date: 06-Apr-2022

Draft DVP and Notice to DS for notification.

Status Date: 16-Mar-2022

Processing fee received in the amount of \$770 (combination DP and DVP)

Applications

Rezoning

File Number	Applicant Name	Date Received	Purpose
GL-RZ-2014.1	Crystal Mountain Society	28-Oct-2014	20300 PORLIER PASS RD: Application for rezoning to amend the OCP and LUB to allow for a Forest Retreat Centre - Bylaws 256 (OCP) and 257 (LUB)
Planner: Brad Smith			
Planning Status			
Status Date: 25-Apr-2022			
Applicant has submitted updated Water Management Plan and reached agreement on statutory RoW with CRD, staff report on May 2 agenda			
Status Date: 15-Apr-2022			
Staff provided comments to applicant on draft Feb 2022 WMP			
Status Date: 28-Feb-2022			
Staff memo on March 7 LTC agenda			
File Number	Applicant Name	Date Received	Purpose
GL-RZ-2019.1	GIGARHS	11-Sep-2019	Georgia View Rd: rezoning application for to amend the OCP and LUB to permit an affordable housing development - Bylaws 276, (OCP), 277 (LUB), 274 (Housing Agreement)
Planner: Brad Smith			
Planning Status			
Status Date: 25-Apr-2022			
Staff engaging with applicant on development of Housing Agreement terms with rent structure agreed at April 4 meeting and updates to s. 219 for arborist conditions			
Status Date: 18-Mar-2022			
Further updated rent structure staff report on Apr 4 agenda			
Status Date: 04-Mar-2022			
WMP comments to applicant			

Applications

Rezoning

File Number	Applicant Name	Date Received	Purpose
GL-RZ-2020.1	KING, FRED & DEBBIE	27-Oct-2020	51 Galiano Way - Application for rezoning to amend the OCP to permit residential use - Bylaw 279 (LUB)

Planner: Brad Smith

Planning Status

Status Date: 28-Oct-2021

Applicant working on DAI TOR items

Status Date: 31-Aug-2021

Planner to contact applicant for status update

Status Date: 22-Jun-2021

Applicant working on TOR items - no clear timeline for coming back to LTC

File Number	Applicant Name	Date Received	Purpose
GL-RZ-2021.1	New Commons Development	08-Mar-2021	409 Porlier Pass Road - Application for rezoning to amend the LUB to permit an affordable housing development with a total of 20 units (within 4 buildings). Bylaw 280 (LUB)

Planner: Brad Smith

Planning Status

Status Date: 25-Apr-2022

Staff engaging with applicant on development of housing agreement and s. 219 with terms agreed to by LTC and applicant

Status Date: 28-Feb-2022

Staff report on March 7 LTC agenda

Status Date: 17-Feb-2022

List of proposed covenant conditions finalized with applicant for review by the LTC

Applications

Rezoning

File Number	Applicant Name	Date Received	Purpose
GL-RZ-2021.2	Andy Gaylor of McElhanney Ltd.	16-Aug-2021	COOK RD - application for rezoning to emend the OCP and LUB to permit a rezoning from F1 to create an F3 zoned parcel, two 2.0 hectare Rural Residential-zoned parcels, and 12+ ha of parkland and road dedication. And to allow a small enclosed sawmill in proposed F3 zoned area.

Planner: Brad Smith

Planning Status

Status Date: 25-Apr-2022

Staff scheduled to meet with provincial Ministry of Indigenous Relations and Reconciliation (MIRR) staff Thursday April 28 re DL 85/86

Status Date: 03-Feb-2022

Staff met with BC parks staff to discuss proposal

Status Date: 25-Nov-2021

Preliminary report on Dec 6, 2021 agenda

File Number	Applicant Name	Date Received	Purpose
GL-RZ-2022.1	McElhanney Ltd.	24-Mar-2022	Rezoning to amend the Forest One (F-1) Zoning of the subject property.

Planner: Brad Smith

Planning Status

Status Date: 25-Apr-2022

Staff to review file and issue ToR

Status Date: 22-Apr-2022

Robert K. assigned file to Brad Smith.

Status Date: 22-Apr-2022

Sent LTC package to Galiano LTC and advised them that the assigned planner is Brad Smith. Copied Jas and Robin on email.

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
GL-SUB-2020.1	Mitchell, Glen	19-Dec-2019	GIGHARS - Proposed two lot conventional subdivision referral of Lot 1 District Lots 30 and 31

Planner: Brad Smith

Planning Status

Status Date: 18-May-2021

Applicant has received preliminary conditions approval letter from MOTI - subdivision subject to successful rezoning

Status Date: 19-Feb-2021

Applicant working on referral report items

Status Date: 15-Dec-2020

Referral report reviewed with applicant

File Number	Applicant Name	Date Received	Purpose
GL-SUB-2021.1	Lawrence Waterfall	09-Jul-2021	350 MARY ANN POINT RD - Referral of a subdivision application for 3 new lots

Planner: Phil Testemale

Planning Status

Status Date: 01-Dec-2021

New subdivision layout plan rec'd

Status Date: 17-Sep-2021

Terms of Reference for Hydrogeologist's proof of potable water sent to applicant.

Status Date: 10-Sep-2021

Revised response for updated plan (park dedication removed - 2021-08-08) sent to MoTI. cc'd to LTC, CRD, GIPRC and Freshwater Specialist

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
GL-SUB-2022.1	Okuda Andersen, Kadek	13-Jan-2022	The subdivision of two lots zoned rural residential into three lots with the same zoning. One of these proposed lots has already been developed and the other two proposed are vacant. The subdivision will not increase density. There are no covenants, easements, rights-of-way, or other charges registered against either title.

Planner: Brad Smith

Planning Status

Status Date: 10-Mar-2022

Review completed -response sent to MOTI

Status Date: 28-Feb-2022

Staff to initiate review in early March and response to MOTI

Status Date: 31-Jan-2022

Requested 'Subject Property' map from GIS Helpdesk.

Islands Trust
LTC EXP SUMMARY REPORT F2022
Invoices posted to Month ending February 2022

625 Galiano	Invoices posted to Month ending February 2022	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-625	LTC "Trustee Expenses"	331.00	305.80	25.20
LTC Local				
65200-625	LTC - Local Exp - LTC Meeting Expenses	4,771.00	3,838.08	932.92
65210-625	LTC - Local Exp - APC Meeting Expenses	370.00	1,125.61	-755.61
65220-625	LTC - Local Exp - Communications	250.00	2,927.49	-2,677.49
65230-625	LTC - Local Exp - Special Projects	294.00	0.00	294.00
TOTAL LTC Local Expense		<u>5,685.00</u>	<u>7,891.18</u>	<u>-2,206.18</u>
Projects				
73001-625-2002	Galiano OCP/LUB	1,500.00	1,106.97	393.03
73001-625-4114	Galiano Groundwater Strategy Implementation	2,500.00	129.15	2,370.85
73001-625-4121	Galiano Healthy Watersheds Initiative	20,000.00	137.27	19,862.73
TOTAL Project Expenses		<u>24,000.00</u>	<u>1,373.39</u>	<u>22,626.61</u>

Standing Resolutions Log

Galiano Island

Resolution Number	Action	Date
2020-042 (Standing)	Carried	08-Sep-2020
That the Galiano Island Local Trust Committee request that development permit applications where a variance is requested be processed as a combined application with both a development permit and a development variance permit.		
2020-041 (Standing)	Carried	06-Jul-2020
that the Galiano Island Local Trust Committee adopt the following policy on unlawful land uses and planning applications: a. Where an application is received and a use is continuing in contravention of a land use bylaw, staff are directed to request that the applicant cease the use prior to processing the application, and that staff are directed to continue with enforcement until the use is ceased. b. The applicant may request that the Local Trust Committee proceed with consideration of the application while the use is continuing; and, where the Local Trust Committee considers there is a community need to process the application while the prohibited use is continuing, the Local Trust Committee may direct that bylaw enforcement actions, including the issuing of notices, cease. c. Where the Local Trust Committee does not consider that there is a community need, or the applicant has not made such a request of the Local Trust Committee; bylaw enforcement actions, including the issuing of notices, will continue. d. In deciding whether to grant land use approval for a use that was commenced in contravention of a land use bylaw, the Local Trust Committee may consider whether the applicant has suspended the prohibited land use pending a decision on the application.		

Standing Resolutions Log

Galiano Island

Resolution Number	Action	Date
2020-013 (Standing)	Carried	03-Feb-2020
that the Galiano Island Local Trust Committee request that prior to expiration of Advisory Planning Commission members terms of office, staff write to commissioners asking if they wish to be reappointed and also advertise for expressions of interest for new commissioners.		
2019-053 (Standing)	Carried	03-Jun-2019
that the Local Trust Committee seek to engage in Reconciliation with local First Nations, governments and the island community by honouring the Truth and Reconciliation Commission (TRC) Calls to Action, United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples, and Islands Trust First Nations Engagement Principles, the Local Trust Committee endeavours to:		
a) Annually, write a letter to First Nations, (re)introducing trustees and staff and provide a schedule of known Local Trust Committee meetings for the upcoming year, as well as, provide an update of current projects and advocacy activities;		
b) For various Local Trust Committee meetings, invite First Nations to attend meetings; as well as, provide a traditional welcome to their territory if they would like;		
c) Work with First Nation governments on cooperative initiatives, including and not limited to, language, place names, territorial acknowledgements, and community education on Coast Salish and local First Nations' cultural heritage and history;		
d) Work with First Nation governments on engagement principles for inclusive land use, marine use, and climate change planning; advocacy, protection and stewardship; and knowledge and information sharing protocols;		
e) Establish and maintain government-to-government dialogue with First Nations, now and into the future, based on respect and recognition of Aboriginal rights and title, treaty rights, and First Nations' traditional territories within the Islands Trust Area.		

Standing Resolutions Log

Galiano Island

Resolution Number	Action	Date
2019-014 (Standing) that the Galiano Local Trust Committee adopt the following standing resolution with respect to the processing of non-medicinal cannabis retail license applications: - Proposed or amended licenses for non-medicinal cannabis retail establishments require an application to the local trust committee. - The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical. - The public consultation process shall be determined by the local trust committee after initial review of the proposal. - However, as a minimum, the local trust committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information: - o Name of the applicant and a description of the proposal in general terms - o The location of the proposed establishment and the subject site - o The place where, and date and time when, both a public meeting will be held and a resolution of the local trust committee considered. - o The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application - o How public comments may be submitted to the local trust committee.	Carried	04-Mar-2019
2018-064 (Standing) that the Galiano Island Local Trust Committee endorses the Telecommunication strategy Project Charter dated June 22, 2016	Carried	04-Jun-2018
2014-029 (Standing) 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.	Carried	07-Apr-2014

Standing Resolutions Log

Galiano Island

Resolution Number	Action	Date
2014-000 (Standing)	Carried	03-Feb-2014
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.		

Galiano Island Local Trust Committee

The Galiano Island Local Trust Committee (GALLTC) held nine regular business meetings in the 2021/22 fiscal year, as well as four Community Information Meetings, one Public Hearing and four special meetings.

Work for this period focused on completion of GALLTC priorities to address short term vacation rentals, technical and minor amendments to the Land Use Bylaw, and adopting a new procedures bylaw to permit electronic meetings. The GAILTC also advanced its priorities of implementing amendments for groundwater sustainability, updating zoning of Crown lots and adopting a new fees bylaw.

From April 1, 2021 to March 31, 2022, the GALLTC received and considered applications for eight development variance permits, four development permits, one ALR referral and considered six rezoning applications.

During the same time period staff also reviewed 33 building permit referrals, two subdivision referrals and five crown lease referrals. The Galiano Island Board of Variance also considered three applications.