



Galiano Island Local Trust Committee Regular Meeting Agenda

Date: December 7, 2020
Time: 12:30 pm
Location: Electronic Meeting

			Pages
1.	CALL TO ORDER	12:30 PM - 12:30 PM	
2.	APPROVAL OF AGENDA	12:30 PM - 12:35 PM	
3.	TRUSTEE REPORT		
4.	CHAIR'S REPORT		
5.	TOWN HALL AND QUESTIONS	12:35 PM - 1:10 PM	
6.	COMMUNITY INFORMATION MEETING		
	None		
7.	PUBLIC HEARING		
	None		
8.	MINUTES		
8.1.	Local Trust Committee Minutes Dated November 2 (for Adoption)	1:10 PM - 1:15 PM	4 - 13
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 November 2020		14 - 15
10.	DELEGATIONS	1:15 PM - 1:30 PM	
10.1.	Bowie Keefer - Alternative F1 Rezoning Approaches Presentation		

11. CORRESPONDENCE

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

12. APPLICATIONS AND REFERRALS

1:30 PM - 2:45 PM

- 12.1. GL-DVP-2020.4 (x-ref GL-TUP-2019.5) Follett - Staff Report (attached) 16 - 35
- 12.2. GL-TUP-2019.5 (x-ref GL-DVP-2020.4) Follett - Staff Report (attached) 36 - 71
- 12.3. GL-TUP-2020.7 (Simpson) - Staff Report (attached) 72 - 101
- 12.4. Community Update - Break Session

13. LOCAL TRUST COMMITTEE PROJECTS

2:45 PM - 3:15 PM

- 13.1. Groundwater Sustainability Strategy Update - Staff Report (attached) 102 - 110

14. REPORTS

3:15 PM - 3:50 PM

- 14.1. Work Program Reports (attached)
 - 14.1.1. Top Priorities Report Dated November 2020 111 - 111
 - 14.1.2. Projects List Report Dated November 2020 112 - 114
- 14.2. Applications Report Dated November 2020 (attached) 115 - 119
- 14.3. Trustee and Local Expense Report Dated
None
- 14.4. Adopted Policies and Standing Resolutions (attached) 120 - 124
- 14.5. Local Trust Committee Webpage
- 14.6. Islands Trust Conservancy Report - October Update 125 - 127
- 14.7. Forest Conservation Outreach Campaign Completion 2020 Brief (attached) 128 - 135

15. NEW BUSINESS

3:50 PM - 4:10 PM

15.1. APC - New Member Advertisement

That the Galiano Local Trust Committee direct staff to advertise an expression of interest for (one) Galiano Advisory Planning Commission member.

16. UPCOMING MEETINGS

16.1. Electronic Meetings

that in order to meet the principles of openness, transparency, and accessibility, meetings of the North Pender Island Local Trust Committee will be held electronically until Ministerial Orders under the Emergency Program Act and requirements or recommendations under the Public Health Act change regarding public attendance at trust body meetings; and that such meetings be live streamed, and the public invited to participate in meetings by connecting to the link or the phone number provided in the meeting notice, in order to observe proceedings and speak when invited by the Chair.

16.2. 2021 Draft LTC Meeting Agenda (For Adoption)

136 - 136

17. TOWN HALL 4:10 PM - 4:30 PM

18. CLOSED MEETING

None

19. ADJOURNMENT 4:30 PM - 4:30 PM



Galiano Island Local Trust Committee

Minutes of Regular Meeting

Date: November 2, 2020

Location: Electronic Meeting

Members: Tahirih Rockafella, Local Trustee

Present: Jane Wolverton, Local Trustee

Dan Rogers, Chair

Staff: Phil Testemale, Planner 2

Brad Smith, Island Planner

Shayla Burnham, Administrative Assistant, Host

Carly Bilney, Recorder

Present: There were approximately (10) attendees at the Zoom Webinar.

1. CALL TO ORDER

Chair Rogers called the meeting to order at 12:32 pm. He acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- Add 15.2, Cultural Journey Project;
- Add 15.3, Referrals to the APC; and
- Under Item 11, include correspondence received from Shaw Communications.

By general consent the agenda was approved as amended.

Chair Rogers reported that at the October 5, 2020 in-camera LTC meeting the minutes of the September 8, 2020 in-camera LTC meeting were adopted.

3. TRUSTEE REPORT

Trustee Rockafella reported on the following:

- Three thousand Douglas Fir saplings were planted in Galiano's Heritage Forest through the Trees 4 Tomorrow project.

Trustee Wolverton reported on the following:

- Recent discussions have been held with potential property owners that are contacting trustees for information; and

- The Southern Gulf Islands forum, including federal and provincial elected officials, has met to discuss ways to achieve better coordination in serving local communities.

4. CHAIR'S REPORT

Chair Rogers reported on the following:

- Climate Change webinars put on by the Trust Programs Committee have been very well received;
- The Trust Programs Committee has discussed ways to update the Trust Policy Statement including changes to reconciliation and First Nations issues, climate change, and housing;
- The Islands Trust Executive Committee has taken steps to respond to Calls for Justice for Murdered and Missing Indigenous Women and Girls; and
- The next Trust Council Meeting will be held December 1-3, 2020.

5. TOWN HALL AND QUESTIONS

Trustee Wolverton recused herself at 12:50 p.m. due to a conflict of interest regarding the Gulf Islands Galisle Affordable Rental Housing Society (GIGARHS) application. No comments were made related to the application and Trustee Wolverton returned to the meeting at 2:52pm.

Town Hall continued and the following comments were made:

- There is a need for a regulatory instrument to ensure neighbourhoods can be protected from a proliferation of short-term vacation rentals (STVR) if Temporary Use Permits (TUP) are taken away;
- The TUP process is flawed and should not continue; and
- There is a need to better track existing STVRs.

6. COMMUNITY INFORMATION MEETING

None

7. PUBLIC HEARING

None

8. MINUTES

8.1 Local Trust Committee Minutes Dated October 5, 2020 (for Adoption)

The following amendments to the minutes were presented for consideration:

- On page 2 of the October 5, 2020 minutes (page 4 of the November 2, 2020 agenda package) under the Chair's Report, "expansion of the docks in Tsawwassen" should be changed to "expansion of the Port of Roberts Bank."

By general consent the minutes of October 5, 2020 were adopted as amended.

8.2 Section 26 Resolutions Without Meeting Report

None

8.3 Advisory Planning Commission Minutes Dated October 1, 2020 (for Receipt)

Received for information.

9. BUSINESS ARISING FROM MINUTES

9.1 Follow-up Action List Dated October 2020

Received for information.

10. DELEGATIONS

None

11. CORRESPONDENCE

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

Comments were made regarding correspondence received from Shaw Communications about improving infrastructure on the islands.

12. APPLICATIONS AND REFERRALS

12.1 GL-DVP-2020.3/GL-DP-2020.1 (Koster) - Staff Report

Planner Testemale reviewed the staff report related to GL-DVP-2020.3/GL-DP-2020.1 (Koster). Discussion was held and the following comments were made:

- The applicant noted he was advised to include variances on all three structures to bring them all into compliance at the same time; and
- The environmental report and thoroughness of the application was helpful in making decisions regarding the application.

GL-2020-065

It was Moved and Seconded,

that the Galiano Island Local Trust Committee approve issuance of Development Permit GL-DP-2020.1 (Koster).

CARRIED

GL-2020-066

It was Moved and Seconded,

that the Galiano Island Local Trust Committee amend Development Variance Permit GL-DVP-2020.3 (Koster) by removing wooden platform 'C' from 2. a) iii), 2. b) in its entirety, and making changes to Schedule 'A' accordingly.

CARRIED

GL-2020-067

It was Moved and Seconded,

that the Galiano Island Local Trust Committee approve issuance of Development Variance Permit GL-DVP-2020.3 as amended.

CARRIED

12.2 GL-TUP-2020.6 (Meden) – Staff Report

Planner Testemale reviewed the staff report related to GL-TUP-2020.6 (Meden) and confirmed that the applicant's name and address are Erik Meden at 4121 Porlier Pass Road.

GL-2020-068

It was Moved and Seconded,

that the Galiano Island Local Trust Committee approve the issuance of a renewal Temporary Use Permit GL-TUP-2020.6 (Meden) for a period of two (2) years.

CARRIED

GL-2020-069

It was Moved and Seconded,

that the Galiano Island Local Trust Committee require that the applicant submit well meter records from the date of issuance to the date of expiration for GL-TUP-2020.6 (Meden) for any new Temporary Use Permit application.

CARRIED

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

Trustee Wolverton recused herself from the meeting at 1:44pm.

A break was held between 1:44 p.m and 1:48 p.m.

Planner Smith reviewed the staff report related to GL—RZ-2019.1 (GIGARHS). Discussion was held and the following comments were made:

- The updated definition of affordable housing by BC Housing aligns with the Galiano Official Community Plan (OCP) and meets the requirements of the application;
- The property does not currently include a Development Permit Area (DPA) designation;
- A DPA could serve to ensure environmental protection, results of ecological assessment will help to further determine necessity for a DPA;
- The applicant supports the recommendations in the staff report;
- The proposal is viewed as generally consistent with the OCP;
- The applicants look forward to a Community Information Meeting (CIM) and encourage people to visit the GIGARHS website;

- An initial CIM provides the first opportunity for applicants to share information about the application;
- The application should include a wastewater management plan and ecological assessment;
- The ecological assessment should include a comparison of current siting versus potential impacts on other areas identified within the forest management plan affordable housing zone.
- Applicants are currently working on a water management plan; and
- A wide range of covenant conditions could be considered for approval as part of a final rezoning package.

GL-2020-070

It was Moved and Seconded,

that the Galiano Island Local Trust Committee receive draft Bylaws No. 276 and No. 277 for information and for use in public engagement on application GL-RZ-2019.1 (GIGARHS).

CARRIED

GL-2020-071

It was Moved and Seconded,

that the Galiano Island Local Trust Committee direct staff to refer draft Bylaws No. 276 and 277 to the Galiano Island Advisory Planning Commission for comment.

CARRIED

GL-2020-072

It was Moved and Seconded,

that the Galiano Island Local Trust Committee authorize staff to enter into a cost recovery agreement, if necessary, with the applicant/agent allowing Islands Trust legal counsel to prepare a draft housing agreement for application GL-RZ-2019.1 (GIGARHS).

CARRIED

GL-2020-073

It was Moved and Seconded,

that the Galiano Island Local Trust Committee schedule a Community Information Meeting for Saturday, November 28, 2020 at 1:00pm on application GL-RZ-2019.1 (GIGARHS), to be held electronically.

CARRIED

GL-2020-074

It was Moved and Seconded,

that the Galiano Island Local Trust Committee request staff to investigate the amendment to the definition of affordable housing and to investigate the draft bylaws at the Gabriola Local Trust Committee and report back with analysis of those two pieces of information.

CARRIED

Discussion was held about who determines how to define affordable housing.

GL-2020-075

It was Moved and Seconded,

that the Galiano Island Local Trust Committee request the applicant provide an ecological impact assessment of the affordable housing site and include a comparison of impacts on other areas identified within the forest management plan affordable housing zone.

CARRIED

A break was held between 2:55 p.m. and 3:00 p.m.

Trustee Wolverton joined the meeting.

12.4 Mayne Island Local Trust Committee Bylaws 177 and 178 Referral

GL-2020-076

It was Moved and Seconded,

that the Galiano Island Local Trust Committee notes its interests are unaffected by Bylaws 177 and 178 Mayne Island Referral.

CARRIED

13. LOCAL TRUST COMMITTEE PROJECTS

13.1 Short Term Vacation Rentals Review project – Staff Report

Planner Smith reviewed the staff report regarding the Short Term Vacation Rentals (STVR) Review project.

Discussion was held and the following comments were made:

- Proposed bylaws balance the needs and desires of the community and still allow STVR to operate on the island;
- Proposed bylaws may result in housing being freed up for community needs;
- TUPS are not an appropriate avenue for STVR; and
- Proposed bylaws provide a balanced approach to diverging opinions within the community.

GL-2020-077

It was Moved and Seconded,

that the Galiano Island Local Trust Committee direct staff to schedule a Public Hearing for Bylaw No.275.

CARRIED

GL-2020-078

It was Moved and Seconded,

that the Galiano Island Local Trust Committee direct staff to schedule a Community Information Meeting in conjunction with the Public Hearing for Bylaw No. 275.

CARRIED

GL-2020-079

It was Moved and Seconded,

that the Galiano Island Local Trust Committee schedule a Community Information Meeting and Public Hearing in conjunction with the February 1, 2021 regular Local Trust Committee meeting.

CARRIED

GL-2020-080

It was Moved and Seconded,

that the Galiano Island Local Trust Committee bylaw 275, a bylaw to amend Galiano Official Community Plan Bylaw No. 108, 1995, Amendment No. 1, 2020, be read for a second time.

CARRIED

13.2 Land Use Bylaw Technical Review – Staff Report

Planner Smith reviewed the report regarding the Land Use Bylaw Technical Review.

GL-2020-081

It was Moved and Seconded,

that the Galiano Island Local Trust Committee direct staff to remove 2.3.1 (RVs) from the Land Use Bylaw Technical Amendment and Recommendations List and add tiny homes and RVs to the Projects List.

CARRIED

GL-2020-082

It was Moved and Seconded,

that the Galiano Island Local Trust Committee direct staff to add water management and cistern provisions in land use bylaw to the Projects List.

CARRIED

GL-2020-083

It was Moved and Seconded,

that the Galiano Island Local Trust Committee direct staff to prepare a draft bylaw that incorporates the recommended technical amendments to Galiano Island Land Use Bylaw No. 127, 1999 as directed by the Local Trust Committee on November 2, 2020.

CARRIED

14. REPORTS

14.1 Work Program Reports

14.1.1 Top Priorities Report Dated October 2020

Received for information.

14.1.2 Projects List Report Dated October 2020

Received for information.

14.2 Applications Report Dated October 2020

Received for information.

14.3 Trustee and Local Expense Report Dated September 2020

Received for information.

14.4 Adopted Policies and Standing Resolutions

Received for information.

14.5 Local Trust Committee Webpage

None

14.6 Islands Trust Conservancy Report

None

15. NEW BUSINESS

15.1 Options for enforcement of variance issues encountered in unrelated land use applications - Staff Memo

Discussion was held regarding variance issues encountered in unrelated land use applications. It was noted that current policy allows staff some discretion when visiting sites and processing applications

15.2 Cultural Journey Projects

GL-2020-084

It was Moved and Seconded,

that the project, "*A Cultural Journey – Connecting Penelakut and Galiano Islands*," be concluded and that any unexpended funds be returned to the Union of British Columbia Municipalities (UBCM).

CARRIED

15.3 Referrals to the APC

Discussion was held about current LTC referrals to the APC.

16. UPCOMING MEETINGS

16.1 Next Regular Meeting Scheduled for December 7, 2020

GL-2020-085

It was Moved and Seconded,

that the Galiano Local Trust Committee meeting of December 7, 2020 be held electronically.

CARRIED

17. TOWN HALL

None

18. CLOSED MEETING

18.1 Motion to Close the Meeting

GL-2020-086

It was Moved and Seconded,

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

- Legal Advice; and
- Litigation;

AND that the recorder and staff attend the meeting.

CARRIED

18.2 Recall to Order

None

18.3 Rise and Report

None

19. ADJOURNMENT

By general consent the meeting was adjourned at 4:35 p.m.

Dan Rogers, Chair

Certified Correct:

Carly Bilney, Recorder



Follow Up Action Report

Galiano Island

05-Oct-2020

Activity	Responsibility	Dates	Status
1 13.1 GL-RZ-2019.1 (CMS) Amend draft bylaws 256 and 257 to reflect current proposal	Brad Smith Jas Chonk	Target: 20-Jan-2021	In Progress
2 13.1 GL-RZ-2019.1 (CMS) Include a definition of tent platforms in draft bylaw 257	Brad Smith	Target: 20-Jan-2021	In Progress

02-Nov-2020

Activity	Responsibility	Dates	Status
1 8.1 Adopt October 5, 2020 regular meeting minutes as presented	Maple Hung	Target: 20-Nov-2020	Completed
2 12.3 GIGARHS - Schedule electronic CIM for Nov 28, develop and distribute notice via website, subscriber list and on-island bulletin boards	Brad Smith Maple Hung	Target: 06-Nov-2020	Completed
3 12.3 GIGARHS - Include draft Bylaws 276 and 277 in APC referral package	Brad Smith Maple Hung	Target: 06-Nov-2020	Completed
4 12.1 GL-DP 2020.1 and GL-DVP-2020.3 - Issue DP as presented and DVP as amended - establish DP monitoring in TAPIS and close out files	Maple Hung Phil Testemale	Target: 20-Nov-2020	Completed
5 12.2 GL-TUP-2020.6 Meden - Issue permit for 2 years, update TAPIS and web map/TUP application page, closeout file	Maple Hung Phil Testemale	Target: 20-Nov-2020	Completed
6 12.3 GIGARHS - Establish cost recovery agreement with applicant for legal review of housing agreement	Brad Smith	Target: 25-Jan-2021	In Progress

Follow Up Action Report

Galiano Island

02-Nov-2020

Activity	Responsibility	Dates	Status
7 12.3 - GIGARHS - Assess Gabriola Island approach to amending bylaw definitions and provide feedback to LTC	Brad Smith	Target: 25-Jan-2021	In Progress
8 13.1 STVR project - Schedule CIM in conjunction with public hearing at Feb 1 LTC regular meeting and undertake notifications	Brad Smith Maple Hung	Target: 11-Dec-2020	In Progress
9 13.2 Projects List: add 1) Review of tiny home/trailer regulations, and 2) Review of LUB water management and cistern regulations to LTC projects list	Brad Smith	Target: 06-Nov-2020	Completed
10 Finalize 2021 GL meeting schedule with schedule on December 7 agenda	Maple Hung	Target: 13-Nov-2020	Completed
11 13.1 STVR bylaw given 2nd reading - update in bylaw readings folder	Maple Hung	Target: 20-Nov-2020	Completed
12 13.2 LUB Amendments - Establish amending bylaw # and draft bylaw amendments for LTC consideration including changes to list identified in meeting by LTC	Brad Smith Maple Hung	Target: 15-Jan-2021	In Progress
13 GL-RZ-2019.1 (GIGARHS) - Send introductory letter to First Nations with project background and draft bylaws for consideration	Brad Smith Lisa Wilcox	Target: 18-Dec-2020	In Progress

File No.: GL-DVP-2020.4 (Follett & Denholm)

DATE OF MEETING: December 7, 2020
TO: Galiano Island Local Trust Committee
FROM: Brad Smith, Island Planner
Southern Team
COPY: Robert Kojima, Regional Planning Manager
SUBJECT: Development Variance Permit (GL-DVP-2020.4)
Applicant: Lance Follett and Suzannah Denholm
Location: 660 Cain Road, Galiano Island (PID: 028-519-337)

RECOMMENDATION

1. That the Galiano Island Local Trust Committee approve issuance of Development Variance Permit GL-DVP-2020. (Follett & Denholm).

REPORT SUMMARY

The purpose of this report is to consider a Development Variance Permit (DVP) application to reduce respective interior side, exterior side and front lot line setbacks as defined in the Galiano Island Land Use Bylaw 108, 1995 (LUB) for an existing deck, garage/woodshed and two stone terraces located on the subject property.

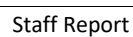
The above recommendations are supported as:

- The structures are well established, the variances are not-impactful to neighbours, and the alternative of moving them would be hugely costly and time-consuming with minimal gain.
- An encroachment permit has been issued by the Ministry of Transportation and Infrastructure (MOTI) for the property-owners fence that is located entirely within the highway right-of-way;
- The property owner has agreed to remove the small portion of fencing on the adjacent private lot; and,
- There were no concerns raised during the notification period.

BACKGROUND

In April 2019, the applicant submitted an application for a temporary use permit (TUP) to operate a short term vacation rental at 660 Cain Road, Galiano Island (also on December 7 LTC agenda x-ref GL-TUP-2019.5). The location of the subject property is shown in Figure 1.

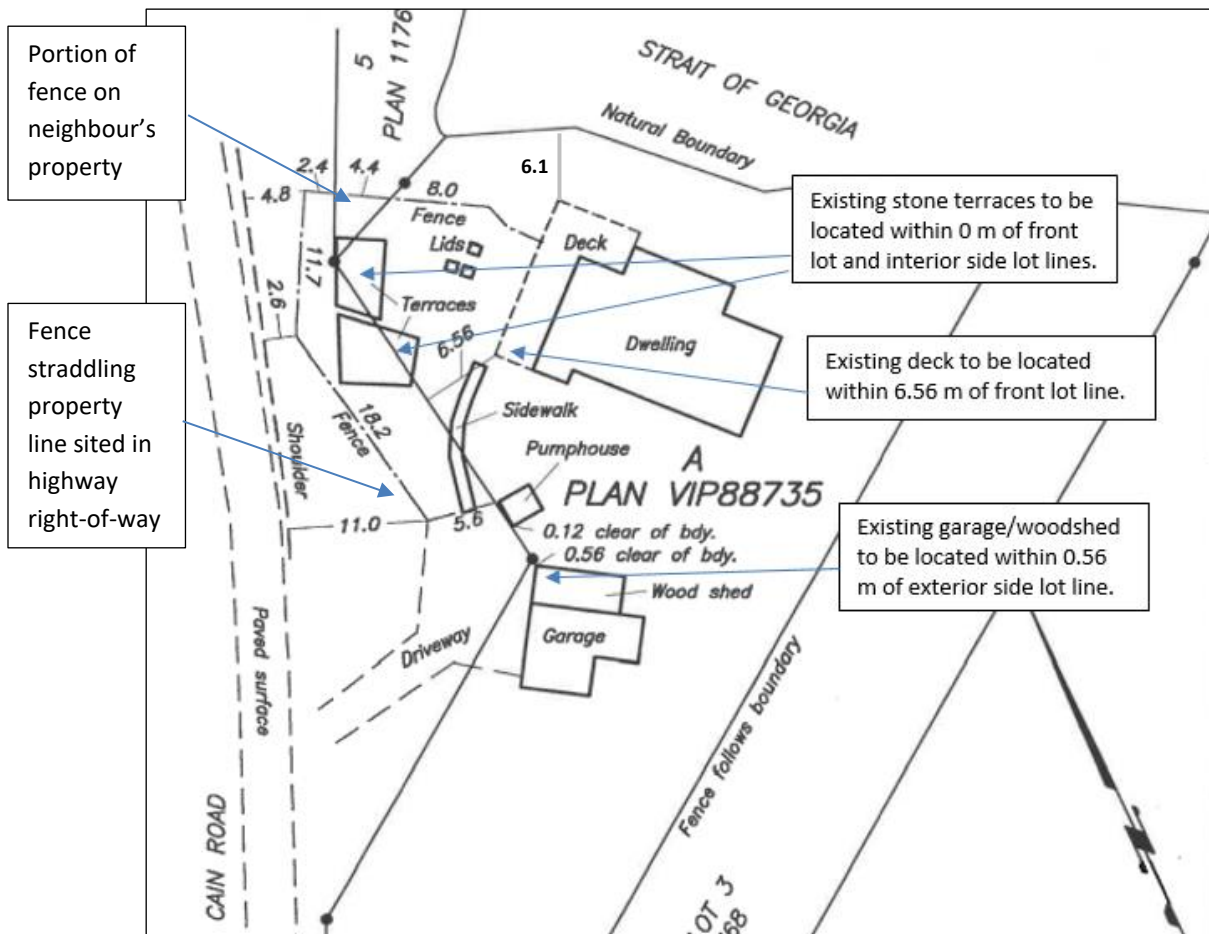
Islands Trust



217

- A portion of fencing located on a neighbour's private lot;
- A portion of fencing and stone terraces located within the MOTI highway right-of-way;
- Several structures located within front and side lot setbacks.

Figure 2. Proposed development variances and other issues, 660 Cain Road.



The property owner has received an encroachment permit from MOTI for the portion of the fence and stone terraces in the highway right-of-way. The property owner has also agreed to relocate the portion of fencing on the adjacent private lot. This staff report addresses the variance issues.

Additional site context is provided in Attachment 1. Site plans and site photographs are included as Attachment 2. A copy of the DVP notice and proposed permit GL- DVP-2020.4 (Follett & Denholm) are included as Attachments 3 & 4. The MOTI encroachment permit is included as Attachment 5.

ANALYSIS

Policy/Regulatory

Section 498 of the Local Government Act enables the Local Trust Committee to issue (approve) a DVP in order to vary a siting regulation in the LUB; although a DVP may not be used to vary density or land use. In this case, only variances to siting regulations are being sought.

Official Community Plan

The property is designated Village Residential 2 (VR2) in the Galiano Island Official Community Plan No. 108, 1995 (OCP). There are no specific OCP policies or principles in conflict with the variance requests.

Land Use Bylaw (LUB)

The property is designated Village Residential 2 (VR2) in the LUB.

In the VR2 zone, buildings and structures must be sited:

- at least 7.5 metres from front and rear lot lines;
- at least 6 metres from each interior side lot line except where the lot line is common to a lot in a commercial, industrial or Village Residential 2 zone in which case the required distance is 3 metres; and,
- at least 4.5 metres from an exterior side lot line

The specific variances being sought are:

- a) Sub-section 5.2.6, Article 5.2.6.1, which states that buildings and structures must be sited at least 7.5 metres from front and rear lot lines, to permit the existing deck to be located within 6.56 metres of the front lot line.
- b) Sub-section 5.2.6, Article 5.2.6.1, which states that buildings and structures must be sited at least 7.5 metres from front and rear lot lines, to permit two existing stone terrace structures to be located within 0 metres of the front lot line.
- c) Sub-section 5.2.6, Article 5.2.6.2, which states that buildings and structures must be sited at least 6 metres from each interior side lot line except where the lot line is common to a lot in a commercial, industrial or Village Residential 2 zone in which case the required distance is 3 metres, to permit an existing stone terrace structure to be located within 0 metres of the interior side lot line.
- d) Sub-section 5.2.6, Article 5.2.6.3, which states that buildings and structures must be sited at least 4.5 metres from an exterior side lot line, to permit an existing garage/woodshed to be located within 0.56 metres of the exterior side lot line.

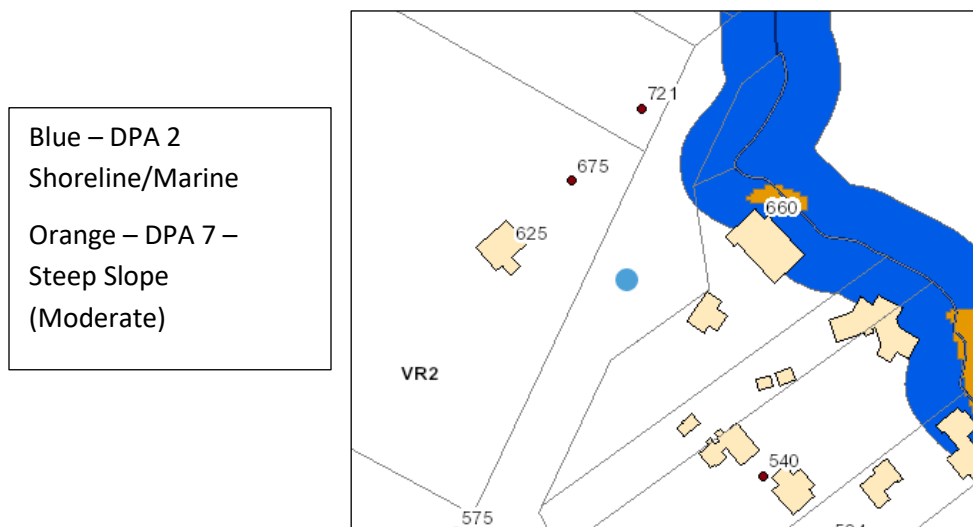
The LUB also includes section 2.14 which requires buildings and structures to be sited at least 7.5 metres from the natural boundary of the sea. However in this case, the house and deck were constructed prior to the establishment of this bylaw provision, so they are deemed legally non-conforming to this requirement.

The pumphouse is provided an exception under 2.18 of the LUB, which states that siting regulations do not apply to any sign or pumphouse so long as the pumphouse has a floor area of 10 square metres or less..

Development Variance Permit Areas

A portion of the existing house, deck, fence and stone terraces are located within the 15 m Shoreline and Marine Development Permit Area 2 (DPA 2; Figure 3). However, the construction of these structures pre-dates the establishment of DPA 2. A permit would be needed for any new work.

Figure 3. Development Permit Areas on subject property



Issues and Opportunities

The Overall Intent of the Regulation (s) being Varied

The purpose of the setback requirements is to minimize impacts to adjacent neighbours and to provide emergency access if needed. In this case, given the structures have been in place for numerous years, there are no emergency access issues, and no concerns raised by neighbours, the overall intent of the setback requirement would not be compromised.

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. In this case, the existing structures are well established, not-impactful to neighbours, and the alternative of moving them would be hugely costly and time-consuming with minimal gain.

Further to the above, the property owner has received an encroachment permit from MOTI for the incursion of the fence and stone terrace structures into the highway right-of-way and has agreed to relocate the portion of fencing currently located on the neighbour's property.

Consultation

DVP Notices were circulated to surrounding property owners and residents on November 16, 2020. No responses were received up to and including November 25, 2020. Any submissions received after this date and prior to the LTC meeting will be forwarded to Trustees and the applicant and will be reported at the LTC meeting.

Agencies

No agency referrals were required.

First Nations

There will be no alteration of existing structures or additional disturbance or impact to the lands or waters to ensure protection of any possible archaeological sites.

Notwithstanding the above, Islands Trust reviews all applications/permits using Remote Access to Archaeological Data (RAAD) mapping to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. Further to that review, staff have directed the applicant to the following guidelines:

- All archaeological and cultural heritage is protected under the *Heritage Conservation Act* and areas of archaeological potential may contain undocumented archaeological sites which would be automatically protected under the *Heritage Conservation Act* (including all intact or disturbed sites) and require a permit from the BC Archaeology Branch. Further information regarding permits: <https://www2.gov.bc.ca/gov/content/industry/natural-resource-use/archaeology/permits>.
- In the event that archaeological features or materials are found, either intact or disturbed on the subject property, stop work immediately and contact the BC Archaeology Branch at 250-953-3334 or archaeology@gov.bc.ca.
- Any impacts, would include the following: landscaping, tree removal, digging, using heavy equipment, development, fencing, footings, or any form of groundwork.
- For more information regarding registered archaeological sites and archaeological potential on the subject property, submit an Archaeological Information Request Form: www.archdatarequest.nrs.gov.bc.ca, or contact Islands Trust to access mapping of the subject property.

Rationale for Recommendation

The recommendations on page 1 are supported as:

- The structures are well established, the variances are not-impactful to neighbours, and the alternative of moving them would be hugely costly and time-consuming with minimal gain.
- An encroachment permit has been issued by MOTI for the property-owners fence that is located entirely within the highway right-of-way;
- The property owner has agreed to remove the small portion of fencing on the adjacent private lot; and,
- There were no concerns raised during the notification period.

ALTERNATIVES

1. Request further information

The LTC may request additional information prior to making a decision. If selecting this alternative, the LTC should be advised to 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 additional information including _____.

2. Deny the application

The LTC may deny the application.

Resolution:

That the Galiano Island Local Trust Committee deny application GL-DVP-2020.4 (Follett & Denholm).

Submitted By:	Brad Smith, Island Planner	November 25, 2020
Concurrence:	Robert Kojima, Regional Planning Manager	November 25, 2020

ATTACHMENTS

1. Site Context
2. Site Plans, Photographs
3. Notice
4. Draft Development Variance Permit
5. MOTI encroachment permit

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	Lot A Sections 7 and 8 Galiano Island Cowichan District Plan VIP88735
PID	028-519-337
Civic Address	660 Cain Road, Galiano Island
Lot Size	0.25 hectares (0.62 acres)

LAND USE

Current Land Use	Village Residential 2
Surrounding Land Use	Village Residential 2, Marine

HISTORICAL ACTIVITY

File No.	Purpose
	None

POLICY/REGULATORY

Official Community Plan Designations	Galiano Island OCP No. 108, 1995 Designations: VR2 - Village Residential Development Permit Areas (DPAs): • DPA 2 – Shoreline and Marine There are structures located in the DPA 2 zone but they are deemed to be legally non-conforming to DPA regulations.
Land Use Bylaw	Galiano Island LUB No. 127, 1999: Village Residential 2 (VR2)
Other Regulations	None
Covenants	None
Bylaw Enforcement	None

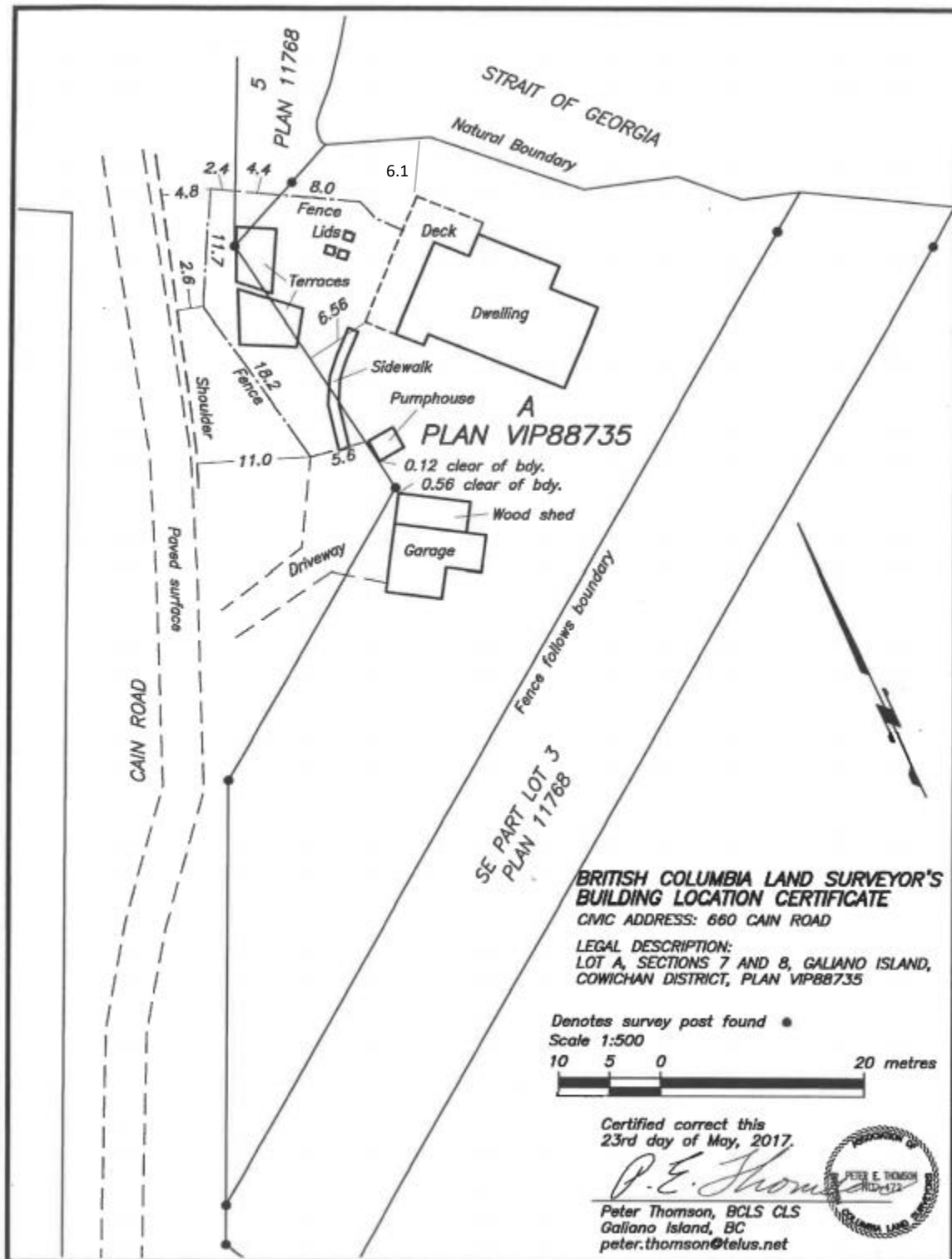
SITE INFLUENCES

Islands Trust Conservancy	There are no Conservancy covenants or properties in the direct area; therefore no referral has been made to the Board.
Regional Conservation Strategy	The proposal does not impact the objectives and priorities of the Islands Trust Conservancy regional conservation plan.
Species at Risk	None
Sensitive Ecosystems	None
Hazard Areas	There is a small portion of Steep Slope DPA 7 (moderate slope) at the front of the property but the proposed variances are not located within the DPA.

Archaeological Sites	Staff have directed the applicant to the following guidelines: • All archaeological and cultural heritage is protected under the <i>Heritage Conservation Act</i> and areas of archaeological potential may contain undocumented archaeological sites which would be automatically protected under the <i>Heritage Conservation Act</i> (including all intact or disturbed sites) and require a permit from the BC Archaeology Branch. Further information regarding permits: https://www2.gov.bc.ca/gov/content/industry/natural-resource-use/archaeology/permits. • In the event that archaeological features or materials are found, either intact or disturbed on the subject property, stop work immediately and contact the BC Archaeology Branch at 250-953-3334 or archaeology@gov.bc.ca. • Any impacts, would include the following: landscaping, tree removal, digging, using heavy equipment, development, fencing, footings, or any form of groundwork. • For more information regarding registered archaeological sites and archaeological potential on the subject property, submit an Archaeological Information Request Form: www.archdatarequest.nrs.gov.bc.ca, or contact Islands Trust to access mapping of the subject property.
Climate Change Adaptation and Mitigation	N/A
Shoreline Classification	Rock Shoreline - Low Rock/Boulder
Shoreline Data in TAPIS	No evidence of Eelgrass Beds.

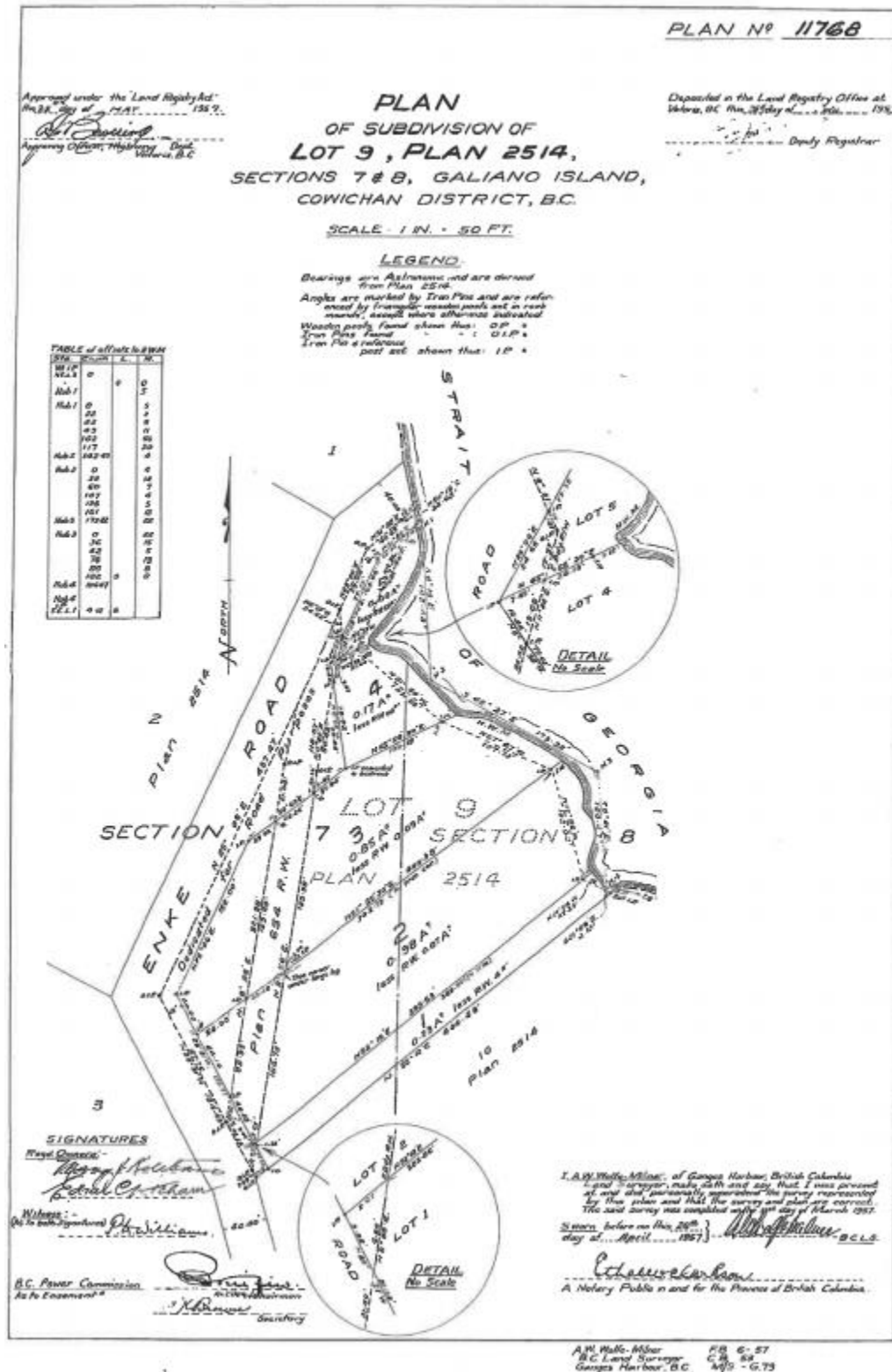
ATTACHMENT 2 – SITE PLANS AND SITE PHOTOGRAPHS

2.1. SITE PLAN



Islands Trust

Staff Report



3.3. SITE PHOTOS



Photo 1. Top view of stone terraces



Photo 2. Corner of garage, woodshed and pumphouse in distance



Photo 3. Sundeck



PROPOSED

GALIANO ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT VARIANCE PERMIT GL-DVP-2020.4

To: Lance Follett and Suzannah Denholm

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

**660 Cain Road, Galiano Island, BC
Lot A Sections 7 and 8 Galiano Island Cowichan District Plan VIP88735
PID: 028-519-337**

2. Galiano Island Land Use Bylaw 127, 1999 is varied as follows:

- a) Sub-section 5.2.6, Article 5.2.6.1, which states that buildings and structures must be sited at least 7.5 metres from front and rear lot lines, to permit the existing deck to be located within 6.56 metres of the front lot line.
- b) Sub-section 5.2.6, Article 5.2.6.1, which states that buildings and structures must be sited at least 7.5 metres from front and rear lot lines, to permit two existing stone terrace structures to be located within 0 metres of the front lot line.
- c) Sub-section 5.2.6, Article 5.2.6.2, which states that buildings and structures must be sited at least 6 metres from each interior side lot line except where the lot line is common to a lot in a commercial, industrial or Village Residential 2 zone in which case the required distance is 3 metres, to permit an existing stone terrace structure to be located within 0 metres of the interior side lot line.
- d) Sub-section 5.2.6, Article 5.2.6.3, which states that buildings and structures must be sited at least 4.5 metres from an exterior side lot line, to permit an existing garage/woodshed to be located within 0.56 metres of the exterior 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 the "Galiano Island Land Use Bylaw 127, 1999" and to obtain other approvals necessary for completion of the proposed development, including approval of the Capital Regional District, Island Health and Ministry of Transportation and Infrastructure.

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

Deputy Secretary, Islands Trust

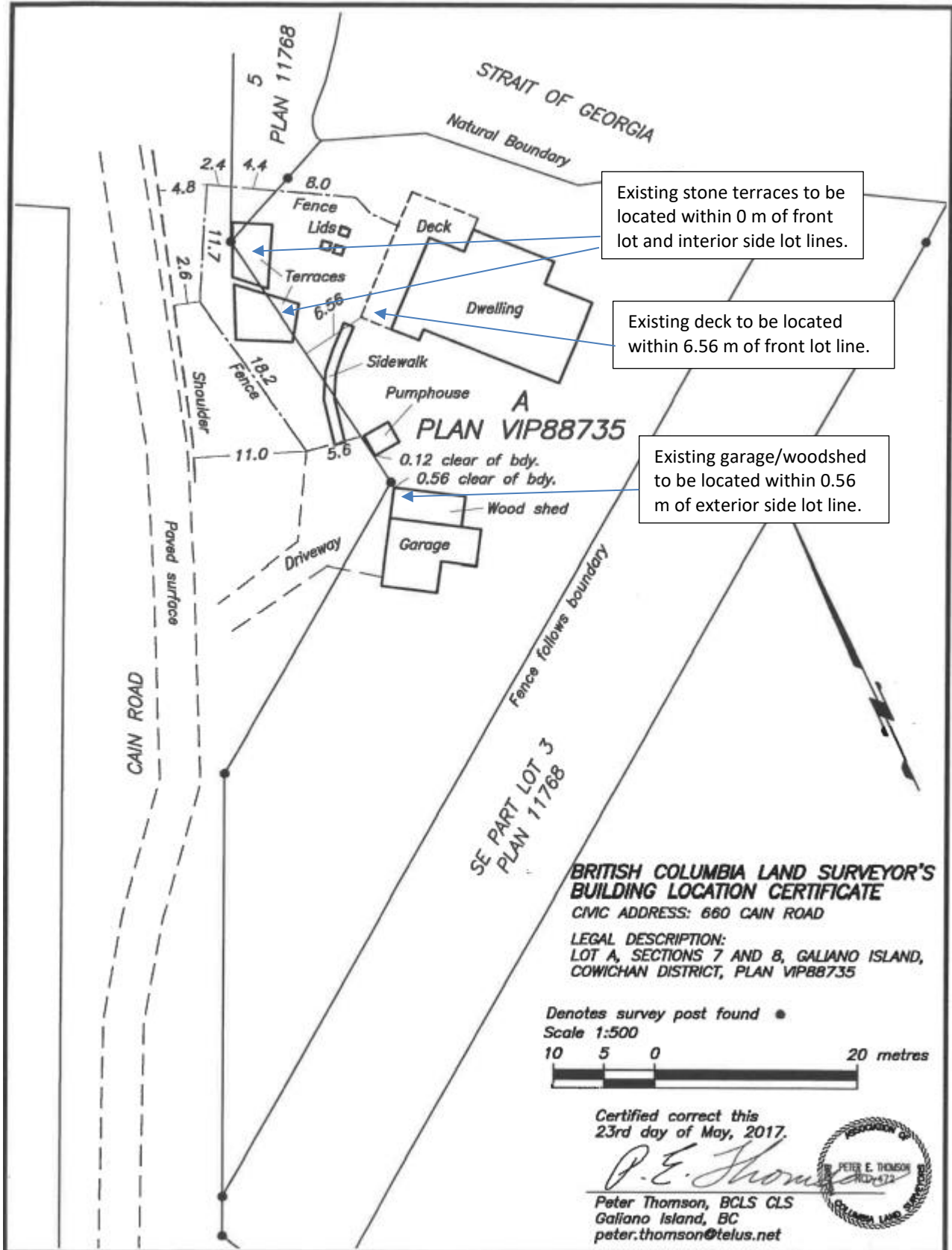
Date of Issuance

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

GALIANO ISLAND LOCAL TRUST COMMITTEE
GL-DVP-2020.4

SCHEDULE 'A'

Site Plan





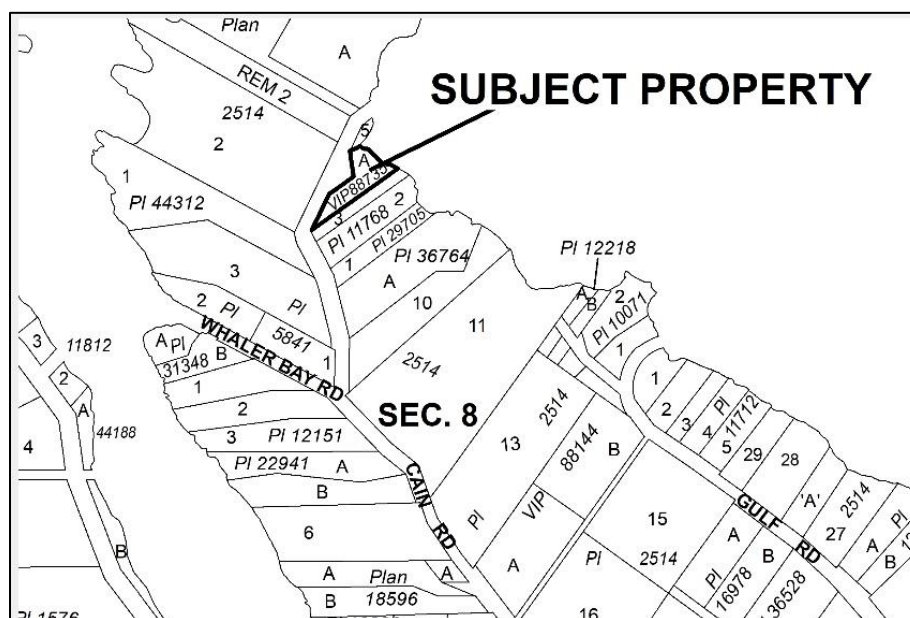
NOTICE
GL-DVP-2020.4

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

- Four (4) variances to reduce respective interior side, exterior side and front lot line setbacks for an existing deck, garage/woodshed and two stone terraces as shown on the draft permit which is attached to this notice.

The property is located at **660 Cain Road, Galiano Island**, and is legally described as Lot A Sections 7 and 8 Galiano Island Cowichan District Plan VIP88735 (PID: 028-519-337).

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 , **November 16, 2020** and up to and including **November 27, 2020**.

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.

Enquiries or comments should be directed to Brad Smith, Island Planner at (250) 405-5194, 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, **December 2nd, 2020**.

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., December 7, 2020**, to be conducted electronically.

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

Maple Hung, Planning Team Assistant



PERMIT TO AUTHORIZE EXISTING STRUCTURES CONSTRUCTED WITHIN THE RIGHT-OF-WAY OF A PROVINCIAL PUBLIC HIGHWAY

PURSUANT TO TRANSPORTATION ACT AND/OR THE INDUSTRIAL ROADS ACT AND/OR THE
MOTOR VEHICLE ACT AND/OR AS DEFINED IN THE NISGA'A FINAL AGREEMENT AND THE
NISGA'A FINAL AGREEMENT ACT.

BETWEEN:

The Minister of Transportation and Infrastructure

Saanich Area Office
240-4460 Chatterton Way
Victoria, British Columbia V8X 5J2
Canada

("The Minister")

AND:

Lance Follett
12579 26 Avenue
Surrey, British Columbia V4A 2K6
Canada

("The Permittee")

WHEREAS:

- A. The Minister has the authority to grant permits for the auxiliary use of highway right of way, which authority is pursuant to both the Transportation Act and the Industrial Roads Act, the Motor Vehicle Act, as defined in the Nisga'a Final Agreement and the Nisga'a Final Agreement Act;
- B. The Permittee has requested the Minister to issue a permit pursuant to this authority for the following purpose:

To use and maintain the structure comprising of an existing residential fence, in so far as they relate to the use of that portion (the "Encroachment Area") of the public highway on Cain Road, located as shown on the attached image, labeled Schedule A. The structure is part of a legal lot described as Lot A, Sections 7 & 8, Galiano Island, Cowichan District, Plan VIP 88735 (the "Property") adjacent to the Encroachment Area.
- C. The Minister is prepared to issue a permit on certain terms and conditions;

ACCORDINGLY, the Minister hereby grants to the Permittee a permit for the Use (as hereinafter defined) of highway right of way on the following terms and conditions:

- 1. Except to the extent permitted herein, the Permittee will ensure that the Structure at all times conforms with all legislation applicable to the Structure with respect to the construction and maintenance of the Structure and all specifications by regulatory bodies having jurisdiction over the Structure.
- 2. The Regional Director, as appointed from time to time by the Minister, having jurisdiction with respect to the Encroachment Area, or such person as the Minister may from time to time designate must have full and free access at any and all times to inspect the Structure or for such other purposes as the Regional Director may consider necessary.
- 3. Where the Structure comes in contact with any bridge, culvert, ditch or other existing work (the "Existing Works") the Permittee will ensure that the Structure is properly maintained and supported in such manner as not to interfere with the proper functions of the Existing Works during the existence of the Structure.
- 4. The Permittee will at all times take every possible precaution to ensure the safety of the public, and if requested by the Regional Director ensure that the Structure and all excavations, materials, or other obstructions in connection with the Structure are fenced, illuminated, and guarded.



5. The Permittee acknowledges that this Permit is granted only for such times as the Encroachment Area is within the jurisdiction of the Minister. This permit must not be construed as being granted for all time, and does not vest in the Permittee any right, title, or interest in or to the Encroachment Area. If the Encroachment Area becomes included within an incorporated municipality or city, this Permit is terminated unless the Highway on which the Structure is located is classified as an Arterial Highway pursuant to Section 45 of the Transportation Act.
6. This Permit may be cancelled at any time without recourse at the discretion of the Regional Director by 30 days notice in writing in the manner herein provided. Not later than 90 days after the date on which this notice has been given by or on behalf of the Minister, the Permittee must ensure that all work has been completed in connection the removal, moving or alteration of the structure in the manner required by any notice. All costs of removing, moving of altering the Structure must be borne by the Permittee.
7. Where any public works are contemplated the Permittee will cooperate with any person designated by the Regional Director in connection with any construction, extension, alteration or improvement of the public works involving the Encroachment Area.
8. The Permittee acknowledges that the Minister and any employees, agents or contractors of the Minister will not be responsible for any damage to the Structure or any property of the Permittee and the Permittee hereby expressly waives any claim for damages and forever releases and discharges all such persons with respect thereto.
9. The permission herein granted to the Permittee will be in force only during such time as the Structure is used, maintained and owned by the Permittee in strict compliance with this Permit. The Permittee will notify the Minister if the Property is offered for sale and inform any purchasers of the Property of this Permit prior to sale. The Permittee will remain liable to the Minister hereunder until such time as a subsequent permittee has agreed to assume the same liabilities and obligations with respect to the Structure.
10. This Permit is valid only for the Structure as described herein. The Permittee acknowledges that routine maintenance of the Structure is permitted but the Structure must not be expanded, increased, or its use changed in any way except as provided for in section 4 of this permit.
11. The Permittee will provide:
 - (a) the location of the Structure in relation to the Encroachment Area and the Property on Schedule A; and
 - (b) a written description of the Structure both in form and content satisfactory to the Regional Director, Ministry of Transportation and Infrastructure for the Region in which the Structure is located.
12. The attached plan, indicated as Schedule A, showing location or position of the Structure constitutes a part of this Permit and any change without prior consent of the Regional Director will forthwith render this Permit terminated subject to section 18 of this Permit.
13. The Permittee will notify the Regional Director of any damage done to the Structure. If in the opinion of the Regional Director the Structure is destroyed or damaged such that reconstruction within the encroachment area is unwarranted this permit is terminated. The Structure must not be replaced or reconstructed on the Highway or in the Encroachment Area.
14. The Permittee shall indemnify and save harmless the Ministry, its agents and employees, from and against all claims, liabilities, demands, losses, damages, costs and expenses, fines, penalties, assessments and levies made against or incurred, suffered or sustained by the Ministry, its agents and employees, or any of them at any time or times, whether before or after the expiration or termination of this permit, where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Permittee, its employees, agents or Subcontractors, in connection with the permit.
15. The Permittee will not interfere with any Highway or public works without separate written permission issued by the Regional Director.
16. All notices required to be given hereunder by the Minister will be effectively given if sent by mail to the address of the Permittee shown below and must be deemed to have been given at 12:00 noon on the third day after mailing. Notices to be given to the Minister by the Permittee will be effectively given if delivered to the Regional Director and must be effectively given upon delivery.
17. No termination or cancellation of this Permit will relieve or abate the obligations of the Permittee contained herein arising prior to such termination or cancellation all of which must survive the termination or cancellation of the Permit and must constitute continuing obligations of the Permittee.
18. No variation or alteration of the Permit will be effective unless in writing signed by or with the authority of the Minister.
19. The Permittee shall obtain and maintain during the term of this Permit and at the Permittee's own expense, liability insurance against third party claims arising as a result of the Permittee's possession, use, control and/or custody of the Encroachment Area shown in Schedule A.



Such liability insurance shall have coverage limits of not less than ONE MILLION DOLLARS (\$1,000,000) for bodily injury, including death, and property damage and shall be endorsed as follows:

It is understood and agreed that Her Majesty the Queen in Right of the Province of British Columbia as represented by the Minister of Transportation and Infrastructure, together with the employees, agents and servants of the Minister, hereinafter referred to as the Additional Named Insured, is added as an Additional Named Insured.

The policy shall contain a cross liability clause and a clause giving notice of cancellation or material alteration to the Minister.

The Permittee shall submit evidence satisfactory to the Minister that the above insurance has been obtained and remains in force and effect.

20. This permit is subject to any other terms or conditions as specified on the attached Schedule B.
21. Any reference to a party includes heirs, executors, administrators and assigns.

The rights granted to the Permittee in this permit are to be exercised only for the purpose as defined in Recital B on page 1.

Dated at Victoria, British Columbia, this 19 day of December, 2019

On Behalf of the Minister

Schedule A



File No.: GL-TUP-2019.5 (Follett & Denholm) xref: GL-DVP-2020.4 (Follett & Denholm)

DATE OF MEETING: December 7, 2020

TO: Galiano Island Local Trust Committee

FROM: Brad Smith, Island Planner
Southern Team

COPY: Robert Kojima, Regional Planning Manager

SUBJECT: Temporary Use Permit for Commercial Vacation Rental (GL-TUP-2019.5)
Applicant: Lance Follett and Denholm
Location: 660 Cain Road, Galiano Island (PID: 028-519-337)

RECOMMENDATION

- 1. That the Galiano Island Local Trust Committee approve issuance of Temporary Use Permit TUP-2019.5 (Follett & Denholm) for a period of two years.**

REPORT SUMMARY

The purpose of this report is to consider a Temporary Use Permit (TUP) for a Commercial Vacation Rental within the primary dwelling unit at 660 Cain Road.

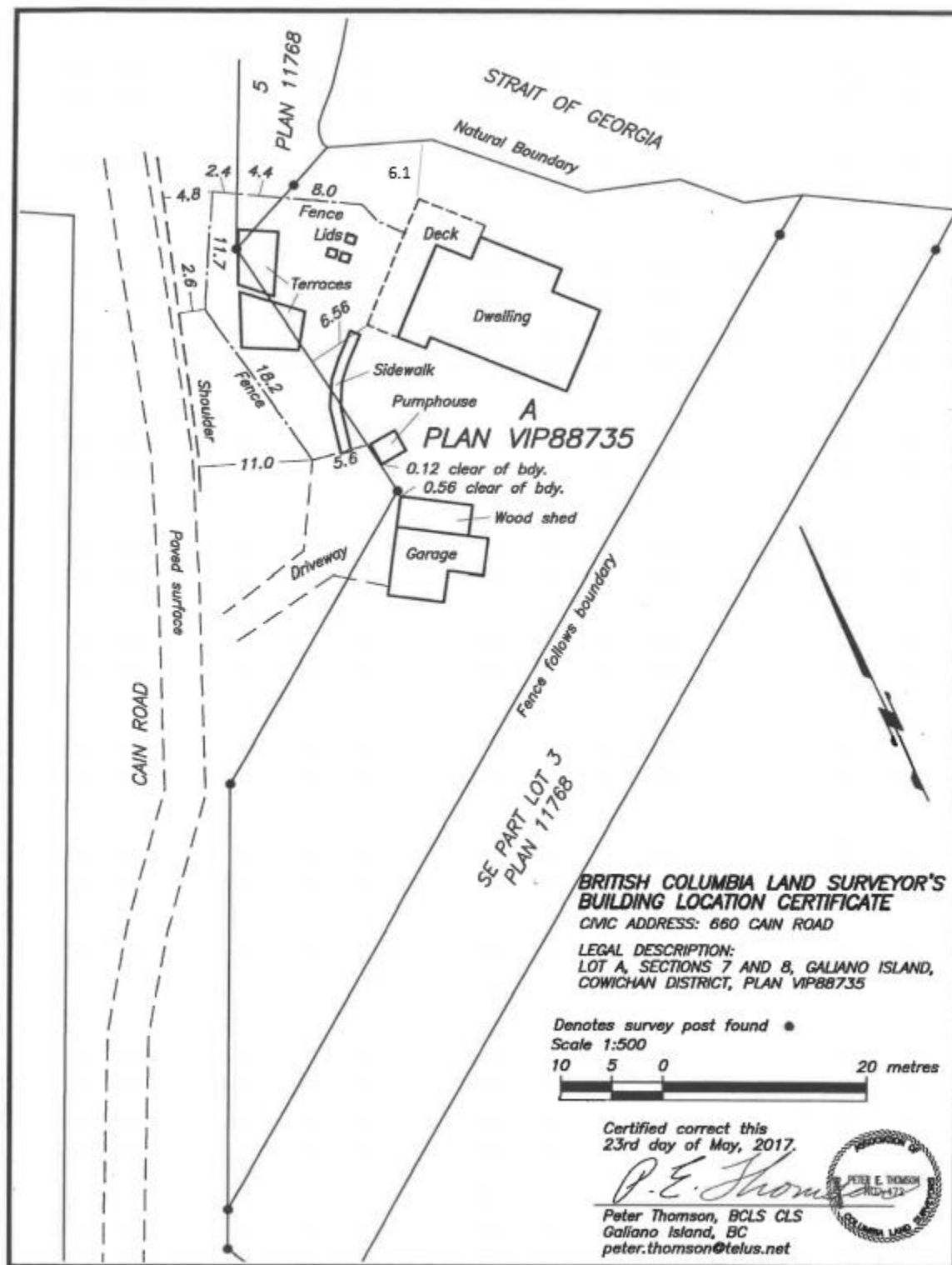
The above recommendations are supported as:

- Current OCP and LUB objectives and guidelines have been met;
- There have been no negative responses from neighbouring properties (at time of writing report);
- The applicant's rationale for applying is reasonable;
- Potable water is supplied entirely by a 16,000 litre rainwater catchment system and the septic system has been recently tested and demonstrated to be able to meet demand;
- The TUP conditions mitigate the potential for issues to arise from the proposed use; and
- A two-year TUP length is consistent with other recent TUP approvals and renewals for commercial vacation rentals.

BACKGROUND

In April 2019, the applicant submitted an application for a TUP to operate a short term vacation rental at 660 Cain Road, Galiano Island. This was prior to the moratorium on new TUP applications for commercial vacation rentals that came into place by standing resolution in July 2019. The TUP application has been delayed as the property owner has been addressing variance and other issues with the siting of structures, as described below.

Figure 2. – Subject Property Site Plan



ANALYSIS

Islands Trust Policy Statement:

- 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.
- 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.
- 5.2.5 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.
- 5.7.2 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.

The proposal for a Temporary Use TUP to allow for a commercial vacation rental within a dwelling unit is consistent with the above policies.

Official Community Plan:

The property is designated as Village Residential 2 (VR2) in the Galiano Island Official Community Plan No. 108, 1995 (OCP).

The proposal meets the currently applicable guidelines contained in Section VII (2)(iii) of the OCP.

The attached 'TUP Checklist' analyzes the proposal for compliance with objectives and guidelines of the OCP. Generally, the proposal is compliant.

Land Use Bylaw

The property is zoned as Village Residential 2 (VR2) in the Galiano Island Land Use Bylaw No. 127, 1999 (LUB).

The property is within the Water Management Area established in the LUB, which requires that a 16,000 litre cistern be installed new dwellings within the Water Management Area. The subject property has this cistern capacity in place as its primary potable water source.

Water Supply

There is no well on the property. Potable water supply is entirely dependent on the catchment system that pulls rainwater off of the roofs of the various structures on the property. The water is made potable via an on-site water treatment system (see photos in Attachment 2). Water sampling results from 2018 and 2020 (Attachment 8) confirm water quality is potable.

The property owners report that over the few years they have owned the property, they haven't come close to using the amount of water that the system captures each year. They also service the system regularly, for example they have recently serviced the roof, gutter and filter system as well as the holding tanks.

The property owner has began actively monitoring water storage volume. Results of initial sampling through summer 2020 are shown in table 1.

Table 1. Water Volume Measurements in Catchment Tanks, Summer 2020

Date	Height (inches)	Percentage Remaining	Gallons Remaining
June 12, 2020	58	60.81%	8209.46
July 21, 2020	64	56.76%	7662.16
August 2, 2020	68	54.05%	7297.30
August 11, 2020	67	54.73%	7388.51
August 19, 2020	71	52.03%	7023.65
September 12, 2020	75	49.32%	6658.78
September 20, 2020	87	41.22%	5564.19
September 27, 2020	70	52.70%	7114.86

As a back up, the property owners would rely on a service that provides freshwater from Vancouver Island when and if needed for the very purpose of filling up these catchment tanks if they get too low. The property owners have not yet needed to use this service.

Other water conservation strategies on the property include low flow toilets, a hot water on demand system, reduced flow showers, and a separate informal catchment system for water dedicated to the gardens and yard work so that potable water is not used for those tasks.

Septic System

The septic system was professionally installed in 2010 and consists of a 900 gallon 2 chamber Premier septic tank with filter providing an estimated capacity for up to five people. The system was last assessed and professionally serviced in July 2018 and no issues were identified at that time (Attachment 8).

Issues and Opportunities

STVR Policy and Regulation Review

A current top priority of the LTC is to review existing policies and regulations for commercial vacation rentals. This [project](#) is underway and is expected to be completed in early 2021.

Results of the project may further inform the LTC with respect to the approval of future commercial vacation rental TUP requests from property-owners. Currently, LTC has given 2nd reading to [Bylaw 275](#) which would remove the ability of LTC to issue TUPs for commercial vacation rentals. A Community Information and Public Hearing for proposed Bylaw 275 is planned for the February 1, 2021 LTC meeting.

LTC has placed application GL-TUP-2019.4 (Page) in abeyance, pending the outcome of the STVR review and proposed Bylaw 275. LTC could decide to do the same thing with application GL-TUP-2019.5.

Consultation

Statutory Requirements

Statutory TUP Notices were circulated to surrounding property owners and residents on November 16, 2020 and an ad was placed in the November 25, 2020 edition of the Driftwood newspaper.

One response was received in support of the application as of November 26, 2020 (Attachment 7). Any submissions received after this date and prior to the LTC meeting will be forwarded to Trustees and the applicant and will be reported at the LTC meeting.

Agencies

No agency referrals were required.

First Nations

There will be no alteration of existing structures or additional disturbance or impact to the lands or waters to ensure protection of any possible archaeological sites.

Notwithstanding the above, Islands Trust reviews all applications/permits using Remote Access to Archaeological Data (RAAD) mapping to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. Further to that review, staff have directed the applicant to the following guidelines:

- All archaeological and cultural heritage is protected under the *Heritage Conservation Act* and areas of archaeological potential may contain undocumented archaeological sites which would be automatically protected under the *Heritage Conservation Act* (including all intact or disturbed sites) and require a permit from the BC Archaeology Branch. Further information regarding permits: <https://www2.gov.bc.ca/gov/content/industry/natural-resource-use/archaeology/permits>.
- In the event that archaeological features or materials are found, either intact or disturbed on the subject property, stop work immediately and contact the BC Archaeology Branch at 250-953-3334 or archaeology@gov.bc.ca.
- Any impacts, would include the following: landscaping, tree removal, digging, using heavy equipment, development, fencing, footings, or any form of groundwork.
- For more information regarding registered archaeological sites and archaeological potential on the subject property, submit an Archaeological Information Request Form: www.archdatarequest.nrs.gov.bc.ca, or contact Islands Trust to access mapping of the subject property.

Rationale for Recommendation

The recommendations on page 1 are supported as:

- Current OCP and LUB objectives and guidelines have been met;
- There have been no negative responses from neighbouring properties (at time of writing report);
- The applicant's rationale for applying is reasonable;
- Potable water is supplied entirely by a 16,000 litre rainwater catchment system and the septic system has been recently tested and demonstrated to be able to meet demand;
- The TUP conditions mitigate the potential for issues to arise from the proposed use; and
- A two-year TUP length is consistent with other recent TUP approvals and renewals for commercial vacation rentals.

ALTERNATIVES

1. Request further information

The LTC may request additional information prior to making a decision. If selecting this alternative, the LTC should be advised to 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 additional information including _____.

2. Issue the permit for three-years

The LTC could issue the TUP for three-years as requested by the applicant.

Resolution:

That the Galiano Island Local Trust Committee approve issuance of Temporary Use Permit TUP-2019.5 (Follett & Denholm) for a period of three years.

3. Deny the application

The LTC may deny the application.

Resolution:

That the Galiano Island Local Trust Committee deny application GL-TUP-2019.5 (Follett and Denholm)

4. Put the application in abeyance

The LTC could put the application in abeyance until the completion of the STVR review project.

Resolution:

That the Galiano Island Local Trust Committee put application GL-TUP-2019.5 (Follett and Denholm) until the completion of the STVR review project.

Submitted By:	Brad Smith, Island Planner	November 26, 2020
Concurrence:	Robert Kojima, Regional Planning Manager	November 26, 2020

ATTACHMENTS

1. Site Context
2. Site plans and photographs
3. Draft Temporary Use Permit
4. Public Notice/Newspaper Ad

5. TUP Checklist
6. Commercial Vacation Rental TUP Location Map
7. Email of support – Conny Nordin
8. Water and Septic Reports

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	Lot A Sections 7 and 8 Galiano Island Cowichan District Plan VIP88735
PID	028-519-337
Civic Address	660 Cain Road, Galiano Island
Lot Size	0.25 hectares (0.62 acres)

LAND USE

Current Land Use	Village Residential 2
Surrounding Land Use	Village Residential 2, Marine

HISTORICAL ACTIVITY

File No.	Purpose
	None

POLICY/REGULATORY

Official Community Plan Designations	Galiano Island OCP No. 108, 1995 Designations: VR2 - Village Residential Development Permit Areas (DPAs): DPA 2 – Shoreline and Marine There are structures located in the DPA 2 zone but they are deemed to be legally non-conforming to DPA regulations.
Land Use Bylaw	Galiano Island LUB No. 127, 1999: Village Residential 2 (VR2)
Other Regulations	None
Covenants	None
Bylaw Enforcement	None

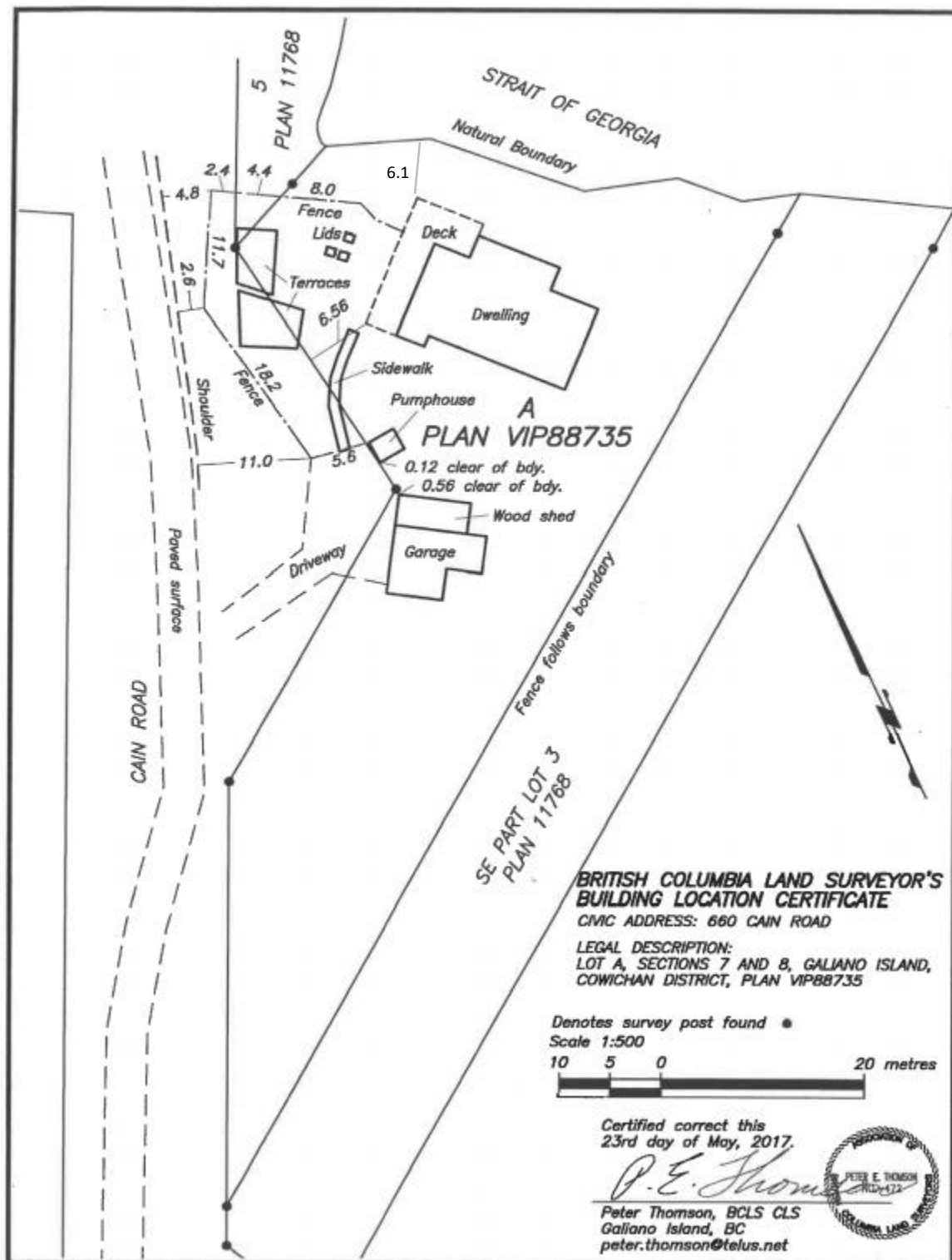
SITE INFLUENCES

Islands Trust Conservancy	There are no Conservancy covenants or properties in the direct area; therefore no referral has been made to the Board.
Regional Conservation Strategy	The proposal does not impact the objectives and priorities of the Islands Trust Conservancy regional conservation plan.
Species at Risk	None
Sensitive Ecosystems	None
Hazard Areas	There is a small portion of Steep Slope DPA 7 (moderate slope) at the front of the property but the proposed variances are not located within the DPA.

Archaeological Sites	Staff have directed the applicant to the following guidelines: • All archaeological and cultural heritage is protected under the <i>Heritage Conservation Act</i> and areas of archaeological potential may contain undocumented archaeological sites which would be automatically protected under the <i>Heritage Conservation Act</i> (including all intact or disturbed sites) and require a permit from the BC Archaeology Branch. Further information regarding permits: https://www2.gov.bc.ca/gov/content/industry/natural-resource-use/archaeology/permits. • In the event that archaeological features or materials are found, either intact or disturbed on the subject property, stop work immediately and contact the BC Archaeology Branch at 250-953-3334 or archaeology@gov.bc.ca. • Any impacts, would include the following: landscaping, tree removal, digging, using heavy equipment, development, fencing, footings, or any form of groundwork. • For more information regarding registered archaeological sites and archaeological potential on the subject property, submit an Archaeological Information Request Form: www.archdatarequest.nrs.gov.bc.ca, or contact Islands Trust to access mapping of the subject property.
Climate Change Adaptation and Mitigation	N/A
Shoreline Classification	Rock Shoreline - Low Rock/Boulder
Shoreline Data in TAPIS	No evidence of Eelgrass Beds.

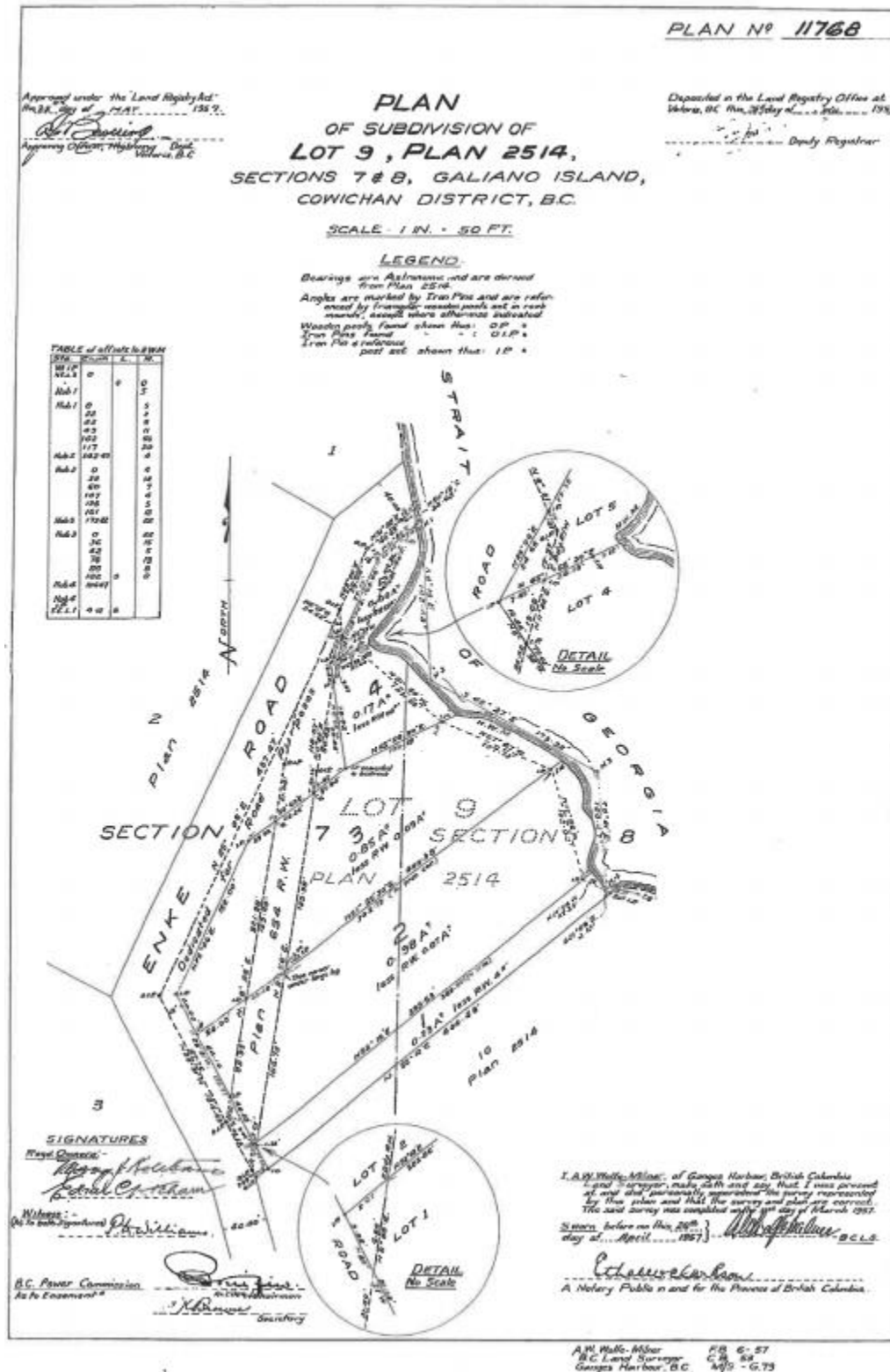
ATTACHMENT 2 – SITE PLANS AND SITE PHOTOGRAPHS

2.1. SITE PLAN



Islands Trust

Staff Report



3.3. SITE PHOTOS



Photo 1. Front of House



Photo 2. Garage, woodshed and pumphouse in distance



Photo 3. Rainwater Cisterns



Photo 4. Water Treatment System



Islands Trust

**GALIANO ISLAND LOCAL TRUST COMMITTEE
TEMPORARY USE PERMIT GL-TUP-2019.5 (Follett/Denholm)**

To: Lance Follett and Suzannah Denholm

1. This Permit applies to the land described below:

**660 Cain Road, Galiano Island, BC
Lot A Sections 7 and 8 Galiano Island Cowichan District Plan VIP88735
PID: 028-519-337**

2. This Permit is issued for the purpose of permitting the owner to conduct the following use on their property:

- a) a Commercial Vacation Rental within the Dwelling Unit.

3. The Permit is subject to the following conditions:

- a) the property owner or other contact person be available on Galiano Island by telephone 24 hours/day, seven days per week. The name and contact number of property owner and on island contact person must be provided to guests upon arrival;
 - b) the property owner or Commercial Vacation Rental operator must provide neighbours within a 100 metre radius of the vacation rental with the contact persons phone number, and a copy of the temporary use permit;
 - c) the property owner or Commercial Vacation Rental operator must post for guests information on noise bylaws, water conservation, fire safety, storage and disposal of garbage and recycling, septic care, and control of pets. The guest information must also remind guests that the property is located in a residential area;
 - d) the property owner must maintain the existing 16,000 litre cistern for onsite water supply;
 - e) the maximum number of guests is limited to four (4) persons;
 - f) the maximum number of guests per bedroom is two (2) persons;
 - g) camping and occupancy of recreational vehicles are prohibited;
 - h) a maximum of one sign unilluminated not exceeding a total sign area of 0.4 square metres advertising the Commercial Vacation Rental is permitted. The sign must be located on the lot occupied by the Commercial Vacation Rental use;
 - i) the rental or provision of motorized personal watercraft is prohibited;
 - j) all outdoor fires are prohibited;
 - k) the owner must provide parking for a minimum of two (2) vehicles on the property;

- l) outdoor lighting must not be directed onto surrounding properties;
 - m) the property owner or Commercial Vacation Rental operator must post for guests emergency service contact information and to provide a means for contacting them;
 - n) the property owner or Commercial Vacation Rental operator must post name and contact number of property owner and on island contact person, and permit information at the entrance to the property; and
 - o) the holder of this Permit, will be held accountable for any violation of the conditions of this Permit. The Islands Trust Bylaw Investigations Officer may enter the property between the hours of 9:00 am and 5:00 pm on any day without prior consultation with the holder of the Permit, or commercial vacation renter for the purpose of investigating a complaint.
4. This permit is valid for three (3) years from date of issuance of the permit and upon expiry of the permit the owner of the site shall discontinue the temporary use to the satisfaction of the Islands Trust.
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 completion of the proposed development, including approvals from the Capital Regional District, Vancouver Island Health Authority and Ministry of Transportation and Infrastructure.

AUTHORIZING RESOLUTION PASSED BY THE GALIANO ISLAND LOCAL TRUST COMMITTEE THIS XX DAY OF XX, 2020.

Deputy Secretary, Islands Trust

Date of Issuance



Islands Trust

NOTICE
GALIANO ISLAND LOCAL TRUST COMMITTEE
GL-TUP-2019.5

NOTICE is hereby given that the Galiano Island Local Trust Committee will be considering a resolution allowing for the issuance of a Temporary Use Permit pursuant to Section 493 of the *Local Government Act*. The proposed permit would apply to:

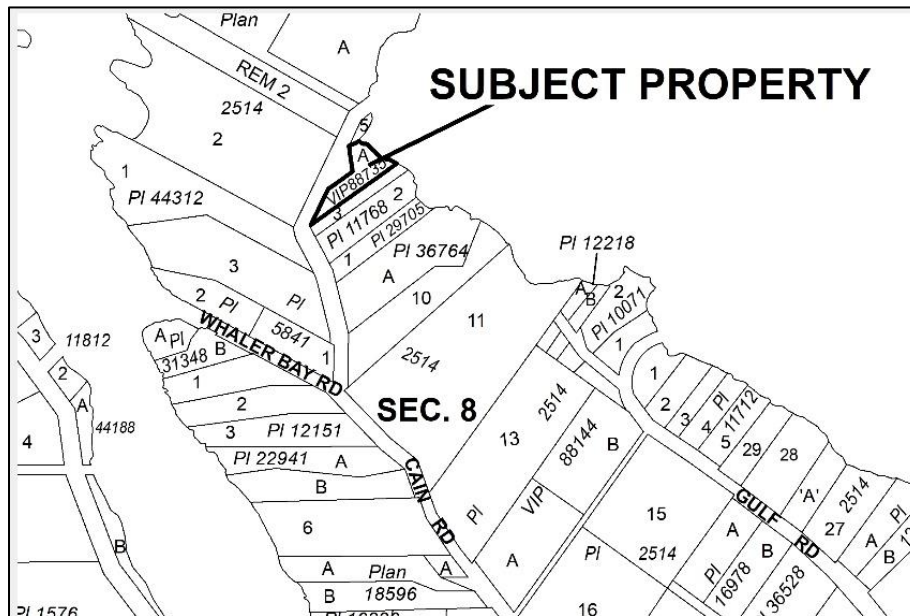
660 Cain Road, Galiano Island, BC

Lot A Sections 7 and 8 Galiano Island Cowichan District Plan VIP88735

PID: 028-519-337

The purpose of this temporary use permit would be to permit “commercial vacation rental” in the dwelling on the subject property. The establishment of the temporary use would be subject to a number of conditions specified in the permit. The permit would be issued for up to three years and the owner may apply to the Galiano Island Local Trust Committee to have it renewed once for up to an additional three years.

The general location of the subject property is shown in 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. and 4:30 p.m., Monday to Friday inclusive, excluding Statutory Holidays, commencing, **November 16, 2020** and up to and including **November 27, 2020**.

For the convenience of the public only, and not to satisfy Section 494(1)(a) of the *Local Government Act*, additional copies of the Proposed Permit may be inspected at various Notice Boards on Galiano Island, B.C., commencing, **October 13, 2020**.

Enquiries or comments should be directed to Brad Smith, Island Planner at 250-405-5194, 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 p.m., December 1, 2020**. 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., December 7 2020**, to be conducted electronically.

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

Maple Hung
Planning Team Assistant

Oppose Trust's CDF project

BY JAMIE HARRIS

I am urging people to support the private land rights and forestry jobs for residents on Salt Spring by opposing the "Coastal Douglas-Fir Project" proposed by the Islands Trust.

The Islands Trust is trying to cram this through during COVID without proper public discourse.

They have been at it for years. Paying biologists with our tax dollars to then take away rights from private landowners and workers, who are the very people who pay the taxes. This is insanity! Those opposed need to join together to stop this before it is too late.

The meeting referred to as the "kick-off" for the CDF project by the Islands Trust started off with one of the trustees saying "70 per cent of the island could be clear-cut tomorrow." This ridiculous statement is nothing more than fear-mongering and propaganda.

This type of propaganda has been being pushed by eco-radicals here on Salt Spring Island through social media and the local paper for far too long. In September there was a Driftwood letter to the editor likening loggers and logging with people who took First Nations children away to residential schools.

With articles weekly demonizing the logging and loggers, the eco-radicals and the Islands Trust are pushing the idea that there is some sort of crisis where there is none. Their agenda is pretty clear, with talk of a bylaw being implemented for a permit to be required to fall one tree. These eco-radicals march around the island mercilessly, trespassing on private land snooping around, taking pictures, with nothing better to do than plan how to threaten the livelihoods of private landowners, forestry workers, sawmill operators, etc. with their eco-radical delusions. Some of these eco-radicals are retired, independently wealthy folks coming from God knows where with their sanctimonious ideas and delusions about how old-time Salt Springers should be going about their lawful business. Some also have been long-time island residents who have been crying "the sky is falling, the sky is falling" all the while. This needs to stop.

A B.C. government fact sheet quoted by Premier John Horgan states: "Old-growth forests are not disappearing in Canada. There is more than 25 million hectares of old growth forests in B.C. About 4.5 million hectares are fully protected, representing an area larger than Vancouver Island."

INDEPTH

On Salt Spring Island, old-growth forests are not logged. Here, second-growth forests are logged at a rate of 25 thousand cubic metres, at best, annually. Meanwhile, the annual growth is over 350 thousand cubic metres and compounding annually, making the forestry here 100 per cent sustainable. The Douglas-fir project the Islands Trust is proposing completely disregards this fact.

The hardworking people and their families are also being completely disregarded and their livelihoods are being threatened. Private landowners' rights are being threatened as well. Salt Spring already has stringent rules and regulations when it comes to logging and developing private property, from developmental permit areas to riparian zones. We do not need any more rules and regulations added to the myriad of existing hurdles placed in front of private property owners, loggers, local sawmill operators, machine operators, builders, etc.

A two-acre or 20-acre piece of private property being cleared for pasture, a home or both is not a clear cut.

Properly managed forests protect wildlife habitat, support tens of thousands of jobs in Canada (which pulls a great number of Indigenous people out of poverty) and reduces the risk of disease and forest fires. This empowers our forest sector and creates jobs at a time when they are needed most.

Eco-radical groups not just on Salt Spring but all across Canada are effectively threatening the livelihoods of hardworking people not just in the forest sector but in all the resource-based industries. Keeping them from going to work in great, well-managed industries is truly a disservice to us all.

It is so disheartening and shameful that the Islands Trust and the eco-radicals are causing hardworking people to have to spend their invaluable time off from work fighting for the right to make a living while they ought to be enjoying their time with their families and moving forward in positive endeavours.

Any ideas on how landowners, forestry workers, local sawmill operators, builders and any resident opposed to this cruel injustice can join together forming one entity are welcomed. We need to take this grievance straight to the provincial government and circumvent the eco-radicals and the Islands Trust.

Sign the petition at <https://www.stoptheislandstrust.com/>.

The writer works in forestry on Salt Spring.



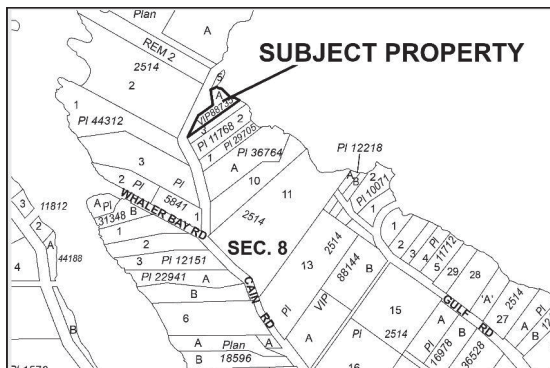
NOTICE GALIANO ISLAND LOCAL TRUST COMMITTEE GL-TUP-2019.5

NOTICE is hereby given that the Galiano Island Local Trust Committee will be considering a resolution allowing for the issuance of a Temporary Use Permit pursuant to Section 493 of the *Local Government Act*. The proposed permit would apply to:

660 Cain Road, Galiano Island, BC
Lot A Sections 7 and 8 Galiano Island Cowichan District Plan VIP88735
PID: 028-519-337

The purpose of this temporary use permit would be to permit "commercial vacation rental" in the dwelling on the subject property. The establishment of the temporary use would be subject to a number of conditions specified in the permit. The permit would be issued for up to three years and the owner may apply to the Galiano Island Local Trust Committee to have it renewed once for up to an additional three years.

The general location of the subject property is shown in 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. and 4:30 p.m., Monday to Friday inclusive, excluding Statutory Holidays, commencing, **November 16, 2020** and up to and including **November 27, 2020**.

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

Maple Hung
Planning Team Assistant

CALLING ALL SALT SPRING BUSINESSES & COMMUNITY GROUPS: GET READY FOR THE ANNUAL

CHRISTMAS LIGHT-UP DECORATING CONTEST

SATURDAY, DECEMBER 5

CATEGORIES:

- Best All Round
- Best Use of Lights
- Most Creative
- People's Choice

PRIZES & RIBBONS

AWARDED:

- First Place \$100*
- Second Place \$75*
- People's Choice Award \$150*

*In ad credits with the Driftwood

Decorate your store or office,
using your imagination & creativity - any way you like!

To enter the contest or to vote for your favourite in the People's Choice Award, email news@gulfislandsdriftwood.com.

Christmas Story Writing Contest

Write a story of 500 words or less whose topic relates to Christmas or the Christmas season.

The deadline for our annual writing contest is Friday, Dec. 11th.
Win a Salt Spring Books gift certificate for a story of up to 500 words about Christmas or the Christmas Season.

- All Gulf Islands students in Kindergarten to Grade 12 are eligible.
- Stories will be judged by retired teachers and librarians on quality of writing, clarity of presentation and originality of theme.
- Winning entries will be published in the Driftwood in December.
- The name, age, address and telephone number of the writer must be written on the back of each entry.
- Send entries to the Driftwood, 328 Lower Ganges Rd., Salt Spring Island, B.C. V8K 2V3, email to news@gulfislandsdriftwood.com or fax to 250-537-2613.
- For more information, 250-537-9933.

Teachers: Classes with the highest participation level are eligible to win a donation of \$100 made on behalf of the class to the charity of their choice!

TEL: 250-537-9933
FAX: 250-537-2613

Driftwood

328 Lower Ganges Road
news@gulfislandsdriftwood.com

Public feedback opportunity



The Capital Regional District invites feedback from residents on its draft solid waste management plan until January 15.

Please visit the website below to:

- Read the draft plan
- Learn what we've heard so far
- Attend an online information session
- Provide your input

crd.bc.ca/rethinkwaste

ATTACHMENT 2: TUP Checklist for Commercial Vacation Rental
GL-TUP-2019.5 (Follett & Denholm)
660 Cain Road

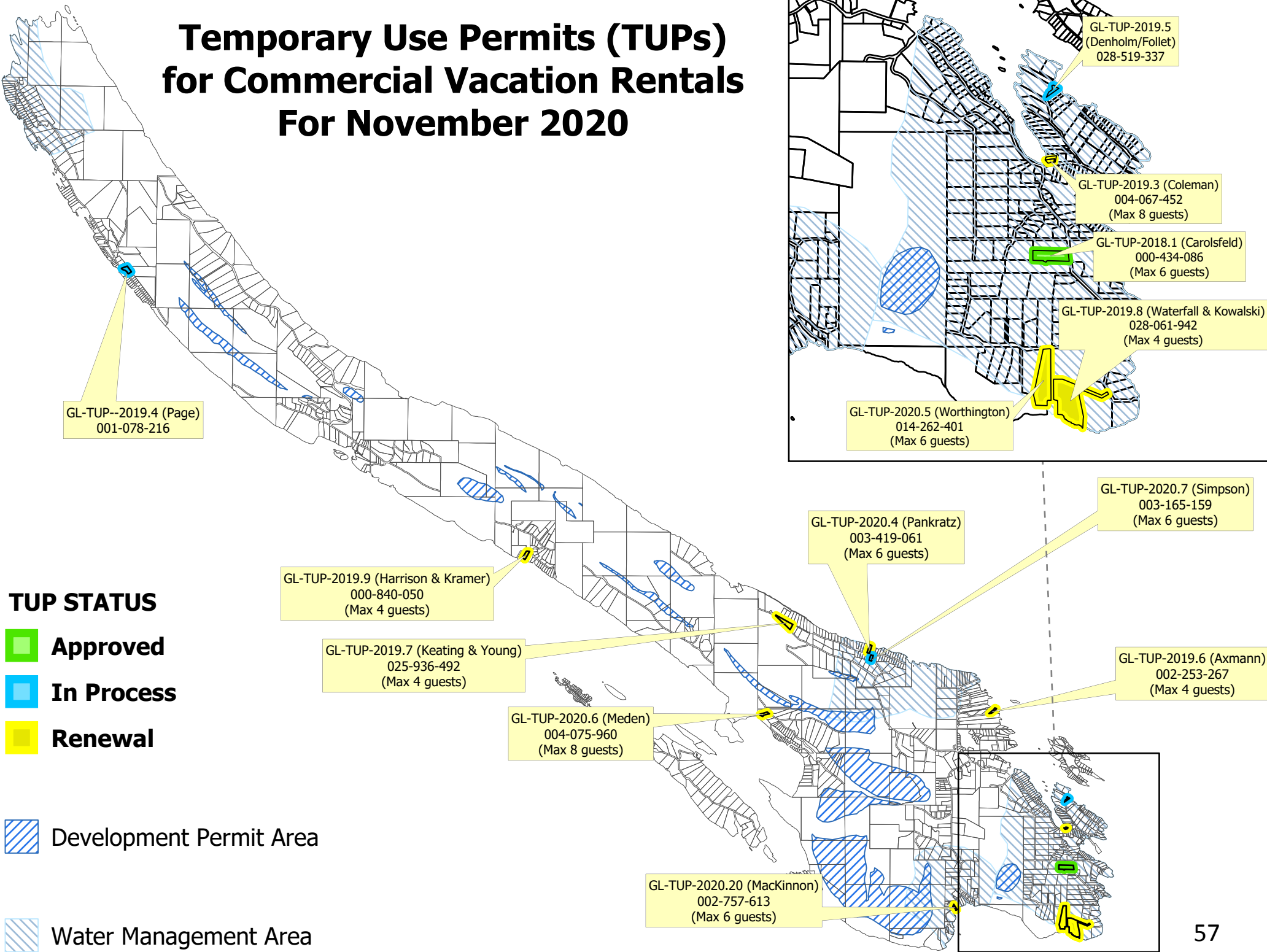
Guidelines	Comments
Overall TUP Guidelines	
a) Time Period - For the purpose of a temporary use permit, “commercial vacation rental” means the use of <i>residence</i> as temporary commercial accommodation for a period of less than a month at a time by persons, other than the owner or a permanent occupier. Note: by standing resolution: the LTC will consider only one dwelling per lot for CVR use.	Complies, by definition of the use in TUP
b) Cumulative Effects - The Local Trust Committee should consider the cumulative effects on the neighborhood and Island of all the temporary use permits issued for commercial vacation rentals.	There is an active TUP on Whaler Bay (Coleman) but none in the immediate vicinity of the subject property.
c) Residential Appearance - The Local Trust Committee may consider issuance of a temporary use permit for a commercial vacation rental provided the proposal would not alter the residential appearance of the residence.	No alterations are proposed.
d) Neighbour Concerns - The Local Trust Committee may require mitigating measures to address neighbours’ concerns, such as retention of existing screening and fencing, or installation of additional screening.	At the time of writing, notification has not generated any comments.
e) Water Supply - The landowner should demonstrate an adequate supply of water and septic capacity for the duration of the proposed use. <u>Potential Measures and Considerations to address Guideline (e):</u> Within Water Management Areas or Elevated Groundwater Catchment DPA 4*: ▪ Cistern for storage of rainwater (16000 litres min);or, ▪ Letter from Professional Hydrologist with experience with Groundwater assessing a recent pump test for adequate quantity for use and no impacts on neighboring properties. ▪ Water Meter Considerations outside of Water Management Areas: ▪ Recent well report and lab results ▪ Cistern for rainwater collection ▪ Size of the property	The property is within a Water Management Area. Water is provided to the house solely from a 16,000 litre potable water rainwater catchment system. A condition that “the property owner must maintain the existing 16,000 litre cistern for onsite water supply” is included in the Permit. Septic:
f) Parking - the landowner should demonstrate that the property is able to accommodate off-street parking for a minimum of two vehicles	A minimum of two (2) spaces is a condition in the Permit.
Permit Conditions	

Guidelines	Comments
g) Conditions - In addition to any other conditions the LTC may consider appropriate, the permit may:	
i. require that the owner or other contact be available on Galiano by telephone 24 hours/day, seven days per week and include the name and contact information in the conditions of the permit	Condition in Permit.
ii. require the owner or manager to provide neighbours within a 100 metre radius of the vacation rental with the owner or manager's phone number, and a copy of the temporary use permit	Condition in Permit.
iii. require the landowner to post for guests information on noise bylaws, water conservation, fire safety, storage and disposal of garbage and recycling, septic care and control of pets (if pets are permitted), and remind guests that the property is located in a residential area	Condition in Permit.
iv. establish a maximum number of people that can stay	Maximum of 4 is a condition in Permit.
v. establish a maximum number of guests per bedroom	Maximum of 2 is a condition in Permit.
vi. prohibit camping or occupancy of RVs on the property	Condition in Permit.
vii. restrict advertising to one unilluminated sign, with a maximum area	0.4 m ² , unilluminated and on subject property as a condition in Permit.
viii. prohibit the rental or provision of motorized personal watercraft	Condition in Permit.
ix. prohibit outdoor fires	Condition in Permit.
x. establish the dates during which the use may occur	The Permit allows the residence to be rented year round.
xi. include a provision stating that the bylaw enforcement officer may enter the property between certain hours without prior consultation if a complaint is received	Between 9 a.m. and 5 p.m. of any day as a condition in Permit.
xii. require that the landowner/operator post for guests emergency service contact information and to provide a means for contacting them	Condition in Permit.
xiii. require the landowner/operator to post contact information and permit information at the entrance to the property	Condition in Permit.
Agriculture Land Reserve	
h) Agriculture Land Reserve - A temporary use permit respecting a parcel in the Agricultural Land Reserve may require the approval of the	N/A - The property is not located within the Agricultural Land Reserve.

Guidelines	Comments
Agriculture Land Commission prior to the permit being issued.	

***Water Management Areas** – as established on Schedule C of the *Galiano Island Land Use Bylaw No. 127, 1999*

Temporary Use Permits (TUPs) for Commercial Vacation Rentals For November 2020



From: Conny Nordin <connynordin@icloud.com>
Sent: Sunday, November 22, 2020 2:40 PM
To: GalanolslandLocalTrustCommittee@islandstrust.bc.ca
Cc: Maple Hung; Brad Smith
Subject: Short term vacation rental

Hello,

We received a letter from the Trust regarding a request for a Temporary Use Permit. When I glanced at the map prominent on the first page, I noticed it was identified as being on Porlier Pass Road near Manastee Road, PI32268, so I did not give it any consideration and set it aside.

In reviewing another letter today from the Trust, and recycling 'old mail', I noticed that both letters, in fact, were referring to 660 Cain Road, our neighbours.

I hope you will still consider this email of support as timely, considering the misinformation in the letter, and the fact that the hearing of their request was not concluded in the November Trust meeting at any rate.

Our neighbours, Suzannah Denholme and Lance Follett, want to be able to rent out their cottage occasionally, when they are not using it. They use it a lot, but we understand that they would like the option, on those occasions when they are traveling on vacation elsewhere and their family cannot use it, to rent it out.

We note that:

- The map attached to the notice shows a property on Porlier Pass Road, near Monastee.
- Although your notification letter to us refers to "commercial vacation rental", the term seems overstated in this case. The property is not commercial. And their intention is far from a commercial business. It is their vacation home, they use it as a vacation residence for the majority of the year. If they want to rent it out for a week here and there, we see no harm. In fact we see a safety benefit in ensuring the place is occupied and an economic benefit to the small businesses in the Village, as well as income to islanders.
- They are good neighbours and responsible islanders. They have already sourced a nearby islander to manage those occasional rentals.
- And it goes without saying that this supports the islands trust report that says banning vacation rentals is unlikely to create affordable housing ...this is an occasional rental of their own home and would not result in any full-time housing, affordable or not.
- They are also going to the time and expense of a development variance permit for existing structures/patios, to support their requested permit. The Trust would have requested this in good faith, if the intention was to permit a t.u.p in their case.

To that end, my husband, Mel Gibb, and I are completely supportive of this option.

Thank you for informing us, and for receiving this. If I am too late in my support, please advise. Thank you.

Best regards,

Conny Nordin
connynordin@mac.com

“Be Kind. Be Safe. Be Calm.”
~ *Dr. Bonnie Henry*

Client/Code

Lance Foilett & Suzannah Denholm

Date 12Jul18 9:26a

No. W141563

Source FWS

Type of Sample water

No. of Samples 1

TEL: 604-306-0371

lance.foilett@wfsinc.com

Comments Arrival temp.: 7.0C

PD: Visa Batch 867

<u>Sample</u>	<u>Date</u>	<u>Time</u>	<u>lactose</u> <u>Fermentors</u>	<u>Coliforms</u> <u>Total Fecal</u>	<u>Yeast/Fungi</u>	<u>IPC*</u>
Water Sample	11Jul18	11:00a	12.0	ND ND	ND / 4.00	138

* all counts are colony forming units per milli-litre

ND = none detected

TPC = total plate count- spread plate method - 35C/48hr TGEA

FDA/BAM 8th ed, 1995 + Revision A, 1998, May 2009

Fecal Coliforms may also be known as Thermotolerant Coliforms

Comments:

For Interpretation of Results:

Total, Fecal Coliforms or E.coli present greater than 0 CFU/100mL (0 CFU/mL):

IF Coliform numbers exceed safe limits for drinking water-
water is not suitable for drinking without treatment.Total Non-coliform bacteria (=Lactose Fermentors) equal to or greater than
200 CFU/100mL (2.0 CFU/mL):IF the number of organisms present exceed recommended guidelines for
drinking water; treatment is strongly recommended.

If Total Plate Count bacteria are -

A) greater than 100 CFU/mL:

high numbers of microbial organisms indicate that this water supply
should be monitored on a seasonal basis.

B) greater than 500 CFU/mL:

the number of organisms present exceed recommended guidelines for
drinking water; treatment is strongly recommended.

- see following page for chemistry results -

M. Milholm
Microbiologist

W. Riggs
Sr. Microbiologist**MB LABS LTD.**

ANALYTICAL & TESTING SERVICES P.O. BOX 2103, SIDNEY, B.C. V8L 3S6

TEL: (250) 656-1334 EMAIL: info@mblabs.60

Client/Code

Lance Follett & Suzannah Denholm

Date 12Jul18 9:26a

No. W141363 pg2

Source FWS

Type of Sample water

No. of Samples 1

TEL: 604-506-0371
lance.follett@wfsinc.comComments Arrival temp.: 7.0C
PD: Visa Batch 867

Sample: Water Sample 11Jul18 11:00a

ELEMENTS		SAMPLE	UNITS	Maximum Limits Permissible In Drinking Water*
1) Aluminium	Al	0.128	mg/L	no limit listed
2) Antimony	Sb	<0.500	ug/L	6.00 ug/L
3) Arsenic	As	<0.500	ug/L	10.0 ug/L
4) Barium	Ba	<0.009	mg/L	1.00 mg/L
5) Beryllium	Be	<0.003	mg/L	no limit listed
6) Boron	B	0.502	mg/L	5.00 mg/L
7) Cadmium	Cd	<0.010	ug/L	5.00 ug/L
8) Calcium	Ca	4.28	mg/L	200 mg/L
9) Chromium	Cr	<0.010	mg/L	0.050 mg/L
10) Cobalt	Co	<0.020	mg/L	no limit listed
11) Copper	Cu	0.160	mg/L	1.00 mg/L
12) Gold	Au	<0.040	mg/L	no limit listed
13) Iron	Fe	0.022	mg/L	0.300 mg/L
14) Lanthanum	La	<0.020	mg/L	no limit listed
15) Lead	Pb	0.749	ug/L	10.0 ug/L
16) Magnesium	Mg	1.00	mg/L	50.0 mg/L
17) Manganese	Mn	0.019	mg/L	0.050 mg/L
18) Molybdenum	Mo	<0.020	mg/L	no limit listed
19) Nickel	Ni	<0.050	mg/L	no limit listed
20) Phosphorus	P	0.203	mg/L	no limit listed
21) Potassium	K	2.40	mg/L	no limit listed
22) Scandium	Sc	<0.050	mg/L	no limit listed
23) Silicon	Si	0.795	mg/L	no limit listed
24) Silver	Ag	<0.010	mg/L	0.050 mg/L
25) Sodium	Na	5.28	mg/L	200 mg/L
26) Strontium	Sr	0.006	mg/L	no limit listed
27) Titanium	Ti	<0.010	mg/L	no limit listed
28) Tungsten	W	<0.050	mg/L	no limit listed
29) Vanadium	V	<0.010	mg/L	no limit listed
30) Zinc	Zn	0.588	mg/L	5.00 mg/L
Hardness (mg/L CaCO ₃)		14.8	mg/L	0-75 mg/L = soft
pH		5.61	units	6.5 to 8.5

* As per Canadian or B.C. Health Act Safe Drinking Water Regulation BC Reg 230/92, & 390 Sch 120, 2001. Task Force of Canadian Council of Resource & Envir. Ministers Guidelines for Canadian Drinking Water Quality, 2014.

Comments:

pH: extremes in pH can lead to corrosion (too low) or incrustation (too high) of pipes & plumbing fixtures. Water with low pH allows metals to dissolve into water; water with high pH reduces disinfection efficacy, increases THM & scale formations.



ANALYTICAL & TESTING SERVICES P.O. BOX 2103, SIDNEY, B.C. V8L 3S6

R. Bilodeau
Analytical Chemist

H. Hartmann
Sr. Analytical Chemist

TEL: (250) 656-1334 EMAIL: info@mblabs.611

DAVID MILNER
dba
CERTIFIED SEPTIC INSPECTION
112 BEAVER POINT ROAD
SALT SPRING ISLAND, BC.
V8K 1Y9
OFFICE # 250-653-4636
CELL # 250-538-7477

JULY 17, 2018
OUR FILE #GALIANOCAINROAD660

Mr Lance Follett
12579 26 Avenue
Surrey, BC.
V4A 2K6
E-mail: lancefollet@shaw.ca

**RE: Performance Inspection of the Onsite Sewerage System at
660 Cain Road, Galiano Island, BC.**

Dear Mr Lance Follett

I attended on July 17, 2018 to carry out an inspection of the onsite sewerage system serving this home noted above.

A performance inspection was carried out to determine the size, condition and overall performance of the system.

During the **performance inspection** the following items were noted:

Tank Location

- Location of the septic tank and pump chamber are at the left side of the house, under wood covers, at ground level.

Operating System

- The septic tank is a 900-gallon, two chamber plastic tank.
- The lids were removed to inspect the interior of the tank. The septic tank is in good condition and is not due to be pumped out at this time. There is no top scum layer.
- There is an effluent filter installed in the septic tank outlet "T". This filter needs to be cleaned every 6 months.
- The 4-inch PVC line from the septic tank to the pump chamber has a sag or belly in it and needs to be exposed and lifted.
- The lid on the pump chamber was removed and the effluent pump was tested. It is working properly.
- A high-water alarm is installed in the pump chamber. This is to warn of an effluent pump failure.
- The absorption field was located approximately 150 feet uphill from the home and beside the garage.
- There are four 1.25-inch PVC pressure distribution lines installed in the absorption field. The pressure distribution lines need to be flushed out now, and then again (in approximately 10 years).
- This system is operating in a normal manner, as intended by its design.

Recommendations

- The septic tank needs to be pumped out every 3-5 years or as needed, (when the top scum layer reaches 8 inches thick).
- The effluent filter needs to be cleaned every 6 months.
- The line from the septic tank to the pump chamber needs to be exposed and lifted.
- The pressure distribution lines need to be flushed out now, and then again (in approximately 10 years).
- Do not plant a garden on the absorption field area.

Please see attached photographs regarding the system.

Disclaimer

This report represents my professional opinion as a certified residential septic inspector.

This inspection report is furnished as an aid in determining the physical condition of the inspected septic system.

This inspection report does not guarantee or warranty future performance.

The inspection report excludes and does not intend to cover components that are inaccessible (by reasonable hand digging) or are otherwise not observable.

I certify that this report is current and accurate as of the date of inspection.

Thank you for the opportunity to help you with this matter. If at any time you have a question, please don't hesitate to call me.

David M. Milner
Onsite Wastewater Practitioner
Private Inspector of Residential Systems
ASTTBC Member Number OW0495

Dave's Bobcat Service

S 14 C 44 RR#1

Galiano Island, BC V0N 1P0

250 539-2833

Sept 19 2010.

Specifications for septic system at 660 Cain Rd. Galiano Island B.C.

900 gal, 2 chamber Premier Septic tank with filter

500 gal pump chamber

½ hp effluent pump

200' of 36" infiltrators

Pressure distribution, 2" manifold 1 1/4" laterals



The information provided is for the sole use of the recipient.
No guarantee as to the accuracy of the information
is implied or accepted by VIHA and the recipient is
advised to confirm all information.

FILING OF SEWERAGE SYSTEM

VANCOUVER ISLAND

This form is required to administer the Sewerage System Regulation (326/2004) and the collection of personal information complies with the Freedom of Information and Protection of Privacy Act. Within the Capital Regional District, information collected may be used by the CRD for the purpose of administration and enforcement of the Onsite Sewerage System Maintenance Bylaw. For Bylaw information contact 250-360-3000

PID(CRD only) FOLIO(S)(NORTH) 600-083-615 600-083-733	☐ NEW CONSTRUCTION ☐ ALTERATION ☒ REPAIR	☐ AMENDMENT ONLY/ PREVIOUS FILING NUMBER N/A	FILING NUMBER GV10/353
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1. Lot Information

Descriptions where sewerage system is to be constructed

LEGAL DESCRIPTION OF PROPERTY LOT 4 PLAN 11768 SEC 7+8 NW PART LOT 3 PLAN 11768 SEC 7+8		GPS LOCATION OF SYSTEM/ Use Datum NAD83 PLEASE USE DECIMAL DEGREES LAT. 48° 53' 3.16" N LONG. 123° 19' 20.42" W
SUITE/APT NUMBER N/A	BUILDING NUMBER 660	STREET NAME CAIN RD
CITY/MUNICIPALITY/AREA GALIANO B.S.		HORIZONTAL ACCURACY (M) _____
COLLECTION METHOD: ☒ DIFFERENTIAL GPS ☐		

2. Owner Information

Mailing Address of Property Owner

NAME (PERSONAL / FIRMED OR STRATA CORPORATION)	TELEPHONE NUMBER
--	------------------

3. Authorized Person Information

Mailing Address of Authorized Person

NAME OF AUTHORIZED PERSON DAVE GERLACH	TELEPHONE NUMBER 250-537-2833	REGISTRATION NUMBER (if applicable) 0128
SUITE/APT NUMBER N/A	BUILDING NUMBER 700	STREET NAME GEORGIAVIEW RD
CITY GALIANO B.S.		POSTAL CODE V0N1P0

4. Facility Information

5. Site Information

SEWERAGE SYSTEM WILL SERVE: ☒ SINGLE FAMILY DWELLING ☐ DUPLEX ☐ OTHER (specify): _____	NO. OF BEDROOMS 3	TOTAL LIVING AREA (INCL. FINISHED BASEMENT) ((in m2) 160	EST. DAILY SEWERAGE FLOW (in litres/day) 1360	LOT SIZE (in hectares) .25+-
WILL BE CONNECTED TO A COMMUNITY WATER SYSTEM? ☐ YES ☒ NO SYSTEM NAME _____	HYDRAULIC CONDUCTIVITY (KICM/DAY) N/A	AVG. PERC RATE (MIN/M) 3.5min	SOIL TEXTURE / DESCRIPTION L.S.	
DISTANCE OF PROPOSED DISCHARGE AREA FROM (in metres): 4 WATER LINES N/A OWN WELL 36 NEIGHBOURING WELLS			NATURAL SOIL VERTICAL SEPARATION (in cm) 60cm	

6. System Information

N/A BREAKOUT POINT N/A STREAM OR LAKE N/A DOMESTIC WATER SOURCES	TOTAL VERTICAL SEPARATION (in cm) 75cm	TYPE OF SEWERAGE SYSTEM ☒ TYPE 1 ☐ TYPE 2 ☐ TYPE 3 (PROF. ONLY)	IF TYPE 2 OR TYPE 3 IS PROPOSED GIVE: MAKE N/A MODEL N/A	TREATMENT CAPACITY (in litres/day) N/A
SEPTIC TANK MANUFACTURER PREMIER	SEPTIC TANK MATERIAL POLYETHYLENE	VOLUME OF TANK (litres) 4086	EFFLUENT PUMP YES ☒ NO ☐	HYDRAULIC LOADING RATE (in lpd/m2) 34
DISCHARGE AREA: ☒ TRENCH ☐ BED ☐ SAND MOUND ☐ OTHER (SPECIFY) _____	METHOD OF EFFLUENT DISTRIBUTION GRAVITY ☐ PRESSURE ☒		DISTANCE BETWEEN SEWERAGE SYSTEM AND NEAREST WELL 36m.	

7. Restrictive Covenants

ARE THERE ANY RESTRICTIVE COVENANTS/EASEMENTS, WHICH WILL AFFECT THE DESIGN OR LOCATION OF THE SEWERAGE SYSTEM? ☐ YES ☒ NO

If yes, please explain and attach supporting documents.

8. Plans and Specifications Orders

Attachments: ☒ a site or layout plan of the proposal drawn to scale, and
☒ a set of specifications of the sewerage system.
☐ a copy of the Health Act Order pertaining to the sewerage system.

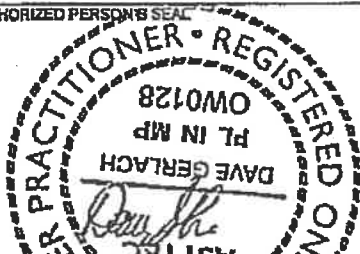
9. Authorized Person's Signature and Assurance Statement

☒ YES I have consulted with the MOHS' publication "Sewerage System Standard Practice Manual"
☐ NO I have used another source of standard practice listed below or copy attached.
Name of alternate source of standard practice: _____

The information on this form is accurate and true to the best of my knowledge. I am an authorized person according to Sewerage System Regulation BC Reg 326/2004. The plans and specifications attached to this form are consistent with standard practice.

SIGNATURE <i>Dave Gerlach</i>	PLEASE PRINT NAME DAVE GERLACH	DATE (DD/MM/YYYY) SEP 28 / 2010
----------------------------------	-----------------------------------	------------------------------------

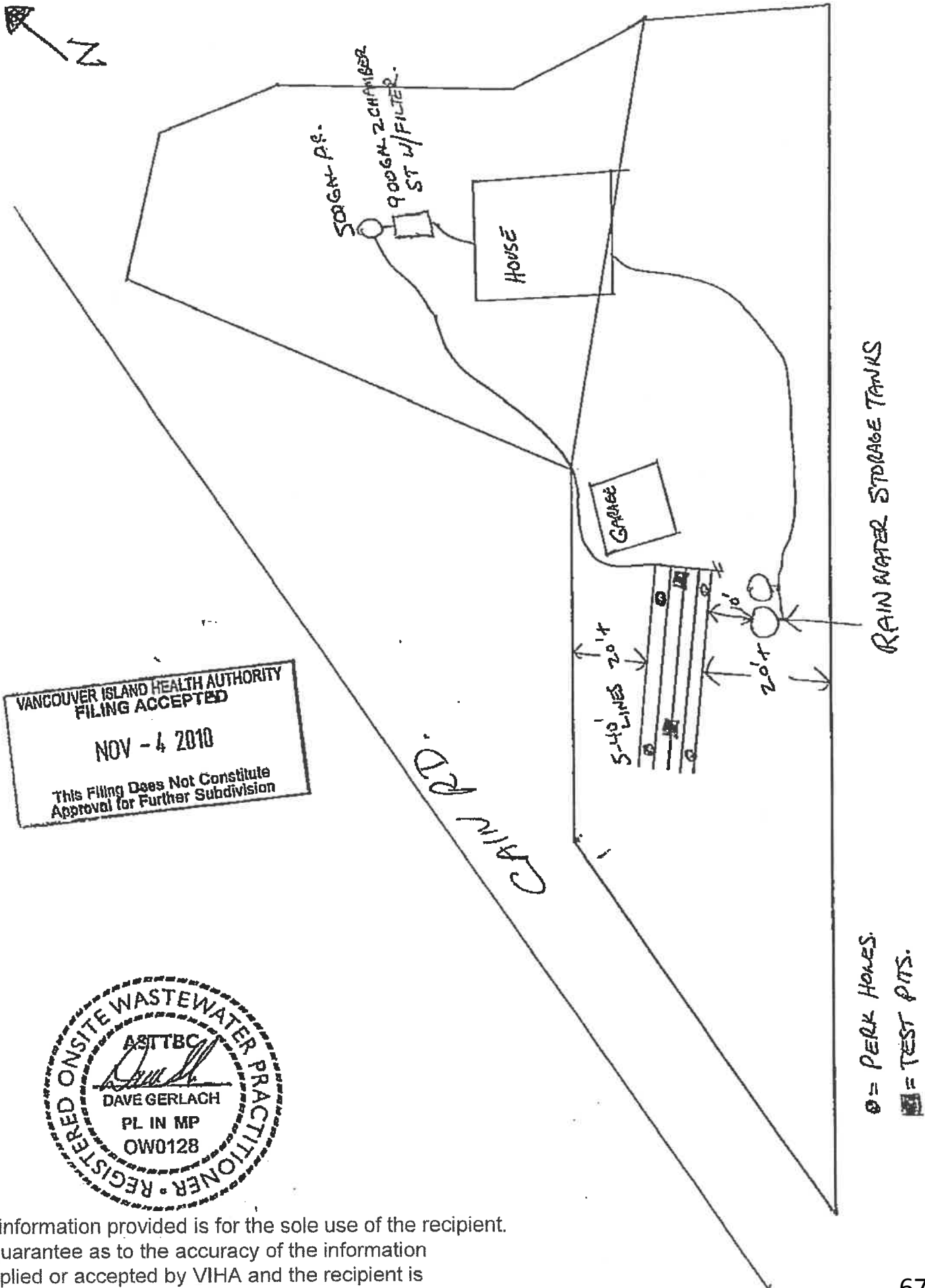
Please complete all applicable fields on this form. If the form is incomplete, the filing may not be accepted and it will be returned to the Authorized Person. The Letter of Certification must be submitted within two years of the Accepted Date noted below. The Authorized Person must also file the Letter of Certification, the Maintenance Plan and the as-built plans as per Sewerage System Regulation (326/2004) within 30 days of completing the construction of the sewerage system.

AUTHORIZED PERSON'S SEAL 	OFFICE USE ONLY FILING RECEIVED DATE (DD/MM/YYYY) Sept 20/10 RECEIPT #: G1F6518 DATE: Sept 20/10 INITIALS: <i>GR</i>	VANCOUVER ISLAND HEALTH AUTHORITY FILING ACCEPTED NOV - 4 2010 This Filing Does Not Constitute Approval for Further Subdivision
---	---	--

10. Authorized Person's Seal

The information provided is for the sole use of the recipient. No guarantee as to the accuracy of the information is implied or accepted by VHA and the recipient is advised to confirm all information.

660 CAIN RD GALIANO B.S.



The information provided is for the sole use of the recipient.
No guarantee as to the accuracy of the information
is implied or accepted by VIHA and the recipient is
advised to confirm all information.

Report Transmission Cover Page

Bill To: Cash Account	Project ID:	Lot ID: 1429364
12579 26th Avenue	Project Name:	Control Number:
Surrey, BC, Canada	Project Location:	Date Received: Jun 16, 2020
V4A 2K6	LSD:	Date Reported: Jul 7, 2020
Attn: Lance Follett	P.O.: 1429364	Report Number: 2528200
Sampled By:	Proj. Acct. code:	
Company:		

Contact	Company	Address
Lance Follett	Cash Account	12579 26th Avenue Surrey, BC V4A 2K6 Phone: (604) 306-0371 Fax: Email: lancefollett@shaw.ca

<u>Delivery</u>	<u>Format</u>	<u>Deliverables</u>
Email - Single Report	PDF	Invoice
Email - Single Report	PDF	Test Report

Notes To Clients:

- Jul 06, 2020 - Upon receipt, sample 1429364-2 had exceeded recommended temperature for bacterial analysis.

Analytical Report

Bill To: Cash Account	Project ID:	Lot ID: 1429364
12579 26th Avenue	Project Name:	Control Number:
Surrey, BC, Canada	Project Location:	Date Received: Jun 16, 2020
V4A 2K6	LSD:	Date Reported: Jul 7, 2020
Attn: Lance Follett	P.O.: 1429364	Report Number: 2528200
Sampled By:	Proj. Acct. code:	
Company:		

Reference Number	1429364-1
Sample Date	June 16, 2020
Sample Time	NA
Sample Location	
Sample Description	Cain Rd., Galiano
Sample Matrix	Drinking Water

Analyte	Units	Result	Nominal Detection Limit	Guideline Limit	Guideline Comments
Metals Extractable					
Aluminum	Extractable mg/L	0.014	0.001	0.1	Below OG
Antimony	Extractable mg/L	0.00039	0.00002	0.006	Below MAC
Arsenic	Extractable mg/L	0.0003	0.0001	0.010	Below MAC
Barium	Extractable mg/L	0.0044	0.0001	2.0	Below MAC
Boron	Extractable mg/L	0.010	0.002	5	Below MAC
Cadmium	Extractable mg/L	0.00002	0.00001	0.005	Below MAC
Chromium	Extractable mg/L	0.00098	0.00005	0.05	Below MAC
Copper	Extractable mg/L	0.57	0.0005	1 AO; 2 MAC	Below AO
Lead	Extractable mg/L	0.0025	0.00001	0.005	Below MAC
Selenium	Extractable mg/L	<0.0002	0.0002	0.05	Below MAC
Strontium	Extractable mg/L	0.0088	0.0001	7.0	Below MAC
Uranium	Extractable mg/L	<0.00001	0.00001	0.02	Below MAC
Vanadium	Extractable mg/L	0.00005	0.00005		
Zinc	Extractable mg/L	0.77	0.0005	5.0	Below AO
Physical and Aggregate Properties					
Colour	True	Colour units	29	5	
Turbidity		NTU	3.76	0.1	0.1 Above OG
Routine Water					
pH - Holding Time		Exceeded			
pH	at 25 °C	6.62	0.01	7.0-10.5	Below Range
Electrical Conductivity		µS/cm at 25 °C	43	1	
Calcium	Extractable mg/L	0.89	0.01		
Iron	Extractable mg/L	0.065	0.004	0.3	Below AO
Magnesium	Extractable mg/L	0.62	0.02		
Manganese	Extractable mg/L	0.096	0.001	0.02 AO; 0.12 MAC	Above AO
Potassium	Extractable mg/L	3.9	0.04		
Silicon	Extractable mg/L	0.098	0.005		
Sodium	Extractable mg/L	3.0	0.1	200	Below AO
T-Alkalinity	as CaCO3 mg/L	8	5		
Chloride	Dissolved mg/L	5.72	0.05	250	Below AO
Fluoride	Dissolved mg/L	<0.01	0.01	1.5	Below MAC
Nitrate - N	Dissolved mg/L	0.16	0.01	10	Below MAC
Nitrite - N	Dissolved mg/L	<0.01	0.01	1	Below MAC
Sulfate (SO4)	Dissolved mg/L	1.2	0.1	500	Below AO
Hardness	as CaCO3 (extractable) mg/L	4.8	1		
Total Dissolved Solids	Extractable mg/L	21	1	500	Below AO

Analytical Report

Bill To: Cash Account	Project ID:	Lot ID: 1429364
12579 26th Avenue	Project Name:	Control Number:
Surrey, BC, Canada	Project Location:	Date Received: Jun 16, 2020
V4A 2K6	LSD:	Date Reported: Jul 7, 2020
Attn: Lance Follett	P.O.: 1429364	Report Number: 2528200
Sampled By:	Proj. Acct. code:	
Company:		

Reference Number	1429364-2
Sample Date	July 05, 2020
Sample Time	15:00
Sample Location	
Sample Description	Bacteria Test / 13.8 °C
Sample Matrix	Drinking Water

Analyte		Units	Result	Nominal Detection Limit	Guideline Limit	Guideline Comments
Microbiological Analysis						
Total Coliforms	Enzyme Substrate Test	MPN/100 mL	<1.0	1.0	0 per 100 mL	Below MAC
Escherichia coli	Enzyme Substrate Test	MPN/100 mL	<1.0	1.0	0 per 100 mL	Below MAC

Approved by:



Max Hewitt
Operations Manager

Data have been validated by Analytical Quality Control and Element's Integrated Data Validation System (IDVS).

Generation and distribution of the report, and approval by the digitized signature above, are performed through a secure and controlled automatic process.

Methodology and Notes

Bill To: Cash Account	Project ID:	Lot ID: 1429364
12579 26th Avenue	Project Name:	Control Number:
Surrey, BC, Canada	Project Location:	Date Received: Jun 16, 2020
V4A 2K6	LSD:	Date Reported: Jul 7, 2020
Attn: Lance Follett	P.O.: 1429364	Report Number: 2528200
Sampled By:	Proj. Acct. code:	
Company:		

Method of Analysis

Method Name	Reference	Method	Date Analysis Started	Location
Alk, pH, EC, Turb in water (BC)	APHA	* Alkalinity - Titration Method, 2320 B	Jun 18, 2020	Element Vancouver
Alk, pH, EC, Turb in water (BC)	APHA	* Conductivity, 2510 B	Jun 18, 2020	Element Vancouver
Alk, pH, EC, Turb in water (BC)	APHA	* pH - Electrometric Method, 4500-H+ B	Jun 18, 2020	Element Vancouver
Anions by IEC in water (VAN)	APHA	* Ion Chromatography with Chemical Suppression of Eluent Cond., 4110 B	Jun 17, 2020	Element Vancouver
Metals SemiTrace (Extractable) in water (VAN)	US EPA	* Metals & Trace Elements by ICP-AES, 6010C	Jun 18, 2020	Element Vancouver
Total and E-Coli - Colilert - DW (VAN)	APHA	Enzyme Substrate Test, APHA 9223 B	Jul 6, 2020	Element Vancouver
Trace Metals (extractable) in Water (VAN)	US EPA	* Determination of Trace Elements in Waters and Wastes by ICP-MS, 200.8	Jun 18, 2020	Element Vancouver
True Color in water (VAN)	APHA	* Spectrophotometric - Single Wavelength Method, 2120 C	Jun 17, 2020	Element Vancouver
Turbidity - Water (VAN)	APHA	* Turbidity - Nephelometric Method, 2130 B	Jun 18, 2020	Element Vancouver

* Reference Method Modified

References

APHA	Standard Methods for the Examination of Water and Wastewater
US EPA	US Environmental Protection Agency Test Methods

Guidelines

Guideline Description	Health Canada GCDWQ
Guideline Source	Guidelines for Canadian Drinking Water Quality, Health Canada, June 2019
Guideline Comments	MAC = Maximum Acceptable Concentration AO = Aesthetic Objective OG = Operational Guideline for Water Treatment Plants (does not apply to private groundwater wells). Refer to Health Canada for complete guidelines at www.hc-sc.gc.ca

Comments:

- Jul 06, 2020 - Upon receipt, sample 1429364-2 had exceeded recommended temperature for bacterial analysis.

The comparison of test results to guideline limits is provided for information purposes only. This is not to be taken as a statement of conformance / nonconformance to any guideline, regulation or limit. The data user is responsible for all conclusions drawn with respect to the data and is advised to consult official regulatory references when evaluating compliance.

Please direct any inquiries regarding this report to our Client Services group.

Results relate only to samples as submitted.

The test report shall not be reproduced except in full, without the written approval of the laboratory.



File No.: GL-TUP-2020.7 (Simpson)
(x ref: GL-TUP-2017.4)

DATE OF MEETING: December 7, 2020
TO: Galiano Island Local Trust Committee
FROM: Phil Testemale, Planner 2
Southern Team
COPY: Robert Kojima, Regional Planning Manager
Brad Smith, Island Planner
SUBJECT: Renewal of Temporary Use Permit for an Commercial Vacation Rental
Applicant: Gary Simpson and Lori McHattie
Location: 65 Sticks Allison

RECOMMENDATION

1. That the Galiano Island Local Trust Committee approve the issuance of a renewal Temporary Use Permit GL-TUP-2020.7 (Simpson) for a period of two (2) years; and,
2. That the Galiano Island Local Trust Committee require that the applicant submit CRD meter records from the date of issuance to the date of expiration for GL-TUP-2020.7 (Simpson) for any new Temporary Use Permit application.

REPORT SUMMARY

The purpose of the report is to consider the renewal of a Temporary Use Permit (TUP) for a Short Term Vacation Rental (STVR) within a dwelling unit.

In summary, the above recommendation for the issuance of the TUP is supported as:

- A two-year renewal period is consistent with other recent STVR TUP renewal decisions by the Local Trust Committee (LTC);
- All conditions with the existing TUP issued in 2018 have been met;
- Submitted CRD water usage records from 2017 forward indicate that the water usage has been conservative, and there is an existing rainwater catchment system on the property;
- The rationale for renewal is reasonable;
- The guest capacity is moderate;
- There have been no known complaints about the STVR use since the original TUP was issued;
- The application meets the current, specific guidelines of the OCP; and,
- The permit provides conditions to ensure that the use does not have an unreasonable impact on the local area, and, in the event it does, there is the ability to enforce compliance with the TUP.

BACKGROUND

The proposal is for the renewal of a TUP for a Short Term Vacation Rental use within an existing single-family dwelling. The maximum number of renters is six (6) with a maximum of two (2) people per bedroom.

The subject residence was built in 2017 and is 140 m² (1,550 ft²) in size with two bedrooms and a den with a bed. The property is 0.46 ha (1.1 ac.) in size and, in addition to the dwelling there is a 26 m² (260 ft².) combined carport/tool shed and a 17730 l rainwater catchment system including two cisterns. They market and rent the STVR through a local property management company.

The applicants submitted a cover letter as part of their renewal application (Attachment 1) that summarizes their rationale for the use and their attention to the guidelines of the Permit and OCP (see also 'Issues and Opportunities' – below).

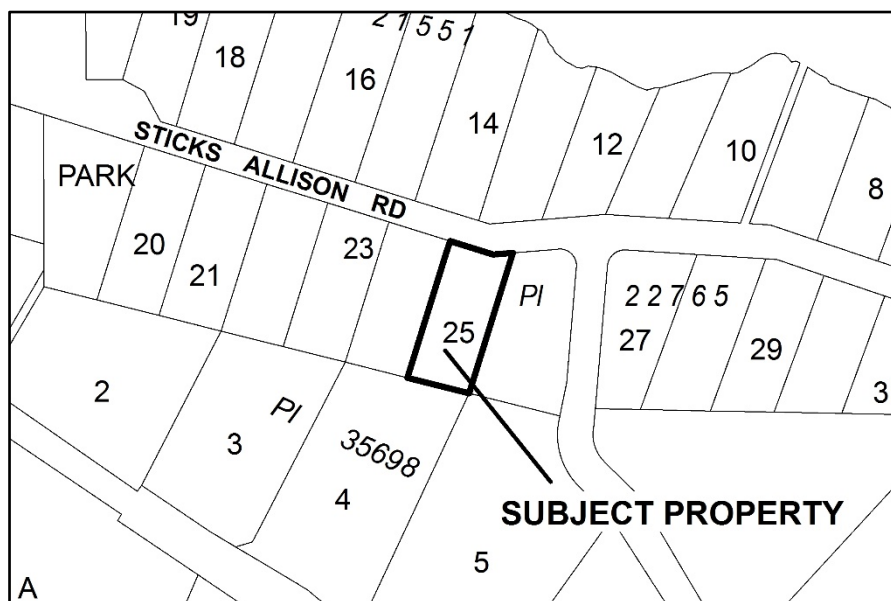
Upon receipt of the renewal application, staff communicated with the applicants who have verified that all conditions have been adhered to over the past three (3) years.

A detailed staff report on the initial application including background, analysis and mapping can be found on pages 71-87 of the agenda package for the February 5, 2018, Galiano Island Local Trust Committee (LTC) meeting: <http://www.islandstrust.bc.ca/media/345126/gl-2018-02-05-ltc-agd-pkg.pdf>

Minutes from the meeting indicate that a large volume of correspondence was received. The primary concern was with privacy from the immediate neighbour to the west. At the meeting, the draft TUP was amended to add the condition for the construction of 76 metre (250 feet) screening fence on the west side to a height of 1.8 meters (see 3.k. of Attachment 6). Photo evidence provided shows the completed privacy fence and cisterns (Attachment 5).

An updated TUP map, a completed TUP checklist and a copy of the proposed renewal permit (GL-TUP-2020.7) are included as Attachments 1, 2 and 6, respectively.

Figure 1 – Subject Property



ANALYSIS

Issues and Opportunities

STVR Regulatory Review

The LTC is currently reviewing existing regulations governing the operation of STVRs on Galiano Island. This project is underway and should be complete in 2021. A resolution was passed by the LTC at the March 2, 2020 meeting directing staff to draft OCP amendments removing the ability to issue TUPs for an STVR use. A 60-day notification period for comments on the proposed changes ended on September 20, 2020. If the proposed bylaw amendments are adopted, this would impact the future approval of STVR TUP renewals such as this along with new STVR TUP applications.

Cumulative Impacts

As shown on Attachment 1, the closest other TUPs for a STVR is directly northwest across the road at 154 Sticks-Allison Road (GL-TUP-2020.4 [Pankratz] – max. 6 guests). The next closest is GL-TUP-2019.7 (Keating & Young – max 4 guests) 1.8 kilometres west at 1541 Sticks-Alison. The maximum guest capacity of six (6) is modest and there have been no complaints to the Islands Trust regarding STVRs operating on this property since the permit was issued.

TUP Objectives and Guidelines

The attached 'TUP Checklist for Commercial Vacation Rental' analyzes the proposal for compliance with objectives and guidelines of the OCP (updated – Attachment 2). The proposal is compliant.

Water & Septic

The subject property is within the Water Management Area established in the LUB. The residence is on a metered water supply from the Sticks Allison Water System. The applicants have supplied quarterly CRD meter records from 2017 to current (Attachment 4). On those records, the consumption marker, or quota, set by the CRD is 136 m³ per billing period (quarter). The third quarter (July 1 to September 30) will typically be the busiest with family usage and summer rentals. For that annual time period, the usage in those quarters ranges from 34 to 36 m³, or approximately 25% of the CRD quota. On a year-to-year basis, the applicants estimate they use approximately 12% quota (Attachment 3). In 2020, they only had only 5 nights of rentals in the third quarter.

There is a rainwater harvesting system installed prior to the original application that captures water from a 200 m² roof area and includes two (2) rainwater cisterns with a combined storage capacity of 17,730 litres (1950 gal. – Attachment 2.2). The applicants state that they make this supply available to the Galiano Emergency Response Team and post water conservation information for guests. A condition to maintain the cisterns is condition 3.I of the TUP.

Given the foregoing, it is not anticipated that there will be any significant cumulative impacts on the water resource if the renewal is approved.

The septic system was installed under a permit in December 2014. The system includes a 4,091 litre (900 gal.) two-chamber fiberglass tank and a secondary 3,409 litre (750 gal.) tank with effluent filter.

Applicant's Rationale for the Proposed Use

The applicants estimate that they use this property in excess of 200 days per calendar year and are in the process of increasing this to be full time residents. Given that personal use, they do not think it is

feasible for to rent it full time and they prefer that the home does not sit empty and be subject to the possible deterioration that an empty house might face (Attachment 3).

Response to Neighbour and Public Notification

There is no statutory notification required for this renewal application given that the permit conditions are unchanged. As the application is a renewal, the LTC has the ability to issue the renewal or deny the renewal. Under the *Local Government Act* a renewal permit can only extend the expiration date of the temporary use permit.

TUP Conditions

The TUP is unchanged from the original permit and incorporates most of the conditions that are established in the OCP, as well as the condition for screening and a rainwater catchment system and cisterns. The permit allows for a maximum of number of six (6) guests.

First Nations

The renewal is applicable to an application where the use remains in the current footprint of the existing building structure with no additional disturbance or impact to the lands or waters to ensure protection of any possible archaeological sites.

Rationale for Recommendation

The recommendations on page 1 are supported given:

- A two-year renewal period is consistent with other recent STVR TUP renewal decisions by the Local Trust Committee (LTC);
- All conditions with the existing TUP issued in 2018 have been met;
- Submitted CRD water usage records from 2017 forward indicate that the water usage has been conservative, and there is a rainwater catchment system including cisterns on the property;
- The rationale for renewal is reasonable;
- The guest capacity is moderate;
- There have been no known complaints about the STVR use since the original TUP was issued;
- The application meets the current, specific guidelines of the OCP; and,
- The permit provides conditions to ensure that the use does not have an unreasonable impact on the local area, and, in the event it does, there is the ability to enforce compliance with the TUP.

ALTERNATIVES

1. Approve the TUP renewal for the maximum 3-year period

The LTC may wish to approve the TUP for the maximum period of 3-years which has been requested by the applicant.

Resolution:

That the Galiano Island Local Trust Committee approve the issuance of renewal Temporary Use Permit GL-2020.7 (Simpson) for the maximum 3-year period.

2. Request further information

The LTC may request further information be provided prior to making a decision (i.e. a professional report, or proof of application to the Water Authorizations Office). If selecting this alternative, the LTC should describe the specific information needed.

Resolution:

That the Galiano Island Local Trust Committee request that the applicant submit to the Islands Trust further information including: _____

3. Deny the application

The LTC may deny the application.

Resolution:

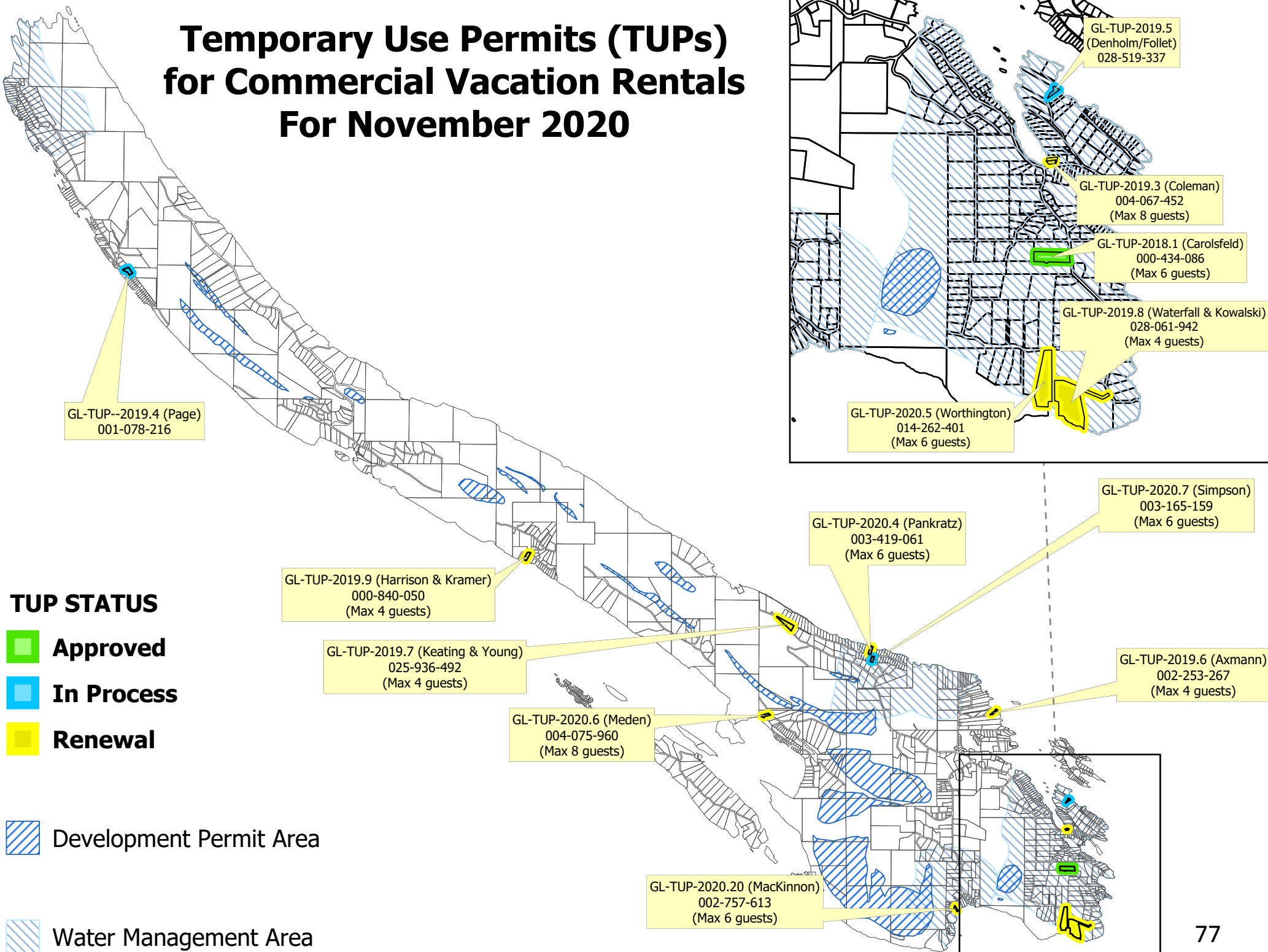
That the Galiano Island Local Trust Committee deny renewal application GL-TUP-2020.7(Simpson).

Submitted By:	Phil Testemale, Planner 2	November 23, 2020
Concurrence:	Robert Kojima, Regional Planning Manager	November 25, 2020

ATTACHMENTS

1. TUP Map (Updated November 2020)
2. TUP Checklist (Updated November 2020)
3. Applicant letter
4. Water Consumption Data
5. Photos of Fence Screen and Cisterns
6. Draft TUP (GL-TUP-2020.7 - Renewal of GL-TUP-2017.4)

Temporary Use Permits (TUPs) for Commercial Vacation Rentals For November 2020



ATTACHMENT 2: TUP CHECKLIST FOR COMMERCIAL VACATION RENTAL

GL-TUP-2020.7 (Renewal of GL-TUP-2017.4(Simpson)) 65 Allison Sticks Road

Guidelines	Comments
Overall TUP Guidelines	
a) Time Period - For the purpose of a temporary use permit, “commercial vacation rental” means the use of <i>residence</i> as temporary commercial accommodation for a period of less than a month at a time by persons, other than the owner or a permanent occupier. Note: by standing resolution: the LTC will consider only one dwelling per lot for CVR use.	Complies, by definition of the use in TUP
b) Cumulative Effects - The Local Trust Committee should consider the cumulative effects on the neighborhood and Island of all the temporary use permits issued for commercial vacation rentals.	Closest is directly northwest across Sticks-Allison; next nearest is 1.5 km west (see report body)
c) Residential Appearance - The Local Trust Committee may consider issuance of a temporary use permit for a commercial vacation rental provided the proposal would not alter the residential appearance of the residence.	No alterations proposed
d) Neighbour Concerns - The Local Trust Committee may require mitigating measures to address neighbours’ concerns, such as retention of existing screening and fencing, or installation of additional screening.	Concerns of neighbour to the west addressed in 2017 with condition to constrict fence along entire boundary.
e) Water Supply - The landowner should demonstrate an adequate supply of water and septic capacity for the duration of the proposed use as follows: <u>Potential Measures and Considerations to address Guideline (e):</u> Within Water Management Areas or Elevated Groundwater Catchment DPA 4*: ▪ Cistern for storage of rainwater (16000 litres min);or, ▪ Letter from Professional Hydrologist with experience with Groundwater assessing a recent pump test for adequate quantity for use and no impacts on neighboring properties. ▪ Water Meter Considerations outside of Water Management Areas: ▪ Recent well report and lab results ▪ Cistern for rainwater collection	This property is within a Water Management Area and is also within the Sticks Allison Water System and on a metered water supply through the CRD. Usage records from 2017 to present are Attachment 4. There is a rainwater catchment system 17,730 litres (1950 gal.) The dwelling is 140 m² in size and contains two bedrooms. Septic: The septic system was installed in Dec., 2014 under a permit. The system includes a 4,091 litre (900 gal.) 2 chamber fiberglass tank and a secondary 3,409 litre (750 gal) tank with effluent filter.
f) Parking - the landowner should demonstrate that the property is able to accommodate off-street	Minimum four (4) spaces is a condition in Permit.

ATTACHMENT 2: TUP CHECKLIST FOR COMMERCIAL VACATION RENTAL

Guidelines	Comments
parking for a minimum of two vehicles	
Permit Conditions	
g) Conditions - In addition to any other conditions the LTC may consider appropriate, the permit may:	Condition in Permit.
i. require that the owner or other contact be available on Galiano by telephone 24 hours/day, seven days per week and include the name and contact information in the conditions of the permit	
ii. require the owner or manager to provide neighbours within a 100 metre radius of the vacation rental with the owner or manager's phone number, and a copy of the temporary use permit	Condition in Permit.
iii. require the landowner to post for guests information on noise bylaws, water conservation, fire safety, storage and disposal of garbage and recycling, septic care and control of pets (if pets are permitted), and remind guests that the property is located in a residential area	Condition in Permit.
iv. establish a maximum number of people that can stay	Maximum of 6 is a condition in Permit.
v. establish a maximum number of guests per bedroom	Maximum of 2 is a condition in Permit.
vi. prohibit camping or occupancy of RVs on the property	Condition in Permit.
vii. restrict advertising to one unilluminated sign, with a maximum area	0.4 m ² , unilluminated and on subject property as a condition in Permit.
viii. prohibit the rental or provision of motorized personal watercraft	Condition in Permit.
ix. prohibit outdoor fires	Condition in Permit.
x. establish the dates during which the use may occur	The residence is intended to be rented year round for short term vacation rentals.
xi. include a provision stating that the bylaw enforcement officer may enter the property between certain hours without prior consultation if a complaint is received	Between 9 a.m. and 5 p.m. of any day as a condition in Permit.
xii. require that the landowner/operator post for guests emergency service contact information and to provide a means for contacting them	Condition in Permit.
xiii. require the landowner/operator to post contact information and permit information at the entrance to the property	Condition in Permit.
Agriculture Land Reserve	

ATTACHMENT 2: TUP CHECKLIST FOR COMMERCIAL VACATION RENTAL

Guidelines	Comments
h) <i>Agriculture Land Reserve</i> - A temporary use permit respecting a parcel in the Agricultural Land Reserve may require the approval of the Agriculture Land Commission prior to the permit being issued.	N/A

***Water Management Areas** – as established on Schedule C of the *Galiano Island Land Use Bylaw No. 127, 1999*

Renewal Date is February 21, 2021

Please accept this letter as supporting documentation for the application for the renewal request for the GL TUP- 2017.4 (Simpson). A little history about this property; we purchased 65 Sticks Allision in 2014, at which time there was no dwelling. We have since built a 2-bedroom home which was completed in April 2017 as the occupancy permit indicates. Over the past 35 years we have been lucky enough to have visited Galiano Island every summer and as such we have developed relationships with many of the wonderful residents. We were fortunate to be able to hire local island residents to complete the construction and all the trades required for our home. At this time, there is no secondary suite nor a cottage on the property and if we were to consider this in the future, we would follow the required building permits and processes.

We are not an investment firm, or a rental corporation, or a land holding business: we are a family. This is a family home that we, our kids and our grandkids use extensively. We maintain the property and are conscientious homeowners who are not only financially but emotionally invested in our property. We use this property in excess of 200 days per calendar year and are in the process of increasing this to be full time residents. We love our time on Galiano and the access to our home and at this time it is not feasible for us to rent it full time.

While we are not able to be on Galiano full-time we do make our home available for rental. We do this as permitted with our TUP STVR which was initially approved in February 2018. We observe all the conditions set out in the guidelines and are responsible individuals. We prefer that our home does not sit empty and be subject to the possible deterioration that an empty house might face. To date we have had positive responses from the renters about not only our property, but the beauty of Galiano Island and its amenities. We provide information about Island specific concerns such as water conservation and fire prevention as well as brochures for local business and establishments. We have not had any complaints about any renters or our rental property. We use a local property management company to look after the rental bookings, cleaning and minor repairs and questions or concerns about the renters' stay. They provide immediate responses to renters and are available 24/7 to attend to our home.

This property is connected to the CRD Sticks Allison Water system. The CRD outlines a quarterly quota of 136 Cu/M per quarter per lot. We have been tracking our consumption for the last 3 years and

are consuming on average 12% of the quota laid out by the CRD system. This finding is consistent regardless of the type of resident using the property. To date there is no evidence that renters consume greater amounts of water than when we (the homeowners) are occupying the home. We use only certified "Water Smart" Appliances. We have installed an 18,000 litre water harvesting system. It consists of 2000 sq/ft of roof that feeds 2 cisterns with a total capacity of 18,000 litres. These cisterns are connected to a pumping system that is used for all of our gardening and maintenance requirements. This water has been made available to the Galiano Emergency Response team and we practice responsible fireproofing methods. We really care about our home, our street, our neighbourhood and our island. We are active members of the Galiano community. We belong to the recycling society, support the Conservancy, belong to the Golf Club and are registered with the Emergency Response team and support many other local initiatives. We appreciate your time and consideration of this application.

Thank you,

Lori McHattie & Gary Simpson



Making a difference...together

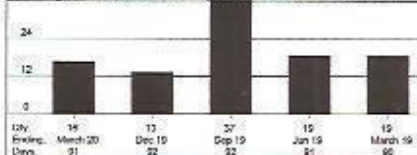
CAPITAL REGIONAL DISTRICT
479 Island Highway
Victoria, BC V9B 1H7
250.474.9600 | 800.663.4425 | Fax 250.474.4012
www.crd.bc.ca | waterbilling@crd.bc.ca

Gary Simpson
Lori McHattie

Q1-2020
WATER
BILL

Account number: [REDACTED]
Invoice number: [REDACTED]
Date: Nov 09, 2020
Due date: May 06, 2020
Billing from: Jan 01, 2020
to: March 31, 2020

Billing Period Consumption in Cubic Metres



METER READING SUMMARY

From Date	To Date	Days	Device	Reading Old	Reading New	Quantity Billed	
Jan 01, 2020	March 31, 2020	90	65095832	247	263	16	Cubic Metres

Previous Balance

Payment Received on Jan 16, 2020

Balance Forward

Sticks Allison Water Fixed Charge 1.00 SFE x [REDACTED]
Sticks Allison Water Consumption Charge 16 x \$ 0.0000

Balance Due

IMPORTANT MESSAGE:

If your account balance is current, thank you for your prompt payment.
If you have an overdue balance as of December 31, 2020: Overdue water accounts as of the end of the year will be added to the real property taxes and collected as taxes in arrears for any property subject to taxation. Please ensure your account is up to date to avoid the balance being transferred to taxes.



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CAPITAL REGIONAL DISTRICT
Integrated Water Services
479 Island Highway
Victoria, BC V9B 1H7

Please detach and return with your payment

Customer: Gary Simpson, Lori McHattie
Account number: [REDACTED]
Invoice number: [REDACTED]

Date: Nov 09, 2020
Due date: May 06, 2020
Please pay: [REDACTED]

/mount paid

Q2 - 2020



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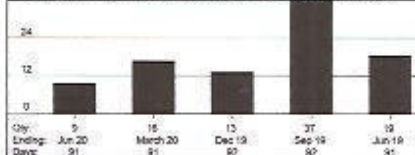
CAPITAL REGIONAL DISTRICT
479 Island Highway
Victoria, BC V9B 1H7
250.474.9600 | 800.663.4425 | Fax 250.474.4012
www.crd.bc.ca | waterbilling@crd.bc.ca

Gary Simpson
Lori McHattie

WATER BILL

Account number: [REDACTED]
Invoice number: [REDACTED]
Date: Jul 08, 2020
Due date: Aug 07, 2020
Billing from: Apr 01, 2020
to: Jun 30, 2020

Billing Period Consumption in Cubic Metres



METER READING SUMMARY

From Date	To Date	Days	Device	Reading Old	Reading New	Quantity Billed	
Service Address: 65 Sticks Allison Rd							
Apr 01, 2020	Jun 30, 2020	91	65095832	263	272	9	Cubic Metres

Previous Balance

Payment Received on May 19, 2020

Balance Forward

Sticks Allison Water Fixed Charge 1.00 SFE x [REDACTED]
Sticks Allison Water Consumption Charge 9 x \$ 0.0000

Balance Due

GENERAL MESSAGE:

For information regarding the Sticks Allison water system and to view the Water Conservation Notice, please visit
www.crd.bc.ca/sticks-ws



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CAPITAL REGIONAL DISTRICT
Integrated Water Services
479 Island Highway
Victoria, BC V9B 1H7

Please detach and return with your payment

Customer: Gary Simpson, Lori McHattie
Account number: [REDACTED]
Invoice number: [REDACTED]

Date: Jul 08, 2020
Due date: Aug 07, 2020
Please pay: [REDACTED]

Amount paid



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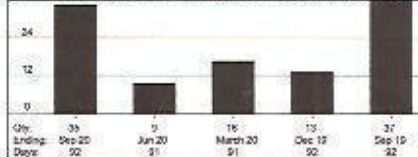
CAPITAL REGIONAL DISTRICT
479 Island Highway
Victoria, BC V9B 1H7
250.474.9600 | 800.663.4425 | Fax 250.474.4012
www.crd.bc.ca | waterbilling@crd.bc.ca

Gary Simpson
Lori McHattie

Q3-2020
WATER
BILL

Account number: [REDACTED]
Invoice number: [REDACTED]
Date: Oct 07, 2020
Due date: Nov 06, 2020
Billing from: Jul 01, 2020
to: Sep 30, 2020

Billing Period Consumption in Cubic Metres



METER READING SUMMARY

From Date	To Date	Days	Device	Reading Old	Reading New	Quantity Billed	
Jul 01, 2020	Sep 30, 2020	92	65095832	272	307	35	Cubic Metres

Previous Balance

Payment Received on Aug 17, 2020

Balance Forward

Sticks Allison Water Fixed Charge 1.00 SFE x [REDACTED]
Sticks Allison Water Consumption Charge 35 x \$ 0.0000

Balance Due

IMPORTANT MESSAGE:

If your account balance is current, thank you for your prompt payment.
If you have an overdue balance as of December 31, 2020: Overdue water accounts as of the end of the year will be added to the real property taxes and collected as taxes in arrears for any property subject to taxation. Please ensure your account is up to date to avoid the balance being transferred to taxes.



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CAPITAL REGIONAL DISTRICT
Integrated Water Services
479 Island Highway
Victoria, BC V9B 1H7

Please detach and return with your payment

Customer: Gary Simpson, Lori McHattie
Account number: [REDACTED]
Invoice number: [REDACTED]

Date: Oct 07, 2020
Due date: Nov 06, 2020
Please pay: [REDACTED]

Amount paid



Making a difference...together

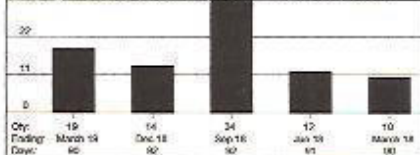
CAPITAL REGIONAL DISTRICT
479 Island Highway
Victoria, BC V9B 1H7
250.474.9600 | 800.663.4425 | Fax 250.474.4012
www.crd.bc.ca | waterbilling@crd.bc.ca

Gary Simpson
Lori McHattie

WATER BILL

Account number: [REDACTED]
Invoice number: [REDACTED]
Date: Apr 02, 2019
Due date: May 02, 2019
Billing from: Jan 01, 2019
to: March 31, 2019

Billing Period Consumption in Cubic Metres



METER READING SUMMARY

From Date	To Date	Days	Device	Reading Old	Reading New	Quantity Billed	
Jan 01, 2019	March 31, 2019	90	65095832	159	178	19	Cubic Metres

Previous Balance

Payment Received on Jan 09, 2019

Balance Forward

Sticks Allison Water Fixed Charge 1.00 SFE [REDACTED]
Sticks Allison Water Consumption Charge 19 x \$ 0.0000

Balance Due

General Message



Making a difference...together

CAPITAL REGIONAL DISTRICT
Integrated Water Services
479 Island Highway
Victoria, BC V9B 1H7

Please detach and return with your payment

Customer: Gary Simpson, Lori McHattie
Account number: [REDACTED]
Invoice number: [REDACTED]

Date: Apr 02, 2019
Due date: May 02, 2019
Please pay: [REDACTED]

Amount paid



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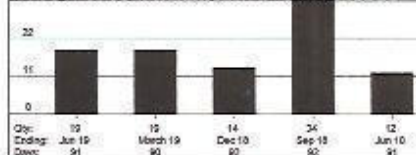
CAPITAL REGIONAL DISTRICT
479 Island Highway
Victoria, BC V9B 1H7
250.474.9500 | 800.663.4425 | Fax 250.474.4012
www.crd.bc.ca | waterbilling@crd.bc.ca

Gary Simpson
Lori McHattie

WATER BILL

Account number: [REDACTED]
Invoice number: [REDACTED]
Date: Jul 05, 2019
Due date: Aug 04, 2019
Billing from: Apr 01, 2019
to: Jun 30, 2019

Billing Period Consumption in Cubic Metres



METER READING SUMMARY

From Date	To Date	Days	Device	Reading Old	Reading New	Quantity Billed	
Service Address: 65 Sticks Allison Rd							
Apr 01, 2019	Jun 30, 2019	91	65095832	178	197	19	Cubic Metres

Previous Balance

Payment Received on May 02, 2019

Balance Forward

Sticks Allison Water Fixed Charge 1.00 SFE x [REDACTED]
Sticks Allison Water Consumption Charge 19 x \$ 0.0000

Balance Due

General Message

GENERAL MESSAGE

For water and sewer emergencies, please call 1.855.822.4426 and specify to the operator the service area in which the emergency has occurred. This is a 24-hour line. For general inquiries, please call 1.800.663.4425. For more information on your water service area, please visit www.crd.bc.ca/service/drinking-water/systems



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CAPITAL REGIONAL DISTRICT
Integrated Water Services
479 Island Highway
Victoria, BC V9B 1H7

Please detach and return with your payment

Customer: Gary Simpson, Lori McHattie
Account number: [REDACTED]
Invoice number: [REDACTED]

Date: Jul 05, 2019
Due date: Aug 04, 2019
Please pay: [REDACTED]

Amount paid



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Victoria, BC V9B 1H7
250.474.9600 | 800.663.4425 | Fax 250.474.4012
www.crd.bc.ca | waterbilling@crd.bc.ca

Gary Simpson
Lori McHattie

WATER BILL

Account number: [REDACTED]
Invoice number: [REDACTED]
Date: Oct 02, 2019
Due date: Nov 01, 2019
Billing from: Jul 01, 2019
to: Sep 30, 2019

Billing Period Consumption in Cubic Metres



METER READING SUMMARY

From Date	To Date	Days	Device	Reading Old	Reading New	Quantity Billed
Jul 01, 2019	Sep 30, 2019	92	65095832	197	234	37 Cubic Metres

Previous Balance

Payment Received on Aug 16, 2019

Balance Forward

Sticks Allison Water Fixed Charge 1.00 SFE x [REDACTED]
Sticks Allison Water Consumption Charge 37 x \$ 0.0000

Balance Due

General Message

GENERAL MESSAGE

All overdue water accounts as of December 31, 2019 will be added to real property taxes and collected as taxes in arrears, except for properties exempt from assessment for taxation.
If your account balance is current, please disregard the above message.



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CAPITAL REGIONAL DISTRICT
Integrated Water Services
479 Island Highway
Victoria, BC V9B 1H7

Please detach and return with your payment

Customer: Gary Simpson, Lori McHattie
Account number: [REDACTED]
Invoice number: [REDACTED]

Date: Oct 02, 2019
Due date: Nov 01, 2019
Please pay: [REDACTED]

Amount paid



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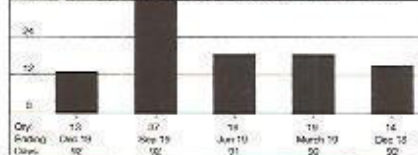
CAPITAL REGIONAL DISTRICT
479 Island Highway
Victoria, BC V9B 1H7
250.474.9600 | 800.663.4425 | Fax 250.474.4012
www.crd.bc.ca | waterbilling@crd.bc.ca

Gary Simpson
Lori McHattie

WATER BILL

Account number: [REDACTED]
Invoice number: [REDACTED]
Date: Jan 06, 2020
Due date: Feb 05, 2020
Billing from: Oct 01, 2019
to: Dec 31, 2019

Billing Period Consumption in Cubic Metres



METER READING SUMMARY

From Date	To Date	Days	Device	Reading Old	Reading New	Quantity Billed	
Service Address: 65 Sticks Allison Rd							
Oct 01, 2019	Dec 31, 2019	92	65095832	234	247	13	Cubic Metres

Previous Balance

Payment Received on Oct 09, 2019

Balance Forward

Sticks Allison Water Fixed Charge 1.00 SFE x [REDACTED]
Sticks Allison Water Consumption Charge 13 x \$ 0.0000

Balance Due

General Message



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CAPITAL REGIONAL DISTRICT
Integrated Water Services
479 Island Highway
Victoria, BC V9B 1H7

Please detach and return with your payment

Customer: Gary Simpson, Lori McHattie
Account number: [REDACTED]
Invoice number: [REDACTED]

Date: Jan 06, 2020
Due date: Feb 05, 2020
Please pay: [REDACTED]

Amount paid



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Lori McHattie & Gary Simpson

UTILITY BILL

Q1-18

Your account number: [REDACTED]
Access code: [REDACTED]
Invoice number: [REDACTED]

Date: Apr 16, 2018

Due date: May 16, 2018

Billing from: Jan 01, 2018
to: March 31, 2018

METER READING SUMMARY

From Date	To Date	Days	Device	Reading Old	Reading New	Quantity Billed	
01.01.2018	31.03.2018	90	65095832	89	99	10	Cubic Metres

Previous Balance

Payment Received on Jan 16, 2018

Balance Forward

Sticks Allison Water Fixed Charge 1.00 SFE X [REDACTED]
Sticks Allison Water Consumption Charge 10 X \$ 0.0000

Balance due

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CAPITAL REGIONAL DISTRICT
Integrated Water Services
479 Island Highway
Victoria, BC V9B 1H7

Please detach and return with your payment.

Customer: Lori McHattie & Gary Simp
Your account number: [REDACTED]
Invoice number: [REDACTED]

Date: Apr 16, 2018
Due date: May 16, 2018
Please pay: [REDACTED]

Amount paid

1000 11 04

96

At 250-474-9600
corner



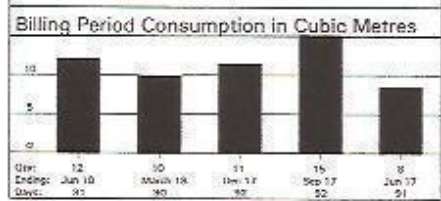
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479 Island Highway
Victoria, BC V9B 1H7
250.474.9600 | 800.663.4425 | Fax 250.474.4012
www.crd.bc.ca | waterbilling@crd.bc.ca

WATER BILL

WATER NUMBER Q2-18

Account number: [REDACTED]
Invoice number: [REDACTED]
Date: Jul 12, 2018
Due date: Aug 11, 2018
Billing from: Apr 01, 2018
to: Jun 30, 2018



METER READING SUMMARY				Reading Old	Reading New	Quantity Billed
From Date	To Date	Days	Device			
Service Address: 65 Sticks Allison Rd						
Apr 01, 2018	Jun 30, 2018	91	65095832	99	111	12 Cubic Metres
Previous Balance						
Payment Received on Apr 30, 2018						
Balance Forward						
Sticks Allison Water Fixed Charge 1.00 SFE x \$ [REDACTED]						
Sticks Allison Water Consumption Charge 12 x \$ 0.0000						
Balance Due						

General Message

IMPORTANT - PLEASE READ
Your CRD Utility invoice is now available through e-Billing! Please read the attached letter or visit our website at www.crd.bc.ca/account. **YOUR ACCOUNT NUMBER HAS CHANGED.** If you pay your CRD utility invoice via on-line banking or through your financial institution, please update this information before making your next payment. Also, you will notice you now have a **GRAPH ON YOUR BILL**. You can view and compare your consumption over the past year.



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CAPITAL REGIONAL DISTRICT
Integrated Water Services
479 Island Highway
Victoria, BC V9B 1H7

Please detach and return with your payment

Customer: Gary Simpson, Lori McHattie
Account number: [REDACTED]
Invoice number: [REDACTED]

Date: Jul 12, 2018
Due date: Aug 11, 2018
Please pay: [REDACTED]

Amount paid
[REDACTED]

00444-9000

96

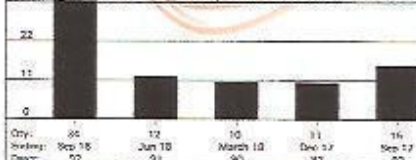


CAPITAL REGIONAL DISTRICT
479 Island Highway
Victoria, BC V9B 1H7
250.474.9600 | 800.663.4425 | Fax 250.474.4012
www.crd.bc.ca | waterbilling@crd.bc.ca

WATER BILL

Account number: [REDACTED]
Invoice number: [REDACTED]
Date: Oct 04, 2018
Due date: Nov 03, 2018
Billing from: Jul 01, 2018
to: Sep 30, 2018

Billing Period Consumption in Cubic Metres



Gary Simpson
Lori McHattie

METER READING SUMMARY

From Date	To Date	Days	Device	Reading Old	Reading New	Quantity Billed
Jul 01, 2018	Sep 30, 2018	92	65095832	111	145	34 Cubic Metres

Previous Balance

Payment Received on Jul 31, 2018

Balance Forward

Sticks Allison Water Fixed Charge 1.00 SFE x [REDACTED]
Sticks Allison Water Consumption Charge 34 x \$ 0.0000

Balance Due

GENERAL MESSAGE

All overdue water accounts as of December 31, 2018 will be added to the real property taxes and collected as taxes in arrears, except for properties exempt from assessment for taxation.

If your account balance is current, please disregard the above message.

If you pay your CRD utility invoice via on-line banking or through your financial institution, please update it with your new account number if you have not already done so.



CAPITAL REGIONAL DISTRICT
Integrated Water Services
479 Island Highway
Victoria, BC V9B 1H7

Please detach and return with your payment

Customer: Gary Simpson, Lori McHattie
Account number: [REDACTED]
Invoice number: [REDACTED]

Date: Oct 04, 2018
Due date: Nov 03, 2018
Please pay: [REDACTED]

Amount paid

104 14 1 9001

96

Q4-18



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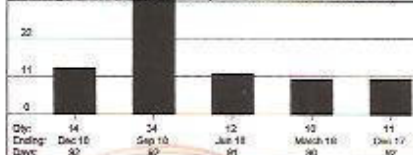
CAPITAL REGIONAL DISTRICT
479 Island Highway
Victoria, BC V9B 1H7
250.474.9600 | 800.663.4425 | Fax 250.474.4012
www.crd.bc.ca | waterbilling@crd.bc.ca

Gary Simpson
Lori McHattie

WATER BILL

Account number: [REDACTED]
Invoice number: [REDACTED]
Date: Jan 08, 2019
Due date: Feb 07, 2019
Billing from: Oct 01, 2018
to: Dec 31, 2018

Billing Period Consumption in Cubic Metres



METER READING SUMMARY

From Date	To Date	Days	Device	Reading Old	Reading New	Quantity Billed	
Oct 01, 2018	Dec 31, 2018	92	65095832	145	159	14	Cubic Metres

Previous Balance

Payment Received on Oct 16, 2018

Balance Forward

Sticks Allison Water Fixed Charge 1.00 SFE [REDACTED]
Sticks Allison Water Consumption Charge 14 x \$ 0.0000

Balance Due

General Message



Making a difference...together

CAPITAL REGIONAL DISTRICT
Integrated Water Services
479 Island Highway
Victoria, BC V9B 1H7

Please detach and return with your payment

Customer: Gary Simpson, Lori McHattie
Account number: [REDACTED]
Invoice number: [REDACTED]

Date: Jan 08, 2019
Due date: Feb 07, 2019
Please pay: \$ [REDACTED]

Amount paid



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www.crd.bc.ca | waterbilling@crd.bc.ca

Lori McHattie & Gary Simpson

Q1-2017

UTILITY BILL

Your account number: [REDACTED]
Access code: [REDACTED]
Invoice number: [REDACTED]

Date: Apr 13, 2017

Due date: May 13, 2017

Billing from: Jan 01, 2017
to: March 31, 2017

METER READING SUMMARY

From Date	To Date	Days	Device	Reading Old	Reading New	Quantity Billed	
01.01.2017	31.03.2017	90	65095832	49	55	6	Cubic Metres

Previous Balance

Payment Received on Feb 02, 2017

Balance Forward

Sticks Allison Water Fixed Charge 1.00 SFE X [REDACTED]
Sticks Allison Water Consumption Charge 6 X \$ 0.0000

Balance due

PAID
MAY 8



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CAPITAL REGIONAL DISTRICT
Integrated Water Services
479 Island Highway
Victoria, BC V9B 1H7

REMITTANCE

Customer: Lori McHattie & Gary Simp
Your account number: [REDACTED]
Invoice number: [REDACTED]

Date: Apr 13, 2017
Due date: May 13, 2017

Amount paid

04 14 1 900

96



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479 Island Highway
Victoria, BC V9B 1H7
250.474.9600 | 800.663.4425 | Fax 250.474.4012
www.crd.bc.ca | waterbilling@crd.bc.ca

Lori McHattie

Q2-2017

UTILITY BILL

Your account number: [REDACTED]
Access code: [REDACTED]
Invoice number: [REDACTED]

Date: Nov 09, 2020

Due date: Aug 11, 2017

Billing from: Apr 01, 2017
to: Jun 30, 2017

METER READING SUMMARY

From Date	To Date	Days	Device	Reading Old	Reading New	Quantity Billed	
01.04.2017	30.06.2017	91	65095832	55	63	8	Cubic Metres

Previous Balance

Payment Received on May 08, 2017

Balance Forward

Sticks Allison Water Fixed Charge 1.00 SFE X [REDACTED]
Sticks Allison Water Consumption Charge 8 X \$ 0.0000

Balance due

Please detach and return with your payment



Making a difference...together

CAPITAL REGIONAL DISTRICT
Integrated Water Services
479 Island Highway
Victoria, BC V9B 1H7

Customer: Lori McHattie

Your account number: [REDACTED]

Invoice number: [REDACTED]

Date: Nov 09, 2020

Due date: Aug 11, 2017

Please pay: [REDACTED]

Amount paid



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CAPITAL REGIONAL DISTRICT
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www.crd.bc.ca | waterbilling@crd.bc.ca

Lori McHattie & Gary Simpson

UTILITY BILL

Q3-17

Your account number: [REDACTED]
Access code: [REDACTED]
Invoice number: [REDACTED]
Date: Oct 04, 2017
Due date: Nov 03, 2017
Billing from: Jul 01, 2017
to: Sep 30, 2017

METER READING SUMMARY				Reading Old	Reading New	Quantity Billed	
From Date	To Date	Days	Device				
Service Address: 65 Sticks Allison Rd							
01.07.2017	30.09.2017	92	65095832	63	78	15	Cubic Metres
Previous Balance							
Payment Received on Aug 01, 2017							
Balance Forward							
Sticks Allison Water Fixed Charge 1.00 SFE X [REDACTED]							
Sticks Allison Water Consumption Charge 15 X \$ 0.0000							
Balance due							
GENERAL MESSAGE							
All overdue water accounts as of December 31, 2017 will be added to the real property taxes and collected as taxes in arrears, except for properties exempt from assessment for taxation.							
If your account balance is current, please disregard the above message							

PAID
Oct 31



Making a difference...together

CAPITAL REGIONAL DISTRICT
Integrated Water Services
479 Island Highway
Victoria, BC V9B 1H7

Customer: Lori McHattie & Gary Simpson
Your account number: [REDACTED]
Invoice number: [REDACTED]

Date: Oct 04, 2017
Due date: Nov 03, 2017
Please pay: [REDACTED]

Amount paid

04 14 1 9001

96



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CAPITAL REGIONAL DISTRICT
479 Island Highway
Victoria, BC V9B 1H7
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www.crd.bc.ca | waterbilling@crd.bc.ca

Lori McHattie & Gary Simpson

UTILITY BILL

Q4-17

Your account number: [REDACTED]
Access code: [REDACTED]
Invoice number: [REDACTED]

Date: Jan 02, 2018

Due date: Feb 01, 2018

Billing from: Oct 01, 2017
to: Dec 31, 2017

METER READING SUMMARY

From Date	To Date	Days	Device	Reading Old	Reading New	Quantity Billed	
01.10.2017	31.12.2017	92	65095832	78	89	11	Cubic Metres

Previous Balance

Payment Received on Nov 01, 2017

Balance Forward

Sticks Allison Water Fixed Charge 1.00 SFE X [REDACTED]
Sticks Allison Water Consumption Charge 11 X \$ 0.0000

Balance due

GENERAL MESSAGE

All overdue water accounts as of December 31, 2017 will be added to the real property taxes and collected as taxes in arrears, except for properties exempt from assessment for taxation.

If your account balance is current, please disregard the above message

PAID
JAN 15



Making a difference...together

CAPITAL REGIONAL DISTRICT
Integrated Water Services
479 Island Highway
Victoria, BC V9B 1H7

Please detach and return with your payment

Customer: Lori McHattie & Gary Simp

Your account number: [REDACTED]

Invoice number: [REDACTED]

Date: Jan 02, 2018

Due date: Feb 01, 2018

Please pay: [REDACTED]

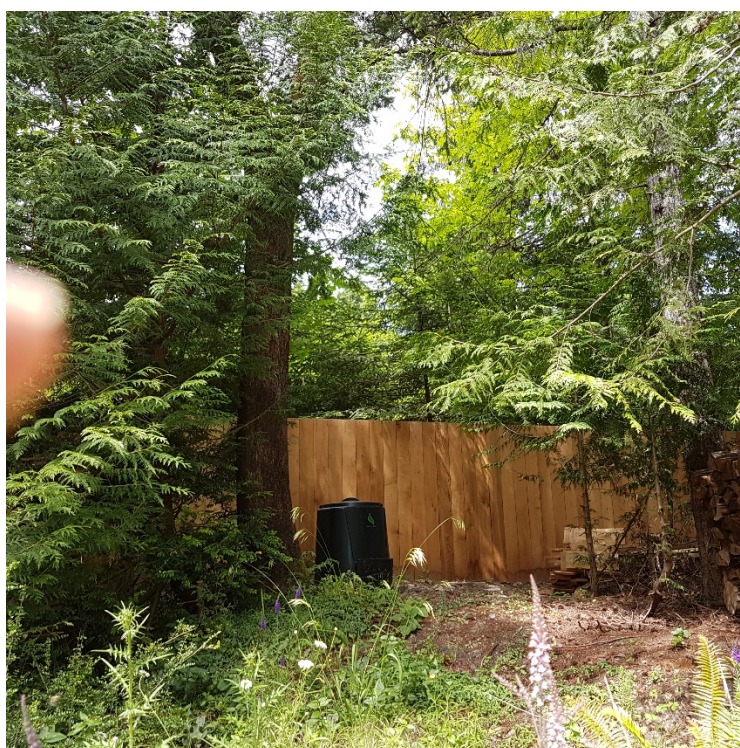
Amount paid

104 14 1 900

96

ATTACHMENT 2 – FENCE AND CISTERN PHOTOGRAPHS

2.1 FENCE (CONDITION 3. K.)



2.2 CISTERNS (CONDITION 3.L.)





**GALIANO ISLAND LOCAL TRUST COMMITTEE
TEMPORARY USE PERMIT
GL-TUP-2020.7 (Simpson)
Renewal of GL-TUP-2017.4 (Simpson)**

65 Sticks Allison Road

To: Gary Simpson

1. This Permit applies to the land described below:

Lot 25, District lot 15, Galiano Island, Cowichan District, Plan 22765
(PID: 003-165-159)

2. This Permit is issued for the purpose of permitting the owner to conduct the following use on their property:

a) a Commercial Vacation Rental within the Dwelling Unit.

3. and is subject to the following conditions:

- a) the property owner or other contact person be available on Galiano Island by telephone 24 hours/day, seven days per week. The name and contact number of property owner and on island contact person must be provided to guests upon arrival;
- b) the property owner or Commercial Vacation Rental operator must provide neighbours within a 100 metre radius of the vacation rental with the contact person's phone number, and a copy of the temporary use permit;
- c) the property owner or Commercial Vacation Rental operator must post for guests information on noise bylaws, water conservation, fire safety, storage and disposal of garbage and recycling, septic care, and control of pets. The guest information must also remind guests that the property is located in a residential area;
- d) the maximum number of guests is limited to six (6) persons;
- e) the maximum number of guests per bedroom is two (2) persons;
- f) camping and occupancy of recreational vehicles is prohibited;
- g) a maximum of one unilluminated sign not exceeding a total sign area of 0.4 square metres advertising the Commercial Vacation Rental is permitted. The sign must be located on the lot occupied by the Commercial Vacation Rental use;
- h) the rental or provision of motorized personal watercraft is prohibited;
- i) all outdoor fires are prohibited;
- j) the owner must provide parking for four (4) vehicles on the property;
- k) the property owner must install 76.2m (250 ft.) of 1.8m (5.9 ft.) high fencing along the westerly property line.
- l) the property owner is to maintain the two existing cisterns for onsite storage of 16000 litres (1100 gals.) of rainwater;
- m) the property owner or Commercial Vacation Rental operator must post for guests emergency service contact information and to provide a means for contacting them;
- n) the property owner or Commercial Vacation Rental operator must post the name and contact number of property owner and on island contact person, and permit information at the entrance to the property; and

- o) the holder of this Permit, will be held accountable for any violation of the conditions of this Permit. The Islands Trust Bylaw Investigations Officer may enter the property between the hours of 9:00 am and 5:00 pm on any day without prior consultation with the holder of the Permit, or commercial vacation renter for the purpose of investigating a complaint.
- 4. This permit is valid for two (2) years from date of issuance of the permit and upon expiry of the permit the owner of the site shall discontinue the temporary use to the satisfaction of the Islands Trust.
- 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 completion of the proposed development, including approvals from the Capital Regional District, Island Health and Ministry of Transportation and Infrastructure.

**AUTHORIZING RESOLUTION PASSED BY THE GALIANO ISLAND LOCAL TRUST COMMITTEE THIS
#th DAY OF MONTH, 20##.**

Deputy Secretary, Islands Trust

Date Issued

DATE OF MEETING: November 26, 2020

TO: Local Trust Committees (Southern Region)

FROM: William Shulba, P.Geo, Senior Freshwater Specialist
Local Planning Services

COPY: Robert Kojima, Regional Planning Manager

SUBJECT: Southern Gulf Islands Groundwater Sustainability Strategy Update

REPORT SUMMARY

The intention of this report is to provide preliminary results of the Southern Gulf Islands Groundwater Sustainability Strategy with respect to the information involved, data generated, review process, update process, and next steps. Local trust committees should also consider if they wish to retain the project as a priority in the next fiscal year to proceed with a review of potential OCP and LUB amendments.

BACKGROUND

In March 2019 the Islands Trust Council declared a climate emergency in the Islands Trust Area, directing staff to include a central focus on equitable climate change mitigation, adaptation, and resilience into strategic planning.

The Policy Statement (policy 4.4.2) requires that 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.

The Southern Gulf Island Local Trust Committees have identified groundwater resources as a priority in their Official Community Plans and as part of their approval of land-use applications over the past decades. Previous researchers have recommended actions with respect to an ecosystem vulnerability approach to groundwater sustainability strategy and the Province of BC supports deep collaboration in groundwater-focused projects at the local government level and are an external partner in this project.

In summer of 2019, five Local Trust Committees passed resolutions making the *Southern Gulf Islands Groundwater Sustainability Strategy* a top priority project and endorsing the project charter. GW Solutions of Nanaimo, B.C. was retained by Islands Trust in 2019/2020 fiscal year to undertake the main deliverables of the project.

The data collection was conducted over the 2019/20 fiscal and deliverables in the form of draft maps and reports were received by Islands Trust in June 2020. The project was reviewed by staff and peer reviewed from July to October 2020, and modifications to the methodology and mapping are currently being made based on those reviews.

ANALYSIS

Project Phases

The Groundwater Sustainability Strategy project is a multi-year project set out in several phases to accomplish goals of groundwater sustainability for the Islands Trust Area.

- Phase 0: Data and Information Inventory
- Phase 1: Groundwater Recharge Potential Mapping
- Phase 2: Groundwater Availability Assessment
- Phase 3: Groundwater Sustainability Planning

The Southern Gulf Islands Groundwater Sustainability Strategy project Phase 0, Phase 1, and Phase 2, which included defined objectives, deliverables, and review, were conducted in fiscal years 19/20 and 20/21 and are completed or will be completed early in 2021. In Phase 3, mapping will be integrated into local planning services as the final deliverables are received. LTCs should also consider if they wish to identify further work in the form of potential OCP and LUB amendments as Priority projects in fiscal 21/22.

Phase Objectives

Phase 0: Data and Information Inventory

- Inventory existing datasets that are required to assess groundwater recharge and availability; and
- Identify data gaps to be addressed in the future to improve understanding of groundwater availability.

Phase 1: Groundwater Recharge Potential Mapping

- Develop and run groundwater recharge potential spatial model for the Southern Gulf Islands; and
- Provide full and open access to groundwater recharge geospatial model including input data sets and output results for incorporation into Islands Trust mapping services.

Phase 2: Groundwater Availability Assessment

- Develop and run a spatial groundwater budget assessment for the Southern Gulf Islands; and
- Provide full and open access to groundwater budget data dashboard including input data sets and output results for utilization by Islands Trust planning team.

Phase 3: Groundwater Sustainability Planning

- Finalize mapping to manage water resources on the Southern Gulf Islands through an improved understanding of groundwater recharge and availability;
- Provide tools for planning staff to support advice to LTCs in consideration of development proposals and long range planning projects;
- Provide documentation and educational materials to increase groundwater literacy in island communities;
- Potential amendments to OCP and LUB.

Phase Methodology

Phase 1 Groundwater Recharge Potential Mapping

Groundwater recharge (including deep drainage and/or deep percolation) is a hydrologic process, where water moves downward from surface to subsurface and may consequently reach groundwater/aquifer. Groundwater recharge depends on several factors such as infiltration capacity and climate. The amount of water infiltrating to subsurface is different due to changes in topography, geology, biogeography and land-use/land cover and available water.

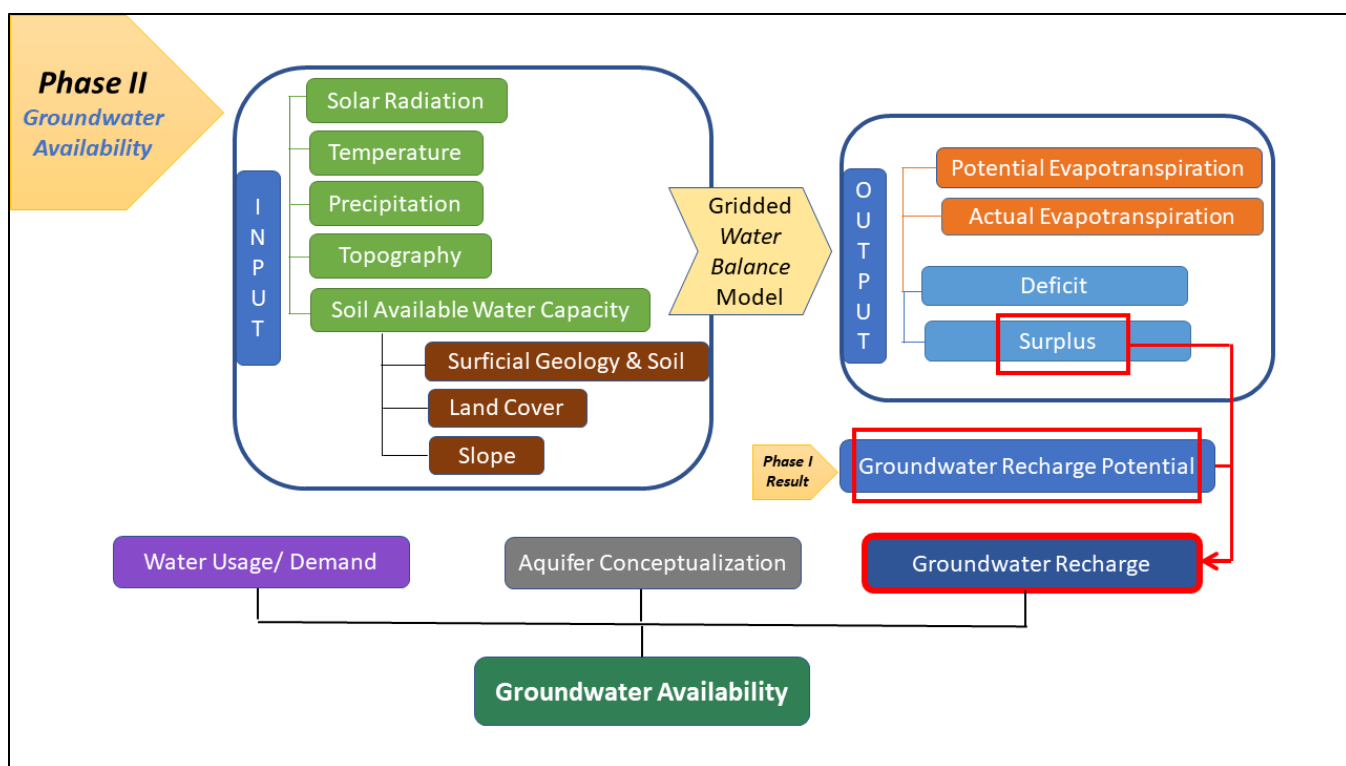
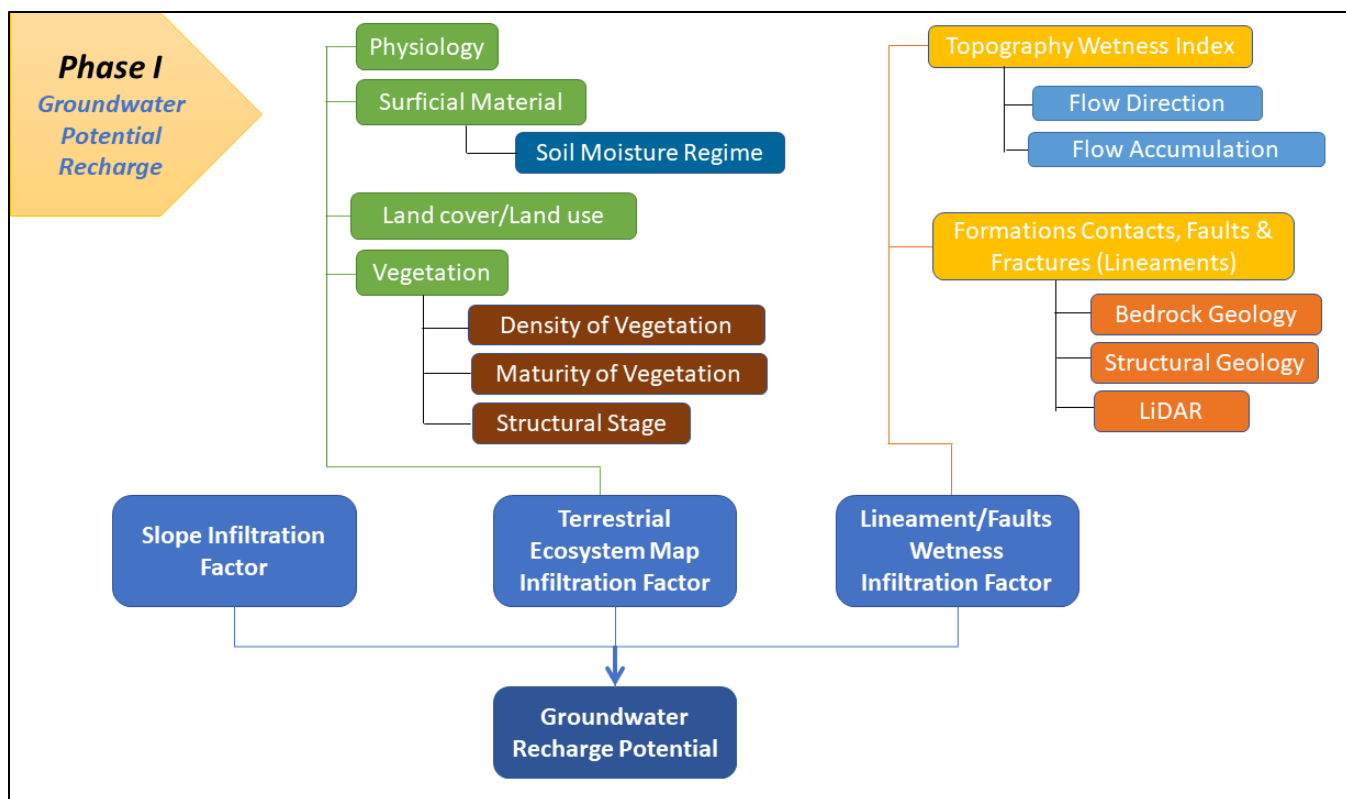
The project intends to spatially identify the intrinsic potential of the landscape to recharge groundwater and estimates the overall amount of groundwater available for use by humans and the environment. Across the Southern Gulf Islands, diffuse recharge is determined by the capability of Terrestrial Ecosystem units to infiltrate the available surface water into the ground. The capability of these units are defined based on the soil properties such as texture and moisture, land cover and vegetation. Localized recharge that mainly occurs in a bedrock dominant environment was addressed by the analysis of faults, geologic contacts, and landscape lineaments.

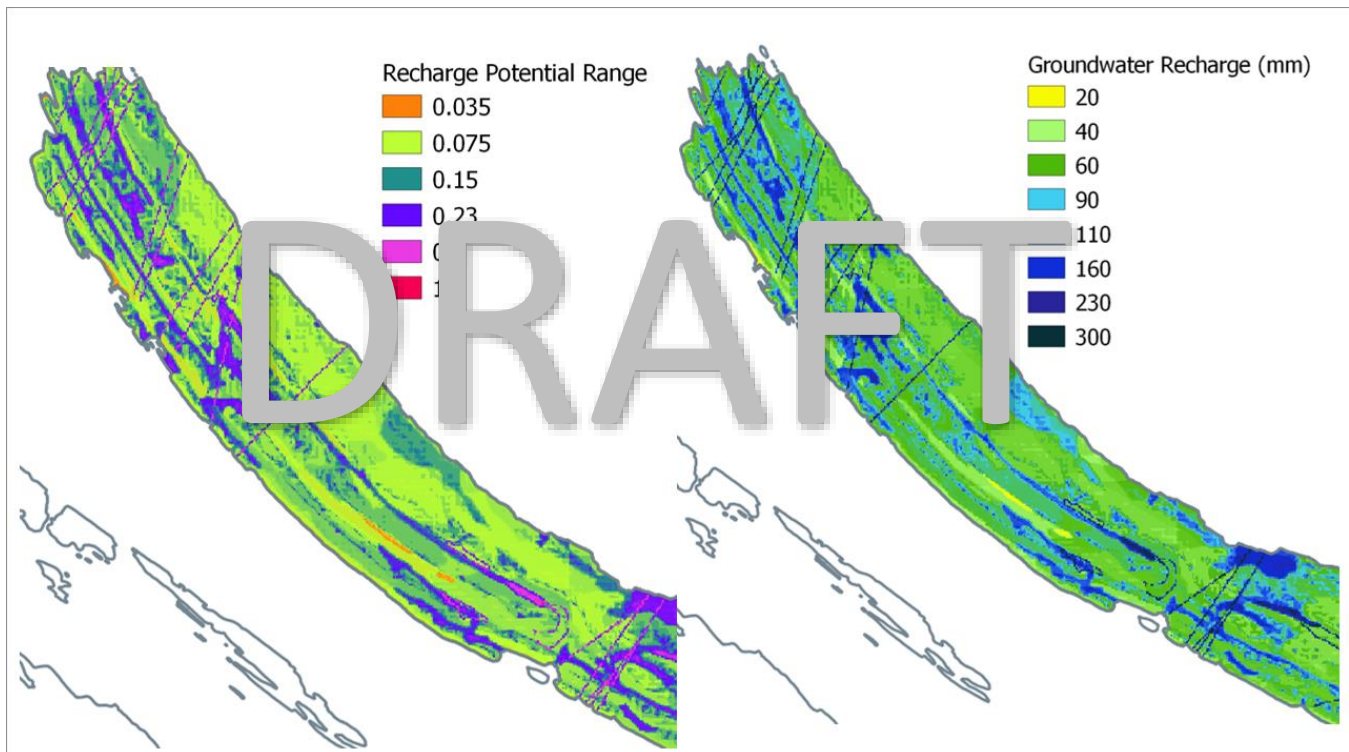
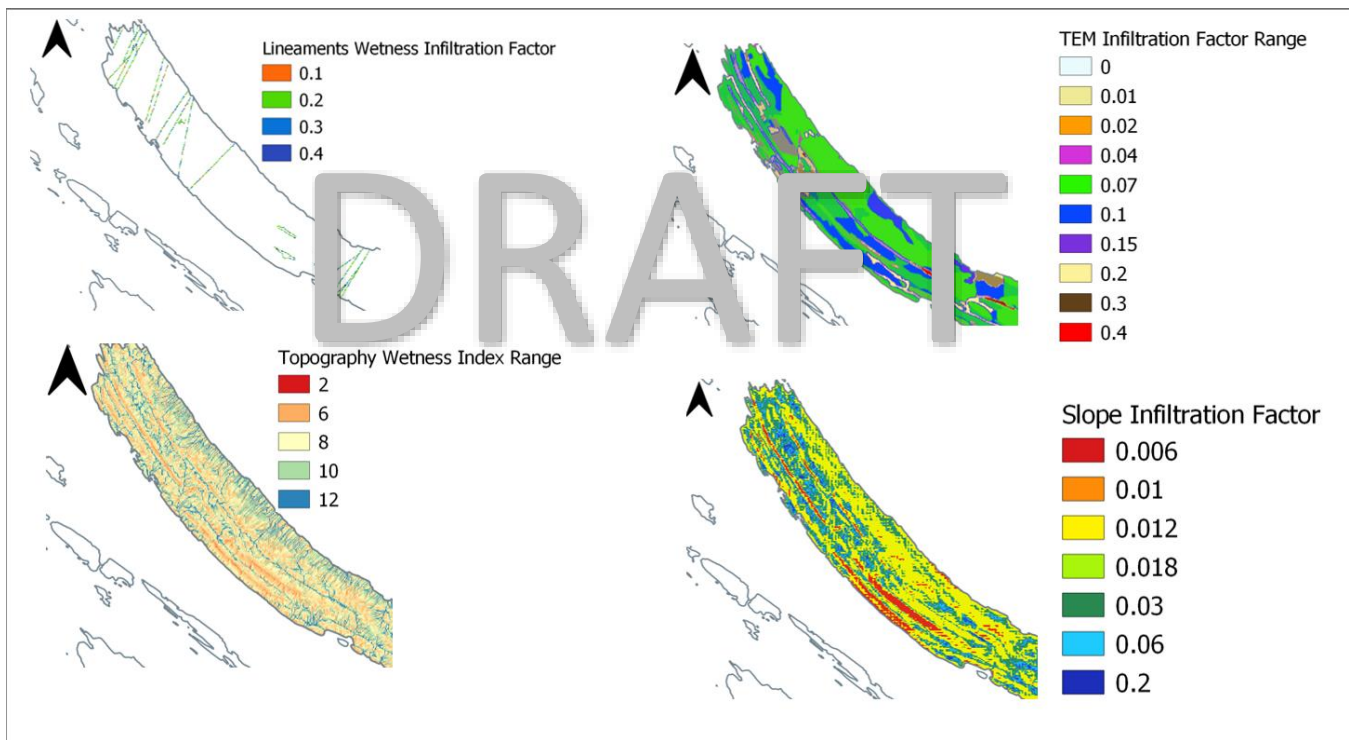
The ground capacity to allow for groundwater recharge has been calculated at a 20 m x 20 m grid scale organized into categories with low (less than 15%), moderate (15 - 23%), good (23 - 50%) and high (more than 50%) recharge potential. When considering how much rainfall is available to be potentially recharged using downscaled climate data, the amount of groundwater recharge ranges between 20 and 300 mm/year per grid cell.

As part of this phase, three-dimensional hydrogeological conceptual models were created. These models were built on data from over 1700 groundwater well drilling reports stored in the GWELLS provincial database. These data were extracted, cleaned, and standardized, in particular for information related to fractures (depth and yield).

As part of this phase, groundwater regions, also known as groundwater management units, were delineated based on drainage areas, bedrock geology, mapped aquifers, structural geology and the distribution and characteristics of water wells. A total of 48 groundwater regions have been defined for the Southern Gulf Islands.

Deliverables are to provide a spatial representation of groundwater recharge potential and overall use. Below are examples of the deliverables of the project, highlighting the northern tip of Galliano Island.





Phase 2: Groundwater Availability

To quantify the amount of groundwater available within groundwater regions, a methodology has been developed based on the climate variables, groundwater recharge potential, estimated water demand/usage, and three-dimensional island hydrogeological models.

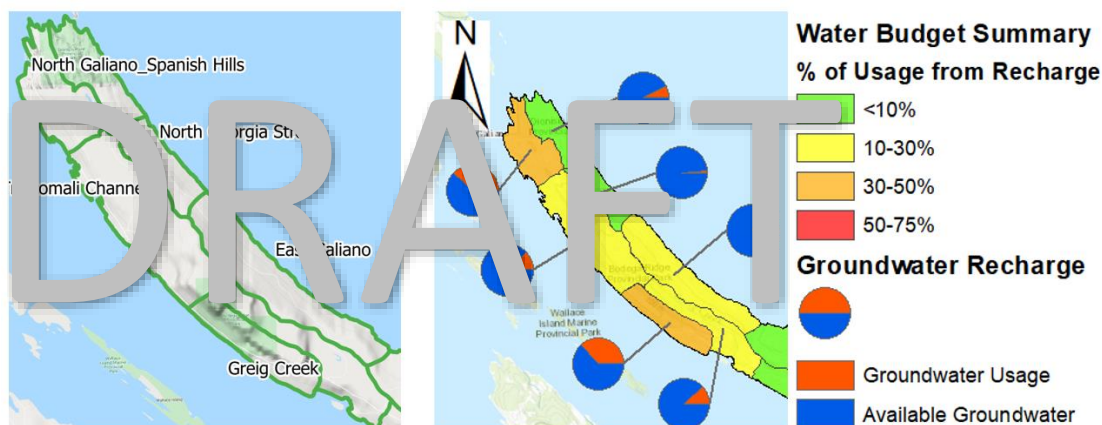
To characterize aquifers and groundwater use, GW Solutions extracted, cleaned, and standardized information related to fractures from the provincial groundwater wells database GWELLS. Over 3000 wells were listed within the Southern Gulf Islands with approximately 1700 providing information on both fracture depth and estimated fracture yield per fracture. Driller reported groundwater yield information was extracted from 83% of the wells. These yields were classified and approximately 40% of the wells reports yields less than 2 USgpm (US gallons per minute), 40% of the wells reported yields between 2 to 15 USgpm, and 10 % greater than 15 USgpm. These values were used with land-use per parcel from BC Assessment to determine the amount of water that is being used by each parcel.

Surface water removal was estimated from basic information about the water licenses such as license status, refused applications, pending, expired, current, cancelled, active applications, abandoned, and abandoned applications, expiry date, granted volume and its corresponding unit and purpose. The water balance model required the estimation of monthly and yearly water withdrawal volumes.

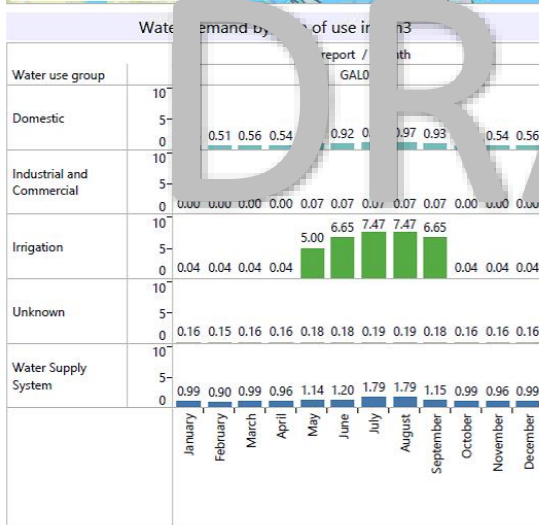
Based on the information presented in the GWELLS database and the type of water use for each well, the wells were classified into the following categories: Water Supply System, Test Well, Private Domestic, Observation Well, Irrigation, Commercial and Industrial, Other and Unknown Well Use. Unfortunately, the GWELLS database does not include all wells because reporting to the Province was voluntary until implementation of the Water Sustainability Act in 2016.

The GWELLS database does not include information on pumped volumes, only potential yields. Water usage for surface water and groundwater sources has been estimated since actual usage data is very poorly measured. In order to estimate the water usage data from the BC Assessment land-use cadastral parcel map, GWELLS database, and water service areas regulated by VIHA.

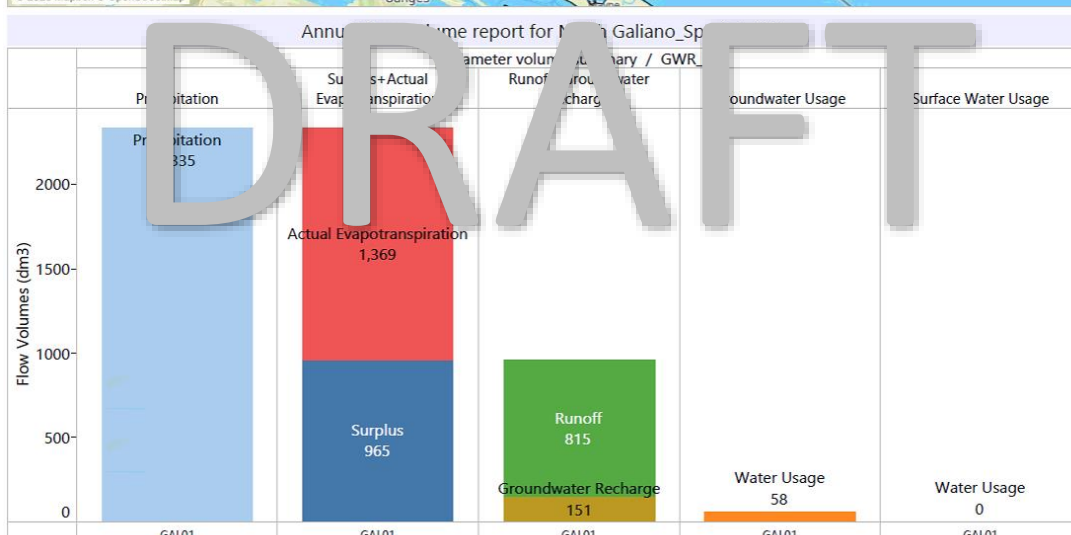
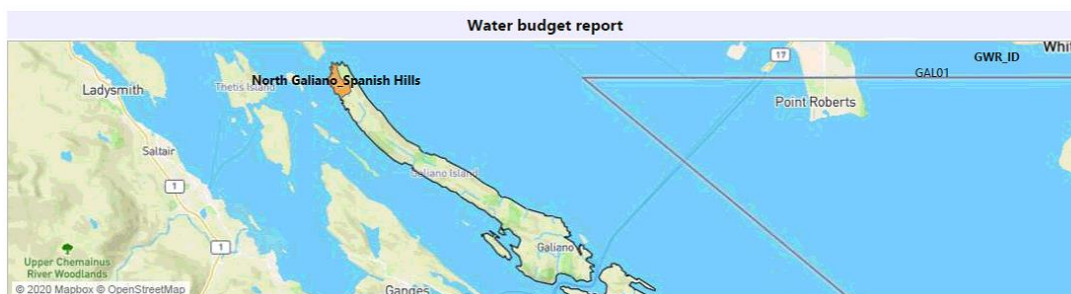
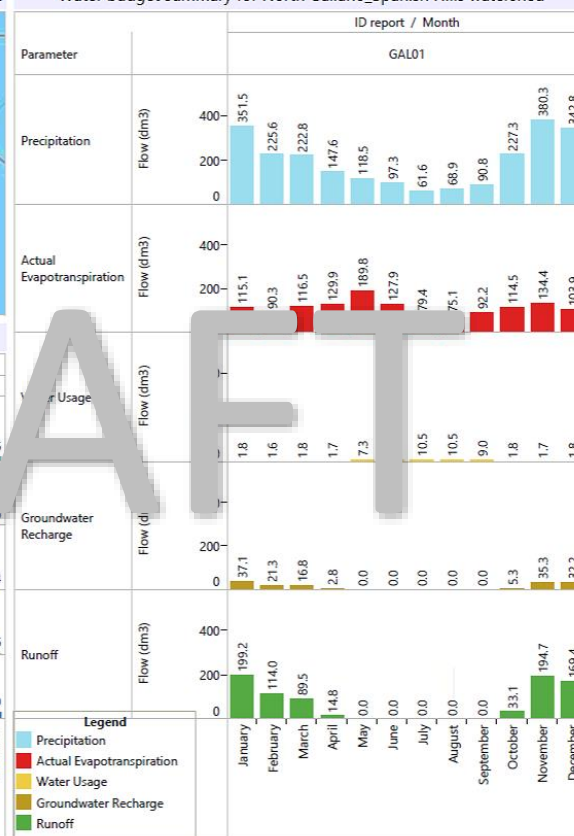
This approach to understanding groundwater availability, a balance between estimates of the aquifer recharge to estimates of water demand, has resulted in the percentage of groundwater usage relative to aquifer recharge for each groundwater region. It reveals that groundwater usage reaches up to 75% of the groundwater recharge in some areas of the Southern Gulf Islands. This likely creates stress on environmental needs and/or can result in water conflicts.



Water budget report for the watershed: North Galiano_Spanish Hills



Water budget summary for North Galiano_Spanish Hills watershed



Consultation

Due to the complexity and scope of the Project, Islands Trust Senior Freshwater Specialist identified in the Project Charter that a review is required to ensure the applicability and efficacy of the Project.

“Technical Services” budget for this project were carried over to fiscal year 2020/21 to retain groundwater consultants to provide professional reviews of the Project. In addition, several organizations, agency staff, and researchers supplied peer reviews at no cost to the project.

Reviews of the project were requested by:

- Hornby Water Stewardship,
- Salt Spring Island Watershed Protection Alliance,
- Provincial Staff Hydrogeologists,
- Dr. Diana Allen of Simon Fraser University,
- Dr. John Cox of Mount Royal University,
- Mr. Allan Daikin P.Eng, (Elanco Enterprises),
- Mr. Allan Kohut P.Eng, (Hy-Geo Consulting),
- Mr. Mike Wei P.Eng, (Hydro Geo Logic Consulting),
- Western Water Associates, and
- Dr. James Henderson P.Geo.

In July 2020, Islands Trust received peer reviews of the Project from the Hornby Water Stewardship, Salt Spring Island Watershed Protection Alliance, Provincial Hydrogeologists, Dr. Diana Allen of Simon Fraser University, and Dr. John Cox of Mount Royal University.

Islands Trust retained groundwater professionals Allan Daikin P.Eng, Allan Kohut P.Eng, Mike Wei P.Eng, Western Water Associates, and Dr. James Henderson P.Geo to provide professional reviews of the Project and all peer and professional reviews have since been received by the Senior Freshwater Specialist.

The intentions of the review are:

- to update the GW Solutions Project report to Islands Trust;
- to refine the recharge potential mapping methodology to be applied to the Southern Gulf Islands, and to Denman, Hornby, and Gabriola in FY20/21; and
- to coordinate sharing of groundwater expertise, information and knowledge.

Several reviewers acknowledged that GW Solutions has done a lot of work and brought good value to the Islands Trust. The Hornby Water Stewardship described the report as a “*fascinating read*” and described the approach as providing a promising understanding of the health of groundwater supplies in any Gulf Island. Others stated that the report provided a lot of very useful information to Islands Trust.

There were several common themes and recommendations among the reviews regarding the reporting of the project including but not limited to:

- improvements to the GW Solutions report readability and approachability,
- data errors and data limitations,
- increased study on the geological environments of the area,
- more focus on the Terrestrial Ecosystem Mapping,
- further investigation of the hydrogeology of groundwater discharge regions as they relate to surface water, and

- more explanation of the water balance methodology.

The review was mostly technical in nature and provided direction to improve the methodology and outcomes and the project team is currently working through the details to implement changes.

Timeline

The following timeline is a basic overview of the progress of the project and identification of timing of next steps.

Project Initialization Report	February 28, 2019
Master Project Charter	July 2, 2019
Request for Proposal	October 10, 2019
Contract Awarded	November, 2019
Project Deliverables	March 2020
Updated Draft Report	May, 2020
Peer (Volunteer) Reviews	June – July 2020
Professional (Contracted) Reviews	August – November 2020
Contractor Procurement	November 2020
Preliminary Staff Report	November 2020
Deliverables Finalization	January – February 2021
Final Report	March 2021

NEXT STEPS

1. Consultant finalization of the *Islands Trust Groundwater Recharge Mapping project* to address the recommendations of the peer review of the Southern Gulf Islands Groundwater Sustainability Strategy project.
2. The final draft of the project deliverables including groundwater recharge maps, groundwater assessment maps, and technical report in early 2021 for a final review before delivery to LTCs and presentation to the public.
3. Implementation through integration of mapping and data into routine review of land use applications and long range planning projects. This would be similar to how sensitive ecosystem data, slope hazard and other mapping data currently considered during application reviews.
4. LTC consideration of retaining the project as a Top Priority in fiscal year 21/22 to review options and consider potential amendments to bylaws. This could include amendments to OCP policies, amendment of existing development permit areas or establishment of new development permit areas, or amendment to existing regulations or establishment of new regulations for water storage or conditions of use. There is potential for the project to be conducted concurrently for more than one LTC in the region.

Submitted By:	William Shulba, P.Geo Senior Freshwater Specialist	November 18, 2020
Concurrence:	Robert Kojima, Regional Planning Manager	November 18, 2020

Top Priorities Report

Galiano Island

1. Affordable Housing Strategy - STVR Review

Phase 1: STVR review

Responsible

Brad Smith

Dates

Rec'd: 04-Mar-2019
Target: 31-Dec-2020

2. Groundwater Sustainability

Phase 1: mapping and data analysis

Responsible

William Shulba

Dates

Rec'd: 02-Apr-2019
Target: 01-Apr-2020

3. Land Use Bylaw amendments

To review LUB for: any technical/administrative bylaw amendments (e.g. definition references and numbering), shoreline zoning wording, crown lot rezonings, and review park zoning (specifically to allow stairs in setbacks).

Responsible

Brad Smith

Dates

Rec'd: 28-Apr-2020
Target: 31-Mar-2021



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 maximum house sizes***Responsible****Date Received**

To review policies and regulations to potentially establish maximum floor area(s) for dwellings

06-May-2019

8. *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

9. *Climate Change Adaptation and Mitigation Strategies***Responsible****Date Received**

Development of climate change adaptation and mitigation strategies for Galiano Island - starting point is December 12th APC review of staff memo on Trust wide approaches to climate change adaptation

03-Feb-2020

Projects Report

Galiano Island

10. <i>Review of Road Network Plan</i>	Responsible	Date Received
Review of Road Network Plan - include December 11th APC memo in review process - meet with MOTI		02-Mar-2020
11. <i>Review of LUB tiny home/trailer regulations</i>	Responsible	Date Received
		02-Nov-2020
12. <i>Review of LUB water management and cistern regulations</i>	Responsible	Date Received
		02-Nov-2020

**Development Variance Permit**

File Number	Applicant Name	Date Received	Purpose
GL-DVP-2020.2	Hotte, Brenda	09-Jun-2020	14475B Porlier Pass Road - Variance Permit for the existing stairs and the set back of the existing cottage

Planner: Brad Smith**Planning Status****Status Date:** 20-Nov-2020

Applicant has provided Geotech report for stairs - vetted to MOTI for sign-off on covenant

Status Date: 22-Sep-2020

Informed applicant of requirement to get geotechnical assessment on stairs to address MOTI covenant requirement prior to LTC consideration

Status Date: 20-Aug-2020

Confirmed from MOTI that geo-tech report required to satisfy covenant - planner to follow up with applicant

File Number	Applicant Name	Date Received	Purpose
GL-DVP-2020.4	FOLETT, Lance & DENHOLM, Suzannah	04-Aug-2020	660 Cain Road - Variance to address the encroachment of existing structures on the standard setback.

Planner: Brad Smith**Planning Status****Status Date:** 26-Nov-2020

Staff Report on Dec 7 LTC agenda

Status Date: 16-Nov-2020

Posted DVP Notice and Permit for Applicant on reception bulletin board. - SRialp

Status Date: 16-Nov-2020

PTA sent out package, mailed out to owners the notice/DVP draft permit

**Applications****Rezoning**

File Number	Applicant Name	Date Received	Purpose
GL-RZ-2005.2	Romagnoli	21-Mar-2005	Application to amend the LUB to rezone from F1 to F3

Planner: Brad Smith**Planning Status****Status Date:** 26-Nov-2020

Planner is having ongoing communication with applicant - seeking measurable progress by end of 2020

Status Date: 30-Oct-2020

Planner contacted applicant who indicated no further progress - reminded again that response required, will respond by end of year

Status Date: 25-Aug-2020

Planner to contact Galiano Conservancy re: covenant negotiation status

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

Planner: Brad Smith**Planning Status****Status Date:** 26-Nov-2020

CMS working on site plan details and other outstanding tasks

Status Date: 22-Sep-2020

Staff report on Oct 5 LTC agenda

Status Date: 01-Sep-2020

Planner conducted site visit with Trustee Rockafella



Applications

Rezoning

File Number	Applicant Name	Date Received	Purpose
GL-RZ-2019.1	GIGAHRs	11-Sep-2019	Georgia View rd: rezoning application for to amend the OCP and LUB to permit an affordable housing development

Planner: Brad Smith

Planning Status

Status Date: 26-Nov-2020

CIM scheduled for November 28, 2020

Status Date: 25-Nov-2020

PTA requested sponsorship refund request via RPM - then to finances.

Status Date: 21-Oct-2020

Staff report on Nov 2 LTC agenda introducing draft bylaws

File Number	Applicant Name	Date Received	Purpose
GL-RZ-2019.2	Gauvreau, Lisa	01-Oct-2019	Application to amend the LUB rezone to commercial

Planner: Brad Smith

Planning Status

Status Date: 26-Nov-2020

Applicant has re-drilled subject property well - waiting on report from hydro geologist

Status Date: 25-Aug-2020

Applicant still exploring water supply alternatives

Status Date: 17-Jun-2020

Water lease agreement with neighbour has fallen through - applicant seeking alternatives - waiving of public hearing on hold for now



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: 21-Oct-2020

Review initiated by planner

Status Date: 25-Aug-2020

RZ application out of abeyance - subdivision referral to go ahead - planner to review when time permits

Status Date: 17-Jun-2020

Applicant has requested further abeyance of RZ application, Planner seeking to confirm if subdivision referral still required

Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
GL-TUP-2019.5	Follett & Denholm	10-Apr-2019	An application for a temporary use short term vacation rental

Planner: Brad Smith

Planning Status

Status Date: 26-Nov-2020

Staff Report on Dec 7 LTC agenda

Status Date: 16-Nov-2020

Posted TUP Notice and Permit for Applicant on reception bulletin board. - SRialp

Status Date: 21-Oct-2020

Deferred to Dec 2 LTC meeting



Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
GL-TUP-2020.7	Simpson, Gary	29-Sep-2020	65 Sticks Allison Road - Temporary Use Permit Renewal for an STVR

Planner: Phil Testemale

Planning Status

Status Date: 26-Oct-2020

December 7, 2020 LTC Agenda

Status Date: 09-Oct-2020

Fees received , given to Planner, LTC notified.

Status Date: 07-Oct-2020

PTA created file, waiting on fees.

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.		
2019-057 (Standing)	Carried	08-Jul-2019
that the Galiano Island Local Trust Committee initiate a moratorium on new TUP applications until the STVR project is completed and that bylaw enforcement is directed to require that unlawful STVRs comply with the land use bylaw.		
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



Standing Resolutions Log

Galiano Island

Resolution Number	Action	Date
2016-000 (Standing)	Carried	05-Dec-2016
Without fettering its discretion, the LTC provided the following guidance with respect to its consideration of TUP applications for Commercial Vacation Rentals:		
1. A Commercial Vacation Rental use should only be considered in one dwelling per lot 2. Permits being considered in Water Management Areas should include conditions requiring cisterns with a minimum capacity of 16,000 litres and a water meter. 3. In order to assist in assessing cumulative impacts, staff are requested to continue to provide an updated map showing the location, status, and maximum number of guests of all Commercial Vacation Rental TUP applications.		
2014-029 (Standing)	Carried	07-Apr-2014
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.		
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.		

Standing Resolutions Log

Galiano Island

Resolution Number	Action	Date
2011-205 (Standing)	Carried	17-Oct-2011
That where a Liquor Control and Licensing Branch Special Occasion License referral relates to a property on which Galiano Island Land Use Bylaw No. 127, 1999 permits public assembly uses, such as restaurants or community halls, and where there have been no issues related to parking or past complaints for the preceding three years , staff may approve the Special Occasion License without referral to the Local Trust Committee. All other Special Occasion License referrals are to be referred to the Local Trust Committee for consideration.		
2010-115 (Standing)	Carried	18-Oct-2010
That the Galiano Island Local Trust Committee will advertise Public Hearing Notices in the Active Page Magazine in addition to the legally required advertising in the Driftwood Newspaper.		
2009-085 (Standing)	Carried	11-May-2009
That staff refer all applications adjacent to a park or ocean access to the Galiano Island Parks and Recreation Commission for comment		



Islands Trust Conservancy Report to Local Trust Committees and Bowen Island Municipality October 6, 2020

Islands Trust Conservancy Board News

In accordance with *Ministerial Order M192 – Local Government Meetings & Bylaw Process* and *Province of BC Bill 19 – 2020*, the Islands Trust Conservancy cannot conduct public in-person meetings at this time. In order to meet the principles of openness, transparency, and accessibility, meetings of the Board will be held electronically over the period August 26 to October 31, 2020. They will be live streamed, and the public invited to participate in meetings by connecting to the link or the phone number provided in the meeting notice, in order to observe proceedings and speak when invited by the Chair.

Board and Staff Updates:

- ITC Board noted the resignation of appointed member Hannon. New appointments are delayed due to the BC election, but a notice of appointment has been provided to the Crown Agencies and Board Resourcing Office to fill the position.
- ITC welcomed back Corlynn Strachan as its Administrative Assistant, extending farewell to Alexandra Trifonidis who acted in the position for the last two years.
- ITC Manager, Jennifer Eliason, on temporary assignment since July 2018, has taken a permanent position with BC Parks as a Senior Parks and Protected Areas Planner. Next steps for filling the position of ITC Manager are being considered.

The ITC Board received a presentation from Shauna Doll, Gulf Islands Forest Conservation Project Coordinator, from the Raincoast Conservation Foundation, which included recommendations for policy reform to protect endangered forests and habitats within the Islands Trust Area.

Regional Conservation Plan Updates

The science-based and community-informed Regional Conservation Plan guides the work of ITC. The ITC continues to work towards 4 long-term goals and 25 objectives that further conservation in the entire Trust Area. For more information, visit www.islandstrustconservancy.ca/media/84821/itc_2018-11_rcp-2018-2027-web_final.pdf.

Goal 1 – Science-based Conservation Planning

The ITC is working on a Memorandum of Understanding with Islands Trust and the Martin Conservation Decisions Lab at the University of British Columbia to partner on data acquisition and analysis.

Goal 2 – Strong relationships with First Nations

Reflecting the intent of UNDRIP, TRCC, and the [ITC Reconciliation Declaration](#), ITC Board approved the removal of “Canada’s” from the ITC tagline so that the tagline reads “Protecting islands in the Salish Sea”, and revised its vision statement as follows:

The Islands Trust Conservancy vision is for a network of protected areas that preserve in perpetuity the natural systems of the islands in the Salish Sea.

ITC Board directed staff to complete an ITC Reconciliation Action Plan that incorporates actions identified in Goal 2 of the Regional Conservation Plan.

Goal 3 – Protection of core conservation areas

ITC has received \$597,000 in funding from Environment and Climate Change Canada (ECCC) for the Species at Risk (SAR) Program and is in the final stages of negotiating the Contribution Agreement which will extend until March 31, 2023. Organizational implications include the addition of a SAR Program Coordinator and Summer Co-op position as well as funding for:

- SAR surveys and monitoring
- Restoration of critical habitat
- SAR outreach materials and events
- Costs associated with land securement
- Engagement and work with First Nations

Funding cannot be used for land purchase.

ITC Board considered its fall intake for the Opportunity Fund, a grant program for hard to fundraise costs associated with land conservation.

Goal 4 – A strong voice for nature conservation

The Board approved a proposed 2021/22 Budget and forwarded it to Financial Planning Committee for Islands Trust budget planning. Staff noted that they are considering options for socially responsible investing, and are planning to move ITC funds into impact investments. The Board requested more information about this move for its November meeting.

Covenant Management and Outreach Specialist briefed the Board on completion of the 2020 forest outreach campaign, where letters and NAPTEP brochures were mailed to landowners to encourage conservation.

Activities by Local Trust Area/Island Municipality

Bowen – ITC Board awarded a \$5,000 Opportunity Fund grant to the Bowen Island Conservancy for conservation work on Bowen Island.

ITC removed danger trees at the Singing Woods Nature Reserve.

Please feel free to contact the Islands Trust Conservancy for more details.

Kate-Louise Stamford, Chair kstamford@islandstrust.bc.ca

Islands Trust Conservancy itcmail@islandstrust.bc.ca

Denman – ITC is working with the Denman Conservancy Association to remove invasive species and manage trails in the Morrison Marsh, Lindsay Dickson, Inner Island and Valens Brook Nature Reserves.

Gabriola – ITC is working with the Gabriola Land and Trails Trust to do trail maintenance in the Elder Cedar Nature Reserve and install signage at the Coats Millstone Nature Reserve. Invasive species removal is happening at the Elder Cedar Nature Reserve and at a covenant area.

Galiano – Restoration work is being done and monitored at the Trincomali Nature Sanctuary.

Gambier/Keats – ITC will receive \$12,000 from the Convention of Baptist Churches as a required contribution related to the transfer of the Sandy Beach property to ITC. The ITC Board directed staff to create a Property Management Fund with \$10,000 and use the remaining \$2,000 to finalize the conservation covenant for the land.

Lasqueti – The ITC is working in partnership with the Lasqueti Island Nature Conservancy on restoration of wetland and riparian habitat at a pond on the Salish View Nature Reserve. Restoration work is also ongoing at the Mount Trematon and John Osland Nature Reserves.

North Pender/Sidney Island – Staff continue to work in collaboration with Parks Canada, First Nations, FLNRORD and the Sallas Strata on the Sidney Island Ecological Restoration Project.

Salt Spring – the owners of land adjacent to the Lower Mount Erskine Nature Reserve have met all the requirements to covenant their land and staff are proceeding with covenant registration. Invasive species management is occurring on the McFadden Creek and Lower Mount Erskine Nature Reserves and in two covenant areas.

Thetis – ITC Board reviewed bylaws 108 and 109 and noted that its interests were unaffected. ITC is working with the Thetis Island Nature Conservancy to manage invasive species and provide signage in the Fairyslipper Forest Nature Reserve. Species at Risk surveys are also ongoing in the Fairyslipper and Moore Hill Nature Reserves.

Please feel free to contact the Islands Trust Conservancy for more details.

Kate-Louise Stamford, Chair kstamford@islandstrust.bc.ca

Islands Trust Conservancy itcmail@islandstrust.bc.ca



BRIEFING

To: Local Trust Committees and Bowen Island Municipality **For the Meeting of:** Next meeting

From: Islands Trust Conservancy **Date Prepared:** November 25, 2020

SUBJECT: 2020 Forest Conservation Outreach Campaign Completion

PURPOSE: To inform the Local Trust Committees and Bowen Island Municipality of the completion of Islands Trust Conservancy's 2020 forest conservation outreach campaign.

BACKGROUND: In January 2020 Islands Trust Conservancy staff initiated an outreach campaign to encourage voluntary forest conservation and stewardship on private lands in the Islands Trust Area. This campaign was a response to part of Trust Council Resolution 2019-24, which directed staff to:

- create a strong communications program that will support Islands Trust Conservancy conservation initiatives for Coastal Douglas-fir protection as well as support the land use planning process, with a special focus on communicating the role of Development Permit Areas as a tool for Coastal Douglas-fir protection that permits development; and
- bring recommendations for how the Natural Areas Property Tax Exemption Program (NAPTEP) can be tailored to highlight and prioritize contiguous tracks of the Coastal Douglas-fir zone in the outreach, communications, and approval of NAPTEP covenants by the Islands Trust Conservancy.

The campaign also helps to address objective 1.5 of the Islands Trust Conservancy Regional Conservation Plan, which is to seek opportunities to provide information to landholders to support voluntary conservation initiatives.

Forest conservation outreach packages were developed by ITC staff in consultation with Islands Trust Directors of Trust Area Services and Local Planning Services, and included the following:

1. Personalized cover letter from the Covenant Management & Outreach Specialist
2. Customized forest ecosystem information sheets: Coastal Douglas-fir forest information and mapping for Gulf Islands LTAs, and Coastal Western Hemlock forest information and mapping for Gambier LTA and Bowen Island Municipality
3. Forest Conservation Checklist
4. NAPTEP rack card

The 2020 forest conservation outreach campaign focused on landholders with over five hectares of old-growth or mature forest on their property. Mapping identified 348 properties as meeting this criteria, with over 400 associated landholders (households). The following is a breakdown of packages mailed, by local trust area/municipality:

Local Trust Area/ Municipality	Outreach Package Recipients
Ballenas-Winchelsea	0
Bowen	29
Denman	23

Gabriola	19
Galiano	11
Gambier	49
Hornby	5
Lasqueti	171
Mayne	11
North Pender	10
Salt Spring	44
Saturna	14
South Pender	4
Thetis	13
Total	403

Outreach packages were mailed to these landholders on August 13th and 18th. The immediate response from outreach package recipients has been positive, and to date has included at least two NAPTEP covenant inquiries and two forest stewardship conversations.

In addition to the mailout, a Forest Protection webpage on the Islands Trust website has been created as a platform for ongoing forest conservation outreach: <http://islandstrust.bc.ca/trust-council/projects/forest-protection/>. The forest ecosystem information sheets for each LTA are available at www.islandstrust.bc.ca/islands/island-ecosystems/.

ATTACHMENT(S):

1. Cover letter template
2. Sample Coastal Douglas-fir Forests information sheet
3. Sample Coastal Western Hemlock Forests information sheet
4. Forest Conservation Checklist

FOLLOW-UP: A small number of paper copies of the forest ecosystem information sheets will be distributed to each island in late November, either to the Islands Trust Office/Municipal Office, LTC office, where available, or to the local conservancy, as appropriate.

The Covenant Management & Outreach Specialist will track responses to the forest conservation outreach letter in Islands Trust Conservancy's contact management database, connect respondents with other ITC specialists as needed, and assess the overall response to the campaign to inform future outreach activities.

Prepared By: Jemma Green, Covenant Management & Outreach Specialist

Reviewed By/Date: Kate Emmings, A/Manager / November 26, 2020

August 12, 2020

[first name] [last name]

[address]

[address]

Dear [first name],

I invite you to take action to care for rare and endangered forests on your land.

Did you know that the forest that characterizes our region, the same forest that grows in **your backyard**, is a globally rare and endangered Coastal Douglas-fir ecosystem? In Canada, Coastal Douglas-fir ecosystems are found only on the southwest coast of BC, where mature and old-growth forests are most at risk. Despite the global significance and community benefits of Coastal Douglas-fir ecosystems, **only 10% are protected**. Most of what remains is found on private land, including yours.

Much stands to be lost if remaining mature and old-growth forests disappear. These forests support high biodiversity, including the **highest number of species-at-risk** in BC. Trees like Douglas-fir, cedar and arbutus dominate the canopy, sheltering unique shrubs, ferns, mosses and other plants that provide habitat for wildlife—such as owls, songbirds, reptiles, and amphibians—and act as a protective buffer for streams that support fish. Coastal Douglas-fir forests also provide a number of services that our communities depend on: water purification, removal of greenhouse gasses from the air, slope stabilization, and flood prevention.

In 2019, the Islands Trust and the Islands Trust Conservancy committed to protecting the health of Coastal Douglas-fir forests. I am writing to you and more than 350 other island landowners with significant Coastal Douglas-fir forests to let you know the importance of the forests on your land, and to offer support to help you protect Coastal Douglas-fir forests where you live. You can start by taking **simple measures to care for your land**, such as leaving standing dead trees for wildlife, removing invasive species, or gardening with native plants. The enclosed checklist can help you take meaningful actions to protect your forest.

Forest protection has never been more important. By caring for your forest, you can provide vital habitat to species under stress and support ecosystem services, some of which could **ease the impacts of a changing climate** on your community. For 30 years, the Islands Trust Conservancy has helped islanders protect their land and has been a trusted source of information about caring for nature. If you are interested in learning about how you can care for and protect your forests, or about land conservation in general, contact me at jgreen@islandstrust.bc.ca or by phone at 250-405-5182. If you would like to receive e-mail notices from the Islands Trust Conservancy you can subscribe at www.islandstrustconservancy.ca/subscription.

Sincerely,



Jemma Green
Covenant Management & Outreach Specialist

Encl.

Coastal Western Hemlock Forests

What are Coastal Western Hemlock Ecosystems?

The Coastal Western Hemlock (CWH) zone describes a unique set of ecosystems that stretch along the north Pacific coast of North America, encompassing most of coastal BC. The wet, temperate rainforests that characterize the CWH zone are still widespread in BC; however, a number of rare CWH ecosystems adapted to the dry, Mediterranean conditions found in and around the Salish Sea are under threat and under-protected.

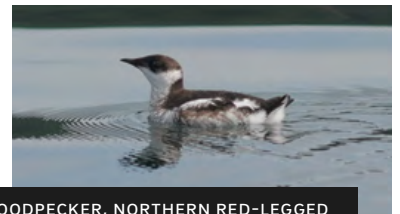
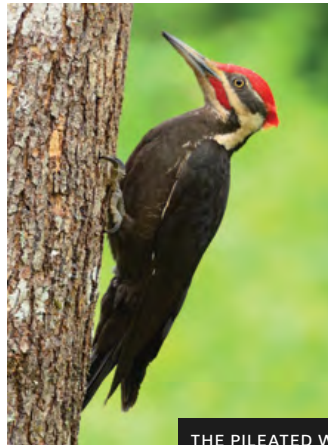
Why are CWH Forests Important?

Extending from sea level to 1000 metres, the CWH zone may support the greatest diversity and abundance of wildlife habitat in BC. Large, old-growth trees provide critical habitat for species-at-risk like the Marbled Murrelet and Northern Goshawk.

Snags provide nesting and foraging habitat for birds and small mammals. Fallen trees support amphibians, fungi and mosses, and act as nurse logs for seedlings. Root systems control and filter rainwater runoff into streams, protecting salmon habitat.

In addition to supporting biodiversity, CWH forests benefit our communities by:

- Providing cultural and spiritual places for First Nations that have lived in the region since time immemorial
- Mitigating climate change by capturing and storing carbon from the atmosphere
- Capturing rainwater and controlling and filtering runoff into lakes and streams, protecting drinking water and mitigating risk of flooding and drought
- Reducing pollution by removing dust, pollen, and smoke from the air
- Increasing property values
- Providing recreational opportunities and spaces for relaxation



THE PILEATED WOODPECKER, NORTHERN RED-LEGGED FROG, AND MARBLED MURRELET ARE AMONG THE MANY SPECIES THAT DEPEND ON CWH FORESTS



Western islands



Eastern islands

CWH Forest Ecosystems

- Young forest (40–80 yrs)
- Mature forest (80–250 yrs)
- Old forest (over 250 yrs)
- Other land cover
- Coastal Douglas-fir forests



ISLANDS TRUST CONSERVANCY

Learn more at islandstrustconservancy.ca

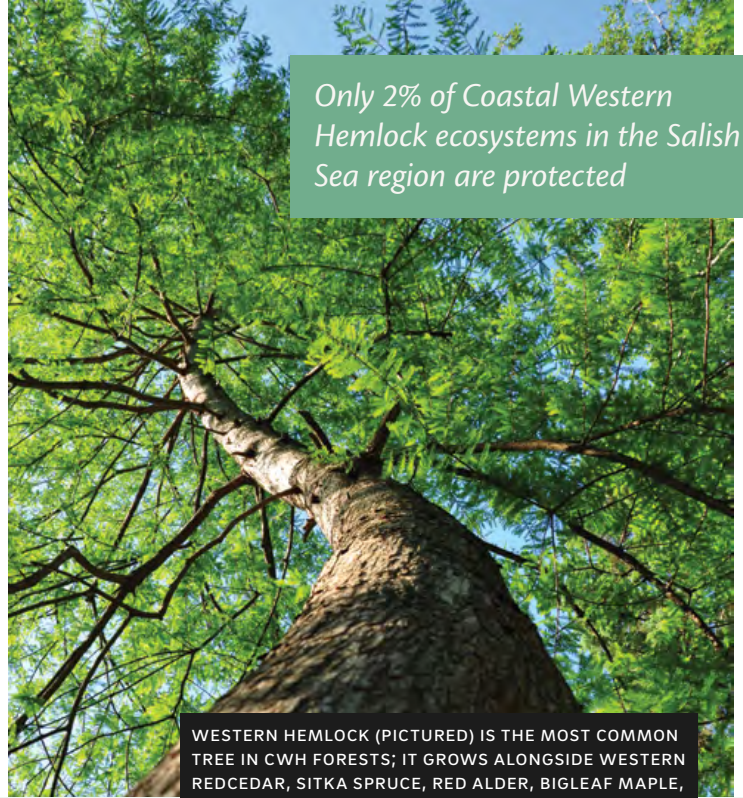
Pileated woodpecker, frog and tree photos by Kristine Mayes; Marbled Murrelet photo by U.S. Department of Agriculture, licensed under CC BY 2.0. Map produced by Islands Trust.

Why are CWH Forests at Risk?

As a result of past logging and development, 13 unique CWH ecosystems are at risk. While unsustainable logging remains one of the greatest threats to forests, the rarest CWH ecosystems occur in the Lower Mainland, Sunshine Coast, Howe Sound islands, and eastern Vancouver Island, where they also face widespread urban and rural development and other pressures from a growing human population. Climate change is expected to add to impacts on CWH forests. Intensifying summer drought will stress trees (as already seen in western redcedar die-offs), which will have cascading effects throughout the forest ecosystem.

The CWH ecosystems of the Salish Sea are among the rarest and most threatened in BC. Two thirds of historic forests in this region have been logged in the last 120 years while another 25% have been permanently converted to other land uses. Only 2% of CWH ecosystems in the Salish Sea region are protected, highlighting the urgent need to conserve remaining mature and old-growth forests.

Only 2% of Coastal Western Hemlock ecosystems in the Salish Sea region are protected



WESTERN HEMLOCK (PICTURED) IS THE MOST COMMON TREE IN CWH FORESTS; IT GROWS ALONGSIDE WESTERN REDCEDAR, SITKA SPRUCE, RED ALDER, BIGLEAF MAPLE, GRAND FIR, SHORE PINE, DOUGLAS-FIR, AND ARBUTUS

What You Can Do

Become a forest steward:

- ☐ Protect living trees and large patches of natural forest
- ☐ Leave standing dead trees (snags) and fallen trees to decay in place to provide shelter and food for wildlife
- ☐ Restrict vehicle and livestock access into forests
- ☐ Control invasive species, like ivy, holly, daphne, and broom
- ☐ Keep cats indoors as much as possible
- ☐ Garden with native species
- ☐ Keep forest health in mind while managing fire risk. Focus on fire-proofing your home and planting a buffer of fire-resistant native plants like salal and Oregon grape. Help protect your community by protecting older forests: their high moisture-holding capacity makes them a natural fire break.
- ☐ Become a citizen scientist—add your observations to a growing global database using the iNaturalist app, or keep a nature journal

Consider how your community can protect forests through Environmental Development Permit Areas and conservation guidelines in your Official Community Plan and Land Use Bylaw.

Permanently protect land with conservation covenant.

A covenant is a voluntary, legal agreement between you and a conservancy that protects land from development—not just while you live on the land, but also for future caretakers of the land. Covenants registered through the Islands Trust's **Natural Areas Protection Tax Exemption Program (NAPTEP)** are eligible for a 65% reduction in property taxes on the portion of land protected.

Create a nature reserve through a donation of land to a conservancy or parks agency. If you donate land with significant ecological value, you may be eligible for additional tax benefits through the federal Ecological Gifts Program.

Opportunity Fund grants can help cover costs associated with protecting land. Contact Islands Trust Conservancy to learn more at 250-405-5186 or itcmail@islandstrust.bc.ca.

For information on conservation covenants, land donations, and stewardship programs, contact:

Islands Trust Conservancy

islandstrustconservancy.ca
itcmail@islandstrust.bc.ca
250-405-5186

Gambier Island Conservancy

gambierc.ca (New website coming soon: gambierislandconservancy.ca)
gambierconservancy@gmail.com

This resource is adapted from material developed by Islands Trust Conservancy in collaboration with the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership and Raincoast Conservation Foundation.

Forest Conservation Checklist

Level of commitment	Impact	Action
Low  High	Moderate to high, immediate	Become a land steward: ☐ Protect living trees ☐ Leave standing dead trees (snags) and fallen trees to decay in place to provide shelter and food for wildlife ☐ Become a citizen scientist—add your observations to a growing global database using the iNaturalist app, or keep a nature journal ☐ Garden with native species ☐ Keep cats indoors as much as possible ☐ Control invasive species, like ivy, holly, daphne and broom ☐ Restrict vehicle and livestock access into forests ☐ Remember that fire is a natural and important part of forest ecosystems. Protect your home from fire through FireSmart home maintenance and by creating a 10-metre protective buffer of fire-resistant native plants. Help protect your community from fire by protecting old-growth forests: their high moisture-holding capacity makes them a natural fire break. ☐ Leave large patches of natural forests intact
Moderate	Potentially high, medium-term	Consider how your community can protect forests through inclusion of Environmental Development Permit Areas and conservation guidelines in your Official Community Plan.
High	High, long-term	Permanently protect your land with conservation covenant. A covenant is a voluntary, legal agreement between you and a Conservancy that protects your land from development not just while you own and live on the land, but even after your property is sold or transferred to new owners. Covenants registered through the Natural Area Protection Tax Exemption Program (NAPTEP) are eligible for a 65% reduction in property taxes on the portion of land protected.
High	High, long-term	Donate land to the Islands Trust Conservancy or another conservation agency. The land will be permanently cared for and protected to achieve your conservation vision. If you donate land with significant ecological value, you may be eligible for additional capital gains tax exemptions through the federal Ecological Gifts Program.

Coastal Douglas-fir Forests

What are Coastal Douglas-fir Ecosystems?

The Coastal Douglas-fir (CDF) zone describes a unique set of ecosystems found only on southeast Vancouver Island, the Gulf Islands, and the southwest coast of BC. CDF ecosystems are rare and highly endangered. These ecosystems include Douglas-fir forests, as well as Garry oak woodlands, wetlands, estuaries, and other unique communities of plant, animal, and fungi found nowhere else in the world.

Why are CDF Ecosystems Important?

CDF ecosystems have:

- The highest diversity of plant species in BC
- The highest diversity of overwintering bird species in Canada
- The highest density of species at risk in BC, including 24 globally imperiled species

Yet 98% of the 45 ecological communities in the CDF zone are at risk of being lost.

In addition to supporting biodiversity, CDF forests benefit our communities by:

- Mitigating climate change by capturing and storing carbon from the atmosphere
- Supporting cultural and spiritual values of First Nations that have lived in the region since time immemorial
- Reducing pollution by removing dust, pollen, and smoke from the air
- Controlling and filtering stormwater runoff into lakes and streams, which protects drinking water and reduces flood risk
- Supporting resilient food systems by providing habitat for native pollinators
- Increasing property values
- Providing recreational opportunities and spaces for relaxation

This resource was developed by:



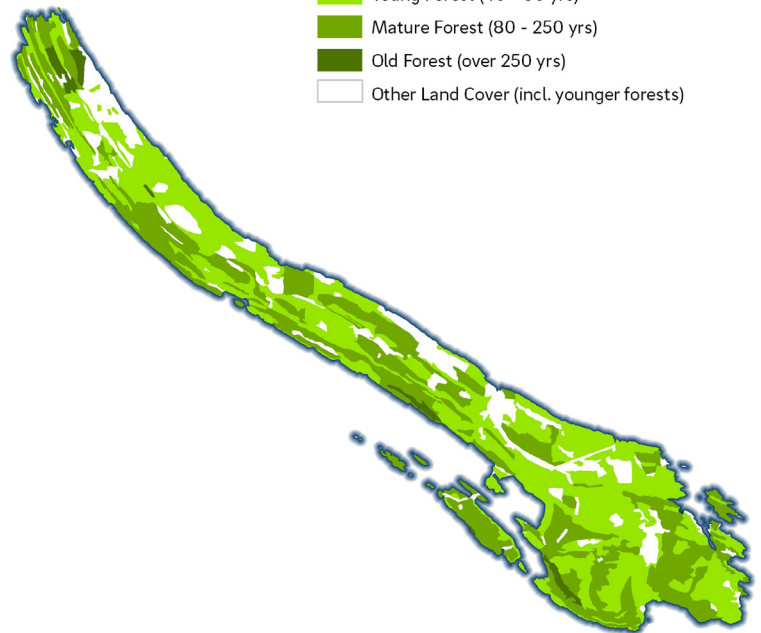
Photos by Kristine Mayes except lichen photo by Ken Lertzman, header and footer photos by Alex Harris for Raincoast. Map produced by Islands Trust.



LICHEN, PILEATED WOODPECKER

CDF Forest Ecosystems

- Young Forest (40 - 80 yrs)
- Mature Forest (80 - 250 yrs)
- Old Forest (over 250 yrs)
- Other Land Cover (incl. younger forests)



Why are CDF Forests at Risk?

Since European settlement, almost half of the historically forested land in the CDF zone has been lost due to land uses such as forestry and development. Most old-growth forests have been replaced by second-growth forests that are not as biodiverse or resilient. Remaining CDF forests are in a hotspot of urban and rural development, and under increasing pressure from a growing population.

Climate change will have significant impacts on CDF forests as intensifying summer droughts stress trees. Islander observations indicate that climate change has already impacted western redcedar and other species. It is likely that drought is the primary cause of increased stress, but work needs to be done to understand these changes and adapt conservation of CDF habitats.

CDF forests and associated ecosystems are among the most endangered in Canada, yet only 11% of land in this zone is protected. Eighty percent of the land in the CDF zone is privately owned, highlighting the importance of voluntary conservation actions by individuals to protect what's left.



What You Can Do

Become a land steward:

- ☐ Protect living trees
- ☐ Leave large patches of natural forest intact
- ☐ Leave standing dead trees (snags) and fallen trees to decay in place to provide shelter and food for wildlife
- ☐ Restrict vehicle and livestock access into forests
- ☐ Control invasive species, like ivy, holly, daphne, and broom
- ☐ Keep cats indoors as much as possible
- ☐ Garden with native species
- ☐ Keep forest health in mind while managing fire risk. Focus on fire-proofing your home and planting a buffer of fire-resistant native plants like salal and Oregon-grape. Help protect your community by protecting older forests: their high moisture-holding capacity makes them a natural fire break.
- ☐ Become a citizen scientist — add your observations to a growing global database using the iNaturalist app, or keep a nature journal

Consider how your community can protect forests through Environmental Development Permit Areas and conservation guidelines in your Official Community Plan and Land Use Bylaw.

Permanently protect your land with conservation covenant.

A covenant is a voluntary, legal agreement between you and a conservancy that protects your land from development — not just while you own and live on the land, but even after your property is sold or transferred to new owners. Covenants registered through the Islands Trust's **Natural Areas Protection Tax Exemption Program (NAPTEP)** are eligible for a 65% reduction in property taxes on the portion of land protected.

Create a nature reserve through a donation of land to a conservancy or parks agency. If you donate land with significant ecological value, you may be eligible for additional tax benefits through the federal [Ecological Gifts Program](#).

Opportunity Fund grants can help cover costs associated with protecting land. Contact Islands Trust Conservancy to learn more at 250-405-5186 or itcmail@islandstrust.bc.ca

Resources

For information on conservation covenants, land donations, and stewardship programs, contact:

Islands Trust Conservancy: visit islandstrustconservancy.ca, email itcmail@islandstrust.bc.ca, or phone 250-405-5186

Galiano Conservancy Association: visit galianoconservancy.ca or email info@galianoconservancy.ca

For information on CDF ecosystems at risk, contact:

Coastal Douglas-fir Conservation Partnership: visit cdfcp.ca or email info@cdfcp.ca

For information about Raincoast Conservation Foundation's Gulf Islands Forest Project, visit: raincoast.org/gulf-islands



Updated: Nov 26, 2020

GALIANO ISLAND LOCAL TRUST COMMITTEE

DRAFT NOTICE OF 2021 BUSINESS MEETINGS

THE LTC HAS DRAFT THE FOLLOWING DATES FOR ITS 2021 MEETING SCHEDULE.
MEETINGS ARE SUBJECT TO CHANGE. PLEASE VISIT THE GALIANO LTC WEBSITE FOR
UP-TO-DATE SCHEDULE INFORMATION. THE LTC WILL MEET ON THE FIRST MONDAY OF EACH
MONTH @12:30 P.M. UNLESS OTHERWISE NOTED*

Dates:	Location:
February 1	TBD
March 1	TBD
*April 12 (2 nd Monday)	TBD
*June 1 (Tuesday)	TBD
July 5	TBD
*Sept 7 (Tuesday)	TBD
Oct 4	TBD
Nov 8	TBD
Dec 6	TBD

These are regular business meetings of the Local Trust Committee, where they will consider items such as bylaws, applications, and correspondence.

ELECTRONIC MEETINGS: You will be able to join the meeting with a ZOOM Webinar link. The links will be available on the news webpage prior to the meeting on our news landing page here:

<http://www.islandstrust.bc.ca/islands/local-trust-areas/galiano/>

ALL REGULAR BUSINESS MEETINGS ARE OPEN TO THE PUBLIC

Website: www.islandstrust.bc.ca/galiano
Email: southinfo@islandstrust.bc.ca
Phone: 250-405-5151