



Gambier Island Local Trust Committee

Regular Meeting Agenda

Date: April 19, 2018
Time: 10:00 am
Location: John Braithwaite Community Centre
145 West 1st Street
North Vancouver, BC

	Pages
1. CALL TO ORDER	10:00 AM - 10:00 AM
“Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change.”	
2. APPROVAL OF AGENDA	
3. TOWN HALL AND QUESTIONS	10:00 AM - 10:10 AM
4. COMMUNITY INFORMATION MEETING - None	
5. PUBLIC HEARING - None	
6. MINUTES	10:10 AM - 10:15 AM
6.1 Local Trust Committee Meeting dated March 8, 2018 for Adoption	4 - 14
6.2 Section 26 Resolutions-Without-Meeting Report dated April 11, 2018	15 - 15
6.3 Advisory Planning Commission Minutes - None	
7. BUSINESS ARISING FROM MINUTES	10:15 AM - 10:20 AM
7.1 Follow-up Action List dated April 11, 2018	16 - 17
8. DELEGATIONS - None	
9. REPORTS	10:20 AM - 10:40 AM
9.1 Chair's Report	
9.2 Trustee Reports	
9.3 Electoral Area Director's Report - None	
9.4 Trust Fund Board Report dated April, 2018	18 - 19

10.	CORRESPONDENCE - None	
	<i>(Correspondence received concerning current applications or projects is posted to the LTC webpage)</i>	
11.	APPLICATIONS AND REFERRALS	10:40 AM - 11:10 AM
11.1	GM-RZ-2004.1 (District Lot 696, Keats Island) - Proposed Bylaw 143 for Consideration of 3rd Reading	20 - 27
12.	LOCAL TRUST COMMITTEE PROJECTS	11:10 AM - 11:40 AM
12.1	Shoreline Protection - Keats Island - Staff Report	28 - 31
13.	REPORTS	11:40 AM - 11:50 AM
13.1	Work Program Reports	
13.1.1	<u>Top Priorities Report dated April 11, 2018</u>	32 - 32
13.1.2	<u>Projects List Report dated April 11, 2018</u>	33 - 34
13.2	Applications Report dated April 11, 2018	35 - 36
13.3	Trustee and Local Expense Report dated February, 2018	37 - 37
13.4	Adopted Policies and Standing Resolutions	38 - 39
13.5	Local Trust Committee Webpage	
13.6	First Nations Activities	
14.	NEW BUSINESS	11:50 AM - 12:30 PM
14.1	Approval Process for Water Supply Systems on Salt Spring Island - Memorandum	40 - 69
14.2	August 30, 2018 LTC Meeting Location - Discussion	
14.3	Passage Island Access - Discussion	
14.4	Regulating Accessory Uses and Structures on Keats Island - Staff Report	70 - 71
14.5	Meeting with Ministry of Transportation and Infrastructure - Topic Discussion	
14.6	Meeting with Sunshine Coast Regional District - Topic Discussion	
14.7	Gambier Island Workshop - Discussion	
15.	UPCOMING MEETINGS	
15.1	Next Regular Meeting Scheduled for Thursday, May 24, 2018 at 10:45 am at Gibsons Public Market, Coastal Room, 473 Gower Point Road, Gibsons, BC	

16. TOWN HALL 12:30 PM - 12:40 PM
17. CLOSED MEETING 12:40 PM - 1:10 PM
- 17.1 Motion to Close the Meeting
- That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1)(d) and (f) for the purpose of considering adoption of In-Camera Meeting Minutes dated January 25, 2018; and Bylaw Enforcement AND that the recorder and staff attend the meeting.*
- 17.2 Recall to Order
- 17.3 Rise and Report
18. ADJOURNMENT 1:10 PM - 1:10 PM



Gambier Island Local Trust Committee Minutes of Regular Meeting

Date: March 8, 2018
Location: John Braithwaite Community Centre
 145 West 1st Street
 North Vancouver, BC

Members Present: Kate-Louise Stamford, Local Trustee, Acting Chair
 Dan Rogers, Local Trustee

Staff Present: Sonja Zupanec, Island Planner
 Jaime Dubyna, Planner 1 (by teleconference, 1:14-1:42 pm)
 Madeleine Koch, Planner 2 (by teleconference, 1:47-1:54 pm)
 Diane Corbett, Recorder

Others Present: Members of the Public – 7

Regrets: Susan Morrison, Chair

1. CALL TO ORDER

"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."

Acting Chair Stamford called the meeting to order at 10:45 am. She acknowledged that the meeting was being held in territory of the Coast Salish First Nations, particularly the Skwxwú7mesh / Squamish and introduced staff in attendance. She reported that she would be chairing the meeting as Chair Morrison was unwell.

Members of the public were invited to introduce themselves and introductions ensued.

2. APPROVAL OF AGENDA

The following addition to the agenda was presented for consideration:

10.1 Correspondence received from Bill Brymer – February 1, 2018

By general consent the agenda was approved as amended.

3. TOWN HALL AND QUESTIONS

There were no comments from members of the public.

4. COMMUNITY INFORMATION MEETING – None

5. PUBLIC HEARING – None

6. MINUTES

6.1 Local Trust Committee Meeting dated January 25, 2018

The following amendments to the minutes were presented for consideration:

- item 12.6, second sentence: replace semicolon with a period after “Lasqueti Island”; next sentence should read “A proposed 2% tax increase Islands Trust-wide was suggested.”

By general consent the Local Trust Committee meeting minutes of January 25, 2018 were adopted as amended.

6.2 Section 26 Resolutions-Without-Meeting Report – None

6.3 Advisory Planning Commission Minutes – None

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated March 1, 2018

Received.

8. DELEGATIONS – None

9. REPORTS

9.1 Chair's Report – none

9.2 Trustee Reports

Trustee Rogers reported on:

- Correspondence to Paisley Island group related to a quarry proposal;
- Work to revise the Principles of Cooperation for Howe Sound Community Forum; input is being sought from Skwxwú7mesh Nation;
- Two abandoned sailboats at Plumper Cove Marine Provincial Park scheduled to be removed by BC Parks by end of March.

Trustee Stamford provided a written report prior to the meeting, sent to Gambier Islanders and Islands Trust staff. In addition, she reported on:

- Events in Howe Sound around a recent oil spill in Port Mellon;
- Gibsons RCMP looking to put a vehicle on Gambier as an emergency vehicle;
- BC Ferries’ plans for significant renovations to Langdale and Horseshoe Bay terminals.

Trustee Rogers discussed his experience regarding communications from regulatory authorities pertaining to the Port Mellon oil spill and a plan for these agencies to meet to discuss dissemination of information and communications with Islands Trust. He noted he wanted to talk to them about having some training for various islands on what the public could do and how the public could be activated in the case of a spill.

9.3 Electoral Area Director's Report

Acting Chair Stamford reported that Area F Director Winn would have a report later this morning on whether the Sunshine Coast Regional District (SCRD) Board support the Keats Landing park aspect of the District Lot 696 subdivision application.

(Later in the meeting, Acting Chair Stamford announced that a recommendation of support for P1 zoning passed; this would go to the SCRD Board in two weeks.)

9.4 Trust Fund Board Report dated January 2018

Acting Chair Stamford reported that this agency was now called the Islands Trust Conservancy, and commented on the following:

- Reappointment of Robin Williams, a very active member of the board;
- New proposal for conservation on Lasqueti Island coming before Trust Council for approval next week;
- Correspondence being sent out within the Gambier Local Trust Area with information on the Natural Area Protection Tax Exemption Program (NAPTEP) whereby property owners can receive a tax exemption by protecting ecosystems on their property under covenant.

10. CORRESPONDENCE

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

10.1 Correspondence received from Bill Brymer - February 1, 2018

Bill Brymer was present and distributed to staff and trustees a second item of his correspondence to the Local Trust Committee, dated March 8, 2018, regarding a "request for assistance from the Gambier Island Local Trust Committee elected representatives for resolution of a problem in Bylaw No. 114 Bowyer Island." An email to Mr. Brymer regarding Lot C, Bowyer Island, dated February 16, 2018, from Ian Cox, Islands Trust Planner 1, was also distributed.

Mr. Brymer outlined his concerns regarding his desire to subdivide his property on a lot where three dwellings are permitted while subdivision would not meet the permitted minimum lot size.

Island Planner Zupanec outlined background and technical details pertaining to the issue. The option would be for the owner to request a rezoning; there did not seem to be any OCP policies to support that. It would be an application based on the merits of the proposal itself with no supporting policies. The Island Planner explained planning rationale on why the subdivision was currently not supported in the Associated Islands Official Community Plan. It was noted that Mr. Brymer may come up with a proposal to meet the objectives of the OCP, and that there are planning professionals who could assist with that.

Other forms of ownership were mentioned.

Mr. Brymer thanked the Island Planner and trustees for the consideration and assistance.

Acting Chair Stamford called a short break at 11:26 am, and re-called the meeting to order at 11:28 am.

11. APPLICATIONS, REFERRALS AND BYLAWS

11.1 GM-RZ-2004.1 (District Lot 696, Keats Island) - Staff Report

Draft covenants pertaining to water conservation, Salmon Rock Conservation Area, and well head/groundwater protection were distributed.

The Island Planner reviewed recommendations in the Staff Report dated March 8, 2018 on Rezoning Application GM-RZ-2004.1 Draft Covenants (DL 696, Keats Island).

Trustee Rogers noted his concern that two of the three covenants were not in the agenda package until this morning and that members of the public would not have had a chance to review the covenants in advance of the meeting.

The Island Planner advised that the covenants were being reviewed and finalized and were now available for public review until the close of the public hearing to ask questions or provide input. Staff had worked closely with the applicant to ensure acceptability to both parties.

The Island Planner responded to trustee questions about the regulatory process and guided trustees through consideration of the recommendations in the Staff Report.

Acting Chair Stamford invited members of the public to comment on the covenants and the process recommended by staff.

Points mentioned by the public included:

- Request time to review covenants before commenting;
- Kevin Healy, Applicant, noted the Salmon Rock covenant has been shown in the Plan. Wording in the covenant is out of the Land Use Contract. The covenant on Salmon Rock includes the restrictions that were asked for. The water conservation covenant includes sections from relevant bylaws. The area had been made bigger than required. To some degree, the intent and wording has been out there for quite some time.

Staff and trustees considered items pertaining to the regulatory process regarding the covenants. From a planning perspective, staff was confident the covenants met the intent and were ready for public input.

The Island Planner noted the owner needed to be satisfied that the covenant is monitored and evaluated on a regular basis. The water conservation covenant would be the first covenant of this kind that the Local Trust Committee would be signing on to. The covenant could be amended to reflect current standards; it is a living document that can be tweaked in the future.

Scott Benson, Keats Island, announced that he would be speaking on World Water Day in two weeks about an award winning highly successful water conservation system, which he thought would be far less onerous on the property owner than what was presented in the water conservation covenant.

GM-2018-014**It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee accept the draft covenant for water conservation for new development on District Lot 696, GM-RZ-2004.1 (CBCBC, DL 696 Keats Island), as shown on Attachment 1 of the Staff Report dated March 8, 2018 and that registration of the covenant be a condition of Preliminary Layout Approval for the first subdivision of District Lot 696, Keats Island.

CARRIED**GM-2018-015****It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee request planning staff to notify the applicant for GM- RZ-2004.1 (CBCBC, DL696 Keats Island) that a completed ecological baseline report for the Salmon Rock Area is not required prior to the Public Hearing for Proposed Bylaw No. 143 but must be submitted to planning staff for review prior to the covenant/statutory right-of-way/rent charge being finalized for registration on title of District Lot 696, Keats Island.

CARRIED**GM-2018-016****It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee request staff to work with the applicant for GM-RZ- 2004.1 (CBCBC, DL 696 Keats Island) to establish and finalize an annual rent charge for inclusion in the Salmon Rock Area covenant/statutory right-of-way/rent charge, to pay for annual monitoring of the Salmon Rock area in perpetuity.

CARRIED

Points raised in discussion on the Salmon Rock covenant included:

- The covenant would be registered on the land as a condition of Bylaw No. 143 final reading.
- The applicant has to submit a letter of agreement to deposit plans for the transfer.
- This is a destination area. Users follow the trail until the last twenty metres and then fan out; would this cause a problem? If there is an attempt to hem people in to the twenty-meter trail dedication, it is possible there would be push back. People spread out along the rocks.
 - Staff noted the covenant does not address the point in any geographic specificity. Signage can help determine sensitive areas; there are sensitive ecosystems on the foreshore. It is up to the owner to decide signage, and an obligation to protect sensitive ecosystems. There is an opportunity to bring back the focus of natural and cultural significance of that point.
 - The Applicant pointed out that, in earlier discussions on Keats Island with the Applicant, Approving Officer and Islands Trust staff, there was a consideration regarding recreation versus protection. The Approving Officer indicated it would be asking for a triangle that fans out. When there are problems, there would be a defensible area, based on other areas where there have been issues.
- Details related to the rent charge were still being worked on for clarity.

- Suggestion to give more than ten days to pay the rent charge.
- The Ministry of Transportation and Infrastructure approval process is intended to address archaeological aspects of the project.

GM-2018-017**It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee accept the draft covenant/statutory right-of-way/rent charge for the Salmon Rock Area (GM-RZ-2004.1 [CBCBC, DL 696 Keats Island]), as shown on Attachment 2 of the Staff Report dated March 8, 2018; designate the Chair and one trustee as signatories for the covenant; and request proof of covenant registration be provided to the local trust committee prior to consideration of final reading of Proposed Bylaw No. 143.

CARRIED

Discussion ensued on groundwater and community well protection. Points included:

- Staff noted the covenant meets the interpreted intent of Gambier Island Local Trust Committee Bylaw No. 78, Section 7.7.1 regarding a community water system and the requirement for an engineer to specify an area around an existing well. It would be registered as a condition of Preliminary Layout Approval (PLA). Bylaw No. 143 is supported by the Land Use Bylaw provision.
- There was a question about how information would be distributed to leaseholders. Mr. Lupine, representing the owner, indicated the covenants, once tweaked, would be sent out to 150 email addresses that represent the leaseholders. There is also a Facebook page and the Keats Island newsletter. Mr. Healy, Applicant, mentioned that updates to leaseholders had been carried out, as agreed to as part of the communications plan; a notice could be posted on the website with the updated Addenda. Minutes could be posted once released.
- Subscription to Islands Trust web notification service was suggested as one way for leaseholders to keep informed.

Acting Chair Stamford inquired if there were any further comments or questions.

Mr. Benson, Keats Island, commented on the limited opportunity to review the documents. He remarked that the covenanted area does not look large enough where it is directly adjacent to neighbouring properties. If the Convention wants to minimize their setbacks where their wells are, they should be welcome to do that; however, he did not believe they should be welcome to not covenant near neighbouring wells. He/"We" had suggested a 200-foot setback and it appeared to be less than that; he wanted to see that revisited.

Mr. Benson did not understand why there was a right-of-way in the middle of the covenanted area. The covenant should be more inclusive of something like pollution, not just septic fields. He wondered what would happen on that strip of land, and thought it did not look well thought out.

Mr. Benson stated he was expecting to see a fourth covenant restricting further subdivision.

The Island Planner pointed out that this was what Bylaw No. 143 does; the zone was written to achieve that.

Mr. Healy explained that the existing Land Use Bylaw talks about septic tanks and distribution pipes. Now that the proponent was not putting a septic field in an identified location, there would be a pump there and a pipe (considered a “sanitary facility”) from the pump to the field. The hydrogeologist’s recommendation is for a 30-metre radius setback from the well. The pipe would not be located within a 30-metre zone. The existing wells on neighbouring properties do not normally trigger a covenant. There are two 10-metre rights-of-way. There should be no wells there. The existing covenant is much larger than what is recommended by the engineers. The adjoining lands have two wells. The 30-metre setback from those wells does not affect the subject property.

Staff noted that at the time of public hearing there should be no uncertainty regarding (a referenced area) potentially being reevaluated at the time of subdivision as a potential septic field location, long after the zoning is completed and subdivision details are being worked on. The covenant now excludes that portion of the island as well as any new well site that is drilled for part of the proponent’s licensing, which would have a 30 m buffer attached as well.

Trustee Rogers noted he was satisfied there would be plenty of opportunity for public input, and announced he would be sending out all the material so people would be aware of the nature of these covenants. The trustee expressed appreciation for the Island Planner’s advice and the comments of the public.

GM-2018-018

It was MOVED and SECONDED

that the Gambier Island Local Trust Committee accept the draft covenant for groundwater protection, with the amendment that paragraph 1 include “and fuel storage tanks” after the word “appurtenances”, for District Lot 696, Keats Island (GM-RZ-2004.1 [CBCBC, DL 696 Keats Island]) to address Keats Island Land Use Bylaw section 7.7.1, as shown on Attachment 3 of the Staff Report dated March 8, 2018 and that registration of the covenant be a condition of Preliminary Layout Approval for the first subdivision of DL696, Keats Island.

CARRIED

Acting Chair Stamford recessed the meeting at 12:53 pm, and re-called the meeting to order at 1:09 pm. There were five members of the public remaining.

11.2 Bylaw No. 129

Several bylaws pertaining to *Riparian Areas Regulation* implementation were received for adoption.

GM-2018-019

It was MOVED and SECONDED

that Gambier Island Local Trust Committee Bylaw No. 77, cited as "Keats Island Official Community Plan, 2002, Amendment No. 1, 2015", be adopted.

CARRIED

11.3 Bylaw No. 130

GM-2018-020

It was MOVED and SECONDED

that Gambier Island Local Trust Committee Bylaw No. 130, cited as "Keats Island Land Use Bylaw, 2002, Amendment No. 1, 2015", be adopted.

CARRIED

11.4 Bylaw No. 131

GM-2018-021

It was MOVED and SECONDED

that Gambier Island Local Trust Committee Bylaw No. 131, cited as "Gambier Associated Islands Official Community Plan, 2009, Amendment No. 1, 2015", be adopted.

CARRIED

11.5 Bylaw No. 132

GM-2018-022

It was MOVED and SECONDED

that the Gambier Island Local Trust Committee Bylaw No. 132, cited as "Gambier Associated Islands Land Use Bylaw, 2013, Amendment No. 1, 2015", be adopted.

CARRIED

12. LOCAL TRUST COMMITTEE PROJECTS

12.1 Shoreline Protection – Keats Island

Jaime Dubyna, Planner 1 reviewed the Staff Report of March 8, 2018 regarding Keats Island Regulatory Options for Docks and Other Foreshore Development.

Discussion ensued regarding:

- Project charter;
- Community consultation process; recommendation that a public consultation event be held on Keats Island and an evening event in North Vancouver; usefulness of an electronic questionnaire in addition to public meetings;
- Impact on other LTC projects and staff logistics;
- Advancing the review of the Gambier Island OCP.

GM-2018-023

It was MOVED and SECONDED

that the Gambier Island Local Trust Committee request staff to prepare a draft project charter for a Phase 1 "Keats Island Shoreline Protection Project" for Local Trust Committee consideration on April 18, 2018.

CARRIED

GM-2018-024**It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee defer Recommendation No. 2 from the Staff Report of March 8, 2018, and that it be referred back to the Local Trust Committee at a fall meeting in 2018.

CARRIED**12.2 Green Shores Program – Verbal update**

Trustee Rogers referred to the collaboration with Bowen Island to do a Green Shores Program over a two-year period. Bowen did a program that was well-attended last October/November. The second year was to be for an island within the Gambier Local Trust Area; it had been agreed by the LTC this would be for North and South Thormanby, and would be delivered by the Bowen Island group. Trustee Rogers inquired how to ensure that this moves forward.

The Island Planner reported that upon the departure of the previous Island Planner, there had been no designation of a planner to this project. The Island Planner noted that she was now the designated staff person to the Green Shores group, and that she would request an update on this and report back at the April meeting or by email.

Trustee Rogers requested that the Island Planner ensure that this goes forward and can get help in getting this set up.

12.3 Gambier Associated Islands Streamside DPA Update – Memorandum

The Planner 2 reviewed an update on Gambier Associated Islands Streamside DPA.

Responding to an inquiry from Acting Chair Stamford regarding an item from the Follow Up Action List, the Planner 2 affirmed that the letter of introduction to new Squamish Chiefs and Council had been drafted. The letter would be forwarded to Islands Trust's Senior Intergovernmental Policy Advisor on First Nations and Marine Issues for comment after which trustees' input would be invited.

13. REPORTS**13.1 Work Program Reports****13.1.1 Top Priorities Report dated March 1, 2018**

Received.

13.1.2 Projects List Report dated March 1, 2018

Received.

13.2 Applications Report dated March 1, 2018

Received.

13.3 Trustee and Local Expense Report dated January, 2018

Received.

13.4 Adopted Policies and Standing Resolutions

Received.

13.5 Local Trust Committee Webpage – none

13.6 First Nations Activities

Trustee Rogers reported that he had personally reached out to the Squamish Council. Having not received a response, he reached out through Howe Sound Community Forum, whereupon he made contact with a Band Administrator.

It was in the news recently that Skwxwú7mesh First Nation approved the benefit package for BURNCO. They said they had failed to be as transparent as they would have liked.

Acting Chair Stamford discussed a concept for a meet and greet type of meeting with Skwxwú7mesh First Nation. She proposed to draft an outline of the idea to forward to the Planner 2 for further consideration.

14. NEW BUSINESS

14.1 Regulating Accessory Uses and Structures on Keats Island

Trustee Rogers requested deferral of discussion regarding the Staff Report dated March 8, 2018 on regulating accessory uses and structures on Keats Island until the April meeting, when Chair Morrison will be present. He had questions about his involvement in this discussion.

By general consent, the Local Trust Committee recommended deferral to the April meeting of item 14.1, the Staff Report on regulating accessory uses and structures on Keats Island.

14.2 Supporting Water Monitoring Initiative on Thormanby Islands – Discussion

There was discussion of an email received from a constituent with a request for assistance regarding water mining for saltwater intrusion on Thormanby Islands. It was apparent that there did not seem to be room for the LTC to take on a project regarding groundwater monitoring. The LTC could write a letter of support if this item were an agenda item for discussion, in which case further details for Islands Trust would be needed from the applicant.

In terms of the constituent's inquiry about financial matters, the Island Planner made reference to Trust Area Services as potentially being able to assist with information on that. Trustee Rogers indicated he would follow up with the constituent.

14.3 Howe Sound Conservation Needs & Opportunities Workshop

Acting Chair Stamford requested travel funds to be able to attend the free David Suzuki Foundation Howe Sound Marine Conservation and Science workshop, open to the public and held on April 10. Discussion ensued.

Acting Chair Stamford will follow up with a request to staff for a possible Resolution-Without-Meeting.

14.4 Farm Industry Review Board – Memorandum

The memorandum on the March 2017 News Release pertaining to aquaculture and the *Farm Practices Protection (Right to Farm) Act* was received for information.

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for Thursday, April 19, 2018 at 10:45 am at John Braithwaite Community Centre - Meeting Room #2, 145 West 1st Street, North Vancouver, BC

16. TOWN HALL

A member of the public was concerned with having a community information meeting on the District Lot 696 subdivision application on the same day as the public hearing, in light of the need to digest the information and the possibility of last minute items being brought forward by the applicant.

17. CLOSED MEETING**17.1 Motion to Close the Meeting**

GM-2018-025

It was MOVED and SECONDED

by the Gambier Island Local Trust Committee that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s. 90(1)(d) and (f) for the purpose of considering adoption of In-Camera Meeting Minutes dated January 25, 2018; and Bylaw Enforcement and that the recorder and staff attend the meeting.

CARRIED

The meeting moved to *in camera* at 2:20 pm.

17.2 Recall to Order

Acting Chair Stamford recalled the meeting to order at 2:24 pm.

17.3 Rise and Report

Acting Chair Stamford reported that the *in camera* minutes of January 25, 2018 were adopted. The Local Trust Committee received but did not consider the bylaw enforcement report dated March 8, 2018.

18. ADJOURNMENT

By general consent the meeting was adjourned at 2:24 pm.

Kate-Louise Stamford, Acting Chair

Certified Correct:

Diane Corbett, Recorder



Islands Trust

Gambier Island

Print Date: April 11, 2018

Resolutions Without Meeting

Resolution #	Action	Resolution Description	Resolution Date
2018-01	In Favour	"THAT the Gambier Island Local Trust Committee release up to \$1600.00 from the Trustee Expense budget for Trustee Kate-Louise Stamford to register and attend the Salish Sea Conference in Seattle, April 4--6, 2018."	15-Mar-2018

Follow Up Action Report

Gambier Island

27-Apr-2017

Activity	Responsibility	Target Date	Status
Staff to prepare written communication materials for distribution to Gambier Island residents regarding the adoption of Bylaws 140 and 141. Update: pending DPA 3 minor amendments	Madeleine Koch	31-Aug-2017	On Going

31-Aug-2017

Activity	Responsibility	Target Date	Status
Staff to prepare a draft bylaw to amend the Gambier Island LUB DPA 3 guidelines	Madeleine Koch	05-Oct-2017	On Going
Staff to notify the MFLNRORD and all First Nations with interests in Gambier Island as noted in the Provincial Consultative Areas Database, of the intent to amend the Gambier Island Land Use Bylaw for the purpose of making minor revisions to DPA 3	Madeleine Koch		On Going

26-Oct-2017

Activity	Responsibility	Target Date	Status
Staff to update Gambier LTC Project webpages to reflect updates to the Gambier OCP and RAR Implementation projects.	Ann Kjerulf Madeleine Koch	15-Dec-2017	On Going

25-Jan-2018

Activity	Responsibility	Target Date	Status
Staff to write a letter on behalf of the chair to the Squamish Chief and Council congratulating the new members on their election to office and requesting a meeting with them.	Madeleine Koch		Done



Follow Up Action Report

LTC adopted standing resolution "that staff incorporate First Nations' words, phrases and place names into LTC communications where appropriate".	Penny Hawley Ann Kjerulf	On Going
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08-Mar-2018

Activity	Responsibility	Target Date	Status
GM-RZ-2004.1 (Keats DL 696) Bylaw No. 143 CIM and public hearing April 18, 2018, 7:00 pm (notices and advertising; mail out to adjacent properties.- DONE)	Becky McErlean Sonja Zupanec		On Going
Bylaws 129-132 adopted. Update database and web.	Becky McErlean		Done
Request staff to prepare a draft project charter for Keats shoreline protection project. Defer consideration of #2 re FN assessment and bring it back to the LTC for a fall 2018 meeting.	Jaime Dubyna	18-Apr-2018	On Going
Staff to follow up with greenshores group on facilitating a greenshores workshop on North Thormanby island this July or August.	Sonja Zupanec		On Going
Staff memo on Keats Accessory buildings to be deferred to April 19th GM LTC meeting agenda.	Penny Hawley	04-Apr-2018	On Going
In-camera report from March 2018 to be brought back for April 19th 2018 meeting.	Miles Drew	19-Apr-2018	On Going



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



‘Salish View’ Acquisition Project, Lasqueti Island

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

Opportunity Fund Grant for Saturna Wetland Conservation Project

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

Dragonfly Commons Conservation Proposal, Salt Spring Island

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

Fairyslipper Forest Nature Reserve, Thetis Island

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

Medicine Beach Nature Sanctuary, North Pender Island

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

Morrison Marsh Nature Reserve, Denman Island

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

First Nations – Regional Conservation Plan

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

Regional Conservation Plan and Local Trust Committees and BIM

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

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

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

PROPOSED

GAMBIER ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 143

A BYLAW TO AMEND THE KEATS ISLAND LAND USE BYLAW, 2002

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

1. Citation

This bylaw may be cited for all purposes as “Keats Island Land Use Bylaw, 2002, Amendment No. 2, 2016”.

2. Gambier Island Local Trust Committee Bylaw No. 78, cited as “Keats Island Land Use Bylaw, 2002” is amended as shown on Schedule 1, attached to and forming part of this bylaw.

3. Land Use Contract G314 authorized by Gambier Island Trust Committee Land Use Contract Authorization Bylaw No. 4, 1978 (Convention of Baptist Churches of British Columbia) is discharged.

READ A FIRST TIME THIS	20 TH	DAY OF	SEPTEMBER	, 2017
READ A SECOND TIME THIS	25 TH	DAY OF	JANUARY	, 2018
PUBLIC HEARING HELD THIS		DAY OF		, 201x
READ A THIRD TIME THIS		DAY OF		, 201x
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST				
THIS		DAY OF		, 201x
ADOPTED THIS		DAY OF		, 201x

SECRETARY

CHAIRPERSON

Gambier Island Local Trust Committee

Bylaw No. 143

Schedule 1

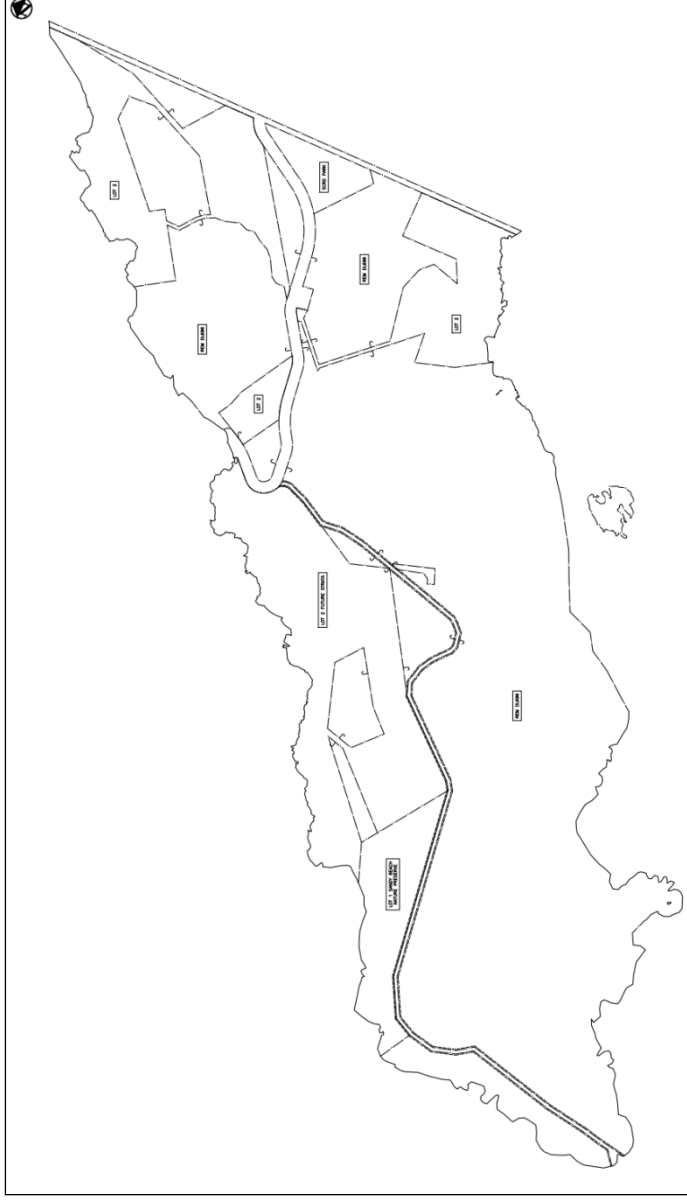
- 2.1 **PART.1– ADMINISTRATION AND INTERPRETATION**, Section **1.5 DEFINITIONS**, Subsection 1.5.1 is amended by:
- a) deleting the word “residential” from the definition of “boat house”;
 - b) adding a new definition: “**dormitory** means a building without a kitchen that provides sleeping quarters and washroom facilities for the temporary accommodation of persons attending or employed at a private institutional camp” after the definition of “dock”;
 - c) deleting the words “where such use is established by a Regional District, government or other public agency” at the end of the definition for “public service utility use”.
- 2.2 **PART 3 – ESTABLISHMENT OF ZONES**, Section **3.1 DIVISION INTO ZONES**, Subsection 3.1.1 is amended by:
- a) deleting “Community Residential 2 CR2”, “Private Institutional 1 PI1” and “Community Service 2 CS2”;
 - b) adding “Comprehensive Development 2 CD2” after “Comprehensive Development 1 CD1”;
- 2.3 **PART 4 – ZONE REGULATIONS**, is amended by removing Section **4.2 COMMUNITY RESIDENTIAL 2 (CR2) ZONE** in its entirety and renumbering Section **4.3 COMPREHENSIVE DEVELOPMENT 1 (CD1) ZONE** to Section 4.2;
- 2.4 **PART 4 – ZONE REGULATIONS** is amended by adding new Section **4.3 COMPREHENSIVE DEVELOPMENT 2 (CD2) ZONE** as follows:

“4.3 COMPREHENSIVE DEVELOPMENT 2 (CD2) ZONE**Subdivision**

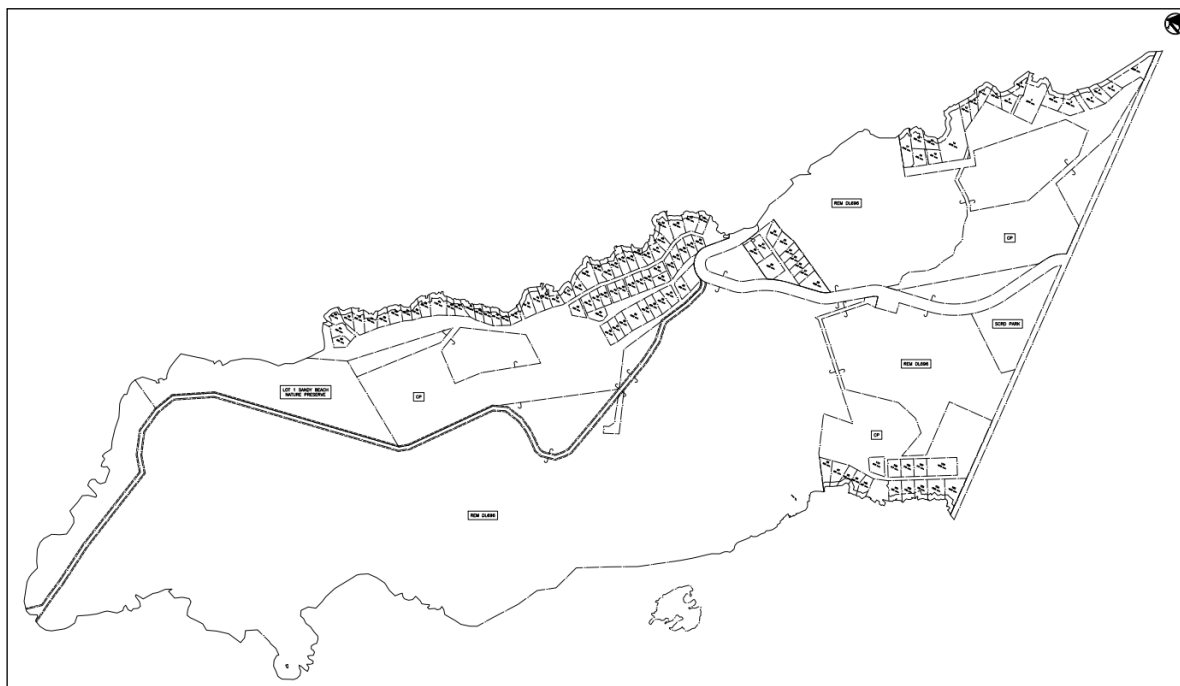
- .1 Land in the CD2 zone may be subdivided only as follows, and only in the following sequence:
- a) so as to create, together with such park and highway dedications as the approving officer may require, the three parcels described as follows, which parcels must have an area no more than 5% greater than and no more than 5% less than the areas indicated:
 - (i) a 3.40 ha parcel for nature conservation uses;
 - (ii) a 19.0 ha parcel to be further subdivided by strata plan for residential development, only as described in Subsection b);
 - (iii) a 68.0 ha parcel for institutional camp and nature conservation uses, which parcel may not be further subdivided,

which subdivision shall be in general compliance, as to the location and configuration of each of the three parcels, with the Block Subdivision Plan; and

- b) so as to create not more than 110 strata lots by strata subdivision of the parcel described under Subsection a)(ii), in accordance with the Strata Subdivision Plan, and the subdivision may vary from the Strata Subdivision Plan but not so as to affect the distribution of strata lots as among the six principal lot clusters, or so as to create any lot with an area or width less than 95% of that of the smallest or narrowest lot shown on the Strata Subdivision Plan.
- .2 In Section 4.3.1, “Block Subdivision Plan” means Revision No. 3 of Drawing No. KEY-BLK prepared by Creus Engineering Ltd. for the Convention of Baptist Churches of B.C. and dated September 6, 2017, a print copy of which is set out below and an original digital version of which is in the records of the Islands Trust, and “Strata Subdivision Plan” means Revision No. 3 of Drawing No. KEY-STR prepared by Creus Engineering Ltd. for the Convention of Baptist Churches of B.C. and dated September 6, 2017, a print copy of which is set out below and an original digital version of which is in the records of the Islands Trust.
- .3 Section 7.4.1 of this bylaw does not apply to the subdivision described in Subsection b).
- .4 The parcels created by subdivision under Section 4.4.1a)(i), (ii) and (iii) respectively are referred to in this Section 4.3 as the Sandy Beach Parcel, the Residential Parcel and the Camp Parcel.



Block Subdivision Plan.



Strata Subdivision Plan.

Permitted Uses

- .5 The Sandy Beach Parcel may be used only for natural area parks and conservation once it has been created by subdivision.
- .6 The following uses of land, buildings and structures are permitted on the Residential Parcel once it has been created by subdivision:
- single family residential uses
 - home occupations, subject to Section 2.2
 - horticulture and other uses accessory to a permitted residential use
 - public service utility uses and private utility uses including pump/utility houses
 - natural area parks and conservation
- .7 The following uses of land, buildings and structures are permitted on the Camp Parcel once it has been created by subdivision:
- private institutional camp
 - residential uses accessory to a private institutional camp use
 - one confectionery and gift shop accessory to a private institutional camp use
 - public service utility uses and private utility uses including pump/utility houses
 - natural area parks and conservation

Permitted Buildings and Structures

- .8 The following types of buildings and structures are permitted on the Residential Parcel:
- single family dwellings on individual strata lots
 - buildings and structures accessory to a permitted residential use

- community sewer system facilities
 - public service utility uses
 - pedestrian trails
 - fire huts
 - fences, subject to Section 2.4
 - signs accessory to single family residential uses, subject to Part 5
- .9 The following uses of land, buildings and structures are permitted on the Camp Parcel:
- up to five dwellings
 - dormitories and campgrounds for overnight accommodation
 - non-residential buildings and structures accessory to a private institutional camp use
 - up to three boathouses accessory to a private institutional camp use
 - community sewer system facilities
 - public service utility uses
 - pedestrian trails
 - fire huts
 - fences, subject to Section 2.4
 - signs accessory to a private institutional camp use, subject to Part 5

Density of Use

- .10 A maximum of one single family dwelling is permitted per lot on the Residential Parcel.
- .11 The maximum floor area of a fire hut on the Residential Parcel is 9.3 square metres.
- .12 The maximum aggregate floor area of dormitories and dwellings on the Camp Parcel is 4195 square metres.
- .13 The maximum aggregate floor area of buildings and structures other than dormitories and dwellings on the Camp Parcel is 3231 square metres.
- .14 The floor area of a boathouse on the Camp Parcel must not exceed 60 square metres.
- .15 The floor area of a confectionery and gift shop on the Camp Parcel must not exceed 200 square metres.

Setbacks

- .16 The minimum setback between buildings on the Residential Parcel is 3.0 metres.
- .17 The minimum setback from any lot line of any building or structure on the Camp Parcel, other than a fence, pump house, fire hut or boat house, is 10 metres.

Height of Buildings and Structures

- .18 The maximum height of buildings and structures accessory to a permitted residential use on the Residential Parcel is 4.6 m.
- .19 The maximum height of buildings and structures on the Camp Parcel is 13.0 metres except that a boat house may not exceed a height of 4.6 metres.

Lot Coverage

- .20 The maximum lot coverage of all buildings and structures on the Residential Parcel is 33%.
- .21 The maximum lot coverage of all buildings and structures on the Camp Parcel is 5%.”;

2.5 **PART 4 – ZONE REGULATIONS**, is amended by removing Section **4.6 PRIVATE INSTITUTIONAL 1 (PI1) ZONE** in its entirety and by making such consequential numbering alterations to effect this change.

2.6 **PART 4 – ZONE REGULATIONS**, is amended by removing Section **4.10 COMMUNITY SERVICE 2 (CS2) ZONE** in its entirety and by making such consequential numbering alterations to effect this change.

2.7 **PART 4 – ZONE REGULATIONS** renumbered Section **4.13 MARINE 2 – COMMUNAL MOORAGE (M2) ZONE** is amended by adding the following text and table as Subsection 4.13.6:

“Site Specific Regulations

- .6 The following Table 4.1 indicates where despite or in addition to the regulations in this Section, specific regulations apply. In the first column, the zone abbreviation and the lower-case letter refer to the notation on the zoning map. The second column describes the regulations:

Table 4.1	
Site Specific Zone	Site Specific Regulations
M2(a)	a) Despite 4.12.4 the maximum size of a dock in the marine area is 65 square metres (700 square feet). The maximum area may be increased by 47 square metres (500 square feet) per residential lot served up to a maximum size of 158 square metres (1,700 square feet).
M2(b)	a) Despite 4.12.2 non-commercial anchorage, moorage of private vessels, and recreational activities accessory to private institutional uses on the adjacent upland are permitted. b) Despite 4.12.3 the maximum height of a building or structure on a float or wharf in the M2(b) area is 5.0 metres (16.5 feet) measured from the upper surface of the float or wharf. c) Despite 4.12.4 the maximum area covered by docks in the

	entire M2(b) zone, including wharf floats and connecting ramps and piers, is 3,000 square metres (32,970 square feet).
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PART 5 – SIGN REGULATIONS, Section **5.1 NUMBER AND TOTAL AREA OF SIGNS**, Subsection 5.1.1 Table 1: Sign Regulations is amended by:

- a) deleting the “CR2”, “PI1” and “CS2” zones from the first column;
- b) adding “CD2” zone to the “Zone” column immediately under “CD1”;

2.8 **PART 6 – PARKING REGULATIONS**, Section **6.1 REQUIREMENT FOR PARKING SPACES** Subsection 6.1.1 Table 2: Off-Street Parking Requirements is amended by:

- a) replacing the zoning abbreviation “PI1” in the first column with “CD2”;
- b) deleting the third column “Public Parking Lot (CS2 Zone) 15 Parking Spaces”;

2.9 **PART.7 – SUBDIVISION**, Section **7.2 EXEMPTIONS FROM MINIMUM AND AVERAGE LOT SIZES**, Subsection 7.2.2 is amended by inserting the words “or nature reserve” following the words “a conservation area”;

2.10 **PART 8 – PERMITS**, Section **8.1 TEMPORARY COMMERCIAL AND INDUSTRIAL USE PERMITS** Subsection 8.1.1 is amended by:

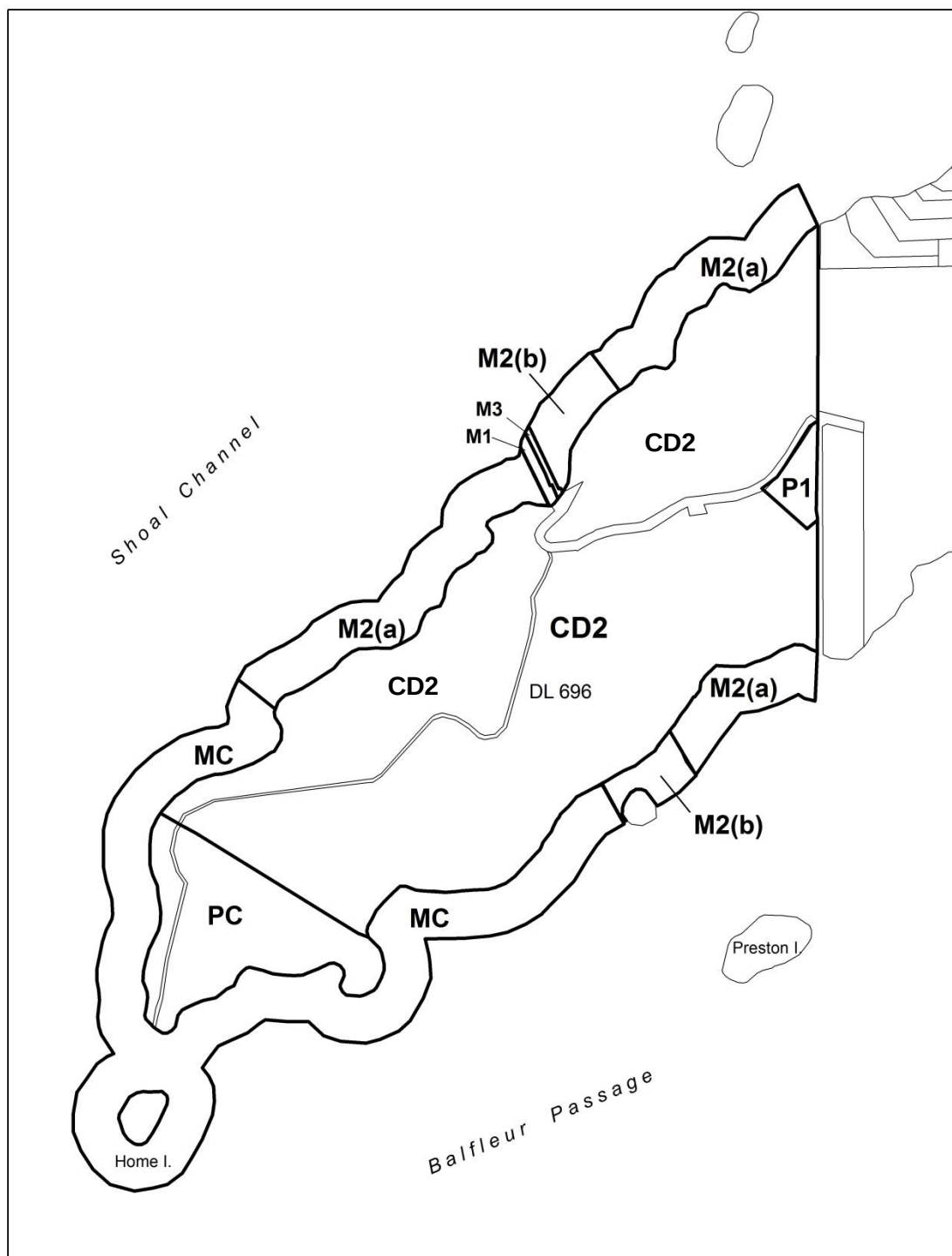
- a) deleting the words “Community Residential 2 (CR2)” and “Private Institutional 1 (PI1)”;
- b) inserting the words “Comprehensive Development 2 (CD2)” after “Comprehensive Development 1 (CD1)”;

2.11 Keats Island Land Use Bylaw, 2002, Schedule B, is amended by changing the zoning classifications to those shown on Plan 1, attached to and forming part of this Bylaw.

GAMBIER ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 143

PLAN 1





File No.: 6500-20 LTC Projects
(Keats Island Shoreline
Protection)

DATE OF MEETING: April 19, 2018
TO: Gambier Island Local Trust Committee
FROM: Jaime Dubyna, Planner 1
Northern Team
COPY: Ann Kjerulf, Regional Planning Manager
Sonja Zupanec, Island Planner
SUBJECT: Keats Island Shoreline Protection Project – ‘Phase 1’ Draft Project Charter

1. **That the Gambier Island Local Trust Committee endorse the Project Charter v.1 *Keats Island Shoreline Protection*, dated April 19, 2018.**
2. **That the Gambier Island Local Trust Committee request staff to prepare a draft communication plan, including a public survey, for Local Trust Committee consideration in advancing the *Keats Island Shoreline Protection Project*.**

PURPOSE

This Staff Report introduces a draft Project Charter for Phase 1 of the Gambier Island Local Trust Committee (LTC) top priority project, Keats Island Shoreline Protection (Attachment 1).

BACKGROUND

On February 2, 2017, the Gambier Island Local Trust Committee (LTC) passed resolution GM-2017-007:

GM-2017-007

It was MOVED and SECONDED that the Gambier Island Local Trust Committee request staff to provide a report regarding legislative options available to the Local Trust Committee specifically related to docks on Keats Island that affect identified sensitive ecosystems, or properties that have road access.

CARRIED

The LTC received a staff report at its July 27, 2017 meeting, and subsequently passed resolution GM-2017-032:

GM-2017-032

It was MOVED and SECONDED that the Gambier Island Local Trust Committee replace current priority number 3 of the Local Trust Committee Projects List with “Keats Island OCP/LUB Amendments” with the specified activity, “amending policies and regulations for docks and other foreshore development”.

CARRIED

The LTC received a [staff report](#) at its March 8, 2018 meeting, and subsequently passed resolution GM-2018-023:

GM-2018-023

It was MOVED and SECONDED that the Gambier Island Local Trust Committee request staff to prepare a draft project charter for a Phase 1 “Keats Island Shoreline Protection Project” for Local Trust Committee consideration on April 18, 2018.

CARRIED

ANALYSIS

Policy/Regulatory

See the July 27, 2017 [staff report](#) for discussion of applicable policies in the *Islands Trust Policy Statement* and the Keats Island Official Community Plan (OCP) No. 77, and regulations in the Keats Island Land Use Bylaw (LUB) No. 78.

Consultation

The Project Charter has been drafted to include two community consultation events during summer 2018 on Keats Island, to engage First Nations, residents, land owners and relevant agencies. In its discussion at the March 8, 2018 LTC regular meeting, the LTC discussed conducting two separate events during the summer 2018 – one on Keats Island, and one in the Lower Mainland. Additionally, with LTC direction, staff could develop a public survey to solicit input on community shoreline values, to be distributed online and in paper form.

Results of the survey could be presented as part of the community consultation events and help inform the potential scope and objectives of a subsequent Phase 2 of the project, including potential amendments to the Official Community Plan and/or Land Use Bylaw.

The LTC is to consider the following at project charter stage:

- Implementation of the Islands Trust Council Strategic Plan;
- Implementation of the Keats Island Official Community Plan;
- Relevant Provincial legislation;
- Previous project phases (not applicable);
- Anticipated First Nations interests and engagement; and
- The level of stakeholder engagement anticipated in relation to the IAP2 Public Participation Spectrum^[1].

Under the new process for approving budgets and resources for local trust committee projects, on endorsement of the Project Charter, staff will develop a detailed Work Plan. The Work Plan will break the Project Charter down further and detail actual work, more specific timelines, staff resources, and budgets. This Work Plan will be signed off by the Director of Local Planning Services and Director of Administrative Services for the staff resources and the release of \$3,500 from the LTC Project Reserve Fund as indicated in the Project Charter. The detailed Work Plan will be on the next Gambier Island Local Trust Committee agenda for information.

^[1] [http://iap2canada.ca/Resources/Documents/0702-Foundations-Spectrum-MW-rev2%20\(1\).pdf](http://iap2canada.ca/Resources/Documents/0702-Foundations-Spectrum-MW-rev2%20(1).pdf).

ALTERNATIVES

1. Amend the project charter.

The LTC may wish to consider amending the project charter. Recommended wording for the resolution is as follows:

That the Gambier Island Local Trust Committee request staff to amend the “Keats Island Shoreline Protection” project charter, timeline, and budget to include ... (specific details to be provided by the LTC).

2. Proceed no further.

The LTC may choose not to proceed with this project at this time. Recommended wording for the resolution is as follows:

That the Gambier Island Local Trust Committee request staff to remove the “Keats Island Shoreline Protection” project from the Top Priorities List and place it on the Projects List.

NEXT STEPS

Should the LTC endorse the project charter, staff will proceed in general accordance with the project charter.

Submitted By:	Jaime Dubyna, MSc.Pl. Planner 1	April 6, 2018
Concurrence:	David Marlor, MCIP, RPP Director of Local Planning Services	April 9, 2018

ATTACHMENTS

1. Attachment 1 – Draft Project Charter

Keats Island Shoreline Protection Project Charter - **Attachment 1**

Gambier Island Local Trust Committee

Date: April 19, 2018

Purpose To review options that would strengthen the policy and regulatory framework for docks and other foreshore development on Keats Island. 'Phase 1' of this project includes conducting community consultation events during the summer 2018.

Background The Gambier Island Local Trust Committee (LTC) placed "Keats Island OCP/LUB Amendments" on the top priority project list at the July 27, 2017 LTC regular business meeting specifically to review "amending policies and regulations for docks and foreshore development". In its resolution at the March 8, 2018 meeting, the LTC requested staff prepare a draft project charter for Phase 1 of the "Keats Island Shoreline Protection Project", which would include two community consultation events in the summer 2018.

Objectives

- To explore policy, regulatory and voluntary stewardship options to strengthen shoreline protection on Keats Island.
- To solicit First Nations and community input regarding shoreline values on Keats Island.
- To collate existing data on significant shoreline ecosystem features/functions.
- To develop a communication plan for the project.

In Scope

- Community and First Nations consultation events on Keats.
- Public survey to solicit input on community shoreline values.
- Overview of the suite of tools available to protect shoreline environment and ecosystem function.
- Staff analysis and recommendations to the LTC.

Out of Scope

- Review of Keats Island OCP and LUB that is unrelated to the objectives identified in this Project Charter.
- Draft bylaws to amend the OCP or LUB.

Workplan Overview

Deliverable/Milestone	Date
Draft Project Charter to LTC for consideration	April 19, 2018
Planning research; Staff develop communication plan	April—May 2018
Communication plan to LTC for consideration	May—June 2018
Community and First Nations consultation events (2)	Summer 2018
Staff report with results of community consultation events presented to LTC	Fall 2018
Next steps—LTC direction for Phase 2 of the shoreline protection project	Fall 2018

Project Team

Jaime Dubyna, Planner 1	Project Manager
Sonja Zupanec, Island Planner	Project Support
Islands Trust GIS Technician	Mapping Support
Islands Trust Administration Staff	Administrative Support

RPM Approval:

Date:

LTC Endorsement/ Amendments:

Budget

Budget Source: 2018/2019 Gambier Island Local Trust Committee Projects Budget

Fiscal	Item	Cost
2018	Community Consultation Events (incl. facility rental)	\$3000
2018	Advertising	\$250
2018	Printing information materials	\$250
	Total	3500



Top Priorities

Gambier Island

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Riparian Areas Regulation	Implement RAR and protect all watercourses across the Gambier Island Local Trust Area	26-Oct-2011	Ann Kjerulf Madeleine Koch	
2	Gambier OCP Comprehensive Review	Includes developing a "Shared Narrative of Place" with First Nations	12-Feb-2015	Fiona MacRaild Madeleine Koch	
3	Keats Island OCP/LUB Amendments	Consideration of amendments to policies and regulations regarding docks and other foreshore development on Keats Island	27-Jul-2017	Sonja Zupanec Jaime Dubyna	
4	OCP Advocacy Policies - Implementation & Support	Supporting the advocacy policies of the Gambier, Keats, and Associated Islands OCPs, and Islands Trust Strategic Plan (e.g. woodlots, industrial facilities, Howe Sound)	24-Oct-2013	Kate-Louise Stamfor Dan Rogers Susan Morrison	

**Projects****Gambier Island**

Description	Activity	R/Initiated
Development Approval Information Bylaw	Develop and adopt a D.A.I bylaw for the Gambier Trust Area.	
Squamish First Nation Consultation	Scope interim strategies pending completion of a possible protocol agreement to address protection of archaeological and heritage resources.	31-Jan-2012
Gambier LUB Review	Review Gambier LUB to address: - definition of breakwater - trams (currently silent) - advocacy policies around pump out stations - review of title Wilderness Conservation - 2013: REVIEW KEATS AND GAMBIER LUBS FOR ACCOMMODATION of OCEAN LOOP GEO-EXCHANGE SYSTEMS - 2010: GHG Emissions (a more proactive approaches to plan for GHG reductions especially in relation to Policies 6.1 and 6.2 in consultation with SCRD.) Initiative arises from recommendation of SCRD in comments about bylaws 111 & 112.	22-May-2014
Gambier Site-specific Water Zones	Staff to research the history of Site-Specific water zones on Gambier.	26-Sep-2013
Recreational Camp and Private Institutional Regulation Review	Review Recreational Camp and Private Institutional regulations in all Local Trust Area land use bylaws. Review to ensure that regulations properly balance ecological protection with current realities re: rentals as income source for rec camps.	28-Jul-2016
Keats Island LUB review	review definition of "structure" to ensure adequate regulation of the siting of underground sewage disposal systems with setbacks to lot lines and the natural boundary of the sea	11-Dec-2017



Projects

Gambier Island

Description	Activity	R/Initiated
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Islands Trust

Print Date: April 11, 2018

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
GM-DVP-2002.1	Land Plan Group Inc.	24-Jan-2002	PID: 014-385-694\nKeats Island - Keats Camp cottage lots - siting variances\nDL 696

Planner: Sonja Zupanec

Planning Status

Status Date: 10-Apr-2008
still on hold pending rezoning

Status Date: 13-Aug-2007
on hold pending rezoning application

Status Date: 16-May-2006
Met with applicant. Outstanding items forwarded for attention. May be add'l fees.

Rezoning

File Number	Applicant Name	Date Received	Purpose
GM-RZ-2004.1	LandPlan Group Inc.	16-Jun-2004	PID: 014-385-694 Keats Island - Keats Camp rezoning application DL 696

Planner: Sonja Zupanec

Planning Status

Status Date: 25-May-2017
CIM scheduled for July 27th to provide draft bylaw amendments to enable a comprehensive development zone; transfer LUC provisions and enable subdivision.

Status Date: 20-Apr-2017
Revised draft ToR for hydro.assessment sent to applicant for review.

Status Date: 10-Mar-2017
Draft Terms of Reference for hydrogeological assessment sent to applicant for review



Islands Trust

Print Date: April 11, 2018

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
GM-SUB-2013.1	Creus Engineering	09-Dec-2013	PID: 014-385-694 The Convention of Baptist Churches of BC\nKeats Island\n9 Lot Subdivision

Planner: Sonja Zupanec

Planning Status

Status Date: 20-Apr-2017

New drawings January 20, 2017 endorsed by MOTI staff

Status Date: 06-Oct-2016

New drawings submitted to MOTI September 9, 2016.

Status Date: 01-Aug-2016

New subdivision application submitted to MOTI on July 16, 2016.

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

630 Gambier	Invoices posted to Month ending February 2018	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-630	LTC "Trustee Expenses"	3,000.00	1,213.26	1,786.74
LTC Local				
65200-630	LTC - Local Exp - LTC Meeting Expenses	4,750.00	3,943.74	806.26
65210-630	LTC - Local Exp - APC Meeting Expenses	500.00	109.93	390.07
65220-630	LTC - Local Exp - Communications	1,000.00	0.00	1,000.00
65230-630	LTC - Local Exp - Special Projects	500.00	0.00	500.00
TOTAL LTC Local Expense		<u>6,750.00</u>	<u>4,053.67</u>	<u>2,696.33</u>
Projects				
73001-630-2016	Gambier OCP/LUB	5,500.00	430.92	5,069.08
73001-630-4024	Gambier Keats Island OCP/LUB Amendments	8,000.00	0.00	8,000.00
73001-630-4082	Gambier DAI Bylaws	1,500.00	0.00	1,500.00
TOTAL Project Expenses		<u>15,000.00</u>	<u>430.92</u>	<u>14,569.08</u>

Gambier Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

Updated: January 25, 2018

No	Meeting Date	Resolution No.	Issue	Policy
1.	October 6, 2010	GM-082-2010	Guidelines for the appointment of members to the advisory planning commission	It was MOVED and SECONDED that the Gambier Island Local Trust Committee endorses the following guidelines for the appointment of members to the advisory planning commission and requests that such guidelines be posted on the Islands Trust website and are used in any posting to solicit expressions of interest from candidates for advisory planning commission membership: “The Gambier Island Local Trust Committee shall make all reasonable efforts, in the consideration of appointments to the advisory planning commission that members are: - Representative of a broad cross section of the geographical areas of the Gambier Island Local Trust Committee area; - Representative of a range of backgrounds and expertise that is supportive to each other in the consideration of matters referred to the advisory planning commission; - Where feasible and practical of a balanced representation of gender and age groups. Consideration shall be given to the following criteria in any appointment: • Previous experience as a member of a Board of Variance; • Experience on a local government council, board, local trust committee, commission or other body; • Experience with other volunteer boards, commissions or committees; • Experience and credential in a planning, design or related profession; • Experience and credentials in a building or design trade; • Educational background; • Length of residency in the local trust area; • Availability, and willingness to travel between local trust areas.
2.	March 26, 2015	GM-2015-018		It was MOVED and SECONDED, that the Gambier Island Local Trust Committee amend the APC appointment guidelines to allow for representation of members to be weighted to a geographic area subject to a current top priority project.

3.	October 26, 2017	GM-2017-065	Development Permit Area (DPA) No. 3: Riparian Areas administration	It was MOVED and SECONDED that the Gambier Island Local Trust Committee adopt a Standing Resolution which directs staff to administer Development Permit Area (DPA) No. 3: Riparian Areas in the interim before formal amendments are made to the DPA, as follows: a. The “Designated Area” provisions of Section 12.3.1 of Gambier Island Official Community Plan No. 73 should be used to determine whether or not a proposed development is subject to DPA No. 3: Riparian Areas; b. When development is proposed within the “Designated Area”, applicants shall be required to have a Qualified Environmental Professional assess the water feature to determine whether or not it is subject to the Riparian Areas Regulation; c. When development is proposed within the “Designated Area” of a water feature which is determined to be subject to the Riparian Areas Regulation, a DPA No. 3: Riparian Areas Development Permit shall be required; d. When development is proposed within the “Designated Area” of a water feature which is determined not to be subject to the Riparian Areas Regulation, a DPA No. 3: Riparian Areas Development Permit shall not be required.
4.	December 11, 2017	GM-2017-078	Adding item to agenda	GM-2017-078 It was MOVED and SECONDED that the Gambier Island Local Trust Committee request staff to add to each agenda “First Nations Activities” under the Reports section.
5.	January 25, 2018	GM-2018-009	First Nations Words, Phrases and Place Names	GM-2018-009 It was MOVED and SECONDED that the Gambier Island Local Trust Committee adopt the following standing resolution: a) That staff incorporate First Nations’ words, phrases, and place names in Local Trust Committee communications, as appropriate.



File No.:

DATE OF MEETING: April 19, 2018 Gambier Local Trust Committee
TO: Local Trust Committees and Bowen Island Municipality
FROM: David Marlor, Director of Local Planning Services
SUBJECT: Approval Process for Water Supply Systems on Salt Spring Island

PURPOSE

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

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

ATTACHMENTS

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

BRIEFING

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

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

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

PURPOSE:

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

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

It was MOVED and SECONDED,

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

ATTACHMENT(S):

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

Prepared By: Susan Palmer

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

V3 Water Paper.docx

SLP Consulting

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

EXECUTIVE SUMMARY

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

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

Key findings of the investigation are:

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

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

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

APPROVAL PROCESSES FOR COMMUNITY WATER SYSTEMS ON SALT SPRING ISLAND

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

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

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

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

The purpose of this report is to:

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

1. APPROVING AGENCIES AND SEQUENCE OF WATER SUPPLY SYSTEM APPROVALS

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

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

A. Well Water License (MFLNRORD)

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

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

B. Zoning (LTC)

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

C. Community Water Supply System (VIHA)

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

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

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

i. Water Supply System Construction Permit

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

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

ii. **Water Supply System Operating Permit**

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

D. Building Permit (CRD Building)

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

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

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

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

2. TRUST AND OCP POLICY

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

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

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

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

3. CRITERIA USED BY APPROVING AGENCIES FOR ASSESSING WATER SUPPLY

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

A. Water Demand

i. LTC

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

ii. VIHA (Water Supply System – Construction)

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

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

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

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

Indoor water demand is further broken down as follows:

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

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

iii. CRD Building

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

B. Water Source

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

- Rainwater – irrigation
- Greywater – toilet flushing.

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

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

4. OPTIONS FOR IMPLEMENTING OCP POLICY

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

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

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

5. ASSESSMENT OF OPTIONS

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

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

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

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

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

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

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

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

6. RECOMMENDATIONS FOR IMPLEMENTING OCP POLICY

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

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

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

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

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

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

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

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

A. Supply:

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

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

B. Demand:

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

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

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

C. Analysis

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

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

i. MFLNRORD's *Design Guidelines*

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

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

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

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

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

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

ii. CRD Building Code Requirements

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

iii. Alternatives

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

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

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

8. CONCLUSIONS

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

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

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

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

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

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

Figure 1: Sequence of Water Supply Approvals and Approving Agencies

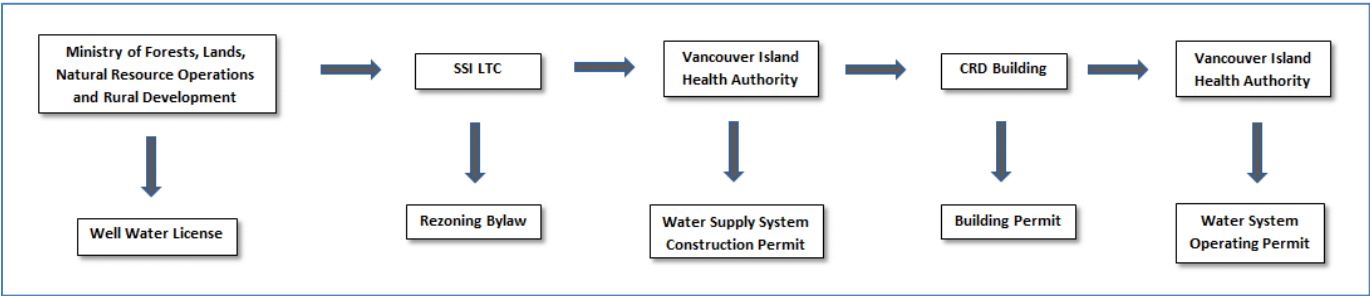


Table 1: Water Supply Systems Approval Process

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

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

Table 2: Water Demand

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

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

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

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

Table 3: Potential Water Sources

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

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

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

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

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

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

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

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

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

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

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

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

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

Attachment 1: SSI Official Community Plan Policies

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

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

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

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

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

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

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

Attachment 2: SSI Land Use Bylaw Excerpt

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

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

Attachment 3: Converting Occupancy Rates into Dwelling Units

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

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

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

Determination of Maximum Density:

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

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

Croftonbrook Example

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

Scenario 1: Without Greywater

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

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

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

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

Distribution: 37 single occupant units – 37 residents

17 double occupant units – 34 residents

Total Occupants: 71

Total Dwelling Units: 54

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

Scenario 2: With Greywater (Stantec Study)

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

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

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

Distribution: 36 single occupant units – 36 residents

21 double occupant units – 42 residents

Total Occupants: 78

Total Dwelling Units: 54

*As noted above.

Sources

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



DATE OF MEETING: March 8, 2018
TO: Gambier Island Local Trust Committee
FROM: Sonja Zupanec, Island Planner
Northern Team
COPY: Miles Drew, Bylaw Enforcement Manager
SUBJECT: Regulation of Accessory Uses on Keats Island

RECOMMENDATION

1. That the Gambier Island Local Trust Committee request staff to add the following activity to the “Keats Island Land Use Bylaw Review” project on the Project List: “Review regulations for accessory uses, buildings and structures occurring on parcels where no principal use exists”.
2. That the Gambier Island Local Trust Committee request Bylaw Enforcement staff to cease investigation and enforcement of complaints on Keats Island regarding accessory uses, buildings and structures on a parcel where no principal use exists until the “Keats Island Land Use Bylaw Review” project has been completed.

REPORT SUMMARY

The purpose of this report is to clarify how accessory uses, buildings and structures are regulated by the Keats Island Land Use Bylaw No. 78 (LUB) where no principal use exists on a parcel; and provide regulatory options for Local Trust Committee (LTC) consideration.

BACKGROUND

The LTC passed the following in-camera resolution at the October 26, 2017 regular business meeting:

GM-IC-2017-001

It was MOVED and SECONDED

*that the Gambier Island Local Trust Committee request staff to provide a report with options to resolve Keats Island Land Use Bylaw accessory use issues. **CARRIED***

ANALYSIS

Land Use Bylaw

The LUB defines the term “accessory”:

accessory in relation to a use, building or structure means incidental, secondary and exclusively devoted to a principal use, building or structure expressly permitted by this Bylaw on the same lot, or if the accessory use, building or structure is located on the common property in a bare land strata plan, on a strata lot in that strata plan.

An accessory use, building or structure, by this definition, is not allowed on a parcel except in conjunction with a permitted principal use occurring on the same parcel. The Sunshine Coast Regional District (SCRD) would not issue a building permit for a workshop, garage or other accessory building or structure on a vacant residentially-zoned parcel on Keats Island if a principal use is not in place. Similarly, a property owner could not build a small shed, gazebo or other structure (even when a building permit is not required), or undertake another accessory use on a vacant residential lot, when a principal use is not in place.

Issues and Opportunities

1. Status Quo – Enforce upon Complaint

Upon receipt of a complaint, Bylaw Enforcement staff investigate and, when necessary, enforce on accessory uses, buildings or structures taking place without a principal use. This may require that a property owner remove an accessory building or structure on a parcel where no principal use is occurring. Should the LTC wish to retain the status quo, no resolution would be required as Bylaw Enforcement staff will continue to investigate and enforce LUB provisions on a complaint-driven basis.

2. Initiate a Project to Review LUB definitions:

The LTC can add the activity, “Review regulations for accessory uses, buildings and structures occurring on parcels where no principal use exists”, to the “Keats Island Land Use Bylaw Review” project, which is already listed on the Project s List. Should this option be selected, the following resolution is recommended:

“That the Gambier Island Local Trust Committee request staff to add the following activity to the “Keats Island Land Use Bylaw Review” project on the Project List: “Review regulations for accessory uses, buildings and structures occurring on parcels where no principal use exists”.

A standing resolution to postpone bylaw enforcement during the project review phase is also recommended:

“That the Gambier Island Local Trust Committee request Bylaw Enforcement staff to postpone enforcement of complaints regarding accessory uses, buildings and structures where no principal use exists on a parcel on Keats Island until the “Keats Island Land Use Bylaw Review” project has been completed.”

3. Consider a Standing Resolution on Enforcement:

While not recommended, the LTC is not obligated to enforce its LUB and may decide a non-enforcement approach is warranted under specific conditions. For instance, the LTC may determine that bylaw enforcement should not proceed in regards to complaints about accessory uses, buildings or structures occurring on a parcel where no principal use is occurring, but where such a parcel is adjacent to another parcel with a principal use and both parcels are held under common ownership. The following resolution is suggested for this option:

“That the Gambier Island Local Trust Committee request Bylaw Enforcement staff to cease investigation and enforcement of complaints on Keats Island regarding accessory uses, buildings and structures on a parcel where no principal use exists if the adjacent parcel has a principal use and both parcels are held under common ownership.”

Submitted By:	Sonja Zupanec, RPP, Island Planner	February 8, 2018
Concurrence:	Ann Kjerulf, Regional Planning Manager	February 28, 2018