



Saturna Island Local Trust Committee Regular Meeting Agenda

Date: June 17, 2016
Time: 12:30 pm
Location: Saturna Recreation and Cultural Centre
104 Harris Road, Saturna Island, BC

	Pages
1. CALL TO ORDER	12:30 PM - 1:00 PM
2. APPROVAL OF AGENDA	
3. TOWN HALL AND QUESTIONS	
4. COMMUNITY INFORMATION MEETING	
none	
5. PUBLIC HEARING	
none	
6. MINUTES	
6.1 Local Trust Committee Minutes Dated May 21, 2016 (for Adoption)	4 - 7
6.2 Local Trust Committee Adopted Minutes Dated April 21, 2016 (for information)	8 - 15
6.3 Section 26 Resolutions-without-meeting Report Dated June 2016	16 - 16
6.4 Advisory Planning Commission Minutes	
none	
7. BUSINESS ARISING FROM THE MINUTES	1:00 PM - 1:15 PM
7.1 Follow-up Action List Dated June 2016	17 - 17
8. DELEGATIONS	
none	
9. CORRESPONDENCE	
<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>	
none	

10. APPLICATIONS AND REFERRALS

- | | | |
|------|---|---------|
| 10.1 | Mayne Island Local Trust Committee Bylaw Nos. 165 & 166 Referral
(for response) | 18 - 21 |
| 10.2 | Mayne Island Local Trust Committee Bylaw No. 167 Referral
(for response) | 22 - 24 |
| 10.3 | Mayne Island Local Trust Committee Bylaw Nos. 168 & 169 Referral
(for response) | 25 - 28 |
| 10.4 | South Pender Island Local Trust Committee Bylaw Nos. 113 & 114 Referral
(for response) | 29 - 31 |

11. LOCAL TRUST COMMITTEE PROJECTS

1:15 PM - 1:45 PM

- | | | |
|------|--------------------------|---------|
| 11.1 | Density Transfer - Memo | 32 - 36 |
| 11.2 | Community Profile - Memo | 37 - 37 |

12. REPORTS

- | | | |
|--------|--|---------|
| 12.1 | Work Program Reports (attached) | |
| 12.1.1 | <u>Top Priorities Report dated June 2016</u> | 38 - 38 |
| 12.1.2 | <u>Projects List Report Dated June 2016</u> | 39 - 39 |
| 12.1.3 | <u>Active Saturna Bylaws - Staff Report</u> | 40 - 42 |
| 12.2 | Applications Report
none | |
| 12.3 | Trustee and Local Expense Report
none | |
| 12.4 | Adopted Policies and Standing Resolutions (attached) | 43 - 44 |
| 12.5 | Local Trust Committee Webpage | |
| 12.6 | Chair's Report | |
| 12.7 | Trustee Report | |
| 12.8 | Trust Fund Board Report Dated May 2016 | 45 - 46 |

13. NEW BUSINESS

1:45 PM - 2:15 PM

- | | | |
|------|--|---------|
| 13.1 | Tsawout First Nation | |
| 13.2 | Invitation from Salt Spring Island Watershed to Attend a Presentation by Diana Allen

"Estimating Groundwater Recharge to the Gulf Islands: Challenges and Progress" | 47 - 48 |

14. UPCOMING MEETINGS

- 14.1 Next Regular Meeting Scheduled for July 16, 2016, at 11:00 am at the Community Hall, Saturna Island**

This is a Community Round Table LTC Meeting

15. TOWN HALL

2:15 PM - 3:00 PM

16. CLOSED MEETING (Distributed Under Separate Cover)

- 16.1 Motion to Close the Meeting**

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

- *Appointment of Special APC Members*

AND that the recorder and staff attend the meeting.

- 16.2 Recall to Order**

- 16.3 Rise and Report**

17. ADJOURNMENT

3:00 PM - 3:00 PM



DRAFT

Saturna Island Local Trust Committee Minutes of Regular Meeting

Date: May 21, 2016
Location: Saturna Island Community Hall
105 East Point Road, Saturna Island, BC

Members Present: Paul Brent, Local Trustee
Lee Middleton, Local Trustee

Staff Present: Pat Todd, Recorder

Public: There were eight (8) members of the public present.

1. CALL TO ORDER

Trustee Brent called the meeting to order at 1:00 pm. He acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. COMMUNITY ROUND TABLE

Pat Carney informed those present that while speaking with a CRD person she was informed that Saturna Island lacked an evacuation plan. The question was put forward as to what was the order of notice/procedure in the case of an island emergency.

Dawn Wood (Co-ordinator Emergency Services) stated that work was ongoing to ensure emergency procedures were current. There is a practice this week regarding evacuation in case of forest fire. The procedure is to call 911; then the fire chief is notified; and call out for necessary assistance. There are 16 telephone trees and there is a back up plan should phones be out. RCMP is in charge of evacuations. Ferries can be called into service to assist with island evacuation. It is important for individuals to know what is available within their neighbourhood. e.g. docks, boats. The CRD is attempting to organize a mass public notification system, which would be done through voluntary registration of contact information however, Privacy Act and Freedom of Information is an issue.

Mairead Boland questioned if information is available on a web site. There is an Emergency website however she is unsure what Saturna information is on site.

Trustee Brent spoke in support of the existing plan, radio system and communication systems.

Janet Land stated that in light of the situation in Fort McMurray it is critical to keep vigilant.

Pat Carney questioned the CRD being unaware of plan; what agencies are involved and how are they co-ordinated.

Dawn Wood stated that there is a Protective Services Commission (CRD), which is responsible for Emergency Preparedness programming. CRD operates an emergency evacuation centre and Saturna Island Rescue is prepared to assist people with mobility issues.

Trustees will contact the CRD to clarify situation.

Trustee Middleton was recently approached regarding fire management plans and asked if there is something Islands Trust can do regarding fire hazards and education.

Those present spoke to the importance of signage and reporting of illegal campfires/incinerator burning.

It was suggested that BC Ferries announce fire bans when arriving at docks – this has been done in the past.

There was discussion as to property owner's responsibilities regarding fuel loads on property. There is information available from the fire department as to fuel clearance around homes, roof sprinkler systems, etc.

Judy Tipple spoke to the importance of clearing ground of clutter, limbing trees. At this time there is no island alarm system and it is felt this could be very efficient in notifying residents of emergencies. e.g. Claxon system.

Ron Hall (Fire Protection Society) said they are sourcing signs and have contacted the Ministry of Parks regarding posting on parkland.

There was general support for announcements on ferries and a signal system.

Trustee Middleton suggested a sign design competition.

Trustee Brent spoke to Ministry of Parks holding 50% of the island and a concern as to their "no clean-up" policy.

Trustee Middleton reported that Parks supports prescribed burning, the fire management document is huge and that there is a helicopter smoke patrol at dusk daily.

There was discussion regarding enforcement of no burning, tickets, fines, etc.

Trustee Brent will be speaking at a Parks meeting on this subject.

4. DENSITY REVIEW

4.1 Staff Report & Draft Terms of Reference for a Special Advisory Planning Commission (SAPC)

Trustee Brent reviewed the establishment of a SAPC to review the density transfer process. This committee would make recommendations to the Local Trust Committee. Three/four individuals have been identified for membership and would like 1 or 2 past Trustees to be on the committee.

Trustee Middleton spoke to the misunderstanding of density transfers as it is presented in the OCP and that it is a complex matter in part due to island density cap. In reviewing other islands systems the cap and density transfer mechanism is not very effective. It is important that the system be transparent so individuals know how to use it.

Pat Carney spoke to the membership representing the various regions of the island.

Dawn Wood recommended there be 9 members so as to avoid a tie when voting on motions.

There will be notices posted to recruit candidates with the closure for application to be June 16, 2016 (possibly). There will be efforts made to identify commission members by next business meeting on the 17th of June. The SAPC would be charged with making recommendations to the LTC, which would then be put forward to the community and Islands Trust for resolution.

There was discussion as to the options for the commission to consider, one being status quo. If there is to be a density transfer system it should be understandable.

The current density cap is 800 and the Planner's review indicates density as being 720. However, it must keep in mind that 50% of island land is designated as National Park. It was suggested that cap be reduced.

Pat Carney spoke to a number of points under Terms of Reference:

- #3 – change to 9 members
- #6 – good
- #7 – need to address “20 minutes of open discussion...” as this is not enough and there is no other reference to public consultation. Felt there is insufficient opportunity for public input. Alternate wording could be “at discretion of the Chair”
- #17 – definition of elector: on voting registry for IT

- #23 – definition of resident: need to clarify – primary residence.

Trustee Middleton supported the importance of public consultation. The SAPC would be a working group; reviewing research and the expectation is that there would be an interim report part way through tenure with a mechanism for public input.

Trustee Brent spoke to consultation after receipt of the recommendations.

5. UPCOMING MEETINGS

5.1 Next Regular Meeting Scheduled for June 17, 2016, at 12:30 pm, at the Recreation & Cultural Centre, Saturna Island

6. ADJOURNMENT

By general consent the meeting was adjourned at 2:45 pm.

Paul Brent, Acting Chair

Certified Correct:

Pat Todd, Recorder



ADOPTED

Saturna Island Local Trust Committee Minutes of Regular Meeting

Date: April 21, 2016
Location: Saturna Recreation and Cultural Centre
104 Harris Road, Saturna Island, BC

Members Present George Grams, Chair
Paul Brent, Local Trustee
Lee Middleton, Local Trustee

Staff Present Gary Richardson, Island Planner
Pat Todd, Recorder

There were approximately five (5) members of the public present.

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

13.1 Anchorages in Southern Gulf Islands

13.2 Request For Decision Annual Report

By general consent the agenda was adopted as amended.

3. TOWN HALL AND QUESTIONS

P. Carney requested the spelling of her name be corrected on page 3 of the February 18 minutes. She also asked that submissions/correspondence to LTC be attached to minutes – being attached to the website is insufficient.

There was a discussion as to accuracy of information presented at the meeting under Item 10.

Chair Grams clarified that minutes are a record of what was stated at the meeting. Any subsequent dispute regarding inaccuracies of statements should be addressed via correspondence to the LTC.

A. Sewell asked that the information from the recent survey be condensed to give a clearer profile of island population.

Planner Richardson will prepare an Executive Summary.

J. Hutchison also commented on the difficulty in reading survey results in the current format.

P. Carney referred to correspondence from February and a subsequent letter regarding availability of minutes from the Town Hall meeting.

Planner Richardson stated that there had been difficulties with the electronic recorder and that staff and the Trustees are compiling the information from this meeting.

P. Carney stated that she will give the correspondence to the Planner and would like assurance that comments made become part of the official report.

4. COMMUNITY INFORMATION MEETING

none

5. PUBLIC HEARING

none

6. MINUTES

6.1 Local Trust Committee Minutes Dated February 18, 2016 (for Adoption)

The following amendments to the minutes were presented for consideration:
Page 3 – 10.1: 4th. Paragraph. Planner Richardson read aloud Pat Carney...

By general consent the minutes were adopted as amended.

6.2 Section 26 Resolutions-without-meeting Report

none

6.3 Advisory Planning Commission Minutes Dated

none

7. BUSINESS ARISING FROM THE MINUTES

7.1 Follow-up Action List Dated April 2016

Planner Richardson reported on follow up action items.

8. DELEGATIONS

none

9. CORRESPONDENCE

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

none

10. APPLICATIONS AND REFERRALS

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Density Review - Staff Report

Planner Richardson stated that this had been discussed at the Round Table on March 12 and a number of options were presented. The LTC now needs to decide on how it wants to proceed.

Trustee Brent suggested forming a Special Committee and spoke of some possible candidates who would be representative of the community.

Staff stated that this could be accomplished through the Advisory Planning Commission (APC) – either the existing APC or a sub-committee of the APC. Terms of Reference would need to be prepared.

Chair Grams offered assistance in drafting the Terms of Reference and suggested Trustees contact candidates regarding interest in participating.

Trustee Middleton said that information could be presented at the May Round Table.

Planner Richardson stated he could draft Terms of Reference.

J. Hutchinson spoke to the importance of looking at historical information prior to going forward.

P. Carney, while not interested in being on committee, spoke to her participation on various Official Community Plans (OCP) and committees and questioned the possibility of conflict of interest for committee members.

Chair Grams stated that there would be established criteria for candidates and Trustees would review applicants. Participants can excuse themselves from votes that involve conflict of interest.

A. Sewell felt this process would be a foolish endeavour. Take the survey results; identify objectives, and frame the project based on objectives. Group consensus is unlikely.

Trustee Middleton spoke to the need to review density transfer mechanisms within the OCP.

Trustee Brent supported the need for historical perspective and the use of the survey data in future planning.

D. Wood stated the importance of knowing why items are drafted as is and to use the information in conjunction with Planner reports.

Chair Grams informed the LTC that Salt Spring Island (SSI) had found a professional facilitator to be of value.

SA-2016-006

It was Moved and Seconded

that the Saturna Island Local Trust Committee direct staff to prepare a terms of reference to allow for the review and community consultation via a Special Advisory Planning Commission to discuss density transfer options outlined in the Density Transfer Discussion Paper dated February 2016.

CARRIED

Trustee Middleton questioned if the project could be completed in six months.

Planner Richardson stated it would be adequate to complete the project. The Terms of Reference will be available at the Round Table in May for information and recruitment of committee members.

There was discussion as to the structure of the May meeting.

11.2 Community Profile - Staff Memo & Survey Results

Planner Richardson addressed the survey results and stated there would be further analysis of the data.

There was a discussion as to possible formats of data. A synopsis of statistics would be easier to review/interpret/identify broad themes. Trustees will give staff formats of data analysis they have used.

Information will be presented in May with a summary document being presented at the June meeting.

11.3 Water Resource Protection – Update

Planner Richardson spoke to the recent report by Dr. D. Allen on groundwater in the Southern Gulf Islands. A presentation by Dr. Allen to the LTC might be helpful.

There was discussion as to format of the presentation.

Planner Richardson will extend an invitation to Dr. Allen and the structure of the presentation will be determined pending her availability. This session could be opened to other islands.

SA-2016-007

It was Moved and Seconded

that Saturna Island Local Trust Committee direct staff to invite Dr. D. Allen to speak at an appropriate meeting and that her reasonable expenses be reimbursed.

CARRIED

12. REPORTS

12.1 Work Program Reports (attached)

12.1.1 Top Priorities Report Dated April 2016

Planner Richardson will update actions.

12.1.2 Projects List Report Dated April 2016

Projects List is ongoing.

12.2 Applications Report

none

12.3 Trustee and Local Expense Report Dated March 2016 (attached)

12.4 Adopted Policies and Standing Resolutions (attached)

Received for information.

12.5 Local Trust Committee Webpage

Scribbler information has been sent to Regina to be put on the website.

P. Carney questioned if recent water supply report on Lyall Harbour/Boot Cove could be on site.

Trustee Brent will send a link to staff.

12.6 Chair's Report

Chair Grams reported that the 2016/17 budget had been approved at Trust Council and that there is zero effect for property taxes. The CAO is settling in well. The Chair raised concerns as to marine issues and informed those present that the Islands Trust (IT) is hiring an advisor, on a two year term, to look at threats and what is needed to mitigate them; and be effective in advocacy. He also supported the importance of working with First Nations. Executive Committee is meeting in June on N. Pender. There are a number of presentations on April 23 to celebrate Earth Day. Salt Spring Island (SSI) Watershed is continuing and N. Pender is progressing in the review of secondary suites being permitted.

12.7 Trustee Report

Trustee Brent spoke of attendance at Trust Council on Hornby Island. Affordable housing is becoming an issue for the islands and there will be a forum in June at Cowichan Bay. The Islands Trust (IT) head office relocation is progressing. Consideration is being given to locating the Southern Planning Team to Sidney, which would allow easier movement inter-island. This relocation could lead to possible employment opportunities for the islands.

Trustee Middleton informed the LTC that there are plans to redevelop the Sidney dock area which include a proposed scheduled foot passenger transit for the islands. IT has authorized a two-year temporary staff position to liaise with First Nations and to identify marine issues. He will be attending a Solar Power conference on April 23 on Salt Spring Island (SSI).

P. Carney spoke to the difficulties of dealing with marine issues due Regional Districts having no authority and the various Ministries involved. She questioned if the relocation of offices is related to the possibility of SSI leaving IT. Trustee Middleton responded that the impetus is to bring dollars from the islands back to the islands. He also informed those present that the new IT CAO is Russ Hotsenpiller.

A. Sewell spoke in support of previous comments relating to marine issues.

Trustee Middleton stated that IT is positioned to make an attempt to motivate cross jurisdiction.

P. Carney spoke in support of Regional Districts having authority and offered her expertise.

J. Hutchison stated that advocacy can bring about positive change and that it may be premature to hire at this time.

12.8 Trust Fund Board Report Dated March 2016

Received for information.

13. NEW BUSINESS

13.1 Request for Decision

SA-2016-008

It was Moved and Seconded

that the Saturna Island Local Trust Committee approves the attached text for inclusion in the 2015-2016 Annual Report for approval by Trust Council and submission to the Minister of Community, Sport and Cultural Development.

CARRIED

13.2 Anchorages

Trustee Middleton spoke of concerns regarding anchorages/proposed anchorages within area and Strait of Georgia. Residents are very concerned. These anchorages pose significant risks to the islands and disruption to island communities. Gabriola residents have formed Gabriola Anchorage, which has addressed concerns to the Minister and Trust Council. While the best course of action is unclear, the island communities are the best informed as to the health of “their” waters and action is urgently required.

Trustee Brent stated that there was a meeting in November being chaired by Elizabeth May regarding anchorages and that the City of Nanaimo has a tracking system. There are options to anchoring such as slow steaming to lessen anchorages and conserve fuel. Plumper Sound is not appropriate for larger vessels, which is why the proposed sites are off Gabriola.

P. Carney added that slowing down is consistent with orca research however again the issue is multijurisdictional. Also it is easier to address issues through an existing agency rather than creating another agency. It would also be beneficial to reopen communications stations such as the Coast Guard stations that were recently closed.

A. Sewell noted that while anchorages may be necessary it is critical that oil spill response is in place and active.

J. Hutchison spoke of empathy with Gabriola and questioned anchorages during winter storms.

Trustee Brent replied that vessels would move out in the case of severe weather.

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for May 21, 2016, at 12:30 pm (Community Roundtable), at the Saturna Island Community Hall

15. TOWN HALL

A. Sewell questioned if the Trust had been approached by the Heritage Ministry. Development process is significantly delayed due to lack of a formal agreement between Trust and Ministry.

16. CLOSED MEETING

none

17. ADJOURNMENT

By general consent the meeting was adjourned at 2:30 pm.

George Grams, Chair

Certified Correct:

Pat Todd, Recorder



Islands Trust

Saturna Island

Resolutions Without Meeting

Resolution #	Action	Resolution Description	Resolution Date
2016-01	In Favour	THAT_Saturna Island Local Trust Committee Meeting minutes of April 21, 2016, be adopted	18-May-2016

Follow Up Action Report

Saturna Island

21-Apr-2016

Activity	Responsibility	Target Date	Status
Minutes of February 18, 2016 adopted as amended by correcting Pat Carneys name wherever it appears.	Regina Robinson		Done
Density Review Project - Planner to prepare terms of reference for density review APC. Also Notice of opportunity to go in scribbler	Gary Richardson		Done
Community Profile Project - determine if survey monkey results to be reviewed in more detail	Gary Richardson		Done
Water Resource Protection Project 1) determine if Dr. Diana Allen or Jeanette Klassen (MSc) could be available to present the recent paper on Risk of Saltwater Intrusion in Coastal Bedrock Aquifers: Gulf Islands BC - at a Saturday community meeting.	Gary Richardson		Done
The Saturna 2015/2016 Annual Report adopted as drafted			Done
Obtain a copy of Pat Carneys letter presented at the March LTC roundtable mtg.	Gary Richardson		Done
Prepare Minutes for the March Community Roundtable meeting.	Gary Richardson		On Going
Post recent CRD reports on Lyall Harbour/Boot Cove water system on website	Gary Richardson		Done



Islands Trust

BYLAW REFERRAL FORM

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

Island: Mayne Island Local Trust Area Bylaws No.: 165 (OCP)&166 (LUB)

Date: April 28, 2016

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

APPLICANTS NAME / ADDRESS:

Mayne Island Local Trust Committee Initiated

PURPOSE OF BYLAW:

Proposed Bylaw 165 – The purpose of proposed bylaw 165 is to amend the Mayne Island Official Community Plan Bylaw No. 144, 2007 (OCP) by adding a policy to the home occupation section that allows for the rental of a cottage as a commercial vacation rental provided its carried out as a home occupation.

Proposed Bylaw 166 – The purpose of proposed bylaw 166 is to amend the Mayne Island Land Use Bylaw 146, 2008 by adding wording to the home occupation section that allows for the rental of up to one cottage per lot as a short term vacation rental. The proposed bylaw also contains a definition of "short term vacation rental".

GENERAL LOCATION:

Mayne Island Local Trust Area

LEGAL DESCRIPTION:

SIZE OF PROPERTY AFFECTED:

N/A

ALR STATUS:

N/A

**OFFICIAL COMMUNITY
PLAN DESIGNATION:**

N/A

OTHER INFORMATION:

Additional information, including staff reports and current bylaws, is available at: <http://www.islandstrust.bc.ca/islands/local-trust-areas/mayne/projects-initiatives/official-community-plan-land-use-bylaw-review/>

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

(Signature)

Name: Gary Richardson

Island Planner

Title:
Contact Info

Tel: 250-405-5157
Email: grichardson@islandstrust.bc.ca

PLEASE TURN OVER

This referral has been sent to the following agencies:

Federal Agencies

Provincial Agencies

Grace Sherrett - Ministry of Transportation & Infrastructure

Non-Agency Referrals

Islands Trust – Bylaw Enforcement
Bakerview Holdings
Bennett Bay Waterworks District
Campbell/Bennett Bay Improvement District
Laura Point Water Society
Lighthouse Point Waterworks District
Mayne Island Improvement District
Mount Park Estates Improvement District
Skana Waterworks Ltd.
Surfside Water System
Village Point Improvement District
Mayne Island Integrated Water System Society
Georgina Point Improvement District

Regional Agencies

Capital Regional District – Building Inspection

Adjacent Local Trust Committees and Municipalities

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

First Nations

Cowichan Tribes
Halalt First Nation
Lake Cowichan First Nation
Lyackson First Nation
Pauquachin First Nation
Penelakut Tribe
Semiahmoo First Nation
Stz'uminus First Nation
Tsartlip First Nation
Tsawout First Nation
Tsawwassen First Nation
Tseycum First Nation

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐

Approval Recommended for Reasons Outlined Below

☐

Approval Recommended Subject to Conditions Outlined Below

☐

Interests Unaffected by Bylaw

☐

Approval Not Recommended Due to Reason Outlined Below

Mayne Island Local Trust Area

(Island)

Bylaw No. 165

(Bylaw Number)

(Signature)

(Name and Title)

(Date)

(Agency)

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐

Approval Recommended for Reasons Outlined Below

☐

Approval Recommended Subject to Conditions Outlined Below

☐

Interests Unaffected by Bylaw

☐

Approval Not Recommended Due to Reason Outlined Below

Mayne Island Local Trust Area

(Island)

Bylaw No. 166

(Bylaw Number)

(Signature)

(Name and Title)

(Date)

(Agency)



Islands Trust

BYLAW REFERRAL FORM

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

Island: Mayne Island Local Trust Area Bylaws No.: 167 (OCP) Date: April 28, 2016

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

APPLICANTS NAME / ADDRESS:

Mayne Island Local Trust Committee Initiated

PURPOSE OF BYLAW:

Proposed Bylaw 167 – The purpose of proposed bylaw 167 bylaw is to amend the Mayne Island Official Community Plan Bylaw No. 144, 2007 (OCP) by adding a list of guidelines to be applied when the Local Trust Committee is considering the issuance of a Temporary Use Permit for a Short Term Commercial Vacation Rental of a residential building.

GENERAL LOCATION:

Mayne Island Local Trust Area

LEGAL DESCRIPTION:

SIZE OF PROPERTY AFFECTED:

N/A

ALR STATUS:

N/A

**OFFICIAL COMMUNITY PLAN
DESIGNATION:**

N/A

OTHER INFORMATION:

Additional information, including the current bylaws, is available at: <http://www.islandstrust.bc.ca/islands/local-trust-areas/mayne/projects-initiatives/official-community-plan-land-use-bylaw-review/>

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

(Signature)

Name: Gary Richardson

Island Planner

Title:

Contact Info

Tel: 250-405-5157

Email: grichardson@islandstrust.bc.ca

PLEASE TURN OVER

This referral has been sent to the following agencies:

Provincial Agencies

Grace Sherrett - Ministry of Transportation & Infrastructure

Non-Agency Referrals

Islands Trust – Bylaw Enforcement
Bakerview Holdings
Bennett Bay Waterworks District
Campbell/Bennett Bay Improvement District
Laura Point Water Society
Lighthouse Point Waterworks District
Mayne Island Improvement District
Mount Park Estates Improvement District
Skana Waterworks Ltd.
Surfside Water System
Village Point Improvement District
Mayne Island Integrated Water System Society
Georgina Point Improvement District

Regional Agencies

Capital Regional District – Building Inspection

Adjacent Local Trust Committees and Municipalities

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

First Nations

Cowichan Tribes
Halalt First Nation
Lake Cowichan First Nation
Lyackson First Nation
Pauquachin First Nation
Penelakut Tribe
Semiahmoo First Nation
Stz'uminus First Nation
Tsartlip First Nation
Tsawout First Nation
Tsawwassen First Nation
Tseycum First Nation

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐

Approval Recommended for Reasons Outlined Below

☐

Approval Recommended Subject to Conditions Outlined Below

☐

Interests Unaffected by Bylaw

☐

Approval Not Recommended Due to Reason Outlined Below

xxxxxx Island Local Trust Area

(Island)

Bylaw No. 167

(Bylaw Number)

(Signature)

(Name and Title)

(Date)

(Agency)



Islands Trust

BYLAW REFERRAL FORM

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Fax: (250) 405-5155
information@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Mayne Island Local Trust Area **Bylaws No.:** 168 (OCP) & 169 (LUB) **Date:** April 28, 2016

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

APPLICANTS NAME / ADDRESS:

Capital Regional District

PURPOSE OF BYLAW:

Proposed Bylaw 168 – The purpose of proposed bylaw 168 is to amend the Mayne Island Official Community Plan Bylaw No. 144, 2007 (OCP) by: 1) adding a Development Permit Area for the Protection of the (Marine) Natural Environment; 2) by placing the an area of a proposed community moorage facility (DL 2070) fronting Anson Road in the new DPA; and 3) amending the Land Use designation on the upland portion of the proposed community moorage facility (Anson Road) from Settlement Residential to Public Service to accommodate the proposed new land use.

Proposed Bylaw 169 – The purpose of proposed bylaw 169 is to amend the Mayne Island Land Use Bylaw 146, 2008 by: 1) adding a new Community Wharf Upland (CWU) zone; 2) amending the zoning on the upland portion of the proposed community moorage facility (Anson Road) from Settlement Residential to the new CWU zone to accommodate the proposed new land use; and 3) amending the zoning on the area of the proposed community moorage facility from Water Moorage to Community Wharf W4(b).

GENERAL LOCATION:

Mayne Island Local Trust Area

LEGAL DESCRIPTION:

SIZE OF PROPERTY AFFECTED:

N/A

ALR STATUS:

N/A

**OFFICIAL COMMUNITY
PLAN DESIGNATION:**

N/A

OTHER INFORMATION:

Additional information, including staff reports and current bylaws, is available at: www.islandstrust.bc.ca/islands/local-trust-areas/mayne/current-applications/

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

(Signature)

Name: Gary Richardson

Island Planner

Title:
Contact Info

Tel: 250-405-5157
Email: grichardson@islandstrust.bc.ca

PLEASE TURN OVER 

This referral has been sent to the following agencies:

Federal Agencies

Provincial Agencies

Grace Sherrett - Ministry of Transportation & Infrastructure

Non-Agency Referrals

Islands Trust – Bylaw Enforcement
Mayne Island Parks and Recreation Commission
Mayne Island Conservancy

Regional Agencies

Capital Regional District – Building Inspection
Mayne Island Fire Rescue

Adjacent Local Trust Committees and Municipalities

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

First Nations

Cowichan Tribes
Halalt First Nation
Lake Cowichan First Nation
Lyackson First Nation
Pauquachin First Nation
Penelakut Tribe
Semiahmoo First Nation
Stz'uminus First Nation
Tsartlip First Nation
Tsawout First Nation
Tsawwassen First Nation
Tseycum First Nation

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐ Approval Recommended for Reasons Outlined Below

☐ Approval Recommended Subject to Conditions Outlined Below

☐ Interests Unaffected by Bylaw

☐ Approval Not Recommended Due to Reason Outlined Below

Mayne Island Local Trust Area
(Island)

Bylaw No. 168
(Bylaw Number)

(Signature)

(Name and Title)

(Date)

(Agency)

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐ Approval Recommended for Reasons Outlined Below

☐ Approval Recommended Subject to Conditions Outlined Below

☐ Interests Unaffected by Bylaw

☐ Approval Not Recommended Due to Reason Outlined Below

Mayne Island Local Trust Area
(Island)

Bylaw No. 169
(Bylaw Number)

(Signature)

(Name and Title)

(Date)

(Agency)



Islands Trust

BYLAW REFERRAL FORM

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

Island: South Pender Island Local Trust Area Bylaw Nos.: 113 (OCP) & 114 (LUB) Date: May 24, 2016

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

APPLICANTS NAME / ADDRESS: N/A

PURPOSE OF BYLAW:

The purpose of Bylaw 114 is to make extensive amendments to the Land Use Bylaw. The majority of the changes are technical or minor in nature, however several significant changes to regulations are proposed, including:

- Increasing the maximum floor area of cottages from 56m² to 70m²
- Requiring new dwellings to have cisterns for rainwater catchment
- Removing floor area limits for accessory buildings
- Reducing maximum lot coverage from 25% to 15%, 10%, or 5% depending upon lot size
- Establishing a maximum floor area for new dwellings
- Increasing the minimum lot area in the Agriculture and Forestry zones from 4 ha to 16 ha
- Permitting private docks only in locations with existing docks/tenures, any new private dock proposals would require a rezoning application. The OCP would be also be amended to provide policy criteria for consideration of dock rezoning applications
- Subdivisions would be required to provide proof of potable water in the form of a professional report
- The lot recently added to Brooks Point Regional Park would be rezoned and re-designated.

Bylaw 113 would amend the OCP to enable the LUB amendments.

Staff reports and background materials are available on the South Pender island webpage: [Land Use Bylaw Amendments](#)

GENERAL LOCATION:

South Pender Island Local Trust Area

LEGAL DESCRIPTION:

N/A

SIZE OF PROPERTY AFFECTED:

N/A

ALR STATUS:

OFFICIAL COMMUNITY PLAN DESIGNATION:

N/A

OTHER INFORMATION:

Additional information, including reports and a blackline version of the LUB, is available at: www.islandstrust.bc.ca by following the links to the South Pender page and the Land Use Bylaw Review project. Please contact the undersigned with any questions.

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


(Signature)

Name: Robert Kojima

Title: Regional Planning Manager
Contact Info: Tel: 250-405-5159
Email: rkojima@islandstrust.bc.ca

PLEASE TURN OVER 

This referral has been sent to the following agencies:

Federal Agencies

Parks Canada

Provincial Agencies

Agricultural Land Commission

BC Assessment Authority

Ministry of Agriculture – Regional Agrologist

Ministry of Community, Sport and Cultural Development

Ministry of Forest, Lands & Natural Resource Operations

- Crown Lands And Resources

- Water Protection

- Archaeology Branch

Ministry of Transportation & Infrastructure

Non-Agency Referrals

Islands Trust – Bylaw Enforcement

Pender Islands Parks and Recreation Commission

Gulf Islands School District No. 64

Regional Agencies

Capital Regional District – Building Inspection

Capital Regional District – Regional Parks and Community Services

Pender Island Fire Rescue

Adjacent Local Trust Committees and Municipalities

North Pender Island Local Trust Committee

Saturna Island Local Trust Committee

First Nations

Cowichan Tribes

Halalt First Nation

Lake Cowichan First Nation

Lyackson First Nation

TE'Mexs Treaty Association

Pauquachin First Nation

Penelakut Tribe

Semiahmoo First Nation

Stz'uminus First Nation

Tsartlip First Nation

Tsawout First Nation

Tsawwassen First Nation

Tseycum First Nation

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐ Approval Recommended for Reasons Outlined Below

☐ Approval Recommended Subject to Conditions Outlined Below

☐ Interests Unaffected by Bylaw

☐ Approval Not Recommended Due to Reason Outlined Below

South Pender Island Local Trust Area

(Island)

113, 114

(Bylaw Number)

(Signature)

(Name and Title)

(Date)

(Agency)



Memorandum

Date June 9, 2016

File Number 6500-20- Density
Transfer Review

To Saturna Island Local Trust Committee

From Gary Richardson, Island Planner

Re Density Transfer Review

The Saturna Island LTC initiated a project in July 2015 to review existing density transfer policies in the OCP. A Discussion Paper has been prepared for the LTCs review (February 2016).
<http://www.islandstrust.bc.ca/media/339436/discussion-paper2docx.pdf>

At its April 21, 2016 Business meeting the LTC passed the following resolution:

That the Saturna Island Local Trust Committee direct staff to prepare a Terms of Reference to allow for the review and community consultation via a Special Advisory Planning Commission to discuss density transfer options outlined in the Density Transfer Discussion Paper dated February 2016.

A terms of reference was prepared for the May 21, 2016 Saturna LTC roundtable meeting.

The LTC requested that following amendment be made to the terms of reference at the May 21 meeting. To remove the following:

"7. Each Commission meeting agenda will make provision for 20 minutes at the beginning of the meeting to receive comment from the public on agenda items for that meeting."

Staff has prepared an amended draft terms of reference (attached) for the LTCs reference.

A notice requesting expressions of interest to sit on the commission was placed in the Scribbler newspaper, posted on notice boards and on the Mayne Island Local Trust Committee website. The deadline for expressions of interest for being considered for the Special Density Transfer APC is June 15, 2016.

The LTC can appoint members to the Special APC at its LTC meeting on June 17, 2016.

Attached: Terms of Reference for Density Transfer Review Commission

SATURNA ISLAND
DENSITY TRANSFER REVIEW COMMISSION
TERMS OF REFERENCE

BACKGROUND

In July 2015 the Local Trust Committee (LTC) initiated a project to review the existing OCP policies regarding density transfer. The intent was to examine options on how the Official Community Plan could be amended to provide clarity and guidance for future land use decisions involving density transfer.

The Saturna OCP currently contains limited policies specifically addressing density transfer. The OCP does include the Community Amenity Density reserve (CADR) which provides a policy mechanism to re-allocate density which has been reduced through changes in zoning. The CADR policies were included in the current OCP adopted in 2001. Since its adoption there have been no successful transfers of density using the CADR.

Density transfer is a relatively complex issue, and as a first step the LTC requested that planning staff prepare a discussion paper on the topic as a way of providing background and context. A discussion paper was prepared in February 2016. The content of the paper is intended to inform discussion, consultation, and deliberation.

At its April 21, 2016 business meeting the LTC decided to create a special APC to review density transfer within the Saturna Island Local Trust Area. This terms of reference is intended to establish and guide a special density transfer review APC.

1. The Commission will be advisory to the Saturna Island Local Trust Committee; it is authorized as a Special Advisory Planning Commission under the *Saturna Island Local Trust Committee Advisory Planning Commission Bylaw 88, 2005*, as amended by Bylaw 97.
2. The Commission shall conduct its business in compliance with *Saturna Island Local Trust Committee Advisory Planning Commission Bylaw 88, 2005*, as amended by Bylaw 97.
3. The Saturna Island Local Trust Committee shall by resolution appoint up to 8 members to the Commission.
4. The term of the Commission is six months from the date of appointment.
5. A quorum for a meeting shall be 50% of the members appointed.
6. All Commission deliberations must take place at a meeting of the Commission, and such meetings must be minuted and open to the public.
7. The Commission meetings themselves are not intended to be community consultation events, and in the interest of time and agenda management, the Chair may limit community input during the Commission meetings.
8. The Commission will consider community advice in making its final recommendations.

9. The role of the Commission is to review the contents of the discussion paper on density transfer prepared for the Saturna LTC dated February 2016 and to provide recommendations to the LTC. Once the paper is reviewed and the various options in the paper are understood the Commission is to prepare a recommendation(s) on which option(s) it deems appropriate for the Saturna Island Local Trust Area. If the Commission deems none of the options appropriate it may recommend an alternative option.
10. The Commission shall elect a Chairperson and Deputy Chairperson at its first meeting.
11. The Chairperson should ensure the Commission considers the issues from an enlarged perspective aimed at solutions for the community as a whole.
12. The Chairperson should ensure, to the best of their knowledge and ability, that any options or recommendations are consistent with:
 - a) The Goals ("principles") of the Official Community Plan;
 - b) the Object of the Islands Trust;
 - c) the policies of the Islands Trust Policy Statement;
 - d) the statutory authority of the Local Trust Committee;
 - e) Islands Trust's policies and procedures;
 - f) generally accepted good planning principles.
13. The Chairperson, with assistance from the Secretary, shall be responsible for:
 - a. organizing meetings;
 - b. developing meeting agendas;
 - c. distributing agendas at least 48 hours prior to the meeting;
 - d. copying agendas, including all attachments, to Islands Trust staff for recording keeping;
 - e. ensuring minutes are recorded in a manner consistent with Islands Trust Minutes Guidelines (policy 6.13);
 - f. communicating with Saturna Island trustees and Islands Trust staff at each stage.
14. The Chairperson is responsible for:
 - a. leading and facilitating discussion at the meeting(s);
 - b. ensuring that all points of view are heard;
 - c. ensuring that good order and civility are maintained at meetings and that deliberations are conducted with objectivity;
 - d. ensuring that discussion is relevant and addresses the questions laid out in this terms of reference;
 - e. ensuring that recommendations of the Commission are provided in the form of resolutions;
 - f. ensuring the meetings are conducted efficiently.
15. After approval of the agenda at the beginning of each meeting, Commissioners must disclose any conflict of interest the Commissioner may have in respect of agenda items for that meeting. Both the fact of the declared conflict and the nature of the conflict shall be recorded in the meeting minutes. Given the goals of the Commission, the Local Trust Committee is satisfied that this provides an adequate level of procedural fairness.
16. Costs should be limited to rental of the meeting hall, secretarial services, materials such as paper and markers, and light refreshments.
17. Every member must be an elector of the Local Trust Committee and at least 2/3 of Commission members shall be residents of the Saturna Island Local Trust Area.

18. Members of the Saturna Island Local Trust Committee may be invited to participate in a resource capacity.
19. Islands Trust staff may be invited to serve as resources at any meeting. As well, Islands Trust staff will provide available technical information required for the Commission to carry out its review.
20. The Commission is to complete its review and present its recommendation(s) to the LTC at its November 21, 2016 LTC meeting.



Memorandum

Date June 6, 2016

File Number 6500-20-Community
Profile

To Saturna Island Local Trust committee
From Gary Richardson, Island Planner

Re Community Profile – Survey Results

A project charter has not been prepared for this project to date. At its July 25, 2015 LTC meeting the LTC directed staff to prepare a questionnaire to obtain information regarding aspects of the community in order to facilitate the preparation of a community profile. For the October 8, 2015 LTC meeting staff prepared a list of questions for the LTC to consider regarding residency, transportation habits, age, employment, household size and some general questions to assist the LTC over the remainder of its term. The questions were formulated by using select questions from other surveys, comments from the public, and discussions with Local Trustees.

A “Survey Monkey” questionnaire was advertised and posted on-line. Questionnaire results are considered anecdotal – the questionnaire was not based on a random sampling of Saturna residents; it was open to anyone, and in this way the respondents were self-selected.

The survey results were placed on the April 21, 2016 LTC agenda for LTC and community reference.

At the April 21, 2016 LTC meeting the LTC requested survey data be prepared in excel format which has been provided.

Staff has also looked into the ability to further analyze of the survey results in house. After further research staff has concluded that further analyzing the survey results is something that needs to be done by someone with advanced experience in analyzing this type of data.

Options:

1) request staff to research the cost of having survey results analyzed by an outside contractor with experience with this type of data. Prior to proceeding with this option a terms of reference will need to be prepared outlining the extent of the analysis and deliverables.

2) use the data in its present form to guide LTC decisions on future projects and applications.



Top Priorities

Saturna Island

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Review of density transfer mechanisms	Terms of reference for special APC to review density transfer to be appointed. Staff to prepare terms of reference and newspaper notice.	09-Jun-2015	Gary Richardson	
2	Community Profile	Survey complete. Results to be reviewed in more detail.	25-Jul-2015	Gary Richardson	
3	Water Resource Protection	Determine if Dr. Diana Allen or Jeanette Klassen (MSc) could be available to present the recent paper on Risk of Saltwater Intrusion in Coastal Bedrock Aquifers: Gulf Islands BC - at a Saturday community meeting.	08-Oct-2015	Gary Richardson	

Projects

Saturna Island

Description	Activity	R/Initiated
Land Use Bylaw Review		26-Sep-2012
Geological Hazard Mapping		25-Feb-2009
Secondary Suite Review		23-Apr-2015
Amenity Zoning review		25-Jul-2015

To: Saturna Island Local Trust Committee
For the meeting of June 17, 2016

From: Robert Kojima
Regional Planning Manager

CC: Gary Richardson, Island Planner
Sharon Lloyd-deRosario, Legislative Clerk

Re: Active Bylaws Report

Background

The Saturna Island Local Trust Committee has a number of active amendment bylaws dating from last term. These bylaws were initiated to implement projects or initiatives that had been identified as priorities at the time by the LTC and a review of these bylaws indicates that none are related to currently active LTC projects or initiatives. Once an LTC has given direction to initiate a bylaw, they remain active until either adopted or direction is given by the LTC to not proceed with the bylaws. So long as a bylaw is active it appears on reports, remains open in the bylaw database, and files are kept open. If the LTC is not intending to proceed with the projects associated with a particular project, staff recommend that the LTC also provide direction to proceed no further with the associated bylaws.

Analysis

There are currently six active Saturna LTC bylaws, all date from the last term and all relate to LTC projects (as opposed to rezoning applications) that are not current Top Priorities. The active bylaws are detailed below and in the table on the following pages. In brief, the projects and the related bylaws are:

- Bylaw Enforcement Notification Bylaw: [Bylaw 105](#) was initiated Trust-wide by Bylaw Enforcement in order to provide a ticketing mechanism for bylaw enforcement. In the southern region, BEN bylaws are currently in place in the North Pender, Galiano, and Mayne LTAs and are proving effective in resolving both minor zoning violations and in moving long-standing issues towards compliance. The Saturna LTC deferred consideration of the BEN Bylaw pending an LUB Review. While an LUB Review is identified on the projects list, there is

no anticipation of a project proceeding in the immediate future. Bylaw enforcement staff report that there are very few open enforcement files on Saturna and that adopting a BEN Bylaw for Saturna is not a current priority.

- Community Amenity Density Reserve: [Bylaw 112](#) would have amended the OCP CADR guidelines to include a number of densities. It received First Reading last term, but in the current term has been superseded by the project to review density transfer. This project is in the consultation stage, and even if it were to proceed to bylaw stage, it is unlikely that the specific amendments contemplated by Bylaw 112 would be relevant and the LTC would likely wish to initiate a new bylaw or bylaws.
- Secondary Suites: [Bylaw 113](#) and [Bylaw 114](#) would have amended the OCP and LUB respectively to permit secondary suites. These bylaws have also received only First Reading and further consideration was deferred at the September 2014 meeting. The project was subsequently moved to the projects list by the current LTC. There is no indication that the project will be prioritized in the immediate future.
- STVR TUP Guidelines: [Bylaw 115](#) would have amended the OCP to insert guidelines for TUP applications for vacation rentals, and [Bylaw 116](#) would have amended the Fees Bylaw to reduce fees for such TUP applications. These bylaws also received First Reading in 2014, were deferred at the September 2014 meeting, and the project was subsequently removed from the Work Program.

Bylaw #	Base Bylaw	Current Reading	Date of Last Consideration	Bylaw Status	Project	Project Status
105	N/A	(draft)	June 21, 2012	Deferred pending an LUB Review	Bylaw Enforcement Notification	Deferred
112	OCP	First	September 18, 2014	Bylaws “tabled” at September 2014 meeting	Community Amenity Density Reserve	Replaced by ‘Review of Density Transfer Mechanisms’ Project
113	OCP	First	September 18, 2014	Bylaws “tabled” at September 2014 meeting	Secondary Suites	Moved to Projects List
114	LUB	First	September 18, 2014	Bylaws “tabled” at September 2014 meeting	Secondary Suites	Moved to Projects List
115	OCP	First	September 18, 2014	Bylaws “tabled” at September 2014 meeting	STVR TUP Guidelines	Removed from Work Program
116	Fees	First	September 18, 2014	Bylaws “tabled” at September 2014 meeting	TUP fee amendment	Removed from Work Program

Summary of Planning Recommendations

Staff recommend that the LTC give direction to proceed no further with all six bylaws. None of these bylaws would implement current LTC Top Priorities. Formally proceeding no further would allow staff to close the related bylaw files and bring the status of the bylaws in the database and reports up to date.

RECOMMENDATION:

1. THAT the Saturna Island Local Trust Committee proceed no further with Bylaws 105, 112, 113, 114, 115, and 116.

Prepared and Submitted by:



Robert Kojima, RPM

June 3, 2016

Date

Saturna Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

No	Meeting Date	Resolution No.	Issue	Policy
1.	May 16/07	SA-LTC-16-07	Travel Trailer or Camper	It was Moved and Seconded that staff be directed to not take enforcement action against property owners when a travel trailer or camper is located on a lot when: The travel trailer or camper is being used for recreational purposes by the owners of the lot and; The travel trailer or camper is being used intermittently and for short periods not exceeding two months. Not withstanding this direction, staff is to take action to prevent the recreational use of travel trailers or campers on inappropriately zoned land if: The travel trailer or camper is being used as a second residence or; The trailer or camper is situated within the setbacks for a structure or; There are serious safety issues, unsightliness, noise, or health problems related to the use or; A complaint based on the above three items is received from a person who owns neighboring property. Nothing in this direction should be interpreted by a property owner as giving permission to violate the Land Use Bylaw and the Saturna Island Trust Committee may change this policy at any time and may give direction to enforce the Bylaw at any time.
2.	August 20/08	SA-LTC-43-08	Bylaw Enforcement: Short Term Vacation Rentals	It was Moved and Seconded THAT given finite resources available for enforcement activities and in order to ensure the most effective results for enforcement activities, STVRs not permitted by Section 2.16.10 of the Saturna Island Land Use Bylaw No. 78 that have one or more of the following characteristics will be subject to enforcement: 1. They are advertised on the internet, newspapers or other media; 2. They are not managed by the property owner; - More than one STVR per constructed residence on the lot is simultaneously made available for STVR; 4. While the property is rented persons are also staying in tents, trailers, or RV's; 5. There are issues related to health and safety; 6. There is a written complaint by owners or residents about bona fide nuisance issues such as noise or parking congestion related to the STVR;

				7. The owner of the property uses more than one property on Saturna Island as an unpermitted STVR. And THAT nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the Saturna Island Local Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time.
3.	February 25/09	SA-LTC-09-09	Adopt LTC Minutes by RWM	It was Moved and Seconded that the Saturna Island Local Trust Committee draft minutes be adopted by Resolution without meeting within 30 days of the meeting and posted to the website.
4.	June 22/11	SA-LTC-	Adopting In Camera Minutes	It was Moved and Seconded that the Saturna Island Local Trust Committee adopt a Standing Resolution to direct staff to place the in camera minutes on the agenda when there is a need to close the meeting or at least once a year.
5.	February 9/12	SA-LTC-11-12	Adopt SOL policy	It was Moved and Seconded that where a Liquor Control and Licensing Branch Special Occasion Licence referral relates to a property where Saturna Island Land Use Bylaw No. 78, 2002 permits public assembly uses, such as halls, recreation facilities or restaurants, and where there have been no issues related to parking or past complaints for the preceding three years, planning staff may approve the Special Occasion Licence without referral to the Local Trust Committee. All other Special Occasion Licence referrals are to be referred to the Local Trust Committee for consideration

Trust Fund Board Report to Local Trust Committees and Bowen Island Municipality

Important deadline! Fairy Slipper Forest Campaign – Thetis Island

June second is an important deadline for the campaign to purchase 40 acres of forest, creating Thetis Island's first publicly accessible nature reserve. Half the total cost of \$560,000 needs to be raised by this date. To help meet this important fundraising goal, an anonymous donor is matching funds, to a maximum of \$40,000, until the deadline. Donations can be made through the [Islands Trust Fund \(ITF\)](#) website. Media packages are available upon request from the ITF Communications and Fundraising Specialist for promotions.

Appointed Board Members – Vacancies

Three of the six members of the Trust Fund Board (TFB) are appointed by the Province. The term of former member Julie Glover has concluded (Dec. 2015) and the provincial Board Resourcing and Development Office recently concluded its advertising of this vacancy. The term of member Dereck Atha ends in June and applications for this position are now being accepted through the [Board Resourcing and Development Office](#). Please inform individuals you know who might have the knowledge, experience and interest to serve on TFB.

Land Securement Strategy

The Islands Trust Strategic Plan includes a strategy for TFB to "Protect high biodiversity areas identified in TFB's Regional Conservation Plan" by "developing a land conservation strategy to protect high biodiversity areas (e.g. Coastal Douglas-fir)". Most of our protected land has come about opportunistically as a result of landowners and organizations coming to us (albeit with prior relationship-building in many cases). Another approach, used successfully by other land conservancies, is to focus on areas with high biodiversity and approach landowners to explore voluntary conservation options that might work for them. This requires careful and sensitive planning. TFB has approved the project charter for developing a securement strategy to implement such an approach.

Conservation Tax Incentive Program

The Islands Trust Strategic Plan also identifies the Trust Fund Board will support efforts to expand a conservation tax exemption program to the rest of British Columbia. The TFB Chair has written an open letter of support outlining the success of NAPTEP in support of a province-wide program.

Long Term Funding

The Trust Fund Board has reviewed the considerable work carried out over the years to develop a Long Term Funding Initiative and discussed this in the current context. The Chair hopes to provide a brief report at the June Trust Council meeting and is happy to discuss this issue in more depth with individual trustees.

Trust Fund Board Report to Local Trust Committees and Bowen Island Municipality

Planned Giving

The Board reviewed and discussed ITF's approach to encouraging and enabling planned, or legacy, gifts. Two recent prime examples are legacies that have established the Morrison Waxler Biodiversity Protection Legacy Fund (\$20,000) and the Gambier Island Acquisition Fund (\$115,000). Crystal Oberg, ITF's new Communications and Fundraising Specialist, will attend an upcoming professional development opportunity to enhance this part of our work. Check out the "[Gift and Estate Planning](#)" page on our website.

Budget

Preliminary figures show that the Islands Trust Fund's 2015-16 expenses came in under budget. The 2016-17 budget is essentially unchanged. The budget includes provision for responding to emerging and time-sensitive conservation proposals and property management issues.

Property Management

Here is a summary of current property management activities:

Bowen -	New management contract for Fairy Fen Nature Reserve; revision of management plan for Singing Woods Nature Reserve
Denman -	Restoration and signage at Inner Island; restoration and tree planting at Lindsay Dickson Nature Reserve; trail development and maintenance at Morrison Marsh Nature Reserve
Gabriola -	Management Plan for Burren's Acres Nature Reserve; boardwalk repair; trail maintenance and root protection work at Elder Cedar Nature Reserve
Lasqueti -	Monitoring of restoration and possible trespass at Mount Trematon Nature Reserve; revision of management plan for Kwel Nature Sanctuary
N. Pender -	Interpretive panels at Medicine Beach Nature Reserve
Salt Spring -	Revision of management plan for Cyril Cunningham Nature Reserve.

Annual monitoring of properties and covenants across the Trust Area will be completed by July 15, 2016.

Trail Proposal for the Lindsay Dickson Nature Reserve –Denman Island

After onsite meetings and consultation with our property managers, the Trust Fund Board has agreed to allow an old logging road across one corner of the reserve, which already supports public use, to be part of the Denman cross-island trail. However, the board does not support the development of an unopened road access alongside the nature reserve because of the additional disturbance it could bring to the reserve.

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



Saturna Area Local Trust Committee
Paul Brent, Saturna Island Trustee
Lee Middleton, Saturna Island Trustee
George Grams, Saturna Island Trust Committee Chair
Suite 200 - 1627 Fort St.
Victoria, B.C. V8R 1H8 Canada

June 1, 2016

Re: Invited Speaker about Gulf Islands Groundwater Management
A presentation to the Salt Spring Island Watershed Protection Authority and Salt Spring Island community as part of the Integrated Water Management Program and Watershed Stewardship Workshop Series.

When: Friday August 19th, 2016 from 11:00am - 12:30pm.
Speaker: Diana Allen, Ph.D. Groundwater Resources Research Group, Simon Fraser University, B.C.
Location: To Be Determined.

Topic “Estimating Groundwater Recharge to the Gulf Islands: Challenges and Progress”

The Salt Spring Island Watershed Protection Authority (SSIWPA) would like to invite the Saturna Area Local Trust Committee, and other members of the Saturna Area community (if applicable) to attend the presentation described above.

Please **RSVP by June 30, 2016 to Coordinator Shannon Cowan at ssiwpacoord@gmail.com (250-653-4867).**

* Please indicate the number of participants who will attend, and venue preference (1,2,3 in priority order) from the options below:

- i) Community Gospel Chapel, Salt Spring Island (located at corner of Vesuvius Bay Road and North End Road)
- ii) Lions Hall, Salt Spring Island (located on Drake Road, near Ganges)
- iii) Mary Winspear Centre, Sidney B.C.

* Please indicate in your RSVP if the number of participants might be higher (and by how much) at the Sidney venue. The goal is to offer this event at no cost to participants, if the SSIWPA budget allows.

Sincerely, Shannon Cowan, SSIWPA Coordinator

Speaker Biography:

Diana Allen, Ph.D. and her “Groundwater Resources Research Group” in the department of Earth Sciences at Simon Fraser University have studied groundwater resources in the B.C. Gulf Islands for over ten years.

Dr. Allen is a member of the Pacific Institute for Climate Solutions (PICS), and has been a published scientist for 20 years, with a broad range of experience in both empirical approaches and modeling of direct recharge, as well as with mapping deep groundwater flow contributions to main and lower order streams in mountainous and coastal zones. She is also involved with climate change impact research on different types of aquifers and fractured bedrock groundwater systems, groundwater quality risk assessments and aquifer vulnerability mapping.

Dr. Allen’s student, Isabelle Larocque presented her thesis work to the Salt Spring community at large in January of 2015, titled “The hydrogeology of Salt Spring Island, British Columbia” (2014).

In early 2016, another student completed recharge studies on Gabriola Island, British Columbia. **Dr. Allen aims to integrate the new results about groundwater recharge in the Gulf Islands, with previous work, in her presentation on August 19th, 2016.**