

Saturna Island Local Trust Committee

Regular Meeting Agenda

Date: September 18, 2014
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 | | |
| | 2.1 Additions/Deletions | | |
| 3. | Community Information Meeting | | |
| | 3.1 Saturna Island Local Trust Committee Proposed Bylaws 112, 113, 114 and 115 | | |
| 4. | Public Hearing | 1:00 PM - 3:00 PM | |
| | 4.1 Saturna Island Local Trust Committee Proposed Bylaws 112, 113, 114 and 115 | | |
| | Reconvened from August 6, 2014 (PH Binder under seperate cover) | | |
| 5. | Previous Meetings | 3:00 PM - 4:00 PM | |
| | 5.1 Local Trust Committee Minutes | | |
| | 5.1.1 Saturna Island Local Trust Committee Meeting Adopted Minutes of July 10, 2014 (attached)
For information | | 4 - 12 |
| | 5.1.2 Saturna Island Local Trust Committee Draft Meeting Minutes of August 6, 2014 (attached)
For consideration to Adopt | | 13 - 14 |
| | 5.2 Public Hearing Records and Community Information Meeting Notes | | |
| | 5.2.1 Saturna Island Local Trust Committee Draft Public Hearing Record of August 6, 2014 (attached)
To be Received | | 15 - 15 |

5.2.2	Saturna Island Local Trust Committee Draft Community Information Notes of August 6, 2014 (attached)	16 - 27
	To be Received	
5.3	Section 26 Resolutions-without-meeting	28 - 28
	RWM Report dated September 2014 (attached)	
5.4	Advisory Planning Commission Minutes	
	None	
6.	Business Arising from the Minutes	
6.1	Follow-up Action Report	29 - 30
	FUAL Report dated September 2014 (attached)	
7.	Delegations	
	none	
8.	Correspondence	
	none	
9.	Applications, Permits, Bylaws and Referrals	
9.1	Post Public Hearing Process Re Bylaws No. 112, 113, 114 and 115 - Memo (attached)	31 - 48
9.2	Bylaw No. 116 - Memo (attached)	49 - 50
10.	Local Trust Committee Projects	
	none	
11.	Reports	
11.1	Work Program Reports	51 - 52
	Work Program Report dated September 2014 (attached)	
11.2	Applications Report	53 - 54
	Applications Report dated September 2014 (attached)	
11.3	Expense/Budget Reports	
11.3.1	Trustee and Local Expenses	55 - 55
	LTC Expense Report dated August 2014 (attached)	
	For information	

11.3.2	2015/16 Budget Requests (attached)	56 - 60
11.4	Bylaw Enforcement	
	None	
11.5	Policies and Standing Resolutions Report (attached)	61 - 62
	For information	
11.6	Saturna Island LTC Web Page	
	The Saturna Island Local Trust Committee Web page can be found at:	
	www.islandstrust.bc.ca/islands/local-trust-areas/saturna	
11.7	Chair's Report	
11.8	Trustee Report	
12.	Other Business	
12.1	Next Business Meeting	
	The next meeting of the Saturna Island Local Trust Committee will be held on Thursday, October 23, 2014, at 12:30 pm, at the Saturna Island Recreation Centre, Lounge.	
12.2	Experience the Southern Gulf Islands Cycling & Pedestrian Draft Trail Plan - Memo (attached)	63 - 86
13.	Town Hall Meeting	
14.	Adjournment	4:00 PM - 4:00 PM

ADOPTED



Saturna Island Local Trust Committee Minutes of a Regular Meeting

Date of Meeting: Thursday, July 10, 2014
Location: Saturna Recreation and Cultural Centre
104 Harris Road
Saturna Island, BC

Members Present: Ken Hancock, Chair
Paul Brent, Local Trustee
Pam Janszen, Local Trustee

Staff Present: Gary Richardson, Island Planner
Beverly Lowsley, Recorder

Media and Others Present: 12 members of the public

1. CALL TO ORDER

The meeting was called to order at 12:35 p.m. Chair Hancock acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations. Trustees and staff were introduced.

2. APPROVAL OF AGENDA

2.1 Additions/Deletions

The following additions to the agenda were presented for consideration:

- 8.1 Correspondence relating to Short Term Vacation Rentals
- 9.2 North Pender Island Land Use Bylaw No. 196 referral
- 10.4 Proposed bylaw 115 documents missed from the package

By general consent the agenda was approved, as amended.

3. COMMUNITY INFORMATION MEETING

None

4. PUBLIC HEARING

None

5. PREVIOUS MEETINGS

5.1 Local Trust Committee Minutes

5.1.1 Saturna Island Local Trust Committee Meeting Minutes of June 5, 2014

SA-2014-033

It was MOVED and SECONDED that,
the Saturna Island Local Trust Committee Meeting Minutes of June 5, 2014, be adopted.

CARRIED

5.2 Public Hearing Records and Community Information Meeting Notes

None

5.3 Section 26 Resolutions-without-meeting

None

5.4 Advisory Planning Commission Minutes

None

6. BUSINESS ARISING FROM THE MINUTES

6.1 Follow-up Action Report

Planner Richardson reported that all items on the list have been done.

7. DELEGATIONS

None

8. CORRESPONDENCE

8.1 Correspondence from J. Combs received.

9. APPLICATIONS, PERMITS, BYLAWS AND REFERRALS

9.1 SA-CL-2014.1 Crown Land Referral Response Letter - RE: Tidal Energy Exploration in Boundary Pass

Planner Richardson conveyed that this does not comply with the current Land Use Bylaw.

Trustee Brent commented that there are already hydrophones in place to study whales to learn about and protect these mammals. He proposed that staff redraft the bylaws to allow instrumentation for research purposes anywhere on our island.

Trustee Janszen concurred on both points.

It was agreed to carry this item forward to be addressed under the Work Program for possible Land Use Bylaw amendments and a potential standing policy regarding enforcement.

9.2 Bylaw Referral

SA-2014-034

It was MOVED and SECONDED that,

Saturna Island Local Trust Committee interests are not affected by North Pender Island Proposed Bylaw 196.

CARRIED

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Community Amenity Density Reserve - Staff Report- Draft Bylaw No. 112/Project Charter

Planner Richardson reported that the requested amendments have been made to draft bylaw No. 112 and presented his recommendations.

SA-2014-035

It was MOVED and SECONDED that,

the Saturna Island Local Trust Committee give draft bylaw 112 cited as, "Saturna Island Official Community Plan Bylaw No.70, 2000, Amendment No.1, 2013", First Reading.

CARRIED

SA-2014-036

It was MOVED and SECONDED that,

the Saturna Island Local Trust Committee instruct staff to schedule a public hearing for Proposed Bylaw No. 112 on August 6, 2014.

CARRIED

SA-2014-037

It was MOVED and SECONDED that,

the Saturna Island Local Trust Committee review the Islands Trust Policy Statement Directives Only Checklist and determine that Proposed Bylaw No. 112 is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

Discussion focussed on

- issues of timing of proposed changes to the OCP - pros and cons were presented
- need for further community input prior to making major density changes
- if proposed amendments are approved potential for arbitrary application

Trustee Brent commented that this is "fine tuning" based on public feedback. Community feedback is used in consideration of what amenities are of value to the community. He also noted there has not been any review or revision of the Official Community Plan since 2000 and other islands are also doing refinements to their OCP's.

10.2 Secondary Suites - Staff Report - Draft Bylaws No. 113 & 114/Project Charter

Planner Richardson reviewed requested amendments which have been made to draft bylaws 113 and 114.

Discussion focussed on

- lack of opportunity for input from the Lyall Harbour Boot Cove Water Committee still in testing phase of the new system
- potential financial strain on individuals wanting to have secondary suite
- specific concerns of increased pressure on East Point ground water.

Chair Hancock noted that if the proposed bylaw is given first reading, there will still be an opportunity for the Water Board to submit their input.

John Hutchinson pointed out that the Water Board AGM is August 19.

Trustee Janszen recognized the concerns considering water usage which is dependent of number of users in the secondary suite.

SA-2014-038

It was MOVED and SECONDED that,

the Saturna Local Trust Committee direct staff to bring back draft land use bylaw 113 requiring that secondary suites in East Point would be required to not be supplied with groundwater.

CARRIED

SA-2014-039

It was MOVED and SECONDED that,

the Saturna Island Local Trust Committee give draft bylaw 113 cited as, "Saturna Island Official Community Plan Bylaw No.70, 2000, Amendment No. 2, 2013", First Reading.

CARRIED

SA-2014-040

It was MOVED and SECONDED that,

the Saturna Local Trust Committee give draft bylaw 114 cited as "Saturna Island Land Use Bylaw 78, 2002, Amendment No. 1, 2013", First Reading.

CARRIED

SA-2014-041

It was MOVED and SECONDED that,

the Saturna Island Local Trust Committee instruct staff to schedule a public hearing for Proposed Bylaw 113 and 114 on August 6, 2014.

CARRIED

SA-2014-042

It was MOVED and SECONDED that,

the Saturna Island Local Trust Committee review the Islands Trust Policy Statement Directives Only Checklist and determine that Bylaws No. 113 and 114 are not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

SA-2014-043

It was MOVED and SECONDED that,

amendment after first reading of Bylaw 113 to request staff to clarify the wording of the OCP Rural Residential for rural family homes and private recreation uses to add "including secondary suites".

CARRIED

SA-2014-044

It was MOVED and SECONDED that,

Saturna Local Trust Committee Request that staff forward the wording of draft bylaws of the secondary suite and Short Term Vacation Rentals for review by Pat Lapcevic of Forest Lands & Natural Resources Operations.

CARRIED

Chair Hancock suggested that once the proposed amendments and reports are completed, they be posted on the website for public information. Also, that the minutes of today's meeting be considered for Resolution-without-meeting.

Note - There was a 10 minute break prior to continuing the meeting.

10.3 Short Term Vacation Rentals (STVR) Policy Statement Checklist Memo

SA-2014-045

It was MOVED and SECONDED that,

the Saturna Island Local Trust Committee review the Islands Trust Policy Statement Directives Only Checklist and determine that Bylaw No. 115 is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

11. REPORTS

11.1 Work Program Reports

SA-2014-046

It was MOVED and SECONDED that,

the Saturna Local Trust Committee adopt the standing policy that the use of instrumentation for research purposes not be subject to enforcement and that the policy be referred to Islands Trust Bylaw Enforcement Manager Miles Drew for comment.

CARRIED

SA-2014-047

It was MOVED and SECONDED that,

the Saturna Island Local Trust Committee move bylaw amendments to allow instrumentation for research purposes on Saturna Island to number 1 of the Projects list.

CARRIED

11.2 Applications Report

Planner Richardson commented on all active applications.

11.3 Expense/Budget Reports

11.3.1 Trustee and Local Expenses

Trustee Janszen reported on the Local Trustee project expenses, which are still within budget.

Chair Hancock apologized that a current report was not included in the information package.

11.4 Bylaw Enforcement

None

11.5 Policies and Standing Resolutions Report

For information

11.6 Saturna Island LTC Web Page

Saturna Island Local Trust Committee Web page can be found at:
www.islandstrust.bc.ca/islands/local-trust-areas/saturna

Chair Hancock requested that in view of the short time lines for the Special Meeting, as soon as the proposed bylaw amendments are done they be posted on the Islands Trust web page.

11.7 Chair's Report

Chair Hancock reported that the Islands Trust Council meetings were a great success and offered thanks to the local hosts. He briefly summarized the highlights of the various presentations. The meetings were well attended by delegations.

11.8 Trustee Report

Trustee Brent stated there have been no committee meetings. He concurred that responses from attendees of the Islands Trust Council were enthusiastic.

Trustee Janszen noted that she did submit a report to the local Scribbler. Also of note is that hosting the Trust Committee meeting brought \$ 11,000 to the island for accommodation, catering and discretionary spending by Trust Council members.

Community members who attended shared very positive comments.

12. OTHER BUSINESS

12.1 Next Business Meeting

A Special Meeting of the Saturna Island Local Trust Committee will be held August 6, 2014, at 12:30p.m., at the Saturna Island Community Hall. This will include a Public Information Meeting.

The next regular meeting of the Saturna Island Local Trust Committee will be held September 18, 2014, at 12:30 p.m., at the Saturna Island Community Hall.

13. TOWN HALL MEETING

John Hutchinson offered kudos to the Saturna Committee for the quality of the Trust Council event. Also for information, he reported that the Department of Fisheries and Oceans were in Boot Cove recently doing a study on eel grass.

Morgan Yates questioned whether his correspondence to a previous meeting had been received and addressed. He had requested clarification of perceived benefits of STVRs.

Trustee Brent responded that the communication had been received and will be forwarded for inclusion in the information file.

Janet Land pointed out that there are a number of groups on the island who have their own internal bylaws restricting STVRs, secondary suites and B&B's. The proposed bylaws will not affect those areas, most of which do not have the water issues of East Point area.

Al Sewell confirmed that he was involved in drafting bylaws for one of those strata groups and they specifically included those restrictions as well as identifying water management as a community resource.

Priscilla Ewbank expressed concern regarding the amendments to bylaw 112 Schedule 1, item 2 d), specifically related to potential cash in lieu for increased density. She wondered how this will evolve if not actually linked to real land. She also suggested a review of the total Official Community Plan rather than making piecemeal changes, stressing transparency is imperative.

Chair Hancock explained the usual process is not "selling" of densities. There was further discussion of interpretation of the proposed "amenities" amendments.

Al Sewell and **John Hutchinson** both recommended cautioned regarding opening up the whole community plan.

Beverley Neff reiterated previous comments that the time line for the next meeting is too short for people to be fully informed and on a better date so more residents will be able to attend.

Trustee Janszen pointed out that most of the Local Trust meetings are only attended by 10 - 15 people and this, along with feedback based on returned questionnaires, indicates the majority support the proposed changes.

Trustee Brent commented that over 100 people gave feedback. At earlier meetings on these issues there has been higher attendance. Also, the end of their term as Trustees is coming in Nov/Dec. and he doesn't see a big flood of people applying for secondary suites or STVRs. Also the CADR has had little application in the past 15 years and will probably not have a significant uptake either.

Morgan Yates wondered if more time would lead to a more solid consensus.

Chair Hancock thanked those present for their thoughtful input.

14. ADJOURNMENT

There being no further business, Chair Hancock adjourned the meeting at 3:30 pm.

Ken Hancock, Chair

CERTIFIED CORRECT:

Beverly Lowsley, Recorder



Saturna Island Local Trust Committee

Minutes of Special Meeting

Date of Meeting: Wednesday, August 6, 2014
Location: Saturna Community Hall,
105 East Point Road
Saturna Island, BC V0N 2Y0

Members Present: Ken Hancock, Chair
Paul Brent, Local Trustee
Pamela Janszen, Local Trustee

Staff Present: Gary Richardson, Island Planner
Kerry Thompson, Co-op Planner

Media and Others Present: 58 members of the public

1. CALL TO ORDER

The meeting was called to order at 12:40 p.m. Chair Hancock acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations. Introductions were made and the meeting introduced. Chair Hancock noted that each proposed bylaw would be addressed separately and that in the Community Information Meeting, the public would have an opportunity to ask questions.

2. APPROVAL OF AGENDA

The following reordering of items were presented for consideration:
5. Previous Meetings; 5.1 Local Trust Committee Minutes; 5.1.1 Saturna Island Local Trust Committee Draft Meeting Minutes of July 10, 2014: to be addressed prior to item 3. Community Information Meeting.

By general consent the agenda was approved as amended.

3. PREVIOUS MEETINGS

3.1 Local Trust Committee Minutes

3.1.1 Saturna Island Local Trust Committee Draft Meeting Minutes of July 10, 2014

Page 9, first paragraph, change Patricia to Priscilla
Page 9, second paragraph, replace not "selling" of amenities, with not "selling" of densities.

By general consent the minutes of July 10, 2014, were approved as amended.

4. COMMUNITY INFORMATION MEETING

4.1 Saturna Bylaws No. 112, 113, 114, and 115

See separate Community Information Meeting (CIM) Notes dated August 6, 2014.

5. PUBLIC HEARING

5.1 Saturna Bylaws No. 112, 113, 114, and 115

See separate Public Hearing Record (PH) dated August 6, 2014

6. FURTHER BYLAW READINGS

6.1 Bylaws No. 112, 113, 114, and 115 – Staff Memo

Deferred to the next business meeting.

6.2 Bylaw No. 116 – Staff Memo

Deferred to the next business meeting.

7. ADJOURNMENT

Chair Hancock declared the meeting adjourned at 4:05 p.m.

Ken Hancock, Chair

CERTIFIED CORRECT:

Beverly Lowsley, Recorder



Saturna Island Local Trust Committee Record of a Public Hearing

Date of Meeting: Wednesday, August 6, 2014
Location: Saturna Community Hall,
105 East Point Road
Saturna Island, BC V0N 2Y0

Members Present: Ken Hancock, Chair
Paul Brent, Local Trustee
Pamela Janszen, Local Trustee

Staff Present: Gary Richardson, Island Planner
Kerry Thompson, Co-op Planner

**Media and Others:
Present:** 58 members of the public

5. PUBLIC HEARING

5.1 Saturna Bylaws No. 112, 113, 114, and 115

Chair Hancock opened the Public Hearing. He then asked the Trustees that in view of the time factor relating to the return ferry scheduling, if they would be willing to carry over the rest of the agenda, recess the Public Hearing and reconvene at another meeting.

SA-2014-048

It was MOVED and SECONDED

that the Saturna Island Local Trust Committee recess the Public Hearing, defer the remainder of the August 6, 2014 agenda, and reconvene the Public Hearing at the next regular business meeting, on September 18, 2014 at 12:30 at Saturna Recreation Centre, 104 Harris Road.

CARRIED

**I CERTIFY THAT THIS IS A FAIR AND ACCURATE SUMMARY OF THE NATURE OF
REPRESENTATIONS RESPECTING THE MEETING HELD.**

Beverly Lowsley, Recorder



Saturna Island Local Trust Committee Notes of a Community Information Meeting

Date of Meeting:	Wednesday, August 6, 2014
Location:	Saturna Community Hall, 105 East Point Road Saturna Island, BC V0N 2Y0
Members Present:	Ken Hancock, Chair Paul Brent, Local Trustee Pamela Janszen, Local Trustee
Staff Present:	Gary Richardson, Island Planner Kerry Thompson, Co-op Planner
Media and Others: Present:	58 members of the public

4. COMMUNITY INFORMATION MEETING

4.1 Saturna Bylaws No. 112, 113, 114, and 115

Community Amenity Density Reserve (CADR)

Planner Richardson explained the background related to Proposed Bylaw No. 112 to amend the Saturna Island Official Community Plan (OCP) policies regarding the Community Amenity Density Reserve (CADR), specifically General Policy C.1.3. He addressed proposed amendments which were highlighted in the consolidated document dated July 31, 2014.

Chair Hancock invited questions from the public.

Bill Douglass requested clarification on how density and amenity are defined in this context as there are various types of density such as residential, subdivision or commercial.

Planner Richardson responded that the term is used to refer to density of residential dwellings or subdivision density.

Bill Douglass asked if trading density for amenities, such as trails or parks, how these are determined as desirable to the community. How would a resident know what might apply?

Planner Richardson explained that amenity has been openly defined so a local trust committee of the day can address the issue within the current context. An individual considering an amenity can approach the planner or a local trustee to discuss the idea then will need to decide whether or not to make a formal rezoning application. This would then go to a public meeting for community input.

Bill Douglass on another note asked here is the official trails map drafted 20 years ago and when will it be registered and become part of our community plan as this could inform current decisions on requests for more trails?

Chair Hancock replied that this would involve consultation with the CRD Parks Commission.

John Money asked if for the purposes of this bylaw, density is a residence, as long as a property is large enough that it meets the Land Use Bylaw are guest cottages not included in this?

Dawn Wood questioned if there are going to be 20 densities is there a range of size or the nature of density?

Planner Richardson noted that the amount being considered is an additional 20 densities which could apply to a subdivision lot or a residence. Additional density beyond 20 would not be considered under this bylaw.

Hubertus Surm questioned the "but not limited to..." (p 52, of the consolidated document, item e).

Chair Hancock explained that at this point a list of amenities has not been specified.

Trustee Janszen gave examples such as affordable housing, a senior's complex, or a community workshop. She noted that there is a lot of public land on Saturna but not community public spaces.

Trustee Brent concurred that we already have 46% natural preserved area on Saturna. He expressed concern about the health of the community in terms of viability, demographics, and economic options to support families.

Louise Paramaki commented that the last drafting of the Official Community Plan (OCP) had wide involvement of community input. She expressed concern that the OCP changes currently being reviewed, and proposed changes, have not had this level of involvement. Will there be a broader consideration of what the community says, not just what the trustees support?

Trustee Brent explained that there will be a public process for each CADR application. An applicant would bring forward a specific idea of an amenity, which will then be open for community input. If the community does not support a suggested application, the trustees will not go forward with it.

Trustee Janszen agreed that there is a large community process for community input when a rezoning application is submitted. We went through this process last year when a proposal was submitted offering an amenity that was not seen as adequate by the

community. Best to leave the interpretation open as we are unable to predict what would possibly be considered appropriate by community of the future.

Priscilla Ewbank asked what part the community plays in deciding if they want to leave it wide open as suggested amenities come along or do we want to create a list for directing the use of this application in the future?

Trustee Janszen responded this is the process we are involved in now.

Chair Hancock noted that if the proposed amendment of the OCP is rejected it would not go to the Ministry.

Trustee Brent read a short list of amenities defined by Mayne Island as an example of possible options relating to amenities.

Morgan Yates commented that considering the complexity of bylaw 112, the previous meeting minutes of July 10 did not fully reflect the back and forth discussion regarding the fast timelines being pursued and the intensity of community reluctance to make a hasty decision on the proposed bylaw revisions.

Chair Hancock noted that Mr. Yates' comments will be reflected in the current minutes.

Trustee Janszen noted that this process has been going on since September 2012 and has been addressed at every meeting since. As well, questionnaires were sent out to the community for feedback.

John Hutchinson clarified that this issue actually came forward on February 9, 2012 when a bylaw notification came forward which started the discussion of density at that time.

Carol Vogt asked if the two members of the Local Trust Committee discussed Advisory Planning Commission summary and the recommendations, what changes were made to the CADR bylaws after the report was received, and was a revised bylaw referred back to the LTC to see if they supported it in the amended form?

Chair Hancock responded that no changes were made based on the report of the Advisory Planning Committee.

Trustee Brent pointed out that there were issues identified with the very fact of the CADR and that it had never been used. The CADR was put in place in 2001 as part of our Official Community Plan (OCP) and how can we say it doesn't work unless we at least give it a try.

Trustee Janszen explained that trustees and are not allowed to discuss submissions privately. Discussion must be within a public meeting. A number of reasons were identified why the CADR was not popular so the decision was to stay with the OCP and see if the proposed amendments will make it more workable.

Al Sewell asked if he were to propose an affordable housing project, could he apply for rezoning for affordable housing without reference to the CADR.

Planner Richardson explained the application for more density could be made without mention of the CADR; however, the issue of the cap would have to be addressed.

Joan Combs asked if the CADR differs from the amenity bonus tool of the Islands Trust level and would it be easier if we used the amenity bonus tool rather than the CADR.

Planner Richardson explained that the amenity bonus tool is a hybrid amenity provision. Some other islands use the Islands Trust amenity bonus tool rather than a CADR. Both accomplish the same thing; the CADR just provides more guidance to the process.

Bill Sheffield noted that the OCP defines density of subdivision capacity, residential density, and density relating to commercial recreational accommodations. If people read the whole OCP they would find that the solutions to their problems are already in there.

Planner Richardson read the specific definitions in the present OCP.

Bill Sheffield noted further, that several density changes have been made since adoption of the OCP by simply using the existing zoning process.

Jacques Campbell asked if this is intended for residential density how can you prevent misuse of the tool for personal gain.

Trustee Janszen noted that the individuals requesting increased density can apply for what they want and must offer an amenity that the community will then decide upon whether it is desirable or not. There is no obligation on the community to accept what is offered.

Trustee Brent commented that trustees are elected to reflect the needs of the community.

Bakhshish Gill questioned the need for what he perceived as an omnibus bill which is not congruent with the Preserve and Protect mandate. He questioned the impetus for these bylaws and questioned whether data has been collected to justify the change.

Trustee Brent indicated he had campaigned on a platform that Preserve and Protect applies to both the environment and to the community. With a median age of 63, and 2 children enrolled in the school, this is a community in decline. These proposed bylaws were drafted to help promote a healthy community which is now in decline.

Stephen Morris questioned wording change to section C.1.4 Community Density Reserve to remove "each transfer should accomplish some environmental or heritage policy objectives".

Trustee Brent asserted that the goal was not to disallow potential amenities of benefit to the community simply because they were not environmental or heritage in nature. This does not mean that environmental or heritage sites would not be considered.

Ilio Bertolami noted the bylaws seem aimed to attract more people. Do we want more people on Saturna, are we concerned about increasing population or are we happy with the status quo?

Trustee Janszen stated when she moved to Saturna there were 350 residents, over 20 kids in the school and a population of younger people to share the volunteer positions. We need enough people for the community to run and be vibrant, to provide the many volunteer services we currently have (fire department, various, medical rescue and service clubs) not a retirement community.

Trustee Brent quoted the last census which showed declining numbers of residents and a demographic change. Desire to bring young people is to re-energize. Small steps are desirable and this is the aim of these amendments.

Sue Syverson asked what is the cost of rezoning versus costs of what you are proposing with these bylaws.

Planner Richardson said that rezoning costs approximately \$4000 - \$5000.

Len Horne questioned whether any research has been done by credible sources on the effect of these changes on our water, our environment, or potential economic benefits to Saturna.

Trustee Brent acknowledged that such studies have not been done because of cost. Some comparison can be made with other islands but there are differences between the various islands so we have focussed on benefits for Saturna. We are making relatively small changes.

Trustee Janszen noted that only 20 densities are being put forward

Janet Land countered that there have been significant studies, especially relating to ground water impact. Report by Pat Lapcevic received last Friday, given relevance to today's deliberation. How will this be addressed?

Chair Hancock responded that the document just arrived last Friday so was not included in the information package. Planner Richardson will review the referral responses then will summarize the main points before the public hearing process takes place.

Priscilla Ewbank requested clarification of 20 densities being put into the bank. Is it correct that it cannot be a referral of an addition of densities in future?

Planner Richardson concurred and reiterated if in future a greater density is requested, it will be a decision of the local trust committee of the day. A bylaw amendment would be required.

Priscilla Ewbank: asked, are you talking about density of amenities or cash and if so how will that be monitored?

Planner Richardson indicated that a local trust committee cannot hold cash. If cash, it would be held, for example, by a group overseeing an affordable housing program. In that instance, these issues would be dealt with by the trustees of the day.

Chair Hancock pointed out this designation of 20 densities is a one-time event. If other additional density is requested that would involve a possible revision of the OCP. The other could occur by lot amalgamation.

Joan Combs noting the 20 densities do not exist at present and since not used before why choose 20, not 5 for example?

Trustee Brent stated the number 20 was suggested at a public meeting and when Planner Richardson did his review, there was no reason not to use that number.

Trustee Janszen commented it was less than were lost by Parks Canada allocation.

Richard Blaghorn advised we need to be inventive about what we define as amenities, offering positive examples such as the Saturna Ecological Education Centre (SEEC) and the Fog Alarm Building (FAB). Does any amenity application, to use a density transfer, trigger a full application process so the community has input into what is offered?

Trustee Brent responded, yes.

Ilio Bertonelli stated and asked, during the OCP process of 2001, the density bank was originally created to deal with the concept that certain properties with high heritage or environmental value would give up their density (the amenity) in lieu of other places that would need that amenity of value to the island. Is that still part of the process?

Planner Richardson noted this gets into a transfer of development rights.

Bakhshish Gil asked what is the driving motivation for secondary suites.

Trustee Brent identified a primary motivation as a stock of more affordable accommodation.

Trustee Janszen noted illegal suites operate when there is limited affordable accommodation. Also, income from a secondary suite can provide home owners with income to help with mortgage.

Note: There was a 10 minute break.

Planner Richardson made an additional comment on bylaw 112, identifying a number of public agencies to which the proposed bylaws had been referred for comment. Those few who responded did not express any concerns. Pat Lapcevic, of Ministry of Forests, Lands and Natural Resources, Operations, commenting on bylaw 112 from an environmental perspective, expressed concern that the size of lots that can accept density has been decreased. Following discussion with her to clarify that any application to use the Community Amenity Density Reserve would require another public process she no longer has that specific concern.

Suitability of Secondary Suites for residentially zoned properties

Bylaw 113 relates to the Official Community Plan (OCP); Bylaw 114 relates to the Land Use Bylaw. This amendment is for the purposes of providing for secondary suites.

Planner Richardson introduced the proposed bylaws concerning the suitability of secondary suites for residentially zoned properties. Bylaw 113 relates to the Official Community Plan (OCP); Bylaw 114 relates to the Land Use Bylaw. He briefly reviewed agency responses. In response to CRD comments relating to the Lyall Harbour/Boot Cove water system, amendments were made. Pat Lapcevic does not believe any density increase should happen in the East Point area where secondary suites would put added stress on the aquifer.

Flo House why were the primary residences in Breezy Bay farm excluded from the option to have secondary suites?

Planner Richardson noted this was an oversight.

Both Trustees supported inclusion of the Breezy Bay area...

Joan Combs asked if all private residences add a secondary suite could this in fact double the density in all areas of the island. Would anything trigger a building inspection to assure that they meet the provisions?

Planner Richardson stated that existing suites carry on "under the radar". If someone wants to have a legal secondary suite there are provisions in the building code which would have to be met.

Janet Land wondered once adjustments had been made in response to feedback from CRD relating to the Lyall Harbour/Boot Cove water system were those amendments sent back to them for comment?

Planner Richardson indicated that he spoke directly to Tim Tanton who indicated the amendments were satisfactory. The amendments were also sent to the Lyall Harbour/Boot Cove Water Board but their AGM is not until August 16.

Al Sewell wanted to know if a secondary suite could it be used as a short term vacation rental.

Planner Richardson responded if you apply for and a granted a Temporary Use Permit the short term vacation rental would be legal.

Al DeJoseph asked if from Pat Lapcevic's report, the borders of the application to East Point are clearly defined and will the trustees use her recommendations to amend the bylaw to not allow secondary suites in that area?

Planner Richardson indicated that there is a defined area in the Land Use Bylaw which applies to the East Point water management area, based on Pat Lapcevic's report. The trustees will no doubt take her comments into consideration on making a decision but he cannot speak for them.

Dan Thachuk commented that unfortunately, the Lyall Harbour-Boot Cove Water Committee did not receive a copy of the letter that went to the CRD. If the committee and Trustees could clearly define a possible number of secondary suites which might be needed and work together with the local committee, they could then work with CRD engineers to respond to the need in a focused way.

Bakhshish Gil asked if the language of the bylaws is set or will there be changes to the wording.

Chair Hancock assured the assembly that feedback received today in this meeting will be considered in deliberations prior to giving second and third reading to the proposed bylaws. In that process they will review the public hearing and the record to determine if changes are required in response to what we have heard today.

John Hutchinson noted that even with the wording of a secondary source of water as an alternate to ground water, Pat Lapcevic still rejects the bylaw.

Planner Richardson concurred that in spite of the amended wording of the bylaw Pat Lapcevic is still opposed to allowing secondary suites in the East Point area.

Trustee Brent noted that he will seek further clarification from the Minister regarding the wording in the proposed bylaw which includes a requirement of a source of water alternate to groundwater.

Bill Sheffield commented on numerous terms in the glossary needing revision for clarity as well as consideration for the removal of reference to wilderness reserve designated area.

Amanda Money asked why ground water is not excluded from the Lyall Harbour/Boot Cove area as well as East Point. Would that not be practical to be done at this time?

Planner Richardson indicated that could be considered.

Al Sewel asked why there is no specific mention of adequate septic systems for secondary suites.

Planner Richardson explained this was intentional as sewage regulations are under the jurisdiction of Island Health.

Andrew Money wanted to know if the demographics of the island a driving force for this proposed change.

Both Trustees responded that the needs of young families were considered, as well as aging residents, both groups who need affordable housing.

Bill Douglass asked if a study to demonstrate that having secondary suites will guarantee affordable housing.

Trustee Janszen noted there are no guarantees but this offers options. Affordable is a different number to different people.

Trustee Brent commented further that past practice in various areas demonstrates that secondary suites are generally a practical, affordable option.

Greg Robertson was still unclear about density, how is one density ok in one area and not in another?

Planner Richardson explained that density generally refers to the number of dwellings or the percentage of lot coverage (a building foot print).

Trustee Janszen noted one cannot legislate numbers of individuals living in a residence as density.

Bill Sheffield noticed that several businesses relying on seasonal workers seem to have been excluded from this bylaw. Allowing secondary suites for their workers would be an advantage. Was this intentional?

Planner Richardson indicated his recommendation was that secondary suites be permitted in principal residences only.

Dan Thachuk asked Trustee Brent if a previous response indicated an unwillingness to work with the Lyall Harbour/Boot Cove Water Commission on a more focussed response to secondary suites rather than requiring the greater expense of water catchment.

Trustee Brent replied, "I am very willing to work with you".

Andrew Money commented secondary suites, according to the bylaw, must be within a primary residence, so why would you even contemplate increasing the density?

Trustee Brent responded that secondary suites could be perceived by some as doubling density, but that is not the goal. Secondary suites could provide smaller spaces which are more affordable.

Diane Robertson - What if this turns out that the secondary suites are only used for summer income? If someone is living in a residential suite, how do you change back if you find this is not working?

Trustee Brent stated that if the secondary suites create a significant problem, the bylaw can be revised; however, he suspects that most will use it as year round rentals.

Trustee Janszen commented even if only for summer use, this brings money into the community.

Neysa Wiens asked since there are already people who have secondary suites, if they are done carefully and thoughtfully why do we need the bylaw? An increase of secondary suites will increase the draw on resources.

Planner Richardson responded the existing suites are not legal. To become legal there are BC building code and health and safety issues which would need to be addressed.

Neysa Wiens further questioned if complying with the bylaw would cost more than having an illegal suite?

There may be increased costs but there are benefits relating to insurance and ability to sell the home with a legal suite.

John Wardell asked if there are any restrictions to adding on to an existing residence for a secondary suite. He found some of the wording potentially confusing.

Chair Hancock indicated that Planner Richardson would be asked to clarify the specific passage.

Planner Richardson read highlights of section 9 of the Land Use Bylaw to clarify requirements.

John Money expressed frustration with the amount of time individuals are taking prior to stating their questions and his concern that the Public Hearing part of this meeting would have to be postponed.

Dawn Wood read the response from Saturna Fire Chief who cautions that potential dangers if only one entrance/exit, non-code wiring or inadequate septic.

Chair Hancock presented an example from Bowen Island.

Bill Douglass offered clarification that the building code allows flexibility such as dormitory or two units connected by a breezeway. Would that comply with the "footprint" wording?

Trustee Janszen responded the bylaw as drafted the secondary suite has to be contained within the existing footprint of the principle dwelling.

Chair Hancock indicated there will be follow up on the breezeway question.

Temporary Use Permits (TUP) Guidelines used for the evaluation of Short Term Vacation Rental (STVR) applications

Proposed Bylaw 115 Official Community Plan and Temporary Use Permit. Amending the OCP to establish guidelines for evaluation of Short Term Vacation Rentals (STVR) applications. Temporary Use Permit is approved for a set period of time whereas if an area is zoned the permissions can stay in effect for perpetuity. STVR's are currently approved on Saturna for use of a cottage on a property.

Felix Ernst expressed concern regarding Bed and Breakfast businesses with turnover of clients on a daily basis. Will these Temporary Use Permits allow for this?

Trustee Janszen responded that most local B&B businesses require a week during the summer as it is not economical to be changing over for different guests every night.

Louise Paramaki asked in section H.1.1.c why is this identified as short term commercial rental when the word "commercial" was previously not included?

Planner Richardson responded that this was to differentiate it from short term vacation rental which already exists.

John Wardell referring to section H.1.12.h) asked why the word "may" was used rather than "must"?

Planner Richardson explained that this is a list of things, some of which may or may not be applicable.

Chair Hancock suggested that the committee may consider changing it to "must".

John Money requested an explanation of the process to apply for a Temporary Use Permit specifically if a Community Process is required.

Planner Richardson stated there is a notification process to all surrounding property owners (posted and hand delivered).

Al DeJoseph asked who is going to enforce violations as it seems enforcement here is sporadic.

Trustee Brent acknowledged that bylaw enforcement is difficult relating to costs of taking the offender to court. If the offender continues, a Temporary Use Permit referral will not be approved. There is also a mechanism to issue a permit for a time-period of less than 3 years.

Judith Rees-Thomas questioned why the shift from 2 years to 3 years?

Planner Richardson indicated this was done to be consistent with the Local Government Act.

Bill Douglass asked if there will be a registry of Temporary Use Permits and referral of this information to the Land Titles Office so they will be on a level playing field with other commercial businesses.

Planner Richardson noted this information is sent to the BC Assessment Authority.

Janet Land requested review of more details of Pat Lapcevic's report.

Planner Richardson read the comments by Pat Lapcevic specifically related to water usage of potential Short Term Vacation Rentals (in the Public Hearing Binder).

Trustee Brent commented this is a "showstopper" but he still wants clarification if not pumping ground water why alternative sources are not acceptable.

Chair Hancock asked the Trustees, in view of the time factor relating to the return ferry scheduling, if they would be willing to carry over the rest of the agenda to another meeting.

By general consent, the Community Information Meeting was adjourned.

CERTIFIED CORRECT:

Beverly Lowsley, Recorder

RWM From: July 10, 2014 To: September 10, 2014

Saturna Island

Resolution #	Action	Resolution Description	Resolution Date
2014-04	In Favour	THAT Saturna Island Local Trust Committee It was Moved and Seconded THAT Proposed Bylaw No. 113 cited as "Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 2, 2013." First Reading be rescinded; AND THAT Saturna Island Local Trust Committee Proposed Bylaw No. 113 cited as "Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 2, 2013" as amended be given First Reading. THAT Saturna Island Local Trust Committee Proposed Bylaw No. 114 cited as "Saturna Island Land Use Bylaw 78, 2002, Amendment No. 1, 2013" First Reading be rescinded; AND THAT Saturna Island Local Trust Committee Proposed Bylaw No. 114 cited as "Saturna Island Land Use Bylaw 78, 2002, Amendment No. 1, 2013" as amended be given First Reading.	Jul 15, 2014



Follow Up Action Report w/ Target Date

Saturna Island Jul-10-2014

No.	Activity	Responsibility	Target Date	Status
1	Minutes of June 5, 2014 LTC meeting adopted as presented.	Lori Foster		Done
2	SA-CL-2014.1 - further to the proposal in this application staff to prepare a non-enforcement policy for research instruments.	Miles Drew Gary Richardson		On Going
3	North Pender Bylaw 196 - Interests Unaffected by Bylaw	Sharon Lloyd-deRosario		Done
4	Draft Bylaw 112 (CADR) - - read a 1st time - Public Hearing to be held August 6, 2014	Sharon Lloyd-deRosario		Done
5	Bylaws 113 and 114 (Secondary Suites) - to be amended to only allow secondary suites in the East Point water management area if they are supplied by water other than well water. - to be amended so that there is not a conflict between OCP - D.1.1 a) and permitting secondary suites. - amended bylaws to be forwarded to LTC for RWM re 1st reading. - amended bylaws to be forwarded to Pat Lapcevic FLNR for review and comment.	Sharon Lloyd-deRosario Gary Richardson		Done

Aug-06-2014

No.	Activity	Responsibility	Target Date	Status
7	Minutes of July 10/14 adopted as amended.	Lori Foster		Done

8 Public Hearing Notices to be updated to show that the August 6/14 PH is being reconvened September 18/14.

Lori Foster

Done

Date July 28, 2014

File Number: 65-20 (CADR
Review)
(Secondary
Suite
Review)(STVR
Review)

To Saturna Island Local Trust Committee
For the meeting of August 6, 2014

From Gary Richardson
Island Planner

Re **Proposed Bylaw No.s 112, 113, 114 and 115 – Post Public Hearing Procedures**

A public hearing is scheduled for August 6, 2014. A public hearing is a quasi-judicial process within and following which specific procedures must be followed

Following the hearing, the LTC may choose to give further readings to a bylaw, defeat a bylaw, or alter a bylaw within certain parameters. The procedural steps following the close of the hearing are as follows:

1. Consideration of Second Reading (this may include amendments to alter a bylaw).
2. Consideration of Third Reading.
3. Forwarding of the bylaw to Executive Committee for approval.
4. Forwarding of the bylaw to the Minister's office for approval (OCP amendment bylaws only).

Following the close of the hearing, the LTC may not hear further submissions without holding a new hearing. The principle is that if new information is considered by the LTC, all other interested parties also need to have the opportunity to consider any new relevant material and to make further representations to the LTC. The courts have clarified that this does not open the door to endless public hearings: a local government body can legitimately decide that after a hearing it wishes to hear further from staff on issues raised at the hearing.

A bylaw may be altered after the hearing, based on information received or heard by the LTC at any point prior to the close of the hearing, provided that the amendments do not alter use or increase density, or decrease density without a landowner's consent.

If the Executive Committee and Minister approve the bylaw, the next step for the LTC would be to adopt the bylaw.

RECOMMENDATIONS:

1. THAT Saturna Island Local Trust Committee proposed Bylaw No. 112, cited as "Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 1, 2013" be read a Second time.
2. THAT Saturna Island Local Trust Committee proposed Bylaw No. 112, cited as "Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 1, 2013" be read a Third time.
3. THAT the Saturna Island Local Trust Committee proposed Bylaw No. 112 be forwarded to the Secretary of the Islands Trust for Executive Committee approval.
4. THAT the Saturna Island Local Trust Committee proposed Bylaw 112 be forwarded to the Minister of Community, Sport and Cultural Development for approval.
5. THAT Saturna Island Local Trust Committee proposed Bylaw No. 113, cited as "Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 2, 2013" be read a Second time.
6. THAT Saturna Island Local Trust Committee proposed Bylaw No. 113, cited as "Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 2, 2013" be read a Third time.
7. THAT the Saturna Island Local Trust Committee proposed Bylaw No. 113 be forwarded to the Secretary of the Islands Trust for Executive Committee approval.
8. THAT the Saturna Island Local Trust Committee proposed Bylaw 113 be forwarded to the Minister of Community, Sport and Cultural Development for approval.
9. THAT Saturna Island Local Trust Committee proposed Bylaw No. 114, cited as "Saturna Island Land Use Bylaw 78, 2002, Amendment No.1, 2013" be read a Second time.
10. THAT Saturna Island Local Trust Committee proposed Bylaw No. 114, cited as "Saturna Island Land Use Bylaw 78, 2002, Amendment No.1, 2013" be read a Third time.
11. THAT the Saturna Island Local Trust Committee proposed Bylaw No. 114 be forwarded to the Secretary of the Islands Trust for Executive Committee approval.
12. THAT Saturna Island Local Trust Committee proposed Bylaw No. 115, cited as "Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 3, 2013" be read a Second time.

13. THAT Saturna Island Local Trust Committee proposed Bylaw No. 115, cited as "Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 3, 2013" be read a Third time.
14. THAT the Saturna Island Local Trust Committee proposed Bylaw No. 115 be forwarded to the Secretary of the Islands Trust for Executive Committee approval.
15. THAT the Saturna Island Local Trust Committee proposed Bylaw 115 be forwarded to the Minister of Community, Sport and Cultural Development for approval.

pc Robert Kojima, Regional Planning Manager

PROPOSED

SATURNA ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 112

A BYLAW TO AMEND THE OFFICIAL COMMUNITY PLAN

WHEREAS the Saturna Island Local Trust Committee is the Local Trust Committee having jurisdiction on and in respect of the Saturna Island Local Trust Area, pursuant to the Islands Trust Act;

AND WHEREAS Section 29 of the *Islands Trust Act* gives the Saturna Island Local Trust Committee the same power and authority of a Regional District under Part 26, except sections 932 to 937 and 939, of the *Local Government Act*;

AND WHEREAS the Saturna Island Local Trust Committee wishes to amend the Saturna Island Official Community Plan Bylaw No. 70, 2000;

AND WHEREAS the Saturna Island Local Trust Committee has held a Public Hearing;

NOW THEREFORE the Saturna Island Local Trust Committee enacts in open meeting assembled as follows:

1. CITATION

This Bylaw may be cited for all purposes as "Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 1, 2013."

2. SCHEDULES

Schedules A (Policy Document) and E of Saturna Island Official Community Plan No. 70, 2000 are amended as indicated on Schedule 1, attached to and forming part of this amending bylaw.

3. SEVERABILITY

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

READ A FIRST TIME this 10th day of July , 2014.

PUBLIC HEARING HELD this day of , 2014.

READ A SECOND TIME this day of , 2014.

READ A THIRD TIME this day of , 2014.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST this
day of , 2014.

APPROVED BY THE MINISTER OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT this
day of , 2014.

ADOPTED this day of , 2014.

DEPUTY SECRETARY

CHAIR

**SATURNA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 112**

SCHEDULE 1

1. Schedule A of the Saturna Island Local Trust Committee Bylaw No. 70, cited as, "Saturna Island Official Community Plan Bylaw No. 70, 2000" is amended by:
 - a) Amending section C.1.3 by inserting the words: "Despite the above limit on subdivision capacity and residential density, the Local Trust Committee may allow overall density limits contained in this Plan to be exceeded for the purpose of adding density to the Community Amenity Density Reserve for the purpose of securing community amenities." immediately after the words "density of any island within the Area.";
 - b) Amending section C.1.4 by removing the following sentence: "Each transfer should accomplish some environmental or heritage policy objective of the Plan." and
 - c) Amending Part J – Glossary by removing the definition of "amenity" in its entirety and replacing it with: "'amenity' means a value that furthers the values of the Islands Trust Act and that the community considers desirable.";
2. Schedule "E" Appendix A and B of the Saturna Island Local Trust Committee Bylaw No. 70, cited as, "Saturna Island Official Community Plan Bylaw No. 70, 2000" are amended by:
 - a) Re-titling "Schedule "E" Appendix A" to "Schedule "F" Appendix A" and re-titling "Schedule "E" Appendix B" to "Schedule "F" Appendix B";
 - b) Amending Appendix A by inserting the words: "or lot amalgamation. Subdivision and residential capacity can also be added to the CADR by means of Local Trust Committee resolution." immediately after the words: "removed from lots through rezoning";
 - c) Amending Appendix A by inserting the words: "or added by the Local Trust Committee," immediately after the words: "When subdivision or residential density is removed,"
 - d) Amending Appendix A, e) by inserting the words: "but not be limited to," immediately after the words: "Community amenities should include";
 - e) Amending Appendix A, g) by deleting "4.05 hectares (10 acres)" and replacing it with "1 hectare (2.5 acres)"; and
 - f) Amending Appendix A by adding a new section l) immediately following section k) as follows:

"l) The total amount of density to be added to the CADR by the Local Trust Committee shall not exceed 20 densities, if in the future more than 20 densities are deemed appropriate an amendment to the OCP will be required. The densities can either be in the form of residential density or subdivision density. These densities are independent of densities added to the CADR by means of rezonings or lot amalgamations."

PROPOSED

SATURNA ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 113

A BYLAW TO AMEND THE OFFICIAL COMMUNITY PLAN

WHEREAS the Saturna Island Local Trust Committee is the Local Trust Committee having jurisdiction on and in respect of the Saturna Island Local Trust Area, pursuant to the Islands Trust Act;

AND WHEREAS Section 29 of the *Islands Trust Act* gives the Saturna Island Local Trust Committee the same power and authority of a Regional District under Part 26, except sections 932 to 937 and 939, of the *Local Government Act*;

AND WHEREAS the Saturna Island Local Trust Committee wishes to amend the Saturna Island Official Community Plan Bylaw No. 70, 2000;

AND WHEREAS the Saturna Island Local Trust Committee has held a Public Hearing;

NOW THEREFORE the Saturna Island Local Trust Committee enacts in open meeting assembled as follows:

1. CITATION

This Bylaw may be cited for all purposes as “Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 2, 2013.”

2. SCHEDULES

Schedule A (Policy Document) of Saturna Island Official Community Plan No. 70, 2000 is amended as indicated on Schedule 1, attached to and forming part of this amending bylaw.

3. SEVERABILITY

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

READ A FIRST TIME this 15th day of July , 2014.

PUBLIC HEARING HELD this day of , 2014.

READ A SECOND TIME this day of , 2014.

READ A THIRD TIME this day of , 2014.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST this
day of , 2014.

APPROVED BY THE MINISTER OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT this
day of , 2014.

ADOPTED this day of , 2014.

DEPUTY SECRETARY

CHAIR

**SATURNA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 113**

SCHEDULE 1

1. Schedule A of the Saturna Island Local Trust Committee Bylaw No. 70, cited as, "Saturna Island Official Community Plan Bylaw No. 70, 2000" is amended by:
 - a) Amending section C.1.3 by inserting the following as the last sentence in the section: "Secondary Suites are not considered as residential density for the purposes of calculating overall residential density within the Saturna Island Local Trust Area.";
 - b) Amending section D.1 Rural by adding a new section j immediately following section i) as follows:

"j) In addition to the above policies secondary suites may be permitted in designations that permit residential use.";
 - c) Amending section D.1.R Rural Residential by adding a new section D.1.R.7 immediately following section D.1.R.6 as follows:

"D.1.R.7 One secondary suite, limited in size, contained within a primary residence may be permitted per per primary residence."
 - d) Amending section D.1.G Rural General by adding a new section D.1.G.6 immediately following section D.1.G.5 as follows:

"D.1.G.6 One secondary suite, limited in size, contained within a primary residence may be permitted per per primary residence.";
 - e) Amending section D.1.C Rural Comprehensive by adding a new section D.1.C.5 immediately following section D.1.C.4 as follows:

"D.1.C.5 One secondary suite, limited in size, contained within a primary residence may be permitted per primary residence.";
 - f) Amending section D.2 Farmland by adding a new section D.2.10 immediately following section D.2.9 as follows and renumbering the remaining sections accordingly:

"D.2.10 One secondary suite, limited in size, contained within a primary residence may be permitted per per primary residence.";
 - g) Amending section D.4 Forest by adding a new section D.4.14 immediately following section D.4.13 as follows and renumbering the remaining sections accordingly:

"D.4.14 One secondary suite, limited in size, contained within a primary residence may be permitted per per primary residence.";
 - h) Amending section D.4 Forest by adding a new section D.4.20 immediately following section D.4.19 as follows and renumbering the remaining sections accordingly:

"D.4.20 One secondary suite, limited in size, contained within a primary residence may be permitted per per primary residence on Forest Residential zoned land.";
 - i) Amending section D.5 Heritage Forest by adding a new section D.5.6 immediately following section D.5.5 as follows:

"D.5.6 One secondary suite, limited in size, contained within a primary residence may be permitted per per primary residence."; and
 - j) Amending section D.6 Wilderness Reserve by adding a new section D.6.5 immediately following section D.6.4 as follows and renumbering the remaining sections accordingly:

“D.6.5 One secondary suite, limited in size, contained within a primary residence may be permitted per per primary residence.”.

SATURNA ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 114

A BYLAW TO AMEND SATURNA ISLAND LAND USE BYLAW NO. 78, 2002

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

A. The Saturna Island Land Use Bylaw, No. 78, cites as "Saturna Island Land Use Bylaw 78, 2002" is amended as follows:

1. Part 2 General Regulations is amended by inserting the following as a new section 2.19:

"2.19 Secondary Suites

 - (1) The *secondary suite* must be contained within the walls of the building that contains the principal *residence*.
 - (2) The entrance to a *secondary suite* from the exterior of the building must be separate from the entrance to the principal *residence*.
 - (3) A building permit shall not be issued for a *secondary suite* until the building is serviced by an adequate supply of potable water.
 - (4) The floor area of the *secondary suite* shall not exceed 90m² (968 ft²) nor shall it exceed 40 per cent of the floor area of the principal *residence*. A *secondary suite* must not be subdivided from the principal *residence* under the *Land Title Act* or the *Strata Property Act*.
 - (5) All buildings that contain a *secondary suite* within the water management area depicted on Schedule C, are required to be equipped with a water catchment system and cistern(s) for the storage of rainwater consistent with the requirements stipulated in section 2.18.
 - (6) *Secondary suites* are not permitted in the area served by the Lyall Harbour/Boot Cove water supply unless an alternate source of water is used to supply the suite.
 - (7) *Secondary Suites* within the water management area depicted on Schedule C must not be supplied with groundwater and are only permitted if an alternate source of water is used to supply the suite.
2. By adding a new subsection immediately following subsection 4.1.4 as follows:

" 4.1.5 One secondary suite is permitted per *residence* subject to section 2.19."

and renumbering the following sections accordingly;
3. By adding a new subsection immediately following subsection 4.2.6 as follows:

" 4.2.7 One secondary suite is permitted per *residence* subject to section 2.19."

and renumbering the following sections accordingly;
4. By adding a new subsection immediately following subsection 4.4.4 as follows:

" 4.4.5 One secondary suite is permitted per *residence* subject to section 2.19."

and renumbering the following sections accordingly;

5. By adding a new subsection immediately following subsection 7.1.3 as follows:
 “ 7.1.4 One secondary suite is permitted per *residence* subject to section 2.19.”
 and renumbering the following sections accordingly;
6. By adding a new subsection immediately following subsection 9.2.4 as follows:
 “ 9.2.5 One secondary suite is permitted per *residence* subject to section 2.19.”
 and renumbering the following sections accordingly;
7. By adding a new subsection immediately following subsection 9.3.6 as follows:
 “ 9.3.7 One secondary suite is permitted per *residence* subject to section 2.19.”
 and renumbering the following sections accordingly;
8. By adding a new subsection immediately following subsection 10.1.3 as follows:
 “ 10.1.4 One secondary suite is permitted per *residence* subject to section 2.19.”
 and renumbering the following sections accordingly;
9. By adding a new parking requirement “k” to Part 14, Table 1: Off street parking requirements, following “(j)” as follows:

Table 1: Off street parking requirements		
	Use	Minimum Number of Off street parking Spaces Required
(k)	Secondary Suite	1 per <i>secondary suite</i>

10. By adding a new definition to Part 15. Interpretation immediately after subsection 15.1.40 as follows:
 “15.1.41 “**secondary suite**” means an accessory, self-contained residential unit, located within a building that otherwise contains a residential unit, and having a lesser floor area than the principal residential unit.”;
 and renumbering the following sections accordingly.

B. This Bylaw may be cited as "Saturna Island Land Use Bylaw 78, 2002, Amendment No. 1, 2013".

READ A FIRST TIME this 15th day of July, 2014.

PUBLIC HEARING HELD this day of, 2014

READ A SECOND TIME this day of, 2014

READ A THIRD TIME this day of, 2014

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLAND TRUST this
day of, 2014

ADOPTED this day of, 2014

Chair

Deputy Secretary

PROPOSED

SATURNA ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 115

A BYLAW TO AMEND THE OFFICIAL COMMUNITY PLAN

WHEREAS the Saturna Island Local Trust Committee is the Local Trust Committee having jurisdiction on and in respect of the Saturna Island Local Trust Area, pursuant to the Islands Trust Act;

AND WHEREAS Section 29 of the *Islands Trust Act* gives the Saturna Island Local Trust Committee the same power and authority of a Regional District under Part 26, except sections 932 to 937 and 939, of the *Local Government Act*;

AND WHEREAS the Saturna Island Local Trust Committee wishes to amend the Saturna Island Official Community Plan Bylaw No. 70, 2000;

AND WHEREAS the Saturna Island Local Trust Committee has held a Public Hearing;

NOW THEREFORE the Saturna Island Local Trust Committee enacts in open meeting assembled as follows:

1. CITATION

This Bylaw may be cited for all purposes as "Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 3, 2013."

2. SCHEDULES

Schedules A (Policy Document) of Saturna Island Official Community Plan No. 70, 2000 are amended as indicated on Schedule 1, attached to and forming part of this amending bylaw.

3. SEVERABILITY

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

READ A FIRST TIME this 5th day of June , 2014.

READ A SECOND TIME this day of , 201_.

PUBLIC HEARING HELD this day of , 201_.

READ A THIRD TIME this day of , 201_.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST this
day of , 201_.

APPROVED BY THE MINISTER OF COMMUNITY, SPORT AND CULTURAL
DEVELOPMENT this day of , 201_.

ADOPTED this day of , 201_.

DEPUTY SECRETARY

CHAIRPERSON

**SATURNA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 115**

SCHEDULE 1

1. Schedule A of the Saturna Island Local Trust Committee Bylaw No. 70, cited as, "Saturna Island Official Community Plan Bylaw No. 70, 2000" is amended by deleting Part H (Temporary Commercial and Industrial Use Permits) in its entirety and replacing it with the following:

"PART H - TEMPORARY USE PERMITS

- H.1** The Saturna Island Local Trust Committee may issue Temporary Use Permits in the Rural, Forest, Farmland and Harbours designations as shown on Schedule B.

Objectives for Issuing Temporary Use Permits

- H.1.1** Permits for temporary uses may be issued:
- a) for short term uses;
 - b) as a test of the compatibility of the proposed land use, which may not have been anticipated, with existing uses; or
 - c) for the rental of a residence as a short term commercial vacation rental.

Permit Guidelines

- H.1.2** Permits can be issued for any period up to three years and could be considered for renewal once for any further period up to three years.
- H.1.3** Permitted uses should be consistent with the policies of the designation and the provisions of H.1.1.
- H.1.4** Permitted uses should not preclude or compromise future permitted uses on the affected lot.
- H.1.5** Uses should not be allowed if they conflict with any ongoing planning policies or programs.
- H.1.6** Sand and gravel processing, and asphalt plants shall be subject to a permit if they exceed 50 truck loads in any given year.
- H.1.7** Permit conditions must make reference to measures dealing with the following points:
- a) general activity levels that will not create any disturbance apparent beyond the property's boundaries;
 - b) adequate landscape buffering or distance separation to adjacent lots;
 - c) provision of off-street parking spaces consistent with regulatory bylaws;
 - d) reclamation measures that will restore the permit area to suitability for its designated primary use; and
 - e) adequate supervision of the site.
- H.1.8** In addition, permit conditions should outline operational plans, including hours and days of operation and staffing to ensure compatibility with the neighbourhood and may

(3)

include an undertaking for restoration of the site and a security deposit to guarantee performance of the conditions.

H.1.9 Campsites may be permitted provided there is adequate supervision to a maximum density of 2 campsites per acre on properties of at least 2.02 hectares (5 acres).

H.1.10 All individual campsites will have walk-in access only with no vehicle access directly to the site.

H.1.11 In reviewing applications and establishing permit conditions, the Local Trust Committee should consider the climate change impacts of the proposed use.

H.1.12 In addition, the following guidelines apply when the Local Trust Committee is considering the issuance of a temporary use permit for a commercial vacation rental:

- a) for the purpose of a temporary use permit, “commercial vacation rental” means the use of a *residence* as temporary commercial accommodation for a period of less than a month at a time by persons, other than the owner or a permanent occupier;
- b) the Local Trust Committee may consider issuance of a temporary use permit for a commercial vacation rental located in the Eastpoint Water Management Area as described in the Saturna Island Land Use Bylaw and properties located in Strata Plan VIS3488 provided the commercial vacation rental is equipped with a water catchment system and cistern(s) for the storage of rainwater with a minimum cistern(s) capacity of 21,820 litres (4,800 gallons);
- c) the Local Trust Committee should consider the cumulative effects on the neighborhood and Island of all the temporary use permits issued for commercial vacation rentals;
- d) the Local Trust Committee may consider issuance of a temporary use permit for a commercial vacation rental provided the proposal would not alter the residential appearance of the residence;
- e) the Local Trust Committee may require mitigating measures to address neighbours’ concerns, such as retention of existing screening and fencing, or installation of additional screening;
- f) the landowner should demonstrate an adequate supply of water and septic capacity for the duration of the proposed use;
- g) the landowner should demonstrate that the property is able to accommodate off-street parking for a minimum of two vehicles;
- h) in addition to any other conditions the LTC may consider appropriate, the permit may:
 - require that the owner or other contact be available on Saturna by telephone 24 hours/day, seven days per week and include the name and contact information in the conditions of the permit;
 - require the owner or manager to provide neighbours within a 100 metre radius of the vacation rental with the owner or manager’s phone number, and a copy of the temporary use permit;
 - require the landowner to post for guests information on noise bylaws,

(4)

water conservation, fire safety, storage of garbage, septic care and control of pets (if pets are permitted), and remind guests that the property is located in a residential area;

- establish a maximum number of people that can stay;
- establish a maximum number of guests per bedroom;
- prohibit camping or occupancy of RVs on the property;
- restrict advertising to one unilluminated sign, with a maximum area;
- prohibit the rental or provision of motorized personal watercraft;
- prohibit outdoor fires;
- establish the dates during which the use may occur; and
- include a provision stating that the bylaw enforcement officer may enter the property between certain hours without prior consultation if a complaint is received; and

- i) a temporary use permit respecting a parcel in the Agricultural Land Reserve may require the approval of the Agriculture Land Commission prior to the permit being issued.”



Memorandum

Date July 28, 2014

File Number: 65-20 (Fee
Bylaw
Amendment)

To Saturna Island Local Trust Committee
For the meeting of August 6, 2014

From Gary Richardson
Island Planner

Re **Proposed Bylaw No. 116**

Proposed Bylaw 116 amends the Saturna LTC fees bylaw by reducing the application fee for a Temporary Use Permit for a commercial vacation rental to \$500.00.

The LTC can consider 2nd, 3rd readings at the August 6, 2014 LTC meeting. The proposed bylaw can also be forwarded to the Executive Committee of the Islands Trust.

RECOMMENDATIONS:

1. THAT Saturna Island Local Trust Committee proposed Bylaw No. 116, cited as "Saturna Island Local Trust Committee Fees Bylaw No. 90, 2007, Amendment No. 1, 2014" be read a Second time.
2. THAT Saturna Island Local Trust Committee proposed Bylaw No. 116, cited as "Saturna Island Local Trust Committee Fees Bylaw No. 90, 2007, Amendment No. 1, 2014" be read a Third time.
3. THAT the Saturna Island Local Trust Committee proposed Bylaw No. 116 be forwarded to the Secretary of the Islands Trust for Executive Committee approval.

pc Robert Kojima, Regional Planning Manager

PROPOSED

Saturna Island Local Trust Committee

BYLAW NO. 116

**A BYLAW TO AMEND THE SATURNA ISLAND LOCALTRUST COMMITTEE
FEES BYLAW NO. 90, 2007**

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

1. The Saturna Island Local Trust Committee Fees Bylaw, No. 90 cited as “Saturna Island Local Trust Committee Fees Bylaw No. 90, 2007” is amended as follows:
 - a) By amending subsection 3.1, Table 2 - Permits, numbers 10 and 11 , Column 1 by removing the words, “Temporary commercial and industrial use permit” in both occurrences and replacing them with the words, “Temporary use permit” ; and
 - b) by inserting a new number 11 in subsection 3.1 Table 2 – Permits by adding the following words to Column 1 “Temporary use permit for a commercial vacation rental” and by adding the following into Column 2, “\$500” and renumbering the following rows according.
2. This bylaw may be cited as “Saturna Island Local Trust Committee Fees Bylaw No. 90, 2007, Amendment No. 1, 2014”.

READ A FIRST TIME THIS	5 th	DAY OF	June	2014
READ A SECOND TIME THIS		DAY OF		20XX
READ A THIRD TIME THIS		DAY OF		20XX
AAPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS		DAY OF		20XX
ADOPTED THIS		DAY OF		20XX

DEPUTY SECRETARY

CHAIRPERSON



Islands Trust

Print Date: Sep-10-2014

Top Priorities

Saturna Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Community Amenity Density Reserve Review	Public hearing for proposed Bylaw 112 to be reconvened September 18, 2014	Sep-26-2013	Gary Richardson	Oct-10-2014	On Going
2	Short Term Vacation Rental Review	Public hearing for proposed bylaw115 to be reconvened September 18, 2014.	Sep-26-2013	Gary Richardson	Oct-10-2014	On Going
3	Secondary Suite Review	Public hearing for proposed bylaw 113 and 114 to be reconvened September 18, 2014	Sep-26-2013	Gary Richardson	Apr-10-2014	On Going



Projects

Saturna Island

No.	Description	Activity	Received/Initiated	Status
1	Land Use Bylaw Review - targeted (Ben Bylaw)		Sep-26-2012	On Going
2	Sensitive Ecosystem Mapping and DPA review	1. Complete Sensitive Ecosystem Mapping 2. Consider options for implementing sensitive ecosystem protection, including DPA	Feb-25-2009	On Going
3	Geological Hazard Mapping		Feb-25-2009	On Going
4	Raptor Nest Mapping		Feb-25-2009	On Going
5	Agricultural Building Watercourse Setbacks		Sep-30-2011	On Going
6	National Park Lands OCP and LUB amendments		Feb-09-2012	On Going
7	Campground Policy Review		Sep-26-2013	On Going
8	Bed and Breakfast Policy Review		Sep-26-2013	On Going
9	Seniors and Affordable housing policy review.		Sep-26-2013	On Going



Applications w/ Status - Saturna Island Status: Open

Applications

Rezoning

File Number	Applicant Name	Date Received	Purpose
SA-RZ-2012.1	Jonathan Yardley Architect Inc Planner: Gary Richardson	Jan-26-2012	Rezone to allow subdivision

Planning Status

Status Date: May-28-2014

Staff to contact applicant prior to June 5 mtg to determine if they want to proceed.

Status Date: Feb-03-2014

Applicant to advise how they want to proceed.

Status Date: Feb-04-2013

Staff report prepared for February 14, 2013 LTC meeting in response to proposed amenity.

Subdivision

File Number	Applicant Name	Date Received	Purpose
SA-SUB-2010.1	Angermeyer Planner: Gary Richardson	Jan-28-2010	204 NARVAEZ BAY RD To create 2 new lots

Planning Status

Status Date: Feb-03-2014

Applicant fulfilling PLA conditions, no further Islands Trust requirements except for review of final sub. plan when prepared.

Status Date: Nov-14-2013

frontage waiver approved

Status Date: Nov-06-2013

DP prepared for Nov 14, 2013 LTC meeting for LTC consideration.

File Number	Applicant Name	Date Received	Purpose
SA-SUB-2014.1	Wolfe-Milner Land Surveying	Aug-21-2014	187 EAST POINT ROAD A subdivision of one parcel & one remaining.

Planner: Phil Testemale

Planning Status

Status Date: Sep-10-2014

fee/application received, gave file to planner, notified LTC

Status Date: Aug-27-2014

sent application and fee request to applicant

Islands Trust
LTC EXP SUMMARY REPORT F2015
Invoices posted to Month ending August 2014

660 Saturna	Invoices posted to Month ending August 2014	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-660	LTC "Trustee Expenses"	700.00	0.00	700.00
LTC Local				
65200-660	LTC - Local Exp - LTC Meeting Expenses	1,000.00	596.93	403.07
65210-660	LTC - Local Exp - APC Meeting Expenses	500.00	0.00	500.00
65220-660	LTC - Local Exp - Communications	300.00	0.00	300.00
65230-660	LTC - Local Exp - Special Projects	750.00	0.00	750.00
TOTAL LTC Local Expense		<u>2,550.00</u>	<u>596.93</u>	<u>1,953.07</u>
Projects				
73001-660-4017	Saturna Density Review	1,500.00	839.41	660.59
73001-660-4031	Saturna Short Term Vacation Rental (STVR) Review	1,500.00	659.41	840.59
73001-660-4032	Saturna Secondary Suite Review	1,500.00	659.41	840.59
TOTAL Project Expenses		<u>4,500.00</u>	<u>2,158.23</u>	<u>2,341.77</u>

Date: August 16, 2014

File No.:

To: Saturna Island Local Trust Committee
For the meeting of September 18, 2014

From: Robert Kojima
Regional Planning Manager

Cc: Gary Richardson
Island Planner

Re: 2015-2016 Budget Requests

Purpose

Local trust committees have been requested to submit project budget requests for the next fiscal year (2015-16).

Local Trust Committee Expense Budgets:

A budget for the Local Expense Account has been developed based on the current budget (2014/15) – copy attached. Local Trust Committees may request changes to this allocation, however, consideration should be given to historical spending and a rationale provided for making such a request.

A small amount of funding is included in the Special Projects line item in the Local Trust Committee Expense Account (\$750 for the SAILTC). This funding is intended to support minor local planning initiatives at the discretion of the Local Trust Committee and consistent with Islands Trust policy (a resolution is required to use these funds).

LTC Projects Budgets:

The Local Trust Committee will need to make funding requests to support anticipated project work. When considering new work items for the 2015/16 fiscal year, the LTC is asked to consider the following:

- A new local trust committee will be sworn-in in December 2014; therefore, priorities could potentially change after the new LTC sets its priorities. Essentially, the existing LTC will be responsible for ensuring that the incoming LTC has sufficient funds to undertake work program items.
- The new LTC will have an opportunity to amend these requests after being sworn-in in December and prior to the Financial Planning Committee meeting in February 2015.

- Projects planned for the current fiscal (2014/15) which are not completed should be considered as a new project for the 2015/16 fiscal year with resources allocated to support that work.

Budget Request Timeline:

July - Aug	Regional Planning Managers develop detailed budget estimates for consideration by Local Trust Committees
Aug to Sept	Local Trust Committees review and approve budget requests at LTC meeting
Sept 22	2014 Budget requests submitted to the Director of Local Planning Services
Oct 14	Management finalizes budget recommendations to FPC
Oct 21	Draft Budget and Program List submitted to FPC
Oct 29	FPC reviews and discusses first draft of the Budget
Nov 12	FPC approves a draft Budget and principles to be submitted to December Trust Council
Dec 3	Trust Council debates and endorses budget principles and preliminary budget

LTC Budget Requests

I have prepared a draft LTC project budget using the on-going Top Priority projects that are currently not anticipated to be completed in the current fiscal year and an estimated amount sufficient to complete the project. An amount was also included to commence various projects identified on the Projects List.

The LTC should review the draft budget request and:

1. identify any items included in the draft budget it does not consider important and delete from the budget request
2. identify any other projects it currently considers important for the next term and add them to the budget request (and the work program if necessary),
3. identify any additional expenses associated with the projects.

Resolution Wording

1. THAT the Saturna Island Local Trust Committee approve and forward the draft 2015-16 LTC Project Budget Request to the Financial Planning Committee as presented; or
2. THAT the Saturna Island Local Trust Committee revise the draft 2015-16 LTC Project Budget Request by including (deleting) _____ with a budget of \$____ and forward to Financial Planning Committee as revised.

Prepared and Submitted by:



Robert Kojima
Regional Planning Manager

August 16, 2014

Date

Attachments:

1. Draft 2015-16 LTC expense budget
2. Summary table of LTC project budget requests

2015/16 LTC EXPENSE BUDGET

Total 2015/16

	615-Denman	620-Gabriola	625-Galiano	630-Gambier	635-Hornby	640-Lasqueti	645-Mayne	650-N.Pender	655-Salt Spring	660-Saturna	665-S.Pender	670-Thetis	EC as LTC	LPC	
population	1095	4050	1258	313	1074	359	1112	1996	9780	359	236	372			22004
	5%	18%	6%	1%	5%	2%	5%	9%	44%	2%	1%	2%			
LTC EXPENSES **															
LTC Meeting Expenses	2,500	4,250	2,500	2,500	2,500	500	1,500	2,750	8,000	1,000	1,000	1,000			30,000
APC Meeting Expenses	750	750	500	750	750	500	750	750	2,000	500	500	500			9,000
Communications	300	750	300	300	300	300	300	300	1,250	300	300	300			5,000
Special Projects	750	2,250	750	750	750	750	750	750	4,500	750	750	750	750		15,000
Miscellaneous															0
SUB-TOTAL EXPENSES	4,300	8,000	4,050	4,300	4,300	2,050	3,300	4,550	15,750	2,550	2,550	2,550	750		59,000
Program	0	0	7,500	0	0	0	6,500	9,000	0	6,500	5,000	0	0	0	34,500
TOTAL	4,300	8,000	11,550	4,300	4,300	2,050	9,800	13,550	15,750	9,050	7,550	2,550	750	0	93,500
	5%	9%	12%	5%	5%	2%	10%	14%	17%	10%	8%	3%			

DRAFT SALTC PROJECT BUDGET REQUEST

SATURNA Project		Budget	Strategic Plan	Prov. Requirement	Continuation of existing OCP/LUB	Newly Adopted Policy in OCP	Notes
Project #1	OCP and LUB amendments	\$ 2,500.00		x			Completion of current projects
Project #2	OCP amendments	\$ 2,000.00					Commence OCP amendments identified on projects list (campground, B and B, affordable housing policies)
Project #3	LUB technical review	\$ 2,000.00					Review LUB relating implementation of BEN bylaw
TOTAL PROJECTS		\$ 6,500.00					

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; 3. 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 License 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 License without referral to the Local Trust Committee. All other Special Occasion License referrals are to be referred to the Local Trust Committee for consideration

Date August 19, 2014 File Number

To Southern Local Trust Committees

From Robert Kojima
Regional Planning Manager

Re Experience the Southern Gulf Islands Cycling and Pedestrian Draft Trail Plan

Islands Trust has received a referral of the draft Experience the Gulf Islands (EGI) Cycling and Pedestrian Trail Plan for the Southern Gulf Islands from the CRD. A copy is attached and can also be viewed here: <http://www.crd.bc.ca/docs/default-source/parks-pdf/crd-draft-sgi-trail-plan.pdf?sfvrsn=2>

It is described as a vision for a trail system that will link people and places on each island and to Vancouver Island and the mainland, with this document providing the first high-level overview of a proposed regional trail system. Islands Trust was initially requested to respond to CRD by August 29th; I have contacted CRD staff and requested an extension until later in September in order to provide an opportunity for each local trust committee to provide comments, if any, on the plan. CRD staff and EGI volunteers have been independently obtaining community comment. Community comments and agency responses will be brought back to the CRD Electoral Area Services Committee in November.

In responding to the referral, staff will be providing the following comments to CRD staff based on existing OCP policies, legislative requirements, and zoning:

- OCPs currently include policies advocating for or supporting development of trails and linear parks
- OCPs also currently include policies supporting walking and cycling trails linking services and populations in order to mitigate GHG emissions.
- Several OCPs include policies supporting creation of linear parks at time of subdivision, trails as potential amenities at time of rezoning, and/or the establishment of trails through voluntarily by landowners.
- All OCPs include policies advocating that MOTI construct or permit trails in the highway right of way where feasible and as opportunities permit.
- Several OCPs include policies allowing LTCs to consider implementing regulations for cash-in-lieu of parking to be provided for trails.
- Four OCPs include Schedules identifying at least some future trails or cycling routes. Consistency between these maps and the EGI plan should be encouraged, either by revising the EGI plan, or by LTCs considering future amendments to the OCP schedules where appropriate. Identifying future trails in the OCP would be important in order to support establishment of trails in the highway right-of-way, as park dedication at time of subdivision, or as a community amenity at time of rezoning.
- The plan should avoid identifying future trails in locations that are unlikely to result in rights-of-way being acquired across private land. Although linear parks could be acquired at time of subdivision as

mandatory parkland dedication (Islands Trust could assist in identifying lands with future subdivision potential) the timing and initiation of subdivisions are at the discretion of landowners.

- Siting of future trails should avoid sensitive or hazardous lands, including sensitive ecosystems and rock fall hazard areas; Islands Trust could assist by providing existing mapping.
- EGI should exercise caution in proposing to locate future trails in areas which could conflict with existing or zoned land uses, including agricultural land, active forestry or other resource lands, or industrial areas. Islands Trust could assist by providing land use and zoning maps.

The extension of the referral period was obtained in order to provide an opportunity for LTC's to request any specific comments to be included in the response to the CRD. LTC comments are not required, but if there are, they should be provided by resolution. The following resolution wording is suggested:

THAT the _____ Island Local Trust Committee request that staff provide the following comments to the Capital Regional District concerning the draft Cycling and Pedestrian Trail Plan:

1.

pc Island Planners

Attachment: Draft Cycling and Pedestrian Trail Plan



EXPERIENCE THE SOUTHERN GULF ISLANDS
cycling and pedestrian draft trail plan



CAPITAL REGIONAL DISTRICT | MAY 2014

Executive Summary

The draft Experience the Southern Gulf Islands Cycling and Pedestrian Trail Plan presents a path forward for a trail system that will link people and places on each island and to Vancouver Island and the mainland. As a key component of the Experience the Southern Gulf Islands Initiative of the Southern Gulf Islands and Salt Spring Island Economic Development Commissions, the trail system will also be a catalyst for community and economic development.

The trail system will provide a way for people to get around the islands by foot, bicycle or horseback although not all trails will be developed for all of these uses. The proposed system for each island has a regional route which will form part of the CRD regional pedestrian and cycling trail system, with connecting community trails. The regional route will provide the backbone and connect the ferry terminals to key national, provincial and regional parks and community commercial areas. The community trails will provide the linkages from community parks to the regional route, a network of trails for the community and additional opportunities for recreation and alternative transportation. These trails will also need to be developed to

be sustainable; last for decades, be designed and constructed to have minimal environmental impact, be safe and have low maintenance costs.

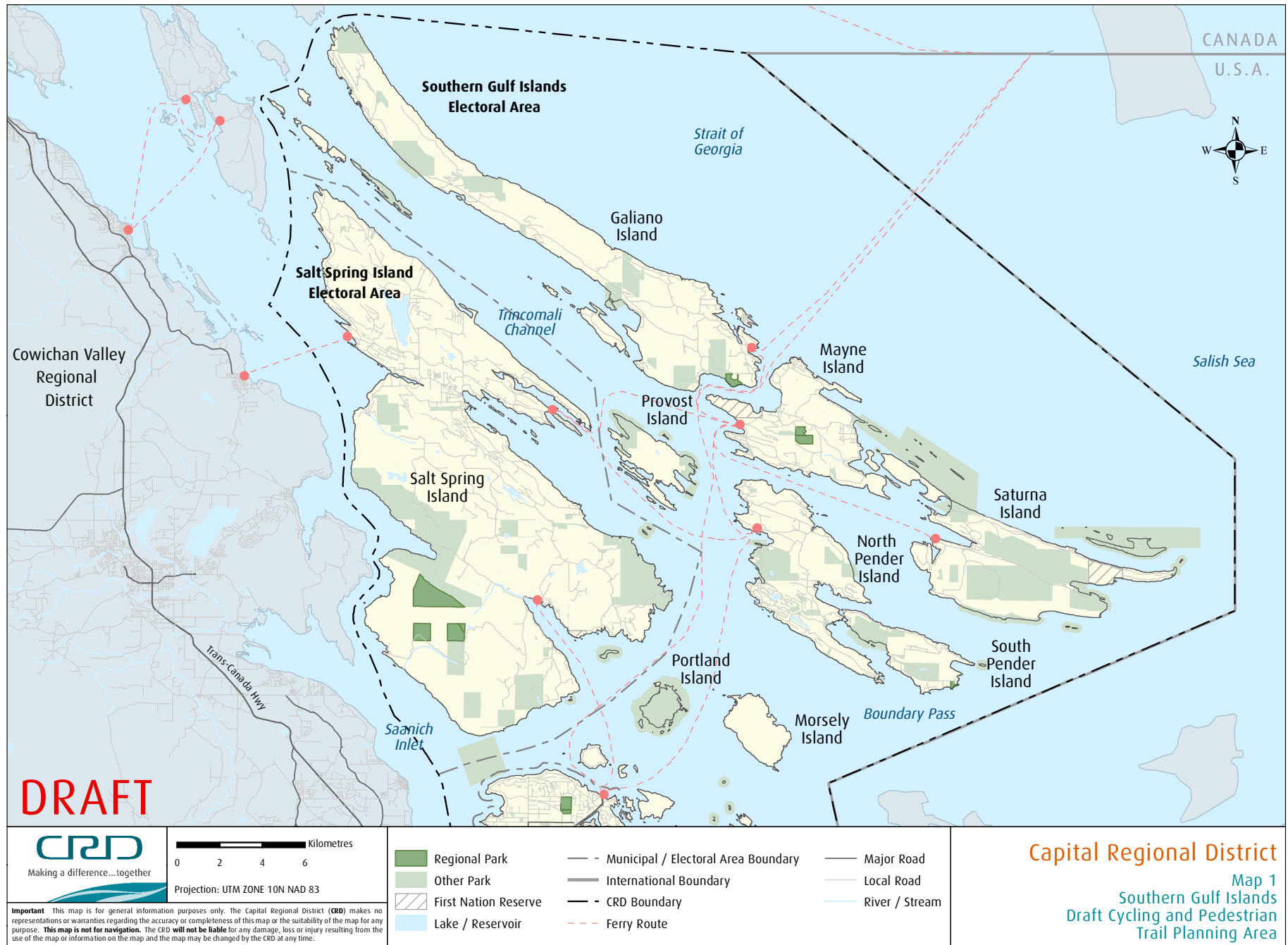
The development of the trail system will take many decades and follow four steps: acquiring tenure, undertaking detailed planning, constructing the trail and operating and maintaining the trail. Approval of this trail plan does not constitute approval of funding for any of the above work. Future funding will require that projects are considered through the CRD's business planning process, annual budgeting, capital budget plans and annual work plans. In addition, the CRD and the community will need to seek out funding from partners to leverage regional and local investment.

Upon approval of the draft plan by the Regional Parks Committee a public participation process will be undertaken to provide an opportunity for the public to offer feedback on the plan. The CRD will also seek feedback from Parks Canada, Islands Trust and First Nations. This feedback will be recorded and reported to the Regional Parks Committee and considered in preparing the final plan.

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Map 1: CRD Southern Gulf Islands



Introduction

In December 2012 the Capital Regional District (CRD) Board authorized the development of a cycling and pedestrian trail plan for the Southern Gulf Islands. This project is a key component of the Experience the Gulf Islands initiative (ETGI). ETGI is a program of the Southern Gulf Islands and Salt Spring Island Economic Development Commissions. It is a unifying theme that embodies first hand experiences with landscapes, people and history, offered and packaged as outdoor recreation, tourism and educational opportunities that generate health, economic and community benefits, to enrich the lives of residents and visitors.

Developing and providing the support system for enriched experiences will be a catalyst for community and economic development.

A key building block of ETGI will be the development of a system of major trails and water routes interconnecting communities, events, amenities and supporting businesses throughout the

islands. A major spine trail across and interconnecting each of the Southern Gulf Islands (SGI) and Salt Spring Island is proposed to be developed as part of the CRD regional trail system and would form a destination loop on the Trans Canada Trail (“Islands in the Salish Sea Loop”).

The cycling and pedestrian trail planning project is being managed through CRD Regional Parks. The *Regional Parks Strategic Plan* (2012) provides direction for the preparation of the trail plan. The *Strategic Plan* provides:

1. a vision for regional trails throughout the CRD,
2. the purpose of regional trails, and
3. a strategic action that states, “In partnership with other public agencies, local government and private landowners, [it will] initiate planning for the regional trails system on Salt Spring Island and Southern Gulf Islands.

For more information on Experience the Gulf Islands initiative visit:



Project Purpose

The purpose of the project is to produce a trail plan that identifies at a general level the proposed regional and community trail routes for recreation, transportation and tourism purposes as part of the ETGI.

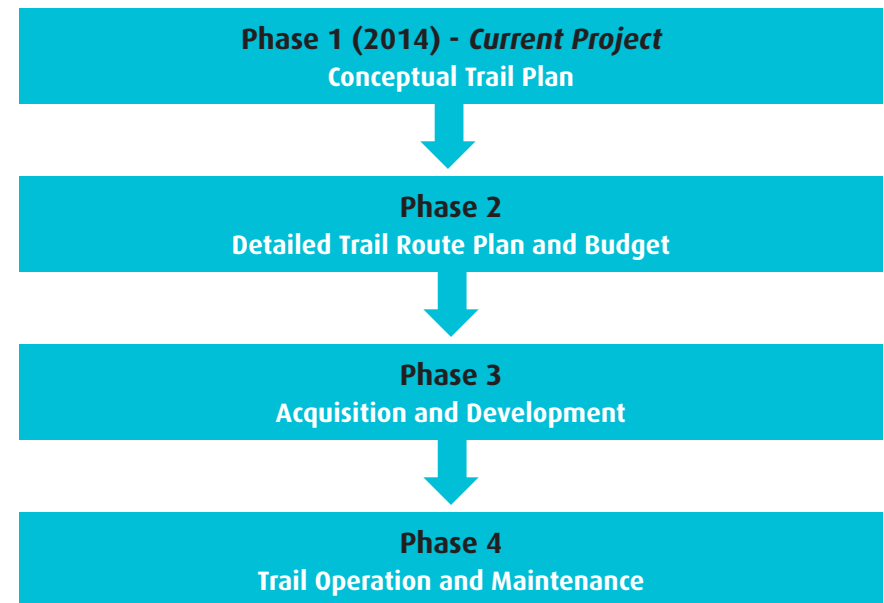
The regional trail will provide the backbone and connect the ferry terminals to key national, provincial and regional parks and community commercial areas.

The community trails will provide the linkages from the community parks to the regional trail, a network of trails for the community and additional opportunities for recreation and alternative transportation.

Some of these trails may be located in the Southern Gulf Islands National Park Reserve.

The completion of a system of cycling and pedestrian trails on the Southern Gulf Islands will take many years to achieve and will occur through four phases as outlined in Figure 1.

Figure 1: Timeline for Experience the Southern Gulf Islands Cycling and Pedestrian Trail Plan

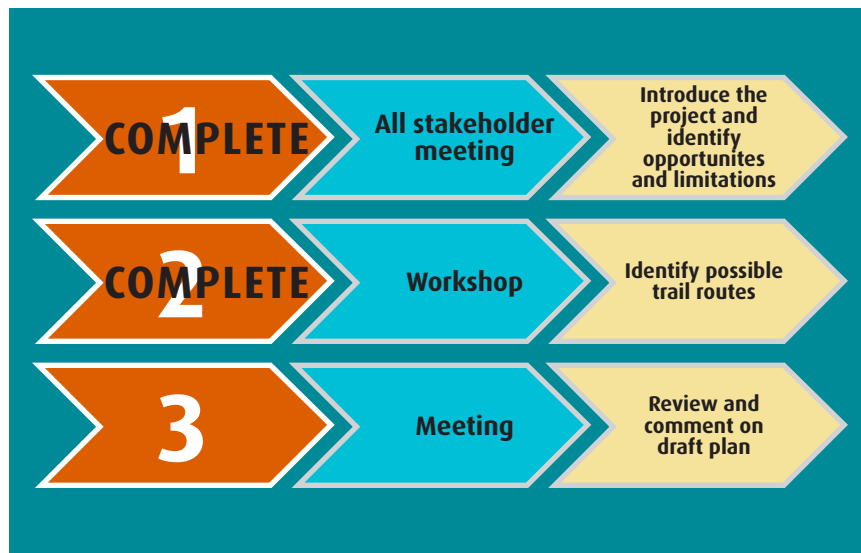


Community Consultation

The Pedestrian and Cycling Trail Plan process began in the spring of 2013 and included a comprehensive community consultation process that included face to face meetings with ETGI team leaders, members of the public, community open houses, mapping exercises as well as field visits.

With this draft plan, two of the three stages of the engagement process have been completed. The draft plan is now being circulated for public comment and review.

Figure 2: Community Engagement Process



The wide range of information collected from the open houses and general ETGI meetings helped to identify key community interests. The feedback received included a number of suggestions and needs as illustrated in Figure 4. From these interests, a vision was drafted to assist with the long term planning and implementation of the project.

Figure 3: Community-Based Ideas Gathering



The key findings from the public engagement session included a wide range of information primarily associated with the following themes:

- *Sustainable Trails* - trails need to be in good condition, protecting the environment and resources, sustainable structures and construction techniques
- *Accessibility* - trails need to be multiuse and for all ages and abilities
- *Communication* - digital communication, marketing and provide signs
- *Community Benefit* - these trails celebrate place, culture, health and lifestyle
- *User Safety* - need to address signs and codes of conduct
- *Economic Development* - the trails will provide a variety of great tourism experiences, amazing destinations and amenities
- *Alternative Transportation* - there is a need to provide opportunities for alternative modes of transportation to the motorized vehicle
- *Education* - community and visitor stewardship and interpretive opportunities



Photo: Danica Rice

Figure 4: Community Interests

COMMUNITY INTERESTS



First Nations

The Southern Gulf Islands are within the traditional territory of 22 Coast Salish First Nations. There are five bands from the WAANEC (Saanich) Nation that have land-based interests in the Southern Gulf Islands: Tsawout, Tsartlip, Tseycum, Malahat and Pauquachin. The Penelakut Tribe has land on Galiano Island. The CRD will engage

these First Nations in a dialogue about trail planning with the intent to understand their interests, locate possible trail routes on First Nation land and other land in their traditional territory within the Southern Gulf Islands and identify ways to work together on the Experience the Southern Gulf Islands Initiative.



Photo: Danica Rice

Trail Planning

Trails on the Southern Gulf Islands

Each of the ETGI has a number of parks, trails and unique outdoor experiences owned and managed by a variety of land agencies and conservation groups or societies. Some of the trail experiences include early farm trails, historic logging routes, low traffic paved roads, as well as animal trails that have become “social trail” routes. *Social trails* are formed by repeated use of a particular route by people or animals. Often, they are trails that have been worn into the ground from users taking the path of least resistance to a particular destination.

In spite of advanced planning in some cases or little planning in others, many of the trails in the Gulf Islands are not legal or formalized. Some trails follow paths that were previously created by wild animals and do not meet basic layout standards that require maximum conformation to grades and slope. As a result,

sections of existing trails are not sustainable. Evidence exists in the parks, trail corridors and open spaces as the trails have become degraded from soil loss and erosion resulting in damage to local vegetation and habitat.

Without meeting sustainable grades or construction standards the trail system will erode with increased use. It will eventually become dangerous and may need significant maintenance over the long term. This said, trails in the Gulf Islands pass through some of western Canada’s most fragile ecosystems and therefore need to be sustainable through good design. By respecting local landscapes and ecosystems, trails can be used to help to conserve sensitive lands and not contribute to overuse and environmental degradation.

Sustainable Trail Planning and Development

Sustainable trails are designed and constructed to minimize erosion and environmental degradation and last a long time without major repairs. They are safe and pose minimal liability risk to land managers. Sustainable trails can range from easy to difficult depending on the steepness of grades, the width of the trail and the alignment chosen. They can be challenging and winding or breathtaking and open. Sustainable trails can be

designed to accommodate all users including mountain bikers and equestrians, however they do require routine maintenance and monitoring to preserve their longevity and function.

By requiring sustainable layout and construction standards early in the process minimal erosion and environmental degradation will result, as well as low maintenance costs.

Existing Conditions

While the Southern Gulf Islands have a host of great amenities and destinations to explore, a few barriers exist that must be overcome as far as trail planning and trail use is concerned. Some of the existing conditions on each of the islands include the following:

1. Steep hill climbs
2. Suburban layout – distant from amenities
3. Lack of pedestrian safety in commercial zones
4. Dangerous road sides
5. Distance between commercial zones and ferry terminal
6. Residents reliant upon car for amenities
7. Must be very fit to cycle the roads
8. Eroded, fall-line and steep trails
9. Exposed cliffs and rock wall barriers
10. Reliance on ferry



The Draft Trail Plan

Figure 5: Vision



A vision...

A necklace jewelled together by unique destinations. From wild coasts and beaches, pastoral farmlands, spectacular bluffs, and quaint villages to cool and shady forests, glacially-striated and sandstone-pocketed rock formations. Our trail is a priceless experience in the Salish Sea. We invite BC residents and guests to visit, recreate, celebrate and relax.

Our trail system is respectful of land owner interests, sustainable in design and a part of the daily routine for local people in the Gulf Islands. Open to multiple users, visitors will experience cultural and education opportunities based on partnerships that tell stories of past peoples, the evolution of land uses and of continued protection for future generations.

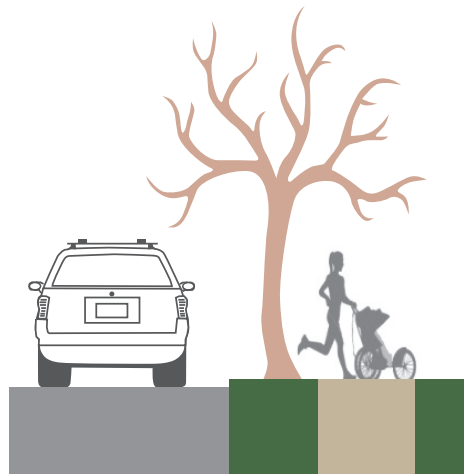
Through a range of organized alternative transportation options, effective signage, and strong digital and ground-based communications, residents and visitors have the ability to explore historic and culturally significant destinations and the significant distinctions on each of the islands.

An array of visitor services and amenities are available for cyclists, backpackers, families, the elderly and those with more decadent tastes.

Proposed Trail Design

The ETGI trail system is based on the vision and feedback received from the public open houses, community survey, mapping exercises, preliminary field reconnaissance and meetings with ETGI team leaders and members of the public. Based on this feedback and the project scope, the following conceptual trail standard types will form the basis for many of the trails within the vision trail system.

Figure 7: Conceptual Rural Pedestrian and Cycling Trail Guideline



"COMMUNITY TRAIL"

trail tread width: .75-2 m
trail corridor width: 2-3 m
surface: natural / crushed fines
slope: maximum 15 percent

WILL ACCOMMODATE:

walking
hiking
mountain biking
horseback riding
all-mountain strollers
all-terrain wheelchairs
dogs on leash

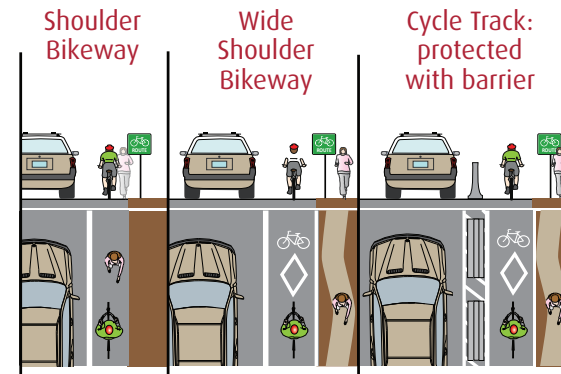


"RURAL MULTI-USE TRAIL"

trail tread width: 1.5-2.5 m
trail corridor width: 2-4 m
surface: natural / crushed fines
slope: maximum 8 percent

WILL ACCOMMODATE:

walking
hiking
cycling
horseback riding
strollers
wheelchairs
electric scooters
dogs on leash



"ROADSIDE CYCLE TRAIL"

trail tread width: .75-2 m
trail corridor width: 2-3 m
surface: natural / crushed fines / pavement
slope: paved maximum 15 percent
crushed fines maximum 8 percent

WILL ACCOMMODATE:

walking*
cyclists*
horseback riding*
strollers*
wheelchairs*
dogs on leash*

CRD Cycling Trail Standard

Minimum standard should be "Shoulder Bikeway" and where possible strive for separated grade trail and cycle track with protective barrier mechanisms

Proposed Trail System

The proposed trail system is shown on maps 2 through 6. This is a conceptual view of the system. More detailed planning is required to outline the exact location. Some of this detailed work has begun. The following sequence of actions are proposed to develop the trail system:

1. Completing the conceptual trail plan
2. Undertaking detailed trail planning which could include surveying and engineering design work

3. Obtaining tenure for the land where the trail will be located
4. Budgeting for trail development, operation and maintenance
5. Undertaking trail development
6. Managing ongoing trail operation and maintenance

Developing the trail system will take many decades and the focus in the next few years will be to develop some of the priority locations.

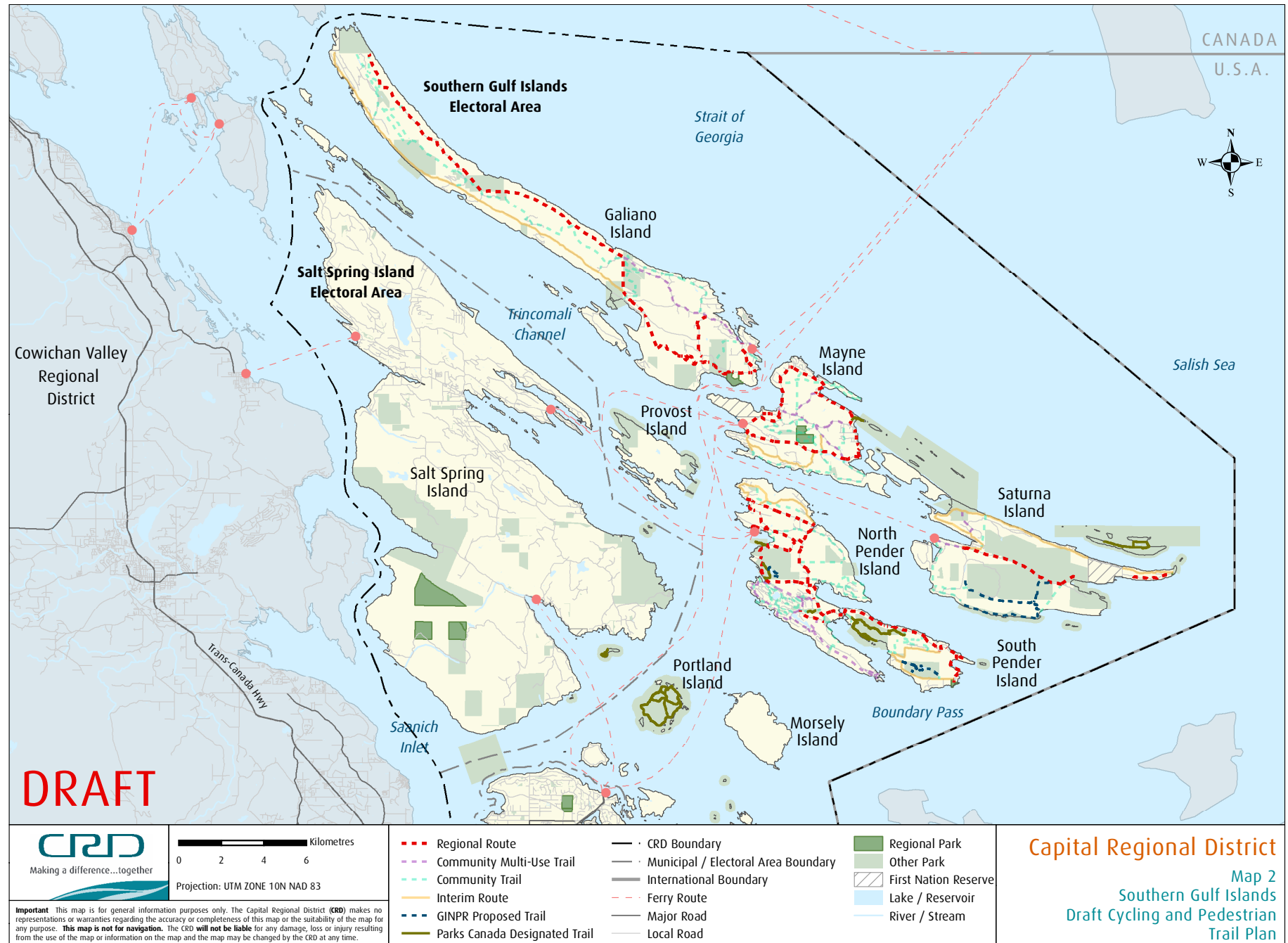
Funding to Implement the Draft Trail Plan

The draft Southern Gulf Islands Cycling and Pedestrian Plan provides the first high-level overview of a proposed trail system on the Southern Gulf Islands. It will take many decades for the entire trail system to become a reality. The development of the individual parts of the trail system will need to follow four steps; (1) acquiring tenure to build a trail, (2) undertaking detailed planning which could include the preparation of engineering plans, (3) constructing a trail, and (4) operating and maintaining a trail. All of this will require funding.

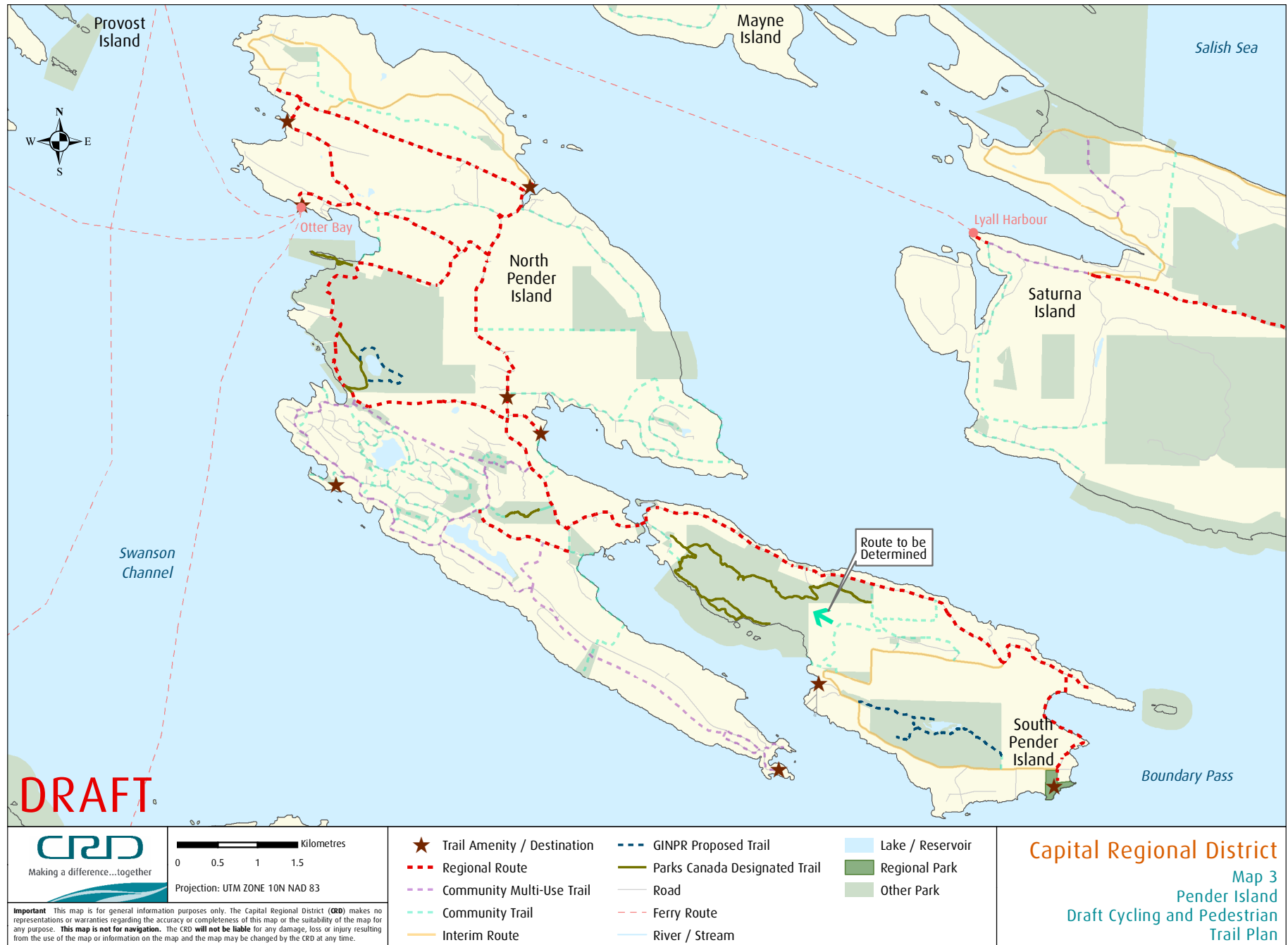
Approval of the Southern Gulf Islands Cycling and Pedestrian Plan does not constitute approval for funding for acquisition,

detailed planning, development or operation and maintenance of the proposed regional trail route system. The CRD budget process will be adhered to. Future funding will require that projects are considered through the CRD business planning process, annual budgeting, capital budget plans and annual work plans. Implementation of the plan will be contingent on available financial and staff resources and considered alongside management priorities of other regional parks and trails and Regional Parks' strategic priorities identified in the Regional Parks Strategic Plan and community park and trail initiatives on the Southern Gulf Islands through the park commission on each island.

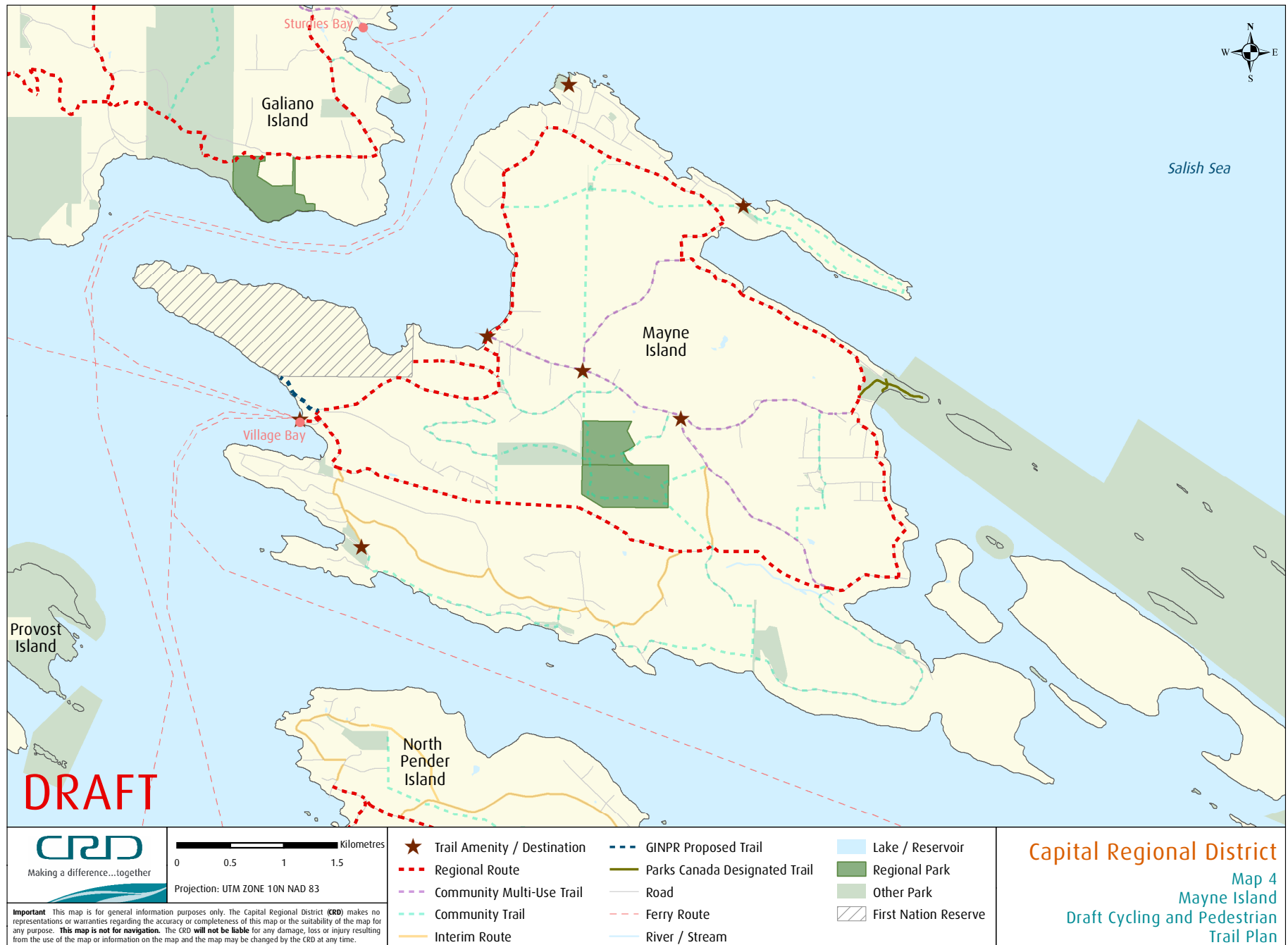
Map 2: Proposed Regional Trail Vision



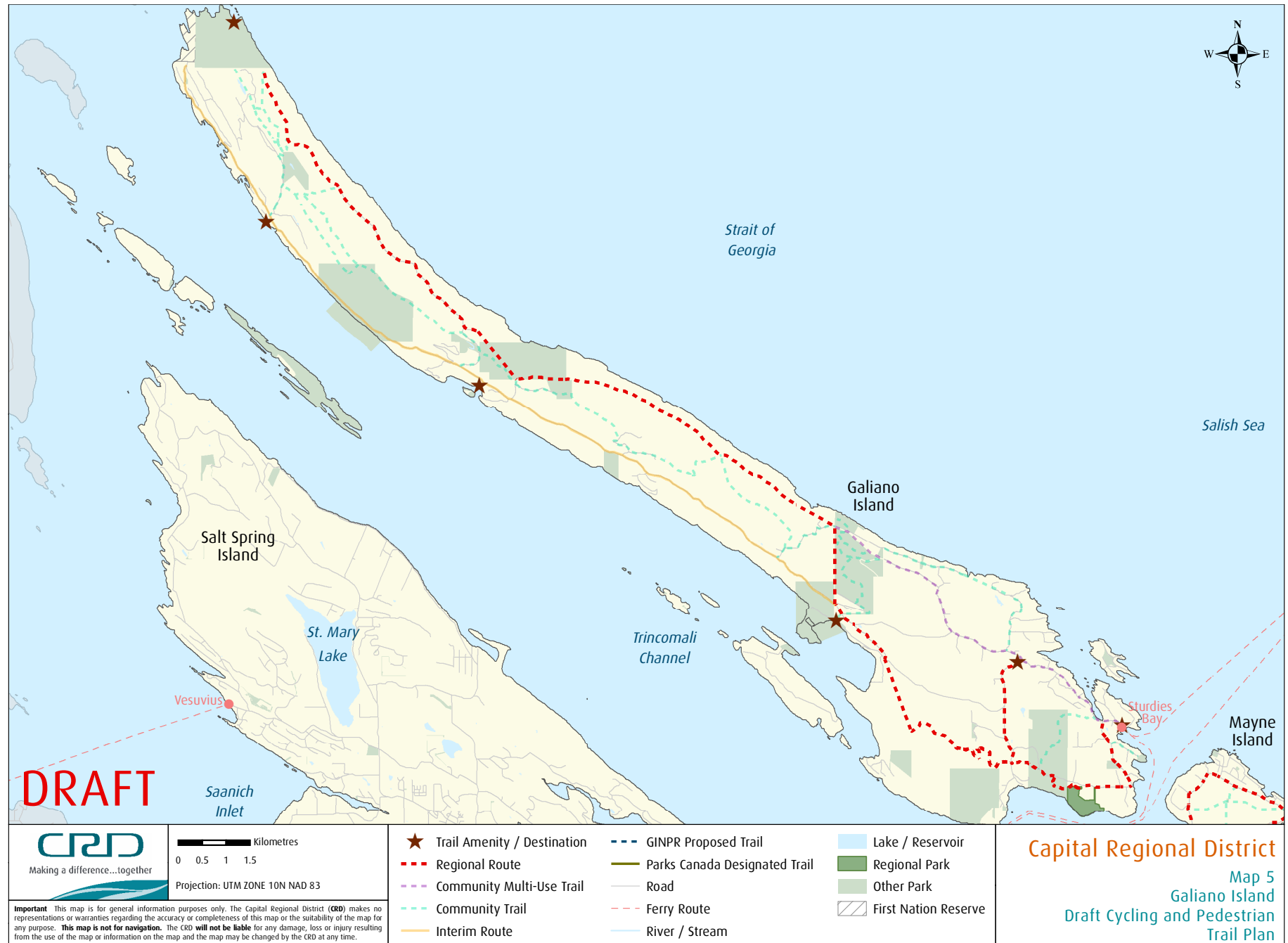
Map 3: Proposed Pender Islands Trail Vision



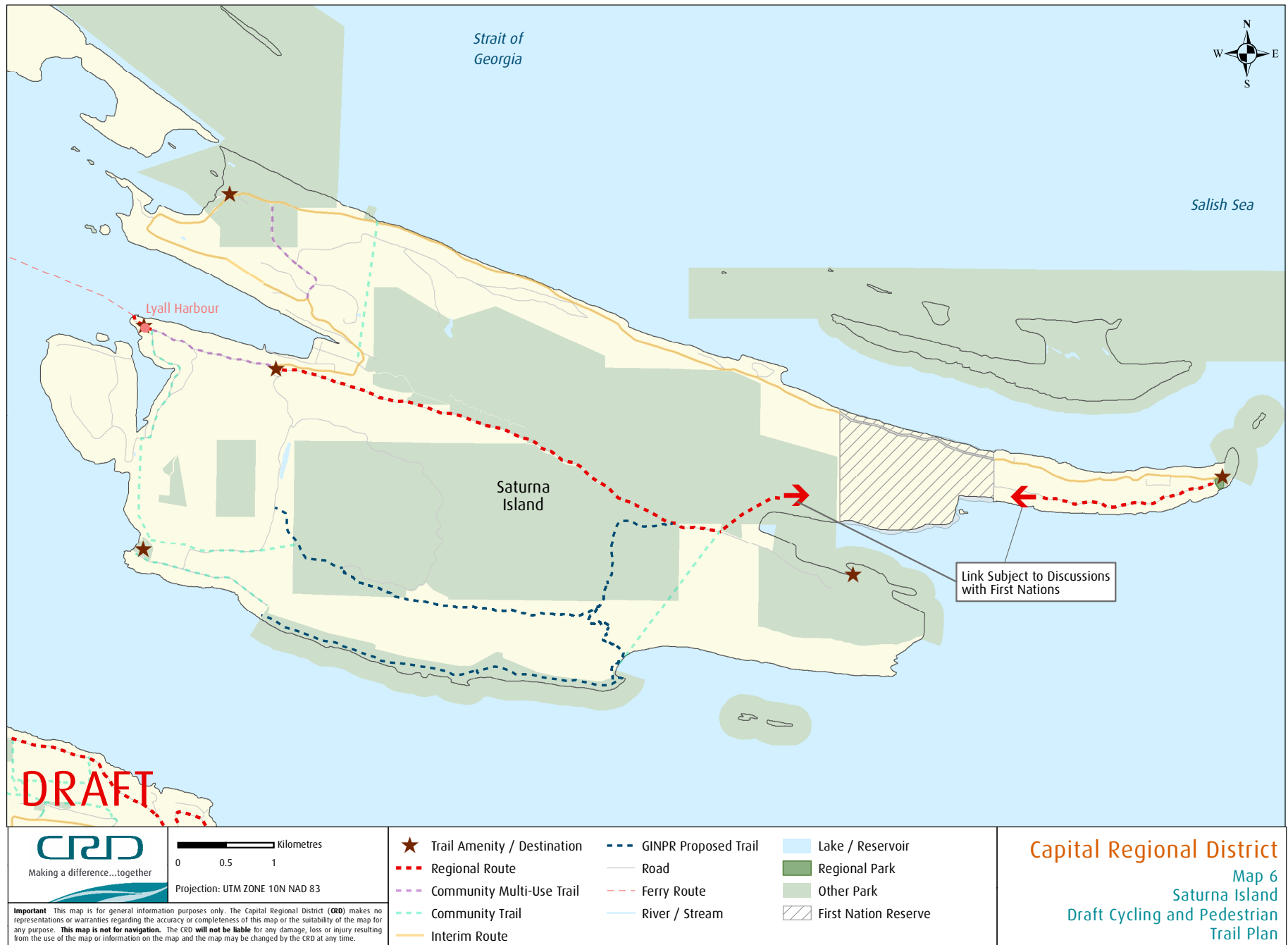
Map 4: Proposed Mayne Island Trail Vision



Map 5: Proposed Galiano Island Trail Vision



Map 6: Proposed Saturna Islands Trail Vision



Next Steps

The draft Southern Gulf Islands Cycling and Pedestrian Plan is a proposal. It is now time to hear from everyone whom the plan might affect or who have an interest in the outcome of the plan. The CRD will provide opportunities for residents of the Southern Gulf Islands, the Southern Gulf Islands Economic Development Commission, all levels of government, and First Nations to provide

comments. These comments will be recorded and considered in preparing the final plan. A report on the outcome of the engagement process will be prepared and made available. The final plan will be presented to the CRD Regional Parks Committee and subsequently the CRD Board for approval.

Planning Process From Here

The following flowchart illustrates the process for the next stages of the trail planning process.





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