

Saturna Island Local Trust Committee

Regular Meeting Agenda

Date: July 10, 2014
Time: 12:30 pm
Location: Saturna Recreation and Cultural Centre
 104 Harris Road
 Saturna Island, BC
 V0N 2Y0

Pages

1. **Call to Order** 12:30 PM - 1:00 PM
2. **Approval of Agenda**
 - 2.1 **Additions/Deletions**
3. **Community Information Meeting**

None
4. **Public Hearing**

None
5. **Previous Meetings**
 - 5.1 **Local Trust Committee Minutes**
 - 5.1.1 **Saturna Local Trust Committee Meeting Minutes of June 5, 2014 (attached)** 4 - 12

For Consideration to Adopt
 - 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 (attached)	13 - 13
	FUAL Report dated July 2014	
7.	Delegations	1:00 PM - 2:30 PM
	None	
8.	Correspondence	
	None	
9.	Applications, Permits, Bylaws and Referrals	
9.1	SA-CL-2014.1 Crown Land Referral Response Letter - RE: Tidal Energy Exploration in Boundary Pass (attached)	14 - 16
10.	Local Trust Committee Projects	
10.1	Community Amenity Density Reserve - Staff Report - Draft Bylaw 112/Project Charter (attached)	17 - 29
10.2	Secondary Suites - Staff Report - Draft Bylaws No. 113 & 114/Project Charter (attached)	30 - 48
10.3	STVR - Policy Statement Checklist Memo (attached)	49 - 54
11.	Reports	2:30 PM - 3:30 PM
11.1	Work Program Reports - for information (attached)	55 - 56
	Work Program Report dated July 2014	
11.2	Applications Report - for information (attached)	57 - 58
	Applications Report dated July 2014	
11.3	Expense/Budget Reports	
11.3.1	Trustee and Local Expenses - for information	
	None	
11.4	Bylaw Enforcement	
	None	
11.5	Policies and Standing Resolutions Report (attached)	59 - 60

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

11.7 Chair's Report

11.8 Trustee Report

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 12:30
p.m., at the Saturna Island Community Hall.

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

14. Adjournment

3:30 PM - 3:30 PM



DRAFT

**Local Trust Committee
Minutes Subject to Approval By
the Local Trust Committee**

**Saturna Island
Local Trust Committee
Minutes of Regular Meeting**

Date of Meeting: Thursday, June 5, 2014, 12:30 p.m.

Location: Saturna Island Community Hall
105 East Point Road
Saturna Island, BC
V0N 2Y0

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

Staff Present: Gary Richardson, Island Planner
Kim Farris, Planner 1

Media and Others Present: Ten members of the public

1. CALL TO ORDER

The meeting was called to order at 12:30 p.m. Chair Ken 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:

- 12.2 Late item SGIEDC Food and Agriculture Strategy Briefing – Jeff Weightman, CRD Project Manager added as Other Business

By general consent the agenda was approved, as amended.

3. COMMUNITY INFORMATION MEETING

None

4. PUBLIC HEARING

None

5. PREVIOUS MEETINGS

5.1 Adopted Local Trust Committee Minutes

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

For Information

5.1.2 Saturna Island Local Trust Committee Meeting Minutes of April 17, 2014

For Information

5.2 Public Hearing Records and Community Information Meeting Notes

5.2.1 Saturna Island Local Trust Committee Community Information Meeting Notes of April 5, 2014

For Information

5.3 Section 26 Resolutions-without-meeting

RWM Report dated May 2014 received for information.

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

None

9. APPLICATIONS, PERMITS, BYLAWS AND REFERRALS

9.1 SA-ALR-2014.1 (Sewell) - Staff Report

Planner Richardson conveyed that the report had been reviewed and the recommendation is that the Local Trust Committee forward the application to the Agricultural Land Commission without conditions.

SA-2014-019

It was MOVED and SECONDED,

that the Saturna Island Local Trust Committee resolve that pursuant to Section 30(4) of the *Agricultural Land Commission Act*, exclusion application SA-ALR-2014.1 (Sewell) proceed.

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 items requested have been followed up. Planner 1 Farris reviewed the process and any limitations which might exist on those properties. Maps were distributed of Saturna Island Subdivision Potential and how many additional lots will be provided.

Discussion, as well as the following points, was raised:

- Number of additional properties with subdivision potential if acreage reduced from 10 to 2.5 acres.
- Issues relating to the term amenity as it relates to the Community Amenity Density Reserve (CADR).
- Importance of community participation process.

SA-2014-020

MOVED and SECONDED,

by the Saturna Island Local Trust Committee that Part J under glossary should read "amenity means a value that furthers the values of the Islands Trust Act and that the community considers desirable".

CARRIED

SA-2014-021

MOVED and SECONDED,

that the Saturna Island Local Trust Committee directs staff to amend draft bylaw 112 by amending the definition of amenity as noted at this meeting and clarifying that the 20 densities can only be added to the Community Amenity Density Reserve once.

CARRIED

SA-2014-022

MOVED and SECONDED,

that the Saturna Island Local Trust Committee approve the project charter as amended.

CARRIED

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

Planner Richardson clarified that concerns previously raised were addressed and presented staff recommendations.

Trustees supported all the recommendations and expressed thanks to those involved.

Discussion focussed on:

- The fact that the Lyall Harbour/Boot Cove Water Commission was not consulted so were not able to provide a response/input.
- Alternate sources of potable water; if term potable used in the bylaw, who will enforce?
- Suggestions regarding use of non-potable water sources for gardens, washing, and toilets.
- Issues of water testing – potable water does not exclude salinity and other contaminants.

Trustee Janszen supported caution using potable water as vague since it does not define how many people in residence. Suggests term "alternate source of water".

Planner Richardson responded that alternate water source would be a building inspection issue.

With regards to non-compliance, both Island Trustees agreed that bylaws should not be drafted to deal with the lowest common denominator.

SA-2014-023**MOVED and SECONDED,**

that the Saturna Island Local Trust Committee direct staff to amend draft bylaw 113 cited as "Saturna Island Official Community Plan Bylaw No 70, 2000, Amendment No.2, 2013," and draft bylaw 114 cited as "Saturna Island Land Use Bylaw 78, 2002, Amendment No.1, 2013," to allow one secondary suite per residence in all zones that allow residential use.

CARRIED

SA-2014-024**MOVED and SECONDED,**

that the Saturna Island Local Trust Committee direct staff to amend draft bylaw 113 cited as "Saturna Island Official Community Plan Bylaw No 70, 2000, Amendment No. 2, 2013" and draft bylaw 114 cited as "Saturna Island Land Use Bylaw 78, 2002, Amendment No. 1, 2013," to only allow secondary suites within the Lyall Harbour/Boot Cove water supply area if an alternate source of potable water is used to supply the suite.

CARRIED

SA-2014-025**MOVED and SECONDED,**

that the Saturna Island Local Trust Committee direct staff to amend draft bylaw 113 cited as "Saturna Island Official Community Plan Bylaw No 70, 2000, Amendment No.2, 2013," and draft bylaw 114 cited as "Saturna Island Land Use Bylaw 78, 2002, Amendment No. 1, 2013," to require that all building containing secondary suites within the East Point water management area be required to construct a water catchment and storage system as per the requirement in section 2.18 of the Land Use Bylaw.

CARRIED

SA-2014-026**MOVED and SECONDED,**

that the Saturna Island Local Trust Committee approves the project charter as amended.

CARRIED

10.3 Short Term Vacation Rentals (STVR) Review & TUP Fees - Staff Report - Draft Bylaws No. 115 & 116/Project Charter

Comments from the Advisory Planning Commission were reviewed by Planner Richardson. Rationale for the proposed reduction of fees in draft bylaw 116 were presented.

There was discussion on the proposed STVR bylaw with the following comments raised:

- Temporary Use Permits (TUPs) impact existing businesses who must comply with regulations which don't apply to TUPs. Requests a "level playing field".
- Staff time to administer.
- Who monitors? Non-compliant operators continue in spite of complaints.
- Suggestion that TUPs will not be issued for any property relying on groundwater.

Trustee Janszen noted that the TUP for STVR with issues specific to the area can have specific requirements.

Planner Richardson agreed that TUPs offer flexibility regarding conditions and duration but once issued, they can only be withdrawn when the term is up so must rely on enforcement for non-compliance.

Chair Hancock commented that if no problems, in theory the operator could apply for rezoning or could reapply for new TUP.

SA-2014-027

MOVED and SECONDED,

that the Saturna Island Local Trust Committee draft bylaw 115 cited as, "Saturna Island Official Community Plan Bylaw No.70, 2000, Amendment No.3, 2013," be given First Reading.

CARRIED

SA-2014-028

MOVED and SECONDED,

that staff schedule a Special Meeting and Public Hearing for Proposed Bylaw 115 on August 6, 2014.

CARRIED

SA-2014-029

MOVED and SECONDED,

that the Saturna Island Local Trust Committee give draft bylaw 116 cited as, "Saturna Island Local Trust Committee Fees Bylaw No. 90 ,2007, Amendment No.1, 2014", be given First Reading.

SA-2014-030

MOVED and SECONDED

That the Saturna Island Local Trust Committee endorse the project charter as amended.

CARRIED

11. REPORTS

11.1 Work Program Reports

11.1.1 Work Program Report dated May 2014

For Information

11.1.2 Federal Marihuana for Medical Purposes Regulation - Staff Report

SA-2014-031

MOVED and SECONDED

that the Saturna Island Local Trust Committee not to consider bylaw amendments on this at the present time.

CARRIED

11.2 Applications Report dated May 2014

This report has been updated. Few applications coming in at present.

John Money noted he had submitted an application which has been forwarded to the Agricultural Land Commission (ALC) but he still has not received a reply on its status.

Chair Hancock confirmed with Planner Richardson that the application had been forwarded to the ALC as reported.

11.3 Expense/Budget Reports

11.3.1 Trustee and Local Expenses dated May 2014

For information

11.4 Bylaw Enforcement

None

11.5 Policies and Standing Resolutions Report

If the Temporary Use Permit amendments go into the Official Community Plan, this will be revisited.

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

11.7 Chair's Report

Chair Hancock stated that the meeting package for Trust Council was approved and planning for Trust Council on Saturna Island for two full days of meetings. Previous trustees are invited to join them at dinner. An electronic meeting is planned with a representative from the Department of Fisheries and Oceans doing a presentation on the new aquaculture tenures. Chair Hancock said he has been with an MBA student from Royal Roads University on a study of economy situation of the islands. Draft report will be reviewed then later brought to Local Trust Committees. Of note is high regard for amenities, business community has quality of life issues and quality of the workforce.

11.8 Trustee Report

Trustee Brent is on a committee investigating ferry issues and advocacy. They will be bringing recommendations to Trust Council. Saturna Island has nominated Brian Hollingshead for the Community Stewardship Award for his work on the ferry file. Financial Planning Committee review to bring forward. Budget approved.

Trustee Janszen reported that signs will be available for the Lamb BBQ "Ferries are our Highways". Also reported on a CRD meeting on family life in the Gulf Islands. There are more young children in our communities (26 children on Galiano). Economic challenges for parents of working several jobs and also finding childcare. A survey of islands will be published soon. Trust Council planning with arrangements for catering from various businesses. July 18 and 19 - public encouraged to attend at the Recreation Centre.

12. OTHER BUSINESS

12.1 Next Business Meeting

The next meeting of the Saturna Island Local Trust Committee will be held July 10, 2014, at 12:30 p.m., at the Saturna Island Rec Centre, Lounge.

SA-2014-032

MOVED and SECONDED,

to schedule a Special Meeting of the Saturna Island Local Trust Committee on August 6, 2014.

CARRIED

12.2 SGIEDC Food and Agriculture Strategy Briefing – Jeff Weightman, CRD Project Manager

Trustee Janszen wondered how Saturna will be included in this.

Chair Hancock noted they are looking for a representative from Saturna. Also there is a posting for coordinator position for this project on the CRD website. This is on the CRD website, under Request for Proposals.

13. TOWN HALL MEETING

Priscilla Ewbank asked for clarification regarding the map and the proposal for changes with Community Amenity Density Reserve.

Chair Hancock responded that this will be going ahead for consideration of first reading on July 10, 2014.

Al Sewell requested that his application to ALC please be forwarded to ALC as soon as possible.

John Money questioned who is doing the presentation on coastal Douglas fir at the Trust Council.

Chair Hancock responded that it will be a representative from Coastal Douglas.

14. ADJOURNMENT

There being no further business, the Chair Hancock adjourned the meeting at 3:50 p.m.

Ken Hancock, Chair

CERTIFIED CORRECT:

Beverly Lowsley, Recorder



Follow Up Action Report w/ Target Date

Saturna Island Jun-05-2014

No.	Activity	Responsibility	Target Date	Status
1	SA-ALR-2014.1 (Sewell) - forwarded to the ALC for consideration.	Lori Foster Kerry Thompson	Jun-13-2014	Done
2	CADR - Draft Bylaw 112 to be amended and brought to July 10/14 LTC meeting for consideration of 1st reading. Project charter amended as proposed.	Gary Richardson	Jul-01-2014	Done
3	Secondary Suites - Draft Bylaws 113 and 114 to be amended and brought to July 10/14 LTC meeting for consideration of 1st reading. Project charter amended as proposed.	Gary Richardson	Jul-01-2014	Done
4	STVR Project - Draft Bylaws 115 (OCP STVR) and 116 (Fee Bylaw) read a 1st time. (Done) Project charter amended as proposed.	Sharon Lloyd-deRosario Gary Richardson		Done
5	Public Hearing to be Scheduled for Aug 6, 2014	Sharon Lloyd-deRosario		Done
6	That a special LTC meeting be Scheduled for August 6, 2014.	Lori Foster		Done
7	Federal Marihuana Regulation - With regard to the production of medical marihuana under the new <i>Marihuana for Medical Purposes Regulation</i> , the Saturna Local Trust Committee not consider amendments to the Saturna Island Bylaw No. 78 at this time.	Gary Richardson		Done

June 19, 2014

File Number: SA-CL-2014.1
Investigative Licence project – File no. 1414234
Project no. 128526

Ministry of Forests, Lands, and Natural Resource Operations
VIA E-referrals

Re: Referrals for Investigative Licenses for tidal energy exploration in Boundary Pass

1) Does this application impact your agency's legislated responsibility? If yes, how will the proposal impact your legislated responsibility and please identify the relevant legislation (section) and what mitigative measures will be required to address these impacts.

The Saturna Island Local Trust Committee's legislated responsibility over zoning and land use comes from the following:

- Part 26 of the Local Government Act (all sections)
- Islands Trust Act
- Saturna Island Official Community Plan, Bylaw No. 70, 2000
- Saturna Island Land Use Bylaw No. 78, 2002

The LTC has jurisdiction over the zoning of land and water within areas outlined in the OCP and LUB.

The proposed preliminary investigative activities are noted on the application as consisting of the following:

1. Hydrographical Data Collection – vessel mounted
2. Hydrographical Data Collection – modeling
3. Bathymetric Survey – vessel mounted
4. Hydrographical Data Collection – seafloor mounted instrumentation
5. Hydrographical Data Collection – buoy-fixed instrument
6. Grid Interconnection Assessment – computer analysis
7. Biophysical Assessment – computer/field analysis
8. Commercial Use Assessment – computer analysis
9. Recreation Use Assessment – computer analysis
10. Geotechnical Assessment – computer/field analysis
11. Meteorological Assessment – none planned
12. Archaeological Assessment – no assessment planned
13. First Nations Consultation – information sharing and development
14. Public Consultation – information sharing

Based on the information included in the referral, investigative activities 1-3, 6-7, and 10-14 would not fall within local government jurisdiction and thus would not be subject to Local Trust Committee bylaws. The Islands Trust can provide information on investigative activities 8 and 9. Installation of the seafloor mounted instrumentation and the buoy-fixed instrument however would appear to be subject to zoning in the Saturna Island Local Trust Area. The applicant would be required to obtain either Temporary Use Permits (TUP) or rezoning before proceeding with installing structures such as instrumentation on the seafloor or within the water column. A TUP or rezoning would not be required for the buoy-fixed instrument as buoys are a permitted use in the Open Waters zone (specific zoning is detailed below in Question 5).

For your information, a Temporary Use Permit is a planning tool used by local governments that will allow a use not permitted by zoning. A TUP is grant for up to three years and may be renewed once for an additional three years at which time the applicant could apply to rezone or apply for another TUP.

Please note, if amendments to the application or proposal are made, Islands Trust staff will be required to re-evaluate if the proposal is in compliance with the bylaws.

2) If the proposal proceeds, will the applicant require approval or a permit from your agency?

Yes. The applicant would be required to apply for and obtain a Temporary Use Permit or rezoning for the activity described as “ADCP – Acoustic Doppler Current Profilers (placed on sea floor)”. This type of structure is currently not permitted in the Open Waters zone in the Saturna Island Local Trust Area. Other investigative activities involving vessels and buoys would not require approvals or permits from the local trust committee.

3) Will on-going compliance monitoring be required by your agency as a result of your legislated responsibilities?

When the applicant applies for a Temporary Use Permit or rezoning to permit the ADCP instrument placed on the sea floor, monitoring of TUP or rezoning conditions may be required. If amendments are made to the application or proposal, on-going compliance monitoring may also be required.

4) Will this application affect public use of this area?

There do not appear to be any impacts on public use of the area, however, it is unclear how frequently the vessel will be out in Boundary Pass. Frequent use of Boundary Pass may have some impact on local traffic. It is unclear if the buoy-fixed data collection instrument and the ADCP instrument located on the sea floor will affect public use, as their location in the water column is unclear.

5) Is the application area zoned for the proposed purpose? If no, please provide current zoning. In the event the applicant wishes to apply for a re-zoning, please provide the estimated time required for this decision.

The portion of Boundary Pass subject to the application, and falling within the Saturna Island Local Trust Area is zoned Open Waters (WO). The application area is not zoned for the proposed purpose for an ADCP – Acoustic Doppler Current Profilers to be placed on sea floor. The WO zone states:

“11.5 OPEN WATERS ZONE (WO)

Permitted Uses

11.5.1 - In the Open Waters (WO) Zone, the following uses are permitted, subject to the regulations set out in this section and the general regulations set out in Part 2, and all other uses are prohibited:

11.5.1(1) marine navigation

11.5.1(2) marine navigational aids

11.5.1(3) marker buoys

11.5.1(4) aquaculture, excluding fin-fish farming

11.5.1(5) Ocean loop geo-exchange systems for the purpose of domestic heat and cooling accessory to the residential use of the upland property.”

The applicant would be required to obtain either Temporary Use Permits (TUP) or rezoning before proceeding with installing structures such as instrumentation on the seafloor. A TUP or rezoning would not be required for the buoy-fixed instrument as buoys are a permitted use in the Open Waters zone.

The applicant should be aware that changes made to the investigative activities or future developments may require zoning approval. If the structures are permanently placed on the ocean floor, a rezoning would be required.

Sincerely,



Kim Farris
Planner 1, Islands Trust
Phone: (250) 405-5194
Email: kfarris@islandstrust.bc.ca

pc: Ministry of Forests, Lands and Natural Resource Operations
Saturna Island Local Trust Committee
Robert Kojima, Regional Planning Manager
Rob Savard, Applicant, by email: rob.savard@westerntidal.com

Date: July 2, 2014

File No.: 6500-20-[CADR Review]

To: Saturna Island Local Trust Committee
For the meeting of July 10, 2014

From: Gary Richardson, Island Planner

CC: Robert Kojima, RPM

Re: Community Amenity Density Reserve Review

Supplementary Report

The purpose of this report is to provide the LTC an opportunity to review a draft Official Community Plan (OCP) amendment (draft bylaw 112) which contains proposed changes to the Community Amenity Density Reserve (CADR) and overall density limits contained in the OCP. Staff is seeking direction on how the LTC would like to proceed with this initiative.

Project Objectives

The objective of the project is to amend the Saturna Official Community Plan policies regarding the Community Amenity Density Reserve (CADR). The amendments are intended to place density in the reserve so that the reserve can function as intended.

Project Background

This issue was identified as a Work Program Priority by the LTC in September 2013. During the summer of 2013, the LTC conducted community consultation in order to identify priorities relating to general density issues and amendments to the CADR. This consultation took the form of an on-line and mailed survey, a community information meeting, and deliberations at several LTC meetings.

Several staff reports have been prepared and can be reviewed at the following link:

<http://www.islandstrust.bc.ca/islands/local-trust-areas/saturna/projects-initiatives/review-of-community-amenity-density-reserve.aspx>

At its June 5, 2014 business meeting the LTC passed the following resolutions regarding amendments that they wanted made to draft bylaw 112:

SA-2014-020

... that Part J under glossary should read "amenity means a value that furthers the values of the Islands Trust Act and that the community considers desirable".

SA-2014-021

... staff to amend draft bylaw 112 by amending the definition of amenity as noted at this meeting and clarifying that the 20 densities can only be added to the Community Amenity Density Reserve once.

Staff Comments:

The requested amendments have been made to draft bylaw 112 for the LTCs review.

It is recommended that draft bylaw 112 be given 1st reading and that it go to the public hearing scheduled for August 6, 2014.

RECOMMENDATIONS:

1. 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 , 1st reading.
2. That the Saturna Island Local Trust Committee instruct staff to schedule a public hearing for Proposed Bylaw 112 on August 6, 2014.
3. That the Saturna Island Local Trust Committee review the Islands Trust Policy Statement Directives Only Checklist and determine that Bylaw No. 112 is not contrary to or at variance with the Islands Trust Policy Statement.

Prepared and Submitted by:

Gary Richardson

Gary Richardson, Island Planner

July 2, 2014

Date

Attachments:

A: Draft Bylaw 112

B: Project Charter

C: Trust Policy Statement Directives Only Checklist

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 _____ day of _____, 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."



Project Charter

Project Name: Saturna Island Local Trust Committee – Community Amenity Density Reserve Review

Creation Date: November 1, 2013

Last Updated: July 2, 2013

Version: 4

Purpose

The purpose of the project is to create amend the policies in the Official Community Plan to allow the Community Amenity Density Reserve (CADR) by placing both subdivision density and residential density in the reserve.

Background

This project was identified as a Work Program Priority by the LTC in September 2013. During the summer of 2013, the LTC had conducted community consultation in order to identify priorities relating to accommodation and housing issues. Consultation took the form of an on-line and mailed survey, a community information meeting, and staff reports and deliberations at several LTC meetings. A number of options were reviewed, and consideration of amending the CADR and associated density policies in the OCP was identified as a priority project. The CADR is a notional bank that can hold density from properties that have had their density removed through changes in zoning since the OCP was adopted in 2001. The density can be redistributed to other properties by an owner making a rezoning application to the LTC. An appropriate amenity acceptable to the LTC must be provided. Presently the density from the rezoning of Parkland cannot be redistributed through the CADR. The CADR presently does not contain any residential or subdivision density at this time. For the CADR to be functional it needs to be provided with both subdivision density and residential density. The LTC will also be considering revisions to specific CADR policies.

To allow density to be placed in the CADR the OCP needs to be amended. The specific section that contains the provisions guiding the use of the CADR as well as other policies regarding density will need amending to allow the CADR to be supplied with density.

Project Objectives

- To provide draft OCP amendments required to supply the CADR with residential density.

Project Scope

In Scope	Out of Scope
▪ Review OCP policies regarding density and CADR provisions ▪ Website and fact sheet communications materials ▪ Prepare draft OCP amendments ▪ Community information meeting ▪ Process to amend OCP, including CIM/public hearing	▪ Amendments to Land Use Bylaw ▪ Unrelated OCP amendments ▪ Additional or extra-ordinary community consultation

Project Deliverables

- Preliminary communications in the form of a fact sheet and on-going website postings
- Options and recommendations to amend the CADR and associated density provisions in the OCP in the form of one or more staff reports
- A draft amending bylaw
- Legislative process to amend OCP.

Stakeholders

Stakeholder	Represented by	Interests, expectations, concerns
<i>All property/business owners, residents, and visitors</i>	<i>Individuals, businesses, community groups and associations</i>	To have the opportunity to provide comment on proposed OCP amendments.

First Nations: As with all LTC projects, First Nations with asserted aboriginal rights in the subject area will be contacted early to inform them of the project and ask them to identify any aboriginal rights that may be impacted by the proposed change.

Project Team Resources

Name	Role	Responsibility
<i>Saturna Island Local Trust Committee</i>	<i>Project Sponsor</i>	Provides support and direction through maintaining the project as a work program priority and giving direction and approvals as needed
<i>Robert Kojima Regional Planning Manager</i>	<i>Project Champion</i>	Provides adequate project resources; staff support, direction and oversight; and ensures project aligns with overall goals and objectives
<i>Gary Richardson, Island Planner</i>	<i>Project Manager</i>	Day-to-day management of the project, and undertake or direct all project work
<i>Lori Foster/Sharon Lloyd-deRosario</i>	<i>Admin support</i>	Provides general administrative support, including advertising, booking meetings, preparing notices, updating website, distributing bylaw referrals, assembling public hearing materials, etc.

Project Budget

Item	Details	Fiscal Yr 2013/14	Fiscal Yr 2014/15
Communications	Fact sheet printing/distribution	\$200	\$200
Meetings	Two community information meetings (1 held August 2013)	\$2000	
Public Hearing	Combined CIM/Public hearing (may be combined with other concurrent project hearings)		\$1300
Contingency		\$1800	
Totals		\$4000	\$1500

Project Timeline

Deliverable / Milestone	Target Completion Date
Staff report, with draft guidelines, options and recommendations, and draft project charter / LTC endorsement of charter, direction to prepare draft amending bylaw	November 14, 2013
Staff report with draft bylaw, fact sheet / LTC direction to refer bylaws and schedule community information meeting	February 2014
Community information meeting	April 2014
Staff report summarizing community, agency, APC and FN responses, and providing options for amending draft OCP bylaw / LTC direction to make any revisions to bylaw, option to consider First Reading	June 2014
LTC consideration of First Reading of OCP amendment bylaw	July 2014

Deliverable / Milestone	Target Completion Date
Public hearing, further readings of bylaw, referral to EC and Minister	August 2014
EC and Ministerial approval	September 2014
Final adoption	October 2014

Endorsements

	Name	Endorsement Date
Project Sponsor	Saturna Island Local Trust Committee	November 14, 2013
Project Champion	Robert Kojima	November 15, 2013
Project Manager	Gary Richardson	November 15, 2013



Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw and File No: BL 112, SA-OCP-01-2013

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECK LIST

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

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

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

Part III Policies for Ecosystem Preservation and Protection

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

PART IV: Policies for the Stewardship of Resources

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

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

	4.6	Soils and Other Resources
n/a	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: Policies for Sustainable Communities

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

CONSISTENT	NO.	DIRECTIVE POLICY
	5.5	Recreation
n/a	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
n/a	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
n/a	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
n/a	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
n/a	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
n/a	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
n/a	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
n/a	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
n/a	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

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

Date: July 2, 2014

File No.: 6500-20-[Secondary Suite Review]

To: Saturna Island Local Trust Committee
For the meeting of July 10, 2014

From: Gary Richardson, Island Planner

CC: Robert Kojima, RPM

Re: Secondary Suite Review

Supplementary Report

The purpose of this report is to provide the LTC with an opportunity to review a draft Official Community Plan (OCP) amendment (draft bylaw 113) and a draft Land Use Bylaw (LUB) amendment (draft bylaw 114) which contains proposed changes to allow for secondary suites to be permitted on Saturna Island. Staff is seeking direction on how the LTC would like to proceed with this initiative.

Project Objectives

The objective of the project is to amend the Saturna Official Community Plan policies and Land Use Bylaw regulations to establish secondary suites as a permitted use.

Project Background

This issue was identified as a Work Program Priority by the LTC in September 2013. During the summer of 2013, the LTC conducted community consultation in order to identify priorities relating to general density issues and amendments to the CADR. This consultation took the form of an on-line and mailed survey, a community information meeting, and deliberations at several LTC meetings. The survey results suggested that 84% of respondents agree with allowing secondary suites.

Several staff reports have been prepared for this project and can be reviewed at the following link:

<http://www.islandstrust.bc.ca/islands/local-trust-areas/saturna/projects-initiatives/secondary-suite-review.aspx>

At its June 5, 2014 LTC meeting the LTC passed the following direction regarding draft bylaws 113 and 114:

SA-2014-023

... the Saturna Island Local Trust Committee direct staff to amend draft bylaw 113 cited as "Saturna Island Official Community Plan Bylaw No 70, 2000, Amendment No.2, 2013," and draft bylaw 114 cited as "Saturna Island Land Use Bylaw 78, 2002, Amendment No.1, 2013," to allow one secondary suite per residence in all zones that allow residential use.

SA-2014-024

... the Saturna Island Local Trust Committee direct staff to amend draft bylaw 113 cited as "Saturna Island Official Community Plan Bylaw No 70, 2000, Amendment No. 2, 2013" and draft bylaw 114 cited as "Saturna Island Land Use Bylaw 78, 2002, Amendment No. 1, 2013," to only allow secondary suites within the Lyall Harbour/Boot Cove water supply area if an alternate source of potable water is used to supply the suite.

SA-2014-025

... the Saturna Island Local Trust Committee direct staff to amend draft bylaw 113 cited as "Saturna Island Official Community Plan Bylaw No 70, 2000, Amendment No.2, 2013," and draft bylaw 114 cited as "Saturna Island Land Use Bylaw 78, 2002, Amendment No. 1, 2013," to require that all building containing secondary suites within the East Point water management area be required to construct a water catchment and storage system as per the requirement in section 2.18 of the Land Use Bylaw.

Staff Comments:

The requested amendments have been made to draft bylaw 113 and 114 and the draft bylaws are attached for the LTCs review.

It is recommended that draft bylaw 113 and 114 be given 1st reading and that they go to the public hearing scheduled for August 6, 2014.

RECOMMENDATIONS:

1. 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 , 1st reading.
2. That the Saturna Local Trust Committee give draft bylaw 114 cited as Saturna Island Land Use Bylaw 78, 2002, Amendment No. 1, 2013, 1st reading.
3. That the Saturna Island Local Trust Committee instruct staff to schedule a public hearing for Proposed Bylaw 113 and 114 on August 6, 2014.

4. 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.

Prepared and Submitted by:

Gary Richardson

Gary Richardson, Island Planner

July 2, 2014

Date

Attachments:

- 1: Draft Bylaws 113 and 114
- 2: Project Charter
3. Islands Trust Policy Statement Directives Only Checklist

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 _____ day of _____, 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) 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 lot."
 - 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 lot.";
 - 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 lot.";
 - 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 lot.";
 - 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 lot 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 lot."; 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 lot."

SATURNA ISLAND 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.;
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:

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 secondary suite

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 _____ day of _____, 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



Project Charter

Project Name: Saturna Island Local Trust Committee – Secondary Suite Review

Creation Date: November 4, 2013

Last Updated: July 2, 2014

Version: 4

Purpose

The purpose of the project is to initiate a review of the suitability of secondary suites for properties on Saturna Island.

Background

This project was identified as a Work Program Priority by the LTC in September 2013. During the summer of 2013 the LTC conducted community consultation to identify priorities relating to accommodation and housing issues. Consultation took the form of an on-line and mailed survey, a community information meeting, and deliberations at several LTC meetings. A number of options were reviewed, and consideration of permitting secondary suites was identified as a priority project. Secondary suites are typically affordable, ground oriented and market based. Given the number of single family residences on Saturna Island, and its aging population, the ability to provide legalized secondary suites could assist the community in addressing its perceived housing diversity and affordability issues in appropriate locations. Prior to drafting a secondary suite bylaw, a number of issues need to be examined: community context, locations/zones where secondary suites might be permitted, and specific regulations for the secondary suites (definition of a secondary suite, maximum floor area, number of suites per lot/dwelling). Comments from stakeholders and the general public should be obtained so that the draft bylaw can accurately address the community's concerns. Once the issues have been addressed, amendments to the LUB will be required to permit secondary suites. An enabling statement in the OCP will also be required to permit secondary suites in specific designations.

Project Objectives

- To provide amendments to the LUB and OCP to permit secondary suites

Project Scope

In Scope	Out of Scope
▪ Review secondary suite policies, guidelines, conditions, practices and experiences from other LTCs and jurisdictions ▪ Communications on webpage and by information sheet ▪ Prepare draft bylaw to amend LUB ▪ Prepare draft policy amendment to OCP ▪ Community information meeting/ Public Hearing	▪ Unrelated OCP amendments ▪ Other LUB amendments ▪ Additional or extra-ordinary community consultation

Project Deliverables

- Options and recommendations on secondary suite options in the form of one or more staff reports
- Preliminary communications in the form of a fact sheet and on-going website postings
- A draft amending LUB bylaw and OCP bylaw
- Legislative process to amend LUB and OCP
- Implementation communications following adoption in the form of an fact sheet

Stakeholders

Stakeholder	Represented by	Interests, expectations, concerns
<i>All property/business owners and residents</i>	<i>Individuals, community groups, stratas and associations</i>	• To have the opportunity to provide comment on regulations.
<i>Neighbours</i>	<i>Individual residents and owners, neighbourhood associations</i>	• To have the opportunity to provide comment on regulations
<i>Community Water Systems</i>	<i>Operators (CRD and private)</i>	• To have potential impacts on water usage considered
<i>Other regulatory bodies</i>	<i>CRD building inspection, Saturna Island Fire Department, Islands Trust Bylaw enforcement, VIHA</i>	• To be consulted on potential impact of bylaw amendments on jurisdiction or responsibilities

First Nations: As with all LTC projects, First Nations with asserted aboriginal rights in the subject area will be contacted early to inform them of the project and ask them to identify any aboriginal rights that may be impacted by the proposed change.

Project Team Resources

Name	Role	Responsibility
<i>Saturna Island Local Trust Committee</i>	<i>Project Sponsor</i>	Provides support and direction through maintaining the project as a work program priority and giving direction and approvals as needed
<i>Robert Kojima Regional Planning Manager</i>	<i>Project Champion</i>	Provides adequate project resources; gives staff support, direction and oversight; and ensures project aligns with overall goals, objectives and timelines
<i>Gary Richardson, Island Planner</i>	<i>Project Manager</i>	Day-to-day management of the project, and undertake or direct all project work
<i>Kim Farris Planner 1</i>	<i>Planner</i>	Project support – research, report writing, and bylaw drafting
<i>Barb Dashwood</i>	<i>GIS/Mapping Support</i>	Provides mapping as required
<i>Lori Foster/Sharon Lloyd-deRosario</i>	<i>Admin support</i>	Provides general administrative support, including advertising, booking meetings, preparing notices, preparing agendas, updating website, distributing bylaw referrals, assembling public hearing materials, reviewing meeting notes, consolidating bylaws, etc.

Project Budget

Item	Details	Fiscal Yr 2013/14	Fiscal Yr 2014/15
Communications	Fact sheet printing/distribution	\$200	\$200
Meetings	One community information meeting and advertising	\$800	
Public Hearing	Combined CIM/Public hearing (may be combined with other concurrent project hearings)		\$1300
Contingency	(may be used for additional hours for 0.6 FTE Planner 1)	\$1000	
Totals		\$2000	\$1500

Project Timeline

Deliverable / Milestone	Target Completion Date
Staff report, with draft guidelines, options and recommendations, and draft project charter / LTC endorsement of charter, direction to prepare draft amending bylaws	November 14, 2013
Consultation with stakeholder groups for initial comments	December 2013/January 2014
Staff report with draft bylaws, fact sheet / LTC direction to refer bylaws and schedule community information meeting	February 2014
Community information meeting	April 2014
Staff report summarizing community, agency, APC and FN responses, and providing options for amending draft bylaws, / LTC direction to make any revisions to bylaws, option to consider First Reading	June 2014
LTC consideration of First Reading of amendment bylaws	July 2014
Public hearing, further readings of bylaws, referral to EC and Minister	August 2014
EC and Ministerial approval	September 2014
Final adoption	October 2014

Endorsements

	Name	Endorsement Date
Project Sponsor	Saturna Island Local Trust Committee	November 14, 2013
Project Champion	Robert Kojima	November 15, 2013
Project Manager	Gary Richardson	November 15, 2013



Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw and File No: BL 113, SA-OCP-02-2013

Bylaw and File No: BL 114, SA-LUB-01-2013

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECK LIST

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

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

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

Part III Policies for Ecosystem Preservation and Protection

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

PART IV: Policies for the Stewardship of Resources

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

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

	4.6	Soils and Other Resources
n/a	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: Policies for Sustainable Communities

CONSISTENT	NO.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
n/a	5.1 3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
n/a	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
✓	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
✓	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
n/a	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	Transportation and Utilities
n/a	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
n/a	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
n/a	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
n/a	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
n/a	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.

CONSISTENT	NO.	DIRECTIVE POLICY
	5.5	Recreation
n/a	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
n/a	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
n/a	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
n/a	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
n/a	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
n/a	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
n/a	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
✓	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
✓	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

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



Memorandum

Date: July 3, 2014 File Number: SA-STVR Review

To: Saturna Island Local Trust Committee
For the July 10, 2014 LTC Meeting

From: Gary Richardson, Island Planner

CC: Robert Kojima, Regional Planning Manager

Re: Islands Trust Policy Statement Checklist

This memo will provide information on the attached Island Trust Policy Statement (ITPS) directives checklist.

Islands Trust Policy Statement:

The policy statement checklist used for the Executive Committee bylaw submission report is attached to this report for the LTC to review. Staff have completed the checklist and consider that proposed bylaw is either in compliance with or not applicable to the policies found in the checklist.

Executive Committee policy requests that Local Trust Committees review the Policy Statement Checklist and confirm by resolution that the LTC considers the bylaw(s) not to be contrary to or at variance with the the checklist. It is preferable that the LTC review and endorse the checklist prior to the holding of a public hearing.

Recommendation:

1. 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.

Attachments: ITPS Checklist



Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw and File No: OCP Bylaw No. 115

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECK LIST

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

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

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

Part III Policies for Ecosystem Preservation and Protection

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

PART IV: Policies for the Stewardship of Resources

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

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

	4.6	Soils and Other Resources
n/a	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: Policies for Sustainable Communities

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

CONSISTENT	NO.	DIRECTIVE POLICY
	5.5	Recreation
n/a	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
n/a	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
n/a	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
n/a	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
n/a	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
n/a	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
n/a	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
✓	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
✓	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

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



Top Priorities

Saturna Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Community Amenity Density Reserve Review	Prepare staff report and draft bylaw regarding amendments to the CADR. 1st reading of Draft Bylaw 112 to be considered at July 10 LTC Mtg.	Sep-26-2013	Gary Richardson	Oct-10-2014	On Going
2	Short Term Vacation Rental Review	Prepare staff report and draft bylaw containing recommended amendments to the TUP guidelines regarding STVRs. Public Hearing Scheduled for Aug 6, 2014	Sep-26-2013	Gary Richardson	Oct-10-2014	On Going
3	Secondary Suite Review	Prepare staff report and draft bylaws regarding recommended amendments to allow for secondary suites. 1st reading of Draft Bylaws 113 and 114 to be considered at July 10 LTC Mtg.	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

Agricultural Land Reserve

File Number	Applicant Name	Date Received	Purpose
SA-ALR-2013.2	Nickolas Deanovic	Nov-12-2013	116 NARVAEZ BAY RD Create a new 5 acre lot with a remainder 10.2 acre lot.

Planner: Kim Farris

Planning Status

Status Date: May-28-2014

File sent to ALC for consideration

Status Date: Mar-25-2014

drafting supplement staff report for April agenda

Status Date: Jan-28-2014

staff report prepared and placed on Feb agenda

File Number	Applicant Name	Date Received	Purpose
SA-ALR-2014.1	Allen and Gayle Sewell	Apr-29-2014	101 CHURCH BAY RD To exclude 2.2 ha, or such lesser area acceptable to the ALC.

Planner: Kerry Thompson

Planning Status

Status Date: Jun-20-2014

File forwarded to ALC

Status Date: Jun-18-2014

resolved to forward to ALC at jun 5 meeting; to be sent by jun 23

Status Date: May-27-2014

added to agenda for jun 5 meeting

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.

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