

Saturna Island Local Trust Committee

Regular Meeting Agenda

Date: November 14, 2013
Time: 12:30 pm
Location: Saturna Island Community Hall
 105 East Point Road
 Saturna Island, BC
 V0N 2Y0

Pages

1. **Call to Order** 12:30 PM - 12:45 PM
2. **Approval of Agenda**
 - 2.1 **Additions/Deletions**
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 Meeting Minutes of September 26, 2013 (attached)** 4 - 11

For Information
 - 5.2 **Public Hearing Records and Community Information Meeting Notes**

none
 - 5.3 **Section 26 Resolutions-without-meeting**
 - 5.3.1 **RWM Report dated November 2013 (attached)** 12 - 12
 - 5.4 **Advisory Planning Commission Minutes**

none
6. **Business Arising from the Minutes**

6.1	Follow-up Action Report	
6.1.1	FUAL Report dated November 2013 (attached)	13 - 13
7.	Delegations	
	none	
8.	Correspondence	
	none	
 BREAK	
9.	Applications, Permits, Bylaws and Referrals	2:00 PM - 3:00 PM
9.1	2013 - 10 04 Islands Trust Council Referral of Strategic Plan to LTC (attached)	14 - 30
9.2	SA-DP-2013.1 (Angermyer/Schachte) - Staff Report & Draft Permit (attached)	31 - 41
9.3	SA-SUB-2010.1 (Angermyer/Schachte) - Memo re: 10% Frontage Request (attached)	42 - 44
9.4	SA-SUB-2012.2 (Money Family Projects) Memo re: 10% Frontage Request (attached)	45 - 48
9.5	SA-ALR-2013.1 (Money Family Projects) - Staff Report (attached)	49 - 54
10.	Local Trust Committee Projects	
10.1	Community Amenity Density Review - Staff Report (attached)	55 - 67
10.2	Short Term Vacation Rental Review - Staff Report (attached)	68 - 79
10.3	Secondary Suites Review - Staff Report (attached)	80 - 90
11.	Reports	3:00 PM - 4:00 PM
11.1	Work Program Reports	
11.1.1	Work Program Report dated November 2013 (attached)	91 - 92
	For Information	
11.2	Applications Report	
11.2.1	Application Report dated November 2013 (attached)	93 - 95
	For Information	
11.3	Expense/Budget Reports	
11.3.1	Trustee and Local Expenses dated October	96 - 96

2013 (attached)

For Information

11.4 Bylaw Enforcement

none

11.5 Policies and Standing Resolutions Report (attached)

97 - 98

For Information

11.6 Saturna Island LTC Web Page

Saturna Island Local Trust Committee Home 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

Saturna Island Local Trust Committee will be meeting next in 2014, date TBA.

12.2 Saturna Island Local Trust Committee Proposed 2014 Annual LTC Meeting Schedule (attached)

99 - 100

13. Town Hall Meeting

14. Adjournment

4:00 PM - 4:00 PM

ADOPTED

**MINUTES OF THE SATURNA ISLAND
LOCAL TRUST COMMITTEE BUSINESS MEETING
HELD ON THURSDAY, SEPT 26, 2013, AT 12:30 P.M.
AT THE SATURNA RECREATION AND CULTURAL CENTRE
104 HARRIS ROAD, SATURNA ISLAND, B.C.**

PRESENT:	Ken Hancock	Chair
	Paul Brent	Local Trustee
	Pam Janszen	Local Trustee
	Gary Richardson	Island Planner
	Beverley Neff	Minute Taker

There were nine (9) members of the public in attendance when the meeting began.

1. CALL TO ORDER

The meeting was called to order at 12:35 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

Planner Richardson reported that there were two late documents for agenda item 9.1: the Staff Report on SA-DVP-2012.1 and a letter from adjoining property owner, Ron Hall.

The agenda and addendum were approved by general consent.

2.1 Questions from Public on Agenda Items

It was mentioned that the date of the Advisory Planning Commission meeting minutes under 5.4.1 needed to be changed to July 15, 2013.

3. COMMUNITY INFORMATION MEETING

None

4. PUBLIC HEARING

None

5. PREVIOUS MEETINGS

5.1 Local Trust Committee Minutes

5.1.1 Adopted Minutes of June 6, 2013 Local Trust Committee Business Meeting

For information only

5.2 Public Hearing Records and Community Information Meeting Notes

None

5.3 Section 26 Resolutions-without-meeting

For information only.

5.4 Advisory Planning Commission Minutes

5.4.1 Saturna Island Advisory Planning Commission Meeting Draft Minutes of July 15, 2013

For information only

6. BUSINESS ARISING FROM THE MINUTES

6.1 Follow-up Action Report

Planner Richardson reported that all items were completed.

7. DELEGATIONS

None

8. CORRESPONDENCE

None

9. APPLICATIONS, PERMITS, BYLAWS AND REFERRALS

9.1. SA-DVP-2013.1 (Angermeyer/Schachte)

Planner Richardson explained that a subdivision application has been in process for some time and three different variances were needed if it were to proceed. He had received one set of comments in support

Resolution SA-LTC-35-2013

It was Moved and Seconded that the Saturna Island Local Trust Committee approve Development Variance Permit SA-DVP-2013.1 (Angermyer/Schachte).

CARRIED

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Work Program Priorities

Planner Richardson apologized that the minutes from the August 17, 2013 Community Information Meeting (CIM) and the comments from the Priorities Survey were not included in the agenda package.

Planner Richardson reported that they had received 107 survey responses and there was also a good turnout at the CIM. He gave an overview of the survey results and explained his recommendations.

Resolution SA-LTC-36-2013

It was Moved and Seconded that the Saturna Island Local Trust Committee Work Program be amended to place the Community Amenity Density Reserve review and amendment as the number one work program priority.

CARRIED

Resolution SA-LTC-37-2013

It was Moved and Seconded that the Saturna Local Trust Committee direct staff to prepare a staff report and some suggested wording regarding amending the Community Amenity Density Reserve and density provisions in the OCP to allow for a 10 to 20 lot/residence increase in the overall density on the island, for the purpose of holding the additional density in the Community Amenity Density Reserve.

CARRIED

It was clarified that the Official Community Plan (OCP) needs to be changed if this happens and the process includes a Public Hearing.

A discussion including the public followed which included, among others, the following points:

- That the applicant has to suggest a possible amenity, and then there is a Public Hearing and community response to the suggestion.
- There are advantages to the community defining in advance what would be considered suitable amenities.

- In the absence of an application it is difficult to define amenities, as they are specific to the situation.
- The planner will suggest some other acceptable amenities to add to those already in the OCP.

The public was invited to comment on the recommendations for Short Term Vacation Rentals (STVRs). The following issues were raised, among others:

- Is there really a shortage, some are empty a lot of the time.
- Some events like weddings and workshops require more accommodation than the island can provide.
- Billeting could fill the gap.
- The OCP allows STVRs now; it is the fee and process that stops the use of Temporary Use Permits to try out new ones.
- We need a clear position on STVRs.

Resolution SA-LTC-38-2013

It was Moved and Seconded that the Saturna Local Trust Committee direct staff to amend the Work Program to place STVR Review as the number two work program priority.

CARRIED

Resolution SA-LTC-39-2013

It was Moved and Seconded that the Saturna Local Trust Committee direct staff to prepare a staff report and draft wording regarding Short Term Vacation Rental guidelines for the Temporary Use Permit section of the Official Community Plan.

CARRIED

Resolution SA-LTC-40-2013

It was Moved and Seconded that the Saturna Local Trust Committee direct staff to comment on the option of reducing the fee for the processing and issuing of Temporary Use Permits and the possibility of reducing advertising costs.

CARRIED

Note - Chair Hancock called a break for the Community Stewardship Awards at 1:30 p.m.

Note - The meeting was called back to order at 2:00 p.m.

The meeting continued under item 10.1

Resolution SA-LTC-41-2013

It was Moved and Seconded that the Saturna Local Trust Committee direct staff to include an enabling policy for campgrounds along with the proposed Official Community Plan amendments.

CARRIED

Resolution SA-LTC-42-2013

It was Moved and Seconded that the Saturna Local Trust Committee direct staff to place the Review of Bed and Breakfast Policy and Regulation on the project list.

CARRIED

Resolution SA-LTC-43-2013

It was Moved and Seconded that the Saturna Local Trust Committee direct staff to contact the Saturna Island Tourism Association and inform them of the Bed and Breakfast regulations currently in place.

CARRIED

Resolution SA-LTC-44-2013

It was Moved and Seconded that the Saturna Local Trust Committee direct staff to amend the Work Program to place Secondary Suite Review as the number three work program priority.

CARRIED

Resolution SA-LTC-45-2013

It was Moved and Seconded that the Saturna Local Trust Committee direct staff to prepare a report regarding secondary suites.

CARRIED

Resolution SA-LTC-46-2013

It was Moved and Seconded that the Saturna Local Trust Committee direct staff to place Review of Affordable and Special Needs Housing on the project list.

CARRIED

Resolution SA-LTC-47-2013

It was Moved and Seconded that the Saturna Local Trust Committee direct staff to move the review of the Land Use Bylaw to the project list.

CARRIED

11. REPORTS

11.1 Work Program Reports

The Work Program will be brought up to date with the preceding resolutions.

11.2 Applications Report

Angermeyer Development Permit SA-DP-2013.1 will be on the November 14, 2013 agenda.

11.3 Expense/Budget Reports

11.3.1 Trustee and Local Expenses

Presented for information.

11.3.2 Budget Requests

Resolution SA-LTC-48-2013

It was Moved and Seconded that the Saturna Local Trust Committee approve and forward the draft 2014-15 Local Trust Committee Project Budget submission to the Financial Planning Committee as presented.

CARRIED

It was decided to schedule at least one additional meeting in 2014.

11.4 Bylaw Enforcement

11.4.1 LTC Pilot Project – Memo Proactively Enforcing Illegal Structures on the Foreshore

Trustee Janszen explained that Trust Council decided that education, not enforcement, was the way to go.

11.5 Policies and Standing Resolutions Report

Presented for information.

11.6 Saturna Island LTC Web Page

Staff was directed to update the webpage by:

- adding the updated Work Program top priorities and projects list to the News section
- adding variance permit SA-DVP-2013.1 (Angermeyer/Schachte) under Applications
- adding a link to the Green Shores information

11.7 Chair's Report

Chair Hancock spent the last week at the Union of British Columbia Municipalities (UBCM) meetings. He reported that the Islands Trust gave a workshop on derelict vessels; there was no follow-up from last year's request to the federal government to do something about derelict vessels. A motion asking that they take the issue more seriously and consider implementing Washington State regulations and staffing was unanimously approved by UBCM. A Howe Sound Management Plan motion was approved as well. He found it inspiring to hear a talk by Stephen Lewis and spend an afternoon at the Truth and Reconciliation Commission. The Islands Trust supported a motion to that the provincial government establish a fund to help stabilize property taxes.

11.8 Trustee Reports

Trustee Brent spoke of being on Lasqueti Island for Trust Council. He was pleased they turned down a fee increase and said it was good to be there.

Trustee Janszen described the visit to Lasqueti Island, saying there was no ferry and no hydro, but a lot of creativity in dealing with issues. Their school costs \$60,000 a year to heat and light, so they have a project to switch it all to solar power. She was also impressed with their combination health unit and seniors' housing project called Last Resort. The next Trust Council is on December 3, 4, and 5 in Victoria.

12. OTHER BUSINESS

12.1. Next Business Meeting

The next meeting of the Saturna Island Local Trust Committee will be held at 12:30 pm, on November 14, 2013, at the Saturna Island Community Hall.

13. TOWN HALL MEETING

Chair Hancock opened the Town Hall meeting for comments and questions.

John Hutchinson suggested having a CIM to deal with priorities established today before the next regular meeting to give more information to the community and more feedback to LTC.

Charles Reif commented that secondary suites, self-contained living, might be used for affordable housing or STVRs and so may work against affordable housing.

Beverly Vreeswyk was concerned that those who need affordable housing might be forced to move out for STVRs.

Janet Land said there was a difference between people who live here having secondary suites and those who live away. Important for LTC to look at what their mandate is: to preserve and protect this local community. She remarked that the LTC does not have a mandate to encourage building and increase the island population.

Louise Peramaki wanted clarification of what 10-20 residences/lots meant. Did it mean a total of 40? And did the Trustees have a broad view of where the density would be allowed?

John Money remarked that site coverage and setbacks would determine how much density could be on a property.

14. ADJOURNMENT

Resolution SA-LTC-49-2013

It was Moved and Seconded that the meeting be adjourned at 3:23 p.m.

CARRIED

RECORDER

CHAIR



Islands Trust

Print Date: Nov-06-2013

RWM From: September 26, 2013 To: November 06, 2013

Saturna Island

Resolution #	Action	Resolution Description	Resolution Date
2013-08	In Favour	THAT Saturna Island Local Trust Committee Meeting Minutes of September 26, 2013, be Adopted	Nov 06, 2013
2013-07	In Favour	THAT Saturna Island Local Trust Committee Special Meeting minutes of August 17, 2013, be Adopted and; THAT Saturna Island Local Trust Committee Community Information Meeting notes of the August 17, 2013, be Received.	Oct 09, 2013



Islands Trust

Print Date: Nov-06-2013

Follow Up Action Report w/ Target Date

Saturna Island Sep-26-2013

No.	Activity	Responsibility	Target Date	Status
1	That the CIM minutes of August 17 be considered by RWM and posted on the Saturna webpage.	Lori Foster Sharon Lloyd-deRosario		Done
2	SA-DVP-2013.1 (Angermeyer/Schachte) issued as drafted.	Sharon Lloyd-deRosario		Done
3	<p>Saturna Work Program to be amended by:</p> <p>1) replacing the existing number 1 priority with: CADR review and amendment</p> <p>2) moving the existing number 2 priority to the project list and replacing it with:</p> <p>STVR review</p> <p>3) review of campground policy on project list (review enabling policy).</p> <p>4) review of B and B policy on project list. (advise tourism association of existing regs)</p> <p>5) existing number 3 priority to be removed and replaced with secondary suite review.</p>	Gary Richardson		Done
4	The recommendation contained in the 2014 - 2015 budget report dated august 16 be approved as presented.	Robert Kojima Gary Richardson		Done
5	That staff be requested to schedule one additional LTC meeting for 2014.	Lori Foster		Done



BRIEFING

To: Local Trust Committees
From: Linda Adams
 Chief Administrative Officer

For the Meeting of: (LTC meetings in Oct. and Nov.)

Date prepared: October 3, 2013

File No.: Strategic Plan

SUBJECT: ISLANDS TRUST COUNCIL STRATEGIC PLAN – LTC INPUT

DESCRIPTION OF ISSUE:

Local Trust Committee input to Islands Trust Council Strategic Plan

BACKGROUND:

At its meeting in September 2013, the Islands Trust Council endorsed the Objectives, Strategies, Activities and Phases (columns 1-3) illustrated in the August 27, 2013 version of its Strategic Plan for 2011-2014 (Attachment 1).

Trust Council also requested Council Committees, Local Trust Committees and the Trust Fund Board to provide recommendations to the Financial Planning Committee and the Executive Committee in November, regarding:

- a. Their projected ability to complete Strategic Plan items on target
- b. Identification of any Strategic Plan items they recommend for amendment, removal or delay
- c. Identification of any items that should be added to the Strategic Plan
- d. Recommendations regarding any new resources that should be included in the annual budget in order to complete Strategic Plan items on target

Trust Council has requested the Financial Planning Committee to use the August 27, 2013 version of the Strategic Plan for the purposes of budget development, after considering recommendations of other Council committees, local trust committees and the Trust Fund Board. It has also requested the Executive Committee to make recommendations in December 2013 regarding amendments to the Strategic Plan for 2011-2014.

The August 27, 2013 version of Trust Council's Strategic Plan is being circulated to Council Committees, local trust committees and the Trust Fund Board as requested.

The Financial Planning Committee will meet on October 30 and November 13 to discuss a first draft of the 2014/2014 annual budget for Trust Council's review in December 2013. Following public consultation in February 2014, Trust Council would then adopt a budget in March 2014 and amend its Strategic Plan, as necessary, in response to the budget it has adopted.

ATTACHMENT(S):

- Attachment 1 - Islands Trust Council Strategic Plan – August 27, 2013
- The Request for Decision material considered by Trust Council's in September 2013 is available in Trust Council's September 2013 Agenda Package (see Item 3.4) at:
<http://www.islandstrust.bc.ca/uploads/meetings/2013/9/93/package/Sept%202013%20Trust%20Council%20Decision%20and%20Information%20Items%20Agenda%20Package.pdf>

AVAILABLE OPTIONS:

Each local trust committee may wish to provide advice to the Financial Planning Committee and the Executive Committee in regards to any items on the Strategic Plan that relate to its operations, specifically:

- a. The local trust committee's projected ability to complete Strategic Plan items on target
- b. Identification of any Strategic Plan items that a local trust committee recommends for amendment, removal or delay
- c. Identification of any items that a local trust committee indicates should be added to the Strategic Plan
- d. Recommendations regarding any new resources that a local trust committee indicates should be included in the annual budget in order to complete Strategic Plan items on target

FOLLOW-UP:

LTCs to consider providing advice to the Executive Committee and the Financial Planning Committee, by resolution, as indicated.

While early advice regarding Strategic Plan items that relate to LTC work would be most helpful, LTCs could also undertake further review and provide input after the December 2013 meeting of Trust Council.

Prepared By: Linda Adams, Chief Administrative Officer

Reviewed By/Date: David Marlor, Director – Local Planning
Services – October 4, 2013

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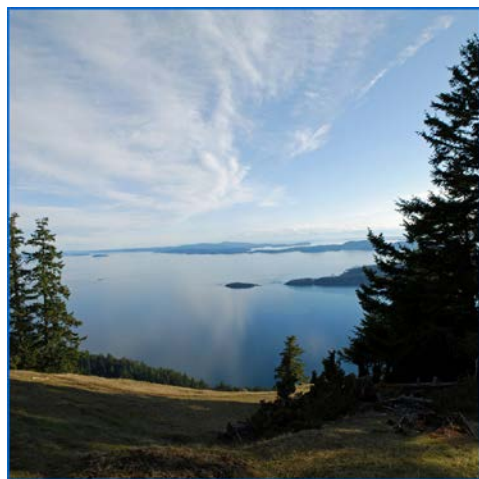
Islands Trust

Preserving Island
communities, culture
and environment

Our Provincial Mandate

"to preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia"

– Islands Trust Act



Islands Trust Council — Strategic Plan 2011-2014

Adopted September 12, 2012 – updated to September 12, 2013

The Trust Area

The Trust Area covers the islands and waters between the British Columbia mainland and southern Vancouver Island, including Howe Sound and as far north as Comox. This is a unique and special place composed of 13 major islands and more than 450 smaller islands covering approximately 5200 square kilometres.

The beauty, tranquility, and sometimes fragile natural environment of the islands in the Strait of Georgia and Howe Sound, characterized by an exceptional variety of species, have given the area national recognition.

The islands support strong communities characterized by a mix of lifestyles, livelihoods and individuals. Island residents bring unique skills, viewpoints and sense of place together to sustain a tradition of community involvement.

Our Council

The Islands Trust Council has a unique mandate from the province to preserve and protect the amenities and environment of the Islands Trust Area, for the benefit of residents and all British Columbians. It meets quarterly to make decisions about the Islands Trust's overall policy, advocacy positions, staff resources and budget. Trust Council is made up of the 26 locally-elected trustees who also sit on 12 local trust committees and one island municipality. There they have responsibilities for land use planning and regulatory decisions that are separate from their role at the Islands Trust Council. The current Council was elected for a 3-year term during BC Local General Elections in November 2011. Trustee terms will end in November 2014.

A Strategic Plan for the 2011-2014 term

The Islands Trust Policy Statement is partially implemented through Council's strategic plan. By identifying goals and developing a plan to achieve them, Council focuses finite resources and measures progress. After extensive review and public input, Trust Council has confirmed the following focus areas for its 2011-2014 term:

Goal A - Ecosystem Preservation and Protection

The Islands Trust will work to protect the natural environment of islands by:

- Encouraging and enabling islanders in voluntary stewardship actions that protect special areas, including the shoreline
- Working to protect fish habitat under BC's Riparian Areas Regulation
- Protecting special ecosystems, managing shoreline areas and reducing greenhouse gas emissions when land use decisions are made
- Advocating for new approaches to oil spill preparedness, derelict vessels, industrial developments, aquaculture, marine sewage and national marine conservation

Goal B – Stewardship of Island Resources

The Islands Trust will focus on good management of island water resources by:

- Encouraging voluntary stewardship, advocating for legislative reform and exploring creative solutions for watershed management
- Using land use planning tools and decisions to protect the quality and quantity of water resources

Goal C – Sustain Island Character and Healthy Communities

The Islands Trust will work to enhance the economic sustainability and security of island communities by:

- Creating linkages between islanders and regional districts to share effective economic development models
- Continuing to advocate for sustainable, affordable and appropriate ferry services
- Using land use planning tools and decisions to positively affect housing affordability, food security and farmland protection

Goal D – In Cooperation with Others

The Islands Trust will work with others by:

- Strengthening relations with the many First Nations who have interests in island land use decisions
- Continually working to improve our organizational effectiveness

Shaded text=activities primarily achieved in prior fiscal years or proposed for future fiscal years and subject to future budget decisions;
Italics=changes since last Trust Council meeting

NOTE: Status column has now been colour coded to provide a quick visual indicator, as follows:

	Not due to start or awaiting actions of others
	Completed
	In Progress – On Target
	Partially In Progress – Partially On Target (i.e. on target, by one or few LTCs)
	In progress - Behind Target (e.g. not funded, delayed by other priorities, etc.)
	Not started – Behind target

Policy Statement Goal A: Ecosystem Preservation and Protection...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS **
1 PROTECT the natural environment of islands	1.1 Encourage voluntary stewardship of natural environment	<u>FY 2011/12- 2014/15</u> 1.1.1 Promote community participation in conservation through information sharing and education about private land stewardship options	TFB	Subject to funding in annual budgets or grant funding	By whether the Islands Trust Fund is actively promoting its conservation programs at community events, in publications and online	Ongoing
		<u>FY 2012/13 – 2013/14</u> 1.1.2 Share information about best practices for covenants and NAPTEP with all planning staff	TFB	Funded by base budget	By whether planners have been provided with covenant education opportunities and whether information is available through the Islands Trust Fund website	Website information complete ITF presentation to LPS not started
		<u>FY 2012/13 – 2014/15</u> 1.1.3 Improve and update mapping of natural and modified environments, including terrestrial ecosystem mapping, protected area networks, nearshore mapping and areas under sustainable forestry or sustainable agricultural use.	TFB	Funded by program budget in 2013/14 \$22K for eelgrass mapping; \$10K for forage fish mapping Further work subject to 2014/15 budget \$22K for eelgrass mapping; 10K for forage fish mapping	By whether maps of natural and modified environments are available to LTC's and BIM, RDs, local conservancies and other partners	Draft Protected Area Network mapping available; eelgrass mapping completed for Gambier, Thetis, Thetis associated islands (except Valdes) Lasqueti, North Pender, South Pender and Mayne and forage fish habitat mapping completed for North and South Pender; additional eelgrass mapping in progress
		<u>FY 2013/14</u> 1.1.4 Research and develop a pilot landowner contact program in collaboration with a local conservancy	TFB	Subject to external funding	By whether a landowner contact pilot program is implemented	Planning in progress

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ++
		<u>FY 2011/12 - 2014/15</u> 1.1.5 Support island-based land trusts with partnerships, funding and capacity building opportunities	TFB		Funded by base budget and donations	By whether the Opportunity Fund grows by at least 10% per year and by the amount of grants issued	Recent grants awarded to Pender Island Conservancy (\$5,000) and Salt Spring Island Conservancy (\$5,000)
		<u>FY 2013/14</u> 1.1.6 Council workshop regarding invasive species	TFB		Funded by base budget	By whether a Trust Council workshop has been held	Scheduled for Dec/13 Trust Council meeting
		<u>FY 2013/14 – 2014/15</u> 1.1.7 Share information with the public about managing invasive species	TFB		Subject to funding in 2014/15 program budget	By whether information has been shared with the public	In progress. Invasive species control information shared through ITF website and e-newsletter
	1.2 Expand Natural Areas Protection Tax Exemption Program (NAPTEP) program to entire Islands Trust Area	<u>FY 2012/13</u> 1.2.1 Present NAPTEP program to BIM Council for consideration	TFB	BIM***	Funded by base budget	By whether or not BIM has considered participating in the NAPTEP program	Complete. BIM declined for current term
		<u>FY 2013/14</u> 1.2.2 Seek support from Metro Vancouver RD for NAPTEP.	TFB		Funded by base budget	By whether support from Metro Vancouver RD (MVRD) has been sought	Complete
		<u>FY 2013/14 - 2014/15</u> 1.2.3 Launch NAPTEP on the islands in MVRDRD (subject to BIM and MVRD approval)	TFB		Funded by base budget	By whether NAPTEP has been launched on the islands within the MVRD	Complete. Program launched on Gambier LTC islands. BIM declined for current term.
	1.3 Protect fish habitat by implementing Riparian Areas Regulation	<u>PHASE 1 – Identify watersheds</u> <u>FY 2014/15</u> 1.3.1 Identify RAR watersheds on Gambier and Lasqueti	LTCs**		Subject to budget	By whether all RAR watersheds on Gambier and Lasqueti have been identified	Not due Not started
		<u>PHASE 2 – Improve mapping</u> <u>FY 2012/13</u> 1.3.2 Improve mapping of some riparian areas on SSI	LTCs**		Funded by 2012/13 program budget	By whether new mapping of priority riparian areas is complete	Complete
		<u>FY 2013/14</u> 1.3.3 Improve mapping of additional riparian areas on Denman, Hornby and Salt Spring islands	LTCs**		Funded in 2013/14 program budget \$71,000 RAR budget \$30,000 Sci/Tech budget	By whether new mapping of riparian areas is complete	Project planning underway
		<u>FY 2014/15</u> 1.3.4 Improve mapping of additional riparian areas on Gambier, Lasqueti and Salt Spring islands	LTCs**		Subject to budget	By whether new mapping of riparian areas is complete	Not due Not started
		<u>PHASE 3 – Adopt bylaws</u> <u>FY 2012/13 - 2013/14</u> 1.3.5 Adopt new bylaws to implement RAR on selected	LTCs**		Funded by 2013/14 program budget	By whether Gabriola, Mayne and Saturna are RAR compliant through bylaw development	Saturna complete Gabriola, Mayne & Thetis in progress

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS **
		islands (Gabriola, Mayne, Saturna, Thetis)					
		<u>FY 2014/15</u> 1.3.6 Adopt new bylaws to implement RAR on all islands where still required (Ballenas/Winchelsea, Denman, Hornby, and one Salt Spring watershed)	LTCs**		Subject to budget	By whether Ballenas/Winchelsea, Denman, Hornby and one Salt Spring watershed are compliant with RAR through bylaw development	Not due Not started
		<u>FY 2015/16 - ?</u> 1.3.7 Adopt new bylaws to implement RAR on all Lasqueti, Gambier and remainder of Salt Spring)	LTCs**		Subject to budget	By whether all Gambier, Lasqueti and Salt Spring watersheds are compliant with RAR through bylaw development	Not due Not started
	1.4 Establish reliable, adequate and sustainable funding for the Islands Trust Fund	<u>FY 2012/13 – 2013/14</u> 1.4.1 Seek legislative change regarding TFB corporate structure and name	EC	TFB	Funded by base budget	By whether legislative change has been requested	Chair correspondence sent Nov/12. Initial response received Feb/13
		<u>FY 2011/12 – 2014/15</u> 1.4.2 Engage in outreach to expand donor base, develop legacy giving program and secure acquisition funds	TFB*		Partially funded through 2012/13 program budget	By whether the TFB has implemented outreach regarding funding needs and legacy gifts	Information package prepared re Planned Giving
		<u>FY 2014/15</u> 1.4.3 Develop and implement strategy re changes to corporate structure and name	TFB		Subject to 2014/15 program budget	By whether TFB corporate status and name change has been implemented	Not started. Not due unless province makes legislative changes
		<u>FY 2015/16</u> 1.4.4 Review and launch long-term funding strategy	TFB		Subject to 2015/16 program budget	By whether the long-term funding strategy has been reviewed and launched	Not started. Not due unless province makes legislative changes
	1.5 Establish core conservation areas to protect biodiversity priorities	<u>FY 2011/12- 2012/13</u> 1.5.1 Map and prioritize high biodiversity areas and develop a strategy for protection	TFB		Funded by base budget	By whether the TFB has a prioritized high biodiversity areas, and developed a strategy including a funding needs assessment)	Mapping of high priority areas underway
		<u>FY 2011/12 – 2014/15</u> 1.5.2 Protect land with high biodiversity, through acquisition, donation, or conservation covenant	TFB*		Partial funding through base budget; acquisitions funded by donations and external grants	By whether the TFB has protected at least 500 hectares of high biodiversity land in the timeframe of the Regional Conservation Plan 2011-2015	144 hectares protected since 2011
	1.6 Use land use planning tools and decisions to increase protection of special areas	<u>FY 2013/14</u> 1.6.1 Explore model land use planning tools that protect species and ecosystems at risk	LPC		Funded by base budget	By whether a staff report on model land use planning tools has been completed	Not started. Pending provincial working group recommendations. Staff participating on prov. working group.

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ++
		1.6.2 Trustee workshop about protection of special areas	TFB	Funded by base budget	By whether a trustee workshop has been held	Complete
		<u>FY 2011/12 – 2014/15</u> 1.6.3 Develop policy, OCP and LUB amendments that include protective measures for biodiversity	LTCs**/BIM***	Funded in 2013/14 program budgets	By whether OCPs and LUBs have been amended to address improved protection of biodiversity	Some reviews underway (details to be confirmed)
	1.7 Reduce greenhouse gas emissions	<u>FY 2012/13 – 2013/14</u> 1.7.1 Include GHG emission reduction targets, policies and actions in all OCPs, as required by LGA	LTCs	Funded by program budget	By whether all OCPs comply with LGA re GHG emissions	18 of 19 comply. Outstanding OCP (Piers Island) on work program for 2013, but work not started
		<u>FY 2012/13 - 2014/15</u> 1.7.2 Use new planning tools (Bill 27) to reduce greenhouse gas emissions to implement OCP policies LTCs adopted last term (e.g. as illustrated in Council toolkit Reducing Greenhouse Gases in the Islands Trust Area)	LTCs**/BIM***	Funded in 2013/14 annual budget	By whether LTCs/BIM have used new planning tools to foster reduced GHG emissions from development	Gabriola working on regulations to implement OCP policies
		<u>FY 2012/13 – 2013/14</u> 1.7.3 Develop policy regarding carbon-neutral operations and purchase of carbon credits to balance GHG emissions that cannot be eliminated	FPC	Funded by base budget	By whether Trust Council has adopted a policy	Complete
2. PROTECT coastal and marine ecosystems	2.1 Encourage understanding of shoreline processes and voluntary stewardship of coastal and marine ecosystems	<u>FY 2012/13</u> 2.1.1 Develop integrated shoreline and watershed protection mapping for major islands	LPC	Funded by external grants	By whether integrated shoreline and watershed protection mapping has been developed for major islands	Complete
		<u>FY 2013/14</u> 2.1.2 Identify and post updated website links regarding existing shoreline stewardship information	TAS	Funded by base budget	By whether website links have been updated	Complete
		<u>FY 2014/15</u> 2.1.3. Pilot a Green Shores for Homes credit rating incentive system in one LTA	LTCs**	Subject to successful grant application	By whether an LTC has piloted a Green Shores for Homes credit rating incentive system	Not started. Funding not recommended by LPC. Dependent upon grant application. LPC to reconsider in Nov/13
	2.2 Use land use planning tools and decisions to improve protection of coastal areas	<u>FY 2013/14 – 2014/15</u> 2.2.1 Adopt regulatory bylaws with respect to integrated shoreline and watershed protection mapping	LTCs**	Subject to funding in future program budgets	By whether LTCs have adopted regulatory bylaws	Reviewed by Thetis LTC. Educational program being considered/developed by N Pender, S Pender, Thetis

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?			IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ++
	2.3 Participate in planning for National Marine Conservation Area Reserve	2.2.2 Develop mechanisms for proactive bylaw enforcement of illegal structures on the foreshore	LPC/LTCs**			Funded in 2013/14 program budget (\$2000)	By whether mechanisms have been developed	LPC recommends educational approach, not proactive enforcement
		FY 2011/12 – 2014/15 2.3.1 Advocate for implementation of the NMCA reserve	EC			Funded by base budget	By whether the EC has continued to actively advocate for implementation of the NMCA reserve	Resolution supported by TC in Dec 2012 Feb 2013 Chair letters to Ministers Lake & Kent
		2.3.2 Participate in NMCA workshops and consultation opportunities	LTCs**	TAS	EC	May require additional funds	By level of participation in NMCA workshops and consultation opportunities	Workshops attended in Aug and Oct No funding proposed in 2013/14 budget. LTCs commenting on boundary details
		Future fiscal years (TBD) 2.3.3 Respond to NMCA implementation steps with complementary activities, as required	LTCs**			May require additional funds	TBD	Not due Not started
		FY 2011/12 – 2014/15 2.4.1 Chair correspondence regarding oil spill prevention and response	EC			Funded by base budget	By whether the Chair has sent correspondence to advocate for oil spill prevention and response	2011: 7 letters sent 2012: 1 letters sent 2013: 3 letters sent Related resolutions passed at UBCM 2012 and AVICC 2013 conventions
	2.4 Advocate for protection of the Salish Sea and Howe Sound from oil spills, derelict vessels and industrial activities	2.4.2 Chair participation in hearings related to tanker traffic increases	EC			Funded by base budget	By whether the Chair has participated in hearings related to tanker traffic increase	NEB hearing presentation Aug 2012
		2.4.3 Host local government workshops to raise awareness of gaps in oil spill prevention and response capacity	EC			Funded by base budget	By whether workshops have been held	One workshop held at AVICC. Jan 2013 Chair presentation to Regional District Nanaimo Board. 2013: Chair presentation at San Juan County marine managers workshop
		2.4.4 Participate in mock oil spill exercises to understand gaps in oil spill response capacity	EC			Funded by base budget	By whether participation has taken place	Participation in two exercises in 2012
		FY 2011/12 – 2014/15 2.4.5 Continue to advocate for senior government solutions to derelict vessels	EC			Funded by base budget	By whether the Islands Trust has continued to advocate for derelict vessel solutions	Islands Trust participation on derelict vessel working group is on-going Mar/13 Letter to minister seeking

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ++
						action on Transport Canada report Organized resolution, clinic and meeting with Minister at UBCM
		<u>FY 2011/12 – 2013/14</u> 2.4.6 Advocate regarding potential impacts of the proposed Raven Coal Mine upon Baynes Sound	EC	Funded by base budget	By whether the Executive Committee has advocated regarding the proposed Raven Coal Mine	Complete May/13 BC EAO rejected proposal as submitted
		<u>FY 2012/13 – 2014/15</u> 2.4.7 Advocate regarding potential impacts of the proposed Burnco Gravel Mine upon Howe Sound	EC	Funded by base budget	By whether the Executive Committee has advocated regarding the proposed Burnco Gravel Mine	Not started
		<u>FY 2013/14 – 2014/15</u> 2.4.8 Clarify jurisdictional issues related to Islands Trust Area boundary	EC	Funded by base budget	By whether a method to clarify jurisdictional issues has been implemented	Preliminary discussion with ministry staff Initial briefing prepared for EC
	2.5 Advocate for appropriate regulation of aquaculture	<u>FY 2013/14 – 2014/15</u> 2.5.1 Collaborate with Department of Fisheries and Oceans regarding shellfish regulations through local government advisory committee as a pilot project for one LTC (Denman)	LTCs**	Funded in 2013/14 program budget (\$1000)	By whether the Denman Island LTC has collaborated with DFO on a pilot project	Not3.3.Impl started (Denman unsuccessfully sought representation on DFO committee)
	2.6 Advocate for effective regulation of marine sewage	<u>FY 2011/12 – 2014/15</u> 2.6.1 Chair correspondence regarding marine sewage regulation	EC	Funded by base budget	By whether the Chair has written to advocate for regulation of marine sewage	Research and mapping in progress
		2.6.2 Amend OCP policies to require sewage pump-outs as a condition of new/expanded marinas (i.e. during rezoning applications)	LTCs**/BIM***	Funded by base budget	By whether OCP policies require sewage pump-outs as a condition of marina development/expansion	No new OCP amendments since adoption of Strategic Plan

NOTE: Status column has now been colour coded to provide a quick visual indicator, as follows

	Not due to start or awaiting actions of others
	Completed
	In Progress – On Target
	Partially In Progress – Partially On Target (i.e. on target, by one or few LTCs)
	In progress - Behind Target (e.g. not funded, delayed by other priorities, etc.)
	Not started – Behind target

Policy Statement Goal B: Stewardship of Island Resources...

TC	STRATEGIES	ACTIVITES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
3. PROTECT quality and quantity of water resources	3.1 Encourage understanding and voluntary stewardship of water resources	<u>FY 2013/14</u> 3.1.1 Compile educational materials about water resources done by local groups and identify gaps	TPC	Funded by base budget	By whether the need for new educational materials had been defined.	Complete
		3.1.2 Fill identified gaps with new educational materials about water resources	TPC	Funded by base budget	By whether new educational materials have been created	Not started
		<u>FY 2014/15</u> 3.1.3. Develop an on-going water stewardship program	TPC	Subject to 2014/15 program budget	By whether an on-going water stewardship program has been funded and launched	Not due Not started
	3.2 Advocate for provincial Water Act reform	<u>FY 2011/12 – 2014/15</u> 3.2.1 Continue to participate in Water Act reform consultations	EC	Funded by base budget	By whether participation in Water Act reform has taken place	Not started Pending provincial action
	3.3 Use land use planning tools and decisions to protect water quality and quantity	<u>FY 2013/14</u> 3.3.1 Develop toolkit for use by LTCs/BIM that illustrates options for using planning tools to protect water quality and quantity	LPC	Funded by 2013/14 program budget (\$2500)	By whether a toolkit has been developed	Project charter approved by LPC; Report underway
		<u>FY 2013/14 – 2014/15</u> 3.3.2 Amend OCPs to include new policies for water resource protection	LTCs**/BIM***	Funded in 2013/14 program budget	By whether OCPs have been amended to include new policies about water resource protection	Galiano DAI bylaw adopted - addresses water protection
		3.3.3 Amend LUBs to include new regulations aimed at protection of water quality and quantity	LTCs**/BIM***	Funded in 2013/14 program budget	By whether LUBs have been amended to include new regulations aimed at protection of water quality and quantity	No LUB work begun
		<u>FY 2013/14</u> 3.3.4 Develop model Development Permit Areas that LTCs and BIM may consider in regards to water conservation	LPC	Funded in 2013/14 program budget (\$2500)	By whether model Development Permit Areas have been developed	Not started

TC	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
		<u>FY 2014/15</u> 3.3.5 Adopt new Development Permit Areas to enhance water conservation	LTCs**/BIM***	Subject to funding in 2014/15 program budget	By whether LTCs/BIM have adopted new Development Permit Areas to enhance water conservation	Not due Not started
	3.4 Explore alternative tools for improving watershed management	<u>FY 2012-13</u> 3.4.1. Identify options within the Islands Trust Act for coordination of watershed protection	EC	Funded by base budget	By whether options have been identified	Complete
		<u>FY 2013-14</u> 3.4.2 Consider pilot project for coordination of watershed protection within one LTA	LTCs**	Partially funded by base budget.	By whether a pilot project has been considered	Complete St. Mary Lake Watershed Working Group formed on SSI. June/13 - TC adopted bylaw to delegate some TC coordination and advocacy powers to SSILTC.

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	In progress - Behind Target (e.g. not funded, delayed by other priorities, etc.)
	Not started – Behind target

Policy Statement Goal C: Sustain Island Character and Healthy Communities...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
4. ENHANCE community economic sustainability and security	4.1 Create linkages between islands and Regional Districts to share effective and appropriate economic sustainability models	<u>FY 2013/14</u> 4.1.1 Half day session on Trust Area economic sustainability at Dec 2013 Council in Victoria, inviting all EA reps	TPC	Funded by base budget	By whether a joint session has occurred	Sept/12 RD discussion at UBCM breakfast Aug/13 TPC approved project charter
	4.2 Advocate for sustainable, affordable and appropriate ferry	<u>FY 2013/14</u> 4.2.1 Develop and implement research program in support of advocacy program	TPC	Funded in 2013/14 program budget (\$20,000)	By whether a research program has been developed and implemented	Aug/13 TPC approved research program

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
	service	<u>FY 2011/12 – 2014/15</u> 4.2.2 Continue advocacy program regarding ferry fares and service.	EC	Funded by base budget	By whether advocacy actions have been taken in regards to ferry fares and service	Submission sent to Minister Polak Chair meetings with Minister Polak, opposition critics and ferry commissioner
	4.3 Use land use planning tools and decisions to improve the availability of affordable, accessible, appropriate housing (as described in Trust Council's toolkit, Community Housing Toolkit)	<u>FY 2011/12 – 2014/15</u> 4.3.1 Amend OCPs to include affordable housing policies	LTCs**/BIM***	Funded in 2013/14 program budgets	By whether OCPs have been amended to include new affordable housing policies	Some OCP reviews underway. Hornby considering OCP amendments to allow secondary suites.
		4.3.2 Amend LUBs to improve availability of affordable housing	LTCs**/BIM***	Funded in 2013/14 program budgets	By whether LUBs have been amended to improve availability of affordable housing	SSI LUB amended to legalize secondary suites in some locations.
	4.4 Use land use planning tools and decisions to increase local food security and farmland protection (as described in Trust Council's 2010 report, Exploring Food Security in the Trust Area)	<u>FY 2012/13 – 2014/15</u> 4.4.1 Amend OCPs to include food security and farmland protection policies	LTCs**/BIM***	Funded in 2013/14 program budgets	By whether OCPs have been amended to address food security and farmland protection	Included in Gabriola OCP reviews (details to be confirmed)
		4.4.2 Amend LUBs to improve food security	LTCs**/BIM***	Funded in 2013/14 program budgets	By whether LUBs have been amended to improve food security	Included in Gabriola LUB review (details to be confirmed)

NOTE: Status column has now been colour coded to provide a quick visual indicator, as follows

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	Completed
	In Progress – On Target
	Partially In Progress – Partially On Target (i.e. on target, by one or few LTCs)
	In progress - Behind Target (e.g. not funded, delayed by other priorities, etc.)
	Not started – Behind target

Goal D: In cooperation with others...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
5. STRENGTHEN relations with First Nations	5.1 Improve consultation/engagement with First Nations during land use referrals	FY 2011/12 – 2014/15 5.1.1 Adopt First Nations Consultation Strategy	TAS	LPS	Funded by 2011/12 program budget	By whether Trust Council has adopted a First Nations Consultation Strategy	First draft to TC Jun/12. Final draft pending LPS capacity to consider financial and staffing implications
		5.1.2 Trustee workshop on working with aboriginal peoples	EC		Funded by 2012/13 program budget	By whether a trustee workshop has been held	Complete
		FY 2012/13 – 2014/15 5.1.3 Implement 'essential' and 'quick start' improvements to land use referral system that do not require additional resources, as identified in FN Consultation Strategy	LPS	TAS	Funded by base budget	By whether all 'essential' and 'quick start' improvements that do not require additional resources have been implemented	2 of 2 'essential' improvements in progress 3 of 8 'quick start' improvements in progress
		FY 2013/14 5.1.4 Identify resource needs for improved FN consultation and engagement	EC		Funded by base budget	By whether the resource needs for improved consultation and engagement has been identified	Not started. Pending completion of First Nations Consultation Strategy
		FY 2014/15 5.1.5 Implement improvements identified in the FN Consultation Strategy as longer term or requiring additional resources	LPS	TAS	Subject to increase in future base budget to support an additional LPS position	By whether all improvements identified in the FN Consultation Strategy as longer term or requiring additional resources have been implemented	Not started Not due
	5.2 Improve consultation/engagement with First Nations during Trust Council's marine and terrestrial protection work	FY 2014/15 5.2.1 Improve consultation and engagement re free Crown grant program	TAS		Subject to increase in base budget	By whether consultation and engagement has been improved	Not started. Not due. Pending increased staff capacity
		FY 2012/13 – 2014/15 5.2.2 Improve communication and coordination during marine protection advocacy	EC		Subject to increase in base budget	By whether consultation and engagement has been improved	Not started. Pending staff capacity
6. IMPROVE organizational	6.1 Confirm a fair distribution of Islands	FY 2012/13 6.1.1 Review and amend	FPC		Funded by base budget	By whether Policy 7.2.vi has been amended	Complete

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
cost and operational effectiveness	Trust Services to Bowen Island Municipality	Policy 7.2.vi (Municipal Requisition Cost Allocations)					
		FY 2012/13 – 2014/15 6.1.2 Identify Bowen Island Municipality needs for services provided by Trust Area Services unit	TAS		Funded by base budget	By whether BIM needs for TAS services have been identified	Initial discussion held Sep/12. Chair follow up sent Oct/12 and Jan/13 Awaiting BIM response
		6.1.3 Identify improved opportunities for BIM to access services provided through Trust Area Services unit	TAS		Funded by base budget	By whether opportunities for BIM to access TAS services have been identified	Pending requests from BIM Staff follow up e-mail to CAO sent Jan/13 Awaiting BIM response
		6.1.4 Review budget lines to ensure accurate allocation of costs	FPC		Funded by base budget	By whether budget lines have been reviewed	Staff review of line items underway. Initial discussion at FPC complete. BIM staff contacted for discussion.
		FY 2013/14 6.1.5 Provide additional TAS services to BIM	TAS		Funded by base budget	By whether BIM is accessing additional TAS services as identified	Improved notice of IT items to BIM. Pending requests from BIM. BIM staff invited to training opportunities.
	6.2 Improve cost-recovery from development application fees	FY 2013/14 6.2.1 Develop model fees bylaw for consideration by LTCs	LPC	FPC	Subject to annual program budget	By whether a model bylaw has been developed	TC referred to LPC/FPC before bylaw drafting begins. Not funded in 2013/14 program budget. LPC and FPC recommend 10% fee increase
		FY 2013/14 6.2.2 Consider adoption of amended fees bylaws.	LPC/LTCs**		Funded by base budget	By whether LTCs have adopted amended fees bylaws that improve cost recovery	Not started
	6.3 Prepare Island Trust organization to adapt to the potential incorporation of Salt Spring Island (if province advances a	FY 2013/14 6.3.1 Provide input into provincial study that assesses impact on Islands Trust of the potential incorporation of Salt Spring Island and identifies	EC		Funded and managed by province	By whether input has been provided	In progress. Input into study terms of reference complete. Response to initial info requests from

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
	provincial restructure study for SSI)	alternative adaptation strategies					consultant complete.
		<u>FY 2014/15</u> 6.3.2 Consider options and adopt an adaptation strategy, for Islands Trust to implement in the event of municipal incorporation of Salt Spring Island	FPC	EC	Subject to future budgets	By whether options for an adaptation strategy have been considered and a preferred strategy adopted by Trust Council.	Not started. Not due unless a SSI restructure study is launched and is nearing completion
		<u>FY 2014/15(?) - ?</u> 6.3.3 Implement adopted adaptation strategy	EC		Subject to future budgets	By whether an strategy has been implemented to adapt to incorporation of SSI	Not started Not due unless SSI community passes a referendum to incorporate as a municipality
		<u>FY 2014/15(?)</u> 6.3.4 Review existing IT-MCSCD protocol agreement regarding incorporation of municipalities in the Islands Trust Area	EC		Funded by base budget	By whether the protocol agreement with the ministry has been reviewed and amended	Not started Not due unless a SSI restructure study is launched
	6.4 Review service delivery regarding application processing	<u>FY 2013/14</u> 6.4.1 Consider development and use of a quality management system pilot on Salt Spring Island for processing of development applications	LTC ^{**}		Funded in 2013/14 program budget	By whether a quality management system has been considered by the SSILTC for one type of application process	Not started

* subject to decisions of Trust Fund Board

**subject to decisions of local trust committees

***subject to decisions of Bowen Island Municipality

Abbreviations:

AVICC – Assoc. of Vancouver Island Coastal Communities
 BIM – Bowen Island Municipality
 EC – Executive Committee
 FN – First Nations
 FPC – Financial Planning Committee
 FY – Fiscal Year
 IT – Islands Trust
 ITF – Islands Trust Fund
 ITPS – Islands Trust Policy Statement
 LGA – Local Government Act
 LPC – Local Planning Committee

LPS – Local Planning Services
 LTA – Local Trust Area
 LTC – Local Trust Committee
 LUB – Land Use Bylaw
 MCSCD – Ministry of Community, Sport and Cultural Development
 MVRD – Metro Vancouver Regional District
 NA – Not Applicable
 NEB – National Energy Board
 NAPTEP – Natural Area Protection Tax Exemption Program
 NMCA – National Marine Conservation Area

OCP – Official Community Plan
 ProD – Professional Development
 RAR – Riparian Areas Regulation
 RD – Regional District
 RFD – Request for Decision
 SSI – Salt Spring Island
 TAS – Trust Area Services
 TBD – To Be Determined
 TC – Trust Council
 TFB – Trust Fund Board
 TPC – Trust Programs Committee
 UBCM – Union of BC Municipalities

For more information, contact:

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Visit our website at:
www.islandstrust.bc.ca

Colour Key for Middle Column:

Colour	Potential committee/unit/body taking lead for a potential strategy
	Local Planning (through Local Planning Committee, Local Planning Services staff, Local Trust Committees or Bowen Island Municipality)
	Trust Programs Committee or Trust Area Services staff
	Executive Committee
	Trust Fund Board or Islands Trust Fund staff
	Financial Planning Committee

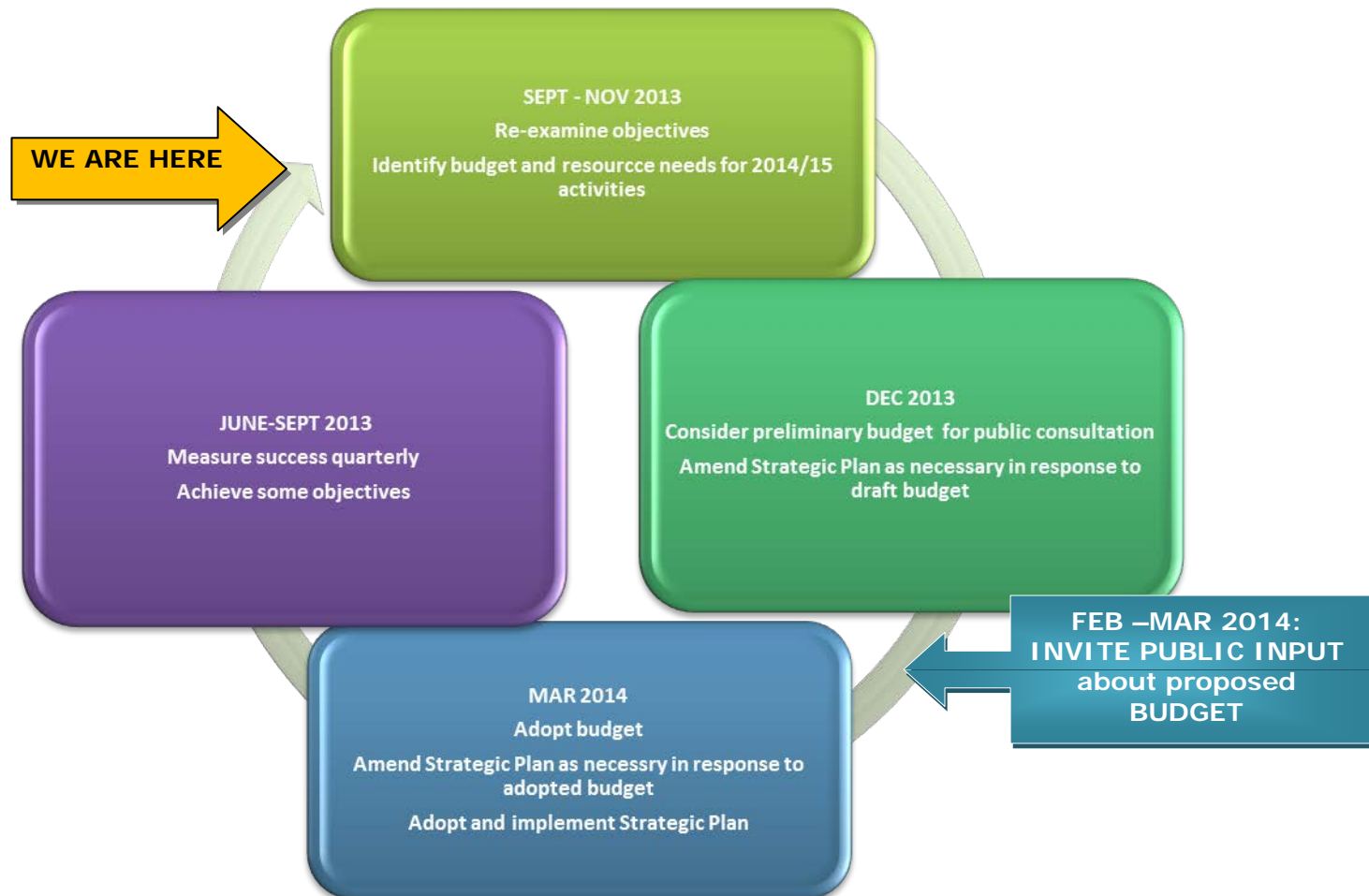
++ Colour Key for Status Column:

Colour	Status Description
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Islands Trust

Strategic Planning Process (2013-2014)





STAFF REPORT

October 24, 2013

File No.: SA-DP-2013.1
Angermyer/Schachte

To: Saturna Island Local Trust Committee

From: Gary Richardson, Island Planner

CC: Robert Kojima, Regional Planning Manager

Re: Development Permit for 204 Narvez Bay Road

Owner: Nancy Angermyer and Henry Schachte

Applicant: Same

Location: Lot A, Section 2, Saturna Island, Cowichan District, Plan 41302

THE PROPOSAL:

The purpose of the proposed development permit is to allow a two lot subdivision. A portion of the subject property is in the Bluffs development permit area.

SITE CONTEXT:

The subject property is 20.5 ha in area and is zoned Watershed and Rural General. The property is surrounded by large sparsely developed properties (figure 1). The buildings on this property are on a high point with clear views of the surrounding area. As can be seen on figure 6 the property slopes very steeply to the south. The property is accessed by a driveway on the west side. The panhandle access is unconstructed.

Figure 1: Subject Property Map

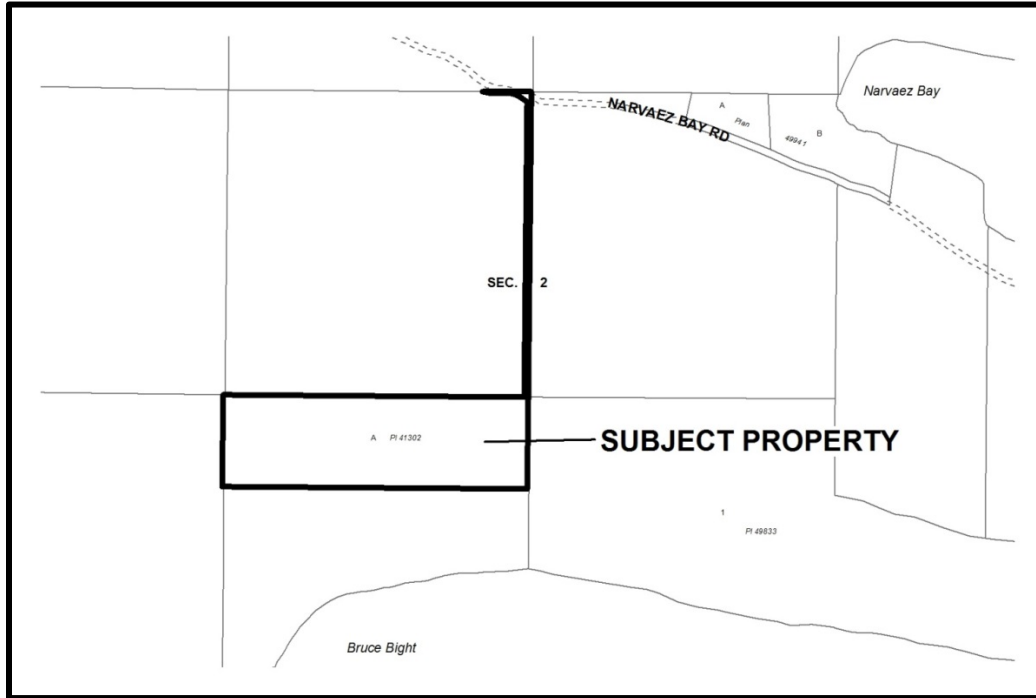


Figure 2: Ortho Photo of subject property

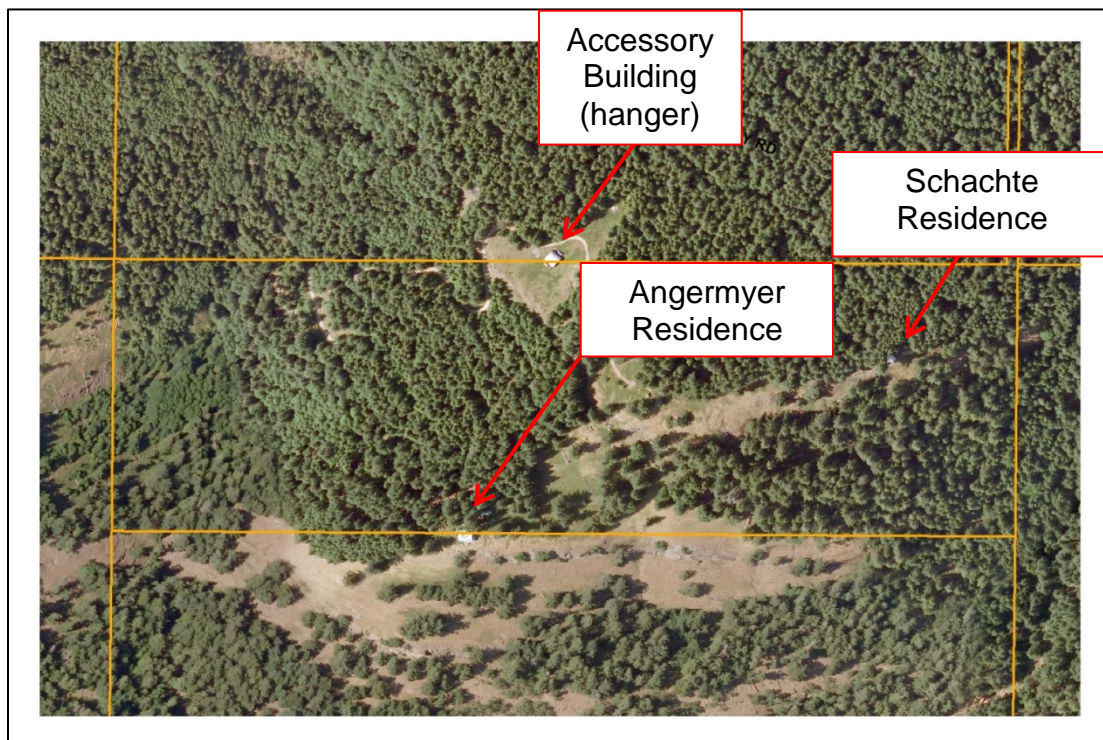


Figure 3: Orthophoto of subject area

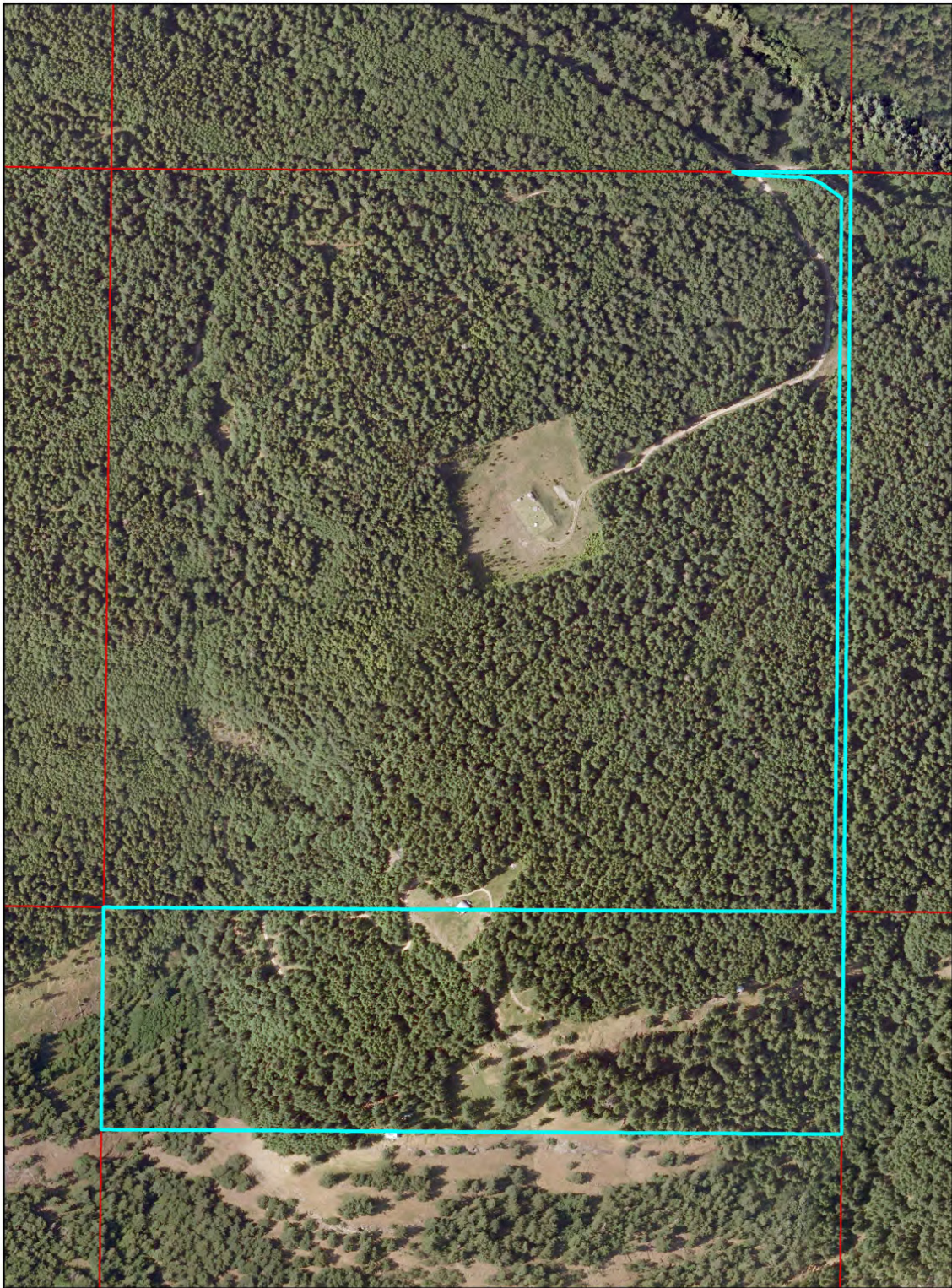


Figure 4: Bluff Development Permit area (DPA)



CURRENT PLANNING STATUS OF SUBJECT LANDS:

Trust Policy Statement:

This application is consistent with 5.2.6 of the Trust Policy Statement which states:

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.

Official Community Plan

The subject property is designated Heritage Forest, Watershed and Rural in the Saturna Island Official Community Plan (OCP) Bylaw No. 70, 2000.

Heritage Forest objectives are to: preserve a representative forest landscape and historical views; provide environmental monitoring and scientific study; and protect natural environmental processes.

The Watershed objective is to protect and ensure that the quality and quantity of fresh water are not degraded.

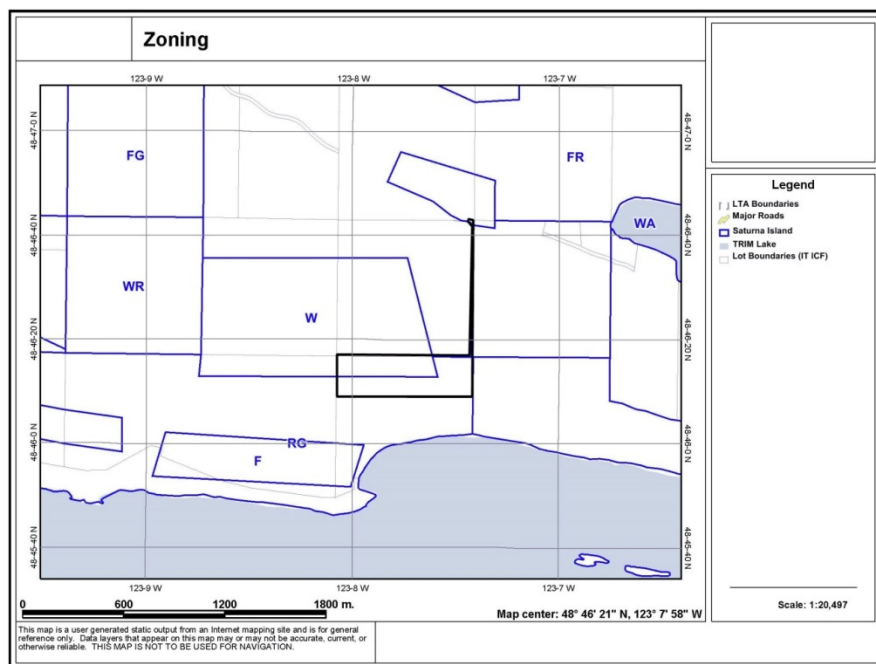
Rural objectives are to: support a diverse community structure with a range of lot areas and forms of residential accommodation; and to provide a range of zoning options for residential, commercial and industrial uses.

A portion of the property is in the Bluff development permit area as shown on Figure 4. The guidelines for the Bluff development permit area are shown on attachment 1.

Land Use Bylaw

The subject property is zoned Watershed and Rural General in the Saturna Island Land Use Bylaw No. 78, 2002.

Figure 5: Zoning



Islands Trust Fund:

This application has no considerations for the Islands Trust Fund.

Sensitive Ecosystems and Hazard Areas:

The Islands Trust Sensitive Ecosystem Mapping (SEM) identifies Old Forests, Mature Forest and Woodland, sensitive ecosystems on the subject property.

Figure 6: Sensitive Ecosystems Map

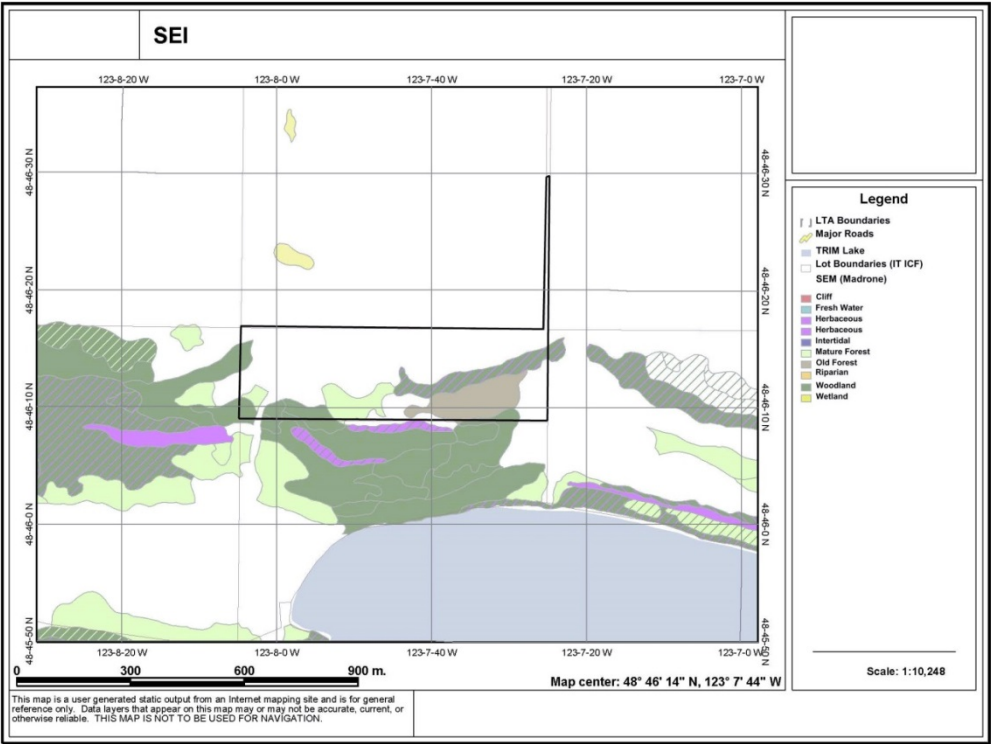
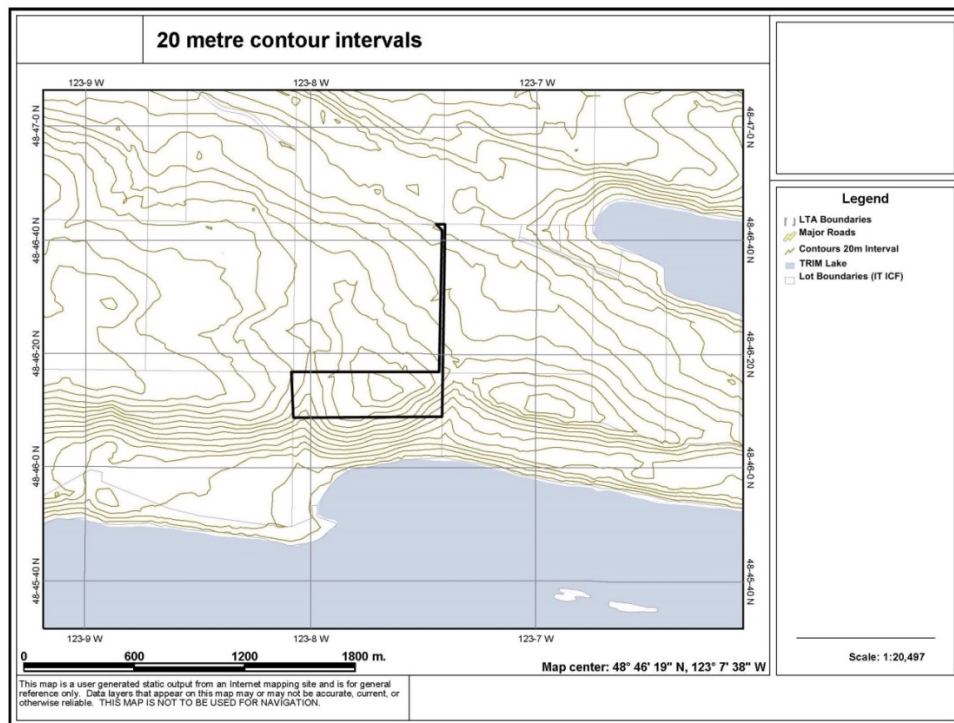


Figure 7: Contour Map



Archaeological Sites:

Based on information from the Provincial Remote Access to Archaeological Data (RAAD), there are no archaeological sites on the property. Notwithstanding the foregoing, and by copy of this report, the owners are advised that the unearthing of any archaeological resource should be reported to the Archaeology Branch.

Covenants:

There is one covenant registered on the property put in place by the Ministry of Transportation and Infrastructure regarding rock fall hazards. The covenant restricts development near the steep slope on this property.

Bylaw Enforcement:

There are no bylaw enforcement files associated with this property.

Climate Change Mitigation and Adaptation

This application has no direct bearing on climate change mitigation and adaptation.

RESULTS OF CIRCULATION:

There are no requirements to circulate proposed development permits to surrounding property owners; however, a proposed development variance permit regarding the proposed subdivision was circulated to surrounding property owners and residents. The notification period ended at 4:30 p.m. on September 25, 2013. One public submission in favor of the proposal was received. The LTC approved the development variance permit at its meeting on September 26, 2013.

STAFF COMMENTS:

The proposed development complies with the guidelines for the Bluff development permit area as itemized on Schedule A of this report.

Staff is of the opinion that the proposed subdivision does not conflict with the intent of the Saturna Island OCP as all of the proposed development is outside of the Bluff development permit area. And the proposed lots contain area sufficient for future development outside of the development permit area. If the land owners do decide to develop in the area designated Bluff development permit area in the future a development permit will be required before any development commences.

It is recommended that the requested development permit should be permitted.

RECOMMENDATIONS:

1. THAT the Saturna Island Local Trust Committee approve development permit SA-DP-2013.1.

Prepared and Submitted by:

Gary Richardson

October 24, 2013

Date

Concurred in by:



October 28, 2013

Date

Schedule A

**Saturna Island
OCP Bylaw No. 70, 2000
Bluff Development Permit Area
Guideline Checklist**

Guideline	Complies			Comments
	Yes	No	N/A	
1. The habitat should be left undisturbed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be no new development resulting from the subdivision in the area designated as the Bluffs DP area; therefore no habitat will directly be disturbed.
2. Any proposed development must not provide predators access to nesting and roosting areas nor disturb fragile root systems for the stunted tree growth, shrubs, grasses, lichens and mosses.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be no new development resulting from the subdivision in the area designated as the Bluffs DP area; therefore nothing listed in this guideline should be disturbed.
3. If development is permitted, it should be undertaken only under the supervision of a qualified or recognized professional biologist or botanist, with advice from the Ministry of Environment, Lands and Parks, the Department of Fisheries and Oceans, or Environment Canada. The report should indicate the type of conditions that should be incorporated into the development permit to achieve the objectives and comply with the guidelines of this development permit area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be no new development resulting from the subdivision in the area designated as the Bluffs DP area; therefore, no input from a biologist or botanist will be necessary.
4. If a proposed land subdivision will create additional new lots, issues such as construction of accesses and changes to vegetative cover shall be addressed in the development permit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are no new accesses being constructed within the Bluff DP area. No changes to the vegetative cover are being proposed.



Islands Trust

SATURNA ISLAND LOCAL TRUST COMMITTEE

DEVELOPMENT PERMIT SA-DP-2013.1

To: Nancy Angermyer and Henry Schachte

1. This Development Permit applies to the land described below:
Lot A, Section 2, Saturna Island, Cowichan District, Plan 41302.
2. This Development Permit authorizes the subdivision to create 2 residential lots, subject to the following and condition:
 - (a) That the subdivision occurs substantially in accordance with attached Schedule A.
4. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of Saturna Island Land Use Bylaw No. 78, 2002 and to obtain other approvals necessary for completion of the proposed development.

AUTHORIZING RESOLUTION PASSED BY THE SATURNA ISLAND LOCAL TRUST COMMITTEE THIS th day of , 2013.

Deputy Secretary, Islands Trust

xxxx, 2013

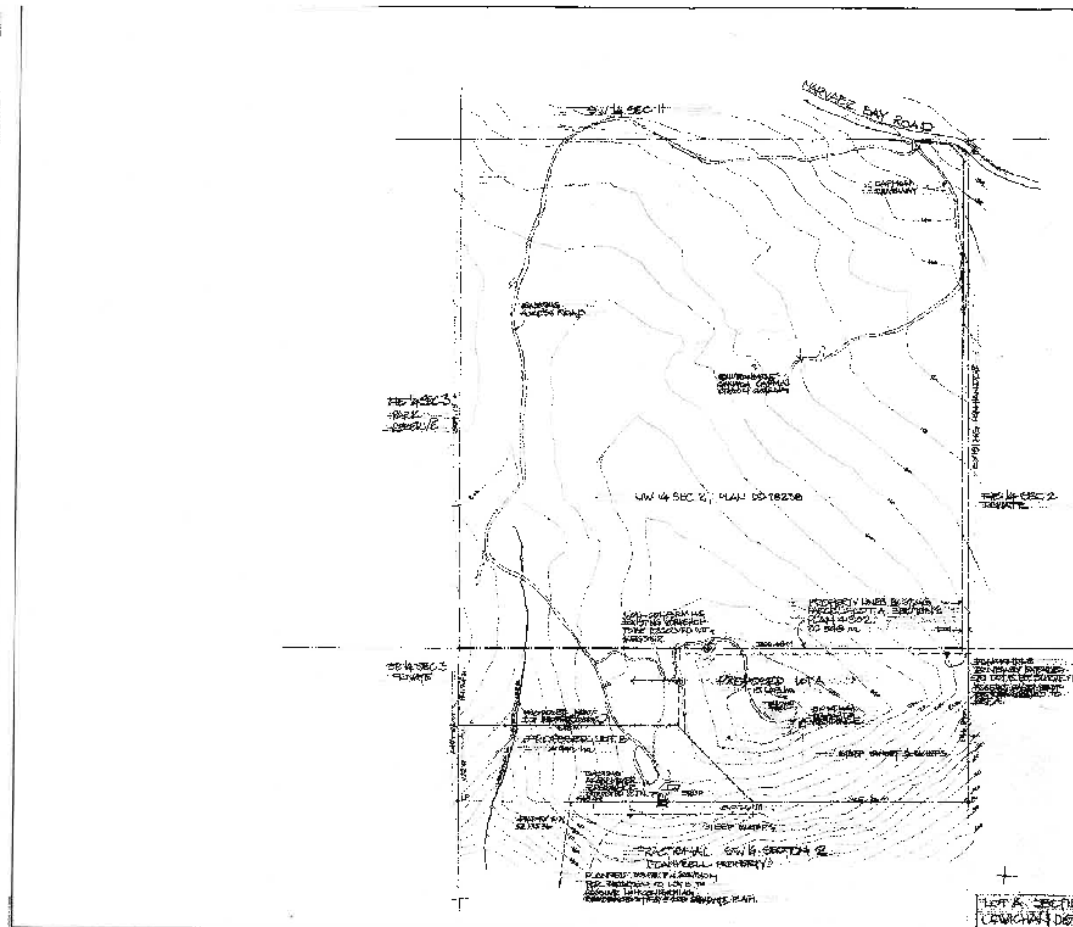
Date Issued

IF THE DEVELOPMENT HEREIN IS NOT COMMENCED BY THE xth DAY OF xxxx, 2015 THIS PERMIT AUTOMATICALLY LAPSES.

SATURNA ISLAND LOCAL TRUST COMMITTEE

DEVELOPMENT PERMIT SA-DP-2013.1

Schedule "A" Proposed Subdivision





Memorandum

Suite 200, 1627 Fort Street Victoria, B.C. BC V8R 1H8

Telephone **(250) 405-5151** FAX: (250) 405-5155

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**

information@islandstrust.bc.ca www.islandstrust.bc.ca

Date November 5, 2013 File Number SA-SUB-2010.1

To Saturna Island Local Trust Committee

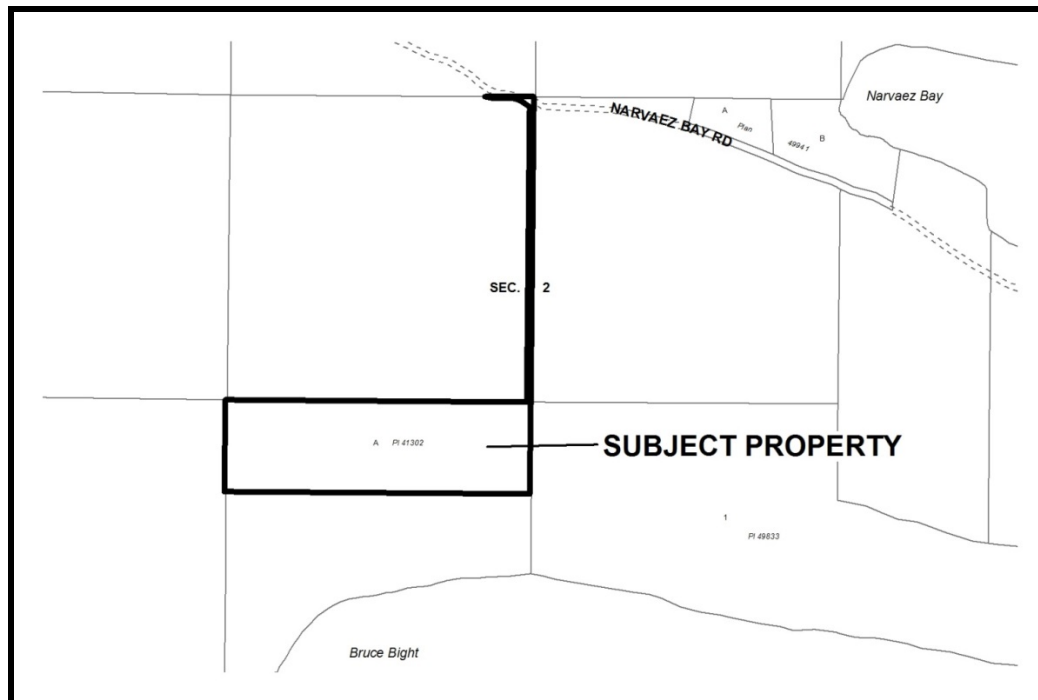
From Gary Richardson
Island Planner
Local Planning Services

Re Highway Parcel Frontage Waiver – Proposed Subdivision of - Lot A, Section 2, Plan 41302
Saturna Island, Cowichan District

PID: 024-189-341 (Nancy Angermeyer and Henry Schachte).

204 Narvez Bay Road

The property subject to the proposed application is shown below:



The LTC is being asked to consider a resolution waiving the requirement under s. 944 of Local Government Act that the minimum highway frontage for all lots created by subdivision be greater than 10% of the perimeter. The proposed subdivision plan (attached) shows Lots A and B having a frontage of less than 10% of the perimeter. Section 944(2) establishes that a local government may exempt a parcel from this requirement by resolution. The intent of the statutory provision is presumably to give local governments control over a proliferation of panhandle lots, along with a general control over odd-shaped lots.

The subject property only has one narrow panhandle access to a public highway. The access cannot be widened without a boundary adjustment which would involve the purchase of land from an adjacent property.

The LTC considered and approved a variance for the width of the panhandle at its September 26, 2013 LTC meeting.

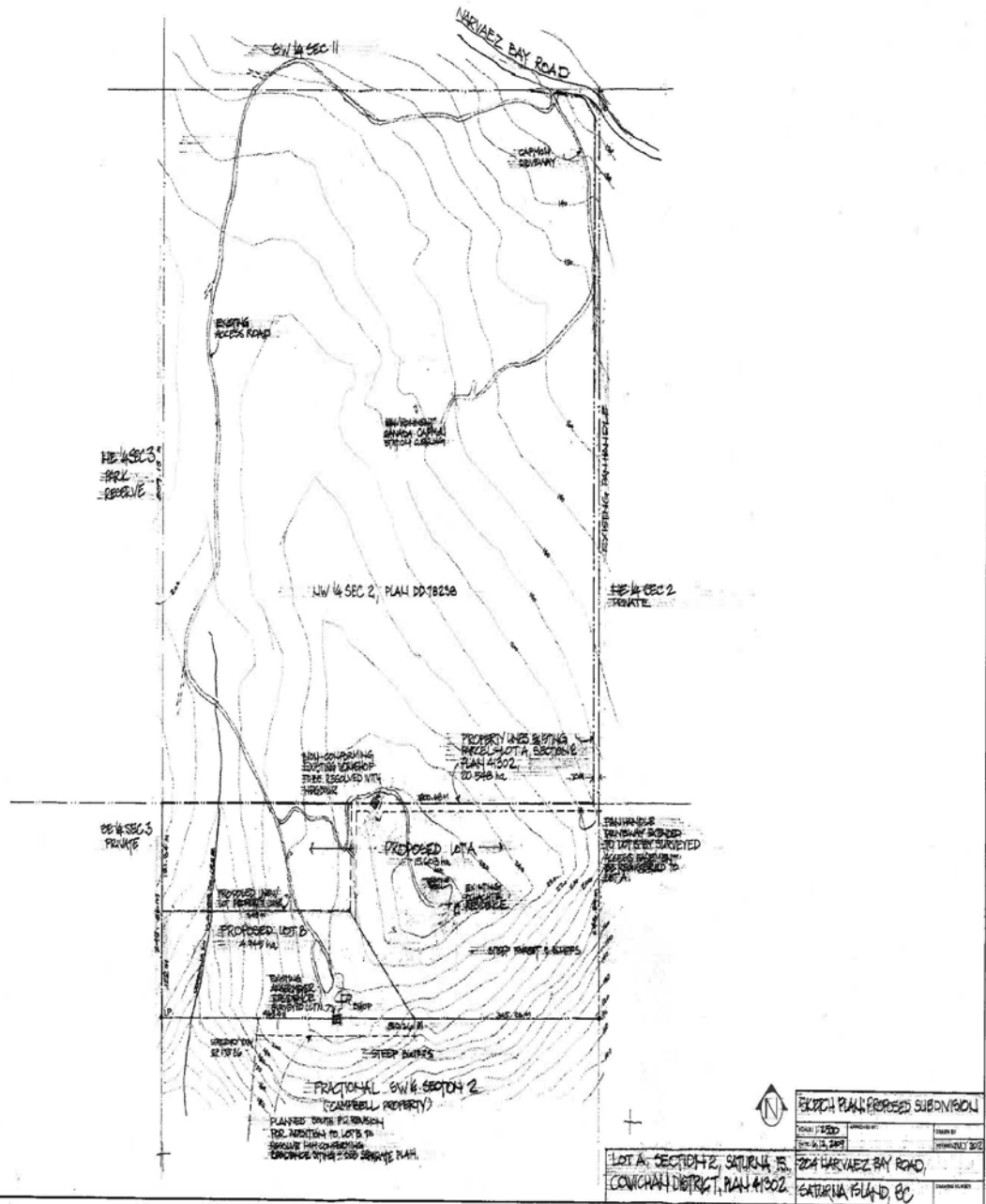
Waiving of the statutory requirement for a 10% perimeter in this instance would appear to create no negative effect on neighbours or on future residents of the new lots. The LTC previously turned its mind to this matter when it approved the variance for the panhandle access.

Based on the above considerations, I would recommend issuance of the variance and adoption of a resolution waiving the 1/10th perimeter requirement for proposed Lot A.

Recommendation:

1. THAT pursuant to Section 944(2) of the *Local Government Act*, the Saturna Island Local Trust Committee grant exemption from the 10% perimeter provisions of Section 944(1) of the *Local Government Act* for proposed Lots A and B of subdivision application SA-SUB-2010.1 (Nancy Angermeyer and Henry Schachte).

Proposed Subdivision Layout Plan





Memorandum

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information@islandstrust.bc.ca www.islandstrust.bc.ca

Date November 05, 2013 File Number SA-SUB-2012.2

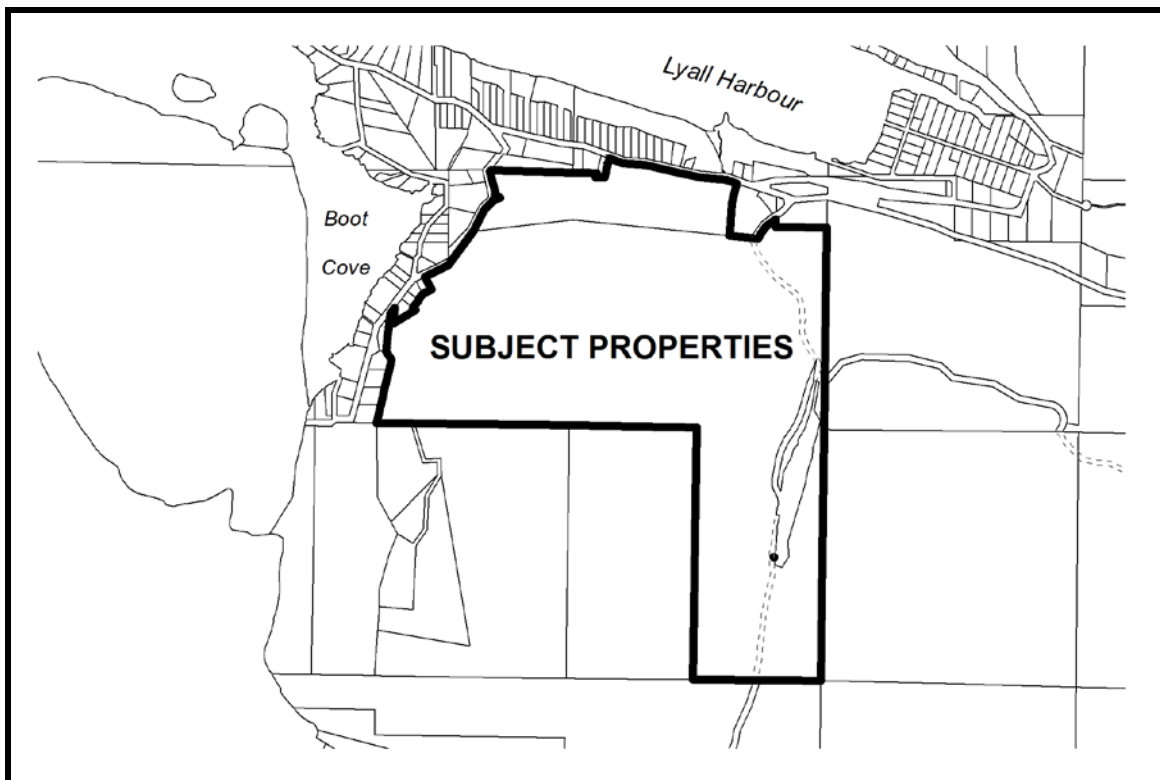
To Saturna Island Local Trust Committee

From Gary Richardson
Island Planner
Local Planning Services

Re Highway Parcel Frontage Waiver – Proposed Subdivision of - Fractional Section 8, Saturna Island, Cowichan District, Except, 1) West 1/2 of the SE 1/4 thereof, 2) SW 1/4 thereof, and 3) Those Parts in Plans 2755, 8220, 15123, 18277, 18592, 19557, 19752, 21813, 32473, 40064, 44888, VIP67333 and VIP84109, PID: 000-019-968 and Lot B, Sections 8 and 18, Saturna Island, Cowichan District, Plan VIP67333.

PID: 024-189-341 (Money Family Projects Ltd.) - 105 Harris Road

The properties subject to the proposed application is shown below:



The LTC is being asked to consider a resolution waiving the requirement under s. 944 of Local Government Act that the minimum highway frontage for all lots created by subdivision be greater than 10% of the perimeter. The proposed subdivision plan (attached) shows one of the lots (Lot 1) having a frontage of less than 10% of the perimeter. Section 944(2) establishes that a local government may exempt a parcel from this requirement by resolution. The intent of the statutory provision is presumably to give local governments control over a proliferation of panhandle lots, along with a general control over odd-shaped lots.

The waiver being requested is for proposed Lot 1. Lot 1 is shown on the plan of subdivision as having a panhandle access to Payne Road. The narrow panhandle that accesses Payne Road can only be widened by obtaining land from an adjacent property through a boundary adjustment. The access to Payne Road from Lot 1 is shown on the plan of subdivision as being 23.6 metres wide. The Saturna LUB requires a panhandle access width of 20 metres for lots that can be further subdivided.

Waiving of the statutory requirement for a 10% perimeter in this instance would appear to create no negative effect on neighbours or on future residents of the new lots. The access is wide enough to comply with the panhandle access requirements of the LUB even if the lot is further subdivided.

Based on the above considerations, I would recommend issuance of the variance and adoption of a resolution waiving the 1/10th perimeter requirement for proposed Lot 1.

Recommendation:

1. THAT pursuant to Section 944(2) of the *Local Government Act*, the Saturna Island Local Trust Committee grant exemption from the 10% perimeter provisions of Section 944(1) of the *Local Government Act* for proposed Lot 1 of subdivision application SA-SUB-2012.2 (Money Family Projects Ltd.).

Plan of proposed subdivision of Lot B, Sections 8 and 18, Plan VIP 67333, and Part of Fractional Section 8, except
 1) West 1/2 of the SE 1/4 thereof,
 2) SW 1/4 thereof and
 3) those parts in Plans 2755, 8220, 15123, 18277, 18592, 19557, 19752, 21813, 32473, 40064, 44888, VIP67333 and VIP84109
 Saturna Island, Cowichan District.





STAFF REPORT

Date: November 5, 2013

File No.: SA-ALR-2013.1
(Money)

To: Saturna Island Local Trust Committee

From: Kim Farris, Planner 1

CC: Robert Kojima, Regional Planning Manager
Gary Richardson, Island Planner

Re: Application for Subdivision in the Agricultural Land Reserve

Owner: Money Family Projects Ltd.

Applicant: John Money

Location: Lot B, Sections 8 and 18, Saturna Island, Cowichan District, Plan
VIP67333, 184 East Point Road

BACKGROUND:

This is a referral to the Local Trust Committee (LTC) for an application to the Agricultural Land Commission (ALC) to subdivide within the Agricultural Land Reserve (ALR). Any application for a subdivision within the ALR must be filed with the local government and may not proceed unless authorized by a resolution of the local government. If this application is authorized by the LTC, and subsequently by the ALC, the owners are proposing to proceed with a two-lot subdivision.

The applicant is proposing to subdivide the parent parcel into two lots (4.07 ha and 9.59 ha respectively) in order to provide a lot for a family member. The applicant states that the family members are actively involved in operating the greenhouses and orchard located on the property as the parents (property owners) are no longer able to continue with the duties. The applicant states that the remainder of the property (the proposed 9.59 ha portion) will be continued to be used for cattle grazing.

To date, an application for subdivision has not been received. The applicant has stated that a subdivision application will be provided once the ALC has made their decision with regards to supporting the two-lot subdivision proposal. The subject property is also involved with a separate subdivision application (SA-SUB-2012.2) which should have no effect on this application.

SITE CONTEXT:

The subject property is a 13.66 hectare (33.75 acre) split zoned (Rural General and Rural Agricultural Sales) parcel. The properties surrounding the subject property vary in area from 0.22 hectares to 111 hectare and a majority are zoned Rural General. The entire property is located within the Agricultural Land Reserve (ALR). There is a mix of agricultural uses and buildings on the property as well as residential use. The farm also contains an established orchard and operating greenhouses.

Figure 1: Subject Property Map

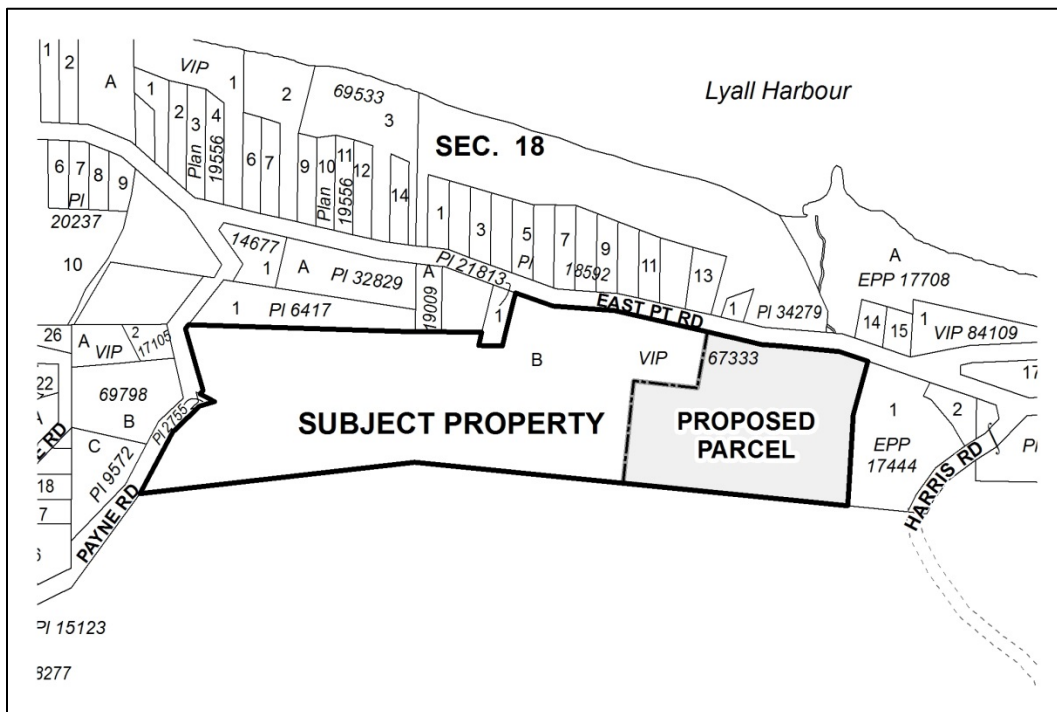


Figure 2: Orthophoto and 2 metre Contour Lines

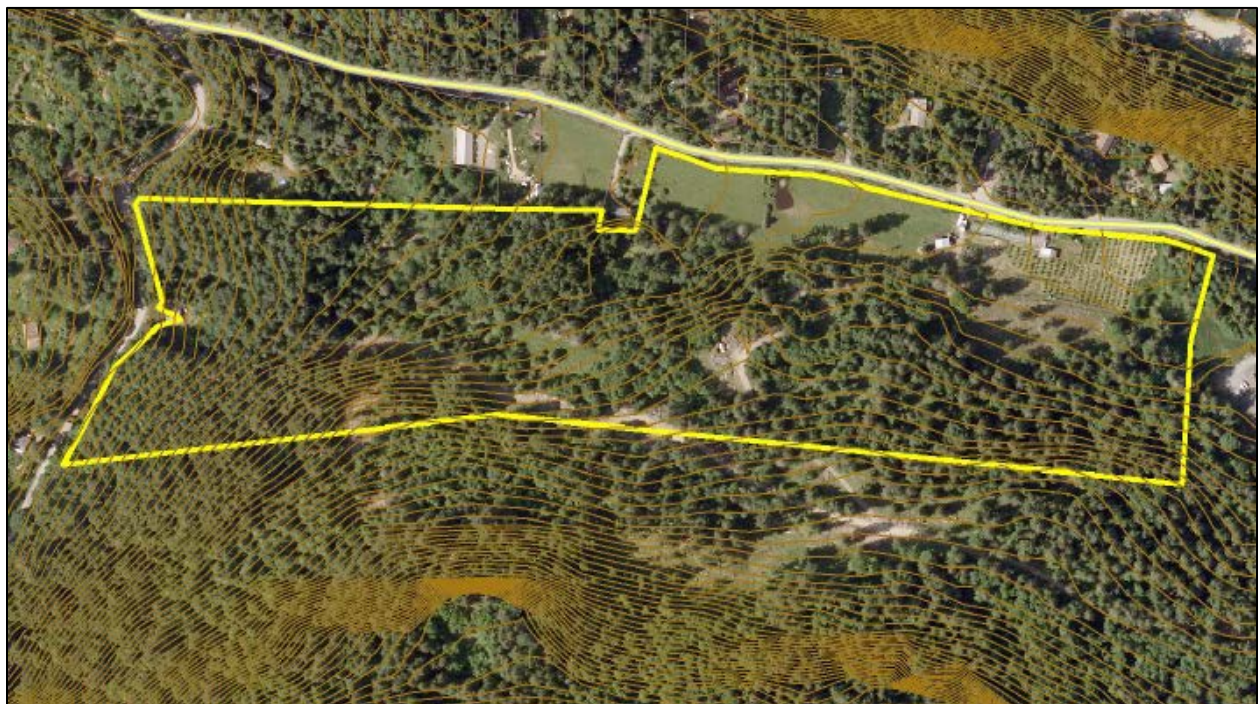
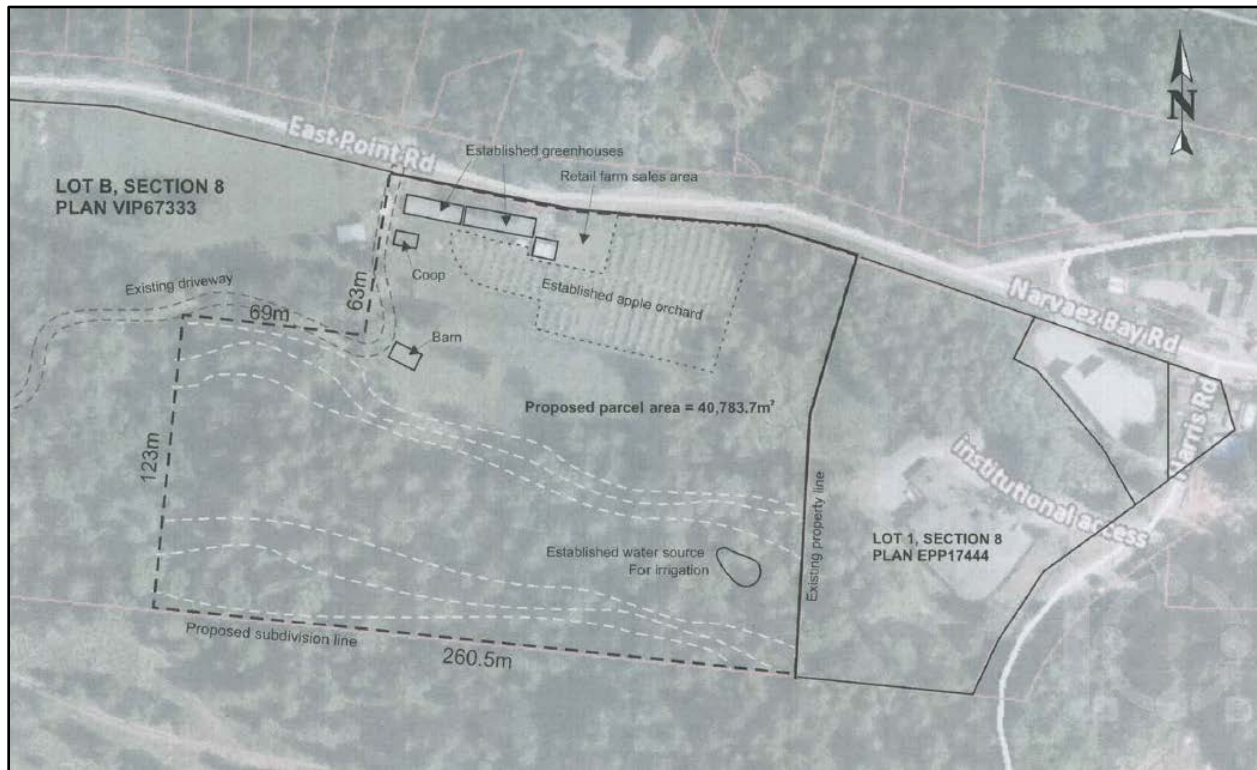


Figure 3: Subdivision Plan (by applicant)
Does not show whole parcel



CURRENT PLANNING STATUS OF SUBJECT LANDS:

Islands Trust Policy Statement:

The proposal is consistent with the Islands Trust Policy Statement. In particular, the following policy relates to this proposal:

- 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.

Official Community Plan:

The lots are designated Rural in the Saturna Island Official Community Plan (OCP). There are no policies specifically addressing this type of subdivision application in the current OCP for Rural designated properties. The policies that address agriculture apply to properties designated as Farmland.

The subject property is not located within any Development Permit Areas (DPA).

Land Use Bylaw:

The majority of the subject property is zoned Rural General (RG) and a small portion of the property is zoned Rural Agricultural Sales (RAS). The subdivision requirements of each zone are:

Rural General:

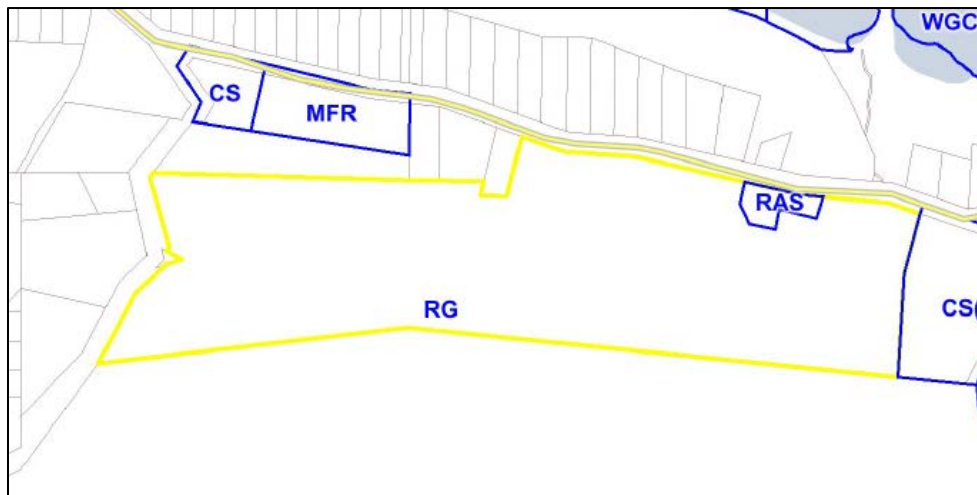
4.2.11 - No lot having an area less than 0.81 hectares (2 acres) may be created by subdivision in the Rural General Zone.

4.2.12 - No subdivision plan may be approved unless the lots created by the subdivision have an average area of at least 2.02 hectares (5 acres).

Rural Agricultural Sales:

4.3.6 - No lot having an area less than 2.02 hectares (5 acres) may be created by subdivision.

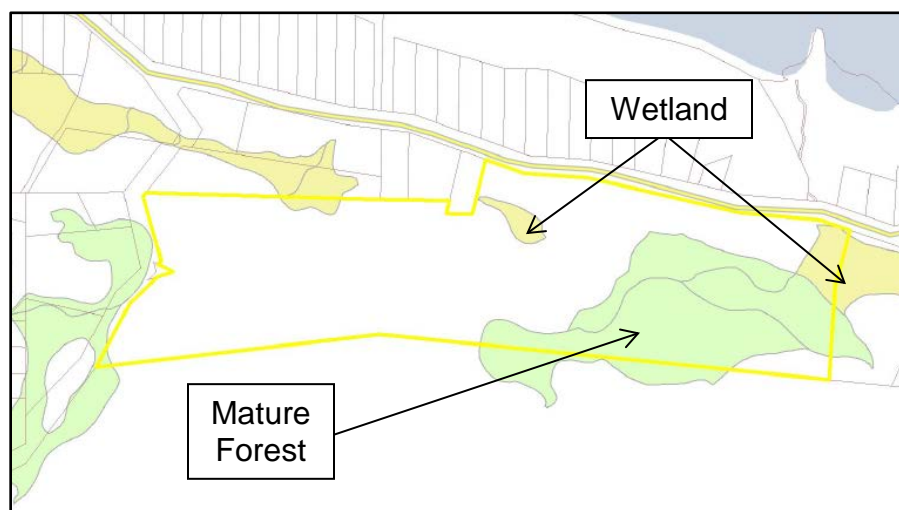
Figure #: Zoning Map



Sensitive Ecosystems and Hazard Areas:

The Islands Trust Sensitive Ecosystem Mapping (SEM) identifies Mature Forests and Wetland sensitive ecosystems on the subject property. There are no anticipated impacts to the sensitive ecosystems due to the subdivision application.

Figure #: Sensitive Ecosystem Map



Covenants:

Covenant M82679 – Crown/MOTI – Islands Trust: Restricts subdivision to 62 total parcels in 1983.

Covenant EL15992 – Crown/MOTI and CRD: Geotechnical requirement.

Covenant EL15994 – Saturna Island LTC: Limits subdivision and density related to lots in SE 1/4, Section 18.

Covenant EM55929 – Crown/MOE Lands and Parks and CRD: Setback and elevation requirements relative to Money Creek.

Covenant EM55930 – Crown/Regional Fish, Wildlife and Habitat Manager: No land alteration or vegetation disturbance within 7.5 m or introduction of sediment into Money Creek.

Covenant EM55935 – Crown/MOTI and CRD: No building or improvements without geotechnical approval.

All covenants will not affect the proposed subdivision.

ISSUES SUMMARY:

Statutory Background:

The application is made under Section 21(2) of the *Agricultural Land Commission Act*, which states that an owner of agricultural land may apply to the commission to subdivide agricultural land. Section 25(3) goes on to state that such an application may not proceed unless authorized by a resolution of the local government if it applies to land that is zoned by bylaw to permit agricultural or farm use.

Process:

Although this is an application to the ALC it is filed with the local government and the application may not proceed without LTC authorization. The process is the same as that for a non-farm use in the ALR, and is essentially as follows:

1. The application is considered by LTC and, if authorized by the LTC, it is then forwarded to the ALC, along with a copy of the resolution and staff report.
2. The ALC may refuse permission, grant permission or grant permission for an alternative subdivision.
3. If the ALC grants permission for the subdivision, the applicant would then be able to make application to the subdivision approving officer (Ministry of Transportation) for the subdivision. The application would then be referred to the Islands Trust to ensure the subdivision meets all other bylaw requirements and all other statutory and regulatory requirements (septic disposal, access to lands beyond). Ultimate subdivision approval would be at the discretion of the approving officer.

LTC Discretion:

As the subdivision application would not be in clear and direct collision with any OCP policy, the LTC is not compelled to refuse the application outright. If the LTC feels that the subdivision could result in a benefit, it has the discretion to authorize the subdivision. It may be entirely legitimate for the LTC to consider authorizing the subdivision on the basis of permitting the current owners to retain a home site for family members.

STAFF COMMENTS:

The property owners and their family current run an active farm and greenhouse on the subject property. For staff to support the authorization by the LTC to forward the subdivision application to the ALC, the application should be consistent with the Saturna Island OCP and LUB.

In this case the existing OCP policies are not particularly helpful, as they do not provide a clear direction on this issue. OCP policy C.1.3 states that from the date of adoption of the OCP, no rezoning, development permit, temporary permits, or other planning tool or device available to the local trust committee should be used to increase the maximum subdivision capacity, or total residential density of any island within the Area. The proposal does not conflict with the density cap as outline OCP policy C.1.3 as the proposed subdivision is permitted under the LUB.

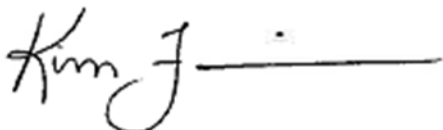
The subject property can be subdivided under current LUB lot size requirements as the average lot size is 2.02 hectares. The proposed lots (4.07 ha and 9.59 ha) exceed the minimum and average lot size of the Rural General zone.

Staff recommends the application proceed to the ALC for consideration as the subdivision application is consistent with the Saturna Island LUB and OCP.

RECOMMENDATIONS:

THAT the Saturna Island Local Trust Committee resolve that pursuant to Section 25(3) of the Agricultural Land Reserve Act, subdivision application SA-ALR-2013.1 (Money) proceed.

Prepared and Submitted by:



Planner 1

November 5, 2013

Date

Concurred in by:

Gary Richardson

Island Planner

November 6, 2013

Date



STAFF REPORT

Date: November 1, 2013

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

To: Saturna Island Local Trust Committee
For the meeting of November 14, 2013

From: Gary Richardson, Island Planner

CC: Robert Kojima, RPM

Re: Community Amenity Density Review

Preliminary Report

The purpose of this report is to provide the LTC with an outline of the anticipated scope and timeline for the project, to provide a summary of issues and options, and to seek direction on proceeding.

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. At the meeting of September 26th, the LTC received a staff report outlining the issue and presented options and recommendations. A number of options were reviewed, and consideration of amending the CADR was identified as a priority project. The LTC adopted the following resolutions:

Resolution SA-LTC-36-2013

It was Moved and Seconded that the Saturna Island Local Trust Committee Work Program be amended to place the Community Amenity Density Reserve review and amendment as the number one work program priority.

Resolution SA-LTC-37-2013

It was Moved and Seconded that the Saturna Local Trust Committee direct staff to prepare a staff report and some suggested wording regarding amending the Community Amenity Density Reserve and density provisions in the OCP to allow for a 10 to 20 lot/residence increase in the overall density on the island, for the purpose of holding the additional density in the Community Amenity Density Reserve.

Relevant Policy and Land Use Considerations

Islands Trust Policy Statement

- 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.

Official Community Plan

- C.1.3** From the date of adoption of the Plan, no rezoning, development permit, temporary permits, or other planning tool or device available to the local trust committee should be used to increase the maximum subdivision capacity, or total residential density of any island within the Area.
- C.1.4 Community Density Reserve** - To facilitate keeping development in appropriate areas, including changes in density, while maintaining the policy requirements of C.1.3, the Trust Committee will maintain an accounting system for tracking and controlling changes in density that it may approve from time to time in the future. The Reserve may be used to increase density in areas deemed appropriate by the community through the zoning process and to secure “amenities” of value to the community. Each transfer should accomplish some environmental or heritage policy objective of the Plan. Details are described further in the table of amendments attached to this report.

This provision will be used to accomplish land conservation objectives. Protection of agricultural land, lands with streams, forest ecosystems, water supply areas, wetlands, heritage sites, shore-lands, bluffs and areas of scenic or recreational significance may be enhanced by removing any existing development potential and transferring it to a more suitable location. This transferability provides property owners with an

opportunity to achieve some private objectives while securing the protection of significant lands as “amenities” valued by the community.

SCHEDULE “E”

Appendix A

Community Amenity Density Reserve

The Community Amenity Density Reserve (CADR) represents and is to account for subdivision and residential building capacity removed from lots through rezoning. When subdivision or residential density is removed, that density is to be placed in a pool of unallocated density, which in the future may be drawn from and granted to a lot in exchange for community amenities. The following requirements shall be met when implementing this provision:

- a) The amount of density to be added to the CADR pool from the voluntary down-zoning of privately held lots shall not exceed 100% of the density removed;
- b) No increased density shall be granted to a lot through amenity zoning except in accordance with these policies regarding the CADR;
- c) No density can be transferred off Park land or Crown Land;
- d) No increase in density shall be granted to a lot unless sufficient density to cover the grant is available in the CADR;
- e) Community amenities should include land dedication for public purposes, environmental protection, heritage site protection, community forests, parks, or heritage areas;
- f) Density increases shall not be permitted in the Wilderness, Heritage Forest, or Watershed land use designations;
- g) Density increases shall not be permitted on parcels that are less than 4.05 hectares (10 acres) or that have a covenant against further subdivision;
- h) Private land that donates density must be down-zoned and covenanted to reduce its maximum subdivision and residential building capacity by the amount of density transferred to the CADR;
- i) All land that receives density from the CADR shall be rezoned to permit the added density as determined by the Trust Committee and that density shall not exceed the density of the parent lot plus the density granted from the CADR; and
- j) Zones that have had density allocated to or from the CADR shall be noted in both the text and maps of regulatory bylaws; and
- k) The Local Trust Committee should ensure that any additional density minimizes greenhouse gas emissions, considers requirements for energy efficient building standards, and should be in locations near existing services and transportation infrastructure.

Islands Trust Fund

Consistent with policy, any land use change pertaining to a property adjacent to a TFB owned property or conservation covenant would be referred to Islands Trust Fund for comment.

Analysis

The CADR is a notional bank that can hold density from properties that have had their density removed through changes in zoning (downzoning) 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. A general list of acceptable amenities is contained in the OCP. The requirements that guide the use of the CADR and staff comments regarding each requirement are listed on table A of this report.

The CADR needs to be provided with residential density and subdivision density for it to function. The removal of density through downzoning of private lands does not often take place and it's only through this type downzoning that the CADR can be provided with density.

After reviewing the options on this topic presented to the LTC at its September 26, 2013 meeting, the LTC gave direction for staff to prepare suggested wording for the LTCs review that could amend the OCP to allow 10 to 20 residential densities and/or 10 to 20 subdivision densities to be placed in the CADR.

There is more than one section of the OCP that should be amended to allow the CADR to be provided with density and to allow it to function more effectively.

Staff have reviewed the OCP sections relating to the CADR and recommend the following revisions:

- Amend section C.1.3 by adding wording that states: “despite section C.1.3 subdivision capacity and residential density can be supplied to the CADR by the LTC from time to time in order to allow the CADR to be used to secure community amenities.”
- Amend Schedule “E”, Appendix A (CADR) by amending the introductory paragraph in order allow the CADR to be supplied with density: by resolution of the LTC and by lot amalgamations where density is permanently taken away as a result of the lot amalgamation. This would be in addition to the exiting means of recharge through residential and subdivision capacity being removed through rezoning.
- It is also recommended an information note be incorporated into the OCP section regarding the CADR that lists the density available. The number could be amended each time a density is used without having to amend the OCP.
- Requirement “g)” of Schedule “E” Appendix A (CADR) should be amended to reduce the lot size that is required for parcels receiving density through the CADR. This would allow density from the CADR to be used on a broader basis. It is recommended that the minimum lot size for lots receiving density from the CADR be

reduced to 1 hectare. The 1 hectare size is still large enough in most cases to accept additional density.

- Add to the list of requirements in Schedule “E” (CADR) the following:
 - k) The total amount of density available to the LTC for distribution through rezoning shall not exceed 20 densities. The densities can either be in the form of residential density or subdivision density. The 20 densities are independent of densities added to the CADR by means of rezoning or lot amalgamations.

It’s important to note that depending on the size of the lot that is created from the subdivision density granted, a cottage could also be permitted.

There was some discussion regarding amending the list of amenities that the LTC should consider. The existing list is broad enough to allow the LTC to consider each proposal on its own merits without restricting it to a rigid list. Each application for removing density from the CADR will involve a public process and that public process will allow the public to comment on the appropriateness of the amenity being provided. It is recommended that the list of acceptable amenities not be amended.

Project Scope and Timeline

As the LTC has already conducted extensive community consultation on its work program priorities for the coming year, and has given preliminary direction to proceed with options for including TUP guidelines in the OCP, the scope of the project should be fairly contained. Staff are recommending that the scope of the remainder of the project consist of: the review of policy options for addressing the CADR, preparation of amendments to the CADR section of the OCP, the formal process associated with amending the OCP, communications in the form of a fact sheet, and further consultation in the form of a community information meeting. The specifics are included in the draft Project Charter attached.

If the LTC does decide to proceed with the recommendations in this report, the project timeline is proposed as follows:

- February 2014 – draft bylaw for review and referral to APC and agencies
- March 2014 – Community information meeting (preferably in conjunction with other proposed amendments)
- April 2014 – review of community and agency comments, draft bylaw revisions
- June 2014 – First Reading of OCP amendment
- July 2014 – public hearing, further readings of bylaw and referral to EC and Minister
- October 2014 – final adoption

The project may proceed sooner if First Reading can be given at the April meeting.

Resources and Roles

The project would be managed by the Island Planner, with oversight, support and resources provided by the Regional Planning Manager. Administrative support would be provided by Islands Trust staff as needed. The LTC has a budget allocation of \$4000 in 2013/14 for its

“Density Review” project, of which \$3000 remains unspent; this would provide funding for this project up to March 31st, mainly a community information meeting. A budget request for an additional \$1500 for the 2014-15 fiscal year has been submitted to cover costs for completing the project.

Communications

As the LTC has conducted community consultation leading up to the initiation of this project, significant or extraordinary additional consultation is not anticipated. Development of a fact sheet, webpage postings, and a community information meeting are proposed early in the process.

Project Charter

A draft project charter has been prepared and is attached. It summarizes the key elements of the project outlined in this report in a single document and would serve to guide the LTC and the project manager. If circumstances change or issues arise in the course of the project, the LTC may be asked to revisit sections of the charter. The project charter would be included on all relevant agendas.

Next Steps

The LTC is requested to:

1. Confirm that it supports proceeding with the project as outlined
2. Review the attached proposed amendments and provide direction on any changes
3. Review and endorse the attached project charter, with or without changes

RECOMMENDATIONS:

1. THAT the Saturna Island Local Trust Committee directs staff to prepare a draft OCP amendment bylaw that would amend the Saturna OCP Community Amenity Density Reserve Policies as recommended in the staff report of November 1, 2013.
2. THAT the Saturna Island Local Trust Committee endorses the project charter attached to the staff report of November 1, 2013.

Prepared and Submitted by:

Gary Richardson

Gary Richardson, Island Planner

November 4, 2013

Date

Concurred in by:

Robert Kojima

Regional Planning Manager

November 4, 2013

Date

Attachments:

1. Table of amendments
2. Project Charter

Table of Amendments

	Existing OCP	Staff Comments
1.	<p>C.1.3 From the date of adoption of the Plan, no rezoning, development permit, temporary permits, or other planning tool or device available to the local trust committee should be used to increase the maximum subdivision capacity, or total residential density of any island within the Area.</p>	<p>Leave as is but put in a clause stating that the LTC can allow a density increase for purposes of recharging the CADR immediately following this section.</p>
2.	<p>C.1.4 Community Density Reserve - To facilitate keeping development in appropriate areas, including changes in density, while maintaining the policy requirements of C.1.3, the Trust Committee will maintain an accounting system for tracking and controlling changes in density that it may approve from time to time in the future. The Reserve may be used to increase density in areas deemed appropriate by the community through the zoning process and to secure “amenities” of value to the community. Each transfer should accomplish some environmental or heritage policy objective of the Plan. Details are described further in Appendix A.</p> <p>This provision will be used to accomplish land conservation objectives. Protection of agricultural land, lands with streams, forest ecosystems, water supply areas, wetlands, heritage sites, shore-lands, bluffs and areas of scenic or recreational significance may be enhanced by removing any existing development potential and transferring it to a more suitable location. This transferability provides property owners with an opportunity to achieve some private objectives while securing the protection of significant lands as “amenities” valued by the community</p>	<p>Leave as is.</p>
3.	<p style="text-align: center;"><u>Community Amenity Density Reserve</u></p> <p>The Community Amenity Density Reserve (CADR) represents and is to account for subdivision and residential building capacity removed from lots through rezoning. When subdivision or residential density is removed, that density is to be placed in a pool of unallocated density, which in the future may be drawn</p>	<p>Add wording that in addition to adding density through rezoning, that density can also be added through lot amalgamations or by LTC resolution. Add “information note” wording that maintains a list of densities available. The list would be updated as densities are</p>

	from and granted to a lot in exchange for community amenities. The following requirements shall be met when implementing this provision:	used.
4.	The amount of density to be added to the CADR pool from the voluntary down-zoning of privately held lots shall not exceed 100% of the density removed;	Leave as is.
5.	No increased density shall be granted to a lot through amenity zoning except in accordance with these policies regarding the CADR;	Leave as is.
6.	No density can be transferred off Park land or Crown Land;	Leave as is.
7.	No increase in density shall be granted to a lot unless sufficient density to cover the grant is available in the CADR;	Leave as is.
8.	Community amenities should include land dedication for public purposes, environmental protection, heritage site protection, community forests, parks, or heritage areas;	Leave as is.
9.	Density increases shall not be permitted in the Wilderness, Heritage Forest, or Watershed land use designations;	Leave as is.
10.	Density increases shall not be permitted on parcels that are less than 4.05 hectares (10 acres) or that have a covenant against further subdivision;	Suggested amendment to allow density increases to be permitted on smaller lots to allow broader application of tool.
11.	Private land that donates density must be down-zoned and covenanted to reduce its maximum subdivision and residential building capacity by the amount of density transferred to the CADR;	Leave as is
12.	All land that receives density from the CADR shall be rezoned to permit the added density as determined by the Trust Committee and that density shall not exceed the density of the parent lot plus the density granted from the CADR; and	Leave as is.
13.	Zones that have had density allocated to or from the CADR shall be noted in both the text and maps of regulatory bylaws; and	

	The Local Trust Committee should ensure that any additional density minimizes greenhouse gas emissions, considers requirements for energy efficient building standards, and should be in locations near existing services and transportation infrastructure.	Leave as is.
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Project Charter

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

Creation Date: November 1, 2013

Last Updated:

Version: 1

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. Amenities can include but are not limited to: parkland, trails, parking lot, conservation covenant, funding for affordable or special needs housing, community bus, or firefighting equipment. 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.

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
<ul style="list-style-type: none">▪ Review OCP policies regarding density▪ Website and fact sheet communications materials▪ Prepare draft OCP amendments▪ Community information meeting▪ Process to amend OCP, including CIM/public hearing	<ul style="list-style-type: none">▪ 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>	<ul style="list-style-type: none"> 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	March 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	April 2014
LTC consideration of First Reading of OCP amendment bylaw	June 2014

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

Endorsements

	Name	Endorsement Date
Project Sponsor	Saturna Island Local Trust Committee	
Project Champion	Robert Kojima	
Project Manager	Gary Richardson	



STAFF REPORT

Date: November 1, 2013

File No.: 6500-20-STVR
Review

To: Saturna Island Local Trust Committee
For the meeting of November 14, 2013

From: Robert Kojima
Regional Planning Manager

CC: Gary Richardson
Island Planner

Re: Short Term Vacation Rental Review

Preliminary Report

The purpose of this report is to provide the LTC with an outline of the anticipated scope and timeline for the short term vacation rental project, to provide a summary of issues and options, and to seek direction on proceeding.

Project Objectives

The objective of the project is to establish temporary use permit guidelines for the evaluation of Short Term Vacation Rental applications. Including specific STVR guidelines in the Official Community Plan will provide greater certainty for applicants and future LTCs. The LTC also identified amendment of the fees bylaw to reduce the fees for such TUP applications as an option the LTC would like to consider.

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 overall accommodation and housing issues. This consultation took the form of an on-line and mailed survey, a community information meeting, and deliberations at several LTC meetings. At the meeting of September 26th, the LTC received a staff report outlining the issue and presenting options and recommendations. A number of options were reviewed, and consideration of permitting Short Term Vacation Rentals (STVR) through the mechanism of Temporary Use Permits (TUP) was identified as a priority project at the September 26th meeting. At that meeting, the LTC adopted the following resolution:

Resolution SA-LTC-39-2013

It was Moved and Seconded that the Saturna Island Local Trust Committee direct staff to prepare a staff report and draft wording regarding Short Term Vacation Rental guidelines for the Temporary Use Permit section of the Official Community Plan.

Relevant Policy and Land Use Considerations

Islands Trust Policy Statement

- 4.4.2 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure:
- neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater,
 - water quality is maintained, and
 - existing, anticipated and seasonal demands for water are considered and allowed for.
- 5.2.5 LTCs shall, in their OCPs and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
- 5.7.2 LTCs shall, in their OCPs and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.

Official Community Plan

- B.7.3** Temporary Use Permit Areas are designated over the Rural, Farmland, Forest, Watershed, and Harbours designations.
- C.1.2** The level of services to be provided should be consistent with the rural character of the community, and new or increased services should meet but not create demand.
- C.3.3** The rate of growth of residential, commercial accommodation and commercial uses is to be managed to facilitate the community's ability to absorb proposed change and optimize any related benefits.
- H.1** The Saturna Island Local Trust Committee may issue Temporary Commercial Use Permits and Temporary Industrial Use Permits in the Rural, Forest, Farmland and Harbours designations as shown on Schedule B.

The guidelines for consideration of Temporary Use Permit applications are found in Part H.

Land Use Bylaw

Following regulations currently apply to the use of a cottage as an STVR home occupation:

- 2.16.10 The following additional regulations apply to the short term rental of a *cottage* as a *home occupation*:

2.16.10(1) no more than one *cottage* per constructed *residence* may be used as a *short term vacation rental* at any one time;

2.16.10(2) despite subsection 2.16.1 the total combined floor area per lot of *cottages* being used for *short term vacation rentals* under the *home occupation* regulations can exceed 140 sq. metres (1500 sq. feet).

Definition:

15.1.41 “short term vacation rental” means the use of a *cottage* as temporary commercial accommodation for a period of less than a month at a time by persons, other than the owner or a permanent occupier. For this purpose, a *cottage* used as *short term vacation rental* shall be considered an accessory *home occupation* subject to the regulations established in section 2.16.

Islands Trust Fund

Consistent with policy, any temporary use permit application pertaining to a property adjacent to a TFB owned property or conservation covenant would be referred to Islands Trust Fund for comment.

Bylaw Enforcement:

Once a TUP is issued, the conditions of the TUP are enforced in the same manner as zoning.

Analysis

STVR is a term commonly used to describe the commercial rental of dwellings to paying guests for a period of time generally less than a month. Currently, the Land Use Bylaw defines STVRs as a permitted home occupation use in cottages in residential zones. The more commonly used term applies to the use of any residence (not just a cottage) as a vacation rental. If the LTC were to amend the OCP to include guidelines for Temporary Use Permits for vacation rentals in other residences, the current home occupation option would remain as an outright permitted use. And in order to provide certainty with respect to the existing cottage option, we are suggesting that any guidelines distinguish TUP applications from the cottage use by using different terminology.

Based on a review of options at the last meeting, the LTC has provided direction to proceed with adding Temporary Use Permit guidelines that would assist in assessing applications to allow vacation rentals in residences. Temporary Use Permits are a mechanism by which a local government can permit a use that is not otherwise permitted in a zone by issuing a permit for up to three years, renewable for an additional three years. Conditions of use may be included in the permit. Authorization to issue TUPs must be included in the Official Community Plan (OCP). The Saturna OCP currently permits the issuance of TUPs in a number of zones, and a landowner could currently apply for a temporary use permit for a vacation rental. However, the LTC has identified that specific guidelines relating to issuance of TUPs for vacation rentals should be drafted for inclusion in the OCP. This would provide guidance and certainty for applicants, and guidance for planning staff and the LTC in assessing applications. The LTC has also indicated that options for differential fees for vacation rental TUPs should be considered.

Since the OCP was adopted, statutory changes have resulted in TUPs being issuable for up to 3 years (from 2) and for all uses. If the amendments proceed, it provides an opportunity to also bring the wording in Part H into conformity with current legislation.

Staff have drafted revisions to Part H of the OCP based on the current direction of the LTC. A marked up document is attached to the staff report. If the project proceeds, this would form the basis of a draft amending bylaw. The attached revisions would:

- Remove references to “commerical and industrial” TUPs – this reflects changed legislation.
- Add short term commercial vacation rental as a specific use for which a permit may be issued. This wording is slightly different from “short term vacation rental” in order to avoid confusion with the current permitted use in the LUB (cottage rental as a home occupation).
- Change reference to “two years” to “three years”, reflecting legislative changes.
- Remove a reference to TUPs regulating aggregate removal. This would be *ultra vires* as extraction of aggregates (as opposed to processing) cannot be regulated by local governments except through Soil Deposit and Removal Bylaws.
- Include a new set of guidelines for vacation rentals that would provide criteria for review of a permit application, and potential conditions that could be included in a permit where appropriate. These draft guidelines are based, in part, on guidelines in place for TUPs from the Gabriola OCP, and on conditions that have been included in a TUP issued by the Mayne LTC. The guidelines are intended to allow the LTC to address potential impacts commonly or potentially associated with the use.
- The draft guidelines would exclude from consideration the East Point Water Management Area; this would ensure that there is no conflict with Islands Trust Policy Statement policy 4.4.2. The LTC should review this and provide direction on if this is supported. Options include:
 - retaining the guideline as currently drafted
 - removing this guideline
 - including an alternative guideline linking issuance of a permit to the cistern requirement in the Area
 - revising the guideline to also exclude other known water short areas.

The LTC has also indicated that amendments to the fees bylaw should be considered if the project proceeds. As this is an administrative bylaw, the amendments would be brought forward as the project proceeds.

Project Scope and Timeline

As the LTC has already conducted extensive community consultation on its work program priorities for the coming year, and has given preliminary direction to proceed with options for including TUP guidelines in the OCP, the scope of the project should be fairly contained. Staff are recommending that the scope of the remainder of the project consist of: the review of policy options for addressing vacation rentals, preparation of amendments to the TUP section of the OCP and potentially the fees bylaw, the formal process associated with amending the OCP, communications in the form of a fact sheet, and further consultation in the form of a community information meeting. The specifics are included in the draft Project Charter attached.

If the LTC does decide to proceed with the recommendations in this report, the project timeline is proposed as follows:

- February 2014 – draft bylaw for review and referral to APC and agencies

- March 2014 – Community information meeting (preferably in conjunction with other proposed amendments)
- April 2014 – review of community and agency comments, draft bylaw revisions
- June 2014 – First Reading of OCP amendment, 3 readings of fee bylaw amendment
- July 2014 – public hearing, further readings of bylaw and referral to EC and Minister
- October 2014 – final adoption

The project may proceed sooner if First Reading can be given at the April meeting.

Resources and Roles

The project would be managed by the Island Planner, with oversight, support and resources provided by the Regional Planning Manager, and with supplemental planning support potentially available from the Planner 1. Administrative and mapping support would be provided by Islands Trust staff as needed. The LTC has a budget allocation of \$4000 in 2013/14 for its “OCP/LUB” projects; this would provide funding for this project (and the secondary suite review project) up to March 31st. The primary cost anticipated in the current fiscal year is a community information meeting. A budget request for an additional \$1500 for the 2014-15 fiscal year has been submitted to cover costs associated with a public hearing.

Communications

As the LTC has conducted community consultation leading up to the initiation of this project, significant or extraordinary additional consultation is not anticipated. Development of a fact sheet, webpage postings, and a community information meeting are proposed early in the process.

Project Charter

A draft project charter has been prepared and is attached. It summarizes the key elements of the project outlined in this report in a single document and would serve to guide the LTC and the project manager. If circumstances change or issues arise in the course of the project, the LTC may be asked to revisit sections of the charter. The project charter would be included on all relevant agendas.

Next Steps

The LTC is requested to:

1. Confirm that it supports proceeding with the project as outlined
2. Review the attached draft TUP wording and provide direction on any changes
3. Review and endorse the attached project charter, with or without changes

RECOMMENDATIONS:

1. THAT the Saturna Island Local Trust Committee directs staff to prepare a draft OCP amendment bylaw that would create TUP guidelines as outlined in the staff report of November 1, 2013.

2. THAT the Saturna Island Local Trust Committee endorses the project charter attached to the staff report of November 1, 2013.

Prepared and Submitted by:

Robert Kojima

Regional Planning Manager

November 1, 2013

Date

Attachments: Draft TUP guidelines
 Draft Project Charter

PART H - TEMPORARY ~~COMMERCIAL AND INDUSTRIAL~~ USE PERMITS

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

Objectives for Issuing Temporary ~~Commercial or Industrial~~ Use Permits

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

Permit Guidelines

- H.1.2 Permits can be issued for any period up to ~~two~~three years and could be considered for renewal once for any further period up to ~~two~~three years.
- H.1.3 Permitted uses should be consistent with the policies of the designation and the provisions of H.1.1.
- H.1.4 Permitted uses should not preclude or compromise future permitted uses on the affected lot.
- H.1.5 Uses should not be allowed if they conflict with any ongoing planning policies or programs.
- H.1.6 Sand and gravel ~~removal and~~ processing, and asphalt plants shall be subject to a permit if they exceed 50 truck loads in any given year.
- H.1.7 Permit conditions must make reference to measures dealing with the following points:
- a) general activity levels that will not create any disturbance apparent beyond the property's boundaries;
 - b) adequate landscape buffering or distance separation to adjacent lots;
 - c) provision of off-street parking spaces consistent with regulatory bylaws;
 - d) reclamation measures that will restore the permit area to suitability for its designated primary use; and
 - e) adequate supervision of the site.
- H.1.8 In addition, permit conditions should outline operational plans, including hours and days of operation and staffing to ensure compatibility with the neighbourhood and may include an undertaking for restoration of the site and a security deposit to guarantee performance of the conditions.
- H.1.9 Campsites may be permitted provided there is adequate supervision to a maximum density of 2 campsites per acre on properties of at least 2.02 hectares (5 acres).

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

BL 101 **H.1.11** In reviewing applications and establishing permit conditions, the Local Trust Committee should consider the climate change impacts of the proposed use.

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

- a) despite H.1, temporary use permits for commercial vacation rentals may be not issued for land designated as the "Eastpoint Water Management Area" on Schedule C of Land Use Bylaw No. 78.
- b) the Local Trust Committee should consider the cumulative effects on the neighborhood and Island of all the temporary use permits issued for commercial vacation rentals;
- c) the Local Trust Committee may consider issuance of a temporary use permit for a commercial vacation rental where the proposal would not alter the residential appearance of the residence;
- d) the Local Trust Committee may require mitigating measures to address neighbour concerns, such as retention of existing screening and fencing, or installation of additional screening;
- e) the landowner should demonstrate and adequate supply of water and septic capacity for the duration of the proposed use;
- f) the landowner should demonstrate that the property is able to accommodate off-street parking for a minimum of two vehicles;
- g) in addition to any other conditions the LTC may consider appropriate, the permit may:
 - require that the owner or other contact be available on Saturna by telephone 24 hours/day, seven days per week and include the name and contact information in the conditions of the permit;
 - require the owner or manager to provide neighbours within a 100 metre radius of the vacation rental with the owner or manager's phone number, and a copy of the temporary use permit;
 - require the landowner to post for guests information on noise bylaws, water conservation, fire safety, storage of garbage, septic care and control of pets (if pets are permitted), and remind guests that the property is located in a residential area;
 - establish a maximum number of people that can stay;
 - establish a maximum number of guests per bedroom;
 - prohibit camping or occupancy of RVs on the property;
 - restrict advertising to one unilluminated sign, with a maximum area;
 - prohibit the rental or provision of motorized personal watercraft;
 - prohibit outdoor fires;
 - establish the dates during which the use may occur; and

- include a provision stating that the bylaw enforcement officer may enter the property between certain hours without prior consultation if a complaint is received.
- h) a temporary use permit respecting a parcel in the Agricultural Land Reserve may require the approval of the Agriculture Land Commission prior to the permit being issued



Project Charter

Project Name: Saturna Island Local Trust Committee - Short Term Vacation Rental Review

Creation Date: October 30, 2013

Last Updated:

Version: 1

Purpose

The purpose of the project is to create Temporary Use Permit guidelines for the evaluation of Short Term Vacation Rentals applications.

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 Short Term Vacation Rentals (STVR) through the mechanism of Temporary Use Permits (TUP) was identified as a priority project. STVR is a term commonly used to describe the rental of dwellings to paying guests for a period of time generally less than a month. STVRs are currently a permitted use in residential zones under only limited circumstances. Temporary Use Permits are a mechanism by which a local government can permit a use that is not otherwise permitted in a zone by issuing a permit for up to three years, renewable for an additional three years. Conditions of use may be included in the permit. Authorization to issue TUPs must be included in the Official Community Plan (OCP). While the Saturna OCP currently permits the issuance of TUPS, the LTC has identified that specific guidelines relating to issuance of TUPs for STVRs should be drafted for inclusion in the OCP. Including specific STVR guidelines will provide greater certainty for applicants and future LTCs. The LTC also identified amendment of the fees bylaw to reduce the fees for STVR TUP applications as an option the LTC would like to consider.

Project Objectives

- To provide draft TUP guidelines for permitting STVRs
- To provide options for amending the fees bylaw
- To provide amendments to the OCP to incorporate TUP guidelines for permitting STVRs

Project Scope

In Scope	Out of Scope
<ul style="list-style-type: none">▪ Review STVR policies, guidelines, conditions, practices and experiences from other LTCs and jurisdictions▪ Communications on webpage and by information sheet▪ Prepare draft TUP guidelines and options, review of enforcement policy▪ Prepare draft bylaw to amend OCP, fees bylaw▪ Community information meeting▪ Process to amend OCP, including CIM/public hearing	<ul style="list-style-type: none">▪ 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 on TUP criteria and fee options in the form of one or more staff reports
- A draft amending bylaw

- Legislative process to amend OCP, potentially fees bylaw, and enforcement policy
- Implementation communications following adoption in the form of an applicant fact sheet and checklists

Stakeholders

Stakeholder	Represented by	Interests, expectations, concerns
<i>All property/business owners, residents, and visitors</i>	<i>Individuals, businesses, community groups and associations</i>	<ul style="list-style-type: none"> • To have the opportunity to provide comment on guidelines.
<i>STVR owners/operators</i>	<i>Owners, property managers</i>	<ul style="list-style-type: none"> • To have a degree of certainty for lawful use • To have opportunity to provide comment on guidelines
<i>Neighbours</i>	<i>Individual residents and owners, neighbourhood associations</i>	<ul style="list-style-type: none"> • To have the opportunity to provide comment on guidelines • To have a degree of certainty that applications can be commented on by neighbours
<i>Community Water System</i>	<i>Operator (CRD)</i>	<ul style="list-style-type: none"> • 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>	<ul style="list-style-type: none"> • 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 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	March 2014
Staff report summarizing community, agency, APC and FN responses, and providing options for amending draft OCP bylaw, fees bylaw, and enforcement policy / LTC direction to make any revisions to bylaw, option to consider First Reading	April 2014
LTC consideration of First Reading of OCP amendment bylaw and three readings of fees bylaw amendment	June 2014
Public hearing, further readings of bylaw, referral to EC and Minister	July 2014
EC and Ministerial approval	September 2014
Development of implementation material (application information sheet, applicant checklist, planner checklist)	November 2014
Final adoption	November 2014

Endorsements

	Name	Endorsement Date
Project Sponsor	Saturna Island Local Trust Committee	
Project Champion	Robert Kojima	
Project Manager	Gary Richardson	



STAFF REPORT

Date: November 5, 2013

File No.: 6500-20-Secondary Suite Review

To: Saturna Island Local Trust Committee
For the meeting of November 14, 2013

From: Kim Farris, Planner 1

CC: Robert Kojima, Regional Planning Manager
Gary Richardson, Island Planner

Re: Secondary Suites Review

Preliminary Report

The purpose of this report is to provide the LTC with an outline of the anticipated scope and timeline for the secondary suite review project, to provide a summary of issues and options, and to seek direction on proceeding.

Project Objectives

The objective of the project is to initiate a review of the suitability of secondary suites for properties on Saturna Island. Allowing secondary suites as a permitted use will require an amendment to the Saturna Island Land Use Bylaw (LUB) and the Official Community Plan (OCP).

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 overall accommodation and housing issues. This consultation took the form of an on-line and mailed survey, a community information meeting, and deliberations at several LTC meetings. At the meeting of September 26th, the LTC received a staff report outlining the issue and presenting options and recommendations. A number of options were reviewed, and consideration of a Secondary Suite Review was identified as a priority project at the September 26th meeting. At that meeting, the LTC adopted the following resolution:

Resolution SA-LTC-45-2013

It was Moved and Seconded that the Saturna Local Trust Committee direct staff to prepare a report regarding secondary suites.

Relevant Policy and Land Use Considerations

Islands Trust Policy Statement

Relevant extracts from Policy Statement:

- 4.4.2 - Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure:
- neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater,
 - water quality is maintained, and
 - existing, anticipated and seasonal demands for water are considered and allowed for.
- 5.2.3 - Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
- 5.2.4 - 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.

Official Community Plan

Relevant extracts from OCP:

- C.1.3 - From the date of adoption of the Plan, no rezoning, development permit, temporary permits, or other planning tool or device available to the local trust committee should be used to increase the maximum subdivision capacity, or total residential density of any island within the Area.
- C.3.2 - The type, scale, and concentration of development, including the ultimate resident and visitor populations, are to be managed to preserve the quiet rural atmosphere.
- C.3.5 - When relating to matters of development, affordability, special needs, or rental opportunity, the Saturna Island Local Trust Committee is to consider the community's desire to maintain social and economic diversity.
- C.3.5 - When relating to matters of development, affordability, special needs, or rental opportunity, the Saturna Island Local Trust Committee is to consider the community's desire to maintain social and economic diversity.
- C.3.10 - To move towards a land use pattern that results in a more compact, complete and connected community, with new residential development occurring in locations accessible to services.

E.5.14 - The Local Trust Committee may consider amending zoning to permit secondary dwelling units in appropriate locations.

E.5.15 - The Local Trust Committee may consider amending zoning to permit attached dwellings where current zoning permits more than one dwelling on a parcel.

F.5.4 - The Saturna Island Local Trust Committee will permit and promote rainwater cisterns and ponds for fire protection, irrigation, and to supplement or as an alternate source of potable water for households.

Analysis

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 legal 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, there are several considerations:

- Providing the option for secondary suites would require an amendment to both the Official Community Plan and Land Use Bylaw.
- Islands Trust Policy Statement states (policy 4.4.2) that there should be no density increase in areas with drinking water quality or quantity issues.
- Ensuring the applicable Saturna Island OCP policies are addressed.
- Consideration of appropriate location and whether zoning regulations would be island-wide or zone specific. These should be discussed through community and stakeholder consultation and dialogue.

The following are some other issues for the LTC to consider:

1. Definition:

The definition of a secondary suite in the Salt Spring Island Land Use Bylaw No. 355 is:

- *“secondary suite” means an accessory, self-contained dwelling unit, located within a building that otherwise contains a dwelling unit, and having a lesser floor area than the principal dwelling unit.”*

The Mayne Island LTC is in the process of permitting secondary suites and uses the same definition in the proposed LUB amendment.

Staff recommend that the Saturna Island LTC use the same definition for consistency with other LTCs.

2. Location:

One option would be to permit them in all zones that allow ‘residential’ as a permitted use. This would, at least in theory, have the potential of doubling the permitted residential density on the island. This type of increase in density could result in both a change in the rural nature of some areas of the island and impact the aesthetic, environmental and social balance on the island. This option could also have the potential of allowing an increase in residential development in areas that are subject to a water supply deficiency. The carrying capacity of the land with

respect to sewage disposal and potable water availability could be compromised if this option was implemented by a high percentage of land owners. This option could also increase residential development in zones where the residential use should be limited. Zones with a 'residential' use are: Rural Residential, Rural General, Rural Comprehensive Development, Multiple Family Residential, Commercial Recreation and Accommodation, Commercial, Industrial Storage and Repairs, Farmland, Farm Resort, Farm Retreat, Forest General, Forest Residential, and Wilderness Reserve. Some of these zones permit only one self-contained residential unit. The LTC may consider only permitting secondary suites in primarily residential zones; for example, Rural Residential, Rural General, and Rural Comprehensive Development.

Another option would be to locate suites in areas around higher density areas with amenities available close by. This would allow the occupiers of the suites to access local amenities such as the ferry and shopping. This would be particularly advantageous to people that do not own a vehicle or have mobility problems. This would leave the large lot areas with lower density unchanged, maintaining the rural character of those areas.

Allowing suites to be concentrated along transportation corridors is also an option. This would facilitate the ease of travel, and potentially reduce the distance traveled by car. In this option suites would be permitted in residences located adjacent to main roads. There are no public transportation nodes on the island.

Suites could be limited to large lot zones. The advantage of this option is that the carrying capacity of the land with respect to sewer and water would be easier to maintain on large lots. The increase in activity associated with an increase in residential use would not be as noticeable on a large lot. The rural community character could more easily be maintained. This would likely require the occupier of the suite to own a vehicle.

Suites could be limited to small lot areas. This would allow for a higher concentration of suites within a more confined area. This option would be more likely to change the rural character of the island and create fairly dense neighborhoods over time if more suites are constructed. The carrying capacity of the land with respect to sewer and water is more likely to be exceeded if this option is implemented.

In order to limit impacts, staff recommend permitting secondary suites in the following primarily residential zones: Rural Residential, Rural General, and Rural Comprehensive Development.

3. Number of suites per lot/residential unit:

Regulations could allow one suite per residential unit or one suite per lot, or some other variation. One suite per lot seems more in keeping with the rural nature of the island, would be more likely to maintain community character and would be less likely to exceed the carrying capacity of the land. If one suite per residential unit is permitted this could result in several suites being constructed on one lot with multiple residential units. Several suites on one lot that also contain several cottages and several dwellings could have the potential of changing the rural character of the lot.

If one suite per lot is permitted, there may be a conflict with rural zones that permit multiple residences on a lot. For example, the Rural Comprehensive Development (RCD) zone permits a maximum density of 28 residences on the parcel known as "Old Point Farm".

Staff recommend permitting one suite per residence in the RCD zone and all other residential zones be permitted to one suite per lot.

4. Water:

An increase in demand for potable water is a concern if secondary suites are permitted in areas with low water recharge. Secondary suites could be limited to areas where there is ample potable water supply. Previous hydrogeology studies identified the East Point and Saturna Beach areas as having water shortage problems. The LTC may consider requiring cisterns for households with secondary suites for non-potable use (or if desired by the owner, potable use). The proposed Mayne Island secondary suite LUB amendment, if adopted, will require a building permit not to be issued for a secondary suite until the building that is to contain the suite is equipped with a water catchment and storage system for the storage of water. The draft LUB amendment requires a minimum cistern capacity of 3000 gallons (13,640 litres).

A referral will also be sent to the CRD Lyall Harbour Water System to comment on any potential concerns or impacts.

Staff recommend requiring water catchment systems for secondary suites located in water shortage areas.

5. Conflicting Permitted Uses:

Consideration should be given to restrict secondary suites on a lot where a cottage is already constructed. Similarly, a cottage should not be constructed on a lot where a secondary suite is constructed. This would have the affect of limiting increases in density. One approach to limit an increase in density is to restrict both a cottage and secondary suite to be located on small lots but permit both uses on larger lots.

The LTC may also want to consider restricting other uses (e.g. bed and breakfast and home occupation) from occurring in the secondary suite.

Staff recommend that both secondary suites and cottages be permitted on larger lots (e.g. over 2 hectares) and to not permit home occupation and bed and breakfast uses in secondary suites.

6. Size:

It is recommended that the size of the suite be restricted. If the size is not restricted a full dwelling-sized secondary suite could be constructed which would have the effect of allowing a duplex. The Salt Spring Island LUB secondary suite regulations restrict the floor area of secondary suites to a maximum of 90 m². The proposed Mayne Island secondary suite LUB amendment, if adopted, restricts the floor area of the secondary suite to not exceed 60m² (646 ft²) nor shall it exceed 40 per cent of the floor area of the principal dwelling unit. Consistency with the BC Building Code should be considered when determining a maximum floor area. The BC Building Code states that a suite cannot have a floor area larger than 90 m² (968 ft²).

Staff recommend restricting the floor area to not exceed 90 m² (968 ft²) or 40 percent of the floor area of the residential unit.

7. Owner Occupancy:

LTC may want to consider if there should be owner occupancy of the principal residential unit as a restriction of secondary suite construction and use. Although this is a common requirement in secondary suite bylaws, it may not be enforceable. Conversely, not restricting owner occupancy would increase flexibility for the property owner. The property owner would have the option to rent both the residential unit and secondary suite.

Staff recommend not restricting owner occupancy of the principal residential unit for the construction and use of a secondary suite.

8. Parking:

The LTC may want to consider requiring the property owner to provide off-street parking for the secondary suites. In most cases, requiring 1 parking stall per suite is adequate. This will address any concerns about parking congestion on residential streets.

Staff recommend requiring 1 parking stall per secondary suite.

9. Secondary Suite Containment and Entrance:

BC Building code requires the secondary suite to be wholly contained within the residential unit and that there must be a separate exit/entrance door for the suite.

Staff recommend that the zoning also require that the secondary suite be contained within the walls of the residential unit and secondary suite must have a separate entrance from the residential unit.

10. Subdivision:

Another issue is the possibility that the secondary suite could be subdivided from the principal residential unit under the Land Title Act or the Strata property act. This would defeat one of the purposes of allowing suites, which would be to provide affordable rental accommodation.

Staff recommend that a secondary suite must not be subdivided from the principal residential unit under the *Land Title Act* or the *Strata Property Act*.

11. OCP:

The OCP will be required to be amended if secondary suites are permitted. This can be accomplished by adding an enabling statement in the designations where secondary suites would be permitted. Furthermore, a despite clause may be required to address OCP Policy C.1.3 that states from the date of adoption of the [Official Community] Plan, no rezoning, development permit, temporary permits, or other planning tool or device available to the local trust committee should be used to increase the maximum subdivision capacity, or total residential density of any island within the Area.

Staff recommend drafting an enabling clause for the OCP that supports the LUB amendments to permit secondary suites.

Project Scope and Timeline

As the LTC has already conducted extensive community consultation on its work program priorities for the coming year, and has given preliminary direction to proceed with reviewing the suitability of secondary suites on Saturna Island, the scope of the project should be fairly contained. Staff are recommending that the scope of the remainder of the project consist of: the review of options, preparation of amendments to the LUB and OCP bylaws, consultation with stakeholders, the formal process associated with amending the LUB and OCP, communications in the form of a fact sheet, and further general consultation in the form of a community information meeting. The specifics are included in the draft Project Charter attached.

If the LTC does decide to proceed with the recommendations in this report, the project timeline is proposed as follows:

- December 2013/January 2014 – Islands Trust staff to meet with stakeholder groups for initial comments/concerns
- February 2014 – draft bylaw for review and referral to APC and agencies
- March 2014 – Community information meeting (preferably in conjunction with other proposed amendments)
- April 2014 – review of community and agency comments, draft bylaw revisions
- June 2014 – First Reading of OCP amendment, 3 readings of fee bylaw amendment
- July 2014 – public hearing, further readings of bylaw and referral to EC and Minister
- October 2014 – final adoption

The project may proceed sooner if First Reading can be given at the April meeting.

Resources and Roles

The project would be managed by the Island Planner, with oversight, support and resources provided by the Regional Planning Manager, and with planning support from the Planner 1. Administrative and mapping support would be provided by Islands Trust staff as needed. The LTC has a budget allocation of \$4000 in 2013/14 for its “OCP/LUB” projects; this would provide funding for this project (and the short term vacation rental project) up to March 31st. The primary cost anticipated in the current fiscal year is a community information meeting. A budget request for an additional \$1500 for the 2014-15 fiscal years has been submitted to cover costs associated with a public hearing.

Communications

As the LTC has conducted community consultation leading up to the initiation of this project, significant or extraordinary additional consultation is not anticipated. Development of a fact sheet, webpage postings, and a community information meeting are proposed early in the process.

Project Charter

A draft project charter has been prepared and is attached. It summarizes the key elements of the project outlined in this report in a single document and would serve to guide the LTC and the project manager. If circumstances change or issues arise in the course of the project, the LTC may be asked to revisit sections of the charter. The project charter would be included on all relevant agendas.

Next Steps

Summary of recommendations:

1. Staff recommend that Saturna Island LTC use the same definition as the proposed Mayne and Salt Spring bylaws for consistency with other LTCs.
2. Staff recommend permitting secondary suites in following residential zones: Rural Residential, Rural General, and Rural Comprehensive Development.
3. Staff recommend permitting one suite per residence in the RCD zone and all other residential zones be permitted to one suite per lot.

4. Staff recommend requiring water catchment systems for secondary suites located in water shortage areas.
5. Staff recommend that both secondary suites and cottages be permitted on larger lots and to not permit home occupation and bed and breakfast uses in secondary suites.
6. Staff recommend restricting the floor area of suites to not exceed 90 m² (968 ft²) or 40 percent of the floor area of the residential unit.
7. Staff recommend not requiring owner occupancy of the principal residence for the construction and use of a secondary suite.
8. Staff recommend requiring 1 parking stall per secondary suite.
9. Staff recommend the secondary suite be contained within the walls of the residential unit and secondary suite must have a separate entrance from the residential unit.
10. Staff recommend that a secondary suite be prohibited from subdivision from the principal residential unit under the *Land Title Act* or the *Strata Property Act*.
11. Staff recommend drafting an enabling clause for the OCP that supports the LUB amendments to permit secondary suites.

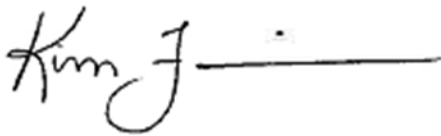
The LTC is requested to:

1. Confirm that it supports proceeding with the project as outlined in the staff recommendations.
2. Review and endorse the attached project charter, with or without changes.

RECOMMENDATIONS:

1. THAT the Saturna Island Local Trust Committee direct staff to prepare draft amendments to the Saturna Island OCP and LUB to allow for secondary suites as a permitted use.
2. THAT the Saturna Island Local Trust Committee endorses the project charter attached to the staff report of November 5, 2013.

Prepared and Submitted by:



Planner 1

November 5, 2013

Date



Regional Planning Manager

November 5, 2013

Date

Attachments: Draft Project Charter

Project Charter

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

Creation Date: November 4, 2013

Last Updated:

Version: 1

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
<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ Unrelated OCP amendments ▪ Other LUB 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 on secondary suite options in the form of one or more staff reports
- 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 and associations</i>	<ul style="list-style-type: none"> • To have the opportunity to provide comment on regulations.
<i>Neighbours</i>	<i>Individual residents and owners, neighbourhood associations</i>	<ul style="list-style-type: none"> • To have the opportunity to provide comment on regulations
<i>Community Water System</i>	<i>Operator (CRD)</i>	<ul style="list-style-type: none"> • 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>	<ul style="list-style-type: none"> • 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	March 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	April 2014
LTC consideration of First Reading of amendment bylaws	June 2014
Public hearing, further readings of bylaws, referral to EC and Minister	July 2014
EC and Ministerial approval	September 2014
Final adoption	November 2014

Endorsements

	Name	Endorsement Date
Project Sponsor	Saturna Island Local Trust Committee	
Project Champion	Robert Kojima	
Project Manager	Gary Richardson	



Islands Trust

Print Date: Nov-06-2013

Top Priorities

Saturna Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Community Amenity Density Reserve Review	Prepare project charter and staff report containing recommended amendments to the CADR.	Sep-26-2013	Gary Richardson	Nov-16-2013	On Going
2	Short Term Vacation Rental Review	Prepare project charter and staff report containing recommended amendments to the TUP guidelines regarding STVRs.	Sep-26-2013	Gary Richardson	Nov-16-2013	On Going
3	Secondary Suite Review	Prepare project charter and staff report regarding recommended amendments to allow for secondary suites.	Sep-26-2013	Gary Richardson	Nov-16-2013	On Going

11.1.1



Islands Trust

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-2013.1	Money Family Projects Planner: Kim Farris	Oct-03-2013	Subdivide in the ALR

Planning Status

Status Date: Nov-05-2013

Staff report prepared for Nov 14, 2013 LTC meeting for LTC review and consideration to send to ALC.

Status Date: Oct-03-2013

received application and fees

Status Date: Oct-03-2013

created label and gave file to planner

Development Permit

File Number	Applicant Name	Date Received	Purpose
SA-DP-2013.1	Nancy Angermeyer & Planner: Gary Richardson	Mar-15-2013	204 NARVAEZ BAY RD to resolve a boundary irregularity

Planning Status

Status Date: Sep-12-2013

Staff report and draft permit to be prepared for November 14/13 LTC meeting for the LTCs consideration.

Status Date: May-08-2013

On hold until PLA or further information is received from MOTI.

Status Date: Apr-08-2013

Meeting with applicants April 18 to discuss.

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: Feb-04-2013

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

Status Date: Oct-30-2012

Staff to prepare a report for November 8, 2012 LTC meeting.

Status Date: Jul-31-2012

Staff report prepared for sept LTC meeting

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: Nov-06-2013

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

Status Date: Sep-12-2013

DVP prepared for Sept 26/13 LTC agenda for LTC consideration

Status Date: Sep-12-2013

DP to be prepared for November 14/13 LTC agenda for LTC consideration.

File Number	Applicant Name	Date Received	Purpose
SA-SUB-2012.2	Saturna Garage & Contracting Ltd. c/o Wolfe-Milner Land Surveying Inc. Planner: Gary Richardson	Jul-04-2012	Creating 4 lots

Planning Status

Status Date: Nov-06-2013

Frontage waiver request on agenda of Nov 14, 2013 LTC meeting.

Status Date: Apr-08-2013

PLA issued March 26, 2013

Status Date: Feb-04-2013

Staff to contact applicant to discuss details of MoTI response.

File Number	Applicant Name	Date Received	Purpose
SA-SUB-2012.3	C/o Wolfe Milner Land Surveying Inc.	Aug-01-2012	Proposed boundary adjustment
Planner: Gary Richardson			

Planning Status

Status Date: Apr-08-2013

PLA not yet issued.

Status Date: Feb-04-2013

Staff to contact applicant to discuss details of MoTI response.

Status Date: Nov-02-2012

Response sent to MoTI

Islands Trust

LTC EXP SUMMARY REPORT F2014
Invoices posted to Month ending October 2013

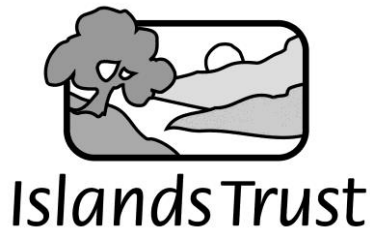
660 Saturna	Invoices posted to Month ending October 2013	Budget	Spent	Balance
65000-660	LTC "Trustee Expenses"	1,100.00	205.59	894.41
LTC Local				
65200-660	LTC - Local Exp - LTC Meeting Expenses	1,500.00	595.45	904.55
65210-660	LTC - Local Exp - APC Meeting Expenses	500.00	117.54	382.46
65220-660	LTC - Local Exp - Communications	500.00	0.00	500.00
65230-660	LTC - Local Exp - Special Projects	2,000.00	0.00	2,000.00
65240-660	LTC - Local Exp - Miscellaneous	250.00	0.00	250.00
TOTAL LTC Local Expense		<u>4,750.00</u>	<u>712.99</u>	<u>4,037.01</u>
Projects				
73001-660-2012	Saturna OCP/LUB	4,000.00	0.00	4,000.00
73001-660-4017	Saturna Density Review	4,000.00	978.47	3,021.53
TOTAL Project Expenses		<u>8,000.00</u>	<u>978.47</u>	<u>7,021.53</u>

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	<p>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.</p> <p>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.</p> <p>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.</p>
2.	August 20/08	SA-LTC-43-08	Bylaw Enforcement: Short Term Vacation Rentals	<p>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:</p> <ol style="list-style-type: none"> 1. They are advertised on the internet, newspapers or other media; 2. They are not managed by the property owner; More than one STVR per constructed residence on the lot is simultaneously made available for STVR; 4. While the property is rented persons are also staying in tents, trailers, or RV's; 5. There are issues related to health and safety; 6. There is a written complaint by owners or residents about bona fide nuisance issues such as noise or parking congestion related to the STVR;

				<p>7. The owner of the property uses more than one property on Saturna Island as an unpermitted STVR.</p> <p>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.</p>
3.	February 25/09	SA-LTC-09-09	Adopt LTC Minutes by RWM	It was Moved and Seconded that the Saturna Island Local Trust Committee draft minutes be adopted by Resolution without meeting within 30 days of the meeting and posted to the website.
4.	June 22/11	SA-LTC-	Adopting In Camera Minutes	It was Moved and Seconded that the Saturna Island Local Trust Committee adopt a Standing Resolution to direct staff to place the in camera minutes on the agenda when there is a need to close the meeting or at least once a year.
5.	February 9/12	SA-LTC-11-12	Adopt SOL policy	It was Moved and Seconded that where a Liquor Control and Licensing Branch Special Occasion Licence referral relates to a property where Saturna Island Land Use Bylaw No. 78, 2002 permits public assembly uses, such as halls, recreation facilities or restaurants, and where there have been no issues related to parking or past complaints for the preceding three years, planning staff may approve the Special Occasion Licence without referral to the Local Trust Committee. All other Special Occasion Licence referrals are to be referred to the Local Trust Committee for consideration



Memorandum

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information@islandstrust.bc.ca www.islandstrust.bc.ca

DATE: For the meeting of November 14, 2013

TO: Saturna Island Local Trust Committee

FROM: Lori Foster
Planning Secretary

RE: Proposed Saturna Island LTC 2014 Meeting Schedule

Attached is the proposed Saturna Island Local Trust Committee 2014 Meeting Schedule.

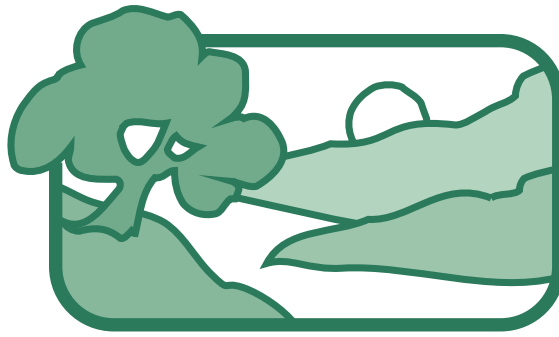
It is proposed that LTC meet on the preferred second Thursday, bi-monthly, (with the exceptions of June (FPC), August (July meeting instead), September (TC), and November (post-election) at 12:30 PM, at the Saturna Community Hall as follows: February 13, April 10, June 5, July 10, September 18 and November 20

If at this meeting the LTC is in agreement with this proposed schedule the LTC may adopt the following resolution:

“THAT the Saturna Island Local Trust Committee adopts the 2014 meeting schedule as presented.”

If the LTC requests revisions to the schedule, then the LTC may adopt the amended schedule at the next meeting or by RWM.

pc Robert Kojima



Islands Trust

SATURNA ISLAND LOCAL TRUST COMMITTEE

**WILL MEET ON THE SECOND THURSDAY OF THE
FOLLOWING MONTHS @ 12:30 P.M.
(*UNLESS OTHERWISE NOTED)**

**FEBRUARY 13, 2014
Saturna Community Hall**

**APRIL 10, 2014
Saturna Island Rec. Centre Lounge**

***JUNE 5, 2014
Saturna Community Hall**

**JULY 10, 2014
Saturna Island Rec. Centre Lounge**

***SEPTEMBER 18, 2014
Saturna Community Hall**

*** NOVEMBER 20, 2014
Saturna Island Rec. Centre Lounge**

**LOCATIONS:
AS INDICATED BELOW DATE OF MEETING**

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

THE PUBLIC IS WELCOME TO ATTEND THESE MEETINGS