



**SATURNA ISLAND LOCAL TRUST COMMITTEE
BUSINESS MEETING AGENDA
12:30 PM, THURSDAY, FEBRUARY 9, 2012
AT THE SATURNA ISLAND COMMUNITY HALL
105 EAST POINT ROAD, SATURNA ISLAND, B.C.**

***Approximate** time is provided for the convenience of the public only and is subject to change without notice.

	Page #	*Approx. Time*
1. CALL TO ORDER		12:30 pm
2. APPROVAL OF AGENDA		
2.1 Additions/Deletions		
2.2 Questions from public on Agenda Items		
3. COMMUNITY INFORMATION MEETING - none		
4. PUBLIC HEARING - none		
5. PREVIOUS MEETINGS		12:45 pm
5.1 Adopted Local Trust Committee Minutes - for information only (attached)		
5.1.1 Adopted Minutes of October 26, 2011 Local Trust Committee Business Meeting	1	
5.2 Public Hearing Records and Community Information Meeting Notes - for information only - none		
5.3 Section 26 Resolutions-without-meeting (attached)	11	
5.4 Advisory Planning Commission - none		
6. BUSINESS ARISING FROM THE MINUTES		
6.1 Follow-up Action Report (attached)	12	
7. DELEGATIONS - none		

8.	CORRESPONDENCE (attached) <i>[correspondence received concerning applications and/or projects is considered with the application]</i>	1:00 pm
8.1	P. Carney, Chair Lyall Harbour/Boot Cove Water Local Service Committee dated September 2, 2011	14
8.2	C. Money letter dated October 25, 2011 re: Water Catchment	15
8.3	D. Paton email dated January 30, 2012 re: Gas Tax Funding	16
8.4	A. Fredette email dated January 28, 2012 re: \$250,000 Federal Gift	18
8.5	C. Money email dated January 28, 2012 re: Gas Fund offers \$250,000 to Islands Trust	21
8.6	J. Simpson email dated January 29, 2012 re: Policy Review	22
8.7	E. Hage (SIFPS) email dated February 1, 2012 re: Variance to Covenant	25
9.	APPLICATIONS, PERMITS, BYLAWS AND REFERRALS - none	
10.	LOCAL TRUST COMMITTEE PROJECTS	1:30 pm
10.1	Storage Buildings Staff Report (attached)	26
10.2	Implementation of Provincial Riparian Areas Regulation Staff Report (attached)	31
11.	REPORTS	2:45 pm
11.1	Work Program Reports – for information	
11.1.1	Saturna Island Local Trust Committee Work Program Report dated February, 2012 (attached)	39
11.1.2	2008-2011 Trust Council Strategic Plan (will only be circulated quarterly, following Trust Council) (attached)	41
11.2	Applications Report – for information	57
11.2.1	Saturna Island Applications Report dated February, 2012 (attached)	
11.3	Expense/Budget Reports	
11.3.1	Trustee and Local Expenses– for information (attached)	59
11.3.2	Confirmation of 2012 – 2013 Budget Requirements	

11.4	Bylaw Enforcement Report – none	
11.4.1	Mayne Island Draft Bylaw No. 105 – Enforcement Notification Bylaw – for consideration (attached)	60
11.5	Policies and Standing Resolutions Report – for information (attached)	80
11.5.1	Special Occasion Liquor Licence referrals (attached)	82
11.6	Saturna Island LTC Web Page – for information (attached)	84
11.7	Chair’s Report	
11.8	Trustee Report	
12.	OTHER BUSINESS	3:20 pm
12.1.	Next Business Meeting scheduled for 12:30 pm, April 12, 2012, Saturna Island Recreation Center, Lounge	
13.	TOWN HALL MEETING	
14.	MOTION TO CLOSE MEETING	
	THAT, pursuant to Section 90(a) of the Community Charter, the Saturna Island Local Trust Committee resolves to close the meeting to the public for the purpose of adopting October 26, 2011 Saturna LTC In Camera Minutes and to consider Advisory Planning Commission appointments; and further that staff and Recording Secretary Jenna Foster remain present.(distributed under separate cover)	
15.	RECALL TO ORDER	
15.1.	Rise and Report from Closed Meeting	
16.	ADJOURNMENT	4:00 pm

ADOPTED

5.1.1

**MINUTES OF THE SATURNA ISLAND
LOCAL TRUST COMMITTEE BUSINESS MEETING
HELD ON WEDNESDAY, OCTOBER 26, 2011 AT 12:30 P.M.
AT THE SATURNA ISLAND RECREATION AND CULTURAL CENTRE
104 HARRIS ROAD, SATURNA ISLAND, B.C.**

PRESENT:	Peter Luckham	Chair
	Beverley Neff	Local Trustee
	Dian Johnstone	Local Trustee
	Gary Richardson	Planner
	Jenna Foster	Minute Taker

There were six (6) members of the public in attendance at the start of the meeting.

1. CALL TO ORDER

Chair Luckham called the meeting to order at 12:32 p.m.

2. APPROVAL OF AGENDA

2.1 Additions/Deletions

Chair Luckham asked if there were any changes to the agenda. The following item was added:

8.3 C. Money letter dated October 25, 2011 re: water catchment bylaw

2.2 Questions from public on agenda items

None

The agenda as amended was approved by consensus.

3. COMMUNITY INFORMATION MEETING

None

4. PUBLIC HEARING

None

5. PREVIOUS MEETINGS

5.1 Adopted Local Trust Committee Minutes

5.1.1 Adopted minutes of August 31, 2011 Local Trust Committee Business Meeting

Presented for information

5.2 Public Hearing Records and Community Information Meeting Notes

5.2.1 Notes of August 31, 2011 Community Information Meeting

Presented for information

5.2.2 Record of August 31, 2011 Public Hearing

Presented for information

5.3 Section 26 Resolutions-without-meeting

Presented for information

5.4 Advisory Planning Commission

5.4.1 Advisory Planning Commission Minutes of September 19, 2011

Presented for information

6. BUSINESS ARISING FROM THE MINUTES

6.1 Follow-up Action Report

Planner Richardson stated that all items were completed except for item 1, which was ongoing.

7. DELEGATIONS

None

8. CORRESPONDENCE

8.1 M. Rankin email dated September 14, 2011 re: Water Conservation

This item was received.

8.2 S. Malcolmson, Chair IT Council dated October 11, 2011 response to Murray Rankin, SIPOA letter of August 17, 2011

This item was received.

8.3 C. Money letter dated October 25, 2011 re: Water Catchment Bylaw

Chair Luckham read the letter aloud since it was a late submission. There was some discussion in response to the letter. The Local trust Committee (LTC) decided to place the correspondence on the agenda of the next business meeting and formally receive it at that time.

9. APPLICATIONS, PERMITS, BYLAWS AND REFERRALS

None

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Water Catchment and Storage for Storage Buildings

Planner Richardson began reviewing the staff report.

Trustee Neff asked to raise questions as Planner Richardson continued through the list of concerns. She questioned the unfairness of requiring water catchment with storage buildings.

Planner Richardson explained how it could be perceived as unfair to owners of lots that allow a single residence in comparison to lots that allow multiple residences.

Chair Luckham added that an accessory building could be used for storage and no water catchment would be required.

Trustee Neff pointed out that a property owner is not required to build a storage building.

Trustee Neff continued stating that lots with a good water source such as a well or a community water system could still be required to have water catchment with a storage building on a vacant lot since the intent is to provide access to non-potable water for fire protection and other uses.

A public discussion about whether a proposed bylaw should address East Point only needs to happen suggested Trustee Neff and Trustee Johnstone agreed.

Planner Richardson continued through the list of issues and highlighted the following points:

- The water would not be required to be potable because it is difficult to regulate and it is not the intention of the proposed bylaw.
- It is not possible to accurately estimate the net saving of water.
- The confusion over the wording can be addressed by defining terms clearly.
- A proposed bylaw could not stop someone from drilling a well.
- Appropriate fittings could be installed that would ensure access to the storage containers by the Fire Department.
- There could be a referral to the APC.
- The tank size is reasonable and available.
- There is no way of ensuring that the tank is full.
- The connection to the OCP is clear.
- There is a willingness to look at an improved bylaw consultation process.

- The Local Trust Committee has already done a lot in terms of education with the water workshop and the website; no single group has all the tools.
- A proposed bylaw could apply to only East Point since it is the most relevant there; however, other vacant lots, in water short areas exist across the island.

Planner Richardson concluded by reviewing the options as listed on page 5 of the staff report and read out the recommendation to bring the staff report forward to the first scheduled meeting of the new Saturna Island Local Trust Committee, after elections.

Chair Luckham requested responses from the trustees.

Trustee Johnstone thanked Planner Richardson and stated that she agreed with the staff recommendation. She commented that the new LTC could look at the issues with a new point of view and continue the discussion.

Trustee Neff stated that she would like an amendment made to the storage bylaw for water catchment to apply to East Point only and the draft brought to the next business meeting with the new LTC.

Trustee Johnstone inquired about referring the draft to the APC adding that she would not support a first reading without more public consultation.

Chair Luckham commented that planning ahead for the new Local Trust Committee in order to provide them with the best information was important.

Trustee Neff urged revisions to the bylaw to apply to East Point only.

Chair Luckham cautioned that proceeding with an amended draft bylaw may not have support in the community and cause more upheaval. On the other hand, he noted that concerns about water protection are province-wide and the LTC does have responsibility to support water conservation.

Trustee Neff agreed that the responsibility of the LTC includes adding water catchment to the original storage building bylaw.

Trustee Johnstone stated that there are too many questions of equity and she does not support a draft bylaw amendment.

Resolution SA-LTC-38-2011

It was Moved and Seconded that the Saturna Island Local Trust Committee direct staff to amend the bylaw to apply to East Point only, with revisions to the bylaw for clarity as outlined in the staff report dated October 18, 2011.

DEFEATED
**Trustee Johnstone/
Chair Luckham
Opposed**

Chair Luckham pointed out that a request to staff to draft a bylaw to rescind the storage building amendment would allow the new Local Trust Committee to consider the use of water when allowing a storage building on a vacant lot.

Resolution SA-LTC-39-2011

It was Moved and Seconded that the Saturna Island Local Trust Committee direct staff to draft an amendment to remove the storage building permission in the land use bylaw.

CARRIED

John Money asserted that the community was happy with the storage building bylaw and he does not agree with the motion to rescind it.

Pam Janszen asked about the history of the storage building bylaw.

Chair Luckham explained that it was initiated by a single property owner who wanted to build a storage building on a lot because there were no plans to build a residence.

John Money added that the storage building bylaw did receive a lot of community input and went through the Advisory Planning Commission as well.

10.2 ESB #2 Covenant

Planner Richardson summarized the report and provided an update. He read out the recommendation for staff to review the landscaping at the fire hall once it is completed, advise the Fire Protection Society where it may be insufficient and prepare a report for the next business meeting.

Trustee Neff inquired as to which landscaping plan was being used.

Bernie Ziegler from the Fire Protection Society stated that they were using plan A and the only issue he could see with the covenant was that it does not include a vegetative screen at the back of the building. He understood there would be further discussion with the planner on what needs to be done and they are prepared to meet requirements.

Trustee Neff expressed her disappointment that a final occupancy permit had been granted prior to meeting the terms of the covenant.

Trustee Johnstone suggested that the intent of the Society is to meet the requirements as they are currently planting and building a fence.

Bernie Ziegler said he was not aware of the reasons why the permit was issued.

Sam Peramaki asserted that covenants are very important on the island and she had concern about the landscaping covenant being disregarded by the CRD.

Resolution SA-LTC-40-2011

It was Moved and Seconded that the Saturna Island Local Trust Committee direct staff to ascertain why the final occupancy permit was issued by Capital Regional District to Emergency Services Building #2 prior to the fulfillment of the landscaping covenant and further, that the final permit should be withheld until the covenant requirements are met.

CARRIED

Resolution SA-LTC-41-2011

It was Moved and Seconded that the Saturna Island Local Trust Committee direct staff to request a copy of the landscaping plan for Emergency Services Building #2 and ask that staff be advised of completion so they can arrange for inspection.

CARRIED

11. REPORTS

11.1 Work Program Reports

11.1.1 Saturna Island Local Trust Committee Work Program

Resolution SA-LTC-42-2011

It was Moved and Seconded that the Saturna Island Local Trust Committee direct staff to amend the top priorities list by removing item 3, and replacing it with item 1 from the projects list.

CARRIED

Resolution SA-LTC-43-2011

It was Moved and Seconded that the Saturna Island Local Trust Committee direct staff to amend the top priorities list by renumbering as follows: Park Zoning as item 1, Riparian Area Regulations as item 2, and Ocean Loop Geo-Exchange as item 3.

CARRIED

11.1.2 2008 – 2011 Trust Council Strategic Plan

Presented for information

11.2 Application Report

11.2.1 Saturna Island Applications Report dated August, 2011

Planner Richardson reviewed the report and stated that all applications are up to date.

11.3 Bylaw Enforcement Report

None

11.4 Expense/Budget Reports

11.4.1 Trustee and Local Expenses

Presented for information

11.5 Policies and Standing Resolutions Report

Trustee Neff suggested that the standing resolution which requires the Local Trust Committee to adopt and post the minutes to the website within fourteen (14) days of the meeting is not being met and should be changed.

Chair Luckham suggested a time frame of thirty (30) days to be more realistic.

Resolution SA-LTC-44-2011

It was Moved and Seconded that the Saturna Island Local Trust Committee direct staff to amend the standing resolution SA-LTC-09-09 by replacing fourteen (14) with thirty (30).

CARRIED

11.6 Saturna Island LTC Web Page

There was discussion and agreement about making no changes at this time.

11.7 Chair's Report

Chair Luckham stated that the discussion with BC Ferry Commissioner at the last council meeting was very positive; the upcoming business included launching a new budget cycle and elections. Chair Luckham said he is standing as trustee for Thetis Island and hopes to continue membership on the Islands Trust Council executive.

11.8 Trustee Report

Trustee Johnstone thanked the committee, planner and the public. She said she had learned a lot being on the LTC and she was grateful for the individuals stepping up to carry on the work.

Trustee Neff acknowledged that this was the last meeting of this LTC and she stated that she enjoyed working with everyone. Trustee Neff declared she would be running again for trustee on the Saturna Island Local Trust Committee.

Chair Luckham also thanked John Money for his participation and work on the Local Trust Committee.

12. NEW BUSINESS

12.1 Next Business Meeting scheduled for 12:30 p.m., December 14, 2011, Saturna Island Community Hall

Trustee Neff pointed out that the next LTC meeting is scheduled shortly after elections and suggested that the December meeting be cancelled.

Resolution SA-LTC-45-2011

It was Moved and Seconded that the Saturna Island Local Trust Committee meeting on December 14, 2011 be cancelled due to the proximity of swearing in the new Local Trust Committee members.

CARRIED

12.2 Suggestions for Local Trust Committee/Community Engagement

Trustee Neff presented her suggestion for the LTC to hold monthly meetings instead of bimonthly. She recommended that the year start with a community dialogue meeting one month alternating the next month with a business meeting. The dialogue meetings would be open meetings with trustees and planner for the purposes of education, information and informal discussion only.

Chair Luckham said he was surprised that the regional planner is in support because he believes there could be some legislative problems with the suggestion. He continued that there may be confusion as to which meetings are decision making and which are not.

Trustee Johnstone said she supports the idea if it complies with legal requirements.

Chair Luckham said the idea is a good one and there will be a cost to hold extra meetings.

Resolution SA-LTC-46-2011

It was Moved and Seconded that the Saturna Island Local Trust Committee forward a recommendation to staff to schedule monthly meetings with business meetings held midweek and alternating monthly meetings held Sundays; beginning with a business meeting in January 2012.

CARRIED

Janet Land offered her support for the suggestion stating that it allows community members to be heard before decisions are made as well as provides an opportunity for weekenders to attend meetings.

12.3 Advisory Planning Commission Memberships

Resolution SA-LTC-47-2011

It was Moved and Seconded that the Saturna Island Local Trust Committee direct staff to advertise for expression of interest for Advisory Planning Commission membership for four (4) positions for two (2) year terms and bring those to the first meeting of the new Local Trust Committee.

CARRIED

Resolution SA-LTC-48-2011

It was Moved and Seconded that the Saturna Island Local Trust Committee direct staff to send a thank you letter to retiring Advisory Planning Commission members with encouragement to reapply for another term.

CARRIED

13. TOWN HALL MEETING

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

John Money said he recently read in the Capital Regional District (CRD) Water Conservation Plan, that Islands Trust had successfully stopped all subdivision on Saturna Island.

Chair Luckham commented that the CRD must be misinformed and encouraged John Money to forward the Plan to the LTC to read.

Janet Hall thanked the Local Trust Committee for their efforts and especially the initiatives to help resolve East Point water issues.

14. MOTION TO CLOSE MEETING

Resolution SA-LTC-49-2011

It was Moved and Seconded that, pursuant to Section 90(i) of the Community Charter, the Saturna Island Local Trust Committee resolves to close the meeting to the public for the purpose of adopting March 18, 2011 Saturna Local Trust Committee In Camera Minutes; and further that Planner Gary Richardson, Recording Secretary Jenna Foster remain present.

CARRIED

15. RECALL TO ORDER

Resolution SA-LTC-52-2011

It was Moved and Seconded that the Saturna Island Local Trust Committee meeting be re-opened to the public at 3:02 p.m.

CARRIED

15.1 Rise and Report from Closed Meeting

Chair Luckham informed the public that the In-Camera minutes of March 18, 2011, have been Adopted.

14. ADJOURNMENT

The Chair adjourned the meeting at 3:04 p.m.

RECORDER

CHAIR



Islands Trust

RWM From: October 18, 2011 To: February 01, 2012

Saturna Island

Resolution #	Action	Resolution Description	Resolution Date
2012-01	In Favour	THAT the regular meetings of the Saturna Island Local Trust Committee for 2012, be scheduled at 12:30 p.m., February 9th , April 12th, June 21st, September 6th, .and November 8th.	Jan 05, 2012
2011-09	In Favour	THAT Saturna Island Local Trust Committee Meeting Minutes of October 26, 2011 be Adopted.	Nov 29, 2011



Islands Trust

Print Date: Feb-01-2012

Follow Up Action Report w/ Target Date

Saturna Island Oct-26-2011

No.	Activity	Responsibility	Target Date	Status
1	Letter from Carol Money dated October 25, 2011 to be put on next LTC agenda.	Kathy Jones		Done
2	Staff to draft an amendment to remove storage buildings from the LUB.	Gary Richardson		On Going
3	Staff directed to determine why a final occupancy permit was issued for ESB#2 when the covenant conditions had not been fulfilled. Staff is also to request that the final occupancy be resinded until the terms of the covenant are fulfilled.	Gary Richardson		Done
4	ESB#2 Staff to: 1) request a current landscape plan; 2) request notification as to when planting is complete; 3) carryout site review when planting complete.	Gary Richardson		On Going
5	December 14, 2011 LTC meeting to be cancelled.	Sharon Lloyd-deRosario		Done
6	Monthly meetings to be arranged for 2012. Which should include 6 reg. LTC meetings on Wednesdays and 6 CIMs on Sundays. The 1st meeting to be reg. LTC Mtg. (see minutes for further details).	Sharon Lloyd-deRosario Gary Richardson		Done
7	APC -staff to advertise for expressions of interest for vacant positions. - staff to send thank you letters to APC members that have terms ending. Also expiring members to be asked if they wish to be considered for a new term.	Kathy Jones		Done

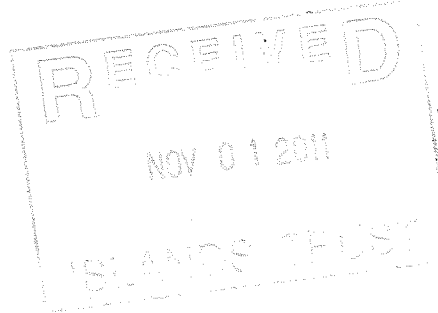
6.1

8	Top Priorities to be amended by removing #3 water catchment for storage buildings and replacing it with Riparian Area regulations from the project list. Numbering of priorities to be amended as follows: 1) Park Zoning 2) Riparian Area Regulations 3) Ocean Loop Geo-Exchange	Gary Richardson	Done
9	Amend standing resolution 2 (minutes posted within 14 days of a meeting) by changing the 14 days to 30 days.	Kathy Jones	Done
10	Incamera minutes of March 18, 11 adopted as drafted.	Sharon Lloyd-deRosario	Done



Water Services
479 Island Highway
Victoria, BC, Canada V9B 1H7

T: 250.474.9600
F: 250.474.4012
www.crd.bc.ca



September 28, 2011
File: 0550-55.03

Saturna Island Local Trust Committee
Suite 200 - 1627 Fort Street
Victoria, BC V8R 1H8

Dear Local Trust Committee:

PREVIOUSLY PROPOSED BYLAW 104

At its Annual General Meeting (AGM) held on August 27, 2011, the Lyall Harbour/Boot Cove Water Local Service Committee discussed proposed Bylaw 104, which would have amended the Land Use Bylaw to require water catchment and storage systems for all new storage buildings built within the Saturna Island Local Trust area.

A motion was made that the Lyall Harbour/Boot Cove Water Local Service Committee send a request to Islands Trust that their customers be exempt from proposed Bylaw 104 because they have paid and continue to pay a parcel tax to ensure present and future water supplies from the large catchment system, Money Lake. Support for the motion by the public was received by a show of hands. The committee then passed the motion.

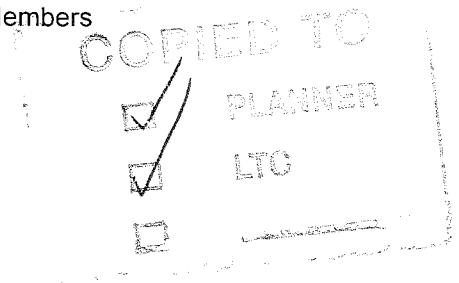
We understand subsequent to the AGM, Bylaw 104 has been withdrawn. However, the committee wants to inform the Islands Trust of the position taken at the AGM should some similar Bylaw be proposed in the future.

Yours truly,

for: Pat Carney
Chair, Lyall Harbour/Boot Cove Water Local Service Committee

PC:ls

cc: Lyall Harbour/Boot Cove Water Local Service Committee Members



Dear Saturna Island Trust Committee,

I see that the water catchment for outbuildings Bylaw is on the Agenda today. After the last LTC meeting, one recurring thought kept nagging me. There was much discussion about the proposed by-law and finally it was rescinded and sent back to the Planner to be redrafted affecting East Point only.

On reflection, I believe that you have missed two important steps that all Trust Committees should follow.

The first step that was missed is that any proposed by-law should be sent to the Advisory Planning Committee (APC). In the past year the APC was consulted only once, and that was on Sept. 19, 2010, the last meeting taking place in 2010! The APC are members of the community of different walks of life and different parts of the island. Their feedback should be important to you.

After comment from the APC, and perhaps changes from their comments, it should go to a Public Information Meeting BEFORE being given 1st Reading which brings us to the second step, which is that any Trust Committee should always prepare a consultation with the community that they are representing. As an LTC you are not representing a special interest group, but rather under the Charter you are supposed to represent the entire community of Saturna Island including off island property owners.

Traditionally, by-laws that were made by the Trust Committee have been, and should be, driven by the wants and needs of the whole community not a special interest group. There would be many; sometimes *very many*, meetings with the community until the proposed by-law was accepted by the majority of the people. There would be no unseemly haste in bringing a by-law into being until the assent of most of the people had been granted. This has played out in good laws on Saturna which were supported by the people of our community and not the type of unrest we have seen in the community in the past few years.

I urge you to not give this bylaw 1st Reading as people often feel that a bylaw that has been given 1st Reading is very near to being, in fact, accomplished. This in turn makes your constituents feel uncomfortable and pressured. They feel that there is no time for reflection or gauging the needs of the community and that they are not being shown respect by the LTC.

Carol Money
October 25, 2011

From: Paul Brent <pbrent@mac.com>
Sent: January-31-12 3:48 PM
To: Kathy Jones
Cc: Gary Richardson
Subject: Fwd: Gas Tax Funding

Hi Kathy,

As discussed.

Cheers

Paul

----- Forwarding was from my home email server as something is troubling me -----

Begin forwarded message:

From: dave paton <maddoggy55@gmail.com>
Subject: Gas Tax Funding
Date: 30 January, 2012 11:27:16 AM PST
To: Paul Brent <pbrent@islandtrust.bc.ca>, Pamela Janszen
<pjanszen@islandtrust.bc.ca>
Cc: Ken Hancock <khancock@islandtrust.bc.ca>, "sipoa@yahoogroups.com"
<sipoa@yahoogroups.com>

Hi Guys,

I appreciate the proactive response to our SIPOA posts and in the absence of a functional IT website which is easy to navigate, I really look forward to having a dedicated one for Saturna – Go Harvey! My first reaction was why, rather than returning our own money to us via a series of bloated bureaucracies, don't the Feds drop the tax and allow the poor downtrodden to benefit from easier transport, cheaper food delivery, enhanced tourism etc. – but I guess politics is the art of the possible. We need to work on the possible bit.

I received notice of the Gas Fund offer a few days ago but in the absence of Andrée's post I would have had no idea of the background to an application decision taken on our behalf almost a year ago. I'm sure if told then that \$250k was available to GI communities, the last thing on any rational person's mind would be blowing it all updating what is essentially a glorified mission statement. A review projected to take 3 years when already more than a year and many man-hours have been expended on our tab.

While the IT would certainly benefit from an impartial external review, the last thing we need is another internal one. What we do need is something to rebalance the attention given to the "community" bit in the existing "Preserve and Protect" statement. The recent SIPOA posts show that there is no shortage of ideas – shame nobody asked us at the time.

It is particularly sad that the Fund criteria covered a number of more useful projects – the IT had a wide choice – the schedule (here) <http://www.infrastructure.gc.ca/prog/agreements-ententes/gtf-fte/bc-eng.html#scheda> provides the qualifying list – drinking water, community energy systems and public transit are just three. Those could translate to

subsidies for water catchment, solar water heating or even the provision of internet access for the SGI ferries – perhaps a three hour commute could be made productive. Promotion of tourism or seed funding for small business planning would fit the requirements, as would supporting energy conservation.

In fact a quick perusal of the initial Policy Statement Task-Force review document (here) <http://www.islandstrust.bc.ca/tc/pdf/pstffinalreport.pdf> shows that the IT went to considerable lengths to make their chosen proposal fit the criteria, as evidenced by the Task-Force statement: *"The Policy Statement review process proposed in the grant application was guided by requirements set by the funder. The Gas Tax Fund required that planning processes take an integrated community sustainability planning (ICSP) approach that contributes to reduced greenhouse gas emissions, cleaner water or cleaner air."* In fact there is nothing in the initial review document that directly fits the criteria but I guess the idea was to "adjust" the application with some references to GHG emissions or Global Warming – only my take – maybe someone could track it down.

The document is a worthy read in other areas. The committee were asked to list priorities on a scale of 1 to 5 with 5 being high – tourism gets a measly 1, languishing with gaming/casino prohibition – I guess no surprise given Robyn Page's post. Chilling is the proposal to eliminate LTC room for manoeuvre by tightening up wording to mandate required outcomes. *"The words "must address" leave room for ambiguity. The task force heard suggestions, from staff and trustees, that mandatory language replace this wording in those situations where the Islands Trust Council is of the view that bylaws must address a topic in a specific way or with specific language. Inherent in the choice of wording for policies of this nature is a choice as to how much leeway the Islands Trust Council wishes to leave to local trust committees and island municipalities in implementing the Islands Trust Policy Statement and, by extension, the object of the Islands Trust."*

I won't get to attend the LTC meeting. I view the proposal as a waste of tax-payer's money and something likely to seed further spend. The award specifically excludes many likely expenditures which would then fall on the IT budget. I doubt it is possible, but could you please investigate if we can amend the proposal or resubmit a new one for something useful. Failing that we should leave the money in the Fund.

Dave Paton
685 Tumbo Channel Rd.

Kathy Jones

From: Paul Brent <pbrent@mac.com>
Sent: February-01-12 7:42 AM
To: Kathy Jones
Cc: Gary Richardson; Ken Hancock; Pamela Janszen
Subject: More Correspondence re. IT Policy Review

I am sorry,

the ...

Sorry

From: Andrée Fredette <andree.fredette@gmail.com>
Subject: Our Trustees' Official Email Addresses - Re the \$250,000 Federal "Gift"
Date: 28 January, 2012 12:33:52 PM PST
To: sipoa@yahooogroups.com, Paul Brent <pbrent@islandstrust.bc.ca>, Pamela Janszen <pjanszen@islandstrust.bc.ca>

Hello Paul and Pam,

Sorry I used your personal email addresses for my previous message.

Because the Saturna Local Trust Committee page is not very informative (nothing newer than September 2011 is posted...) and the Contact Trustees link (in the right side box) is a form which reveals neither your identities, nor that of the third trust committee member, or your "official" email addresses, I went to the general Islands Trust "contact your trustees" page, to obtain those addresses, which I am sharing with SIPOA members:

Paul Brent: pbrent@islandstrust.bc.ca

Pam Janszen: pjanszen@islandstrust.bc.ca

If you would be so kind to tell us who the third (external) trustee for the Saturna trust committee, I would like to share a copy my message with that person as well.

So, if any members of SIPOA have comments, they can address them to you both directly and share them with SIPOA, if they wish.

--
 Andrée

From: Andrée Fredette <andree.fredette@gmail.com>
Subject: [sipoa] Re: Canada's Gas Tax Fund offers \$250,000 to Islands Trust
Date: 26 January, 2012 10:58:00 AM PST
To: Paul Brent <pbrent@me.com>, Pam Janszen <hpjanszen@saturnanet.net>, sipoa@yahogroups.com

Hello,

This media release communiqué (see below) just landed in my inbox this morning.

While the media release describes the Islands Trust Policy Statement as dating back to 1996, the version posted on the IT website is "consolidated" as of 2003.

Further, IT set up a Policy Statement Assessment Task Force (...) which sat for over a year (2010-2011), and produced a 71-page report in May 2011 <<http://www.islandstrust.bc.ca/tc/pdf/pstffinalreport.pdf>>

My opinion, briefly: beware of gifts from the feds. This "up to \$250,000 gift" comes with many strings attached... administrative ones, as well as the oversight of "Committee" (see description from Infrastructure Canada here <<http://www.infrastructure.gc.ca/prog/agreements-ententes/gtf-fte/bc-eng.html>>) which will oversee the spending of this money, and the measuring of its effects.

So, I would urge trustees to examine this proposal very carefully, and evaluate its reach and eventual costs to local taxpayers before getting too enthusiastic about how to spend the \$250,000 and to rewrite a document which not only may already serve the islands very adequately, but has already undergone a close examination in the previous year.

Again, it would be very easy for the Islands Trust to revert to its "let us look for a solution to a problem that does not yet exist" approach, simply based on getting some federal money.

Regards,

Andrée

On Thu, Jan 26, 2012 at 10:17 AM, <information@islandstrust.bc.ca> wrote:

Hello Andree Fredette

The Islands Trust has been offered up to \$250,000 from Canada's Gas Tax Fund to undertake a public review of its Policy Statement, the document which lays the foundation for all the principles, decisions and policies for preserving and protecting the unique amenities and environment of the Islands Trust Area.

<http://www.islandstrust.bc.ca/news/pdf/newsjan262012.pdf>

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Islands Trust <<http://www.islandstrust.bc.ca>>

From: Paul Brent <pbrent@mac.com>
Sent: January-31-12 3:50 PM
To: Kathy Jones
Cc: Gary Richardson; Ken Hancock
Subject: Fwd: Gas Fund offers \$250,000.00 to Islands Trust

FYI

Begin forwarded message:

From: Carol Money <money.carol@gmail.com>
Subject: Gas Fund offers \$250,000.00 to Islands Trust
Date: 28 January, 2012 8:38:34 AM PST
To: Pamela Janszen <pjanszen@islandstrust.bc.ca>, Paul Brent <pbrent@islandstrust.bc.ca>

Dear Paul and Pam,

The large purchase of park lands equalling approximately half our island, along with the economy, has created serious changes for our community of Saturna Island. Our school is in trouble, saved for now by the SEEC project, we are down to one store and a pub that closes for a month or more in the winter. Our restaurants have dwindled to nothing. Our B&B's are few and far between as compared to what there used to be. We need young families desperately!

All Parks Canada seems to do is study their land doing nothing to create any kind of a local economy. Our Parks Liason Committee seems to be not interested in the health of our community. Any thought or suggestion of development or change on Saturna is opposed bitterly by some. We are losing any type of a balance of young people and I fear our island will become an unhealthy community that is a summer community that is empty in the winter.

Talking to different friends on other islands, especially the smaller community ones like Saturna Island, suggests to me that the same kind of problems such as their schools diminishing along with the shutting down of small businesses are happening in their communities also.

I understand that the Islands Trust is receiving \$250,000.00 grant money from the gas tax. I hope that the Islands Trustees use this grant money to study how to kick start some suitable economies on our islands to save the health of the gulf islands communities rather than more navel gazing a policy statement that tries to stop any development in the Trust area.

Regards,

John Money

Kathy Jones

From: Paul Brent <pbrent@mac.com>
Sent: February-01-12 9:14 AM
To: Kathy Jones
Cc: Gary Richardson; Ken Hancock; Pamela Janszen
Subject: More Policy Review Gas Tax

Hi Kathy, John wants his email on the policy review included in the agenda package. That will be it from me as I've not heard from any of the others and I'm off to a meeting. Cheers and thanks. Paul

From: sipoa@yahoogroups.com [<mailto:sipoa@yahoogroups.com>] On Behalf Of John Simpson
 Sent: January-29-12 1:09 PM
 To: sipoa@yahoogroups.com
 Subject: [sipoa] RE: What kind of community do we envision

I am worried. We moved to Saturna Island for the community. Of course we liked the idea of the National Park literally at our back door. We looked forward of quiet dark nights where we sleep like the logs that lay dormant in the woods. We loved the idea of taking walks in the dark green moss covered canopied forests, and on the beautiful empty, clean scenic beaches, to see the majestic views from the top of mount Warburton Pike, and to trek oh-so-cautiously to the tiny and beautiful waterfall (just across the road from the bakery). We loved the idea of inviting family and friends to our idyllic oasis in a part of Canada that few have seen.

But it was really the community that attracted us. It was the idea that folks are eager to make new friends and to welcome everyone with a smile and quick discussion of the weather at the steps of the "upper store". We were encouraged by the repeated question... "when are you here full-time". We knew we were being welcomed. It felt so nice. We were so impressed by the idea of the volunteerism and neighbourliness, that takes us back to our childhoods. We love our neighbours. How quickly they have become such great friends.

So why am I worried? I am worried about the human community of this beautiful island. It is great to have young families with cherubic little

faces in tow, laughing and smiling all year long, not just on summer holidays. It would be great to have more little ones around. But its not just the children, it is great to see the twenty year olds, the 'thirty somethings', the forties group and so one. I worry that we need an economy that is a little more vibrant than the one we have.... an economy that provides a basis of support for those younger folks who don't have the benefit of retirement savings to provide financial sustenance. We have a few entrepreneurial types on the island. Thank goodness. But I think it is obvious that we don't have enough of a wage economy to sustain the island population and resultant amenities that we all enjoy: our quaint little pub, our beautiful winery, our very convenient upper store and cafe, our bakery, our lumber yard, our community centre and our rec. centre, etc. I worry that the natural beauty of this island will be sustained but a healthy full-time population will not.

Therefore can I suggest, that whether we get a GasTax Grant (for the Trust) from the Feds or not, that we explore green economic development ventures that can attract a few more young families to our Island. I am not suggesting anything that will hurt the natural beauty of our island, but creative innovative economic development plans and initiatives that can help us all maintain the aspects of Saturna Island life that we all enjoy.

I don't really see the great need for policy reviews that collect dust of shelves. I would much prefer that federal money and Island Trust money, for that matter, be put towards providing 'seed money' and 'business plan grants' for some of those youthful entrepreneurs who have ideas for island businesses. We live in a modern world where businesses can thrive from the desktop of the kitchen table. There is no reason that we cannot create some business that sell, not just to Saturna Island residents, but to world-wide audiences. Some examples: We bought several things for our Grandkids over Christmas that we bought over the internet from home-based businesses. My wife and I are still working, we work from our kitchen here on Saturna Island. I am not really young enough to have the desire to build a thriving consulting business, like the one we had from our home in Yellowknife, (where we employed eight to ten young people), but it could easily be done. Very green jobs. These are just a few simple examples that I know about.

Can you imagine that if we held a economic development strategic planning session on this island with the collective and creative minds and experience that we have here - what a plan we could come up with. Of course we would start with a set of principles that would have to apply. For example: The natural environment must not be harmed; new businesses must not compete or harm existing island businesses, etc.

There is no reason that we cannot create a strategy where everyone would have input, and dare I say -'agree'- on a progressive action plan.

And wouldn't it be nice to have the governments (including the Islands Trust and Parks Canada) support efforts to improve our islands, instead of putting up roadblocks in the way of more regulation, more taxes, more licenses, more inspections, more rules, more requirements, etc. I know my colours are showing. I don't mean to be negative, but even the Federal Government has a "Red Tape Commission". Oh well, just because you are 'right' , doesn't mean you are wrong.

Anyway that is my two cents worth. Take the federal grant money.... Just do something effective with it that will help the economies of the Islands and especially Saturna island.

John Simpson

Kathy Jones

From: EVA HAGE <emhage@mac.com>
Sent: February-01-12 9:14 AM
To: Kathy Jones
Subject: Saturna LTC Agenda Feb 9

Good morning Kathy,

The Saturna Island Fire Protection Society (SIFPS) would like to request to be put on the February 9th agenda and request that Saturna Trustees consider a variance to the covenant registered at the Emergency Services Building #2. The covenant calls for a full vegetative barrier around the perimeter of the property, and we are unable to comply with that due to sight lines for emergency vehicles. We have almost completed the planting we are planning to do, save for three cypresses that were not available at the time of planting.

Regards,

Eva Hage
Corporate Secretary SIFPS



STAFF REPORT

January 31, 2012

File No.: SA 6500-20 (2012) Accessory
Building Regs

To: Saturna Island Local Trust Committee

From: Gary Richardson
Island Planner
Local Planning Services

Cc: Robert Kojima, Regional Planning Manager

Re: Storage Building Regulations

BACKGROUND: The Local Trust Committee (LTC) has directed staff to provide comments and a recommendation on the previous LTCs direction to remove storage buildings as a permitted use in the Saturna Island Land Use Bylaw. The LUB was amended in 2010 by bylaw 100 to allow for the construction of storage buildings prior to principal buildings.

The following table lists accessory and storage building regulations contained in Southern LTC bylaws:

Island	Land Use Bylaw	Comments	
Galiano	Accessory buildings and structures may be constructed on a lot before the construction of the building or structure to which they are accessory, but no home occupation may be conducted in such an accessory building or structure until the building or structure to which it is accessory is constructed and occupied.	This allows for the construction of buildings prior to the principal use being carried out. There is a size restriction on the accessory buildings which varies from 70 sq. metres to 93 sq. metres depending on the size of the lot.	
North Pender	An accessory building or structure may be constructed or placed and occupied as a temporary dwelling prior to the construction of a principal building or structure on the same lot provided that a building permit has been issued for the principal building or structure and the water supply and sewage disposal facilities for the principal building or structure have been	This requires that a building permit be issued for the principal use before an accessory building can be constructed. There is no restriction on floor area.	

	installed.		
Mayne	The following buildings or structures may be constructed or placed on a lot prior to the construction of a principal dwelling or the commencement of a principal residential use on the same lot: (a) one utility shed, and (b) one building for the purposes of storage of building material for use on the lot and storage of personal effects. Any other accessory building or structure may only be constructed or placed on a lot prior to the construction of a principal dwelling, or the commencement of a principal residential use, on the same lot provided that a valid building permit has been issued for any principal building on the same lot, and subject to the maintenance of a building permit for a principal dwelling on the same lot.	This allows for the construction of buildings prior to the principal use being carried out. There is no restriction on floor area.	
South Pender	An accessory building may be constructed or placed on a lot and occupied as a temporary dwelling prior to the construction of a single family dwelling on the same lot, subject to: (a) a building permit being issued, and remaining in effect, for the single family dwelling; (b) the connection of the accessory building to sewage disposal facilities for which a sewage disposal permit has been issued under the Health Act; (c) the provision of a domestic water supply; compliance with the use, density and siting requirements of this Bylaw for dwellings and cottages; and (e) the occupancy of the accessory building ceases prior to occupancy of a single family dwelling on the lot.	This requires that a building permit be issued for the principal use before an accessory building can be constructed. There are floor area restrictions that range from 70 sq. metres to 372 sq. metres depending on lot size.	
Saturna	The following buildings and structures may be constructed or placed on a lot prior to the construction of a principal residence or the commencement of a principal residential use on the same lot: 2.4.4(1) one storage building not exceeding 61 square metres (656 sq. ft.) in floor area, and 2.4.4(2) one utility building or pumphouse not exceeding 9.3 square metres (100 sq. ft.) in floor area. Any other accessory building or structure may only be constructed where a valid	This is the amendment brought into the LUB by bylaw 100. This allows for the construction of buildings prior to the principal use being carried out. There is a restriction on floor area.	

	building permit has been issued for the construction of a principal use building on the same lot.”		
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ISSUES SUMMARY:

Construction of Storage Buildings: This issue relates to the construction of non-residential buildings on lots where a dwelling is permitted, but has not yet been constructed. In many cases, an owner may wish to construct a storage building(s) on a lot, during or before construction of their dwelling. By definition an accessory building only has that status in relation to an established principal use, building or structure on a lot. The definition of “accessory” in the Land Use Bylaw is as follows:

“in relation to a use, building or structure means incidental and secondary to a principal use, building or structure, expressly permitted by this bylaw on the same lot or, where the accessory use is located on the common property in a bare land strata plan, or a strata lot in the same strata plan.”

Therefore an accessory building can only be constructed or placed on a lot if a permitted principal use has been initiated. If there is no principal use, then the accessory building becomes, by definition, the principal use of that lot. For example, if the permitted principal use is “residential” (as is the case on smaller lots in RR and RG zones) and an owner constructs a shed to store materials on an otherwise vacant lot, then that lot is not being used in compliance with the bylaw¹. Essentially the lot is being used in a different use, such as “storage.” This caused problems for landowners who: visit their lot only occasionally, want safe secure storage, and don’t plan on building for some time.

Prior to bylaw 100 the LUB addressed only the issue of owners who legitimately needed storage while constructing a dwelling. Section 2.4.4 of the bylaw allowed for this once a building permit had been issued:

*“Where a valid building permit has been issued for the construction of a principal use **building**, an **accessory building** for storage of construction materials may be built before completion of the primary **building**.”*

The wording in this section appeared to have been carefully drafted to limit this to situations where an owner is commencing construction of the principal building by requiring that the building permit has been issued for the principal building and by limiting the use of such an accessory building to storage of materials used for construction of the dwelling.

Where the zoning allows principal uses other than “residential”, such as “farm use”, buildings that are related to that use, such as stables, could currently be constructed in the absence of a residence on the property. These buildings are accessory to a permitted principal use.

¹ The definition of “residential” is “a use providing for the accommodation and home life of a person or persons.”

It did not appear to be an issue for owners who were actively constructing dwellings, rather it seemed to apply in situations where owners do not have immediate plans to construct a dwelling, but may wish to construct a non-residential building or structure on their otherwise vacant lot.

Other southern LTC bylaws have regulated this in various ways as is shown in the table.

STAFF COMMENTS:

Construction of Storage Buildings: In 2010 the LTC directed staff to prepare a bylaw that would allow the construction of a non-residential building, with limitations on the size and use of the building, in the absence of a principal residence. There were several considerations that the LTC was asked to consider before contemplating the amendment. First, the LTC would be permitting a use other than residential on lots that are currently only zoned for residential use. Second, permitting non-residential buildings outright cannot guarantee that a residence is subsequently constructed, unlike the current regulation which requires that there be a valid building permit for a residence. Finally, the LTC should be satisfied that this is a genuine concern or issue for owners, as opposed to a minor inconvenience. The LTC considered it to be a significant issue, and directed staff to prepare a draft bylaw for consideration. Staff recommended that the amendment limit the number, size and use of such non-residential buildings.

After considering the above matters and comments from the public the LTC proceeded with a bylaw to allow for storage buildings. Bylaw 100 was adopted in September 2010.

There have been very few building permit applications for storage buildings within the Saturna Island Local Trust Committee area since bylaw 100 was adopted, staff are aware of only two. Despite the limited number of applications for storage buildings the regulation is an important one to have in the LUB. The absence of the provision could cause significant problems for a landowner developing a vacant lot.

Staff recommends that the provision permitting storage buildings remain in the LUB as it allows owners of vacant lots to develop their lots slowly by first building a safe secure storage building which can be used until they determine when and where to build a dwelling. Staff cannot foresee any problems with allowing this sequence in the development of a vacant lot.

RECOMMENDATIONS

1. THAT the Saturna Island Local Trust Committee direct staff not to remove the storage building regulations contained in subsection 2.4.4 of Saturna Island Land Use Bylaw No. 78, 2002.

Prepared and Submitted by:

Gary Richardson

January 31, 2012

Gary Richardson
Island Planner

Date

Concurred in by:



Robert Kojima
Regional Planning Manager

February 1, 2012

Date



STAFF REPORT

To: Saturna Island Local Trust Committee

From: Robert Kojima, Regional Planning Manager

CC: Gary Richardson, Island Planner

File No.: SA 6500-20 2012 (RAR)

Re: Implementation of Provincial Riparian Areas Regulation

PURPOSE

The purpose of this report is provide the Local Trust Committee with background on the provincial riparian areas regulation, the results of watercourse mapping on Saturna, and options and recommendations for implementing the provincial Riparian Areas Regulation.

BACKGROUND

Implementation of the provincial Riparian Areas Regulation (RAR) is an LTC Top Priority Work Program item.

The RAR was enacted under Section 12 of the *Fish Protection Act* in July 2004 and took effect on March 31, 2006¹. The objectives of the Act are to: (1) ensure sufficient water for fish; (2) protect and restore fish habitat; (3) improve riparian protection and enhancement; and (4) provide stronger local government powers in environmental planning. The RAR is a policy directive from Cabinet which requires local governments (including local trust committees) to protect riparian areas during residential, commercial, and industrial development by ensuring that proposed activities are subject to a science-based assessment conducted by a Qualified Environmental Professional (QEP). Section 4 of the RAR prohibits a local government from approving or allowing a development to proceed in a riparian assessment area unless the local government is notified by the Ministry of Environment that the developer has provided an assessment report by a QEP which certifies that the development can be carried out without damaging fish habitat.

A "Riparian Assessment Area" (RAA)² is defined in the RAR to mean any area within 30 metres of a stream; a "stream" is defined to include all watercourses that provide fish habitat, including ponds, lakes, rivers, creeks and brooks as well as ditches, springs, and wetlands that are connected by surface flow to such watercourses. A watercourse may not currently have fish present, but is still considered a "stream" for the purposes of the RAR if fish could potentially be

¹ Copy of the FPA, RAR and other documentation can be found at the following provincial government webpage: www.env.gov.bc.ca/habitat/fish_protection_act/riparian/docs.html

² A list of acronyms is attached to this report.

present were introduced obstructions made passable. “Fish” is defined for the purposes of the RAR to include salmonids, game fish and regionally significant fish (these include all salmon species and trout).

The RAR does not authorize the Ministry of Environment or a QEP to regulate development. The RAR establishes that it is the local government that must amend its bylaws to ensure that riparian areas are protected and that development does not proceed within a Riparian Assessment Area (RAA) without the provision of a QEP report.

Local governments may allow development within 30 metres of a stream provided the prescribed riparian assessment methods have been followed. The riparian assessment method requires a Qualified Environmental Professional (QEP) to provide an opinion – in an Assessment Report – that the development will not result in a harmful alteration of riparian fish habitat. In the assessment, the QEP must establish, on a site-specific basis, an area within the 30 metre RAA that cannot be developed - termed a Streamside Protection and Enhancement Area (SPEA) - and those portions of the the 30 metre RAA where development may occur. The QEP may also provide recommendations on mitigation or enhancement measures specific to the development proposal. Finally, the Assessment Report can identify measures to maintain the integrity of the riparian area during the development process.

“Development” is defined in the RAR to mean a range of activities that are subject to local government powers under Part 26 of the *Local Government Act*, these include applications such as rezonings, DPs, DVPs, TUPs and subdivisions, but do not include building permits and Board of Variance orders. The types of development that are subject to an RAR assessment are residential, commercial and industrial; not subject to assessment are: permits issued for repair or reconstruction of existing structures, pre-existing buildings or structures, agricultural activities, mining activities, hydroelectric facilities, forestry, parks, institutional development, and federal and First Nations lands. Despite the fourth objective of the *Fish Protection Act*, the RAR does not give local governments any additional powers with respect to streamside protection. Rather, it requires local governments to use their existing land use planning and management powers under the *Local Government Act* to improve the protection of riparian habitat.

In summary, the Regulation specifies that:

- local governments must protect riparian areas in accordance with the regulations when exercising their powers with respect to commercial, residential and industrial development; and
- local governments must meet or better the regulations, but cannot reduce them without specific authorization from Fisheries and Oceans Canada. For example, a local government could not issue a development variance permit for a new residential, commercial or industrial building except in accordance with the riparian area regulations.

As the RAR has been in effect for almost 6 years, any Part 26 application could trigger the requirement for an assessment. For example, right now an unrelated variance for work that happens to be within 30 metres of a stream (as defined by the RAR) would need a QEP report.

In 2006 Trust Council adopted a resolution directing staff to prepare development permit area provisions to implement the RAR. Local trust committees were also requested to consider amending setback provisions in their Land Use Bylaws as a first step prior to implementing development permit areas.

The implementation of RAR development permit areas in the Trust Area has been delayed since 2006. Principally, the delay is attributable to issues with identifying watercourses that are subject to the RAR and in accurately mapping those watercourses. The existing available provincial mapping (TRIM) has proved to not be accurate enough to identify watercourses with an acceptable degree of certainty.

In 2009-10 fiscal year funding became available to undertake RAR implementation. The Islands Trust had previously obtained watershed mapping derived from 2-metre contour Digital Elevation Mapping (DEM) for most of the Trust Area. Ministry of Environment regional staff identified those watersheds within the Trust Area that, based on their records and knowledge, would be subject to the RAR. On Saturna, three watersheds were identified by MoE as containing RAR watercourses. The state of mapping was insufficient to determine the specific locations of watercourses within these three watersheds.

In December 2009, the Islands Trust entered into contracts with consultants to complete RAR related work in the North Pender, South Pender, Mayne and Saturna Local Trust Areas (Mapping data and a fish habitat assessment was subsequently undertaken for Galiano as part of the OCP review). For Saturna, Madrone Environmental was retained to (1) identify RAR applicable watercourses within the MoE-identified watersheds and (2) to map the locations of the RAR streams with an acceptable degree of accuracy (less than 5 metre error). The scope of work in the contract was to assess watercourses as fish-bearing or potentially fish-bearing; lack of fish presence does not disqualify a watercourse from being subject to the RAR, transient fish presence in lower reaches of a stream or the ability to support fish if introduced obstacles can be removed would make a stream subject to the RAR. Proving non-fish presence generally requires a rigorous and detailed sampling methodology conducted throughout the length of a drainage area at specified times of the year, which was beyond the scope of the contract. The full background, methodology and results of the assessment are detailed in a report delivered on March 29, 2010 and previously received by the LTC. The report can be viewed on the Saturna webpage at: <http://www.islandstrust.bc.ca/ltr/sa/> under the *Riparian Areas Regulation Implementation* heading.

The report confirms that the lower reaches of Lyall Creek contain diverse fish habitat values, with potential spawning and rearing areas for trout and salmon, and a functioning riparian zone. The portions Lyall Creek outside of the National Park Reserve, including a tributary, were mapped as part of the assessment. The two other watersheds assessed were determined not to be subject to the RAR. As part of the contract, the consultants also mapped non-RAR features, specifically wetlands, in the areas assessed.

Under the RAR, the LTC may not allow development (as defined in the RAR) to proceed within an RAA unless an assessment has been conducted. Any Part 26 applications (DP, DVP, TUP, rezoning) that affect land within 30 metres of the boundaries of Lyall Creek would currently need an assessment before the LTC could issue a permit, adopt a zoning amendment, or before a subdivision could be approved.

CURRENT POLICY

Trust Council Strategic Plan:

The current Trust Council Strategic Plan includes "Implementation of Riparian Area Regulations" as the first focus area.

Trust Policy Statement:

- 3.3.2 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.

Official Community Plan: The OCP contains a number of pertinent policies:

C.2 Natural Environment Policies

- C.2.2** In considering permits, referrals, applications and bylaw amendments, the Saturna Island Local Trust Committee should use all available means within its direct jurisdiction to ensure the preservation and protection of the Area's diverse natural environment by:
- a) maintaining sufficient habitat in its natural state for wildlife, plant life and marine life to flourish;
- C.2.4** Setbacks for all buildings and structures shall be designed to protect significant riparian and wildlife habitat and encourage maintenance of indigenous vegetation within these areas.
- C.2.8** The Saturna Island Local Trust Committee will support the recommended practices outlined in publications of the federal Department of Fisheries and Oceans, and the Ministry of Environment, Lands and Parks, such as *Land Development Guidelines for the Protection of Aquatic Habitat* and the *Stream Keepers Program*.

G.1 (Streams and Wetlands – Lyall Creek Development Permit Area)

The OCP designates a DPA around and over Lyall Creek, its estuary and the Lyall Creek tributary. The mapping of the creek for the DPA (see OCP Schedule G) is largely consistent with the consultants GPS mapping. The designation of the DPA upstream of Lot 27 is 30 metres from the natural boundary of the stream, and thus consistent with the minimum RAA under the RAR. The portion of the DPA downstream of Lot 28 is designated over an area only 7.62 metres adjacent to the natural boundary of the stream, this is not consistent with the RAR. Nor does this portion of the DPA comply with the RAR's predecessor regulation – The Streamside Protection Regulation – which specified a minimum 15 metre "Streamside Protection and Enhancement Area" (SPEA).

While the purpose of this report is not to review the existing DPA in detail, the provisions of the current DPA are also not consistent with the RAR; for example, as currently drafted, the exemptions would allow development to proceed in a RAA without a QEP report.

COMMUNITY CONSULTATION

Community consultation is fundamental to any proposed changes to LTC policies and regulations. However, as the RAR is a legislated requirement, providing for meaningful consultation is challenging as the LTC's options are limited. In order to bring its bylaws into compliance with the provincial regulation, it must amend them to provide a minimal level of protection as prescribed in the provincial regulation. There are limited options in

terms of the tools that can be used and the only real choice the LTC has is whether or not to exceed the requirements of the RAR. That being said, it is important that the LTC communicate clearly and effectively the reasons for the potential amendment with potentially affected landowners and the community in general. There are several approaches the LTC may consider, alone or in combination:

1. Given the fairly limited number of affected properties (approximately 19), direct contact with owners is a feasible option, for example letters to all owners providing opportunities to individually contact trustees and staff to have questions answered.
2. Information materials and links to on-line information can be provided in letters to landowners.
3. An open house, where affected and interested persons can drop-in and one-on-one ask questions specific to their property and their concerns.
4. Town hall, where all affected and interested persons can attend and hear others questions and comments, and the answers and responses.

BUDGETARY IMPLICATIONS

There is currently \$3,000 in the 2011-12 LTC program budget for Saturna RAR implementation. Some anticipated expenses, such as a mail-out, printing of informational material and possibly a meeting could be funded from this budget prior to the end of the fiscal year. Additional meeting or communication expenses after March 31st could be funded from a specific RAR implementation budget (if approved) or would be funded from the LTC expense budget. However, given the limited number of affected properties, the fact that all consulting and external mapping work has been completed, and the existence of brochures and materials that can be adapted in-house for Saturna, expenditures can be expected to be minimal.

TIMELINE

The LTC should anticipate that amendment to the OCP would not be completed until the end of 2012. This would be a function of: the desire to engage in landowner communication and consultation in advance of drafting bylaws, the legislated bylaw amendment process (including ministerial approval for an OCP amendment) and the limited number of regular LTC meetings in the year. The following is a rough outline of a potential timeline divided into three phases:

February – April: Community consultation phase. This would involve contacting landowners and providing opportunities for consultation and answering questions.

June – September: Policy development phase. This step would involve staff drafting and LTC reviewing a draft amending bylaw, leading to First Reading and agency referral.

October – November: Bylaw phase. This would be formal bylaw stage: public hearing, further readings, forwarding of bylaw amendment to EC and the Minister, and final adoption.

RESULTS OF CIRCULATION

Once a draft amending bylaw is prepared it will be circulated to any affected agencies for comment.

STAFF COMMENTS

The provincial RAR requires local governments to use their existing land use planning authority to protect fish habitat. The consultant's report confirms that Lyall Creek is the only "stream" under the RAR definition on Saturna.

Ministry of Environment documents³ suggest that local governments apply zoning or DPA to implement the RAR. Changes to zoning would establish a setback consistent with the 30 metre RAA. However, there are several concerns with the zoning approach:

1. Zoning is inflexible. A setback would regulate the siting of buildings and structures and a landscape strip provision could be established within the RAA to prevent vegetation removal. Any work within the RAA would require a variance and conditions could not be attached to a variance in the manner that they can be included in development permit.
2. Establishing zoning setbacks do not provide the level of certainty for landowners that designating a DPA on a map schedule does.
3. The existing Lyall Creek DPA is well-established and would require amendment only to meet the RAR.

Conversely, the DPA amendment option would manage land alteration, including vegetation removal, provide a map schedule showing the designated streams and 30 metre DPA, and provide for the flexibility inherent in considering issuance of a development permit, which can attach conditions and include variances. In addition, the Lyall Creek DPA would require an amendment to the OCP implementing only two changes to become compliant with the RAR:

1. A map amendment extending the DPA from 7.6 metres to 30 metres from the bank of the stream in the lower reaches; and
2. Amendments to the guidelines and exemptions to ensure that QEP reports are provided and that the recommendations of the professional can be incorporated as conditions of a permit.

The LTC is obliged, like all local governments, to protect riparian areas. The optimal approach for Saturna appears to be to amend the existing Lyall Creek DPA to bring it into compliance with the RAR. This will provide certainty to landowners and to the LTC that activities undertaken adjacent to that stream are assessed in conformity with the Riparian Area Regulations. There are currently draft or adopted DPA provisions prepared for the North Pender, Galiano and Mayne LTCs that minimally meet the RAR requirements for provision of a QEP assessment and implementation of recommendations which could be readily adapted for inclusion in the existing Lyall Creek DPA.

³ Ministry of Water Land and Air Protection. Riparian Areas Regulation Implementation Guidebook. 2006. www.env.gov.bc.ca/habitat/fish_protection_act/riparian/documents/ImplementationGuidebook.pdf

If the LTC wishes to proceed with this Work Program Top Priority, it should provide direction to staff on the following steps

1. Community consultation. The LTC can provide specific direction to staff on proceeding immediately to organize consultation, or direct staff to prepare options for consideration at the next meeting. Directing staff to proceed immediately would allow use of a portion of the funding available in the 2011-12 budget.
2. Policy review. The LTC can direct staff to start work on reviewing the current DPA provisions and preparing revised wording and mapping.

Alternate Options:

1. To defer consideration of RAR implementation.
2. To direct staff to draft a bylaw amendment for consideration at the next meeting.

RECOMMENDATIONS

1. THAT the Saturna Island Local Trust Committee direct staff to proceed with community consultation on RAR implementation.
2. THAT the Saturna Island Local Trust Committee direct staff to proceed with reviewing the Lyall Creek DPA for compliance with the RAR.

Prepared and Submitted by:



Robert Kojima

January 27, 2012

Date

Attachment: List of Acronyms

List of Acronyms

DP	Development Permit
DPA	Development Permit Area
DVP	Development Variance Permit
EC	Executive Committee
FPA	Fish Protection Act.
LTC	Local Trust Committee
OCP	Official Community Plan
QEP	Qualified Environmental Professional
SPEA	Streamside Protection and Enhancement Area
RAA	Riparian Assessment Area
RAR	Riparian Areas Regulation
TUP	Temporary Use Permit



Top Priorities

Saturna Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Park Zoning	Amend zoning and OCP designations on parklands	Aug-25-2010	Gary Richardson	May-07-2011	On Going
2	Provincial Riparian Areas Regulation	To amend the Lyall Creek DPA to bring bylaw it into compliance with the provincial RAR	Oct-26-2011	Robert Kojima	Mar-31-2012	On Going
3	Ocean loop Geo-Exchange	Prepare staff report on options to permit and regulate	Aug-31-2011	Gary Richardson	Mar-31-2012	On Going



Islands Trust

Print Date: Feb-01-2012

Projects

Saturna Island

No.	Description	Activity	Received/Initiated	Status
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	East Point Water Conservation		Sep-30-2011	On Going
6	Agricultural Building Watercourse Setbacks		Sep-30-2011	On Going



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 2008-2011

Adopted: September, 2009 -- Updated: November 22, 2011

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 unique natural environment of the islands in the Strait of Georgia and Howe Sound 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 is made up of the 26 locally-elected officials of the Trust Area who are responsible for land use decisions in their island communities. Our Council has a unique mandate from the province to protect the unique environment and amenities of the islands. It meets quarterly to make decisions about overall policy, staff resources and budget. Our current Council was elected for a 3-year term during BC Local General Elections in November 2008. The current term will end in December 2011.

A Strategic Plan for our 2008-2011 term

Since December 2008, we have worked hard to identify the most important goals for the current term. By identifying these goals and developing a strategic plan to achieve them, we can focus finite resources and measure progress. Through adoption of a Strategic Plan, we have confirmed the following focus areas for our 2008-2011 term:

Goal 1 Ecosystem Preservation and Protection

We can create a legacy for the future by preserving and protecting the most significant parts of our natural environment:

- We will identify and protect our most significant riparian areas.
- We will improve the identification and protection of island biodiversity, as well as our most sensitive environments, and significant natural areas.
- We will work to reduce greenhouse gas emissions, both by managing our internal operations and by fostering energy-efficient communities in our land use decisions.

Goal 2 Stewardship of Island Resources

We will work to steward island resources, and to ensure that the scale, rate and type of development is compatible with the maintenance of island ecosystems.

- o We will use land use planning tools to address the sustainability and quality of freshwater resources.
- o We will support initiatives to achieve reliable, adequate and sustainable funding for the Trust Fund Board, our conservation land trust.
- o We will take steps to advance good management of coastal areas, by encouraging landowner stewardship and by considering new planning tools.

Goal 3: Sustain Island Character and Healthy Communities

We recognize that the health of our communities is improved if our islands are safe and secure, if there is strong public involvement in decision-making, and if we accommodate people of differing age groups and income levels.

- o We will work to support and restore socio-economic diversity with strategies for affordable, accessible and appropriate community housing.
- o We will work to understand and minimize the negative effects that climate change could have on island communities.
- o We will cultivate community engagement and participation in land use planning.

Goal 4 Organizational Effectiveness

Our island communities need effective and efficient government services:

- We will continue our work to provide services on an increasingly cost-effective basis.
- We will encourage recognition and support of the Islands Trust object by our communities and by other agencies and levels of government.

(Italics indicate significant changes since last Trust Council meeting; shaded text represents actions in past and future years)

*** See last page for key to abbreviations used in this document**

Goal 1: 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 <i>Italics indicate status changes since last TC meeting</i>
1.1 To identify and protect riparian areas	1.1.1 Implement Riparian Area Regulations throughout the Trust Area	<u>FY 2009/10</u> 1.1.1.1 Review watershed mapping by UBC	LPC	Funded by 09/10 program budget	By whether watershed mapping contract is complete.	Complete.
		<u>FY 2010/11 & 2011/12</u> 1.1.1.2 Obtain MOE designation of RAR watersheds	LPC	Funded by base budget	By whether MOE designation of RAR watersheds is complete	Complete for 11 LTAs. Gambier LTA in progress.
		<u>FY 2010/11</u> 1.1.1.3 Establish application processing procedures compliant with RAR	LPC	Funded by base budget	By whether all applications are processed compliant with RAR	Complete.
		<u>FY 2010/11 & 2011/12</u> 1.1.1.4 Develop bylaws re RAR requirements, subject to MOE's RAR designation	LTCs***/BIM*	Funded by program budget	By whether all islands are RAR compliant through bylaw development	<i>19 of 43 bylaws are compliant. 8 bylaw amendments in process.</i>
		<u>FY 2010/11 & 2011/12</u> 1.1.1.5 Develop communications materials about RAR for use in LTC meetings	LPC	Funded by program budget	By whether staff have developed RAR communications materials	QEP presentation made to Trust Council in Sept 2010. SSI, NP presentation materials developed. General communications materials in development.
		<u>FY 2010/11 & 2011/12</u> 1.1.1.6 Utilize RAR communication materials in LTC meetings	LTCs***	Funded by program budget	By whether LTCs have utilized RAR communications materials	Materials used on SSI and NP.
	1.1.2 Integrate riparian area protection into Regional Conservation Plan	<u>FY 2009/10 & 2010/11</u> 1.1.2.1 Within the Regional Conservation Plan, set targets and develop implementation plan for riparian area protection where mapping is completed.	TFB**	Funded by base budget	By whether the 2011-2015 Regional Conservation Plan and implementation plan is complete	Complete.
		<u>FY 2011/12</u> 1.1.2.2 Implement riparian area protection strategy	TFB**	Subject to funding	To be determined (by objectives set in RCP)	Not started.
		1.1.2.3 Mapping of non-RAR watercourses and riparian areas	TFB**	Subject to funding	By whether mapping of non-RAR watercourses and riparian areas is complete	Not started.
	1.2.1 Continue improvements to mapping data (i.e. ecosystem maps)	<u>FY 2009/10</u> 1.2.1.1 Complete DEM acquisition & implementation programs for Trust Area	LPC	Funded by 09/10 program budget	By whether DEM program is complete	Complete.
		<u>FY 2010/11 & 2011/12</u> 1.2.1.2 Complete SEM acquisition and implementation programs for Trust Area	LPC	Funded by program budget	By whether SEM program is complete	Complete.

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status changes since last TC meeting</i>
1.2 To improve the identification and protection of biodiversity, environmentally sensitive areas and significant natural sites, features and landforms		<u>FY 2009/10</u> 1.2.1.3 Finalize TEM mapping for Howe Sound	TFB**		Funded by 09/10 program budget	By whether mapping is finalized	Complete.
	1.2.2 Develop 2011-2015 Regional Conservation Plan (RCP)	<u>FY 2009/10 & 2010/11</u> 1.2.2.1 Complete first draft of RCP	TFB**		Funded by 09/10 program budget	By whether first draft is complete	Complete.
		<u>FY 2010/11</u> 1.2.2.2 Community consultation re RCP	TFB**		Funded by base budget	By whether consultation has been completed	Complete.
		1.2.2.3 Finalize RCP	TFB**		Funded by base budget	By whether plan is finalized	Complete.
		<u>FY 2011/12</u> 1.2.2.4 Implement RCP	TFB**	LTCs***	May be subject to funding	By whether plan has been implemented	Council planning session complete. <i>Implementation on-going</i>
	1.2.3 Protect sensitive and significant land through land use planning decisions	<u>2008-2011 term</u> 1.2.3.1 Optimize opportunities to protect land	LTCs***/BIM*		Funded by base budget	By the hectares of land that have been protected	Awaiting opportunities and LTC decisions. (e.g. Denman protected area – 790 ha, SSI community farmland – 24 ha). <i>LTCs have developed relevant OCP policies on several islands.</i>
	1.2.4 Monitor and enforce LTC conservation covenants	<u>FY 2009/10 & 2010/11</u> 1.2.4.1 Establish management plan for LTC conservation covenants	LPC		Funded by base budget	By whether a management plan has been finalized	Covenant inventory complete. Covenant monitoring report to Trust Council in Mar/11.
		<u>FY 2011/12</u> 1.2.4.2 Implement management/monitoring program for LTC conservation covenants	LTCs		Funded by base budget	By whether the management plan has been funded and implemented	Report to TC circulated to LTCs re management/monitoring of future covenants.
	1.2.5 Improve protection & planning for 'executive' islands	<u>FY 2009/10</u> 1.2.5.1 Develop work program for 'Executive' Islands	EC	LPS	Funded by base budget	By whether a work program for Executive Islands protection has been approved.	Complete.
		<u>FY 2010/11 & 2011/12</u> 1.2.5.2 Develop new bylaws for 'Executive' islands	EC	LPS	Funded by 11/12 program budget	By whether new bylaws have been developed.	OCP and LUB drafts under review.
	1.2.6 Finalize Crown land profiles (including ID of environmentally sensitive areas, etc.)	<u>FY 2009/10 & 2010/11</u> 1.2.6.1 Finalize Bowen and Gambier profiles	TPC		Funded by program budget	By whether Bowen and Gambier Crown land profiles are complete	Bowen – pending Parks Canada proposal. Gambier – scope under review.

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status changes since last TC meeting</i>
	1.2.7 Expand NAPTEP program to entire Islands Trust Area	<u>FY 2009/10</u> 1.2.7.1 Approach Comox Valley RD	TPC		Funded by base budget	By whether Comox Valley RD has been formally contacted to discuss NAPTEP	Complete.
		<u>FY 2010/11</u> 1.2.7.2 Roll out to Comox Valley RD	TFB**		Funded by 10/11 program budget	By whether NAPTEP program is in place in Comox Valley RD.	Complete.
		<u>FY 2010/11</u> 1.2.7.3 Approach Powell River RD	TPC		Funded by base budget	By whether Powell River RD has been formally contacted to discuss NAPTEP	Complete.
	1.2.8 Seek legislative change to NAPTEP to expand to island municipalities	<u>FY 2009/10 & 2010/11</u> 1.2.8.1 Monitor/advocate with MCRD re legislative changes for 2010	EC		Funded by base budget	By whether legislative changes have been made.	Complete.
		<u>FY 2011/2012</u> 1.2.8.2 Roll out on Bowen (develop tax impact models, agreements & revised promotional materials)	TAS	TFB**	Funded by 11/12 program budget	By whether NAPTEP is in place in Bowen Island Municipality	Bowen tax implications identified. Meeting with BIM Council to be scheduled.
	1.2.9 Acquire land for conservation	<u>FY 2009/10 & 2010/11</u> 1.2.9.1 Complete Fairy Fen Crown land Acquisition (Bowen)	TAS	TFB**	Funded by base budget	By whether Fairy Fen Crown land has been acquired.	Complete.
		<u>FY 2010/11 & 2011/12</u> 1.2.9.2 Initiate action on Lasqueti Crown land acquisition	TFB**		Funded by donors	By whether funding is in place for acquisition.	Complete.
		1.2.9.3 Initiate FN consultation re Lasqueti Crown land acquisition (if acquisition funding in place).	TAS	TFB**	Funded by base budget	By whether consultation is complete	Referrals to First Nations underway.
	1.2.10 Develop and implement plans to ensure safety and ecological integrity of protected areas	<u>FY 2009/10</u> 1.2.10.1 Hire property manager	TFB**		Funded by base budget	By whether property manager has been hired	Complete.
		<u>FY 2010/11 & 2011/12</u> 1.2.10.2 Implement high priority management recommendations from Risk Management Assessment	TFB**		Funded by base budget	By the number of high priority risk management tasks completed	Complete.
		<u>FY 2010/11 & 2011/12</u> 1.2.10.3 Implement medium and low priority management recommendations from Risk Management Assessment	TFB**		Funded by base budget and donors	By the number of medium and low priority risk management tasks completed	All medium priority tasks complete.
	1.3.1 Make Islands Trust organizational operations carbon neutral by 2012	<u>FY 2009/10</u> 1.3.1.1 Collect data regarding organizational GHG emissions	TAS		Funded by 09/10 program budget	By whether data have been collected	Complete.
		<u>FY 2009/10</u> 1.3.1.2 Develop strategy to reduce GHG or purchase offsets.	TAS		Funded by 09/10 program budget	By whether a strategy has been developed	Complete.

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status changes since last TC meeting</i>
1.3 To reduce greenhouse gas emissions		<u>FY 2009/10 to 2011/12</u> 1.3.1.3 Implement the staff education program and GHG reduction strategies and actions related to transportation, building energy use, and paper consumption set out in our 2008 Corporate Climate Action Plan	ADMIN		Funded by base budget	By whether the 2008 Corporate Climate Action Plan has been implemented.	In progress.
		<u>FY 2011/12</u> 1.3.1.4 Develop policy regarding carbon neutrality and purchase of carbon offsets	TAS	FPC	Funded by 11/12 budget	By whether a policy regarding carbon neutrality and carbon offset purchase is complete	Initial research and training begun. Council workshops held June 2011. <i>RFD re draft policy to Dec TC</i>
		<u>FY 2012/13</u> 1.3.1.5 Purchase carbon offsets for remaining corporate emissions	ADMIN		Subject to funding (12/13 budget)	By whether IT operations are carbon neutral.	Not started. Pending policy development.
		<u>FY 2012/13</u> 1.3.1.6 Initiate on-going corporate emissions reporting	ADMIN		Subject to funding (future budgets)	By whether we have a program for on-going reporting of corporate emissions.	Initial planning started.
	1.3.2 Provide information on community GHG emissions for each island	<u>FY 2010/11 & 2011/12</u> 1.3.2.1 Finalize community GHG emissions inventories	TPC	LPC	GB LTA funded by 11/12 budget	By whether GHG emissions inventories have been prepared for each LTA/IM.	Complete except for Gabriola Assoc. islands.
		1.3.2.2 Review inventories at Trust Council workshop	TPC	LPC	Funded by 09/10 program budget	By whether Council has reviewed GHG emission inventories.	Complete.
		<u>FY 2010/11</u> 1.3.2.3 Establish and fund a strategy for ongoing reporting of community GHG emissions	TPC		May be subject to funding	By whether we have developed and funded an on-going strategy to report community GHG emissions.	Complete. (Province will provide 2007 baseline + 2010 and every 2 years thereafter).
		<u>FY 2012/13</u> 1.3.2.4 Evaluate and respond to 2012 provincial reports regarding GHG emissions	LPC		Subject to funding (12/13 budget)	By whether community GHG emissions reductions are reducing	Not started.
	1.3.3 Recommend emission reduction targets and provide model policies and actions for consideration in island OCP amendments	<u>FY 2009/10</u> 1.3.3.1 Hold Council workshop on GHG emission reduction, with advice about targets and a 'menu' of model policies and actions for inclusion in OCPs	TPC		Funded by 09/10 program budget	By whether we have held a Trust Council workshop and provided recommended targets, model policies and actions by Sept 09.	Complete.
		<u>FY 2009/10</u> 1.3.3.2 Develop communications tools to assist LTCs in including GHG emission reduction targets, policies and actions in OCPs.	TPC		Funded by 09/10 program budget	By whether communications tools have been distributed to LTCs.	Complete.

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status changes since last TC meeting</i>
	1.3.4 Amend OCPs to include emission reduction targets, policies and actions (TPAs)	<u>FY 2009/10</u> 1.3.4.1 LPS staff to attend ministry workshops for planners re TPAs	LPS		Funded by base budget	By whether relevant staff have attended workshops	Complete.
		1.3.4.2 Develop a Trust-wide work program to include targets, policies and actions for GHG emission reduction in all island OCPs by legislated deadline (May 31/10)	LPC		Funded by base budget	By whether LTCs and BIM have focused work programs to include targets, policies and actions for GHG emission reduction in their OCPs.	Complete.
		<u>FY 2010/11 & 2011/12</u> 1.3.4.3 Establish targets, policies, and actions in OCPs by legislated deadline (May 31/10)	LTCs***/BIM*		Completion funded by base budget	By whether all OCPs have been amended to include GHG emission reduction targets, policies and actions by May 31/10	Targets, policies and action included in eighteen OCPs submitted for ministerial approval. One not started (Piers).
	1.3.5 Foster energy-efficient communities through land use planning decisions	<u>FY 2009/10</u> 1.3.5.1 Develop relevant information on a Trust-wide basis that will serve all LTCs	LPC		Funded by program budget (09/10 budget)	By whether we have developed tools to assist LTCs/IMs in reducing GHG emissions through land use decisions	Complete.
		<u>FY 2010/11</u> 1.3.5.2 Consider the inclusion of the information provided by the LPC into appropriate bylaws and processes	LTCs***/BIM*		Funded by 10/11 program budget	By whether GHG emission reduction is achieved in LTC land use decisions	All future OCP reviews must address GHG emissions reduction.
	1.3.6 Foster energy efficient communities through public education	<u>FY 2009/10</u> 1.3.6.1 Place relevant links on IT website	TAS		Funded by base budget	By whether relevant links are on IT website	Webpage complete Addition of new links on-going.
		<u>FY 2010/11</u> 1.3.6.2 Develop new public education tools in addition to website.	LTCs***		Funded by program budget	By whether new public education tools have been funded and developed	GHG Communications Plan being implemented regionally. Staff training re GHG emission reduction scenarios complete.
		<u>FY 2011/12</u> 1.3.6.3 Continue development of new public education tools	TPC	LTCs***	Subject to grant funding	By whether new public education tools have been funded and developed	Complete. Salt Spring Climate Action Plan to June TC. Southern Islands – development guides. Northern Islands – public education events and materials.

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Goal 2: Stewardship of Island Resources...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
2.1 To increase the sustainability and quality of freshwater resources	2.1.1 Include new policies and regulations as OCPs and LUBs are amended	<u>FY 2009/10</u> 2.1.1.1 Provide trustees and planning staff with Groundwater Bylaws Toolkit	TAS	Funded by base budget	By whether Groundwater Bylaws Toolkit has been circulated.	Complete.
		<u>FY 2009/10</u> 2.1.1.2 OCP/LUB reviews underway on selected islands	LTCs***	Funded by 09/10 program budget	By the number of LTCs/IM with new policies and regulations for protection of freshwater resources	Reviews continuing in 10/11.
		<u>FY 2010/11 & 2011/12</u> 2.1.1.3 OCP/LUB reviews underway on selected islands	LTCs***	Funded by program budget		<i>Seven OCPs complete or near completion this term with modified policies for freshwater protection.</i>
		<u>FY 2010/11 & 2011/12</u> 2.1.1.4 Advocate for provincial regulation of island groundwater	TAS	Funded by base budget	By whether submissions to the provincial review have been made	First and second submissions complete.
2.2 To establish reliable, adequate and sustainable funding for TFB to meet Regional Conservation Plan goals and stewardship requirements for protected lands	2.2.1 Identify and implement strategies for long-term funding	<u>FY 2009/10 & 2010/11</u> 2.2.1.1 Analyze options and develop a long term funding strategy	TFB**	Funded by 09/10 program budget	By whether a strategy has been adopted	Complete.
		2.2.1.2 Prepare implementation plan including the development of a business case in support of the long-term funding strategy	TFB**	Funded by 10/11 program budget	By whether the implementation plan and business case have been developed	Received advice from Province to focus on specific properties and on building public profile.
		<u>FY 2010/11 and beyond</u> 2.2.1.3 Execute the implementation plan. Evaluate and adjust plan as required – Develop strategy for name change	TFB**	Funded by base budget	In early stages: by whether initial reaction to the long-term funding strategy is positive. Later on: by whether we have secured source(s) of long-term funding.	Trust Council endorsed long term funding strategy, including name change. Long term funding strategy's current focus is rebranding to Islands Trust Conservancy.
		<u>FY 2011/12</u> 2.2.1.4 Seek legislative change re new name	TFB**	Funded by base budget	By whether legislation has been changed	Legislative change request made, but likely to be delayed. TFB exploring ways to use Islands Trust Conservancy name until legislative change occurs.
2.3 To advance the stewardship of coastal areas and marine shore lands	2.3.1 Provide stewardship information about waterfront lands to community members	<u>FY 2009/10</u> 2.3.1.1 Host a landowner workshop on one island	TFB**	Funded by base budget	By whether one workshop has been hosted	Complete (workshop on Pender held).
		<u>FY 2009/10 & 2010/11</u> 2.3.1.2 Update website links regarding existing shoreline stewardship information	TPC	Funded by base budget	By whether website links have been updated	Content being developed in cooperation with TFB and LPS.

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
	2.3.2 Develop and implement new land use planning tools for shoreline and marine protection	<u>FY 2011/12</u> 2.3.1.3 Circulate stewardship information to shoreline property owners	LPC		Subject to budget or grants	By whether stewardship information has been circulated	See item 2.3.2.4.
		<u>FY 2009/10</u> 2.3.2.1 Develop integrated shoreline and watershed protection mapping for one island to assist OCP process (joint UBC/IT project)	LPC		Funded by 09/10 program budget	By whether mapping is complete	Complete.
		<u>FY 2009/10 to 2011/12</u> 2.3.2.2 Thetis Island LTC – consider the use of integrated shoreline & watershed protection into OCP review process	LTC***		Funded by program budget	By whether OCP has been amended to include new forms of protection	Background shoreline research complete. Map incorporated as information schedule in OCP.
		<u>FY 2010/11</u> 2.3.2.3 Provide recommendations to the Trust Council regarding a Trust –wide adoption of an integrated shoreline & watershed protection approach for OCP processes	LPC		Funded by base budget	By whether recommendations have been provided to TC.	Complete.
		<u>FY 2011/12</u> 2.3.2.4 Initiate Green Shores for Homes project: Extend integrated shoreline & watershed protection approach to Islands Trust Area	EC	LTC***/BIM*	External and internal funding in place	By whether integrated shoreline and watershed protection mapping is complete	Integrated shoreline maps completed. <i>Community consultation anticipated in spring 2012.</i> Greenshores for Homes steering committee established. Technical committee and technical advisory committee established. <i>Draft rating system expected by summer 2012.</i>

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Goal 3: 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
3.1 To support socio-economic diversity of island communities	3.1.1 Support/restore socio-economic diversity through land use planning strategies about affordable/accessibile/appropriate housing	<u>FY 2009/10</u> 3.1.1.1 Provide recommendations and guidance for LTCs with respect to relevant options for land use planning decisions to advance affordable housing	LPC		Funded by 09/10 program budget	By whether recommendations/guidance has been provided.	Complete.
		<u>FY 2010/11 & 2011/12</u> 3.1.1.2 Consider implementing land use planning decisions to advance affordable housing	LTCs***		Funded by program budget	By the number of LTCs have implemented land use planning decisions regarding affordable housing.	Being taken into consideration in current OCP reviews. SSI affordable housing strategy adopted. SSI Housing Council established. SSI review of secondary suites in progress. Gabriola OCP amendments to encourage affordable housing. Educational materials prepared by LPC.
		<u>FY 2011/12</u> 3.1.1.3 Measure and report on island housing affordability	TAS	LPS	TBD	TBD	Completed for SSI&GB. May be included in indicators program.
	3.1.2 Support local food security	<u>FY 2009/10</u> 3.1.2.1 Support public education by creating IT resource webpage (e.g. with SSI area farm plan) and encouraging community gardens	TAS	LPS	Funded by base budget	By whether IT resource webpage with food security links have been created	Complete.
		<u>FY 2009/10</u> 3.1.2.2 Provide trustees with current BC documents about local government's role in food security	TAS		Funded by base budget	By whether relevant documents have been provided to trustees	Complete.
		<u>FY 2010/11 to 2012/13</u> 3.1.2.3 Complete a second area farm plan (Denman)	LTC***		Phase 1 funded by 10/11 programs budget. Phase 2 funded by 11/12 program budget	By whether a second area farm plan is complete	Phase 1 (Denman Agricultural Strategy) complete. Phase 2 (Denman Agricultural Plan): external funding received, on track for completion by end of 2012.
		<u>FY 2010/2011</u> 3.1.2.5 Trust Council workshop about local government role in food security	TPC	LPC	Funded by base budget	By whether a workshop has been held	Complete. Council endorsed recommendations Dec/10.

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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</u> 3.1.2.6 Amend internal protocols to address food security	EC		Funded by base budget	By how many protocols have been amended to address food security	Not started.
	3.1.3 Include new policies and regulations about food security in OCPs and LUBs as they are reviewed	<u>FY 2009/10 to 2011/12</u> 3.1.3.1 Address in OCP reviews underway on selected islands	LTC***		Funded by program budget	By the number of LTCs/IMs with new policies and regulations related to food security	Food security toolkit complete. LTC's considering policy and regulatory amendments in OCP/LUB reviews. Several LTCs have amended bylaws to address food security matters.
3.2 To minimize the impact of climate change upon islands and communities	3.2.1 Research and communicate about expected climate change impacts	<u>FY 2009/10</u> 3.2.1.1 Apply for funding	TPC		N/A	By whether funding has been obtained.	No funding sources identified.
		<u>FY 2011/12</u> 3.2.1.2 Conduct Trust Area vulnerability assessment and risk assessment (part of adaptation planning framework) and communicate results	TPC		Funded by base budget	By whether assessments have been completed	Not started. Provincial studies may be sufficient. Some staff training underway.
	3.2.2 Develop climate change adaptation plan	<u>FY 2011/12</u> 3.2.2.1 Initiate implementation of existing adaptation planning framework, including establishment of Adaptation Planning Working Group	TPC	LPC	Subject to funding (grant or partnership with others)	TBD	Not started. May be delayed.
		<u>FY 2012/13</u> 3.2.2.2 Continue implementation of adaptation planning framework.	TPC	LPC	Subject to funding	TBD	Not started. May be delayed.
	3.2.3 Integrate climate change adaptation into land use planning and regulatory decisions	<u>FY 2012/13</u> 3.2.3.1 Continue implementation of adaptation planning framework	LTCs***/BIM*		Subject to funding	TBD	Not started. May be delayed.
3.3 To cultivate community engagement and participation in land use planning	3.3.1 Develop new tools and strategies to encourage community engagement in land use planning processes	<u>FY 2009/10</u> 3.3.1.1 Develop new tools and strategies to encourage community engagement in land use planning processes	LPC		Funded by base budget	By whether information about new tools and strategies has been circulated to trustees and staff.	'World Café demo held during June TC. Staff training planned. Info circulated as part of Climate Wise Islands materials and regarding sensitive ecosystems. Sensitive ecosystems webpage developed.

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
		<u>FY 2010/11 & 2011/12</u> 3.3.1.2 Consider new tools and strategies to encourage community engagement in land use planning processes	LTCs***	Funded by base budget	TBD	Developing public portal for IT mapping data. Affordable housing webpage planned. Food security toolkit complete. SSI – new community engagement strategies in use. LPS staff training <i>held</i> Sept 2011.
	3.3.2 Enable greater diversity of trustee candidates	<u>FY 2009/10</u> 3.3.2.1 Develop process and budget for review of trustee remuneration	FPC	Funded by base budget	By whether a process has been designed and a budget approved	Complete.
		<u>FY 2010/11</u> 3.3.2.2 Complete review of trustee remuneration	FPC	Funded by 10/11 programs budget	By whether a review is complete	Complete.
		<u>FY 2010/11</u> 3.3.2.3 Develop policy regarding trustee remuneration	FPC	Funded by base budget	By whether trustee remuneration policy has been developed	Complete.
		<u>FY 2011/12</u> 3.3.2.4 Amend Trustee Remuneration bylaw in accordance with policy	FPC	Funded by 11/12 base budget	By whether a trustee remuneration bylaw has been adopted in accordance with policy	Complete.
3.4 To foster good relations with First Nations	3.4.1 Develop a strategic approach to First Nations relations	<u>FY 2011/12</u> 3.4.1.1 Develop a First Nations Relationship Strategy and Policy– identify overlapping interests, treaty process schedules, priorities and resource requirements for protocol agreements, referral practices, etc.	EC	Funded by 11/12 program budget	By whether a strategy has been completed	Initial discussions begun. <i>Delayed by other priorities.</i>
		<u>FY 2012/13</u> 3.4.1.2 Acquire or identify sufficient staff capacity to implement First Nations Relationship Strategy and Policy	EC	Subject to budget (12-13 budget)	By whether sufficient staff capacity(or work program adjustment/training) has been identified and/or acquired to implement strategy	Not started.

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Goal 4: Organizational Effectiveness...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?*		IS FUNDING IN PLACE OR REQUIRED?	HOW WOULD WE MEASURE SUCCESS?	STATUS
4.1 To provide services on an increasingly effective basis	4.1.1. Develop cost effective bylaw enforcement tools	FY 2009/10 & 2010/11 4.1.1.1 Establish a Bylaw Dispute Adjudication System for the Islands Trust	LPC		Funded by base budget	By whether a Bylaw Dispute Adjudication System is established.	Complete.
		FY 2009/10 to 2011/12 4.1.1.2 Consider bylaw amendments to allow Bylaw Dispute Adjudication System	LTCs***		Funded by base budget	By the number of islands where a Bylaw Dispute Adjudication System is in place	<i>Two bylaws adopted, two have EC approval ready for adoption, six planned for spring 2012.</i> Public information pamphlet complete.
	4.1.2 Organizational review and improvements to corporate secretary/legislative services functions	FY 2009/2010 4.1.2.1 Review responsibilities and capacity in existing positions re: corporate services and consider establishment of corporate secretary/ legislative services (records management, FOIPP, administrative procedural certainty and consistency, policies, legislation, inter-agency agreements and elections)	EC	MGMT	Funded by base budget	By whether the review is complete and presented to EC	Complete
		FY 2010/11 4.1.2.2 Hiring, orientation and transfer of functions from senior managers to legislative services manager position	MGMT		Funded by base budget	By whether a new position has been created/filled and functions transferred	Complete
		FY 2010/11 & 2011/12 4.1.2.3 Develop strategies for further improvement of corporate secretary/legislative services functions	MGMT		Funded by base budget	By whether there is a greater capacity and consistent delivery of corporate secretary/legislative services functions and a greater capacity for delivery of core services by senior managers.	Significant improvements achieved in records management, elections planning, and other legislative services. Increased capacity for senior managers realized (i.e. overdue annual reports completed).
	4.1.3 Seek alternate forms of funding (i.e. grants)	FY 2009/10 4.1.3.1 Develop and implement policy and procedures for seeking funding and awards.	TAS		Funded by base budget	By whether a policy is in place and implemented (e.g. on-line data base)	Complete. Grant revenue is now 10 times that in 2008/09.

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?*	IS FUNDING IN PLACE OR REQUIRED?	HOW WOULD WE MEASURE SUCCESS?	STATUS
	4.1.4 Improve records management systems	<u>FY 2009/10 to 2011/12</u> 4.1.4.1 Develop records management procedures 4.1.4.2 Staff/trustee training 4.1.4.3 Destroy unneeded records	ADMIN	Partially funded by 11/12 program budget. Further funding proposed in 12/13 budget to complete assessment of archived records.	By whether records management bylaw and manual is in place By whether staff/trustee training is complete By whether unneeded records have been culled	Bylaw approved by Trust Council. New file procedures on track to be implemented by Jan 2012. Assessment of archived records <i>partially completed</i> . Full completion subject to 2012/13 budget
		<u>FY 2011/12</u> 4.1.4.4 Develop and implement auditing of records handling 4.1.4.5 Evaluate and revise 4.1.4.6 Evaluate RM software	ADMIN	Funded by base and program budgets	By whether RM procedures are in place	Not started.
		<u>FY 2012/13</u> 4.1.4.7 Purchase RM software 4.1.4.8 Incorp. RM software procedures 4.1.4.9 Staff training on new procedures	ADMIN	Subject to budget and staffing (12/13 budget)	By whether software has been purchased and procedures incorporated. By whether staff have been trained.	Not started.
	4.1.5 Develop new TC/LPC/FPC/TPC meeting procedure bylaw regarding electronic meetings	<u>FY 2009/10</u> 4.1.5.1 Amend TC meeting procedure bylaw or committee Terms of Reference as necessary	EC	Funded by base budget	By whether bylaw and/or committee terms of reference have been amended.	Complete.
	4.1.6 Develop new TFB meeting procedure bylaw regarding electronic meetings	<u>FY 2009/10 and 2010/11</u> 4.1.6.1 Prepare and adopt amendments to meeting procedure bylaw	TFB**	Funded by base budget	By whether the meeting procedure bylaw has been adopted	Complete.
	4.1.7 Ensure Trust Council policies are current and consistent	<u>FY 2009/10</u> 4.1.7.1 Amend administrative fairness policies	EC	Funded by base budget	By whether administrative fairness policies have been reviewed and amended.	Three policies amended in 2009.
		<u>FY 2010/11 & 2011/12</u> 4.1.7.2 Select policies for review and amendment	EC	Funded by base budget	By whether selected policies have been reviewed and amended.	Eleven policies updated during the term.
		<u>FY 2010/11 & 2011/12</u> 4.1.7.3 Develop and implement a regular maintenance schedule for Islands Trust Council Policy Manual and Procedures Manual	EC	Funded by base budget	By whether the Islands Trust Policy Manual is being regularly maintained to keep policies current and consistent	Initial inventory in development.

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?*		IS FUNDING IN PLACE OR REQUIRED?	HOW WOULD WE MEASURE SUCCESS?	STATUS
	4.1.8 Review of devt application fee levels and cost recovery mechanisms	<u>FY 2011/12</u> 4.1.8.1 Develop terms of reference and identify budget and data needs for review of application fees	FPC	LPC	Funded by base budget	By whether terms of reference has been developed and any necessary budget and data needs have been identified.	Complete.
		<u>FY 2011/12</u> 4.1.8.2 Review of application fees, development of amendments to model fees bylaw and related policies	FPC	LPC	Funded by base budget	By whether application fees and cost recovery mechanisms have been reviewed, policies have been amended and a model fees bylaw has been developed.	Joint task force recommendations endorsed by Trust Council Sept 2011. Model bylaw in development for Council consideration in 2012.
		4.1.8.3 Adoption of amended fees bylaws	LTCs***		Funded by base budget	By whether all LTCs have adopted amended fees bylaws	Not started. For further consideration in 2012.
4.2 To encourage recognition and support of the Island Trust object in policies and programs of other levels of government and agencies	4.2.1 Advocacy to influence other levels of government (federal/provincial/RD)	<u>FY 2009/10</u> 4.2.1.1 Maintain existing levels of advocacy (e.g. UBCM resolutions, letters to relevant jurisdictions as issues arise and staff capacity permits)	EC		Funded by base budget	By whether current levels of advocacy are maintained.	EC meeting with provincial government re PMFL Act. UBCM resolution re ferries. EC attendance at UBCM. Chair correspondence.
		<u>FY 2010/11 to 2012/13</u> 4.2.1.2 Maintain enhanced levels of advocacy (e.g. UBCM resolutions, letters to relevant jurisdictions as issues arise and staff capacity permits) with a high priority on marine advocacy.	EC		Funded by base budget	By whether enhanced levels of advocacy are maintained, and progress is made in protection of the marine environment	UBCM workshop and resolutions complete re derelict vessels and NMCA. More frequent Chair correspondence. Meeting with provincial agencies and Minister of Community, Sport and Cultural Development. Enhanced advocacy re marine issues approved by Trust Council. Minister meeting held at UBCM re derelict vessels.
		<u>FY 2010/11</u> 4.2.1.3 Repeat 2004 Ipsos Reid poll regarding public support for preservation and protection of Islands Trust Area	EC		Funded by base budget	By whether the 2004 Ipsos Reid poll has been repeated	Complete
	4.3.1 Develop new tools to communicate about organizational successes	<u>FY 2009/10 to 2011/12</u> 4.3.1.1 Finalize Indicators Program reports	TPC		Funded by base budget	By whether Indicators Program reports are complete	Staff meeting and trustee survey complete. Agricultural indicators complete. Economic dependency complete. Housing is next.

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?*	IS FUNDING IN PLACE OR REQUIRED?	HOW WOULD WE MEASURE SUCCESS?	STATUS
4.3 To promote understanding and support of the Islands Trust and its object in island communities		4.3.1.2 Develop plans/strategies/related budgets for new communications tools	EC	Funded by base budget.	TBD	Considering use of social media – staff training on-going. Some pilot projects underway.
		<u>FY 2011/12</u> 4.3.1.3 Implement new communication tools. Add Advocacy sections to web-site	EC	Funded by 11/12 program budget	TBD	Marine advocacy page complete. Further work pending website upgrades.
	4.3.2 Develop new tools to communicate about the history and role of the Islands Trust	<u>FY 2009/10 & 2010/11</u> 4.3.2.1 Develop presentations for delivery at TC meetings/LTC meetings/professional conferences in 2009 (35 anniversary)	EC	Funded by base budget	By whether presentations have been created/delivered	Complete.
		<u>FY 2010/11 & 2011/12</u> 4.3.2.2 Develop video re interviews with former trustees	EC	Subject to external funding	By whether funding is received and a video is created	Funding approved. Video history project advisory group meetings underway. Three short videos <i>in development</i>
	4.3.3 Develop new tools and use plain language to communicate to communities about relevance of land use planning and conservation	<u>FY 2009/10 – 2011/12</u> 4.3.3.1 Continue delivering approved communications strategy	EC	Funded by base budget	By whether approved priorities are delivered	On track (e.g. e-news, annual reports). Nineteen staff attended a 'plain language' webinar.
		<u>FY 2009/10</u> 4.3.3.2 Develop presentation/display for use at public meetings to explain the linkage between GHG emissions and land use/conservation	EC	Funded by base budget	By whether a presentation has been developed and delivered	Complete.
	4.3.4 Review and redesign website	<u>FY 2009/10</u> 4.3.4.1 Develop plans and strategies and related budgets	EC	Funded by base budget	By whether a plan and related budget is in place to review and redesign website	Complete.
		<u>FY 2010/11</u> 4.3.4.2 Develop business case and proposed budget	EC	Funded by base budget	By whether a business case and proposed budget is complete	Complete.
		<u>FY 2011/12</u> 4.3.4.3 Review and redesign website	EC	Funded by 11/12 program budget	By whether website has been reviewed and redesigned	Contract issued for website redevelopment. Redesign in process. Launch estimated for <i>early 2012</i> .
		<u>FY 2009/10</u> 4.3.5.1 Hold legal session and develop checklist for trustees	EC	Funded by base budget	By whether a legal session and checklist have been prepared	Complete.

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	4.3.5 Develop new tools to enhance administrative fairness practices	4.3.5.2 Develop staff checklist and hold staff workshop regarding administrative fairness	EC		Funded by base budget	By whether a staff checklist and workshop are complete	Complete.
		FY 2011/12 4.3.5.3 Develop focused training for orientation of new trustees in December 2011	EC		Funded by base budget	By whether new trustee orientation session includes a focus on administrative fairness	Scheduled for December 2011.
	4.3.6 Review and update Islands Trust Policy Statement	FY 2010/11 & 2011/12 4.3.6.1 Initial scoping of Policy Statement review topics and process	TPC (PSSC)		Funded by base budget	By whether an initial scoping exercise is complete	Complete.
		FY 2011/12 4.3.6.2 Preliminary research and design of review process	EC	TPC	Subject to external grants	By whether preliminary research is complete and review process has been designed	Complete.
		FY 2012/13 4.3.6.3 Public, agency and First Nations consultation regarding Policy Statement update and development of draft amendments	EC	TPC	Subject to budget (12/13 budget) or external grants	By whether consultation is complete and draft amendments prepared	Not started.
		FY 2013/14 4.3.6.4 Adoption of revised Policy Statement bylaw	EC	TPC	Subject to budget (13/14 budget)	By whether an amended Policy Statement bylaw is adopted	Not started.

Abbreviations:

ADMIN – Administrative Services
BIM – Bowen Island Municipality
DEM – Digital Ecosystem Mapping
EC – Executive Committee
FN – First Nations
FPC – Financial Planning Committee
FY – Fiscal Year
GHG – Green House Gases
ID -- identification
IM – Island Municipality
IT – Islands Trust
LPC – Local Planning Committee
LPS – Local Planning Services

LTA – Local Trust Area
LTC – Local Trust Committee
LUB – Land Use Bylaw
MCSC – Ministry of Community and Rural Development
MGMT – Management Team
NA – Not Applicable
NAPTEP – Natural Area Protection Tax Exemption Program
OCP – Official Community Plan
PSSC – Policy Statement Sub Committee
PMFL – Private Managed Forest Land
RAR – Riparian Area Regulations
RCP – Regional Conservation Plan
RD – Regional District

RFD – Request for Decision document
RM – Records Management
SEM – Sensitive Ecosystem Mapping
SSI – Salt Spring Island
TAS – Trust Area Services
TEM – Terrestrial Elevation Mapping
TBD – To Be Determined
TC – Trust Council
TFB – Trust Fund Board
TPA – Targets, Policies and Actions (re GHG emission reduction)
TPC – Trust Programs Committee
UBC – University of British Columbia
UBCM – Union of BC Municipalities

For more information, contact

Sheila Malcolmson, Chair,
Islands Trust Council
email: smalcolmson@islandstrust.bc.ca
telephone 250.247.8078

Linda Adams, Chief Administrative Officer,
Islands Trust
email: ladams@islandstrust.bc.ca
telephone 250.405.5151

Visit our website at
www.islandstrust.bc.ca

Colour Key for fourth column:

Colour	Potential committee/unit/body taking lead for strategy/activity
Pink	Local Planning (through Local Planning Committee, Local Planning Services staff, Local Trust Committees or Bowen Island Municipality)
Blue	Trust Programs Committee or Trust Area Services staff
Yellow	Executive Committee/CAO's office
	Financial Planning Committee/Administrative Services staff
	Management team
	Trust Fund Board or Islands Trust Fund staff

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Islands Trust

Print Date: Feb-01-2012

Applications w/ Status - Saturna Island Status: Open

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
SA-DVP-2009.4	Tracy/John Logan/Hogg Planner: Gary Richardson	Sep-22-2009	variance required for garage, deck and additions

Planning Status

Status Date: Feb-01-2012

Staff has contacted applicant to determine when/if they want to proceed with the variance application. Staff will update LTC at Feb 9 LTC Mtg.

Status Date: Jun-01-2011

Applicant has requested that the application be put on hold until the spring of 2012.

Status Date: Jul-07-2010

Recent communication with applicant has revealed that a geotechnical report for the site dated June 23, 2010 has been completed. Applicant is still waiting to hear from the archaeologist regarding a final report.

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-01-2012

Staff to review application and prepare a report for April 12, 2012 LTC Mtg.

Subdivision

File Number	Applicant Name	Date Received	Purpose
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11.2.1

Planner: Gary Richardson**Planning Status****Status Date:** Feb-01-2012

Staff will contact applicant to determine status and report to LTC at Feb 9 Mtg

Status Date: Jun-24-2010

Response Seb to MOTI June 24/10

Status Date: Apr-20-2010

Staff reviewing application.

File Number	Applicant Name	Date Received	Purpose
SA-SUB-2011.1	Saturna Island Recreation Centre Society	Jun-20-2011	to create 2 lots

Planner: Gary Richardson

Planning Status**Status Date:** Feb-01-2012

Response sent to MoTI August 31, 2011.

Status Date: Aug-16-2011

Received application and fees; copied to trustees and forwarded to Planner (CN)

Status Date: Jun-20-2011

sent letter requesting application form to be completed to be submitted with fees.

Kathy Jones

From: Nancy Roggers
Sent: January-25-12 7:36 AM
To: Gary Richardson; Ken Hancock; Pamela Janszen; Paul Brent; Robert Kojima; Kathy Jones; Sharon Lloyd-deRosario
Cc: Cindy Shelest; Craig Elder
Subject: Saturna expense report - Jan/12

		Budget	Spent	Balance
Invoices posted to JAN 23, 2012				
660 Saturna	65000 Trustee Expense	1,000.00	90.88	909.12
660 Saturna	65200 LTC Meetings	3,000.00	1,062.98	1,937.02
	65210 APC Meetings		247.22	(247.22)
	65220 Communications		409.71	(409.71)
	65230 Special Projects			-
	65240 Miscellaneous			-
	TOTAL LTC Local Expense	3,000.00	1,719.91	1,280.09
660 Saturna	72300 OCP/LUB Expense	-		-

Thanks!

Nancy Roggers
 Finance Officer

Islands Trust
 #200 1627 Fort Street
 Victoria, B.C. V8R 1H8
 Phone: (250) 405-5154
 Fax: (250) 405-5155
www.islandstrust.bc.ca

Preserving *island* communities, culture and environment

Please consider the environment before printing this email.



STAFF REPORT

Date: January 25, 2012 **File No.:** Bylaw Enforcement Notification
Bylaw No. 105

To: Saturna Island Local Trust Committee
Meeting of February 9, 2012

From: Miles Drew
Bylaw Enforcement Coordinator

Re: Adoption of Bylaw Enforcement Notification Bylaw

THE PROPOSAL:

This report will recommend to the Saturna Local Trust Committee that it:

1. give three reading to the attached Bylaw Enforcement Notification Bylaw and;
2. refer the bylaw to the Executive Committee for approval.

STAFF COMMENTS:

The Local Trust Committee previously requested that it be appointed by the Province as a local government for the purpose of adopting a Bylaw Enforcement Notification Bylaw. The Province has issued an Order In Council authorizing this step. Therefore, the Local Trust Committee can now adopt a bylaw and implement the system.

An Important Point

This bylaw does not create any new offences. It only lists those offences already present in the Land Use Bylaw.

Purpose of Bylaw

The attached bylaw has several purposes. Primarily it establishes schedules listing penalties for various offences of the Land Use Bylaw. It also establishes discounts for completion of compliance agreements negotiated with a screening officer and early payment discounts. These schedules have been designed to penalize persons who violate the bylaws and also to encourage them to make good on the situation by

reducing the penalty for correcting the violation. Additionally, it creates methods for payment, dispute, and service of the bylaw violation notices.

Methodology for setting fine and fine discount amounts.

The recommended fine amounts and associated discounts for early payment or compliance were established by considering several factors which recognized the severity of the offence and the ease of compliance. The factors considered in setting fine amounts were:

1. environmental damage generally given the highest fines of \$500 to \$200;
2. cost of doing business or revenue associated activities generally given fine amounts of \$300 to \$150;
3. avoidance of permit application costs generally given fines of \$300 to \$150;
4. nuisance or easily resolved violations were generally given fines of \$250 to \$75.

Discounts for early payments were set at 25% and compliance agreements discounted at either 75% or 50% depending on the costs and ease of complying. Lower discounts are not recommended as in most cases the violator will have had the opportunity to comply after receiving a warning from the bylaw enforcement officer.

Establishment of Registry and Screening Officer

The bylaw establishes the location in North Vancouver of the Registry where disputed bylaw violation notices are adjudicated. The Islands Trust has an agreement with North Shore Municipalities to provide adjudication services.

The bylaw also establishes the position of Screening Officer and its duties, and authorizes bylaw enforcement officers to issue bylaw violation notices. The bylaw provides the ability for the Local Trust Committee to appoint persons holding certain positions to the duty of Screening Officer. This means that it is not necessary to name a specific person to carry out the duty. Therefore, staff changes will not require new appointments. Although the bylaw provides for several positions to be appointed as screening officers, staff believes that only one person should operate as a screening officer at this time. The most appropriate position to carry out screening officer duties is the bylaw enforcement administrative assistant.

Attached is a copy of a pamphlet which is intended to explain the Bylaw Enforcement Notification Bylaw. This pamphlet will be issued with each notice and will be available to the general public at Islands Trust offices and on the web site.

Next Steps

The last steps to be taken before bylaw violation notices can finally be issued are:

- get Executive Committee approval and final adoption by the Local Trust Committee by Spring 2012
- appointment of Screening Officer and adoption of associated policies
- Conduct necessary staff training. Other than occasionally filling out a receipt for payment of a fine or referring persons to the screening officer there will be no impact on regional office resources. A staff familiarization session will be held in each region.
- print required bylaw violation notices and the Q & A brochure for recipients of bylaw violation notices and other interested persons.

This bylaw does not require Ministerial approval from the Province. Staff training will be done by the City of North Vancouver.

Attached is a proposed sample of the bylaw violation notice.

RECOMMENDATION:

- 1) That the Saturna Island Local Trust Committee gives the First Reading to Draft Bylaw cited as Saturna Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 105, 2011.
- 2) That the Saturna Island Local Trust Committee gives the Second Reading to Proposed Bylaw cited as Saturna Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 105, 2011.
- 3) That the Saturna Island Local Trust Committee gives the Third Reading to Proposed Bylaw cited as Saturna Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 105, 2011.
- 4) That the Saturna Island Local Trust Committee refers the Proposed Bylaw No. 105, 2011 to Executive Committee.

Prepared and Submitted by:

Date

DRAFT

SATURNA ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 105

A BYLAW TO RESPECT THE ENFORCEMENT OF BYLAW NOTICES WITHIN THE SATURNA ISLAND LOCAL TRUST AREA

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

WHEREAS the Saturna Island Local Trust Committee wishes to regulate the Enforcement of Bylaw Notices in the Saturna Island Local Trust Area;

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

Citation

1. This Bylaw may be cited as “Saturna Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 105, 2011”.

1.0 INTERPRETATION

In this Bylaw:

- 1.1 “Act” means the *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c 60.
- 1.2 “Registry” means the North Shore Bylaw Notice Adjudication Registry established pursuant to section 6 of this bylaw.
- 1.3 “LTC” means the Saturna Island Local Trust Committee.

2.0 DEFINITIONS

The terms in this bylaw have the same meaning as the terms defined in the *Act*.

3.0 BYLAW CONTRAVENTIONS

The bylaws and bylaw contraventions designated in Schedule “A” attached to this bylaw may be dealt with by Bylaw Violation Notice.

4.0 PENALTY

The penalty for a contravention referred to in Section 3 is as follows:

- (1) subject to paragraphs (2) to (4), is the Penalty amount set out in column A1 of Schedule “A” as attached to this bylaw;
- (2) if received by the Islands Trust within 14 days of the person receiving or being presumed to have received the bylaw violation notice, is the Early Payment Penalty set out in column A2 of Schedule “A” as attached to this bylaw applies;
- (3) if more than 28 days after the person has received or is presumed to have received the bylaw violation notice, is subject to a late payment surcharge in addition to the penalty under paragraph (1), and is the Late Payment Surcharge set out in column A3 of Schedule “A” as attached to this bylaw or
- (4) if paid under a compliance agreement, may be reduced as provided under column A5 of Schedule “A” as attached to this bylaw.

5.0 PERIOD FOR PAYING OR DISPUTING NOTICE

- 5.1 A person who receives a bylaw violation notice must, within 14 days of the date on which the person received or is presumed to have received the bylaw violation notice,

- (1) pay the penalty, or
- (2) request dispute adjudication

by filling in the appropriate portion of the bylaw violation notice indicating either a payment or a dispute and delivering it, either in person during regular office hours, or by mail, to the Islands Trust as directed on the bylaw violation notice.

- 5.2 A person may pay the indicated penalty after 14 days of receiving the notice subject to the applicable surcharge for late payment in accordance with Section 4(3) of this bylaw, but no person may dispute the bylaw violation notice after 14 days of receiving it.
- 5.3 Where a person was not served personally with a bylaw violation notice and advises the Islands Trust that they did not receive a copy of the original notice, the time limits for responding to a bylaw violation notice under Sections 5, 6 and 7 of this bylaw do not begin to run until a copy of the bylaw violation notice is re-delivered to them in accordance with the *Act*.

6.0 BYLAW NOTICE DISPUTE ADJUDICATION SYSTEM

- 6.1 The Registry is established as a bylaw violation notice dispute adjudication system in accordance with the *Act* to resolve disputes in relation to bylaw violation notices.
- 6.2 The civic address of the Registry is 141 West 14th Street, North Vancouver, BC, V7M 1H9.
- 6.3 Every person who is unsuccessful in dispute adjudication in relation to a bylaw violation notice, or a compliance agreement under the dispute adjudication system established under this Section, must pay the Islands Trust an additional fee of \$25.00 for the purpose of the Islands Trust recovering the costs of the adjudication system.

7.0 SCREENING OFFICERS

- 7.1 The position of screening officer is established.
- 7.2 The following are designated classes of person that may be appointed as screening officers:

- (1) Regional Planning Manager;
- (2) Bylaw Enforcement Coordinator;
- (3) Bylaw Enforcement Officer;
- (4) Bylaw Enforcement Assistant;

and the LTC may appoint screening officers from these classes of persons by name of office or otherwise.

- 7.3 The powers, duties and functions of screening officers are as set out in the *Act*, and include the following powers:
 - (1) Where requested by the person against whom a contravention is alleged, to communicate information respecting the nature of the contravention, the provision of the bylaw contravened, the facts on which the contravention allegation is based, the penalty for a contravention, the opportunity to enter into a compliance agreement, the opportunity to proceed to the bylaw violation notice dispute adjudication system and the fee or fees payable in relation to the bylaw violation notice enforcement process;
 - (2) To communicate with any or all of the following for the purposes of performing their functions under this bylaw or the *Act*:
 - (a) the person against whom a contravention is alleged or their representative;
 - (b) the officer issuing the bylaw violation notice;
 - (c) the complainant or their representative;
 - (d) the Islands Trust staff and record regarding the disputant's history of bylaw compliance.

- (3) To prepare and enter into compliance agreements under the *Act* with persons who dispute bylaw violation notices, including to establish terms and conditions for compliance that the screening officer considers necessary or advisable, including time periods for payment of penalties and compliance with the bylaw;
- (4) To provide for payment of a reduced penalty if a compliance agreement is entered into as provided in column A5 of Schedule "A" as attached to this bylaw; and
- (5) To cancel bylaw violation notices in accordance with the *Act* or LTC policies and guidelines.

7.4 The bylaw contraventions in relation to which a screening officer may enter into a compliance agreement are indicated in column A4 of Schedule "A" as attached to this bylaw.

7.5 The maximum duration of a compliance agreement is one year.

8.0 **BYLAW ENFORCEMENT OFFICERS**

Persons acting as any of the following are designated as bylaw enforcement officers for the purposes of this bylaw and the *Act*:

- (a) Bylaw Enforcement Coordinator;
- (b) Bylaw Enforcement Officer.

9.0 **FORM OF BYLAW VIOLATION NOTICE**

The LTC may, from time to time, stipulate the form or forms of the bylaw violation notice provided the bylaw violation notice complies with Section 4 of the *Act*.

10.0 **SCHEDULES**

The following schedules are attached to and form part of this bylaw:

- (a) Schedule A – Saturna Island Land Use Bylaw No. 78, 2002 Contraventions and Penalties.

READ A FIRST TIME THIS DAY OF ,20__

READ A SECOND TIME THIS DAY OF ,20__

READ A THIRD TIME THIS DAY OF ,20__

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS DAY OF ,20__

ADOPTED THIS DAY OF ,20__

SECRETARY

CHAIR

Schedule A
SATURNA ISLAND LAND USE BYLAW NO. 78, 2002
CONTRAVENTIONS AND PENALTIES

Bylaw Section	Description The following fines apply To the contraventions below:	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment (after 28 days)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
2.2.1(1)	Keeping Of Non Permitted Animals	\$300.00	\$225.00	\$150.00	Yes	75%
2.2.1(2)	Intensive Farm Use Operations On Land Outside The Agricultural Land Reserve	\$300.00	\$225.00	\$150.00	Yes	50%
2.2.1(3)	Commercial Airstrips/Helicopter Landing Pads	\$300.00	\$225.00	\$150.00	Yes	75%
2.2.1(4)	Non Permitted Disposal Of Waste On Land And Marine Areas	\$500.00	\$375.00	\$250.00	Yes	50%
2.3.1	Building/Structure Exceeds Height Restriction	\$300.00	\$225.00	\$150.00	Yes	75%
2.3.2	Non Permitted Feature Projecting Into Required Setback	\$300.00	\$225.00	\$150.00	Yes	75%
2.4.1	Breezeway Between Building/Structure And Principal Building Exceeds 5 Meters	\$300.00	\$225.00	\$150.00	Yes	75%
2.4.2	Accessory Building Within Setbacks	\$300.00	\$225.00	\$150.00	Yes	75%
2.4.3	Accessory Buildings And Structures Exceed Maximum Combined Floor Area Restriction	\$300.00	\$225.00	\$150.00	Yes	75%
2.4.4	Non Permitted Building/Structure On Lot Prior To Construction Of Principal Residence	\$300.00	\$225.00	\$150.00	Yes	75%
2.5.1	Non Permitted Building/Structure Within Setback To Natural Boundary Of Sea/Natural Watercourse	\$300.00	\$225.00	\$150.00	Yes	75%
2.6.1	Cottage Located Within 5 Metres Of Residence/Other Cottage	\$300.00	\$225.00	\$150.00	Yes	75%
2.10.1	Non Permitted Provisional Residence On Lot Prior To Construction Of Principal Dwelling/Commencement Of Principal Residential Use	\$300.00	\$225.00	\$150.00	Yes	75%
2.12.1	Exceed Density On Lots In More Than One Zone	\$300.00	\$225.00	\$150.00	Yes	75%
2.12.2	Exceed Density On Lots In Both Farmland And Rural Zones	\$300.00	\$225.00	\$150.00	Yes	75%
2.12.3	Exceed Density On Lots In Both Watershed And Rural/Forest Zones	\$300.00	\$225.00	\$150.00	Yes	75%
2.16.1	Home Occupation Not Entirely Conducted In Dwelling Unit/Permitted Accessory Building Or Home Occupation Exceeds Maximum Combined Floor Area	\$250.00	\$187.50	\$125.00	Yes	50%
2.16.2	Noxious/Offensive Noise/Dust/Smoke/Gas/Effluents From Home Occupation	\$250.00	\$187.50	\$125.00	Yes	50%
2.16.3(1)	Inadequate Landscape Screen/Fence For Exterior Storage Of Home Occupation	\$100.00	\$75.00	\$50.00	Yes	75%
2.16.3(2)	Non Permitted Displays/Lighting For	\$250.00	\$187.50	\$125.00	Yes	50%

Schedule A
SATURNA ISLAND LAND USE BYLAW NO. 78, 2002
CONTRAVENTIONS AND PENALTIES

Bylaw Section	Description The following fines apply To the contraventions below:	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment (after 28 days)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
	Home Occupation					
2.16.3(3)	Fail To Retain Residential Appearance On Home Occupation Premises	\$250.00	\$187.50	\$125.00	Yes	50%
2.16.4	Home Occupation Not Operated By Person Permanently Residing In Dwelling Or Exceeds Non-Resident Employees Restriction	\$250.00	\$187.50	\$125.00	Yes	50%
2.16.5	Non Permitted Home Occupation Activities	\$250.00	\$187.50	\$125.00	Yes	50%
2.16.6(1)	Bed & Breakfast Exceeds Maximum Bedrooms	\$250.00	\$187.50	\$125.00	Yes	50%
2.16.6(2)	Insufficient Off Street Parking For Bed & Breakfast	\$150.00	\$112.50	\$75.00	Yes	75%
2.16.6(3)	Bed & Breakfast Not Conducted Solely On The Property	\$250.00	\$187.50	\$125.00	Yes	50%
2.16.6(4)	Meals Other Than Breakfast Served To Paying Guests Or Breakfast Served To Non-Paying Guests	\$250.00	\$187.50	\$125.00	Yes	50%
2.16.6(5)	Bed & Breakfast Catered More Than Twelve Special Events Per Annum	\$250.00	\$187.50	\$125.00	Yes	50%
2.16.6(6)	Dinners Served To Paying Guests Staying Less Than Two Consecutive Nights Or Excessive Number Of Dinners Served To Paying Guests Staying Two Or More Nights	\$250.00	\$187.50	\$125.00	Yes	50%
2.16.7	Home Occupation Does Not Comply With All Licencing/Health/Other Applicable Regulations Of British Columbia And The Capital Regional District	\$250.00	\$187.50	\$125.00	Yes	50%
2.16.8	Insufficient Off Street Parking For Home Occupation	\$150.00	\$112.50	\$75.00	Yes	75%
2.16.9	Space Dedicated To Presentation And Sale Of Products Not Made/Grown On Premises Exceeds Maximum Restrictions	\$250.00	\$187.50	\$125.00	Yes	50%
2.16.10(1)	More Than One Cottage Per Constructed Residence Used As A Short Term Vacation Rental At Any One Time	\$300.00	\$225.00	\$150.00	Yes	75%
2.17.1	Home Based Industry Not Entirely Conducted In Dwelling Unit/Permitted Accessory Building Or Home Occupation Exceeds Maximum Combined Floor Area	\$250.00	\$187.50	\$125.00	Yes	50%
2.17.2	Noxious/Offensive Noise/Dust/Smoke/Gas/Effluents From Home Based Industry	\$250.00	\$187.50	\$125.00	Yes	50%
2.17.3(1)	Home Based Industry On Lot Less Than	\$250.00	\$187.50	\$125.00	Yes	50%

Schedule A
SATURNA ISLAND LAND USE BYLAW NO. 78, 2002
CONTRAVENTIONS AND PENALTIES

Bylaw Section	Description The following fines apply To the contraventions below:	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment (after 28 days)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
	2 Hectares In Area					
2.17.3(2)	Home Based Industry Within Setbacks	\$300.00	\$225.00	\$150.00	Yes	75%
2.17.3(3)	Inadequate Screening Of Home Based Industry	\$100.00	\$75.00	\$50.00	Yes	75%
2.17.4	Home Based Industry Operating Outside Permitted Hours And Creating Noxious/Offensive Noise/Dust/Smoke/Gas/Effluents	\$250.00	\$187.50	\$125.00	Yes	50%
2.17.5(1)	Inadequate Landscape Screen/Fence On Home Based Industry Premises	\$100.00	\$75.00	\$50.00	Yes	75%
2.17.5(2)	Non Permitted Displays/Lighting For Home Based Industry	\$150.00	\$112.50	\$75.00	Yes	75%
2.17.5(3)	Fail To Retain Residential Appearance On Home Based Industry Premises	\$250.00	\$187.50	\$125.00	Yes	50%
2.17.6	Home Based Industry Not Operated By Person Permanently Residing In Dwelling Or Exceeds Non-Resident Employees Restriction	\$250.00	\$187.50	\$125.00	Yes	50%
2.17.7	Non Permitted Home Based Industry Activities	\$250.00	\$187.50	\$125.00	Yes	50%
2.17.9	Insufficient Off Street Parking On Home Based Industry Premises	\$250.00	\$187.50	\$125.00	Yes	50%
2.17.10	Space Dedicated To Presentation And Sale Of Products Not Made/Grown On Premises Exceeds Maximum Restrictions	\$250.00	\$187.50	\$125.00	Yes	50%
2.18	Cistern Capacity Does Not Meet Requirements For New Construction/Additions To Residence/Visitor Accommodation Unit	\$300.00	\$225.00	\$150.00	Yes	75%
4.1.1	Non Permitted Use In Rural Residential Zone	\$300.00	\$225.00	\$150.00	Yes	50%
4.1.2	Non Permitted Use On Lots Less Than One Hectare In Rural Residential Zone	\$300.00	\$225.00	\$150.00	Yes	50%
4.1.3	Exceed Maximum Number Of Dwelling Units In Rural Residential Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.1.4	Exceed Maximum Number Of Residences And Cottages In Rural Residential Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.1.5	Exceed Maximum Lot Coverage Restriction In Rural Residential Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.1.6	Encroachment Of Building/Structure Into Front/Rear Lot Line Setbacks In Rural Residential Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.1.7	Encroachment Of Building/Structure Into Side Lot Line Setbacks In Rural Residential Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.1.8	Encroachment Of Building/Structure	\$300.00	\$225.00	\$150.00	Yes	75%

Schedule A
SATURNA ISLAND LAND USE BYLAW NO. 78, 2002
CONTRAVENTIONS AND PENALTIES

Bylaw Section	Description The following fines apply To the contraventions below:	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment (after 28 days)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
	Housing Animals/Poultry Into Setbacks In Rural Residential Zone					
4.2.1	Non Permitted Use In Rural General Zone	\$300.00	\$225.00	\$150.00	Yes	50%
4.2.2	Non Permitted Use On Lots Less Than One Hectare In Rural General Zone	\$300.00	\$225.00	\$150.00	Yes	50%
4.2.4	Exceed Maximum Density On Parcels 1.21 Hectares Or Less In Rural General Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.2.5	Exceed Maximum Density On Parcels Greater Than 1.21 Hectares And Less Than 4.05 Hectares In Rural General Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.2.6	Exceed Maximum Density On Parcels Equal Or Greater Than 4.05 Hectares In Rural General Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.2.7	Exceed Maximum Lot Coverage Restriction On Lots Less Than 0.4 Hectares In Rural General Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.2.8	Encroachment Of Building/Structure Into Front/Rear Lot Line Setbacks In Rural General Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.2.9	Encroachment Of Building/Structure Into Side Lot Line Setbacks In Rural General Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.2.10	Encroachment Of Building/Structure Housing Animals/Poultry Into Setbacks In Rural General Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.3.1	Non Permitted Use In Rural Agricultural Sales Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.3.2	Exceed Maximum Lot Coverage Restriction In Rural Agricultural Sales Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.3.3	Encroachment Of Building/Structure Into Front/Rear Lot Line Setbacks In Rural Agricultural Sales Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.3.4	Encroachment Of Building/Structure Into Side Lot Line Setbacks In Rural Agricultural Sales Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.3.5	Encroachment Of Building/Structure Housing Animals/Poultry Into Setbacks In Rural Agricultural Sales Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.4.1	Non Permitted Use In Rural Comprehensive Development Zone	\$300.00	\$225.00	\$150.00	Yes	50%
4.4.2	Exceed Maximum Lot Coverage Restriction In Rural Comprehensive Development Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.4.3	Exceed Maximum Lot Coverage	\$300.00	\$225.00	\$150.00	Yes	75%

Schedule A
SATURNA ISLAND LAND USE BYLAW NO. 78, 2002
CONTRAVENTIONS AND PENALTIES

Bylaw Section	Description The following fines apply To the contraventions below:	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment (after 28 days)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
	Restriction On Land Commonly Known As 'Old Point Farm' In Rural Comprehensive Development Zone					
4.4.4	Exceed Maximum Lot Coverage Restriction On Lot A, Sections 17 And 18, Plan VIP74669 In Rural Comprehensive Development Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.4.5	Encroachment Of Building/Structure Into Front/Rear Lot Line Setbacks In Rural Comprehensive Development Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.4.6	Encroachment Of Building/Structure Into Side Lot Line Setbacks In Rural Comprehensive Development Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.4.7	Encroachment Of Building/Structure Housing Animals/Poultry Into Setbacks In Rural Comprehensive Development Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.5.1	Non Permitted Use In Multiple Family Residential Zone	\$300.00	\$225.00	\$150.00	Yes	50%
4.5.2	Exceed Maximum Lot Coverage Restriction In Multiple Family Residential Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.5.3	Encroachment Of Building/Structure Into Front/Rear Lot Line Setbacks In Multiple Family Residential Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.5.4	Encroachment Of Building/Structure Into Side Lot Line Setbacks In Multiple Family Residential Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.5.5	Exceed Maximum Density Restriction In Multiple Family Residential Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.6.1	Non Permitted Use In Community Services Zone	\$300.00	\$225.00	\$150.00	Yes	50%
4.6.2	Exceed Maximum Lot Coverage Restriction In Community Services Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.6.3	Encroachment Of Building/Structure Into Front/Rear Lot Line Setbacks In Community Services Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.6.4	Encroachment Of Building/Structure Into Side Lot Line Setbacks In Community Services Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.7.1	Non Permitted Use In Public Utilities Zone	\$300.00	\$225.00	\$150.00	Yes	50%
4.7.2	Exceed Maximum Lot Coverage Restriction In Public Utilities Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.7.3	Encroachment Of Building/Structure Into Front/Rear Lot Line Setbacks In Public Utilities Zone	\$300.00	\$225.00	\$150.00	Yes	75%
4.7.4	Encroachment Of Building/Structure Into	\$300.00	\$225.00	\$150.00	Yes	75%

Schedule A
SATURNA ISLAND LAND USE BYLAW NO. 78, 2002
CONTRAVENTIONS AND PENALTIES

Bylaw Section	Description The following fines apply To the contraventions below:	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment (after 28 days)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
	Side Lot Line Setbacks In Public Utilities Zone					
5.1.1	Non Permitted Use In Commercial Recreation And Accommodation Zone	\$300.00	\$225.00	\$150.00	Yes	50%
5.1.2	Non Permitted Use On Lot 1, Section 18, Plan 14913 In Commercial Recreation And Accommodation Zone	\$300.00	\$225.00	\$150.00	Yes	50%
5.1.3	Non Permitted Use On Site Specific Plans In Section 13 And 14 In Commercial Recreation And Accommodation Zone	\$300.00	\$225.00	\$150.00	Yes	50%
5.1.4	Exceed Maximum Lot Coverage Restriction In Commercial Recreation And Accommodation Zone	\$300.00	\$225.00	\$150.00	Yes	75%
5.1.5	Exceed Maximum Density Restrictions In Commercial Recreation And Accommodation Zone	\$300.00	\$225.00	\$150.00	Yes	75%
5.1.6	Encroachment Of Building/Structure Into Front/Rear Lot Line Setbacks In Commercial Recreation And Accommodation Zone	\$300.00	\$225.00	\$150.00	Yes	75%
5.1.7	Encroachment Of Building/Structure Into Side Lot Line Setbacks In Commercial Recreation And Accommodation Zone	\$300.00	\$225.00	\$150.00	Yes	75%
5.2.1	Non Permitted Use In Commercial Zone	\$300.00	\$225.00	\$150.00	Yes	50%
5.2.2	Exceed Maximum Lot Coverage Restriction In Commercial Zone	\$300.00	\$225.00	\$150.00	Yes	75%
5.2.3	Encroachment Of Building/Structure Into Front/Rear Lot Line Setbacks In Commercial Zone	\$300.00	\$225.00	\$150.00	Yes	75%
5.2.4	Encroachment Of Building/Structure Into Side Lot Line Setbacks In Commercial Zone	\$300.00	\$225.00	\$150.00	Yes	75%
5.2.5	Exceed Maximum Density Restrictions In Commercial Zone	\$300.00	\$225.00	\$150.00	Yes	75%
6.1.1	Non Permitted Use In Industrial Storage And Repairs Zone	\$300.00	\$225.00	\$150.00	Yes	50%
6.1.2	Non Permitted Use On Lot 17, Plan 18592, Section 8 In Industrial Storage And Repairs Zone	\$300.00	\$225.00	\$150.00	Yes	50%
6.1.3	Non Permitted Use On Lot 1, Section 18, Plan 14515 In Industrial Storage And Repairs Zone	\$300.00	\$225.00	\$150.00	Yes	50%
6.1.4	Building Exceeds Maximum Height Restriction In Industrial Storage And Repairs Zone	\$300.00	\$225.00	\$150.00	Yes	75%
6.1.5	Exceed Maximum Lot Coverage Restriction In Industrial Storage And	\$300.00	\$225.00	\$150.00	Yes	75%

Schedule A
SATURNA ISLAND LAND USE BYLAW NO. 78, 2002
CONTRAVENTIONS AND PENALTIES

Bylaw Section	Description The following fines apply To the contraventions below:	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment (after 28 days)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
	Repairs Zone					
6.1.6	Encroachment Of Building/Structure Into Front/Rear Lot Line Setbacks In Industrial Storage And Repairs Zone	\$300.00	\$225.00	\$150.00	Yes	75%
6.1.7	Encroachment Of Building/Structure Into Side Lot Line Setbacks In Industrial Storage And Repairs Zone	\$300.00	\$225.00	\$150.00	Yes	75%
6.2.1	Non Permitted Use In Industrial Comprehensive Zone	\$300.00	\$225.00	\$150.00	Yes	50%
6.2.2	Building Exceeds Maximum Height Restriction In Industrial Comprehensive Zone	\$300.00	\$225.00	\$150.00	Yes	75%
6.2.3	Exceed Maximum Lot Coverage Restriction In Industrial Comprehensive Zone	\$300.00	\$225.00	\$150.00	Yes	75%
6.2.4	Encroachment Of Building/Structure Into Front/Rear Lot Line Setbacks In Industrial Comprehensive Zone	\$300.00	\$225.00	\$150.00	Yes	75%
6.2.5	Encroachment Of Building/Structure Into Side Lot Line Setbacks In Industrial Comprehensive Zone	\$300.00	\$225.00	\$150.00	Yes	75%
7.1.1	Non Permitted Use In Farmland Zone	\$300.00	\$225.00	\$150.00	Yes	50%
7.1.2	Exceed Maximum Density In Farmland Zone	\$300.00	\$225.00	\$150.00	Yes	75%
7.1.3	Non Permitted Residential Buildings On Arable Portions Of A Parcel In Farmland Zone	\$300.00	\$225.00	\$150.00	Yes	75%
7.1.4	Encroachment Of Building/Structure Into Front/Rear Lot Line Setbacks In Farmland Zone	\$300.00	\$225.00	\$150.00	Yes	75%
7.1.5	Encroachment Of Building/Structure Into Side Lot Line Setbacks In Farmland Zone	\$300.00	\$225.00	\$150.00	Yes	75%
7.1.6	Encroachment Of Building/Structure Associated With Farm Uses Into Special Setbacks In Farmland Zone On Lots Abutting FR, FG, W Or WR Zones	\$300.00	\$225.00	\$150.00	Yes	75%
7.2.1	Non Permitted Use In Farm Forest Resort Zone	\$300.00	\$225.00	\$150.00	Yes	50%
7.2.2	Building Exceeds Maximum Height Restriction In Farm Forest Resort Zone	\$300.00	\$225.00	\$150.00	Yes	75%
7.2.3	Exceed Maximum Lot Coverage Restriction In Farm Forest Resort Zone	\$300.00	\$225.00	\$150.00	Yes	75%
7.2.4	Visitor Accommodation Exceeds Maximum Density Restriction In Farm Forest Resort Zone	\$300.00	\$225.00	\$150.00	Yes	75%
7.2.5	Residential Use Exceeds One Self-Contained Residence And One Cottage	\$300.00	\$225.00	\$150.00	Yes	75%

Schedule A
SATURNA ISLAND LAND USE BYLAW NO. 78, 2002
CONTRAVENTIONS AND PENALTIES

Bylaw Section	Description The following fines apply To the contraventions below:	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment (after 28 days)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
	In Farm Forest Resort Zone					
7.2.6	Non Permitted Use/Exceed Density On Land South Of Quarry Trail In Farm Forest Resort Zone	\$300.00	\$225.00	\$150.00	Yes	75%
7.2.7	Encroachment Of Building/Structure Into Front/Rear Lot Line Setbacks In Farm Forest Resort Zone	\$300.00	\$225.00	\$150.00	Yes	75%
7.2.8	Encroachment Of Building/Structure Into Side Lot Line Setbacks In Farm Forest Resort Zone	\$300.00	\$225.00	\$150.00	Yes	75%
7.2.9	Exceed Site Area Restrictions In Farm Forest Resort Zone	\$300.00	\$225.00	\$150.00	Yes	75%
7.3.1	Non Permitted Use In Farm Retreat Zone	\$300.00	\$225.00	\$150.00	Yes	50%
7.3.2	Exceed Maximum Lot Coverage Restriction In Farm Retreat Zone	\$300.00	\$225.00	\$150.00	Yes	75%
7.3.3	Exceed Maximum Density Restriction For Visitor Accommodation In Farm Retreat Zone	\$300.00	\$225.00	\$150.00	Yes	75%
7.3.4	Exceed Density Restrictions On Site Specific Residential Use In Farm Retreat Zone	\$300.00	\$225.00	\$150.00	Yes	75%
7.3.5	Encroachment Of Building/Structure Into Front Lot Line Setbacks In Farm Retreat Zone	\$300.00	\$225.00	\$150.00	Yes	75%
7.3.6	Encroachment Of Building/Structure Into Interior/Rear Lot Line Setbacks In Farm Retreat Zone	\$300.00	\$225.00	\$150.00	Yes	75%
7.3.7	Encroachment Of Building/Structure Associated With Intensive Farm Use Into Front Lot Line Setbacks In Farm Retreat Zone	\$300.00	\$225.00	\$150.00	Yes	75%
7.3.8	Use Other Than Farm Use Located On Arable Portions Of Land In Farm Retreat Zone	\$300.00	\$225.00	\$150.00	Yes	50%
7.3.9	Building/Structure/Use In Sub-Sections 7.3.1(4) Through 7.3.1(6) Not In Accommodation Area In Farm Retreat Zone	\$300.00	\$225.00	\$150.00	Yes	50%
8.1.1	Non Permitted Use In Watershed Zone	\$300.00	\$225.00	\$150.00	Yes	50%
8.1.2	Encroachment Of Building/Structure Into Setbacks	\$300.00	\$225.00	\$150.00	Yes	75%
9.1.1	Non Permitted Use In Forest Reserve Zone	\$300.00	\$225.00	\$150.00	Yes	50%
9.2.1	Non Permitted Use In Forest General Zone	\$300.00	\$225.00	\$150.00	Yes	50%
9.2.2	Building Exceeds Height Restrictions In Forest General Zone	\$300.00	\$225.00	\$150.00	Yes	75%

Schedule A
SATURNA ISLAND LAND USE BYLAW NO. 78, 2002
CONTRAVENTIONS AND PENALTIES

Bylaw Section	Description The following fines apply To the contraventions below:	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment (after 28 days)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
9.2.3	Encroachment Of Building/Structure Into Setbacks In Forest General Zone	\$300.00	\$225.00	\$150.00	Yes	75%
9.2.4	Exceed Density Restrictions In Forest General Zone	\$300.00	\$225.00	\$150.00	Yes	75%
9.3.1	Non Permitted Use In Forest Residential Zone	\$300.00	\$225.00	\$150.00	Yes	50%
9.3.2	Building Exceeds Height Restrictions In Forest Residential Zone	\$300.00	\$225.00	\$150.00	Yes	75%
9.3.3	Encroachment Of Building/Structure Into Setbacks In Forest Residential Zone	\$300.00	\$225.00	\$150.00	Yes	75%
9.3.4	Exceed Density Restrictions In Forest Residential Zone	\$300.00	\$225.00	\$150.00	Yes	75%
9.3.5	Exceed Density Restrictions On The FR1 Zoned Portion Of Land Legally Described As The South-West ¼ Of Section 8, Plan 23285 In Forest Residential Zone	\$300.00	\$225.00	\$150.00	Yes	75%
9.3.6	Exceed Density Restrictions On Parcel Of Land Commonly Known As 'Old Point Farm' In Forest Residential Zone	\$300.00	\$225.00	\$150.00	Yes	75%
10.1.1	Non Permitted Use In Wilderness Reserve Zone	\$300.00	\$225.00	\$150.00	Yes	50%
10.1.2	Encroachment Of Building/Structure Into Setbacks In Wilderness Reserve Zone	\$300.00	\$225.00	\$150.00	Yes	75%
10.1.3	Exceed Maximum Density Restriction In Wilderness Reserve Zone	\$300.00	\$225.00	\$150.00	Yes	75%
10.1.4	Exceed Lot Coverage Restriction In Wilderness Reserve Zone	\$300.00	\$225.00	\$150.00	Yes	75%
11.1.1	Non Permitted Use In Water Zone	\$300.00	\$225.00	\$150.00	Yes	50%
11.1.2	Encroachment Of Float/Wharf Into Setbacks In Water Zone	\$300.00	\$225.00	\$150.00	Yes	75%
11.1.3	Non Permitted Building/Structure On Float/Wharf In Water Zone	\$300.00	\$225.00	\$150.00	Yes	75%
11.1.4	Prohibited Commercial/Industrial Activity In Water Zone	\$300.00	\$225.00	\$150.00	Yes	50%
11.1.5	Fail To Meet Site Specific Regulations In Water Zone	\$300.00	\$225.00	\$150.00	Yes	75%
11.2.1	Non Permitted Use In Water Harvest Zone	\$300.00	\$225.00	\$150.00	Yes	50%
11.2.2	Encroachment Of Float/Wharf Into Setbacks In Water Harvest Zone	\$300.00	\$225.00	\$150.00	Yes	75%
11.2.3	Non Permitted Building/Structure On Float/Wharf In Water Harvest Zone	\$300.00	\$225.00	\$150.00	Yes	75%
11.3.1	Non Permitted Use In Water General Commercial Zone	\$300.00	\$225.00	\$150.00	Yes	50%
11.3.2	Encroachment Of Float/Wharf Into Setbacks In Water General Commercial Zone	\$300.00	\$225.00	\$150.00	Yes	75%

Schedule A
SATURNA ISLAND LAND USE BYLAW NO. 78, 2002
CONTRAVENTIONS AND PENALTIES

Bylaw Section	Description The following fines apply To the contraventions below:	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment (after 28 days)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
11.4.1	Non Permitted Use In Water Public Utility Zone	\$300.00	\$225.00	\$150.00	Yes	50%
11.4.2	Encroachment Of Float/Wharf Into Setbacks In Water Zone	\$300.00	\$225.00	\$150.00	Yes	75%
11.5.1	Non Permitted Use In Open Waters Zone	\$300.00	\$225.00	\$150.00	Yes	75%
13.1	Non Permitted Third Party Sign	\$250.00	\$175.00	\$125.00	Yes	50%
13.2	Non Permitted Number/Area Of Signs	\$250.00	\$175.00	\$125.00	Yes	50%
13.3	Obsolete Sign Not Removed From Premises Within Thirty Days Of Becoming Obsolete	\$250.00	\$175.00	\$125.00	Yes	50%
13.4	Election Candidate Sign Not Removed After Election	\$250.00	\$175.00	\$125.00	Yes	50%
13.5	Third Party Signs Not Removed Within 30 Days Of The Event/Purchase	\$250.00	\$175.00	\$125.00	Yes	50%
14.2	Fail To Provide Minimum Off Street Parking Spaces	\$250.00	\$187.50	\$125.00	Yes	75%
14.3	Parking Space Does Not Meet Size Requirements	\$250.00	\$187.50	\$125.00	Yes	75%
14.4	Parallel Off Street Parking Space Does Not Meet Size Requirements	\$250.00	\$187.50	\$125.00	Yes	75%
14.5	Manoeuvring Aisle Does Not Meet Size Requirements	\$250.00	\$187.50	\$125.00	Yes	75%

Frequently Asked Questions

What triggers bylaw enforcement?

Normally, enforcement is only undertaken when a written complaint is received. However, if an environmental concern, permitting issue or advertising of an illegal land use is discovered, enforcement may be started without a complaint.

What is a Compliance Agreement?

A person who enters into a Compliance Agreement accepts liability for the alleged contravention detailed in the BVN. The agreement sets out remedies or conditions for future behaviour to be performed within a designated period of time. If the agreement is kept and the bylaw violation is resolved within an agreed time, the amount of the penalty is reduced.

How much can a penalty be reduced with a Compliance Agreement?

With a few exceptions, the discounts for entering into and completing a Compliance Agreement are 50% or 75%.

Can I pay the reduced penalty within 14 days and still proceed to adjudication?

No. Once a penalty is paid the BVN cannot be disputed.

Why are disputes adjudicated in North Vancouver?

It is not practical or cost effective for the Islands Trust to set up its own registry. There are no registries on Vancouver Island. The Islands Trust has therefore joined the closest existing registry, North Shore Bylaw Dispute Registry, which offers partnerships to other governments.

Do I need to appear in person for the Adjudication Hearing?

No. You can submit your evidence and arguments in writing or arrange for a telephone conference call.

Can I pay the penalty before the hearing date if I change my mind?

Yes. However, payments received after 14 days from when the BVN was issued must be paid in full.

Can I appeal the adjudicator's decision to a higher authority?

No. An adjudicator's decision is final.

What if I pay the penalty but still do not comply?

You will be subject to further enforcement and possible legal actions.

How can I contact the Bylaw Enforcement team?

You can contact the Bylaw Enforcement team by

Email at bylawenforcement@islandstrust.bc.ca

Phone at 250.405.5175. If you are calling long distance, call toll free to **Enquiry BC**

In Victoria call **250.387.6121**

In Vancouver call **604.660.2421**

Elsewhere in BC call **1.800.663.7867**

Send **mail** or **visit** any of our offices.

Victoria—200-1627 Fort St, V8R 1H8

Salt Spring—1-500 Lower Ganges Rd, V8K 2N8

Gabriola—700 North Road, V0R 1X3

Visit us online at: www.islandstrust.bc.ca

Bylaw Enforcement Notice & Dispute Adjudication System



Islands Trust

Bylaw Enforcement Notice & Dispute

Adjudication — Making the System Simpler

The Bylaw Enforcement Notice and Dispute Adjudication system provides a simple, fair and cost-effective method for dealing with straightforward bylaw violations. It is much less costly, complex and time-consuming than a system in which tickets can be disputed only by going to court.

Bylaw Violation Notices (BVN) are only issued after an investigation confirms that a bylaw contravention exists. Before penalties are imposed, offenders are usually offered an opportunity to comply. The main goal of bylaw enforcement in the Trust area is not to collect penalties; it is to encourage compliance with the community's bylaws.

The Islands Trust manages BVNs through its Bylaw Enforcement Notice and Dispute Adjudication System, under the province's *Local Government Bylaw Notice Enforcement Act*.

The Bylaw Enforcement Notice and Dispute Adjudication system replaces provincial court with an adjudicator. People disputing a BVN can present their objections to the notice by phone, by mail,

in person or online. The BVN includes information on how to do this. Disputes for the Islands Trust are adjudicated by the North Shore Bylaw Dispute Registry.

Under the Bylaw Enforcement Notice and Dispute Adjudication system an Islands Trust screening officer hears initial objections to BVNs. If the objection is found to be valid, the screening officer can cancel the BVN. The screening officer can also authorize a reduction in the penalty amount in return for compliance with the bylaw. This step is carried out through a Compliance Agreement and may include remedial actions.

The Bylaw Enforcement Notice & Dispute Adjudication System provides a simple, fair and cost-effective method for dealing with straightforward bylaw violations.

For more information about bylaw enforcement in the Islands Trust area, please see our Bylaw Enforcement—Frequently Asked Questions pamphlet or go to www.islandstrust.bc.ca.

How the system works once a Bylaw Violation Notice is issued

Option 1: Pay the BVN

- For penalties paid within 14 days of receiving notice, payment is reduced.
- Penalties paid after 14 days must be paid in full.
- For penalties paid more than 28 days after receiving notice a surcharge is added.

Option 2: Dispute the BVN

Step One

Complete and submit the Adjudication Request Form which is on the back of the BVN. Forms can be delivered, mailed or faxed to the Islands Trust Office on Salt Spring or Gabriola or in Victoria. The request can also be completed online at www.islandstrust.bc.ca.

Step Two

An Islands Trust screening officer will review the adjudication request and will:

- cancel the BVN; or
- work out a Compliance Agreement and reduce the penalty when the agreement is completed; or
- uphold the BVN.

Step Three

If the screening officer upholds the BVN:

- A date and time is set for the Adjudication Hearing.
- At the hearing, evidence is presented and the adjudicator decides if an offence did or did not occur.

Step Four

- If an offence did occur, the BVN must be paid in full, plus an additional \$25 administrative fee.
- If an offence did not occur, the BVN is cancelled and no penalties are imposed.

DRAFT - FRONT



No.

BYLAW VIOLATION NOTICE

THE ISSUING OFFICER SAYS YOU ARE IN BREACH OF A LOCAL TRUST AREA BYLAW AS FOLLOWS:

ISSUED TO:

NAME OF PERSON OR COMPANY		
ADDRESS		
LEGAL DESCRIPTION		
DATE YYYY MM DD	TIME HH:MM AM/PM	LOCATION ISSUED
BYLAW NAME		
BYLAW NUMBER		SECTION
DESCRIPTION OF CONTRAVENTION		
ISSUING OFFICER NAME:		SIGNATURE

THE PENALTY FOR A CONTRAVENTION REFERRED TO ABOVE IS:

Discounted rate If paid within 14 days \$ _____
If paid within 15-28 days \$ _____
If paid after 28 days* \$ _____
*See reverse for additional information on late payments.

METHOD OF DELIVERY:	
☐	In Person
☐	By Mail



ADJUDICATION REQUEST

To dispute this Bylaw Violation Notice please complete the form below and deliver, mail, or fax to any Islands Trust office within 14 days of receipt of this notice. The request can also be made online at www.islandstrust.bc.ca. See the reverse side of this ticket for addresses and additional information.

Bylaw Notice #:	Date of Issue:
Name:	
Postal Address:	
City/Island:	Province: Postal Code:
Daytime Phone #	Email Address:
Signature:	

White – Alleged Offender's Copy

Yellow – File Copy

Pink – Office Copy

DRAFT - BACK

ALLEGED OFFENDER'S COPY

COMPLIANCE

- ▶ Failure to comply with the bylaw may result in additional penalties.
- ▶ To arrange a compliance agreement and to receive a discount on the penalty indicated on this notice, contact us.

PAYMENT INFORMATION

PAY BY MAIL OR IN PERSON BY CASH OR CHEQUE
PRESENT THIS NOTICE AT THE TIME OF PAYMENT

- ▶ Please make your cheque or money order payable to Islands Trust.
- ▶ Do not send cash in the mail.
- ▶ Payment must be received within the noted time limits to receive the discounted amounts.
- ▶ A dishonoured cheque will not be considered payment of the penalty within the prescribed time. NSF fees will be applied.
- ▶ Failure to pay promptly will result in additional penalties being added.
- ▶ Overdue fines may be subject to collection process.

DISPUTE ADJUDICATION

- ▶ Adjudication requests must be filed within 14 days of violation notice receipt to be eligible for an adjudication hearing.
- ▶ Deliver, mail, or fax the request form on reverse to any Islands Trust office or complete a request form online at www.islandstrust.bc.ca.
- ▶ Unsuccessful adjudicated disputes will be charged an additional \$25 administration fee.

CONTACT US

Phone: 250-405-5175
Fax: 250-405-5155

Email: bylawenforcement@islandstrust.bc.ca
Web: www.islandstrust.bc.ca

ISLANDS TRUST OFFICES

Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8

Islands Trust
1-500 Lower Ganges Road
Salt Spring Island, BC V8K 2N8

Islands Trust
700 North Road
Gabriola Island, BC V0R 1X3

Saturna Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

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

				7. The owner of the property uses more than one property on Saturna Island as an unpermitted STVR. And THAT nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the Saturna Island Local Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time.
3.	February 25/09	SA-LTC-09-09	Adopt LTC Minutes by RWM	It was Moved and Seconded that the Saturna Island Local Trust Committee draft minutes be adopted by Resolution without meeting within 30 days of the meeting and posted to the website.
4.	June 22/11	SA-LTC-25-11	Publish newsletter	It was Moved and Seconded that the Saturna Island Local Trust Committee commence to publish a community newsletter bimonthly.
5.	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.
6.	August 31/11	SA-LTC-32-11	Adopt Ocean Loop Geo-thermal Exchange Enforcement Policy	It was Moved and Seconded that the Saturna Island Local Trust Committee adopts the policy stated in the Islands Trust memorandum dated August 23, 2011 regarding Ocean Loop Geo-thermal Exchange Enforcement. "That given that the Saturna Island Local Trust Committee (LTC) has placed "ocean loop geoexchange" on the LTC project list as a matter for staff review existing ocean loop geoexchange systems will not be subject to enforcement unless issues of health, safety or environmental degradation arise."

200 - 1627 Fort Street Victoria 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 January 18, 2012 File Number

To Saturna Island Local Trust Committee

From Robert Kojima
Regional Planning Manager

Re Special Occasion Liquor Licence referrals

A special occasion licence (SOL) allows an individual, organization or business to, from time to time, host a special event at which liquor is served or sold. Anyone planning to hold public events where liquor is sold at otherwise unlicensed locations must apply to a BC government liquor store for a special occasion license. There are two categories of events for which special occasion licence are required:

- **private special occasions** – these include social, cultural, recreational, religious, sporting or community events as well as family events such as weddings, anniversaries, or birthdays;
- **public special occasions** – these include events that are community or public celebrations, such as community festivals or outdoor concerts.

An applicant for a **public** special occasion license must obtain support for the event from the applicable local government **and** the police authority having jurisdiction in the area. Written approval for a **public special occasion licence** from the local government may take the form of a copy of a resolution or written confirmation.

For the past several years, planning staff have been receiving occasional referrals of public special occasion licence applications from the Pender Island Liquor Store. In response to these, the NPILTC adopted a policy authorizing staff to support applications where the land is appropriately zoned and there is no history of complaints or issues. This avoids each routine licence having to be considered at an LTC meeting or by RWM, potentially causing significant delays in approval of the licence. Recently, in response to receiving several applications for SOLs for events on Galiano, the GILTC adopted a similar standing policy by resolution.

To date staff are aware of having received a handful of referrals for applications for events on Saturna Island in the past. I recently spoke to the Special Occasion Licence Manager at the Liquor Control and Licencing Branch and she confirmed that our understanding of the process is correct and that a Local Trust Committee would be the local government for this purpose. She will be following up with the area Liquor Store managers to confirm the process and forwarding Islands Trust contact information.

As we can anticipate continuing to receive SOL application referrals from time to time for events on Saturna, the SALTC may also wish to consider a resolution authorizing staff to respond to routine applications. Resolution wording is provided below.

More information on the special occasion licence process can be found at the following links:

<http://www.pssq.gov.bc.ca/lclb/apply/special/>

http://www.pssq.gov.bc.ca/lclb/docs-forms/LCLB208_PM-Special.pdf

Recommendation

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

pc Gary Richardson, Island Planner



Islands Trust

Preserving **island** communities, culture and environment.

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Population:

Approximately 359

Size:

3422 hectares (8,455 acres)

Location:

27 kilometres south-east of the Swartz Bay ferry terminal on Vancouver Island.

[Land Use Planning](#)
[Related Planning Services](#)
[Related Resources](#)
[Trust Area Mapping](#)
[Related Links](#)

Saturna Island Local Trust Committee

Latest News

In this section you will find current news items that are relevant to your Local Trust Area and your community. [Subscribe](#) to the Saturna Island Latest News updates and receive the latest information on official community plan reviews, staff reports, notifications and other documents published in the latest news section.

September 2011

- [Capitol Regional District - Building Inspection Letter dated August 9, 2011 re: Water Catchment and Storage Systems - Saturna Island](#)
- [Parks Canada Letter dated June 30, 2011 re: Heritage Lighthouse Protection Act](#)
- [Trust Issues Newsletter- September - 2011](#)

July 2011

- [Saturna Island Groundwater Issues - Next Steps letter dated July 12, 2011](#)
- ["Guide to Environmentally Friendly Building and Renovating in the Southern Gulf Islands"](#)
- Fact sheet: "[Choosing a Building Site on your Lot](#)"
- Fact sheet: "[Making Changes to your Lot Line](#)"
- Fact sheet: "[Applying for a Variance](#)"

Saturna Island Local Trust Committee Projects

East Point Water

- [Notes of May 7, 2011 Groundwater Workshop](#)
- [Saturna Island Groundwater Workshop Report dated May 7, 2011](#)
- [Bylaw No. 99 \(Adopted\)](#)
- [Staff Report - October 21, 2010](#)
- [Staff Report - June 10, 2010](#)
- [Ministry of Environment Report - January 2010](#)
- [Groundwater Conservation \(East Point\) Staff Report - October 20, 2009](#)
- [Results of the Groundwater Geochemistry Study on Saturna Island, BC - Allen and Suchy 2001](#)
- [A Preliminary Assessment of Groundwater Conditions on Saturna Island - July 1985](#)

Riparian Area Regulation Implementation

- [Saturna Island Riparian Areas Regulation Stream Identification](#)

General

- [Policies and Standing Resolutions Chart](#)
- ["A Guide to Environmentally Friendly Building and Renovating in the Southern Gulf Islands" booklet](#)
- [A "Choosing a Building Site on your Lot" fact sheet](#)
- [A "Making Changes to your Lot Line" fact sheet](#)
- [An "Applying for a Variance" fact sheet](#)

Climate Change Action

- [Adopted Bylaw No. 101](#)

Committee Links

[Committee Home](#)
[Trustee Membership](#)
[Contact Trustees](#)
[Contact Planning Staff](#)
[Planning Bylaws](#)
[Administrative Bylaws](#)
[Meetings Schedule](#)
[Meeting Agendas](#)
[Meeting Minutes](#)
[Resolutions-Without-Meeting](#)
[Associated Islands](#)
[Land Use Application Forms](#)

- [Staff Report - May 11, 2010](#)
- [Staff Report - March 11, 2010](#)
- [Newsletter - December 2009](#)
- [Staff Report - November 2009](#)
- [Staff Report - October 2009](#)
- [Community Engagement Tools](#)
- [Table of Potential Official Community Plan Amendments](#)
- [Climate Wise Islands](#)

Ecosystem Mapping Webpage

Affordable Housing

- [APC Terms of Reference](#)
- [Affordable Housing Background Report - August 21 2009](#)
- [Subdivision Potential Map](#) (Please note that this map is a representation of potential subdivision under the current zoning. It does not account for limitations on future subdivision, including covenants, access, availability of water and other services, topography, etc)
- [Community Housing Tool Kit](#)

[^ top](#)

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