



Saturna Island Local Trust Committee

Special Meeting Agenda

Date: July 25, 2015
Time: 11:00 am
Location: Saturna Island Community Hall
105 East Point Road, Saturna Island, BC

	Pages
1. CALL TO ORDER	11:00 AM - 12:00 PM
2. APPROVAL OF AGENDA	
3. TOWN HALL	
4. BUSINESS ITEMS	
4.1 Local Trust Committee Input to Strategic Plan - Phase 2	2 - 19
4.2 LTC Expense Report - June 2015	20 - 20
4.3 2015-16 LTC Budget Requests - Memo	21 - 25
4.4 FUAL Report Dated July 2015	26 - 27
<u>-----BREAK----- 12:00 PM - 12:30 PM</u>	
5. LTC PROJECTS	12:30 PM - 1:30 PM
5.1 Density Transfer Review - Staff Report	28 - 30
5.2 Integrated Community Sustainability Plan - Staff Report	31 - 34
6. CORRESPONDENCE	1:30 PM - 2:00 PM
6.1 P Carney Email Dated June 3, 2015 re: Recorded Comments from Meeting	35 - 35
6.2 D. MClean Email Dated May 11, 2015 re: Comments on Campsite Location	36 - 37
7. NEXT MEETING	
7.1 Thursday, October 8, 2015, 12:30 pm, at the Saturna Island Community Hall	
8. TOWN HALL	
9. ADJOURNMENT	2:00 PM - 2:00 PM

REQUEST FOR DECISION

To: Local Trust Committees

For the Meeting of: Various dates (see list attached at end)

From: Linda Adams
Chief Administrative Officer

Date Prepared: June 29, 2015

File No.: Strategic Plan

SUBJECT: PHASE 2 LOCAL TRUST COMMITTEE INPUT INTO DEVELOPMENT OF THE ISLANDS TRUST STRATEGIC PLAN FOR 2014-2018

RECOMMENDATION:

That the ** Local Trust Committee recommend to Trust Council that the *Strategic Plan - Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term (Attachment 1)*, be amended as follows: *(to be determined by each LTC)*.

That the ** Local Trust Committee request its planner to complete Attachment 3, based on the LTC's work program, and forward it to the Chief Administrative Officer by August 7.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The Islands Trust Council is in the process of developing a Strategic Plan, which will guide staff work programs, and budget development for the 2014-2018 term. Following earlier input from trustees and Islands Trust bodies, the Islands Trust Council has approved a Discussion Draft that identifies potential objectives and examples of strategies and activities for the 2014-2018 term. At this stage in the process, the Executive Committee is seeking input from Local Trust Committees (LTCs) with a focus on the objectives and strategies that LTCs believe to be priorities. Public consultation is also planned from July-August. An initial version of the Strategic Plan is scheduled for adoption in September, for the purposes of activities in the remainder of the 2015-2016 fiscal year and budget planning for the 2016-2017 fiscal year.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The task of developing and providing LTC recommendations about a Strategic Plan can be accommodated with existing resources.

FINANCIAL:

No external financial implications of providing LTC recommendations about a Strategic Plan.

LTC's requests for strategies and actions for the 2015-2016 fiscal year should consider the available resources in the current budget.

Should an LTC propose strategies and actions that would require additional resources in a future fiscal year, such requests would be considered by the Financial Planning Committee and Trust Council during the budget development process.

POLICY: No implications for existing policy. Trust Council's Strategic Plan could include objectives and strategies that result in amendments to existing policies.

IMPLEMENTATION/COMMUNICATIONS:

LTCs may wish to consider the following questions, in developing their input into *Strategic Plan - Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term*:

- Is the list of potential priority objectives complete? Should any be removed or amended?
- Should additional potential objectives be added? Should any be removed or amended?
- What is the relative importance of each potential objective identified?
- Are there additional or different strategies that should be identified at this stage? (Note: only broad strategies need to be identified at this stage; later in the process, more specific activities will be identified to carry out each strategy)

Local Trust Committee resolutions regarding potential additions, deletions or changes to the Discussion Draft of the Strategic Plan should be conveyed to the Chief Administrative Officer by **August 7**, for assembly and inclusion in the Executive Committee's August 19 meeting agenda package. Where this timing is not possible, resolutions should be submitted as soon as practical, for inclusion in Trust Council's September 2015 meeting agenda package.

OTHER: As other Islands Trust bodies will be asked for input about the Strategic Plan and Trust Council will have further opportunities to discuss successive drafts of the Strategic Plan, LTCs may wish to focus on matters that are most relevant to LTC work.

As the *Strategic Plan - Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term* indicates a number of strategies and activities for the Local Planning Committee and Local Trust Committees, completion of Attachment 3 will assist Trust Council in understanding LTCs' interests in addressing the topics identified.¹

BACKGROUND

- The Islands Trust Council adopts a strategic plan each term to focus its work on the priority areas identified by trustees, as well as the many separate bodies that make up the Islands Trust. Trust Council has assigned the Executive Committee the responsibility for facilitating development of the Strategic Plan.
- The Executive Committee has been following a process for Strategic Plan as provided to Trust Council at its June [Strategic Planning Session](#).
- In June 2015 Trust Council had a facilitated session and confirmed the list of *Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term* shown in Attachment 1, for the purposes of further consultation.
- A diagram and glossary of strategic planning terms is included in Attachment 2 for reference.

REPORT/DOCUMENT:

Attachment 1 -- *Strategic Plan - Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term*

Attachment 2 – Diagram and Glossary of Strategic Planning Terms

Attachment 3 – Local Trust Committees and Draft Strategic Plan 2014-2018

KEY ISSUE(S)/CONCEPT(S):

¹ Thanks to Trustee Tony Law for development of Attachment 3.

RELEVANT POLICY:

- The Strategic Plan is intended to carry out the Islands Trust Policy Statement, by identifying priorities for each term.
- [Trust Council's Policy 2.4.i](#) gives the Executive Committee the responsibility to facilitate development of the Strategic Plan.

DESIRED OUTCOME:

Phase 2 of LTC input into the Islands Trust's Strategic Plan for 2014-2018.

RESPONSE OPTIONS

Recommended:

That the ** Local Trust Committee recommend to Trust Council that the *Strategic Plan - Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term*, be amended as follows: *(to be determined by each LTC)*

That the ** Local Trust Committee request its planner to complete Attachment 3, based on the LTC's work program, and forward it to the Chief Administrative Officer by August 7.

Alternative:

That the ** Local Trust Committee not provide comments regarding the *Strategic Plan - Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term* at this time.

Prepared By: Linda Adams, Chief Administrative Officer

Reviewed By/Date: N/A



Linda Adams, Chief Administrative Officer

NOTE: This RFD has been prepared for receipt at the following meetings of LTCs:

Ballenas/Winchelsea: (Special meeting before Aug 7 if desired by LTC)

Denman LTC: July 21

Gabriola LTC: July 23

Galiano LTC: July 6

Gambier LTC: Aug 6

Hornby LTC: July 17

Lasqueti LTC: July 30

Mayne LTC: July 28

North Pender LTC: July 30

Salt Spring LTC: July 9 or Aug 6

Saturna LTC: (Special meeting before Aug 7 if desired by LTC)

South Pender LTC: (Special meeting before Aug 7 if desired by LTC)

Thetis LTC: Aug 11

Input from LTCs will be forwarded to the Executive Committee, Council's Advisory Committees (where feasible) and the September meeting of Trust Council.



Islands Trust Strategic Plan

Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term

Discussion Draft for Public Consultation
June 25, 2015

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

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?
1 PROTECT the natural environment of islands	1.1 Encourage voluntary stewardship of natural environment	Promote community participation in conservation through information sharing and education about private land stewardship options.	TFB
		Share information about best practices for covenants and NAPTEP with all planning staff.	TFB
		Improve and update mapping of natural and modified environments, including terrestrial ecosystem mapping, protected area networks, nearshore mapping and areas under sustainable forestry or sustainable agricultural use.	TFB
		Research and develop a pilot landowner contact program in collaboration with a local conservancy.	TFB
		Support island-based land trusts with partnerships, funding and capacity building opportunities.	TFB
	1.2 Expand Natural Areas Protection Tax Exemption Program (NAPTEP) program to entire Islands Trust Area	Present NAPTEP program to BIM Council for consideration Finalize Letter of Understanding with BIM.	EC
		Launch NAPTEP on Bowen Island (subject to BIM approval).	TFB

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?
	1.3 Protect fish habitat by implementing Riparian Areas Regulation	Identify RAR watersheds. Improve mapping of riparian areas. Adopt new bylaws to implement RAR.	LTCs**
	1.4 Establish reliable, adequate and sustainable funding for the Islands Trust Fund	Seek legislative change regarding TFB name.	EC
		Develop and implement strategy re changes to name. Review and launch long-term funding strategy.	TFB
	1.5 Establish core conservation areas to protect biodiversity priorities identified in the Regional Conservation Plan	Map and prioritize high biodiversity areas and develop a strategy for protection. Protect land with high biodiversity, through acquisition, donation, or conservation covenant.	TFB
	1.6 Reduce greenhouse gas emissions & Encourage renewable sustainable and environmentally friendly energy systems	Use new planning tools to reduce greenhouse gas emissions (e.g. as illustrated in Council toolkit <i>Reducing Greenhouse Gases in the Islands Trust Area</i>).	LTCs**/BIM***
		Develop a Renewable Energy Tool Kit.	LPC
	1.7 Use land use planning tools and decisions to protect coastal Douglas fir and associated ecosystems	Develop a planning toolkit to illustrate how to protect coastal Douglas fir and associated ecosystems.	LPC
	1.8 Advocacy re protection of ecosystems	Advocate for a fallow deer management plan.	EC
2. PRESERVE and PROTECT coastal shorelines and marine areas	2.1 Use land use planning tools for shoreline protection	Specific activities and phases to be determined by LTCs and BIM.	LTCs**/BIM***
	2.2 Participate in planning for National Marine Conservation Area Reserve	Respond to NMCA implementation steps with complementary activities, as required.	TPC
	2.3 Advocate for protection of the Salish Sea and Howe Sound re shipping safety, derelict vessels and industrial activities	Advocacy letters from the Islands Trust Chair. 'Letter of Comment' to hearings related to Kinder Morgan tanker traffic. Continue to advocate for senior government solutions to derelict vessels .	EC

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?
		Howe Sound advocacy – specific activities and phases to be defined by TPC with input from Gambier LTC and BIM.	TPC
		Participate in the Howe Sound Forum.	EC
		(EC to identify/confirm advocacy priorities in consultation with Trust Council). (e.g. light pollution, freighter anchorage activities , bridge connections, etc).	EC
		Advocate to reduce negative impacts of shellfish aquaculture practices. Develop working relationships with government and private agencies having interests in shellfish aquaculture. Participate in working groups and activities pertaining to shellfish aquaculture.	EC
	2.4 Encourage voluntary stewardship of nearshore ecosystems	TBD	TPC
	2.5 Work with San Juan County to have a coordinated oil spill response strategy	TBD	TPC

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

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?
3. REDUCE our ecological footprint	3.1 Use land use planning tools to maximize resource efficiency	Amend OCPs to include new policies about resource efficiency. Amend LUBs to address resource efficiency (i.e. to make best use of existing buildings).	LTCs
	3.2 Advocate for efficient and sustainable transportation systems	TBD	EC
4. PROTECT quality and quantity of water resources	4.1 Coordinate with other agencies to protect water quality	Facilitate structured decision-making process to identify strategies for St. Mary Lake watershed management through SSIWPA (SSI). Further activities and phases to be identify by LTCs with this as a priority.	LTC
	4.2 Use land use planning tools to ensure levels of development are consistent with a sustainable water supply	TBD	LTCs

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

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?	
5. ENHANCE protect/restore community socio-economic diversity and economic sustainability	5.1 Advocate for sustainable, affordable and appropriate ferry service	To be defined by decisions of EC and recommendations of TPC.	EC	TPC
	5.2 Use land use planning tools and decisions to improve the availability of affordable, accessible, appropriate housing (as described in Trust Council's Community Housing Toolkit)	Amend OCPs to include affordable housing policies.	LTCs**/ BIM***	
		Amend LUBs to improve availability of affordable housing.	LTCs**/ BIM***	
		Develop an inventory of approaches and communications materials related to secondary suites and affordable housing initiatives on each island.	LPC	
		Develop an inventory of incentives for landowners.	LPC	
	5.3 Use land use planning tools to promote economic sustainability	Amend LUB to ensure an appropriate supply of land zoned for emerging industrial and commercial needs in one LTA. Improve planning for island villages (SSI and Gabriola). Amend LUB in one or more LTAs to address the diversity of economic and employment opportunities (e.g. Galiano project re contractor yards).	LTCs**	
		Develop an inventory of approaches to short-term vacation rentals on each island.	LPC	
	5.4 Use land use planning tools to address challenges of an aging population	Develop an inventory of land use planning tools that address aging population.	LPC	
	5.5 Use land use planning tools to assist communities in adapting to future climate change and rising sea levels	Develop a toolbox of planning tools that address climate change. Amend OCPs to address future climate change and rising sea levels. Amend LUBs to address future climate change and rising sea levels.	LTCs**	
	5.6 Work with other agencies to advocate for and promote economic sustainability	Recommend an advocacy position to TC for sustainable and appropriate agricultural policies - for presentation to the Agricultural Land Commission (ALC).	TPC	
		Advocate to the ALC re sustainable and appropriate agricultural policy, based on positions approved by TC.	EC	

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?	
		Specific activities to be determined (e.g. foster reputation/attraction of the Islands Trust Area as a model of sustainability, work related to waste management).	TPC	LTCs
	5.7 Reduce or eliminate tax revenue exported out of the Islands Trust Area	Initiate study into options for Islands Trust office and/or job locations.	EC	
	5.8 Facilitate exploration of intra and inter-island transportation options	Develop a project charter.	TPC	

Goal D: Effective, efficient and collaborative governance

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?
6. STRENGTHEN relations with First Nations	6.1 Improve engagement with First Nations	Develop strategy to use funding allocated to improve FN relations.	EC
		Improve First Nations liaison at an informal political level.	LTCs
		Seek common ground with local First Nations and build on it by identifying areas of shared advocacy and by proactively proposing shared partnerships.	LTCs
	6.2. Improve protection of archaeological and First Nations cultural resources	Educational session at TC re concerns with archaeological site protection.	EC
		Advocacy with archaeology branch.	EC
		Develop toolkit for protection of archaeological sites.	LPC
7. IMPROVE organizational cost effectiveness and resilience	7.1 Improve cost effectiveness and quality of Trust Council operations	Amend TC Meeting Procedures Bylaw to enable electronic meetings.	EC
		Develop and adopt a program for review and update of Trust Council policies and procedures.	EC
		Develop and adopt an on-going performance measurement program for Trust Council operations (i.e. based on Key Performance Indicators or process analysis).	FPC
		Begin preliminary investigations into the possibility of forming a Gulf Island Regional District.	EC
		Increase opportunities for Trust Council to engage in in-depth discussion about its vision, goals, mandate and activities.	EC
		Provide for more collaboration with San Juan County representatives.	EC
	7.2 Improve cost-effectiveness and quality of local planning services	Develop an inventory of approaches and communications materials related to priority planning projects.	LPC
		Identify Key Performance Indicators for LTC operations. Develop an on-going performance measurement program for LTC operations.	LPC
		Investigate the use of Alternative Dispute Resolution and/or mediation in bylaw enforcement.	LPC

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?	
	7.3 Prepare Island Trust organization to adapt to the potential incorporation of Salt Spring Island	'Value for money' audit and benchmarking of LPS services Process review of LPS services	LPC	
		Identify Adaptation Strategy principles and objectives.	EC	
		Review existing IT-MCSCD protocol agreement regarding incorporation of municipalities in the Islands Trust Area.	EC	
		Develop detailed Islands Trust Adaptation Strategy to implement in the event of municipal incorporation of Salt Spring Island.	EC	FPC
		Finalize and adopt detailed Adaptation Strategy.	EC	
8. Improve cooperation and integration with other levels of government	8.1 Negotiate new protocol agreement and letter of understanding with the Ministry of Forests, Lands and Natural Resource Operations in regards to Crown land tenures	Revise and consolidate six agreements with the Province relating to Crown Land in the Islands Trust Area.	TPC	
	8.2 Strategies to be determined (e.g. Integrated Community Sustainability Planning)	To be determined by LTCs, or potentially by LPC and EC (e.g. improve process for development of RD/LTC protocol agreements).	LTCs LPC	
	8.3 Explore opportunities and benefits of working with UNESCO and the TFB and others in seeking nomination of the Trust Area as a UN Biosphere	Develop project charter to explore UN Biosphere designation.	TPC	
9. Improve community and agency understanding and support of the Islands Trust	9.1 Engage communities and agencies in review/update of the Islands Trust Policy Statement	Develop project charter to explore review/update of the Islands Trust Policy Statement.	TPC	
	9.2 Improve communications about the Islands Trust object and history	New communications tools, such as: website photos social media strategy video	EC	
	9.3 Engage communities and agencies in development of updated land use bylaws	To be determined by LTCs	LTCs	

POTENTIAL OBJECTIVE	EXAMPLES OF POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT COULD IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?
10. IMPROVE community engagement and participation in Islands Trust work	10.1 Improve communications and availability of information about Islands Trust activities	Electronic broadcast of meetings of Islands Trust bodies.	EC
	10.2 Improve Trust Council and Executive Committee engagement of stakeholders	Develop project charter	EC
	10.3 Improve LTC engagement of stakeholders	Develop project charter	LPC
11. HAVE a vision for the Islands Trust Area	TBD	TBD	TPC

* subject to decisions of Trust Fund Board **subject to decisions of local trust committees ***subject to decisions of Bowen Island Municipality

Colour Key for Last Column:

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

Abbreviations:

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

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

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

NOTES

Attachment 6

Strategic Planning - General Framework



Strategic Planning -- Glossary

Strategic Plan

- A high level plan that outlines an organization's mission and key objectives for the medium to long term, and sets out strategies for achieving the goals and objectives.
- Typically, a strategic plan covers a three to ten-year timeframe. In the case of the Trust Council, it has undertaken strategic planning exercises that correspond to a term of office (three years – now changed to four as of 2014), with some on-going strategies and actions that have carried on between terms.

Mission (Object)

- A broad statement of what an organization does, why it does it and who it does it for. In the case of the Islands Trust, its 'mission' is its provincial object:
"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."

Goal

- A general statement of desired results to be achieved over an unspecified period of time. A goal should answer the question of 'what' needs to be achieved, rather than 'how' to achieve it.
- For the purposes of Trust Council's current strategic planning exercise, the current plan includes the three goals from the Islands Trust Policy Statement and a fourth that responds to the statement in the object about working in cooperation with others.

Objective

- A more precise statement of specific results to be achieved over a specified time.
- Like goals, objectives should focus on 'what' needs to be achieved, rather than 'how' to achieve it.
- For the purposes of Trust Council's current strategic planning exercise, Council has previously identified some potential objectives that have been grouped according to four goals and are related to objectives identified in the Islands Trust Policy Statement
- Typically, a local government should have between **seven** and **twelve** objectives at any one time.
- While an organization's mission and goals may remain relatively constant, objectives may change more frequently as some objectives are achieved, new ones emerge and priorities change.
- For the purposes of Trust Council's current strategic planning exercise, some potential objectives have been identified without particular time frames. As discussions continue, the number of objectives should be reduced and each objective should be made more specific both in terms of what is to be achieved and when.

Strategy

- The actions that describe how objectives are to be achieved. Strategies are made up of a set or group of activities. As opposed to goals and objectives, strategies focus on 'how' to achieve things.

Activities

- The actions, steps, projects or initiatives undertaken by an organization to carry out a strategy. This is the more detailed 'break-down' of a strategy, indicating if certain activities need to take place first, before others can be undertaken.

Measurement

- A process of assessing progress in achieving objectives.

ATTACHMENT 3

Local Trust Committees and Draft Strategic Plan 2014/2018

Please indicate the Local Trust Committee's interests in addressing the topics identified as possible strategies for LTCs to implement this term:

Local Trust Committee:			Planner/date:	
	Topics included as possible strategies in the draft strategic plan	Topic is on LTC Work Program	Topic is on LTC Future Projects List	Topic may possibly be addressed by LTC this term
1.3	Protect fish habitat by implementing Riparian Areas Regulation			
1.6	Use land use planning tools to reduce greenhouse gas emissions			
1.7	Use land use planning tools and decisions to protect coastal Douglas fir and associated ecosystems			
2.1	Use land use planning tools for shoreline protection			
3.1	Use land use planning tools to maximize resource efficiency			
4.1	Coordinate with other agencies to protect water quality			
4.2	Use land use planning tools to ensure levels of development are consistent with a sustainable water supply			
5.2	Use land use planning tools and decisions to improve the availability of affordable, accessible, appropriate housing			
5.3	Use land use planning tools to promote economic sustainability			
5.4	Use land use planning tools to address challenges of an aging population			
5.5	Use land use planning tools to assist communities in adapting to future climate change and rising sea levels			
5.6	Work with other agencies to advocate for and promote economic sustainability			
6.1	Improve engagement with First Nations			
6.2	Improve protection of archaeological and First Nations cultural resources			
7.2	Improve cost-effectiveness and quality of local planning services			
8.2	Improve cooperation and integration with other levels of government			
9.3	Engage communities and agencies in development of updated land use bylaws			
10.3	Improve LTC engagement of stakeholders			

Islands Trust
LTC EXP SUMMARY REPORT F2016
Invoices posted to Month ending June 2015

660 Saturna	Invoices posted to Month ending June 2015	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-660	LTC "Trustee Expenses"	750.00	0.00	750.00
LTC Local				
65200-660	LTC - Local Exp - LTC Meeting Expenses	1,000.00	572.54	427.46
65210-660	LTC - Local Exp - APC Meeting Expenses	500.00	0.00	500.00
65220-660	LTC - Local Exp - Communications	300.00	0.00	300.00
65230-660	LTC - Local Exp - Special Projects	750.00	0.00	750.00
TOTAL LTC Local Expense		<u>2,550.00</u>	<u>572.54</u>	<u>1,977.46</u>
Projects				
73001-660-2012	Saturna OCP/LUB	<u>6,500.00</u>	<u>0.00</u>	<u>6,500.00</u>
TOTAL Project Expenses		<u>6,500.00</u>	<u>0.00</u>	<u>6,500.00</u>

Date: July 16, 2015

File No.:

To: Local Trust Committee

From: Robert Kojima
Regional Planning Manager

CC: Island Planner

Re: 2016-2017 Budget Requests

Purpose

Local trust committees have been requested to submit project budget requests for the next fiscal year (2016-17).

Local Trust Committee Expense Budgets:

A budget for the Local Expense Account has been developed based on the current budget (2015/16) – copy attached. Local Trust Committees may request changes to this allocation, however, consideration should be given to historical spending and a rationale provided for making such a request.

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

LTC Projects Budgets:

The Local Trust Committee will need to make funding requests to support anticipated project work in the next fiscal year.

Riparian Areas Regulation Budgets:

Local trust committees that have bylaws not compliant with the Provincial Riparian Areas Regulation should discuss their requirements for RAR funding in the next fiscal year to assist the regional planning managers and the Director in developing a budget for RAR.

Special Consideration:

Projects planned for the current fiscal (2015/16) which are not completed should be considered as a new project for the 2016/17 fiscal year with resources allocated to support that work.

Budget Request Timeline:

July	Regional Planning Managers develop detailed budget estimates for consideration by Local Trust Committees
July to Sept	Local Trust Committees review and approve budget requests at LTC meeting
Sept	Budget requests submitted to the Director of Local Planning Services
Oct	Management finalizes budget recommendations to FPC
Nov 4	FPC reviews and discusses first draft of the Budget
Nov 18	FPC approves a draft Budget and principles to be submitted to December Trust Council
Dec 9	Trust Council debates and endorses budget principles and preliminary budget

LTC Budget Requests

I have prepared a draft LTC project budget using the following approach:

- On-going Top Priority projects that are not anticipated to be completed in the current fiscal year with an estimated amount sufficient to complete the projects; where project charters have been endorsed, budgets noted in those documents have been used;
- Other projects from the Projects list that are anticipated become Top Priorities in next fiscal year have been identified in a general way, with an amount sufficient to commence a typical project. There is the option for this budget to be re-allocated to an appropriate alternate administratively after adoption of the budget.

The LTC should review the draft budget requests and:

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

Resolution Wording

1. THAT the _____ Island Local Trust Committee approve and forward the draft 2016-17 LTC Project Budget Request to the Financial Planning Committee as presented; or

2. THAT the _____ Island Local Trust Committee revise the draft 2016-17 LTC Project Budget Request by including (deleting) _____ with a budget of \$_____ and forward to Financial Planning Committee as revised.

Prepared and Submitted by:



Robert Kojima
Regional Planning Manager

July 16, 2015

Date

Attachments:

1. Draft 2016-17 LTC expense budget
2. Summary table of LTC project budget requests

2016/17 LTC EXPENSE BUDGET

Total 2016/17

	615-Denman	620-Gabriola	625-Galiano	630-Gambier	635-Hornby	640-Lasqueti	645-Mayne	650-N.Pender	655-Salt Spring	660-Saturna	665-S.Pender	670-Thetis	EC as LTC	LPC	
population	1095	4050	1258	313	1074	359	1112	1996	9780	359	236	372			22004
	5%	18%	6%	1%	5%	2%	5%	9%	44%	2%	1%	2%			
LTC EXPENSES **															
LTC Meeting Expenses	2,500	4,250	2,500	2,500	2,500	500	1,500	2,750	8,000	1,000	1,000	1,000			30,000
APC Meeting Expenses	750	750	500	750	750	500	750	750	2,000	500	500	500			9,000
Communications	300	750	300	300	300	300	300	300	1,250	300	300	300			5,000
Special Projects	750	2,250	750	750	750	750	750	750	4,500	750	750	750	750		15,000
SUB-TOTAL EXPENSES	4,300	8,000	4,050	4,300	4,300	2,050	3,300	4,550	15,750	2,550	2,550	2,550	750		59,000
Program	0	0	0	0	0	0	0	0	0	6,000	0	0	0	0	6,000
TOTAL	4,300	8,000	4,050	4,300	4,300	2,050	3,300	4,550	15,750	8,550	2,550	2,550	750	0	65,000
	7%	12%	6%	7%	7%	3%	5%	7%	24%	13%	4%	4%			

SATURNA Project		Budget	Strategic Plan	Prov. Requirement	Continuation of existing OCP/LUB	Newly Adopted Policy in OCP	Notes
Project #1	Review of Density Transfer	\$ 3,000.00					to review the existing density transfer provisions in the CADR and to consider alternative mechanisms
Project #2	Intregrated Sustainability Plan	\$ 3,000.00					LTC contribution to support grant application for ISG
TOTAL PROJECTS		\$ 6,000.00					



Follow Up Action Report w/ Target Date

Saturna Island Jun-09-2015

No.	Activity	Responsibility	Target Date	Status
1	Minutes of May 9, 2015 adopted as amended	Lori Foster	Jun-26-2015	Done
2	SA-RZ-2012.1 (Nepenthe) - staff requested to work with the applicant for rezoning SA-RZ-2012.1 (Nepenthe) based on the transfer of development potential and report back to the LTC	Gary Richardson	Aug-28-2015	On Going
3	SA-TUP-2015.1 (Johnson) - Permit renewed for three years	Sharon Lloyd-deRosario	Jun-12-2015	Done
4	Staff requested to write to MoTI requesting monitoring and maintenance from ferry landing to crest of hill.	Gary Richardson	Jun-30-2015	Done
5	Top Priorities: 1. Revise top priority # 2 to: create an Integrated community sustainability plan; and to direct staff to explore funding options and guidelines related to such a plan 2. Add to the top priorities list a review of density transfer mechanisms with a view to removing ambiguity and providing clarity and uncertainty	Gary Richardson	Jun-16-2015	Done
6	Chair grants granted signing authority for covenants for SA-SUB-2014.1	Gary Richardson	Jun-30-2015	Done
7	Recent APC appointments run for a two year term.	Lori Foster	Jun-10-2015	Done
8	staff requested to scheduled an additional regular meeting prior to the October meeting	Lori Foster	Jun-26-2015	Done
9	Staff to forward the previously agreed strategic plan items to the CAO:	Gary Richardson	Jun-10-2015	Done

10	Bylaw enforcement staff requested to report back on options regarding an enforcement policy pertaining to carbon free energy installations.	Miles Drew	Jun-26-2015	On Going
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Date: July 16, 2015

File No.: 6500-20- Density
Transfer Review

To: Saturna Island Local Trust Committee
For the meeting of July 25, 2015

From: Gary Richardson, Island Planner

CC: Robert Kojima, RPM

Re: Review of Density Transfer Mechanisms

Background

Density Transfer provisions in the OCP were put in place in 2001. The Community Amenity Density Reserve (CADR) is the primary section of the OCP that guides the transfer of density. Since the OCP was adopted there have been no successful density transfers using the CADR.

The Saturna Island Local Trust Committee passed the following resolution at its June 9, 2015 business meeting:

That the Saturna Island Local Trust Committee direct staff to add to the top priority list a review of the density transfer mechanisms with a view to provide clarity and remove ambiguity and uncertainty.

Staff has attached a project charter that has been designed to review the existing policies and regulations regarding density transfer, prepare a discussion paper, consult the community and if appropriate amend the OCP to create density transfer policies that provide clarity and guidance for future land use decisions.

The project charter does not include a review of amenity zoning policies and regulations. Amenity zoning is referred to in the existing CADR policies and should be reviewed and updated; however it is a complex initiative and should be reviewed once the density transfer review completed. To do the two projects at the same time could be difficult to administer.

Next Steps

- 1) Consider approving or amending attached project charter.
- 2) Consider placing amenity zoning review on the LTC projects list.

If the project charter is approved as drafted staff will start reviewing existing OCP policies regarding density transfer.

RECOMMENDATIONS:

1. That the Saturna Island Local Trust Committee approve the project charter for reviewing density transfer mechanisms as drafted.
2. That the Saturna Island Local Trust Committee add the review of amenity zoning provisions to its project list.

Prepared and Submitted by:

Gary Richardson

July 16, 2015

Name, Title

Date

Concurred in by:

Robert Kojima

July 16, 2015

Name, Title

Date

Attachment: Project Charter

[Title of Project] - Charter v1

Saturna Island Local Trust Committee

Date:
July 14,
2015

Purpose: To review the existing OCP policies regarding density transfer and provide recommendations on how the OCP could be amended to provide clarity and guidance for future land use decisions. If appropriate implement OCP amendments.

Background: The Saturna OCP contains very few policies regarding density transfer. The Community Amenity Density reserve (CADR), is a section of the OCP that was put in place to re-distribute density removed through changes in zoning. The OCP containing the CADR and was adopted in 2001 and since its adoption there have been no successful transfers of density using the CADR. This project will review existing OCP policies related to density transfer, review options and where appropriate recommend amendments.

Objectives

- To provide clarity and guidance for future land use decisions.
- To amend the OCP to provide for effective density transfer mechanisms.
- To provide context and background on issues related to density transfer.

In Scope

- Review density transfer policies and regulations in the OCP.
- Review Density transfer provisions used in other jurisdictions.
- Prepare mailout, arrange a CIM.
- Prepare discussion paper
- Prepare a staff report(s).
- Draft amending bylaws.
- Carryout statutory bylaw amendment process.

Out of Scope

- Extraordinary community consultation.
- Amendments to unrelated by-laws.
- Review of amenity zoning provisions.

Workplan Overview

Deliverable/Milestone	Date
1) review of existing Saturna OCP policies and regulations.	October 2015
2) review of density transfer mechanisms used in other jurisdictions.	November 2015
3) Prepare discussion paper.	December 2015
4) Mailout and CIM to obtain comment on density transfer options.	February– April 2016
5) staff to prepare final staff report	May 2016
6) Draft amending bylaws and carryout statutory bylaw amendment process	May 2016 – November 2016

Project Team

[name, title]	
	Project Manager
Gary Richardson, Island Planner	Project Manager
Sharon Lloyd-deRosario	Admin support
Lori Foster	Admin support

RPM Approval:

Date:

LTC Endorsement:

Resolution #:

Date:

Budget

Budget Source:

Fiscal	Item	Cost
2015/16	CIM	500
2015/2016	Mail out	500
2016/17	Public Hearing	1000
2016/2017	Contingency	500
2016/2017	Legal	1500
	Total	4000 30

Date: July 16, 2015

File No.: 6500-20- ICSP

To: Saturna Island Local Trust Committee
For the meeting of July 25, 2015

From: Gary Richardson, Island Planner

CC: Robert Kojima, RPM

Re: Integrated Community Sustainability Planning

Background

The LTC passed the following resolution at its June 9, 2015 business meeting:

That top priority number two (2) be the creation of an integrated community sustainability plan and to request staff to explore funding options and guidelines related to such a plan.

Integrated Community Sustainability Planning (ICSP) is a provincial initiative which originated from federal/provincial/UBCM Federal Gas Tax Agreement. ICSP encourages communities to look at their future and find ways to become more sustainable.

The concept of ICSP is intended to provide a tool to ensure all areas of sustainability are considered. Typically environmental, social, and economic factors are considered together in a manner that is integrated and inclusive. The time horizon of Integrated Community Sustainability Planning is much longer than existing plans. Some ICSP plans have a vision for the community of 30 years or more.

This long term planning approach emphasizes the following:

Long term thinking – plans are future oriented to enhance community sustainability and address the need to become resilient in the face of changing circumstances.

Broad in scope – plans include communities' environmental, social and cultural sustainability.

Integration – plans reflect a coordinated approach to enhance community sustainability through linkages between different types of planning activities.

Collaboration – planning process engages community members and other partners to support community sustainability (e.g. First Nations, neighboring communities, NGOs, private sector, other levels of government).

Public engagement and education – designed with high level of public participation.

Implementation – being able to implement the findings of the plan is important.

Monitoring and evaluation – setting targets, tracking results and identifying areas that need attention.

Attached is a diagram showing the ICSP structure used in Prince George.

Analysis

ICSP plans are long term plans that require a high level of stakeholder and staff involvement and this can make the cost of the plan very high and the preparation of the plan time consuming. Plans can take several years to prepare.

Funding is required to hire a consultant, pay for meetings, advertising and any other costs of running the process.

Gas Tax funding for ICSP plans has closed for the time being and applications are not being taken in. I have been advised by the Islands Trust Grants Coordinator that it may open again in 1 to two years.

Staff can monitor the gas tax funding opportunities and advise the LTC when gas tax funds are available.

Options:

- 1) Direct staff to monitor gas tax funding opportunities and advise LTC when funding opportunities are available.
- 2) Proceed no further with this initiative.

Summary of Planning Recommendations

Staff is recommending that gas tax funding be monitored and when it comes available that an application be made to obtain funding for an ICSP.

RECOMMENDATION:

That the Saturna Island Local Trust Committee directs staff to monitor funding opportunities to fund the preparation of an Integrated Community Sustainability Plan.

Prepared and Submitted by:

Gary Richardson

July 16, 2015

Name, Title

Date

Concurred in by:

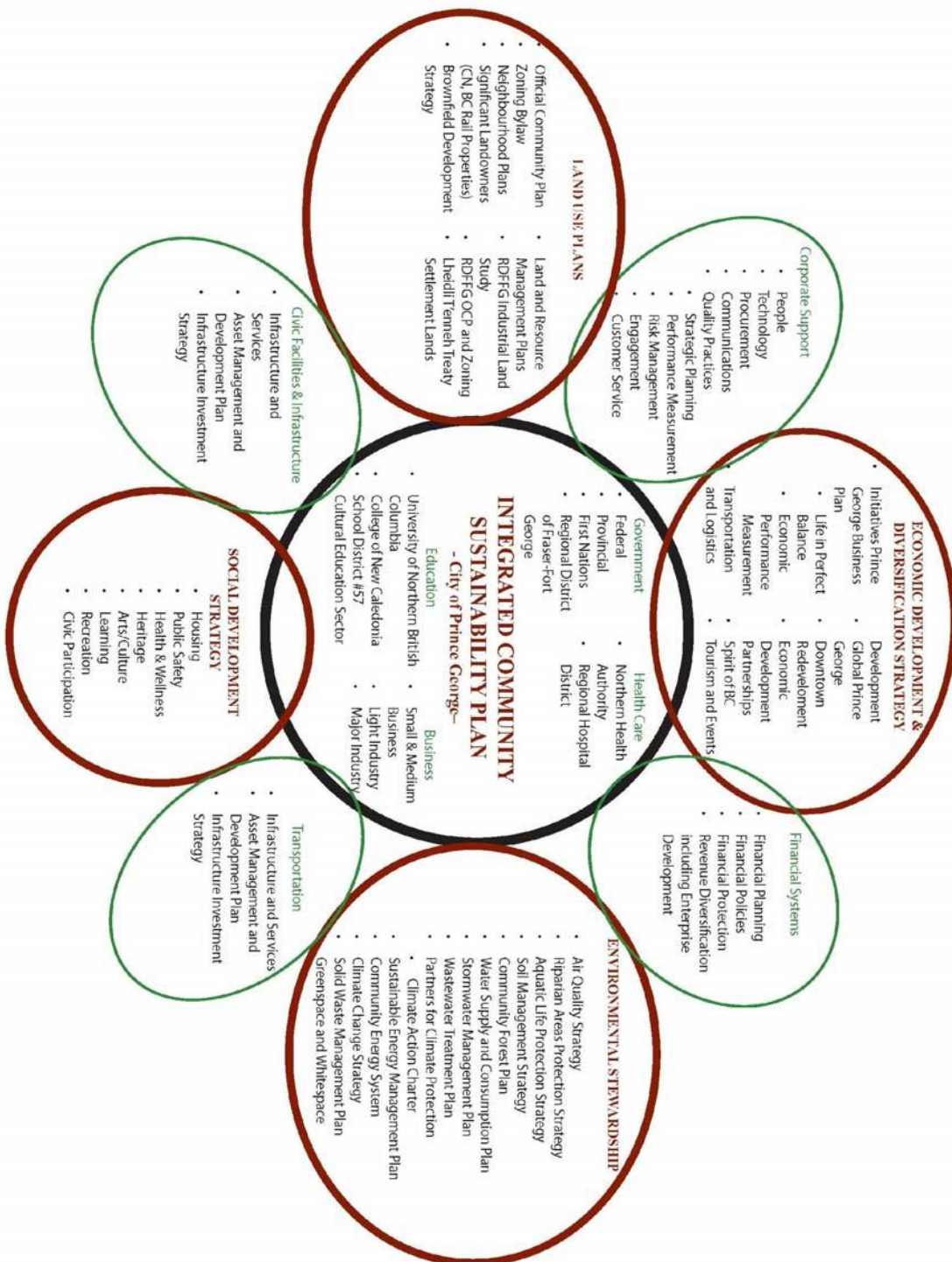
Robert Kojima

July 16, 2015

Name, Title

Date

Attachment: Diagram ICSP Structure, Prince George



Prince George ICSP Structure, Source, D. Bates, City of Prince George

Lori Foster

Subject: FW: Contact Form Submission- Pat Carney Submission

From: Lori Foster
Sent: Thursday, June 04, 2015 9:04 AM
To: Gary Richardson
Subject: FW: Contact Form Submission- Pat Carney Submission

Hello Gary:

The email below was received in the general Saturna LTC webmail box.

Regards,

Lori Foster
Southern Planning Team Assistant
Islands Trust

From: [REDACTED]
Sent: Wednesday, June 03, 2015 4:53 PM
To: saltcwebmail
Subject: Contact Form Submission

Contact: Saturna Island Local Trust Committee
Name: Pat Carney
Email: [REDACTED]

If you would like to be contacted using a different method than E-mail, please enter the details:

Write your message: At the Saturna meeting I spoke strongly against the proposal citing the presence of a licenced pub which offers off-sales on the property in a residential area; others spoke about lack of parking; new neighbours submitted a letter opposing plan. Why aren't these concerns recorded?????

Lori Foster

Subject:

FW: Meeting to be held on Saturna re establishment of camp site.

COPIED TO



PLANNER



LTC



DEPUTY

SECRETARY

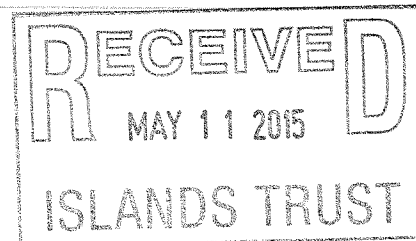
From: Lee Middleton [REDACTED]

Sent: Monday, May 11, 2015 12:56 PM

To: David McLean

Cc: Lori Foster

Subject: Re: Meeting to be held on Saturna re establishment of camp site.



Thank you Jean and David for your note.

I am forwarding this to Lori Foster as the Island's Trust so that she may attach it to the application file for the tent sites when submitted. As of today the Island's Trust has not received an official application for, what we understand will be the applicants desire for a Temporary Use Permit for the campsite.

Ensuring the concerns of neighbours are heard over applications of this nature are very important. At such time as the application comes in there will then be a formal process for public input scheduled at a future meeting and details will be posted to the Saturna Trust Committee web page. Our next business meeting is scheduled to be June 9th at 12.30pm.

Thank you once again for writing and please don't hesitate to be in touch for any further information or with questions - please not I will be out of the country and away from e-mail from May 23rd to June 8th.

Sincerely,

Lee Middleton

On May 8, 2015, at 8:52 PM, David McLean [REDACTED] wrote:

Dear Mr. Middleton, we are contacting you with regards to the meeting to be held on Saturday, May 9, 2015—a meeting we cannot attend since there is no ferry which will get us to Saturna before 9:50 am. We understand that the agenda will address the the possibility of the establishment of a public campsite on land adjacent to the Community Hall.

As former, long- time residents of Saturna Island, and, having purchased recently the property at 102 East Point Road as a vacation home for for ourselves and our family, we are naturally concerned about the appropriateness of having a camping facility at this particular location. The proximity of the Light House Pub and Off Licence, the minimal presence of RCMP Officers on Island, along with the apparent absence of any mention of supervision or management of the site, does not bode well for the enjoyment of the peace and tranquility that residents of the Island have come to expect. We would suggest that camp sites belong well away from residential areas.

We would appreciate your inclusion of this letter in tomorrow's agenda and we trust that any decisions or outcomes resulting from the meeting will be made available to us at some time in the near future.

Sincerely, Jean and David McLean

PS. You may recall that we resided In Hawke's Subdivision from 1978 to 2003
– in the house purchased by [REDACTED]