



# Saturna Island Local Trust Committee

## Regular Meeting Agenda

Date: May 21, 2016  
Time: 12:30 pm  
Location: Saturna Island Community Hall  
105 East Point Road, Saturna Island, BC

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Pages

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. COMMUNITY ROUND TABLE
4. DENSITY REVIEW
  - 4.1 Staff Report & Draft Terms of Reference for a Special Advisory Planning Commission (SAPC) 2 - 6
5. UPCOMING MEETINGS
  - 5.1 Next Regular Meeting Scheduled for June 17, 2016, at 12:30 pm, at the Recreation & Cultural Centre, Saturna Island
6. ADJOURNMENT

**Date:** May 11, 2016

**File No.:** 6500-20- Density  
Transfer Review

**To:** Saturna Island Local Trust Committee  
For the roundtable meeting of May 21, 2016

**From:** Gary Richardson, Island Planner

**CC:** Robert Kojima, RPM

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**Re: Density Transfer Review**

## Background

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The Saturna Island LTC initiated a project in July 2015 to review existing density transfer policies in the OCP. A Discussion Paper has been prepared for the LTCs review (February 2016). <http://www.islandstrust.bc.ca/media/339436/discussion-paper2docx.pdf>

At its April 21, 2016 Business meeting the LTC passed the following resolution:

*That the Saturna Island Local Trust Committee direct staff to prepare a Terms of Reference to allow for the review and community consultation via a Special Advisory Planning Commission to discuss density transfer options outlined in the Density Transfer Discussion Paper dated February 2016.*

Staff has prepared a draft terms of reference (attached) for the LTC to consider.

At the April LTC meeting there was discussion as to the length of the term. The terms of reference, item 4, allows for a 6 month term. Item 20 of the terms state that the Commission is to have its recommendations prepared for presentation at the November 21, 2016 LTC meeting. The LTC requested that this review be completed in a timely manner; therefore, this timing seems appropriate.

To satisfy the timelines for establishment of this Commission a notice for expressions of interest needs to be placed in the Scribbler by May 20, 2016. Staff has prepared a notice that will be sent to the newspaper as soon as the direction is given by the LTC to proceed.

A minute taker (secretary) will be required to attend all of the meetings of the Commission. The role of the secretary is important y to: set up meetings, ensure compliance with the APC Bylaw, take minutes and distribute agendas.

As this can be a complex subject where many technical questions arise it is recommended that staff be present at one or more the Commission meetings to answer questions and to ensure any options discussed can be implemented.

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Staff is recommending that the attached terms of reference be adopted by the LTC and that staff be directed to advertise for expressions of interest for the Density Transfer Commission in the May issue of the scribbler.

As this report is being presented at roundtable meeting and not a business meeting of the LTC it is recommended that a resolution without meeting be used to obtain direction on this project.

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**RECOMMENDATIONS:**

That the Saturna Island Local Trust Committee adopts the terms of reference dated May 11, 2016 for the creation of a Density Transfer Review Commission.

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Prepared and Submitted by:



May 11, 2016

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Name, Title

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Date

Concurred in by:

May 11, 2016

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Name, Title

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Date

Attachments: Density Transfer Review Commission Terms of Reference



**SATURNA ISLAND**  
**DENSITY TRANSFER REVIEW COMMISSION**  
**TERMS OF REFERENCE**

**BACKGROUND**

In July 2015 the Local Trust Committee (LTC) initiated a project to review the existing OCP policies regarding density transfer. The intent was to examine options on how the Official Community Plan could be amended to provide clarity and guidance for future land use decisions involving density transfer.

The Saturna OCP currently contains limited policies specifically addressing density transfer. The OCP does include the Community Amenity Density reserve (CADR) which provides a policy mechanism to re-allocate density which has been reduced through changes in zoning. The CADR policies were included in the current OCP adopted in 2001. Since its adoption there have been no successful transfers of density using the CADR.

Density transfer is a relatively complex issue, and as a first step the LTC requested that planning staff prepare a discussion paper on the topic as a way of providing background and context. A discussion paper was prepared in February 2016. The content of the paper is intended to inform discussion, consultation, and deliberation.

At its April 21, 2016 business meeting the LTC decided to create a special APC to review density transfer within the Saturna Island Local Trust Area. This terms of reference is intended to establish and guide a special density transfer review APC.

1. The Commission will be advisory to the Saturna Island Local Trust Committee; it is authorized as a Special Advisory Planning Commission under the *Saturna Island Local Trust Committee Advisory Planning Commission Bylaw 88, 2005*, as amended by Bylaw 97.
2. The Commission shall conduct its business in compliance with *Saturna Island Local Trust Committee Advisory Planning Commission Bylaw 88, 2005*, as amended by Bylaw 97.
3. The Saturna Island Local Trust Committee shall by resolution appoint up to 8 members to the Commission.
4. The term of the Commission is six months from the date of appointment.
5. A quorum for a meeting shall be 50% of the members appointed.
6. All Commission deliberations must take place at a meeting of the Commission, and such meetings must be minuted and open to the public.
7. Each Commission meeting agenda will make provision for 20 minutes at the beginning of the meeting to receive comment from the public on agenda items for that meeting. The Commission meetings themselves are not intended to be community consultation events, and in the interest of time and agenda management, the Chair may limit community input during the Commission meetings.
8. The Commission will consider community advice in making its final recommendations.

9. The role of the Commission is to review the contents of the discussion paper on density transfer prepared for the Saturna LTC dated February 2016 and to provide recommendations to the LTC. Once the paper is reviewed and the various options in the paper are understood the Commission is to prepare a recommendation(s) on which option(s) it deems appropriate for the Saturna Island Local Trust Area. If the Commission deems none of the options appropriate it may recommend an alternative option.
10. The Commission shall elect a Chairperson and Deputy Chairperson at its first meeting.
11. The Chairperson should ensure the Commission considers the issues from an enlarged perspective aimed at solutions for the community as a whole.
12. The Chairperson should ensure, to the best of their knowledge and ability, that any options or recommendations are consistent with:
  - a) The Goals (“principles”) of the Official Community Plan;
  - b) the Object of the Islands Trust;
  - c) the policies of the Islands Trust Policy Statement;
  - d) the statutory authority of the Local Trust Committee;
  - e) Islands Trust’s policies and procedures;
  - f) generally accepted good planning principles.
13. The Chairperson, with assistance from the Secretary, shall be responsible for:
  - a. organizing meetings;
  - b. developing meeting agendas;
  - c. distributing agendas at least 48 hours prior to the meeting;
  - d. copying agendas, including all attachments, to Islands Trust staff for recording keeping;
  - e. ensuring minutes are recorded in a manner consistent with Islands Trust Minutes Guidelines (policy 6.13);
  - f. communicating with Saturna Island trustees and Islands Trust staff at each stage.
14. The Chairperson is responsible for:
  - a. leading and facilitating discussion at the meeting(s);
  - b. ensuring that all points of view are heard;
  - c. ensuring that good order and civility are maintained at meetings and that deliberations are conducted with objectivity;
  - d. ensuring that discussion is relevant and addresses the questions laid out in this terms of reference;
  - e. ensuring that recommendations of the Commission are provided in the form of resolutions;
  - f. ensuring the meetings are conducted efficiently.
15. After approval of the agenda at the beginning of each meeting, Commissioners must disclose any conflict of interest the Commissioner may have in respect of agenda items for that meeting. Both the fact of the declared conflict and the nature of the conflict shall be recorded in the meeting minutes. Given the goals of the Commission, the Local Trust Committee is satisfied that this provides an adequate level of procedural fairness.
16. Costs should be limited to rental of the meeting hall, secretarial services, materials such as paper and markers, and light refreshments.
17. Every member must be an elector of the Local Trust Committee and at least 2/3 of Commission members shall be residents of the Saturna Island Local Trust Area.

18. Members of the Saturna Island Local Trust Committee may be invited to participate in a resource capacity.
19. Islands Trust staff may be invited to serve as resources at any meeting. As well, Islands Trust staff will provide available technical information required for the Commission to carry out its review.
20. The Commission is to complete its review and present its recommendation(s) to the LTC at its November 21, 2016 LTC meeting.