



Saturna Island Local Trust Committee Regular Meeting Agenda

Date: March 7, 2019
Time: 1:00 pm
Location: Saturna Recreation and Cultural Centre
104 Harris Road, Saturna Island, BC

			Pages
1.	CALL TO ORDER	1:00 PM - 1:15 PM	
2.	APPROVAL OF AGENDA		
3.	TOWN HALL AND QUESTIONS		
4.	COMMUNITY INFORMATION MEETING		
	none		
5.	PUBLIC HEARING	1:15 PM - 1:30 PM	
	none		
6.	MINUTES		
6.1	Local Trust Committee Minutes Dated January 17, 2019 (for Information)		4 - 11
6.2	Section 26 Resolutions-without-meeting Report (attached)		12 - 12
6.3	Advisory Planning Commission Minutes		
	none		
7.	BUSINESS ARISING FROM THE MINUTES		
7.1	Follow-up Action List Dated February 2019		13 - 14
8.	DELEGATIONS	1:30 PM - 2:15 PM	
9.	CORRESPONDENCE		
	<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>		
10.	APPLICATIONS AND REFERRALS		
	none		

11.	LOCAL TRUST COMMITTEE PROJECTS	
11.1	Secondary Suites Discussion	
11.2	Short Term Vacation Rentals (STVR) - Staff Report (attached)	15 - 21
12.	REPORTS	
12.1	Work Program Reports (attached)	
12.1.1	<u>Top Priorities Report dated February 2019</u>	22 - 22
12.1.2	<u>Projects List Report Dated February 2019</u>	23 - 23
12.2	Applications Report Dated February 2019 (attached)	24 - 25
12.3	Trustee and Local Expense Report Dated December 2018 (attached)	26 - 26
12.4	Adopted Policies and Standing Resolutions (attached)	27 - 28
12.5	Local Trust Committee Webpage	
12.6	Chair's Report	
12.7	Trustee Report	
12.8	Electoral Area Director's Report	
12.9	Islands Trust Conservation Report	
	none	
13.	NEW BUSINESS	
14.	UPCOMING MEETINGS	2:15 PM - 3:00 PM
14.1	Next Regular Meeting Scheduled for May 9, 2019, at 12:30 pm, at the Community Hall, Saturna Island	
15.	TOWN HALL	
16.	CLOSED MEETING (Distributed Under Separate Cover)	3:00 PM - 3:30 PM
16.1	Motion to Close the Meeting	
	<i>That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3 s. 90(1) (a, d) for the purpose of considering:</i>	
	• Adoption of In-Camera Meeting Minutes Dated January 17, 2019 • BOV Memberships	
	<i>AND that the recorder and staff attend the meeting.</i>	

16.2 Recall to Order

16.3 Rise and Report

17. ADJOURNMENT

3:30 PM - 3:30 PM

ADOPTED



Saturna Island Local Trust Committee

Minutes of Regular Meeting

Date: January 17, 2019
Location: Saturna Recreation and Cultural Centre
104 Harris Road, Saturna Island, BC

Members Present: Laura Patrick, Chair
Paul Brent, Local Trustee
Lee Middleton, Local Trustee

Staff Present: Gary Richardson, Island Planner
Warren Dingman, Bylaw Enforcement Officer
Maple Hung, Recorder / Planning Team Assistant
Ruth Daber, Recorder

Public: There were approximately (6) members of the public.

1. CALL TO ORDER

Chair Patrick called the meeting to order at 12:57 p.m. She acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

Chair Patrick introduces the staff members and mentions that comments should be directed to the staff members. She mentions the public can speak at the Town Hall portion of the meeting.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- Add item **13.3 Trust Fund Board Climate Change** under “New Business”.

By general consent the agenda was adopted as amended.

3. TOWN HALL AND QUESTIONS

Chair Patrick opened the floor to the public.

Janet Land spoke about an email from January 7, 2019 which she wrote regarding ground water relating to secondary suites. It wasn't included in the agenda.

Cy Tordiffe mentions he is the current Chair of the Board of Trustees for the shared water system, Saturna Shores Improvement District (SSID). He gave recommendations for improvements to use Temporary Use Permits (TUP) for Short Term Vacation Rental (STVR) applications.

4. COMMUNITY INFORMATION MEETING

none

5. PUBLIC HEARING

none

6. MINUTES

6.1 Local Trust Committee Adopted Minutes, Dated July 28 & October 4, 2018 (for information)

The Local Trust Committee (LTC) meeting minutes of July 28, 2018 and October 4, 2018 were received.

6.2 Section 26 Resolutions-without-meeting Report Dated January 2019

none

6.3 Advisory Planning Commission Minutes

none

7. BUSINESS ARISING FROM THE MINUTES

7.1 Follow-up Action List Dated January 2019

Planner Richardson gave an update.

8. DELEGATIONS

none

9. CORRESPONDENCE

Trustee Brent mentions the correspondence received from Janet Land. The letter will be put on the website under the secondary suite project.

10. APPLICATIONS AND REFERRALS

10.1 Mayne Island Local Trust Committee Bylaws No. 174 & 175 Referral

Planner Richardson explained Bylaws No. 174 & 175.

SA-2019-001

It was Moved and Seconded,

that the Saturna Local Trust Committee's interests were unaffected by Mayne Bylaws No. 174 & 175.

CARRIED

10.2 North Pender Island Local Trust Committee Bylaw No. 220 Referral

Planner Richardson explained Bylaw No. 220.

SA-2019-002

It was Moved and Seconded,

that the Saturna Local Trust Committee will no longer receive referral bylaws from the adjacent islands.

CARRIED

SA-2019-003

It was Moved and Seconded,

that the Saturna Local Trust Committee's interests were unaffected by the North Pender Bylaw No. 220.

CARRIED

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Secondary Suite Review - Staff Report

Planner Richardson presented a report on secondary suites. He mentions talking with Pat Lapsevic, a ministry water specialist, and our water specialist, William Shulba regarding this project.

Trustee Brent and Trustee Middleton support secondary suites as a good solution for affordable housing.

Options regarding groundwater issues were discussed and includes: hiring a hydrologist, requiring water catchment systems and regulating wells.

Planner Richardson mentions William Shulba (Islands Trust, Water Specialist) can attend a LTC meeting to answer questions regarding groundwater and saltwater intrusion.

SA-2019-004

It was Moved and Seconded,

that Saturna Island Local Trust Committee Draft Bylaw No. 124 cited as "Saturna Official Community Plan Bylaw No. 70, 2000, Amendment No.3, 2018" be read a first time.

CARRIED

SA-2019-005

It was Moved and Seconded,

that Saturna Island Local Trust Committee Draft Bylaw No. 125 cited as “Saturna Land Use Bylaw No. 119, 2019, Amendment No.1, 2018” be read a first time.

CARRIED

SA-2019-006

It was Moved and Seconded,

that the Saturna Island Local Trust Committee directs staff to schedule a public hearing for Bylaw No. 124 cited as “Saturna Official Community Plan Bylaw No. 70, 2000, Amendment No.3, 2018” and Bylaw No. 125 cited as “Saturna Island Land Use Bylaw No. 119, 2019, Amendment No.1, 2018”.

CARRIED

SA-2019-007

It was Moved and Seconded,

that the Saturna Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 124 cited as “Saturna Official Community Plan Bylaw No. 70, 2000, Amendment No.3, 2018” and Bylaw No. 125 cited as “Saturna Island Land Use Bylaw No. 119, 2019, Amendment No.1, 2018” are not contrary or at variance with the Islands Trust Policy Statement.

CARRIED

SA-2019-008

It was Moved and Seconded,

that the Saturna Island Local Trust Committee direct the island planner to develop a draft amendment that would create a Development Permit Area for groundwater protection, in currently excluded areas, including guidelines for permitting secondary suites in the Development Permit Area.

CARRIED

11.2 Short Term Vacation Rental Review - Staff Report

Planner Richardson mentioned STVR’s at this time can happen if a TUP is granted. The LTC has requested TUP guidelines regarding STVR’s similar to those in place on other Island OPC’s.

Cy Tordiffe spoke of STVR water usage, it’s 3 to 4 times more than regular residential use.

Trustee Brent makes suggestions for the STVR and TUP costs to be kept on the island for use towards affordable housing, instead of being used to advertise notices in the Driftwood.

Warren Dingman commented that complaints regarding STVRs are rare on Saturna Island. Currently, enforcement is initiated if the Islands Trust bylaw enforcement office receives a complaint.

Warren Dingman stated that if the LTC wished to change the current standing resolution on Short Term Vacation Rentals and what initiates enforcement, they could do so. The LTC was given an example from a previous Mayne Island standing resolution on STVR enforcement that stated that enforcement would begin, if there were two written complaints received about a Short Term Vacation Rental.

Trustee Brent stated that he wanted the new enforcement policy to address concerns the local improvement districts may have regarding excessing water use and shared driveways with Short Term Vacation Rental operations.

SA-2019-009

It was Moved and Seconded,

that Saturna Island Local Trust Committee recommends a drafting of a new Short Term Vacation Rental bylaw enforcement policy and resolution based on the conversations which occurred at the LTC meeting on January 17, 2019.

CARRIED

SA-2019-010

It was Moved and Seconded,

that Saturna Island Local Trust Committee endorse the project charter, regarding the review of temporary use permit guidelines for short term vacation rentals, dated January 2019.

CARRIED

12. REPORTS

12.1 Work Program Reports

12.1.1 Top Priorities Report dated January 2019

Top priorities were discussed.

Received for information.

12.1.2 Projects List Report Dated January 2019

Trustee Middleton mentions National Park Zoning and projects regarding it. Need cooperative engagement with Parks Canada.

Trustee Brent mentions he is Chair of Parks and Recreation.

Received for information.

12.2 Applications Report Dated January 2019

Planner Richardson updated the Trustees and Chair on current applications.

12.3 Trustee and Local Expense Report Dated November 2018

Trustee Brent mentions that expenses are kept low, which is good.

12.4 Adopted Policies and Standing Resolutions

Received for information.

12.5 Local Trust Committee Webpage

Received for information.

12.6 Chair's Report

Chair Patrick mentions the budget has been released and that a survey will be coming out for the community to have a say about it. She gave an update on the Islands Trust website.

12.7 Trustee Report

Trustee Brent is on the Financial Planning Committee (FPC) for the 8th year.

Trustee Middleton mentions being on the parks liaison committee. Through Trust Council he is hoping to see more inclusiveness with First Nations. He mentions at Trust Council he felt honoured as a witness when Fiona MacRaild was given a blanket from the Squamish Nations.

12.8 Electoral Area Director's Report

Laura Patrick will follow up with Director David Howe for future reports.

12.9 Islands Trust Conservancy Reports Dated September & November 2018

Received for information.

13. NEW BUSINESS

13.1 Protection of the Coastal Douglas Fir - Staff Report & Tool Kit

Trustee Brent mentions it came from a consultant and its good read.

The document equips people to do the right first steps.

Received for information.

13.2 Unlawful Dwelling Policy - Mayne Policies & Standing Resolutions Table

Trustee Brent commented on Saturna LTC's Policies & Standing Resolutions to be parallel with what Mayne Island has in their Policies and Resolutions Table, regarding unlawful dwellings.

SA-2019-011

It was Moved and Seconded,

that the Saturna Island Local Trust Committee directs staff to take enforcement action against unlawful dwellings only if one of the following conditions exists: There is a complaint from an immediate neighbour; or there is a referral from an agency responsible for health and safety issues that is doing concurrent enforcement. 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.

CARRIED

13.3 Trust Fund Board (Climate Change)

Discussions were made of climate change and we haven't been doing enough.

Trustee Brent mentions it is on our radar screen.

Chair Patrick mentions about Sea Level Rise workshops.

Discussions were made regarding green shores.

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for March 7, 2019 at the Recreation Center, Saturna Island

15. TOWN HALL

Cy Tordiffe asks about contacting people who are doing STVR and secondary suites.

Warren gives explanation on written complaints and how they are processed.

Janet Land had questions about TUP's used for STVRs and asked what happens if requirements are not met.

Planner Richardson mentions a TUP can't be discontinued, instead they just won't be renewed again. The conditions in the TUP can be enforced.

Janet Land mentions that Saturna is still having issues with STVR's and asks the Saturna LTC members if they should reconsider a notification and fine system.

Trustee Brent doesn't believe it's necessary as Saturna Island is well behaved.

Warren Dingman mentions it would be hard to make cases for the Bylaw Notice (BEN) system as there are such few bylaw enforcement files for Saturna Island.

Trustee Middleton thanked Warren Dingman for coming in and gives thanks to the bylaw team.

16. CLOSED MEETING (Distributed Under Separate Cover)

16.1 Motion to Close the Meeting

SA-2019-012

It was Moved and Seconded,

that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3 s. 90(1)(a & d) for the purpose of considering:

- *Adoption of In-Camera Meeting Minutes Dated October 4, 2018*
- *APC Secretary*
- *Bylaw Enforcement File Update*

AND that the recorder and staff attend the meeting.

16.2 Recall to Order

16.3 Rise and Report

There was no reporting out from the in-camera session.

17. ADJOURNMENT

By general consent the meeting was adjourned at 3:35 p.m.

Laura Patrick, Chair

Certified Correct:

Maple Hung, Recorder



Islands Trust

Saturna Island

Print Date: February 28, 2019

Resolutions Without Meeting

Resolution #	Action	Resolution Description	Resolution Date
2019-01	In Favour	THAT Saturna Island Local Trust Committee adopt their January 17, 2019, Local Trust Committee Draft Meeting Minutes as presented.	27-Feb-2019

Follow Up Action Report

Saturna Island

04-Oct-2018

Activity	Responsibility	Target Date	Status
Staff to contact BOV members to see if they want to remain on the Board and advertise for new ones if required.	Sharon Lloyd-deRosario		Done

17-Jan-2019

Activity	Responsibility	Target Date	Status
Place correspondence received from Janet Land on Saturna web page under secondary suite project.	Maple Hung		Done
Interests unaffected by Mayne LTC bylaws 174 and 175	Sharon Lloyd-deRosario		Done
Interests unaffected by North Pender LTC bylaw 220	Sharon Lloyd-deRosario		Done
Saturna LTC no longer wants to receive bylaw referral from adjacent LTCs.	Robert Kojima		On Going
Saturna Island LTC Bylaws 124 and 125 (Secondary Suites) - updated showing 1st reading - public hearing and CIM to be scheduled	Sharon Lloyd-deRosario		On Going
Secondary Suite Project - create DPA for areas not permitted to have secondary suites in proposed bylaws 124 and 125.	Gary Richardson		On Going
STVR enforcement policy to be prepared for the LTCs consideration.	Miles Drew Warren Dingman		On Going

Follow Up Action Report

STVR Project Charter endorsed as drafted. Charter to be updated with endorsement date.	Gary Richardson	On Going
Unlawful dwelling policy to be prepared as per resolution.	Miles Drew Warren Dingman	On Going
In camera minutes of October 4, 2018 adopted as drafted.	Maple Hung	Done
Ruth Daber appointed to APC secretary. MH sent APC Package to Ruth Daber.	Sharon Lloyd-deRosario	On Going

File No.: 6500-20-STVR- TUP Guideline
Review

DATE OF MEETING: March 7, 2019
TO: Saturna Island Local Trust Committee
FROM: Gary Richardson, Island Planner
Southern Team
SUBJECT: Short Term Vacation Rental Review – TUP Guidelines
Location: Saturna Island Local Trust Area

RECOMMENDATION

1. That Saturna Island Local Trust Committee direct staff prepare a bylaw, to amend the Saturna Island Official Community Plan No. 70, 2000, to incorporate guidelines regarding the issuance of Temporary Use Permits for Commercial Vacation Rentals.
2. That Saturna Island Local Trust Committee direct staff to update the Temporary Use Permit section of the Saturna Island Official Community Plan No. 70, 2000 with respect to current legislation.

REPORT SUMMARY

This report has been prepared to further advance the Saturna Local Trust Committee's work program priority to implement Commercial Vacation Rental (CVR) guidelines for issuance of Temporary Use Permits (TUP) in the Saturna Island Local Trust Area. This report contains a list of guidelines that staff is recommending be incorporated into Saturna Island Official Community Plan No. 70, 2000 (OCP) – **(attachment No. 1)**. The report also contains recommended amendments to the TUP section of the OCP to comply with current legislation.

BACKGROUND

This issue was identified as a Work Program Priority by Resolution-Without-Meeting January 2019.

A project charter was endorsed January 17, 2019.

STVR is a term commonly used to describe the commercial rental of dwellings to paying guests for a period of time generally less than a month. Currently, the Land Use Bylaw defines STVRs as a permitted home occupation use in cottages in residential zones. The more commonly used term applies to the use of any residence (not just a cottage) as a vacation rental. If the LTC were to amend the OCP to include guidelines for Temporary Use Permits for vacation rentals in other residences, the current home occupation option would remain as an outright permitted use. In order to provide certainty with respect to the existing cottage option, staff have drafted the proposed TUP guidelines to use a different terminology - "commercial vacation rental". The definition of commercial vacation rental will be included in the TUP guidelines.

Temporary Use Permits are a mechanism by which a local government can permit a use that is not otherwise permitted in a zone by issuing a permit for up to three years, renewable for an additional three years. The LTC has identified that specific guidelines relating to issuance of TUPs for vacation rentals should be drafted for inclusion in the OCP.

Consultation

A community information is recommended as part of the bylaw review process for any new bylaw.

If a public hearing is scheduled for a bylaw that results from this project the proposed new bylaw will be posted in the newspaper, website, mailed and hand delivered to surrounding property owners, and posted on notice boards as per statutory requirements in advance of the public hearing.

The following agencies and First Nations have been identified as requiring bylaw referral for comment.

- Ministry of Transportation and Infrastructure
- Lyall Harbour Boot Cove water system
- Island Health
- FLNR – Pat Lapsevic
- Agricultural Land Commission
- CRD, Building Inspection Services
- North Pender Island Local Trust Committee
- South Pender Island Local Trust Committee
- Mayne Island Local Trust Committee
- Cowichan Tribes
- Halalt First Nation
- Lake Cowichan First Nation
- Pauquachin First Nation
- Penelakut Tribe
- Semiahmoo First Nation
- Stz'uminus First Nation
- Tsartlip First Nation
- Tsawout First Nation
- Tsawwassen First Nation
- Tseycum First Nation
- Lyackson First Nation

- Malahat First Nation

Issues and Opportunities

1. Groundwater Use – Ministry of Forests, Lands and Natural Resource Operations (FLNR)

Increased groundwater use in areas with water quantity and/or quality problems is a concern on all of the Southern Gulf Islands. Recent mapping titled “Aquifer Vulnerability to Saltwater Intrusion” (Klassen and Allen- 2016) shows areas of low to high susceptibility to saltwater intrusion on the Southern Gulf Islands. Staff recently met with Pat Lapcevic, Section Head, Water Protection for the West Coast Region, FLNR to discuss groundwater issues on Saturna Island. This specific project was one of the matters discussed and the recommended guidelines in this report have been drafted to address concerns raised at that meeting. Specifically numbers of occupants and the need for a CVR operator to obtain a licence from FLNR for a commercial use prior to commencing the use were concerns that were raised.

The draft bylaw will be forwarded for review and comment to Pat Lapcevic to ensure the Ministry of FLNR concerns have been addressed.

2. OCP

“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:

d) basing land use decisions on the inherent capability of land and water areas to accommodate the type, scale and intensity of proposed land uses...”

This policy was considered and has been addressed in the drafting the proposed CVR guidelines.

3. Islands Trust Policy Statement

“4.4.2 Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.

4.4.3 Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses.”

These policies were considered and has been addressed in the drafting the proposed CVR guidelines.

4. Other Southern Gulf Islands

The proposed guidelines are similar to those contained in the North Pender, Galiano and Mayne OCPs and have proven to be effective guidelines.

5. Guidance

These guidelines provide guidance to property owners when applying for a TUP for an CVR and guidance for planning staff and the LTC in assessing applications. The guidelines are intended to allow the LTC to address potential impacts commonly or potentially associated with the use.

6. Limited Accommodation Available

Saturna Island has limited accommodation available for the traveling public. CVRs are a low impact way for rentals to be available while still maintaining the residential character of the neighborhoods. CVR rentals also provide an accommodation type that allows the renters to prepare all of their meals which is not an option at bed and breakfasts. There are limited options to dine out on Saturna Island.

7. Residential Character Maintained

Guidelines include conditions that ensure residential character is maintained so as to not reduce the surrounding property owners enjoyment of their property.

8. Proposed Amendments to TUP section of the OCP

The following amendments should be made to bring the TUP section of the OCP up to date with respect to current legislation.

- Remove references to “commercial and industrial” TUPs – this reflects changed legislation.
- Add the term commercial vacation rental as a specific use for which a permit can be issued and define the term. Commercial vacation rental will be defined as “the use of a residence as temporary commercial accommodation for a period of less than a month at a time by persons, other than the owner or a permanent occupier” within the TUP guidelines.
- Change reference to “two years” to “three years”, reflecting legislative changes.
- Remove a reference to TUPs regulating aggregate removal as extraction of aggregates (as opposed to processing) cannot be regulated by local governments except through Soil Deposit and Removal Bylaws.

Rationale or Recommendation

- Overall, TUPs are a valuable tool to allow a use to be carried out for a limited time with conditions that can be more specific than can be contained in an LUB.
- TUPs for CVRs can presently be issued anywhere in the Saturna Island Local Trust area, these proposed guidelines give the LTC, public and planners some guidance when considering TUPs for CVR use.
- CVRs can be permitted in a way that does not impact the residential character of a neighborhood.
- The licensing requirements of FLNR provide for another level of review with respect to potential groundwater use.
- CVRs can be restricted in numbers so there is not a concentration of them in any one area.
- Guidelines will ensure water quality/quantity issues are considered before TUP is issued.
- Updates the TUP section of OCP with current legislation.

- Allowing CVRs could assist the community in addressing its limited accommodation for the travelling public.

ALTERNATIVES

1. Request amendments

LTC can request bylaws to be amended prior to proceeding.

2. Proceed No Further

If the LTC determines that these bylaws should not proceed a resolution to proceed no further should be passed.

NEXT STEPS

- 1) Prepare Draft Bylaws

Submitted By:	Gary Richardson, Island Planner	February 28, 2019

ATTACHMENTS

1. Proposed TUP guidelines for CVRs

Attachment 1

Proposed TUP Conditions – CVRs – Saturna Island – February 2019

1. For the purpose of a temporary use permit, “commercial vacation rental” means the use of a residence as temporary commercial accommodation for a period of less than a month at a time by persons, other than the owner or a permanent occupier.
2. The Local Trust Committee should consider the cumulative effects on the neighbourhood and Island of all the temporary use permits issued for commercial vacation rentals.
3. The Local Trust Committee may consider issuance of a temporary use permit for a commercial vacation rental provided the proposal would not alter the residential appearance of the residence.
4. The Local Trust Committee may require mitigating measures to address neighbours’ concerns, such as retention of existing screening and fencing, or installation of additional screening.
5. The landowner should demonstrate an adequate supply of water and septic capacity for the duration of the proposed use. A pump test or other report may be requested in the application process. Where there is inadequate groundwater, a rainwater catchment system may be required as a condition of the permit. If the lot is served by a community water system, the application should be referred to the water system operator for comment.
6. A temporary use permit for a short term vacation rental on a parcel in the Agricultural Land Reserve may require approval of the Agricultural Land Commission.

In addition to the above requirements any TUP issued for CVR use should:

1. restrict advertising to one unilluminated sign, with a maximum area;
2. demonstrate that the property is able to accommodate off-street parking for a minimum of two vehicles;
3. require that the owner or other contact be available on Saturna by telephone 24 hours/day, seven days per week and include the name and contact information in the conditions of the permit;
4. require the owner or manager to provide neighbours within a 100 metre radius of the vacation rental with the owner or manager’s phone number, and a copy of the temporary use permit;
5. require the landowner to post for guests information on noise bylaws, water conservation, fire safety, storage of garbage, septic care and control of pets (if pets are permitted), and remind guests that the property is located in a residential area;

6. establish a maximum number of occupants;
7. establish a maximum number of guests per bedroom;
8. prohibit camping or occupancy of RVs on the property;
9. prohibit outdoor fires;
10. require the landowner/operator to post for guests emergency service contact information;
11. require the landowner/operator to post contact information and permit information at the entrance to the property;
12. require that a water licence for commercial use is to be obtained from prior to commencing the use; and
13. Ensure that there is legal access to the property where the CVR use is to be carried out.

Top Priorities

Saturna Island

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Secondary Suite Review	Public hearing scheduled for May 9, 2019 (proposed bylaws 124 and 125)	22-Nov-2017	Gary Richardson	30-Jun-2019
2	Short Term Vacation Rentals - TUP Guidelines	Staff report containing recommended guidelines prepared for the March 7, 2019 LTC Meeting	08-Jan-2019	Gary Richardson	
3	First Nations Relationship Building	Review of OCP to include references to First Nations.	16-Sep-2016	Gary Richardson	



Projects

Saturna Island

Description	Activity	R/Initiated
Shoreline Review		17-Jun-2016
Amenity Zoning and Accessible Housing Review		04-Oct-2018
National Park Zoning		04-Oct-2018



Islands Trust

Print Date: February 28, 2019

Applications

Rezoning

File Number	Applicant Name	Date Received	Purpose
SA-RZ-2018.1	Ronald Hall & Saturna Garage and Contracting Planner: Gary Richardson	15-Jan-2018	To amend zoning of two properties.
Planning Status			
Status Date: 18-Oct-2018 Adoption on hold pending direction from applicant to proceed with consideration			
Status Date: 23-Sep-2018 Bylaws approved by executive committee.			
Status Date: 23-Sep-2018 Bylaws forwarded to Minister Sept 25.			

Subdivision

File Number	Applicant Name	Date Received	Purpose
SA-SUB-2017.1	RONALD H HALL Planner: Gary Richardson	22-Nov-2017	Subdivision to create a new parcel.
Planning Status			
Status Date: 06-Apr-2018 Staff sent response to MoTI March 12, 2018			
Status Date: 04-Dec-2017 Fees received, LTC notified - new application/referral.			
Status Date: 29-Nov-2017 Received application, sent subdivision fee request.			
File Number	Applicant Name	Date Received	Purpose
SA-SUB-2018.1	RONALD HALL Planner: Gary Richardson	01-Feb-2018	Create one lot with one remainder.

Applications

Planning Status

Status Date: 06-Apr-2018

Staff sent response to MoTI April 4, 2018.

Status Date: 15-Feb-2018

Fees received, notified LTC, gave file to Planner.

Status Date: 01-Feb-2018

opened file, sent fee request to applicant. RPM to assign planner.

File Number	Applicant Name	Date Received	Purpose
SA-SUB-2018.2	JORDAN ELLIOT LITKE c/o POLARIS LAND SURVEYING	06-Jun-2018	105 Payne Road - Proposed 2-lot conventional boundary adjustment subdivision with 187 East Point Road (see SA-SUB-2015.2)
Planner: Gary Richardson			

Planning Status

Status Date: 30-Oct-2018

Review response sent to MoTI Oct 30, 2018

Status Date: 23-Jul-2018

Emailed scanned letter, receipt and cheque to Applicant, mailed originals; emailed Subd Ref Review application to LTC cc Planner and MoTI. Gave folder to Planner.

Status Date: 15-Jun-2018

Prepared and emailed letter with Subdivision Referral Review form and application package to Applicant, cc LTC, Planner and MoTI; mailed original letter and application form.

File Number	Applicant Name	Date Received	Purpose
SA-SUB-2019.1	Blake, Michelle	22-Feb-2019	subdivision plans for two lots
Planner:			

Planning Status

Status Date:

Islands Trust
LTC EXP SUMMARY REPORT F2019
Invoices posted to Month ending December 2018

660 Saturna	Invoices posted to Month ending December 2018	<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	2,500.00	0.00	2,500.00
65210-660	LTC - Local Exp - APC Meeting Expenses	500.00	0.00	500.00
65220-660	LTC - Local Exp - Communications	250.00	0.00	250.00
65230-660	LTC - Local Exp - Special Projects	500.00	0.00	500.00
TOTAL LTC Local Expense		<u>3,750.00</u>	<u>0.00</u>	<u>3,750.00</u>
Projects				
73001-660-4032	Saturna Secondary Suite Review	2,000.00	905.40	1,094.60
73001-660-4069	Saturna LUB Technical Review	1,500.00	1,546.70	-46.70
73001-660-4077	Saturna First Nations Relations	4,000.00	1,713.28	2,286.72
TOTAL Project Expenses		<u>7,500.00</u>	<u>4,165.38</u>	<u>3,334.62</u>

Saturna Island Local Trust Committee POLICIES AND STANDING RESOLUTIONS

No	Meeting Date	Resolution No.	Issue	Policy
1.	May 16/07	SA-LTC-16-07	Travel Trailer or Camper	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-	Adopting In Camera Minutes	It was Moved and Seconded that the Saturna Island Local Trust Committee adopt a Standing Resolution to direct staff to place the in camera minutes on the agenda when there is a need to close the meeting or at least once a year.
5.	February 9/12	SA-LTC-11-12	Adopt SOL policy	It was Moved and Seconded that where a Liquor Control and Licensing Branch Special Occasion Licence referral relates to a property where Saturna Island Land Use Bylaw No. 78, 2002 permits public assembly uses, such as halls, recreation facilities or restaurants, and where there have been no issues related to parking or past complaints for the preceding three years, planning staff may approve the Special Occasion 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