



**SATURNA ISLAND LOCAL TRUST COMMITTEE
BUSINESS MEETING AGENDA
12:30 PM, THURSDAY, NOVEMBER 8, 2012
AT THE SATURNA ISLAND COMMUNITY HALL
105 EAST POINT ROAD, SATURNA ISLAND, B.C.**

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

	Page #	*Approx. Time*
1. CALL TO ORDER		12:30 pm
2. APPROVAL OF AGENDA		
Additions/Deletions		
2.1 Questions from public on Agenda Items		
3. COMMUNITY INFORMATION MEETING		
3.1 Proposed Bylaws No. 109 (Riparian Areas Regulation)		
4. PUBLIC HEARING		
4.1 Proposed Bylaws No. 109 (Riparian Areas Regulation)		
5. PREVIOUS MEETINGS		
5.1 Adopted Local Trust Committee Minutes - for information only (attached)		
5.1.1 Adopted Minutes of September 6, 2012 Local Trust Committee Business Meeting	1	
5.2 Public Hearing Records and Community Information Meeting Notes - for information only (attached)		
5.2.1 Received Notes of September 6, 2012 Community Information Meeting	13	
5.2.2 Received Record of September 6, 2012 Public Hearing	14	
5.3 Section 26 Resolutions-without-meeting (attached)	16	
5.4 Advisory Planning Commission - none		

6.	BUSINESS ARISING FROM THE MINUTES		2:00 pm
6.1	Follow-up Action Report (attached)	17	
7.	DELEGATIONS - none		
	<i>Break – Community Stewardship Awards</i>		
8.	CORRESPONDENCE (attached) [correspondence received concerning applications and/or projects is considered with the application]		
8.1	P. Ewbank letter dated September 27, 2012 re: SA-RZ-2012.1	18	
8.2	J. Ranger email dated September 4, 2012 re: Local Trust Committee Top Priorities	19	
9.	APPLICATIONS, PERMITS, BYLAWS AND REFERRALS		
9.1	SA-DVP-2012.1 (Quaintaince) (attached)	21	
9.2	SA-DVP-2012.2 (Sewell) (attached)	38	
9.3	South Pender Island Bylaw No. 111 (LUB Amendment) (attached)	46	
10.	LOCAL TRUST COMMITTEE PROJECTS		3:00 pm
10.1	Riparian Areas Regulation Bylaw No. 109 –for further consideration (GR)	49	
10.2	Ocean Loop GEO-exchange Draft Bylaw No. 110 (LUB Amendment) (attached) (RK)	58	
11.	REPORTS		3:30 pm
11.1	Work Program Reports – for information		
11.1.1	Saturna Island Local Trust Committee Work Program Report dated November, 2012 (attached)	64	
11.1.2	Islands Trust Council Strategic Plan 2011 – 2014 – for information (attached)	66	
11.2	Applications Report – for information		
11.2.1	Saturna Island Applications Report dated November, 2012 (attached)	78	
11.3	Expense/Budget Reports		
11.3.1	Trustee and Local Expenses– for information (attached)	82	
11.4	Bylaw Enforcement - none		
11.5	Policies and Standing Resolutions Report – for information (attached)	83	
11.6	Saturna Island LTC Web Page – for information (attached)	85	

11.7	Chair's Report	
11.8	Trustee Report	
12.	OTHER BUSINESS	
12.1.	Next Business Meeting – Proposed 2013 Draft Meeting Schedule (attached)	87
12.2	Appointment of Advisory Planning Commission Secretary	
12.3	Advisory Planning Commission Memberships – discussion	89
13.	TOWN HALL MEETING	
14.	ADJOURNMENT	4:00 pm

ADOPTED

**MINUTES OF THE SATURNA ISLAND
LOCAL TRUST COMMITTEE BUSINESS MEETING
HELD ON THURSDAY, SEPTEMBER 6, 2012 AT 12:30 PM
AT THE SATURNA ISLAND RECREATION AND CULTURAL CENTRE
104 HARRIS ROAD, SATURNA ISLAND, B.C.**

PRESENT:	Ken Hancock	Chair
	Pamela Janszen	Local Trustee
	Paul Brent	Local Trustee
	Gary Richardson	Island Planner
	Robert Kojima	Regional Planning Manager
	Jenna Foster	Minute Taker

There were fourteen (14) members of the public in attendance at the start of the meeting.

1. CALL TO ORDER

Chair Hancock called the meeting to order at 12:30 pm. He acknowledged that the meeting was being held in the traditional territory of the Coast Salish people. Chair Hancock introduced the Local Trust Committee (LTC) members and welcomed everyone.

2. APPROVAL OF AGENDA

2.1 Additions/Deletions

Chair Hancock asked if there were any changes to the agenda; the following changes were made by:

- moving item 12.2: Covenant Amendment (Sewell) and adding it to item 9.2: SA-ALR-2012.1 (Sewell) as item 9.2.2
- adding to item 10.2: Riparian Areas Regulation the referral response from the Ministry of Forests, Lands and Natural Resource Operations
- replacing the plan of the proposed subdivision in item 9.2: SA-ALR-2012.1 with a more legible one

The agenda as amended was approved by consensus.

2.2 Questions from public on agenda items

Bill Douglass asked if the end of the meeting was the appropriate time to introduce new items.

Chair Hancock concurred.

3. COMMUNITY INFORMATION MEETING

3.1 Proposed Bylaws No. 107 and 108 (Community Parkland Zoning)

Chair Hancock closed the Business Meeting at approximately 12:35 pm to hold the scheduled Community Information Meeting.

- See Notes of Community Information Meeting (CIM) of same date.

Chair Hancock reopened the Business Meeting at 12:40 pm.

4. PUBLIC HEARING

4.1 Proposed Bylaws No. 107 and 108 (Community Parkland Zoning)

Chair Hancock closed the Business Meeting at 12:40 pm to hold the scheduled Public Hearing.

- See separate Record of Public Hearing (PH) of same date.

The LTC meeting reconvened at 12:50 pm.

5. PREVIOUS MEETINGS

5.1 Adopted Local Trust Committee Minutes

5.1.1 Adopted Minutes of June 21, 2012 Local Trust Committee Business Meeting

Presented for information

5.2 Public Hearing Records and Community Information Meeting Notes

5.2.1 Received Notes of June 21, 2012 Community Information Meeting

Presented for information

5.3 Section 26 Resolutions-without-meeting

Chair Hancock gave a brief explanation.

5.4 Advisory Planning Commission

5.4.1 Received Draft Advisory Planning Commission Minutes of August 20, 2012

Presented for information

6. BUSINESS ARISING FROM THE MINUTES

6.1 Follow-up Action Report

Planner Richardson noted that all actions have been completed except for No. 3: Firehall Covenant which is currently being worked on.

7. DELEGATIONS

None

8. CORRESPONDENCE

8.1 August 1, 2012 letter from Saturna Fire Protection Society

Trustee Brent recused himself at 12:55 pm citing a potential conflict of interest.

Chair Hancock reported that he spoke to Wayne Quinn who is a member of the Saturna Island Fire Protection Society (SIFPS) Board. They agreed on a proposed compromise to complete the side lot line screening. He asked if Bernie Ziegler, President of SIFPS, wanted to address the LTC. At the end of their conversation, Mr. Quinn stated that he would report the proposed compromise to the SIFPS Board.

Bernie Ziegler said the letter speaks for itself; adding that a lot of taxpayers' money has already been spent and the lack of water has not helped.

Trustee Janszen stated that she preferred moving forward now and amending the covenant.

Chair Hancock said it was reasonable to request the side lot line screening be completed; he has looked at the SIFPS budget and they have the money. He added that the conversation is now between the LTC and SIFPS since the neighbors have clearly stated they are done. Chair Hancock referred to the minutes from the public hearing where a community consensus was not reflected.

Teresa Higgins, 620 Tumbo Channel Road, queried the \$15,000 landscaping budget and how much was left.

Chair Hancock said that SIFPS does have a surplus and it would not be a hardship to complete the side lot line screening.

Trustee Brent returned to the business meeting at 1:05 pm.

9. APPLICATIONS, PERMITS, BYLAWS AND REFERRALS

9.1 SA-RZ-2012.1 (Nepenthe) Staff Report

Planner Richardson reviewed the staff report which detailed several planning options for the LTC to consider.

There was a lengthy discussion about amenity zoning, the transfer of density, the density bank as well as the impact of thirty per cent of Saturna Island as parkland on density.

The applicant, Allan Peretz, said they understood with the proposed four (4) lot subdivision that the community would be giving something and they would be willing to give something back. He explained that a potential parking lot on a portion of the lot on the corner of Boot Cove Road could be a strategic amenity for the community.

Resolution SA-LTC-48-12

It was Moved and Seconded that the Saturna Island Local Trust Committee direct staff to discuss the transfer of density option with the applicant as well as look at the possibility of amenity zoning with respect to this applicant.

CARRIED

Chair Hancock noted that the LTC could treat this as a one time only decision or look at changing the Official Community Plan.

9.2 SA-ALR-2012.1 (Sewell)

9.2.1 Staff Report

Planner Richardson reviewed the staff report on this referral of an application to the Agricultural Land Commission (ALC) for a subdivision within the Agricultural Land Reserve (ALR). He concluded that he did not see any policy conflicts or any reason not to advance it onto the land commission.

Chair Hancock wondered why agricultural policies did not apply.

Regional Planning Manager (RPM) Kojima stated that on Saturna there are a set of policies specific to land designation.

Planner Richardson clarified that the final approval would still be subject to the removal of the no-subdivision covenant.

Resolution SA-LTC-49-12

It was Moved and Seconded that the Saturna Island Local Trust Committee resolve that pursuant to Section 25(3) of the Agricultural Land Reserve Act, subdivision application SA-ALR-2012.1 (Sewell) proceed.

CARRIED

9.2.2 Covenant Amendment (Sewell)

Planner Richardson summarized the staff report addressing the request for removal of the covenant on the property at 101 Church Bay Road. He concluded that staff is recommending the third option which is to initiate the process to remove the covenant.

Trustee Brent invited Mr. Sewell, the applicant, to speak further regarding the request.

Mr. Sewell explained the history of the covenant and how it related to tax planning at the time. He added that he is confident that the Agricultural Land Commission will approve the current application for subdivision of the property.

Resolution SA-LTC-50-12

It was Moved and Seconded that the Saturna Island Local Trust Committee direct staff to have the documents prepared to remove covenant EX17033 from the lot located at 101 Church Bay Road (PID 000-355-445) and that the chair of the Saturna Island Trust Committee be authorized to sign the covenant removal documents.

CARRIED

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Proposed Bylaws 107 and 108 (Community Parkland Zoning)

- Note that Bylaw No. 107 is amending the Saturna Island Official Community Plan Bylaw No. 70, 2000.

Resolution SA-LTC-51-12

It was Moved and Seconded that the Saturna Island Local Trust Committee Bylaw No. 107 cited as "Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 1, 2012", be given Second Reading.

CARRIED

Resolution SA-LTC-52-12

It was Moved and Seconded that the Saturna Island Local Trust Committee Bylaw No. 107 cited as “Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 1, 2012”, be given Third Reading.

CARRIED

Resolution SA-LTC-53-12

It was Moved and Seconded that the Saturna Island Local Trust Committee Bylaw No. 107 cited as “Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 1, 2012”, be referred to the Islands Trust Executive Committee.

CARRIED

Resolution SA-LTC-54-12

It was Moved and Seconded that the Saturna Island Local Trust Committee Bylaw No. 107 cited as “Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 1, 2012”, be referred to the Minister of Community, Sport and Cultural Development.

CARRIED

- Note that Bylaw No. 108 is amending Saturna Island Land Use Bylaw No. 78, 2002.

Resolution SA-LTC-55-12

It was Moved and Seconded that the Saturna Island Local Trust Committee Bylaw No. 108 cited as “Saturna Island Land Use Bylaw No. 78, 2002, Amendment No. 1, 2012”, be given Second Reading.

CARRIED

Resolution SA-LTC-56-12

It was Moved and Seconded that the Saturna Island Local Trust Committee Bylaw No. 108 cited as “Saturna Island Land Use Bylaw No. 78, 2002, Amendment No. 1, 2012”, be given Third Reading.

CARRIED

Resolution SA-LTC-57-12

It was Moved and Seconded that the Saturna Island Local Trust Committee Bylaw No. 108 cited as “Saturna Island Land Use Bylaw No. 78, 2002, Amendment No. 1, 2012”, be referred to the Islands Trust Executive Committee.

CARRIED

10.2 Riparian Areas Regulation – Staff Report and Draft Bylaw

RPM Kojima reviewed the staff report and revisions made to the draft bylaw based on recommendations from the Ministry of Forests, Lands and Natural Resource Operations. He summarized the next steps and referred to staff recommendations.

Trustee Janszen asked if the map includes the estuary.

RPM Kojima said it did.

The LTC requested that staff remove the word “disproportionately” from the second paragraph of Schedule 1, G.1.3.

Resolution SA-LTC-58-12

It was Moved and Seconded that Saturna Island Local Trust Committee draft bylaw No. 109, cited as “Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 2, 2012.” be given First Reading.

CARRIED

Resolution SA-LTC-59-12

It was Moved and Seconded that the Saturna Island Local Trust Committee direct staff to schedule a community information meeting for proposed Bylaw No. 109.

CARRIED

Resolution SA-LTC-60-12

It was Moved and Seconded that the Saturna Island Local Trust Committee direct staff to schedule a public hearing for proposed Bylaw No. 109.

CARRIED

10.3 Ocean Loop GEO-exchange – Staff Report

RPM Kojima reviewed the report on the ocean loop geo-exchange systems as requested by the LTC. He went over positive and negative impacts as well as relevant policies and regulations.

Resolution SA-LTC-61-12

It was Moved and Seconded that the Saturna Island Local Trust Committee direct staff to prepare a bylaw that would amend the Land Use Bylaw to include a definition of ocean loop geo-exchange systems and to add ocean loop geo-exchange systems as a permitted use in the marine zones, and to bring the bylaw back to a subsequent LTC meeting for consideration.

CARRIED

Chair Hancock asked if the bylaw could specifically state that the systems use water and not propylene glycol since he has read some research identifying potential harm in using propylene glycol.

RPM Kojima said it could.

Trustee Brent requested that the science involved in usage of the substance be investigated.

10.4 Discussion of Land Use Bylaw Amendments related to Enforcement Notification Bylaw

There was discussion about adding a review of the Land Use Bylaw to Saturna LTC work program.

11. REPORTS

11.1 Work Program Reports

11.1.1 Saturna Island Local Trust Committee Work Program Report dated August, 2012

Resolution SA-LTC-62-12

It was Moved and Seconded that the Saturna Island Local Trust Committee add Land Use Bylaw (LUB) review to the Projects List.

CARRIED

Trustee Brent asked about looking into the density cap/bank by placing it on the projects list.

RPM Kojima commented that the projects list is a good place for issues that the LTC wants to flag.

Chair Hancock questioned if the current application (Boot Cove Subdivision) would be delayed if the LTC added the density cap/bank to the list.

Resolution SA-LTC-63-12

It was Moved and Seconded that the Saturna Island Local Trust Committee add to the Projects List a review of the Official Community Plan Section C.1.3. on page 5 and Schedule "E" Appendix A – Community Amenity Density Reserve on page 44.

CARRIED

11.2 Applications Report

11.2.1 Saturna Island Applications Report dated August, 2012

Planner Richardson reviewed the report.

11.3 Expense/Budget Reports

11.3.1 Trustee and Local Expenses

Presented for information and it was noted that the budget is dated June 30, 2012

11.3.2 Budget Submissions 2013 – 14

There was discussion regarding a proposed budget for projects and priorities.

Chair Hancock explained that the LTC can ask for money for three (3) projects but may get less if the finance committee is not convinced that you can get it all done.

Resolution SA-LTC-64-12

It was Moved and Seconded that the Saturna Island Local Trust Committee revise the draft 2013-14 LTC Project Budget submission and forward to Financial Planning Committee as revised.

CARRIED

1.4 Bylaw Enforcement Report

None

11.5 Policies and Standing Resolutions Report

Presented for information.

11.6 Saturna Island LTC Web Page

Trustee Janszen said the webpage needs to be updated.

RPM Kojima asked for specific requests from the trustees.

Trustee Janszen requested that the latest news items be updated to more recent items.

Chair Hancock added that local projects need to reflect current projects including the changes made today on the LTC work program.

Trustee Janszen asked for the new “Water Conservation on Saturna Island” brochure to be added under water conservation.

RPM Kojima said that all the old items will be removed i.e. east point water, affordable housing and suggested that the “Scribbler” article submitted by the trustees be added under latest news as well.

Beverly Neff suggested updating the applications.

RPM Kojima agreed that the current rezoning/subdivision applications could be added as well as the latest staff reports.

11.7 Chair’s Report

Chair Hancock said he was preparing for the upcoming trust council meeting on Bowen Island. The council will take a final look at a strategic plan they have been working on for a year and he expected good debate as they identified priorities. He reported that September thru to December will be busy.

11.8 Trustee Report

Trustee Janszen attended a local planning meeting in August where there was debate on the topic of cost recovery. The debate would continue at trust council. Trustee Brent and Trustee Janszen were at a Parks Canada meeting regarding the proposed marine conservation areas. She said that Parks Canada was not saying no to activities in those areas but emphasizing that they had to be environmentally neutral. Lastly she added that at a Parks Advisory meeting and tour she learned about the Parks Canada budgets being slashed.

Trustee Brent said he attended a financial planning meeting and a trust programs meeting where the focus was on advocacy and developing an advocacy policy. Strategic policies were discussed at both and no one wanted a budget increase this year.

12. OTHER BUSINESS

12.1 Next Business Meeting scheduled for 12:30 pm, November 8, 2012, Saturna Island Community Hall

12.2 Covenant Amendment (Sewell)

This item was covered under 9.2.

13. TOWN HALL MEETING

Chair Hancock opened the town hall meeting for comments and questions.

John Hutchinson stated two points; one was whether the LTC website could have a link to the Boot Cove/ Lyall Harbour website and secondly, he expressed confusion regarding the LTC's approach to covenants. He suggested that the council take extra care when reviewing applications for covenants in the future.

Allan Sewell explained that legally, the covenant is an agreement and added that he paid the full cost for the covenant attached to his property.

Jim Campbell said he was confused about the request for the Boot Cove/ Lyall Harbour link.

Chair Hancock clarified that it was a request for a link on the LTC website.

Jim Campbell inquired about the role of the Islands Trust with the water supply.

Chair Hancock replied that LTC's role is in planning i.e. proving that there is sufficient water supply on your property.

Jim Campbell asserted that it was not a function of the Islands Trust to deal with water supply.

Louise Peramaki, 103 Winter Cove Road, questioned the LTC's consideration to make changes to the Official Community Plan regarding the proposed Boot Cove area subdivision when the landowners have two other blocks of land they could use for expansion.

Bill Douglass stated that he supports a change to the LUB that would legitimize short term vacation rentals and take away a bylaw enforcement fine for this type of economy boosting activity.

Trustee Brent responded that on Saturna, the Islands Trust has a policy to not enforce (some) short term vacation rentals is still an area needing more discussion and is subject to change.

Bill Douglass replied that when the policy is to not enforce then it leaves it open to discretion of the local government.

Jim Campbell agreed that the reasons to not enforce a bylaw need to be very clear or else the power can be misused.

Chair Hancock explained that a complaint would be referred to the Bylaw Enforcement Officer who would carry out a proper investigation.

RPM Kojima added that the trustees are elected representatives and Islands Trust staff are mandated to implement the directions/ policies of the LTC.

Joe Harris said he supports bylaw enforcement of short term vacation rentals so that standards are maintained i.e. liability insurance. Otherwise, he continued, legitimate businesses are at risk. He concluded that the tourism economy is not great on the island and it is important to support those businesses that follow the rules.

John Hutchinson agreed with the current position of the LTC to not enforce but understands the importance of supporting legitimate short term vacation rental businesses on the island.

Chair Hancock added that reviewing short term vacation rental policies is a top priority for many communities.

Bill Douglass noted that a review of short term vacation rentals would be included with an overall policy review.

Chair Hancock concluded that the Land Use Bylaw defines what is permitted; not what is illegal. He said that short term vacation rentals are widely understood as a permitted use but are not.

14. ADJOURNMENT

Chair Hancock adjourned the meeting at 3:24 pm.

RECORDER

CHAIR

**NOTES OF THE SATURNA ISLAND LOCAL TRUST COMMITTEE
COMMUNITY INFORMATION MEETING FOR THE PURPOSE
OF DISCUSSING SATURNA ISLAND PROPOSED BYLAWS NO. 107 AND 108
(COMMUNITY PARKLAND ZONING) HELD ON THURSDAY, SEPTEMBER 6, 2012
AT 12:35 PM AT THE SATURNA ISLAND RECREATION CENTRE
104 HARRIS ROAD, SATURNA ISLAND, B.C.**

PRESENT:	Ken Hancock Pamela Janszen Paul Brent Gary Richardson Robert Kojima Jenna Foster	Chair Local Trustee Local Trustee Island Planner Regional Planning Manager Minute Taker
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There were fourteen (14) members of the community in attendance at the start of the meeting.

3.1 Saturna Island Proposed Bylaws No. 107 and 108 (Community Parkland Zoning)

Planner Richardson summarized the process to date regarding the proposed bylaws; both have had a first reading and have been referred out to a number of agencies. He reviewed the received comments from the referrals. Planner Richardson responded to the Advisory Planning Commission's question regarding the use of the areas for social activities. He stated that the Local Trust Committee does have a policy that would allow for social activities and no amendments are required.

Chair Hancock asked for comments from the trustees and they both said they were satisfied.

Bill Douglass asked if public gardens would be permitted.

Chair Hancock replied that there is a parks management plan and it would not preclude the commission from establishing a public garden.

Chair Hancock asked if there were any other comments or questions; there being none the meeting was closed at 12:39 pm.

RECORDER

DATE

**RECORD OF THE SATURNA ISLAND
LOCAL TRUST COMMITTEE PUBLIC HEARING REGARDING
PROPOSED BYLAWS NO. 107 AND NO. 108 (COMMUNITY PARKLAND ZONING)
HELD ON THURSDAY, SEPTEMBER 6, 2012 AT 12:40 PM
AT THE SATURNA ISLAND RECREATION AND CULTURAL CENTRE,
104 HARRIS ROAD, SATURNA ISLAND, B.C.**

PRESENT:	Ken Hancock	Chair
	Pam Janszen	Local Trustee
	Paul Brent	Local Trustee
	Robert Kojima	Regional Planning Manager
	Gary Richardson	Island Planner
	Jenna Foster	Minute Taker

There were fourteen (14) members of the public in attendance.

Chair Hancock read the opening statement for a Public Hearing and announced that there would be a four (4) minute time limit for each speaker. He added that the Local Trust Committee (LTC) could ask questions at the end and all written submissions had to be received before the close of the hearing. Once closed, any additional information could be forwarded to the planning staff but not to trustees. Chair Hancock declared the meeting open to consider the following:

Proposed Bylaws No. 107 and 108 (Community Parkland Zoning)

Planner Richardson summarized the hearing notice and stated that a public binder with staff reports and other information in it was available at the meeting. He reported no public submissions to date.

Chair Hancock called for comments or questions.

John Money stated that he had no problem with the proposed bylaws; he suggested that the LTC consider placing the density being removed into the density bank.

Chair Hancock made a second call for comments or questions and none were given.

Chair Hancock made a third and final call for comments or questions.

John Hutchinson questioned how the density bank worked.

Chair Hancock explained that it is part of the Official Community Plan and later on in the meeting the LTC will be discussing the density bank.

Trustee Brent asked if the density should be transferred now or could it be done anytime.

Planner Richardson responded that at the time of rezoning is best. He added that one of the current policies is that park density cannot be transferred.

Chair Hancock suggested that the LTC may want to place a review of the density bank on its work schedule.

Tom Johnstone wondered if density that had been missed could be added retroactively to the density bank.

Chair Hancock closed the public hearing at 12:50 pm.

I CERTIFY THAT THIS IS A FAIR AND ACCURATE SUMMARY OF THE NATURE OF REPRESENTATIONS RESPECTING THE MEETING HELD.

RECORDER

CHAIR



Islands Trust

RWM From: August 30, 2012 To: October 31, 2012

Saturna Island

Resolution #	Action	Resolution Description	Resolution Date
2012-11	In Favour	THAT Saturna Island Local Trust Committee Community Information Meeting Notes of September 6, 2012 and Public Hearing Record be received.	Oct 12, 2012
2012-10	In Favour	THAT Saturna Island Local Trust Committee Business Meeting Minutes of September 6, 2012 be Adopted.	Oct 12, 2012



Islands Trust

Follow Up Action Report w / Target Date

Saturna Island
Sep-06-2012

No.	Activity	Responsibility	Target Date	Status
1	Add J. Combes correspondence to next agenda	Kathy Jones	Sep-13-2012	Done
2	9.1 Nepenthe RZ - staff to review TDR and amenity zoning with applicant and report back.	Gary Richardson	Sep-27-2012	Done
3	9.2 - SA-ALR-2012.1 (Sewall) forward application to ALC. Proceed with covenant discharge	Gary Richardson	Oct-25-2012	Done
4	10.1 - bylaws 107 and 108 - forward to EC and Minister	Kathy Jones Gary Richardson		Done
5	10.2 - Bylaw 109 (RAR) - First Reading to revised bylaw, schedule public hearing.	Kathy Jones Gary Richardson	Sep-27-2012	Done
6	10.3 - Ocean loop geo-exchange - staff to prepare draft LUB amendment to permit. Forward to LPC	Robert Kojima	Sep-27-2012	Done
7	Amend projects list to add: LUB review and Review of OCP policy C.1.3 and OCP Schedule E, Appendix A (CADR)	Robert Kojima	Sep-07-2012	Done
8	LTC Budget - revise budget request to: 1. LUB review - \$4000 2. Review of CADR and Density cap - \$4000 3. Geological hazard mapping implementation - \$4000	Robert Kojima	Sep-13-2012	Done
9	Update webpage	Kathy Jones Gary Richardson	Sep-13-2012	Done

September 27th, 2012

Saturna Island

Dear Members of the Local Trust Committee,

I understand that you are considering a parking lot as an amenity for a rezoning.

As one of the owners of the Saturna Point Pub, I would like to bring to your attention that we provide the service of a parking lot to the Community at large either as enclosed parking or for regular parking. We have room for more customers.

I am looking for consideration for a service that we already supply and that allows the Pub to continue as a service entity on Saturna Island. While the parking by itself does not ensure the survival of the business every small part is critical to our continued existence-fine line- slim margin.

Thank you for your time and interest.

Priscilla Ewbank

Kathy Jones

From: Gary Richardson
Sent: November-01-12 4:59 PM
To: Kathy Jones
Subject: FW: LTC Priorities

From: Gary Richardson
Sent: September-04-12 12:56 PM
To: Robert Kojima
Subject: FW: LTC Priorities

From: Joan Ranger [<mailto:joanmranger@gmail.com>]
Sent: September-04-12 12:54 PM
To: Paul Brent; Pamela Janszen
Cc: Ken Hancock; Gary Richardson
Subject: LTC Priorities

Trustee Brent wrote a recent article in the Scribbler indicating that input from island residents does not coincide with the priorities of the Local Trust Committe re: its direction and priorities.

I would like to submit that he is wrong, if by his words he meant the priorities of the past LTC. Issues of the environment, such as water conservation, may not be priorities for the current LTC. I assure you however that those of us who choose to live here, and many who choose to play and rest here, do care that the nature of this island be preserved for future generations.

The "do nothing" approach to basic environmental issues of the current LTC is a dangerous position. It ignores the warnings of scientists locally, regionally and around the world. I am sure you are aware of the propensity of most people to not speak up until an Enbridge-class situation is on our doorstep. We hope better of our elected politicians, that they be proactive in heading off not only such potentially devastating events. We expect more, that they take the longer view in all their decisions, by moving in small steps to make things better, or at least prevent further degradation.

We are all here because of the unique and special nature of the island environment. We do not choose to live in an over-built city surrounded by concrete and traffic noise. Sadly, these areas are not only unique, they are changing and diminishing.

In my view, your job is mostly about protecting this environment, it's wetlands, water, forested areas and green spaces - not merely by making changes to the bylaws that relate to construction. You should be the champions of this unique environment, rather than the individual's right to do whatever they want on their property.

Your job is to specifically work on the principals that succinctly define why the Islands Trust was created in the first place: to "Preserve and Protect". If you are not actively working towards these stated goals, you are failing to perform your duties and should resign from the LTC.

Respectfully submitted this 4th day of September 2012.

**Joan Combes
609 Tumbo Channel Road
Saturna Island**

November 1, 2012

File No.: SA-DVP-2012.1

To: Saturna Island Local Trust Committee
Robert Kojima, Regional Planning Manager

From: Gary Richardson, Island Planner

Re: Development Variance Permit for 122 Payne Road

For the November 8, 2012 Saturna LTC Meeting

Owners: Robyn Quaintance and Lloyd Elling
Applicant: same
Location: Lot 7, Section 8, Saturna Island, Cowichan District, Plan 8220

122 Payne Road

THE PROPOSAL:

This proposal seeks to vary the Saturna Island Local Trust Committee Land Use Bylaw 78, 2002 as follows:

- (a) Subsection 4.2.8 (No building or structure except a fence or pumphouse shall be located within 7.6 metres of any front lot line or rear lot line) is varied to allow a dwelling to be sited as close as 6.3 metres from a front lot line;
- (b) Subsection 4.2.9 (No building or structure or part thereof except a fence or pumphouse shall be located within 3 metres of any interior side lot line is varied to allow an accessory building (shed) to be sited as close as 0.7 metres from an interior side lot line;
- (c) Subsection 4.2.9 (No building or structure or part thereof except a fence or pumphouse shall be located within 4.5 metres of any exterior side lot line is varied to allow an accessory building (shed) to be sited as close as 0.5 metres from an exterior side lot line; and
- (d) Subsection 4.2.9 (No building or structure or part thereof except a fence or pumphouse shall be located within 4.5 metres of any exterior side lot line is varied to allow an accessory building (shed) to be sited as close as 1.0 metre from an interior side lot line.

SITE CONTEXT:

The .18 hectare (0.44 acre) property is a waterfront property located on Boot Cove.

The lot slopes steeply from Payne Road to Boot Cove.

Presently, the site contains a dwelling and three small accessory buildings (treehouse, tool storage building and a wood storage building).

The most recent site visit was carried out October 5, 2012.

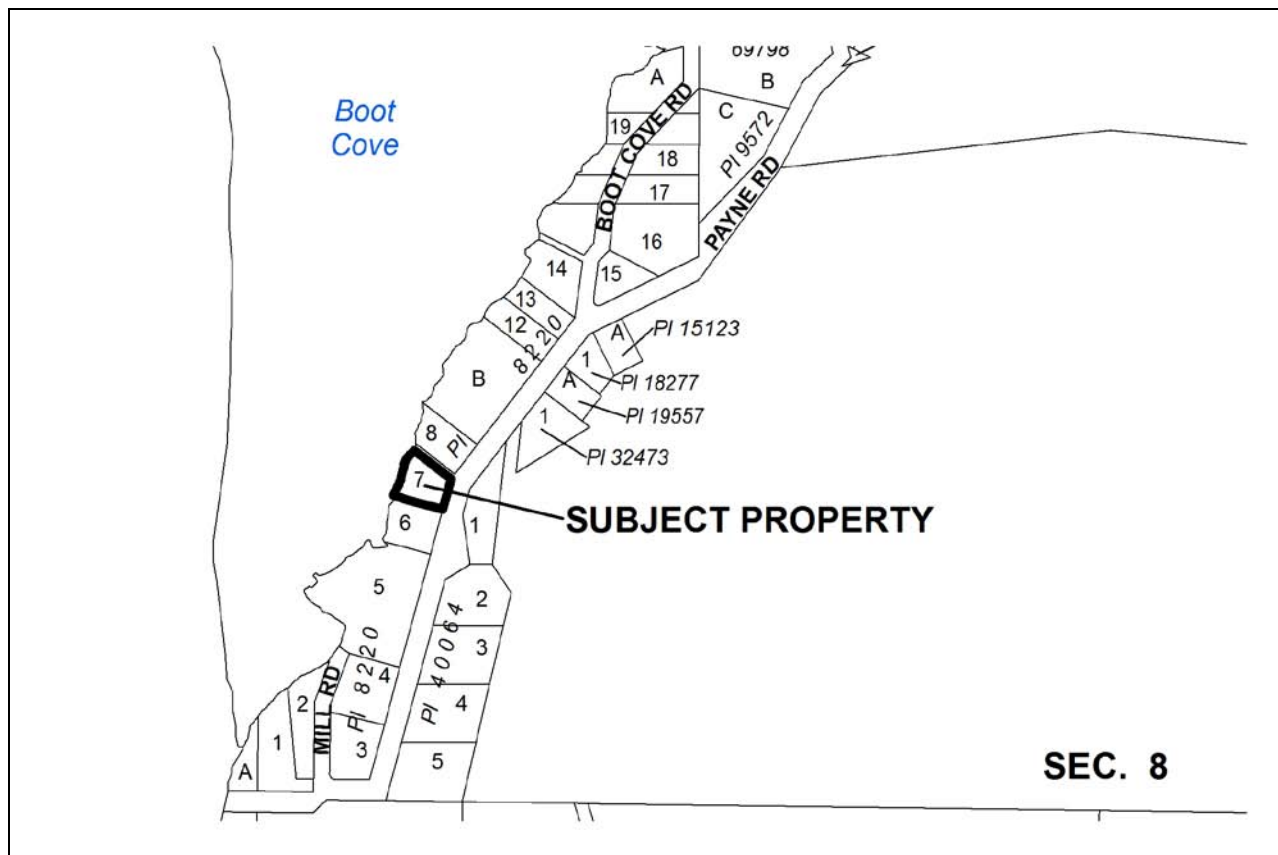


Figure 1: Location map of subject property



Figure 2: Orthophoto showing subject property



Figure 3: Orthophoto showing subject area

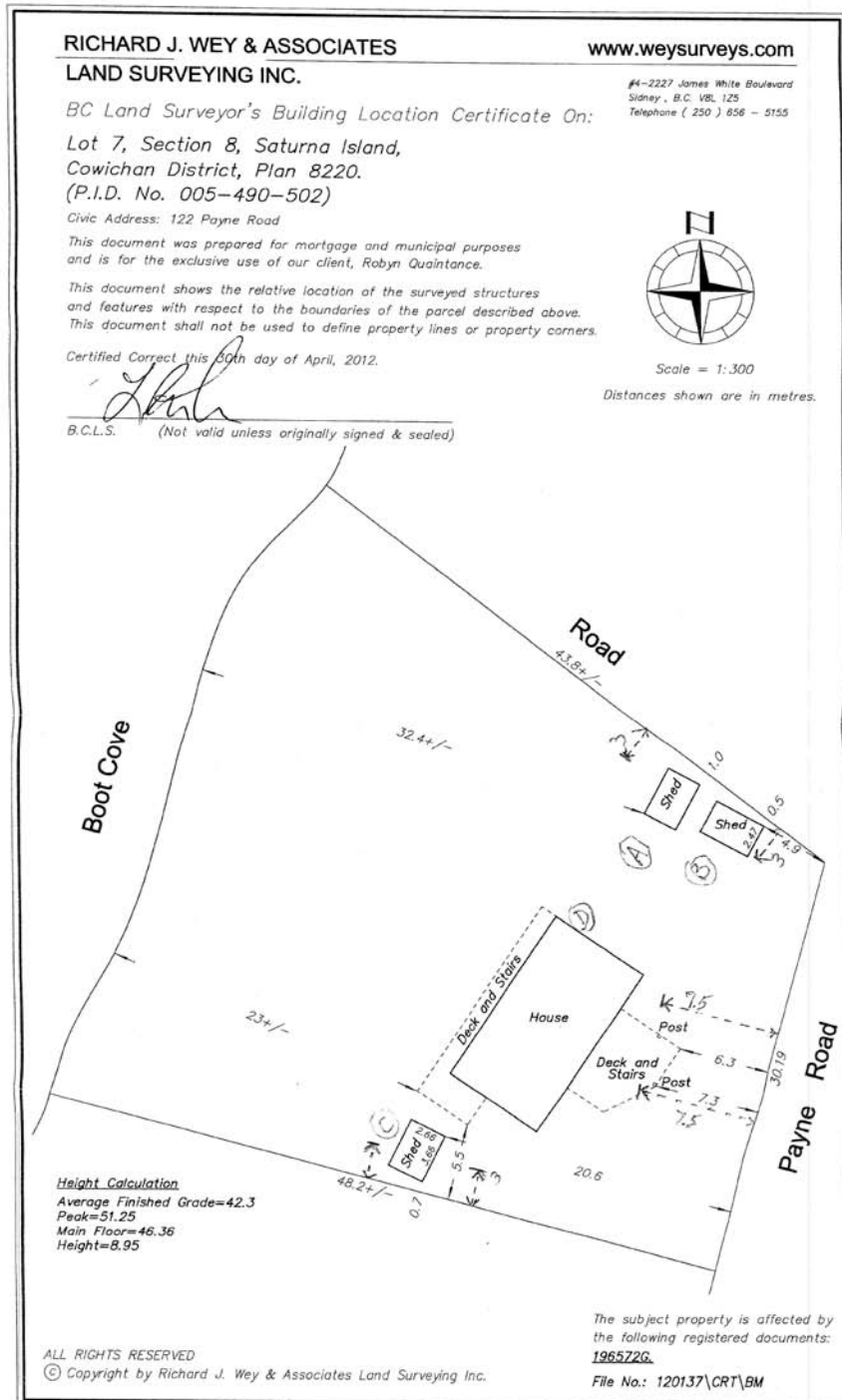


Figure 4: Site Survey showing buildings and structures

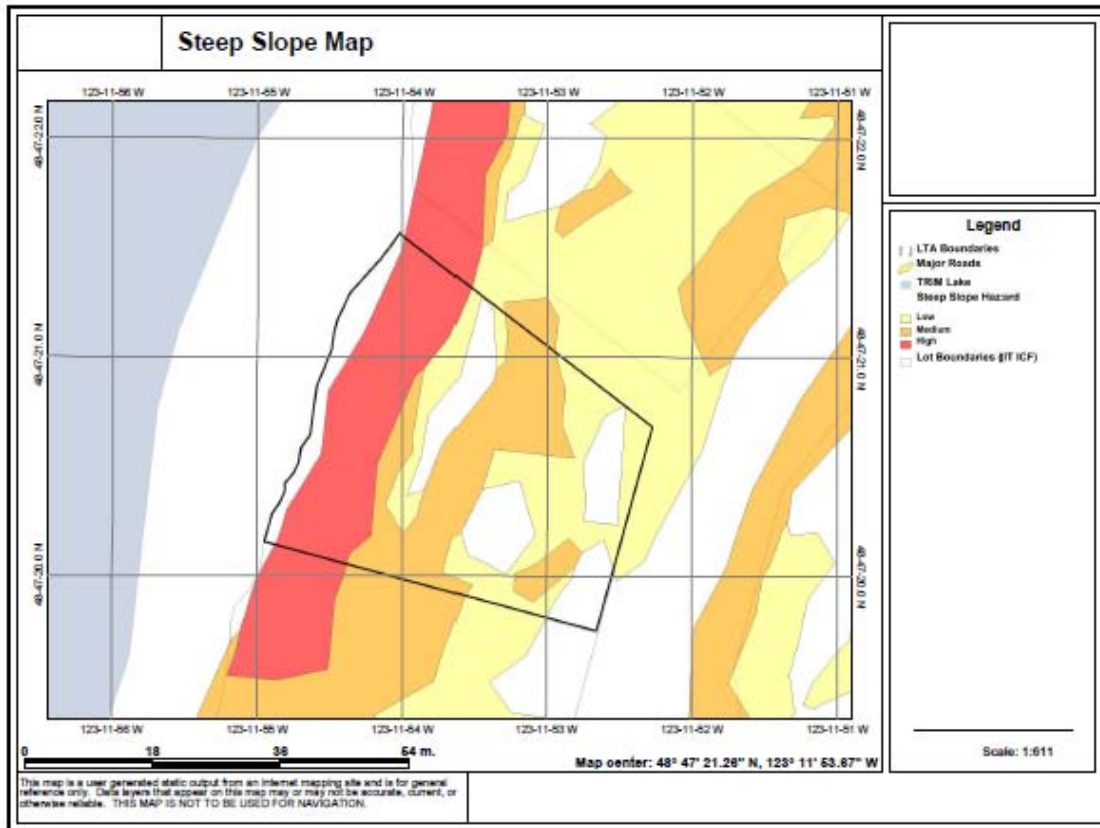


Figure 5: Steep Slope Map



Photo 1 – Front of residence



Photo 2 – Building A



Photo 3 – Buildings A and B



Photo 4 – Building C

CURRENT PLANNING STATUS OF SUBJECT LANDS:

Official Community Plan

The property subject to this application process is designated **Rural**. Section D1 of the Saturna Island Official Community Plan Bylaw No.70, 2000 contains policies regarding Rural land use on the island. OCP policies and objectives relevant to this application are listed below.

D.1 RURAL

The Rural designation identifies areas where a wide variety of human use and development activities may be permitted.

The Objective of this designation is to support a diverse community structure with a range of lot areas and forms of residential accommodation and to provide a range of zoning options for residential, commercial and industrial uses.

D.1.1 To protect the character of neighborhoods, separate zones in regulatory bylaws should provide for the following uses:

- b) Rural General where home based industry will be mixed with family homes and cottages, includes all home based occupations customary to a rural area.

D.1.G.1 Zoning for rural general use provides for a mix of home based enterprises together with family residences and cottages.

D.1.G.4 Site planning criteria relating to setbacks, building height, maximum floor area and total lot site coverage should be addressed through zoning.

Land Use Bylaw

The area of the property subject to this application is zoned **Rural General (RG)** in the Saturna Island Land Use Bylaw No.78, 2002. The regulations pertaining to this application are listed below.

RURAL GENERAL ZONE (RG)

Permitted Uses

4.2.1 In the **Rural General (RG) Zone** the following uses are permitted, subject to the regulations set out in this section and the general regulations set out in Part 2, and all other uses are prohibited.

4.2.1(1) *residential*;

4.2.1(2) *home occupations and home based industry*;

Residential Site Density

4.2.4 On a *parcel* 1.21 hectares (3 acres) or less the maximum density is one (1) *residence*.

Lot Coverage

4.2.7 On lots less than .4 hectare (one acre), lot coverage for buildings and structures shall not exceed 20 %

Building Setbacks

4.2.8 No *building* or *structure* or part thereof except a fence or *pumphouse* shall be located within 7.6 metres (25 ft.) of any *front lot line* or *rear lot line*.

4.2.9 No *building* or *structure* or part thereof except a fence or *pumphouse* shall be located within 3 metres (10 feet) of any *interior side lot line* nor subject to the regulations adopted pursuant to the *Highways Act*, shall be located closer than 4.5 metres (15 ft.) from an *exterior side lot line*.

4.2.10 No enclosure or *structure* for housing animals and poultry shall be closer than 7.6 metres (25 ft.) to any property line.

2.15 Measurements of Setbacks

2.15.2 Steps, eaves, gutters, cornices, sills, chimneys, or other similar features, may project up to 1 metre into the setback area or 0.5 metres in the case of a side yard setback area less than 3 metres in width; and balconies, decks and sun shades, may project up to 1 metre into the required setback area.

Development Permit Areas

The property is not subject to any development permit requirements.

Sensitive Ecosystems and Hazard Area:

Based on Sensitive Ecosystems Mapping there are no significant ecosystems on this property.

Archaeological Sites:

Based on information from the Provincial Remote Access to Archaeological Data (RAAD), there are no archaeological sites on this property.

Notwithstanding the foregoing, and by copy of this report, the owners are advised that the unearthing of any archaeological resource should be reported to the Archaeological Branch.

Covenants:

There are no covenants on the title.

Climate Change Mitigation and Adaptation

As this application is dealing with the setback from a lot line for existing buildings, this application has no direct bearing on climate change mitigation and adaptation.

RESULTS OF CIRCULATION:

Notices were circulated to surrounding property owners and residents on October 24, 2012. The notification period will end on November 6, 2012. At the writing of this staff report, one public submission had been received. Any additional public submissions will be brought forward at the November 8, 2012 Saturna LTC meeting.

ISSUES SUMMARY:

- *Applicant's stated rationale for the variance.* The applicant stated that they became aware of the encroachments after a survey was done and they were advised by the CRD that variances would be required to permit the siting of the residence and 3 accessory buildings.

The applicant states that it is not possible to relocate the footings for the stairway for the residence as it would be a substantial hardship as the nature of the site made it difficult to site a safe stairway.

The applicants rational for the siting of the three accessory buildings was not outlined in the application other than they became aware of the encroachments when the building inspector brought them to their attention.

- *The purpose of setbacks:* Generally, setbacks are intended to provide for safe separation between buildings on adjacent properties, the maintenance of privacy, the creation of yards, the establishment of a consistent development pattern within a neighbourhood, and certainty with respect to development.
- *Any expectations that may be created in approving the variance:* Granting a variance can potentially create an expectation in the community with regard to future applications. However, since variances consider the unique circumstances pertaining to a particular situation that may warrant the relaxation of a specific zoning regulation, it is unlikely to generate expectations for future applicants.

STAFF COMMENTS:

It is staffs understanding that the applicant was not aware of the encroachments until the survey was done and CRD building inspection staff brought the encroachments to their attention.

The CRD has been contacted to provide some of the background information regarding the permitting of the buildings on this property. As of the writing of this report no comments from the CRD had been received.

Comments have been received from the owner of Lot 4 (Cal Hollings). Lot 4 is not adjacent to the subject lot there are two lots separating them. Mr. Hollings questions as to how the buildings made it through building inspection. Staff cannot answer these from the CRDs perspective until the CRD provides comment. None of the adjacent property owners have provided comments as of the writing of this report. Mr. Hollings email is attached.

- 1) Siting of the Residence – Photo 1. The request is to allow for the siting of a portion of the residence (deck and stairs) to be as close as 6.3 metres from the front lot line (Payne Road). The LUB allows steps and decks to project up to 1 metre into the setback; therefore the actual setback required in this case is 6.5 metres. The site is quite steep with limited building locations for a residence. The site becomes steeper as you move down the lot from Payne Road towards Boot Cove. Some of the most suitable land for building is where the residence is currently sited. As a result of the size of the house and the limited siting possibilities the front stairs encroach into the front lot line setback.

Had the applicant and/or the CRD building inspection been aware that the residence encroached on the front lot line setback before construction started the residence could have been redesigned or sited differently to comply with setbacks. As the residence is substantially completed it appears as though it would be difficult for the applicant to redesign the stairs at this point. The variance request is to reduce the setback from 6.5 metres to 6.3 metres (7.5 minus 1) which is a reasonably minor variance given the limited height of the structure that is encroaching (stairs and deck). Staff is recommending that the variance for the siting of the residence be granted.

- 2) Accessory Building A - Accessory Building A is on the north side of the residence and is shown on photos 2 and 3. The building is 1.0 metres from the exterior side lot line. The adjacent property is an unconstructed road right-of-way. The shed is very close to the property line; however the unconstructed road gives a good separation between the shed and the closest residential lot (lot 8). Staff is recommending that before the variance is considered for this building that the applicants be asked to determine if the building can be lowered and/or moved closer to the residence to reduce its impact on the adjacent road right of way.
- 3) Accessory Building B – Accessory Building B is on the north side of the residence and is shown on photo 3. The building is 0.5 metres from the exterior side lot line. The adjacent property is an unconstructed road right-of-way. The shed is very close to the property line; however the unconstructed road gives a good separation between the shed and the closest residential lot (lot 8). Staff is recommending that before the variance is considered for this building that the applicants be asked to determine if the building can be lowered and/or moved closer to the residence to reduce its impact on the adjacent road right-of- way.
- 4) Accessory Building C – Accessory Building C is on the south side of the residence and is shown on photo 4. The building is sited 0.7 metres from an interior side line shared with adjacent Lot 6. Lot 6 is the lot most impacted by the accessory building being 0.7 metres from the lot line. As can be seen in the photos there are not many places to construct accessory buildings near the residence. Staff is recommending that before the variance is considered for this building that the applicants be asked to determine if the building can be lowered and/or moved closer to the residence to reduce its impact on lot 6. The CRD would also need to be consulted as a certain distance is required for fire separation.

RECOMMENDATIONS:

THAT SA-DVP-2012.1 (Quaintance and Elling) not be considered at this time, and that staff be directed to request the applicant to determine if the accessory buildings can be lowered and/or moved in order to reduce the building encroachments.

Prepared and Submitted by:

Gary Richardson

November 1, 2012

Gary Richardson
Island Planner

Date



Islands Trust

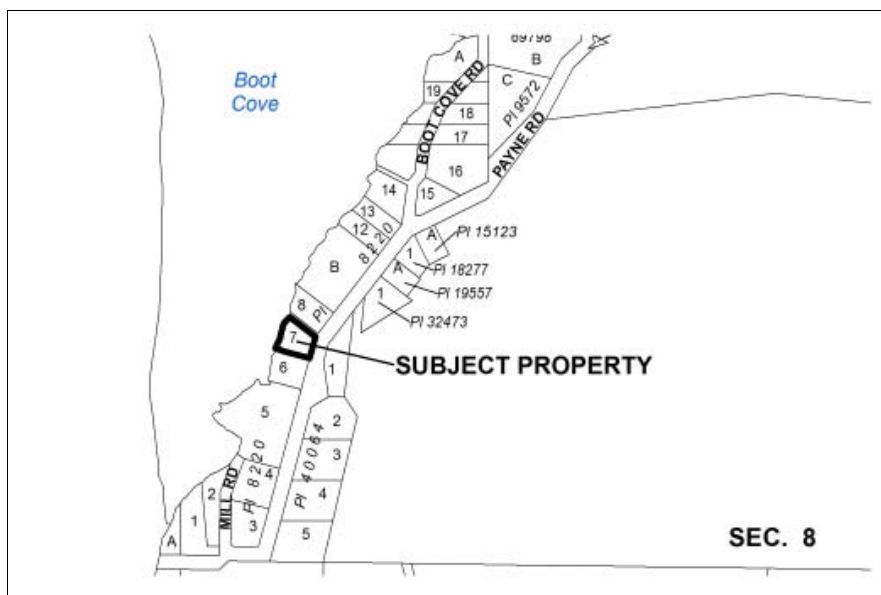
**NOTICE
SATURNA ISLAND LOCAL TRUST COMMITTEE
SA-DVP-2012.1**

NOTICE is hereby given that the Saturna Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit, pursuant to Section 922 of the *Local Government Act*, varying the following subsections of Saturna Island Local Trust Committee Land Use Bylaw No.78, 2002 (LUB): 4.2.8 (No building or structure except a fence or pumphouse shall be located within 7.6 metres of any front lot line or rear lot line); and 4.2.9 (No building or structure or part thereof except a fence or pumphouse shall be located within 3 metres of any interior side lot line nor closer than 4.5 metres from an exterior side lot line).

The purpose of this permit is to: allow a dwelling to be sited as close as 6.3 metres from a front lot line; allow an accessory building (shed) to be sited as close as 0.7 metres from an interior side lot line; allow a second accessory building (shed) to be sited as close as 0.5 metres from an exterior side lot line; and allow a third accessory building (shed) to be sited as close as 1 metre from an exterior side lot line.

The property is located at 122 Payne Road and the lot is legally described as Lot 7, Section 8, Saturna Island, Cowichan District, Plan 8220.

The general location of the subject property is shown in the following sketch:



A copy of the proposed permit may be inspected at the Islands Trust Office, 200 - 1627 Fort Street, Victoria, B.C., between the hours of 8:30 a.m. and 4:30 p.m., Monday to Friday inclusive, excluding Statutory Holidays, commencing October 24, 2012, and continuing up to and including November 6, 2012.

A copy of the proposed permit is also attached for your convenience.

Enquiries or comments should be directed to Planner Gary Richardson at (250) 405-5157, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 660-2421 and elsewhere in BC 1-800-663-7867. Written comments should be sent: by mail to the Islands Trust Office, at address noted above; by fax (250) 405-5155; or by email to: information@islandstrust.bc.ca , before 4:30 p.m., November 6, 2012.

The Saturna Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the regular business meeting starting at 12:30 p.m., November 8, 2012 at **the** Saturna Island Community Hall, 105 East Point Road, Saturna Island, B.C.

All applications are available for review by the public. Written comments made in response to this notice will also be available for public review.

Kathy Jones
Deputy Secretary



Islands Trust

PROPOSED

**SATURNA ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT
SA-DVP-2012.1**

To: Robyn Quaintance

1. This Development Variance Permit applies to the land described below:

Lot 7, Section 8, Saturna Island, Cowichan District, Plan 8220.
2. Saturna Island Local Trust Committee Land Use Bylaw 78, 2002 is varied as follows:
 - (a) Subsection 4.2.8 (No building or structure except a fence or pumphouse shall be located within 7.6 metres of any front lot line or rear lot line) is varied to allow a dwelling to be sited as close as 6.3 metres from a front lot line;
 - (b) Subsection 4.2.9 (No building or structure or part thereof except a fence or pumphouse shall be located within 3 metres of any interior side lot line is varied to allow an accessory building (shed) to be sited as close as 0.7 metres from an interior side lot line;
 - (c) Subsection 4.2.9 (No building or structure or part thereof except a fence or pumphouse shall be located within 4.5 metres of any exterior side lot line is varied to allow an accessory building (shed) to be sited as close as 0.5 metres from an exterior side lot line; and
 - (d) Subsection 4.2.9 (No building or structure or part thereof except a fence or pumphouse shall be located within 4.5 metres of any exterior side lot line is varied to allow an accessory building (shed) to be sited as close as 1.0 metre from an interior side lot line.
3. All work shall be consistent with that shown on Schedule A attached to and forming part of this permit.
4. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of "Saturna Island Local Trust Committee Land Use Bylaw No. 78, 2002" and to obtain other approvals necessary for completion of the proposed work.

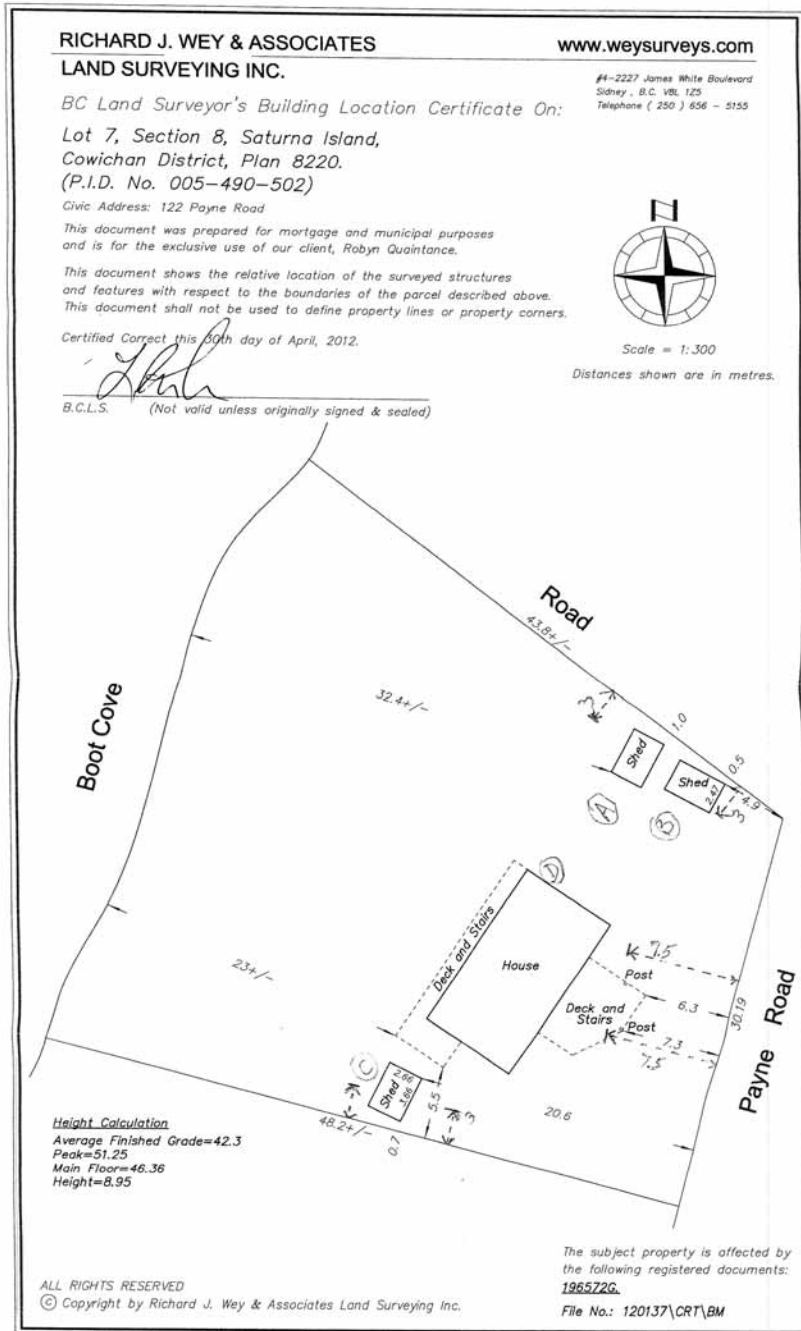
**AUTHORIZING RESOLUTION PASSED BY THE SATURNA ISLAND LOCAL TRUST
COMMITTEE THIS ____ DAY OF _____, 2012**

Deputy Secretary, Islands Trust

Date of Issuance

**IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE ____ DAY OF
_____, 2012, THIS PERMIT AUTOMATICALLY LAPSES.**

**SATURNA ISLAND LOCAL TRUST COMMITTEE
SA-DVP-2012.1
SCHEDULE A**



Kathy Jones

From: Gary Richardson
Sent: October-29-12 11:29 AM
To: Kathy Jones
Subject: FW: SA-DVP-2012.1

To be attached to application in agenda.

G

From: information
Sent: October-29-12 9:16 AM
To: Gary Richardson
Subject: FW: SA-DVP-2012.1

From: Cal Hollings [<mailto:calhollings@hotmail.com>]
Sent: October-27-12 4:37 PM
To: information
Cc: hpjanszen@saturnanet.net
Subject: SA-DVP-2012.1

Gary Richardson:

I have received the Variance application for 122 Payne Road, legally described as Lot 7, Section 8, Saturna Island, Cowichan District, Plan 8220.

I am surprised that the set back of 6.3m from front lot line, which contravenes the bylaw for 7.6m setback was not already picked up by the Building Inspector. Fire and Safety requires all exits to be built strictly according to the bylaw. How was this missed?

As for the miscellaneous sheds on the property.....as an owner located on the same road lot 4, we are very concerned that these were not again picked up by the Occupancy inspection as the structures have been there longer than the deck installation. Please explain, or do I have to contact Robert Gutierrez and ask the same question.

We as property owners and neighbours will not agree to a Variance and we will let our local Trustees know of our opinion in this matter.

We would expect a reply as to our questions regarding the lack of attention by the CRD in relations to the permit violations. Has this home received an Occupancy Permit and if so by whom?

Feel free to contact me if you have any questions or concerns.

Cal Hollings - 780-868-6738
Business email - chollings@chandos.com

Regards.

Date: November 2, 2012

File No.: SA-DVP-2012.2

For the meeting of November 8, 2012

To: Saturna Island Local Trust Committee

From: Gary Richardson
Island Planner

CC: Robert Kojima, Regional Planning Manager

Re: SA-DVP-2012.2 (Sewell)

Owners: Allen and Gayle Sewell
Applicants: same
Location: 101 Church Bay Road
Legal: That Part of the North ½ of Section 18, Saturna Island, Cowichan District, as Shown Outlined in Red on Plan 749R Except Parts in Plans 16929, 24256, 37639, 49442, VIP53810 and VIP63614.

BACKGROUND:

The owners are proposing to subdivide the existing 4.274 hectare (10.56 acre) property into a 0.704 hectare (1.74 acre) parcel and a 3.57 hectare (8.82 acre) remainder lot. During the review of the subdivision by staff it was determined that one of the lots does not comply with the Saturna Land Use Bylaw (LUB). Proposed Lot A does not comply with the width to depth ratio contained in section 12.10 of the LUB. This application seeks to vary section 12.10.

CURRENT PLANNING STATUS OF SUBJECT LANDS:

Official Community Plan: the lots are designated Rural on the OCP Land Use Schedule.

The following policy relates to subdivisions in the Rural designation:

- D.1.3** Development criteria relating to minimum lot area, such as setbacks, depth to width ratio, and site coverage, should be specified in regulatory bylaws for each type of residential use and each form of commercial, commercial recreation and accommodation, and industrial use.

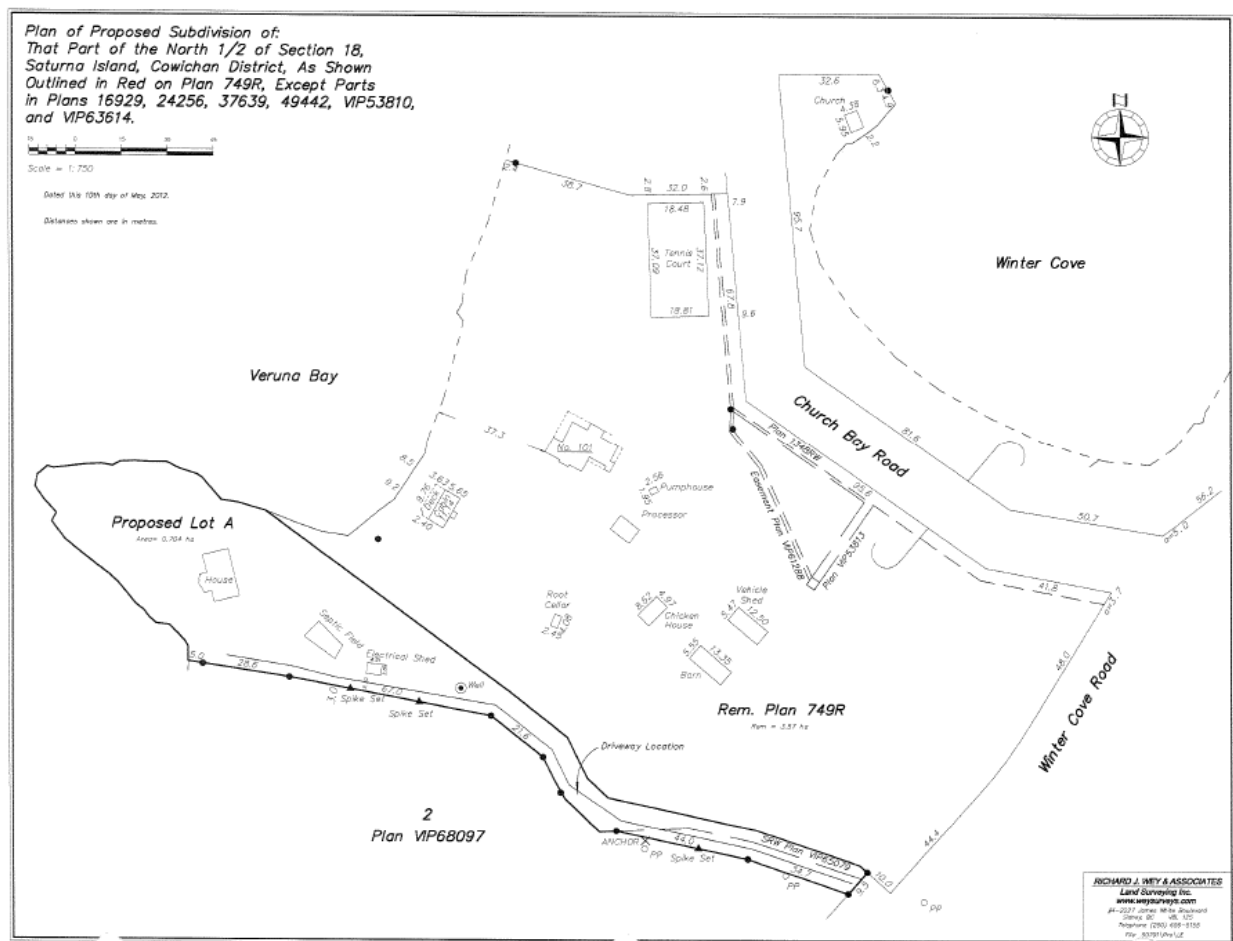
Land Use / Zoning Bylaw: the lots are zoned Rural General (RG) in the Land Use Bylaw. The LUB establishes the following subdivision minimum parcel size in this zone:

8.3.1 Subdivision Requirements

- (1) No lot having an area less than 0.81 hectares (2 acres) may be created by subdivision in the Rural General (RG) Zone.
- (2) No subdivision plan may be approved unless the lots created by the subdivision have an average area of at least 2.02 hectares (5 acres).

Lot Width

12.10 No lot may have a width less than one third of its depth.



Subject Property



Orthophoto showing subject property and surrounding area

SITE CONTEXT: the property subject to the application fronts both Winter Cove and Church Bay Roads. It is 4.274 ha in size and is predominantly flat. There are two dwellings, one cabin, a tennis court and several outbuildings. The property is presently used for grazing.

COMMUNITY INFORMATION MEETING(S): a community information meeting is not typically recommended for a DVP application.

RESULTS OF CIRCULATION: notices were circulated to surrounding property owners and residents on October 24, 2012. The notification period will end on November 6, 2012. At the writing of this staff report, no public submissions had been received. Any public submissions will be brought forward at the November 8, 2012 Saturna LTC meeting.

ISSUES SUMMARY:

- *Applicant's stated rationale for the variance.* The applicant states that the layout shown on the proposed plan of subdivision minimizes encroachment on arable land and that the point of land makes length to width a problem.
- *The purpose of width to depth ratios:* Generally, width to depth ratios are put in place to minimize a proliferation of long narrow lots being created along a desirable feature such as the ocean, lake, golf course etc. This regulation also gives the LTC a control on lot design beyond just minimum and average lot size.
- *Any expectations that may be created in approving the variance:* Granting a variance can potentially create an expectation in the community with regard to future applications. However, since variances consider the unique circumstances pertaining to a particular situation that may warrant the relaxation of a specific zoning regulation, it is unlikely to generate expectations for future applicants.

STAFF COMMENTS:

The applicants stated rationale does have merit as the proposed layout does minimize the amount of arable land taken from the larger remainder lot.

The location of the existing buildings also makes this layout appropriate for this property.

For this situation, for the one lot being created (lot A), it is staff's recommendation that the width to depth ratio be reduced to allow for the proposed subdivision layout shown in this report.

The proposed subdivision plan is presently being considered by the Agricultural Land Commission as the property is in the ALR. The design of the lot may change if the ALC does not approve the proposal or recommends a revised layout.

Options:

- 1) Approve the variance as proposed;
- 2) Defer consideration until ALC review is complete;
- 3) Not approve the variance.

RECOMMENDATION:

1. THAT SA-DVP-2012.2 (Sewell) be considered for approval by RWM or at a future LTC meeting once the ALCs response is received.

Respectfully submitted by:

Gary Richardson

November 2, 2012

Gary Richardson, Island Planner

Date



Islands Trust

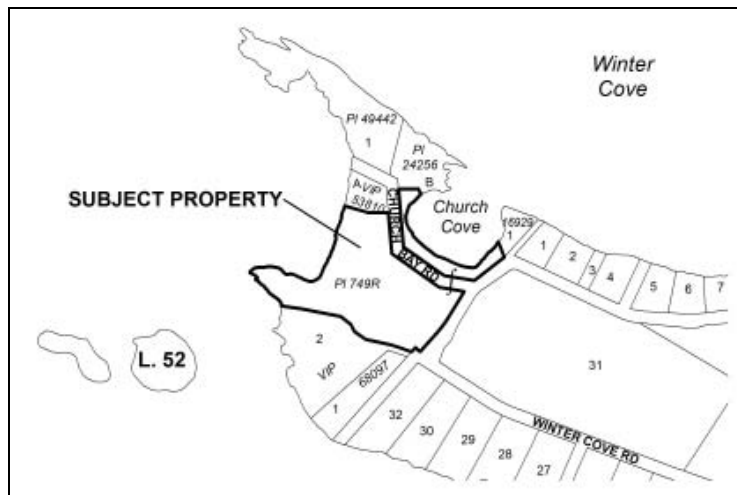
**NOTICE
SATURNA ISLAND LOCAL TRUST COMMITTEE
SA-DVP-2012.2**

NOTICE is hereby given that the Saturna Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit, pursuant to Section 922 of the *Local Government Act*, varying section 12.10 (No lot may have a width less than one third its depth) of Saturna Island Local Trust Committee Land Use Bylaw No.78, 2002 (LUB).

The purpose of this permit is to allow for a two lot subdivision to be created where one of the lots has a width less than one third its depth .

The property is located at 122 Winter Cove Road and the lot is legally described as that part of the North ½ of Section 18, Saturna Island, Cowichan District, as shown outlined in red on Plan 749R except parts in Plan 16929, 24256, 37639, 49442, VIP53810 and VIP63614

The general location of the subject property is shown in the following sketch:



A copy of the proposed permit may be inspected at the Islands Trust Office, 200 - 1627 Fort Street, Victoria, B.C., between the hours of 8:30 a.m. and 4:30 p.m., Monday to Friday inclusive, excluding Statutory Holidays, commencing October 24, 2012, and continuing up to and including November 6, 2012.

A copy of the proposed permit is also attached for your convenience.

Enquiries or comments should be directed to Planner Gary Richardson at (250) 405-5157, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 660-2421 and elsewhere in BC 1-800-663-7867. Written comments should be sent: by mail to the Islands Trust Office, at address noted above; by fax (250) 405-5155; or by email to: information@islandstrust.bc.ca , before 4:30 p.m., November 6, 2012.

The Saturna Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the regular business meeting starting at 12:30 p.m., November 8, 2012 at the Saturna Island Community Hall, 105 East Point Road, Saturna Island, B.C.

All applications are available for review by the public. Written comments made in response to this notice will also be available for public review.

Kathy Jones, Deputy Secretary



PROPOSED

SATURNA ISLAND LOCAL TRUST COMMITTEE

DEVELOPMENT VARIANCE PERMIT

SA-DVP-2012.2

To: Al Sewell

1. This Development Variance Permit applies to the land described below:

That part of the North ½ of Section 18, Saturna Island, Cowichan District, as shown outlined in red on Plan 749R except parts in Plan 16929, 24256, 37639, 49442, VIP53810 and VIP63614

2. Saturna Island Local Trust Committee Land Use Bylaw 78, 2002 is varied as follows:

(a) Section 12.10 (No lot may have a width less than one third its depth) is varied to allow for a two lot subdivision to be created where one of the lots (proposed Lot A) has a width less than one third its depth .

3. All work shall be consistent with that shown on Schedule A attached to and forming part of this permit.

4. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of "Saturna Island Local Trust Committee Land Use Bylaw No. 78, 2002" and to obtain other approvals necessary for completion of the proposed work.

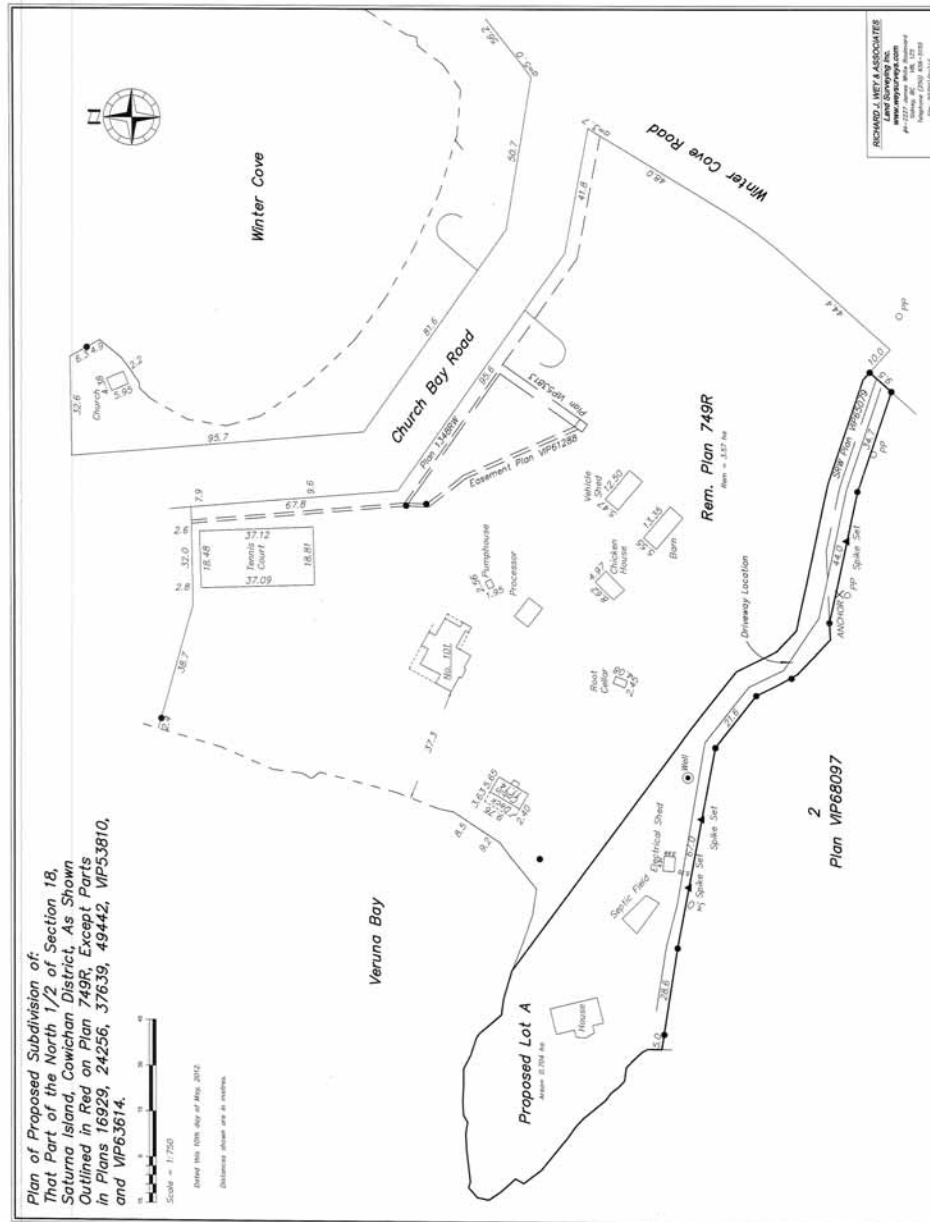
AUTHORIZING RESOLUTION PASSED BY THE SATURNA ISLAND LOCAL TRUST COMMITTEE THIS ____ DAY OF _____, 2012

Deputy Secretary, Islands Trust

Date of Issuance

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE ____ DAY OF _____, 2012, THIS PERMIT AUTOMATICALLY LAPSES.

SATURNA ISLAND LOCAL TRUST COMMITTEE
SA-DVP-2012.2
SCHEDULE A





BYLAW REFERRAL FORM

Suite 200, 1627 Fort Street
Victoria, B.C. BC V8R 1H8
Ph: (250) 405-5151
Fax: (250) 405-5155
information@islandstrust.bc.ca
www.islandstrust.bc.ca

Islands Trust

Island: South Pender Island Local Trust Area

Bylaw No.: 111

Date: September 20, 2012

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected. For your information a Public Hearing to consider the Bylaw will be held following 30 days.

APPLICANTS NAME / ADDRESS:

LTC-initiated

PURPOSE OF BYLAW:

The South Pender Island Local Trust Committee is currently amending their Land Use Bylaw; the key amendments are summarized below.

- Floor area would be measured from the interior side of the outside walls rather than the exterior side: the objective is to remove a barrier for owners considering cob, straw bale or low energy building using double walled, R-40 design.
- Allowing ocean-based geoexchange (geothermal) systems in the marine zones, which would be limited to systems using only freshwater as the circulating heat transfer fluid.
- Permit and regulate storage buildings as a principal use in zones where a residential use is also permitted; this would allow one storage building to be legally constructed without a dwelling on the property.
- To change the required setback for pump/utility houses from 0 (currently exempt) to 3.0 metres to coincide with building code requirements.
- Reduce the setback for ground level solar collectors, less than 4.6 metres in height to 3.0 metres.
- Allow attached dwellings on those lots where two or more dwellings are permitted.
- Limit the maximum size of a single family dwelling to 375m² (4036ft²).
- Exempt above or below ground utility lines from the definition of structure, setbacks would then not apply.

GENERAL LOCATION:

South Pender Island Local Trust Area

LEGAL DESCRIPTION:

n/a

SIZE OF PROPERTY AFFECTED:

n/a

ALR STATUS:

n/a

OFFICIAL COMMUNITY PLAN DESIGNATION:

n/a

OTHER INFORMATION:

The South Pender Island Land Use Bylaw is available for your reference on-line at:
<http://www.islandstrust.bc.ca/ltc/sp/pdf/spbylbaselub0092.pdf>

Please fill out the Response Summary on the back of this form. If your agency's interests are "Unaffected", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.

Kathy Jones
(Signature)

AP

Name: Andrea Pickard

Title: Island Planner

Telephone: 250-405-5189

Email: apickard@islandstrust.bc.ca

This referral has been sent to the following agencies:

Federal Agencies

Parks Canada
Department of Fisheries & Oceans – Small Craft Harbour Branch

Provincial Agencies

Ministry of Transportation & Infrastructure – Saanich Area Office
Agricultural Land Commission
Ministry of Forest, Lands & Natural Resource Operations –
Ecosystems Protection
Ministry of Forest, Lands & Natural Resource Operations – Crown
Lands & Resource

Non-Agency Referrals

Islands Trust Fund
Islands Trust Bylaw Enforcement

Regional Agencies

Capital Regional District – Building Inspection
Vancouver Island Health Authority

Adjacent Local Trust Committees and Municipalities

Saturna Island Local Trust Committee
North Pender Island Local Trust Committee

First Nations

Cowichan Tribes
Halalt First Nation
Lake Cowichan First Nation
Lyackson First Nation
Malahat First Nation - Te'mexw Treaty Association
Pauquachin First Nation
Penelakut Tribe
Semiahmoo First Nation
Stz'uminus First Nation
Tsartlip First Nation
Tsawout First Nation
Tsawwassen First Nation
Tseycum First Nation

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐

Approval Recommended for Reasons Outlined Below

☐

Approval Recommended Subject to Conditions Outlined Below

☐

Interests Unaffected by Bylaw

☐

Approval Not Recommended Due to Reason Outlined Below

South Pender Island Trust Area

(Island)

111(South Pender)

(Bylaw Number)

(Name)

(Signature)

(Title)

(Agency – Please Print)

(Phone Number)

(Date)



Memorandum

Date October 30, 2012 File Number SP 6500-20
2012 (RAR)

To Saturna Island Local Trust Committee
For the meeting of November 8, 2012

From Gary Richardson
Island Planner

Re **Proposed Bylaw 109 (Implementation of Provincial Riparian Areas Regulation) –
Post Public Hearing Procedures**

The Saturna Island Local Trust Committee is considering a bylaw to amend the OCP to include a revised DPA that would comply with the Riparian Areas Regulation. A public hearing is scheduled for November 8th. A public hearing is a quasi-judicial process within and following which specific procedures must be followed

Following the hearing, the LTC may choose to give further readings to a bylaw, defeat a bylaw, or alter a bylaw within certain parameters. The procedural steps following the close of the hearing are as follows:

1. Consideration of Second Reading (this may include amendments to alter a bylaw).
2. Consideration of Third Reading.
3. Forwarding of the bylaw to Executive Committee for approval.
4. Forwarding of the bylaw to the Minister's office for approval (OCP amendment bylaws only).
5. Reconsideration and adoption.

Following the close of the hearing, the LTC may not hear further submissions without holding a new hearing. The principle is that if new information is considered by the LTC, all other interested parties also need to have the opportunity to consider any new relevant material and to make further representations to the LTC. The courts have clarified that this does not open the door to endless public hearings: a local government body can legitimately decide that after a hearing it wishes to hear further from staff on issues raised at the hearing.

A bylaw may be altered after the hearing, based on information received or heard by the LTC at any point prior to the close of the hearing, provided that the amendments do not alter use or increase density, or decrease density without a landowner's consent.

Finally, section 879 of the *Local Government Act* requires that in considering an OCP, or an amendment to an OCP, that the local government "must provide one or more opportunities it

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considers appropriate for consultation with persons, organizations and authorities it considers will be affected.” This consultation must be in addition to the public hearing and specifically should include affected agencies, First Nations and other levels of government. As a practice, this consultation is built into the referral process for all LTC bylaws; in addition, an LTC will typically hold community information meetings or other means of community consultation prior to the formal hearing. In order to confirm that the LTC has addressed this legislative requirement, it is recommended that the LTC adopt a resolution to the effect that it has undertaken consultation that it considers appropriate.

If the Executive Committee and Minister approve the bylaw, the next step for the LTC would be to adopt the bylaw.

RECOMMENDATIONS:

1. THAT Saturna Island Local Trust Committee proposed Bylaw No. 109, cited as “Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 2, 2012” be read a First time.
2. THAT Saturna Island Local Trust Committee proposed Bylaw No. 109, cited as “Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 2, 2012” be read a Second time.
3. THAT the Saturna Island Local Trust Committee proposed Bylaw No. 109 be forwarded to the Secretary of the Islands Trust for Executive Committee approval.
4. THAT the Saturna Island Local Trust Committee proposed Bylaw 109 be forwarded to the Minister of Community, Sport and Cultural Development for approval.

pc Robert Kojima, Regional Planning Manager

BYLAW NO. 109

A BYLAW TO AMEND THE OFFICIAL COMMUNITY PLAN

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

AND WHEREAS Section 29 of the *Islands Trust Act* gives the Saturna Island Local Trust Committee the same power and authority of a Regional District under Part 26, except sections 932 to 937 and 939, of the *Local Government Act*;

AND WHEREAS the Saturna Island Local Trust Committee wishes to amend the Saturna Island Official Community Plan Bylaw No. 70, 2000;

AND WHEREAS the Saturna Island Local Trust Committee has held a Public Hearing;

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

1. CITATION

This Bylaw may be cited for all purposes as "Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 2, 2012."

2. SCHEDULES

Schedules A (Policy Document) and E (Development Permit Areas) of Saturna Island Official Community Plan No. 70, 2000 are amended as indicated on Schedule 1, attached to and forming part of this amending bylaw.

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME this 6th day of September , 2012.

READ A SECOND TIME this day of , 2012.

PUBLIC HEARING HELD this day of , 2012.

READ A THIRD TIME this day of , 2012.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST this
day of , 2012.

APPROVED BY THE MINISTER OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT this
day of , 2012.

ADOPTED this day of , 2012.

DEPUTY SECRETARY

CHAIR

**SATURNA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 109**

SCHEDULE 1

1. Schedule A of the Saturna Island Local Trust Committee Bylaw No. 70, cited as, "Saturna Island Official Community Plan Bylaw No. 70, 2000" is amended by deleting Section G.1 (Streams and Wetlands – Lyall Creek) in its entirety and replaced with the following:

"G.1 DEVELOPMENT PERMIT AREA ONE - LYALL CREEK

G.1.1 Designation

This development permit area includes all land designated on Schedule E of this plan as being within DPA 1, consisting of:

- a) Riparian assessment areas related to the watercourses, wetlands and water bodies that are a stream as that term is defined in the Riparian Areas Regulation, which includes any of the following that provides fish habitat:
- a watercourse, whether it usually contains water or not;
 - a pond, lake, river, creek or brook;
 - a ditch, spring or wetland that is connected by surface flow to a stream;

and consisting of the surface of the water body, and:

- for a watercourse, a 30 metre strip on both sides of the stream measured from the high water mark;
 - for a lake, wetland or other water body, a 30 metre area around the water body measured from the high water mark of the water body.
- b) The surface area of the other water bodies and an area consisting of a 7.6 metre strip on both sides of the water body measured from the natural boundary;

and Schedule E shall be so interpreted. The actual location of the streams, water bodies and the DPA boundary may need to be determined on a site-specific basis by a qualified environmental professional or a surveyor.

G.1.2 Authority

This development permit area is established, pursuant to Section 919.1(1)(a) of the *Local Government Act*, for the protection of the natural environment, its ecosystems and biological diversity.

Terms used in this section that are defined in the Riparian Areas Regulation (RAR) are intended to be interpreted in accordance with the definition given in the Regulation, as it may be amended from time to time.

G.1.3 Special Conditions and Objectives that Justify the Designation

Lyall Creek, its tributaries and wetlands provide natural fish and wildlife habitat, particularly for sea-run cut-throat trout and salmon. Development in this development permit area shall ensure there is no degradation of water quality and quantity that would be detrimental to fish and wildlife populations.

This Development Permit Area contains riparian habitat important to many different species and is particularly susceptible to disturbance. It also contains plants and wildlife that have been placed on the red or blue list of rare and endangered species by the Ministry of Environment and the Ministry of Forests, Lands and Natural Resource Operations. Development could lead to the disturbance or loss of a large number of different native plant and animal species.

It is the Object of the Islands Trust 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.”

It is a policy of the Islands Trust Council that local trust committees shall in their Official Community Plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or water courses, wetlands or riparian zones and to protect aquatic wildlife.

Furthermore, the province of British Columbia's *Fish Protection Act*, requires that local governments establish regulations to protect riparian areas. The reason for this designation is to protect riparian areas from development so that the areas can provide natural features, functions and conditions that support fish life processes.

G.1.4 Development Approval Information

Development Permit Area 1 – Lyall Creek is designated as an area for which development approval information may be required as authorized by Section 920.01 of the *Local Government Act*. Development approval information in the form of a report from a qualified environmental professional (QEP) may be required due to the special conditions and objectives described above.

G.1.5 Application Requirements

The applicant must, in addition to any other application requirements enacted or imposed by the Local Trust Committee, provide at their expense an assessment report from a Qualified Environmental Professional (QEP), and which where required by the Riparian Areas Regulations, has been submitted to the RAR notification system.

G.1.6 Applicability

The following activities shall require a development permit whenever they occur within the DPA, unless specifically exempted below:

- a) Subdivision of land;
- b) Construction of, addition to or alteration of a building or other structure;
- c) Alteration of land; and
- d) Development as that term is defined in the Riparian Areas Regulation.

G.1.7 Exemptions

The following activities are exempt from any requirement for a development permit:

- a) the reconstruction, repair or maintenance of a pre-existing permanent structure on its existing foundation
- b) interior or structural exterior alterations, renovations or repair to a pre-existing permanent building or structure on an existing foundation to an extent that does not alter, extend or increase the building's footprint
- c) forest management activities, as defined in the *Private Managed Forest Land Regulation*, on land classified as managed forest land under the *Private Managed Forest Land Act*
- d) forest management activities on land that is the subject of a woodlot license or tree farm license under the *Forest and Range Practices Act*

- e) farm operations as defined in the *Farm Practices Protection (Right to Farm) Act* and farm uses as defined in Section 2(2) of the *Agricultural Land Reserve Use, Subdivision, and Procedure Regulation*
- f) mining activities regulated by the *Mines Act*
- g) all park uses not consisting of commercial, residential, or industrial activities
- h) the removal of trees that have been examined by an arborist or qualified professional and certified to pose an immediate threat to life or property
- i) gardening and yard maintenance activities within an existing landscaped area, including mowing, pruning, planting and minor soil disturbance that does not alter the general contours of the land
- j) the placement of impermanent or moveable structures, such as benches, tables and garden ornaments
- k) emergency procedures to prevent, control or reduce immediate threats to life or property including:
 - i) emergency actions for flood protection and erosion protection;
 - ii) clearing of an obstruction from a bridge or culvert or an obstruction to drainage flow;
 - iii) repairs to bridges and safety fences carried out in accordance with the *Water Act*.
- l) the construction of a fence if no native trees are removed and the disturbance of native vegetation is restricted to 0.5 metres on either side of the fence, or 1.5 metres on either side of the fence in agricultural areas
- m) ecological restoration and enhancement projects undertaken or authorized by a public body
- n) work that is authorized by Fisheries and Oceans Canada by permit under section 35 of the *Fisheries Act*
- o) changes in or about a stream authorized under Section 9 of the *Water Act*
- p) works undertaken by a local government or a body established by a local government
- q) for certainty, any work that is not “development” as that term is defined in the *Riparian Area Regulation*
- r) for certainty, all uses that are not residential, commercial or industrial or accessory to such a use
- s) for certainty, actions undertaken by the Crown or an agent of the Crown

G.1.8 Guidelines

Prior to undertaking any development activities within Development Permit Area 1 an owner of property shall apply to the LTC for a development permit, and the following guidelines apply:

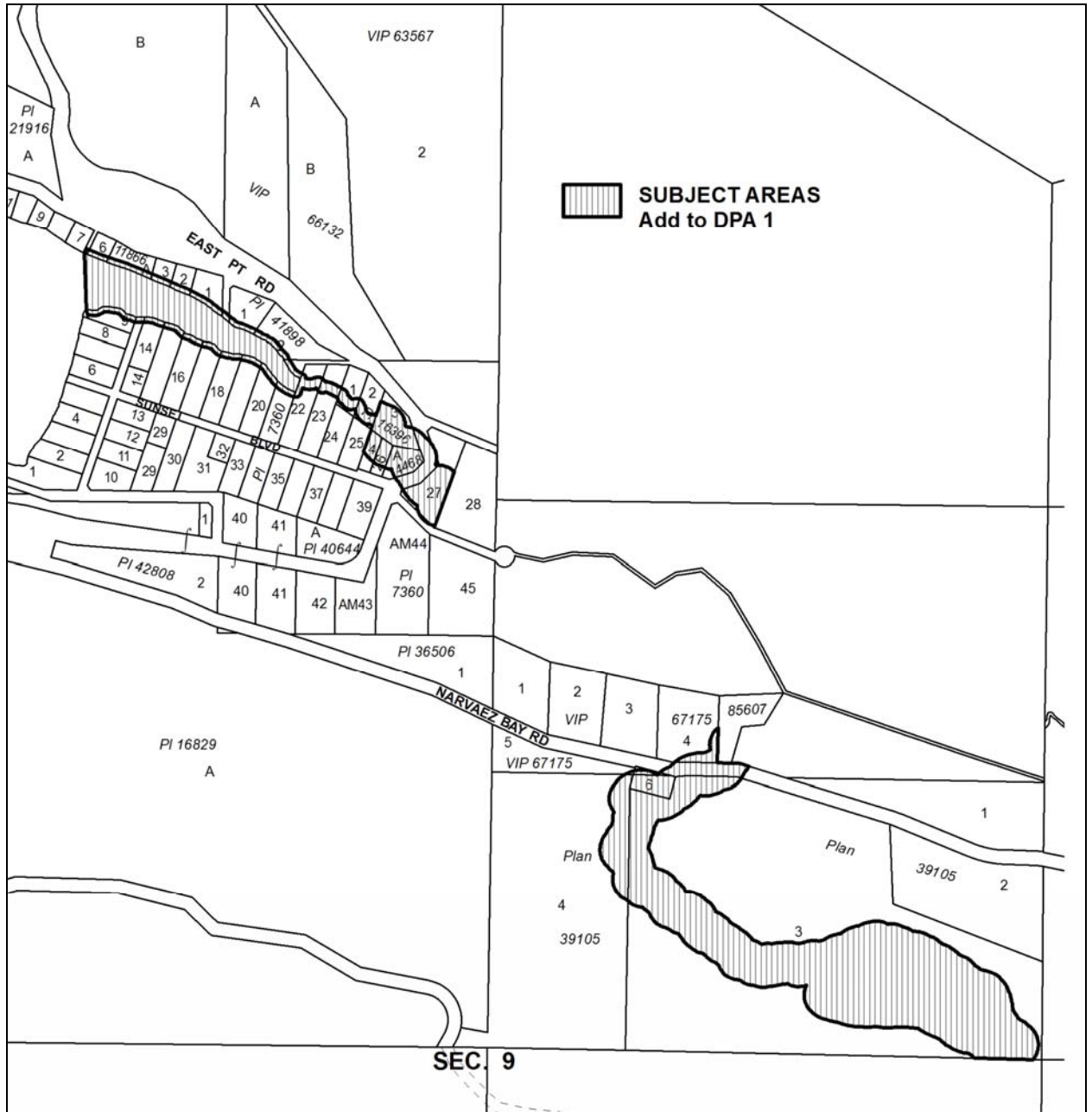
- a) In general, all development in this DPA should be undertaken in a manner that minimizes impact on riparian areas, water bodies and ecosystems. Where a Qualified Environmental Professional (QEP) or other professional has made recommendations for mitigation measures, enhancement or restoration in order to lessen impacts on riparian areas and ecosystems, the Local Trust Committee may impose permit conditions, including a requirement for security in the form of an irrevocable letter of credit, to ensure the protection of riparian areas and ecosystems consistent with the measures and recommendations described in the report.
- b) The development permit should not allow any development activities to take place within any Streamside Protection and Enhancement Area (SPEA) or other buffer area recommended by a QEP, and the owner should be required to implement a plan for protecting the SPEA or buffer

area over the long term through measures that may be implemented as conditions of the development permit.

- c) Where the QEP's report describes an area as suitable for development with special mitigating measures, the development permit should only allow the development to occur in compliance with the measures described in the report. Monitoring and regular reporting by a QEP or other professional at the applicant's expense may be required during construction and development phases, as specified in a development permit.
- d) The following guidelines are applicable to floats and associated structures within the development permit area:
 - i) floats should not be placed in areas identified as important to fish life processes where installation of a float would compromise the functioning of the processes;
 - ii) a ramp or float should not rest on the bed of the water body;
 - iii) the use of treated wood in the water body should be avoided;
 - iv) floatation material should be contained within a durable shell to prevent disintegration;
 - v) pervious surfacing should be used on ramps and floats (e.g. grating or separated boards);
 - vi) any areas disturbed during installation should be restored;
 - vii) where a float is being replaced, all old materials should be removed from the riparian area.
- e) The following guidelines are applicable to other structures permitted by zoning on the foreshore within the development permit area:
 - i) In general, development of the foreshore should be limited, should minimize negative impacts on the ecological health of the immediate area, and should not impede public access.
 - ii) Shoreline protection measures should be limited to those necessary to prevent damage to existing structures or established uses on the adjacent upland. Softer shore protection measures should be considered first, and only if all options to locate and design without the need for shore protection works have been demonstrated to have been exhausted should such works be considered.
 - iii) Sea level rise, storm surges, and other anticipated effects of climate change should be addressed in all applications.
 - iv) New upland structures or additions to existing structures within the DPA should be located and designed to avoid the need for shore protection works.
- f) If the nature of the proposed project changes after the QEP report has been prepared such that it is reasonable to assume that the QEP's assessment of the impact of the development may be affected, the LTC may require the applicant to have the QEP update the assessment at the applicant's expense and DP conditions may be revised accordingly.
- g) The LTC may consider variances to subdivision or building siting or size regulations where the variance may result in enhanced protection of a sensitive area in compliance with recommendations of a QEP report."

2. Schedule E (Development Permit Areas) of the Saturna Island Local Trust Committee Bylaw No. 70, cited as, "Saturna Island Official Community Plan Bylaw No. 70, 2000" is amended by deleting DP Area 1 in its entirety and replacing it with a new DP Area 1, as shown on Plan No. 1, which is attached to and forms part of this bylaw.

Plan 1





STAFF REPORT

October 30, 2012

File No.: SA 6500-20 (Ocean Loop Geo-exchange)

To: Saturna Island Local Trust Committee
For the meeting of November 8, 2012

From: Robert Kojima
Regional Planning Manager
Local Planning Services

Re: Ocean Loop Geo-exchange

PURPOSE:

This issue is a Top Priority on the LTC's Work Program, specifically to prepare a "report on options to permit and regulate ocean loop geo-exchange systems". At the meeting of September 6th, the LTC considered a staff report with a number of options¹ and passed the following resolution:

Resolution SA-LTC-61-12

It was Moved and Seconded that the Saturna Island Local Trust Committee direct staff to prepare a bylaw that would amend the Land Use Bylaw to include a definition of ocean loop geo-exchange systems and to add ocean loop geo-exchange systems as a permitted use in the marine zones, and to bring the bylaw back to a subsequent LTC meeting for consideration.

CARRIED

The previous staff provided background and context on Ocean loop (or sometimes "ocean based") geo-exchange systems and the regulatory options available to the LTC.

CURRENT POLICY:

Trust Policy Statement:

Relevant Directive policies include:

- 3.1.3 - the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area
- 3.4.4 - the protection of sensitive coastal areas
- 3.4.5 – the planning for and regulation of development in coastal regions to protect natural coastal processes

¹ <http://www.islandstrust.bc.ca/ltc/sa/pdf/saoceanloopstrptaug082012.pdf>

- 4.5.10 – the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments
- 5.1.3 – the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic values of the Trust Area

Official Community Plan: the OCP currently includes a number of policies relevant to consideration of this issue:

- D.8.9** To preserve natural environmental processes and scenic qualities of the area:
- a) no fill or riprap should be permitted within coastal areas; and
 - b) no building or structure, except those for providing access to the foreshore, is to be constructed within 7.62 metres (25 feet) of the high water mark, measured on a horizontal plane.
- E.5.10** The Local Trust Committee should consider amending zoning regulations to permit or facilitate small-scale renewable energy production, such as solar collectors, wind turbines and geothermal heating
- E.5.13** The LTC may consider creation and implementation of development permit areas to effectively manage lot layout in new subdivisions, manage tree removal and require restoration, and to implement energy conservation in significant new commercial development.
- E.5.22** The Local Trust Committee should support incentives to incorporate alternative energy features and energy efficient building design in all buildings.
- F.6.3** The Saturna Island Local Trust Committee encourages the use of renewable energy sources and non-polluting alternate methods of power generation. The Local Trust Committee may consider amending zoning regulations to permit or facilitate small-scale renewable energy production, such as solar collectors, wind turbines and geothermal heating.

The current OCP would support an amendment to the LUB to permit ocean loop geo-exchange systems as a permitted use in the marine zones on the basis of the GHG reduction policies.

Land Use Bylaw: A number of relevant regulations are excerpted as follows:

2.1 Uses permitted in any zone:

2.1.1(4) *accessory uses, buildings and structures*

2.5.1 No *building* except a *boathouse* or *pumphouse* or marine related *structure*, nor any mobile *structure* may be located within 7.6 metres (25 ft.) of the *natural boundary* of the sea or any natural *watercourse*.

2.14 Use of Crown Foreshore

2.14.1 All uses must be authorized by this Bylaw and a crown lease obtained from Land and Water BC Inc.

11.1.1 In the **Water (WA) Zone** the following uses are permitted, subject to the regulations set out in this section and the general regulations set out in Part 2, and all other uses are prohibited:

11.1.1(1) private or communal floats, wharves, piers and walkways *accessory to residential use* and providing access to properties adjacent to the foreshore;

11.1.1(2) sea walls, breakwaters, ramps, dolphins and pilings necessary for the establishment or maintenance of the uses permitted in this Section;

11.1.1(3) log dumping where the logs originate on the abutting upland *parcel*.

11.5.1 In the Open Waters (WO) Zone, the following uses are permitted, subject to the regulations set out in this section and the general regulations set out in Part 2, and all other uses are prohibited:

11.5.1(1) marine navigation

11.5.1(2) marine navigational aids

11.5.1(3) marker buoys

11.5.1(4) aquaculture, excluding fin-fish farming

Climate Change Adaptation and Mitigation:

Use of renewable or other energy sources that are an alternative to fossil fuels is a recognized mitigation strategy.

Communications: The draft bylaw would be referred to relevant agencies, First Nations and adjacent LTCs for comment. Additionally the LTC may choose to refer the draft bylaw to the Advisory Planning Commission.

STAFF COMMENTS:

Following LTC direction, a draft bylaw (Bylaw 110) has been prepared that would provide a definition of Ocean Loop Geo-exchange systems and would permit this use in the WA (Water) zone and the WO (Open Waters) zone. The draft bylaw would not currently add the use to the three other waters zones (WGC, WPU, and WH) – these three zones are each single, site-specific locations permitting commercial/public utility uses and so don't necessarily lend themselves to ocean loop geo-exchange accessory to an upland residential use.

The definition would be similar to the definitions used currently in the North Pender LUB and in the draft Ballenas-Winchelsea LUB. The principal difference in the draft definition would be that it would include either freshwater *or a combination of freshwater and propylene glycol* as the circulating heat transfer fluid. The currently installed system, which precipitated this project, does use a mix of propylene glycol and freshwater in the lines, so limiting the use to freshwater only in the definition would not result in the current system becoming lawful as it's currently utilized.

The issue of propylene glycol was discussed by the LTC at the last meeting. Staff have briefly reviewed some available literature, which appears to confirm that, while they can be indirect effects on aquatic life, it has low toxicity, is highly soluble in water, and readily metabolized by

microbes and marine life². Higher levels of toxicity have been found from propylene-based Airplane Deicing Fluids (ADF) as a result of additives used in those applications³.

If the LTC is concerned about the use of PG in the fluid, the bylaw could be revised with the definition to include only freshwater transfer fluid; the existing system would be required to then change the fluid in order to be lawful. One experienced installer has indicated that systems in this climate should not require PG unless lines are exposed to the air.

NEXT STEPS: if the LTC is satisfied with the bylaw as drafted, the next steps are to:

1. Give first reading to the bylaw.
2. Direct staff to schedule a public hearing.
3. The LTC may wish to refer the draft bylaw to the APC for comment. Staff will refer the bylaw to affected agencies, First Nations and adjacent LTCs as a matter of course.
4. Following the referral period, staff will schedule the public hearing, following which the bylaw may be given second and third readings and referred to Executive Committee.

RECOMMENDATIONS:

1. THAT Saturna Island Local Trust Committee draft Bylaw No. 110, cited as "Saturna Island Land Use Bylaw 78, 2002, Amendment No. 2, 2012" be read a First time.

Prepared and Submitted by:



Robert Kojima
Regional Planning Manager

October 31, 2012
Date

² Canadian Council of Ministers of the Environment, 2007. Canadian Soil Quality Guidelines for Propylene Glycol: Environmental and Human Health. www.ccme.ca/assets/pdf/1394_pg_rationale_e.pdf
US Environmental Protection Agency Office of Pesticide Programs. Reregistration Eligibility Decision for Polypropylene Glycol. www.epa.gov/oppsrrd1/REDs/propylene_glycol_red.pdf

³ Hartwell, S. I., Jordahl, D. M., Evans, J. E. and May, E. B. (1995), Toxicity of aircraft de-icer and anti-icer solutions to aquatic organisms. Environmental Toxicology and Chemistry, 14: 1375–1386.
<http://onlinelibrary.wiley.com/doi/10.1002/etc.5620140813/abstract>

PROPOSED

SATURNA ISLAND TRUST COMMITTEE
BYLAW NO. 110

A BYLAW TO AMEND SATURNA ISLAND LAND USE BYLAW NO. 78, 2002

The Saturna Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Saturna Island Trust Committee Area under the Islands Trust Act, enacts as follows:

- A. The Saturna Island Land Use Bylaw, No. 78 is amended as follows:
- 1. Subsection 11.1.1 (WA zone) is amended by inserting the following as new article (4):
“11.1.1(4) Ocean loop geo-exchange systems for the purpose of domestic heating and cooling accessory to the residential use of the upland property.”
 - 2. Subsection 11.5.1 (WO zone) is amended by inserting the following as new article (5):
“11.5.1(5) Ocean loop geo-exchange systems for the purpose of domestic heating and cooling accessory to the residential use of the upland property.”
 - 3. Section 15.1 (Definitions) is amended by inserting the following as a new subsection 15.1.30 and re-numbering current subsection 15.1.30 accordingly:
“15.1.30 “ocean loop geo-exchange system” means a renewable geo-exchange system (geothermal heat exchange) utilizing the natural occurring temperature of the ocean for the purpose of heating and cooling that:
(a) is a closed-loop system using only freshwater or a combination of freshwater and propylene glycol as the circulating heat transfer fluid,
(b) meets or exceeds the Canadian CSA design standards CAN/CSA-448-02, as amended from time to time, and
(c) is designed and installed by a Registered System Designer accredited by the Canadian Geoechange Coalition, or the International Ground Source Heat Pump Association.”

Information Note: Installation of marine geothermal loops are also required to obtain the necessary permits or approvals from provincial and federal agencies.”

- B. This Bylaw may be cited as "Saturna Island Land Use Bylaw 78, 2002, Amendment No. 2, 2012".

READ A FIRST TIME this	day of	,20XX.
PUBLIC HEARING HELD this	day of	,20XX
READ A SECOND TIME this	day of	, 20XX
READ A THIRD TIME this	day of	, 20XX
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLAND TRUST this	day of	, 20XX
ADOPTED this	day of	, 20XX

Chair

Deputy Secretary



Islands Trust

Print Date: Nov-02-2012

Top Priorities

Saturna Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Community Park Zoning	Amend zoning and OCP designations to permit appropriate uses on community parklands. Prepare draft OCP and LUB bylaws. Forward Proposed Bylaws to Executive Committee and Minister of Community, Sport and Cultural Development	Feb-09-2011	Gary Richardson	Oct-09-2012	On Going
2	Provincial Riparian Areas Regulation	To amend the Lyall Creek DPA to bring bylaw it into compliance with the provincial RAR - prepare staff report - options. Schedule Public hearing for September 8 LTC Mtg.	Oct-26-2011	Gary Richardson	Nov-06-2012	On Going
3	Ocean loop Geo-Exchange	Prepare staff report on options to permit and regulate Staff tp prepare draft bylaw for LTCs consideration.	Aug-31-2011	Gary Richardson	Oct-24-2012	On Going



Islands Trust

Print Date: Nov-02-2012

Projects

Saturna Island

No.	Description	Activity	Received / Initiated	Status
1	Land Use Bylaw Review - targeted (Ben Bylaw)		Sep-06-2012	On Going
2	Sensitive Ecosystem Mapping and DPA review	1. Complete Sensitive Ecosystem Mapping 2. Consider options for implementing sensitive ecosystem protection, including DPA	Feb-25-2009	On Going
3	Geological Hazard Mapping		Feb-25-2009	On Going
4	Raptor Nest Mapping		Feb-25-2009	On Going
5	East Point Water Conservation		Sep-30-2011	On Going
6	Agricultural Building Watercourse Setbacks		Sep-30-2011	On Going
7	National Park Lands OCP and LUB amendments		Feb-09-2012	On Going
8	Review OCP Section C.1.3 and Community Amenity Density Reserve (OCP Schedule E, Appendix A)			On Going



Islands Trust

Preserving Island
communities, culture
and environment

Our Provincial Mandate

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

– Islands Trust Act

Islands Trust Council — Strategic Plan 2011-2014

Adopted September 12, 2012

The Trust Area

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

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

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

Our Council

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

A Strategic Plan for the 2011-2014 term

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

Goal A - Ecosystem Preservation and Protection

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

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

Goal B – Stewardship of Island Resources

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

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

Goal C – Sustain Island Character and Healthy Communities

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

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

Goal D – In Cooperation with Others

The Islands Trust will work with others by:

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

Shaded text=activities primarily proposed for future fiscal years and subject to future budget decisions

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

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
1 PROTECT the natural environment of islands	1.1 Encourage voluntary stewardship of natural environment	<u>FY 2011/12- 2014/15</u> Promote community participation in conservation through information sharing and education about private land stewardship options	TFB		Subject to funding in annual budgets or grant funding	By whether the Islands Trust Fund is actively promoting its conservation programs at community events, in publications and online	Ongoing
		<u>FY 2012/13</u> Share information about best practices for covenants and NAPTEP with all planning staff	TFB		Funded by base budget	By whether planners have been provided with covenant education opportunities and whether information is available through the Islands Trust Fund website	Website information in development, ITF staff planning to present information at an LPS Pro D day
		<u>FY 2012/13 – 2014/15</u> 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		Subject to funding in annual budgets	By whether maps of natural and modified environments are available to LTC's and BIM, RDs, local conservancies and other partners	Draft Protected Area Network mapping available, eelgrass and forage fish habitat mapping underway and other mapping in development stages
		<u>FY 2013/14</u> Research and develop a pilot landowner contact program in collaboration with a local conservancy	TFB		Subject to funding in 2013/14 budget	By whether a landowner contact pilot program is implemented	Not started
		<u>FY 2011/12 - 2014/15</u> Support island-based land trusts with partnerships, funding and capacity building opportunities	TFB		Funded by base budget and donations	By whether the Opportunity Fund grows by at least 10% per year and by the amount of grants issued	In progress
		<u>FY 2013/14</u> Council workshop regarding invasive species	TFB		Funded by base budget	By whether a Trust Council workshop has been held	Not started
		<u>FY 2013/14 – 2014/15</u> Share information with the public about managing invasive species	TFB		Subject to funding in 2013/14 budget	By whether information has been shared with the public	Not started
	1.2 Expand Natural Areas Protection Tax Exemption Program (NAPTEP) program to entire Islands Trust Area	<u>FY 2012/13</u> Present NAPTEP program to BIM Council for consideration	TFB	BIM***	Funded by base budget	By whether or not BIM has considered participating in the NAPTEP program	Tax impact model complete. Further discussion in Sept/12
		<u>FY 2013/14</u> Seek support from Metro Vancouver RD for NAPTEP, subject to BIM approval of program	TFB	BIM***	Funded by base budget	By whether support from Metro Vancouver RD has been sought	Gambier LTC approval received. Pending BIM approval of program.

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
		Launch NAPTEP on the islands in Metro Vancouver RD (subject to BIM and MVRD approval)	TFB	Subject to funding in 2013/14 program budget	By whether NAPTEP has been launched on the islands within the Metro Vancouver RD	Gambier LTC approval received. Pending BIM approval of program
	1.3 Protect fish habitat by implementing Riparian Areas Regulation	<u>FY 2013/14</u> Identify undesignated RAR watersheds	LTCs**	Subject to funding in 2013/14 program budget	By whether all RAR watersheds have been identified	Complete for 10 LTAs. Gambier and Lasqueti in progress
		<u>FY 2012/13</u> Improve mapping of some riparian areas on SSI	LTCs**	Funded by 2012/13 program budget	By whether new mapping of priority riparian areas is complete	New mapping of streams on SSI underway.
		<u>FY 2013/14 & 2014/15</u> Improve mapping of additional riparian areas on SSI and some northern islands	LTCs**	Subject to funding in 2013/14 program budget	By whether new mapping of priority riparian areas is complete	Not started
		<u>FY 2012/13</u> Adopt new bylaws to implement RAR on selected islands	LTCs**	Funded by 2012/13 program budget	By whether selected islands are RAR compliant through bylaw development	Work underway on SSI, Gabriola.
		<u>FY 2013/14 – 2014/15</u> Adopt new bylaws to implement RAR on all islands where still required		Subject to funding in future program budgets	By whether all LTAs are compliant with RAR through bylaw development	19 of 43 bylaws are compliant. 21 bylaw amendments in process
	1.4 Establish reliable, adequate and sustainable funding for the Islands Trust Fund	<u>FY 2012/13</u> Seek legislative change regarding TFB corporate structure and name	EC	Funded by base budget	By whether legislative change has been requested	Verbal request has been made. Chair correspondence requesting change is in progress
		<u>FY 2011/12 – 2014/15</u> Engage in outreach to expand donor base, develop legacy giving program and secure acquisition funds	TFB*	Partially funded through 2012-2013 program budget	By whether the TFB has implemented outreach regarding funding needs and legacy gifts	Not started
		<u>FY 2014/15</u> Develop and implement strategy re changes to corporate structure and name	TFB	Subject to 2014/15 program budget	By whether TFB corporate status and name change has been implemented	Pending legislative change
		<u>FY 2015/16</u> Review and launch long-term funding strategy	TFB	Subject to 2015/16 program budget	By whether the long-term funding strategy has been reviewed and launched	Not started. Pending legislative change
	1.5 Establish core conservation areas to protect biodiversity priorities	<u>FY 2011/12- 2012-13</u> Map and prioritize high biodiversity areas and develop a strategy for protection	TFB	Funded by base budget	By whether the TFB has a prioritized high biodiversity areas, and developed a strategy including a funding needs assessment)	Mapping of high priority areas underway

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
		<u>FY 2011/12 – 2014/15</u> Protect land with high biodiversity, through acquisition, donation, or conservation covenant	TFB*		Partial funding through base budget; acquisitions funded by donations and external grants	By whether the TFB has protected at least 500 hectares of high biodiversity land in the timeframe of the Regional Conservation Plan 2011-2015	78.97 hectares protected since 2011
	1.6 Use land use planning tools and decisions to increase protection of special areas	<u>FY 2012/13</u> Explore model land use planning tools that protect species and ecosystems at risk	LPC		Funded by base budget	By whether a staff report on model land use planning tools has been completed	Not started. Pending provincial working group report.
		Trustee workshop about protection of special areas	TFB	LPC	Funded by base budget	By whether a trustee workshop has been held	Planned for December 2012 Trust Council meeting
		<u>FY 2011/12 – 2014/15</u> Develop policy, OCP and LUB amendments that include protective measures for biodiversity	LTCs**/BIM***		Subject to annual program budgets	By whether OCPs and LUBs have been amended to address improved protection of biodiversity	Some reviews underway
	1.7 Reduce greenhouse gas emissions	<u>FY 2012/13</u> Include GHG emission reduction targets, policies and actions in all OCPs, as required by LGA	LTCs		Funded by program budget	By whether all OCPs comply with LGA re GHG emissions	18 of 19 comply. Outstanding OCP (Piers Island) on work program for 2012
		<u>FY 2014/15</u> Use new planning tools (Bill 27) to reduce greenhouse gas emissions to implement OCP policies LTCs adopted last term (e.g. as illustrated in Trust Council toolkit Reducing Greenhouse Gases in the Islands Trust Area)	LTCs**/BIM***		Subject to funding in 2014/15 budget	By whether LTCs/BIM have used new planning tools to foster reduced GHG emissions from development	Not started
		<u>FY 2012/13</u> Develop policy regarding carbon-neutral operations and purchase of carbon credits to balance GHG emissions that cannot be eliminated	FPC		Funded by base budget	By whether Trust Council has adopted a policy	Draft going to FPC in Nov/12
2. PROTECT coastal and marine ecosystems	2.1 Encourage understanding of shoreline processes and voluntary stewardship of coastal and marine ecosystems	<u>FY 2012/13</u> Develop integrated shoreline and watershed protection mapping for major islands	LPC		Funded by external grants	By whether integrated shoreline and watershed protection mapping has been developed for major islands	Drafts complete. To be finalized and distributed by Mar/13
		<u>FY 2013/14</u> Identify and post updated website links regarding existing shoreline stewardship information	TAS		Funded by base budget	By whether website links have been updated	Not started

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
		Pilot a Green Shores for Homes credit rating incentive system in one LTA	LTCs**		Subject to funding in 2013/14 budget or successful grant application	By whether an LTC has piloted a Green Shores for Homes credit rating incentive system	Not started
		Host a shoreline stewardship landowner workshop on one island	LPC	TFB	Subject to funding in 2013/14 budget	By whether a workshop has been held	Not started
	2.2 Use land use planning tools and decisions to improve protection of coastal areas	<u>FY 2013/14 – 2014/15</u> Adopt regulatory bylaws with respect to integrated shoreline and watershed protection mapping	LTCs**		Subject to funding in future program budgets	By whether LTCs have adopted regulatory bylaws	Reviewed by Thetis LTC
		Develop mechanisms for proactive bylaw enforcement of illegal structures on the foreshore	LPC/LTCs**		Subject to funding in future budgets	By whether mechanisms have been developed	Not started
	2.3 Participate in planning for National Marine Conservation Area Reserve	<u>FY 2011/12 – 2014/15</u> Advocate for implementation of the NMCA reserve	EC		Funded by base budget	By whether the EC has continued to actively advocate for implementation of the NMCA reserve	Successful resolution sponsored at UBCM 2010 Convention
		Participate in NMCA workshops and consultation opportunities	LTCs**/TAS		May require additional funds	By level of participation in NMCA workshops and consultation opportunities	August 2012 Parks Canada workshop
		<u>Future fiscal years (TBD)</u> Respond to NMCA implementation steps with complementary activities, as required	LTCs**		May require additional funds	TBD	Not started
	2.4 Advocate for protection of the Salish Sea and Howe Sound from oil spills, derelict vessels and industrial activities	<u>FY 2011/12 – 2014/15</u> Chair correspondence regarding oil spill prevention and response	EC		Funded by base budget	By whether the Chair has sent correspondence to advocate for oil spill prevention and response	2011:7 letters sent 2012:1 letter sent Resolution proposed for UBCM convention 2012
		Chair participation in hearings related to tanker traffic increases	EC		Funded by base budget	By whether the Chair has participated in hearings related to tanker traffic increase	One NEB hearing presentation August 2012
		Host local government workshops to raise awareness of gaps in oil spill prevention and response capacity	EC		Funded by base budget	By whether workshops have been held	One held at AVICC
		Participate in mock oil spill exercises to understand gaps in oil spill response capacity	EC		Funded by base budget	By whether participation has taken place	Participation in two exercises in 2012
		<u>FY 2011/12 – 2014/15</u> Continue to advocate for senior government solutions to derelict vessels	EC		Funded by base budget	By whether the Islands Trust has continued to advocate for derelict vessel solutions	Islands Trust participation on derelict vessel working group is on-going

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
		<u>FY 2011/12 – 2014/15</u> Advocate regarding potential impacts of the proposed Raven Coal Mine upon Baynes Sound and the potential impacts of the proposed Burnco Gravel Mine upon Howe Sound	EC	Subject to base and project budgets	By whether the Executive Committee has advocated regarding the proposed Raven Coal Mine and the Burnco Gravel Mine	Two Trust Council resolutions passed One letter written
		<u>FY 2013/14</u> Clarify jurisdictional issues related to Islands Trust Area boundary	EC	Subject to 13/14 budget	By whether a formal report and request for provincial clarification has been completed	Not started
	2.5 Advocate for appropriate regulation of aquaculture	<u>FY 2013/14 – 2014/15</u> Collaborate with Department of Fisheries and Oceans regarding shellfish regulations through local government advisory committee as a pilot project for one LTC (Denman)	LTCs**	Subject to funding in 2013/14 budget	By whether the Denman Island LTC has collaborated with DFO on a pilot project	Not started
	2.6 Advocate for regulation of marine sewage	<u>FY 2011/12 – 2014/15</u> Chair correspondence regarding marine sewage regulation	EC	Funded by base budget	By whether the Chair has written to advocate for regulation of marine sewage	Pending
		Amend OCP policies to require sewage pump-outs as a condition of new/expanded marinas (i.e. during rezoning applications)	LTCs**/BIM***	Funded by base budget	By whether OCP policies require sewage pump-outs as a condition of marina development/expansion	Required or recommended in 8 OCPs

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

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
3. PROTECT quality and quantity of water resources	3.1 Encourage understanding and voluntary stewardship of water resources	<u>FY 2013/14</u> Develop new educational materials about water resource concerns	TPC	Subject to 2013/14 program budget	By whether educational materials had been developed	Not started
		Hold community meetings to discuss local water resource concerns and encourage local stewardship actions	TPC	Subject to 2013/14 program budget	By whether community meetings have been held to encourage water stewardship	Not started
		<u>FY 2014/15</u> Develop an on-going water stewardship program	TPC	Subject to 2014/15 program budget	By whether an on-going water stewardship program has been funded and launched	Not started
	3.2 Advocate for provincial Water Act reform	<u>FY 2011/12 – 2014/15</u> Continue to participate in Water Act reform consultations	EC	Funded by base budget	By whether participation in Water Act reform has taken place	Pending provincial selection of pilot areas
	3.3 Use land use planning tools and decisions to protect water quality and quantity	<u>FY 2013/14</u> Develop toolkit for use by LTCs/BIM that illustrates options for using planning tools to protect water quality and quantity	LPC	Subject to 2013/14 program budget	By whether a toolkit has been developed	Not started
		<u>FY 2013/14 – 2014/15</u> Amend OCPs to include new policies for water resource protection	LTCs**/BIM***	Subject to annual program budgets	By whether OCPs have been amended to include new policies about water resource protection	Some reviews underway
		Amend LUBs to include new regulations aimed at protection of water quality and quantity	LTCs**/BIM***	Subject to annual program budgets	By whether LUBs have been amended to include new regulations aimed at protection of water quality and quantity	Not started
		<u>FY 2013/14</u> Develop model Development Permit Areas that LTCs and BIM may consider in regards to water conservation	LPC	Subject to 2013/14 program budget	By whether model Development Permit Areas have been developed	Not started
		<u>FY 2014/15</u> Adopt new Development Permit Areas to enhance water conservation	LTCs**/BIM***	Subject to 2014/15 program budget	By whether LTCs/BIM have adopted new Development Permit Areas to enhance water conservation	Not started
	3.4 Explore alternative tools for improving watershed management	<u>FY 2012-13</u> Identify options within the Islands Trust Act for coordination of watershed protection	EC	Funded by base budget	By whether options had been identified	Underway

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
		<u>FY 2013-14</u> Consider pilot project for coordination of watershed protection within one LTA	LTCs**	Subject to funding by program budget or grants	By whether a pilot project has been considered	Not started

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

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
4. ENHANCE community economic sustainability and security	4.1 Create linkages between islands and Regional Districts to share effective and appropriate economic development models	<u>FY 2013/14</u> Convene Trust Area opportunity to focus on effective and appropriate economic development models	TPC	Subject to funding in 2013/14 program budget	By whether an opportunity has been developed	Not started
	4.2 Advocate for sustainable, affordable and appropriate ferry service	<u>FY 2013/14</u> Commission economic impact study related to ferry fares and service	TPC	Subject to funding in 2013/14 budget	By whether a study is complete	Not started
		<u>FY 2011/12 – 2014/15</u> Continue advocacy program regarding ferry fares and service.	EC	Funded by base budget	By whether advocacy actions have been taken in regards to ferry fares and service	On-going
	4.3 Use land use planning tools and decisions to improve the availability of affordable/accessible/ appropriate housing (as described in Trust Council's toolkit, Affordable Housing Guide)	<u>FY 2011/12 – 2014/15</u> Amend OCPs to include affordable housing policies	LTCs**/BIM***	Subject to annual program budgets	By whether OCPs have been amended to include new affordable housing policies	Some OCP reviews underway
		Amend LUBs to improve availability of affordable housing	LTCs**/BIM***	Subject to annual program budgets	By whether LUBs have been amended to improve availability of affordable housing	SSI LUB amendments re secondary suites to public hearing in fall/2012
	4.4 Use land use planning tools and decisions to increase local food security and farmland protection (as described in Trust Council's toolkit, A Seat at the Table)	<u>FY 2012/13 – 2014/15</u> Amend OCPs to include food security and farmland protection policies	LTCs**/BIM***	Subject to annual program budgets	By whether OCPs have been amended to address food security and farmland protection	Reviews underway
		Amend LUBs to improve food security	LTCs**/BIM***	Subject to annual program budgets	By whether LUBs have been amended to improve food security	Reviews underway

Goal D: In cooperation with others...

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
5. STRENGTHEN relations with First Nations	5.1 Improve consultation/engagement with First Nations during land use referrals	<u>FY 2012/13</u> Adopt First Nations Consultation Strategy	TAS		Funded by 2011/12 budget	By whether Trust Council has adopted a First Nations Consultation Strategy	First draft to TC Jun/12
		Trustee workshop on working with aboriginal peoples	EC		Funded by 2012/13 budget	By whether a trustee workshop has been held	Complete
		<u>FY 2012/13</u> Implement 'essential and quick start' improvements to land use referral system that do not require additional resources, as identified in FN Consultation Strategy	LPS	TAS	Funded by base budget	By whether all 'essential and quick start' improvements that do not require additional resources have been implemented	Underway
		Identify resource needs for improved consultation and engagement	EC		Funded by base budget	By whether the resource needs for improved consultation and engagement has been identified	Not started
		<u>FY 2013/14 – 2014/15</u> Implement improvements identified in the FN Consultation Strategy as longer term or requiring additional resources	LPS	TAS	Subject to funding in future base budgets	By whether all improvements identified in the FN Consultation Strategy as longer term or requiring additional resources have been implemented	Not started
	5.2 Improve consultation/engagement with First Nations during Trust Council's marine and terrestrial protection work	<u>FY 2013/14 – 2014/15</u> Improve consultation and engagement re free Crown grant program	TAS		Subject to funding	By whether consultation and engagement has been improved	Not started
		<u>FY 2012/13 – 2014/15</u> Improve communication and coordination during marine protection advocacy	EC		Funded by base budget	By whether consultation and engagement has been improved	Not started
6. IMPROVE organizational cost and operational effectiveness	6.1 Confirm a fair distribution of Islands Trust Services to Bowen Island Municipality	<u>FY 2012/13</u> Review and amend Policy 7.2.vi (Municipal Requisition Cost Allocations)	FPC		Funded by base budget	By whether Policy 7.2.vi has been amended	Draft prepared for discussion with BIM in Sept/12
		Identify Bowen Island Municipality needs for services provided by Trust Area Services unit	TAS		Funded by base budget	By whether BIM needs for TAS services have been identified	Initial discussion planned Sep/12
		Identify improved opportunities for BIM to access services provided through Trust Area Services unit	TAS		Funded by base budget	By whether opportunities for BIM to access TAS services have been identified	Not started
		<u>FY 2013/14</u> Provide additional TAS services to BIM	TAS		Funded by base budget	By whether BIM is accessing additional TAS services as identified	Not started

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
	6.2 Improve cost-recovery from development application fees	<u>FY 2012/13</u> Develop model fees bylaw for consideration by LTCs	LPC	FPC	Funded by base budget	By whether a model bylaw has been developed	TC referred to LPC/FPC before bylaw drafting begins
		<u>FY 2013/14</u> Consider adoption of amended fees bylaws.	LPC/LTCs**		Subject to funding in 2013/14 program budget	By whether LTCs have adopted an amended fees bylaw that improves cost recovery	Not started
	6.3 Prepare Island Trust organization for potential incorporation of Salt Spring Island (if province advances a provincial restructure study for SSI)	<u>FY 2012/13</u> Review terms of reference for a transition strategy	FPC	EC	Possibly externally funded	By whether term of reference for a transition strategy have been developed	Pending provincial decision regarding SSI restructure study
		<u>FY 2013/14</u> Identify and evaluate options and adopt a transition strategy	FPC	EC	Possibly externally funded	By whether a transition strategy is complete	Not started. Pending provincial decision regarding SSI restructure study
		<u>FY 2014/15 - ?</u> Implement adopted transition strategy	EC		Subject to future budgets	By whether the transition strategy has been implemented	Pending provincial and SSI decisions
		<u>FY 2012/13 to 2013/14</u> Review existing IT-MCSCD protocol agreement regarding incorporation of municipalities in the Islands Trust Area	EC		Funded by base budget	By whether the protocol agreement with the ministry has been reviewed and amended	Pending provincial decision
	6.4 Review service delivery regarding application processing	<u>FY 2013/14</u> Consider development and use of a quality management system pilot on Salt Spring island for processing of development applications	LTC**		Subject to funding in 2013/14 budget	By whether a quality management system has been considered by the SSILTC for one type of application process	Not started

* subject to decisions of Trust Fund Board

**subject to decisions of local trust committees

***subject to decisions of Bowen Island Municipality

Abbreviations:

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

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

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

For more information, contact:

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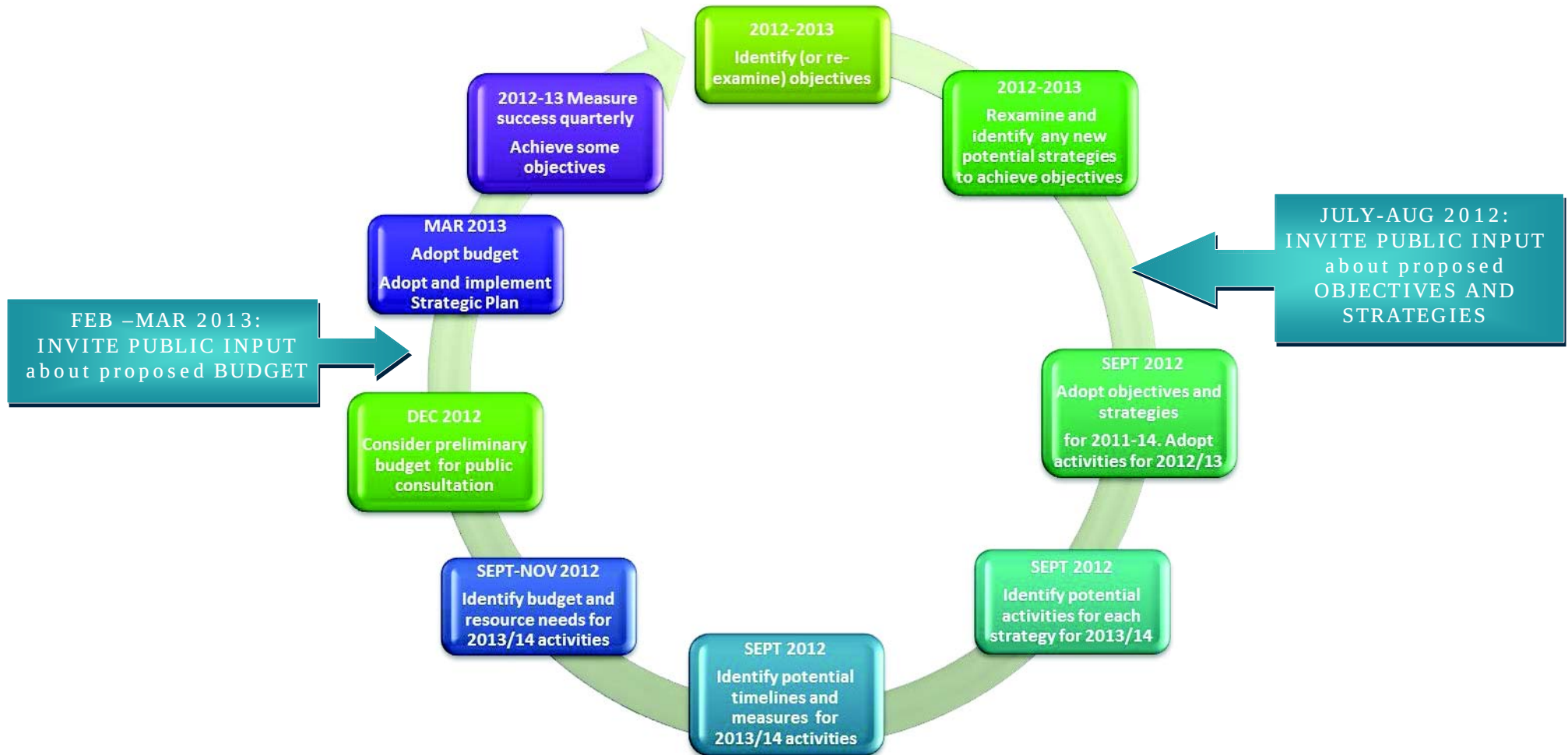
Colour Key for middle column:

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



Islands Trust

Strategic Planning Process (2012-2013)





Islands Trust

Print Date: Nov-02-2012

Applications w / Status - Saturna Island Status: Open

Applications

Agricultural Land Reserve

File Number	Applicant Name	Date Received	Purpose
SA-ALR-2012.1	Reed Pope LLP Lawyers Planner: Gary Richardson	Aug-01-2012	subdivision in ALR

Planning Status

Status Date: Oct-30-2012

Local government report sent to ALC, waiting for ALC decision.

Status Date: Aug-29-2012

Staff report prepared for Sept 6/12 LTC Mtg for LTCs consideration.

Status Date: Aug-01-2012

Application and fees received. cc LTC; forwarded file to planner

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
SA-DVP-2012.1	Robyn Quaintance & Lloyd Elling Planner: Gary Richardson	Jun-18-2012	122 PAYNE RD To vary the setbacks to allow for existing dwelling stairway and outbuildings.

Planning Status

Status Date: Oct-30-2012

Staff report and draft permit prepared for Novemeber 8, 2012 LTC agenda for LTC consideration.

Status Date: Jul-19-2012

advised applicant that application will be on November agenda

Status Date: Jun-26-2012

11.2.1

Sent acknowledgement letter of receipt of application and fees to applicant. Sent app to trustees and forwarded file to Planner.

File Number	Applicant Name	Date Received	Purpose
SA-DVP-2012.2	Al Sewell c/o Mark Rappaport - Reed Pop LLP Planner: Gary Richardson	Oct-09-2012	101 CHURCH BAY RD Layout doesn't meet length to width due to irregular shape and panhandle access
Planning Status			
Status Date: Oct-30-2012			
Staff report and draft permit prepared for November 8, 2012 LTC meeting for LTC consideration.			
Status Date: Oct-11-2012			
Sent acknowledgement letter for receipt of fees and application to applicant; copied to Trustees and forwarded file to Planner.			

Rezoning

File Number	Applicant Name	Date Received	Purpose
SA-RZ-2012.1	Jonathan Yardley Architect Inc Planner: Gary Richardson	Jan-26-2012	Rezone to allow subdivision
Planning Status			
Status Date: Oct-30-2012			
Staff to prepare a report for Novemeber 8, 2012 LTC meeting.			
Status Date: Jul-31-2012			
Staff report prepared for sept LTC meeting			
Status Date: Jun-12-2012			
Community Information Meeting arranged for June 21/12			

Subdivision

File Number	Applicant Name	Date Received	Purpose
SA-SUB-2010.1	Nancy Angermeyer Planner: Gary Richardson	Jan-28-2010	204 NARVAEZ BAY RD To create 2 new lots
Planning Status			
Status Date: Jul-19-2012			
applicants in process of applying for DVP and DP			
Status Date: Jun-12-2012			

Recently met with applicant to discuss remaining IT issues.

Status Date: Feb-01-2012

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

File Number	Applicant Name	Date Received	Purpose
SA-SUB-2012.1	Mark Rappaport Planner: Gary Richardson	May-28-2012	101 CHURCH BAY RD To create 2 lots

Planning Status

Status Date: Nov-02-2012

Response to Subdivision sent to MoTI

Status Date: Jul-19-2012

Will forward response to MoTI after sept 6 LTC mtg.

Status Date: Jun-19-2012

Received completed subdivision form and fees. Copied application to trustees. Created file and forwarded to Planner.

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

Planning Status

Status Date: Nov-02-2012

Response sent to MoTI

Status Date: Aug-01-2012

Form and fees received.

Status Date: Aug-01-2012

Forwarded file to Planner

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

Planning Status

Status Date: Nov-02-2012

Response sent to MoTI

Status Date: Aug-20-2012

Sent letter of acknowledgement of receipt of fees and application form to applicant; copied to trustees and forwarded file to planner.

Status Date: Aug-01-2012

Sent Applicant letter requesting completion of form and fees

Kathy Jones

From: Nicole Ranger
Sent: October-25-12 11:20 AM
To: Gary Richardson; Ken Hancock; Pamela Janszen; Paul Brent; Robert Kojima; Kathy Jones; Sharon Lloyd-deRosario
Cc: Nancy Roggers
Subject: Saturna LTC Expenses - Oct 31/12

Islands Trust

LTC EXP SUMMARY REPORT F2012

Invoices posted to October 31, 2012

660 Saturna	Invoices posted to October 31, 2012	Budget	Spent	Balance
65000 660	LTC "Trustee Expenses"	1,100.00	114.50	985.50
65200 660	LTC Local Exp LTC Meeting Expenses	3,000.00	779.88	2,220.12
65210 660	LTC Local Exp APC Meeting Expenses	-	431.79	(431.79)
65220 660	LTC Local Exp Communications	-	-	-
65230 660	LTC Local Exp Special Projects	-	602.31	(602.31)
65240 660	LTC Local Exp Miscellaneous	-	-	-
TOTAL LTC Local Expense		3,000.00	1,813.98	1,186.02
73001 660 3007	Saturna RAR	4,000.00	2,543.74	1,456.26
TOTAL Project Expense		4,000.00	2,543.74	1,456.26

Nicole Ranger

Finance Clerk
 Islands Trust
 200-1627 Fort Street
 Victoria, BC V8R 1H8
 Phone: (250) 405-5152
 Fax: (250) 405-5155

Preserving *Island* communities, culture and environment



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Updated: February 9, 2012

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. Not withstanding this direction, staff is to take action to prevent the recreational use of travel trailers or campers on inappropriately zoned land if: The travel trailer or camper is being used as a second residence or; The trailer or camper is situated within the setbacks for a structure or; There are serious safety issues, unsightliness, noise, or health problems related to the use or; A complaint based on the above three items is received from a person who owns neighboring property. 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.	August 31/11	SA-LTC-32-11	Adopt Ocean Loop Geo-thermal Exchange Enforcement Policy	It was Moved and Seconded that the Saturna Island Local Trust Committee adopts the policy stated in the Islands Trust memorandum dated August 23, 2011 regarding Ocean Loop Geo-thermal Exchange Enforcement. "That given that the Saturna Island Local Trust Committee (LTC) has placed "ocean loop geoeexchange" on the LTC project list as a matter for staff review existing ocean loop geoeexchange systems will not be subject to enforcement unless issues of health, safety or environmental degradation arise."
6.	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



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Population (2011):

Approximately 335

Size:

3422 hectares (8,455 acres)

Location:

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

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

Saturna Island Local Trust Committee

Latest News

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

October 2012

- [Public Hearing Notice - November 8, 2012 \(Bylaw No. 109 - Riparian Areas Regulation\)](#)

September 2012

- [Saturna Island Property Owners Association -Water Conservation Brochure 2012](#)

Scribbler - Trustee Reports

- [October - 2012](#)
- [September - 2012](#)
- [Summer - 2012](#)
- [June - 2012](#)
- [March - 2012](#)

Planner Office Hours on Saturna Island

- [Planner Office Hours on Saturna Island - 2012](#)

Saturna Island Local Trust Committee Projects

Local trust committee community planning projects are initiated and managed through their Work Programs. The Work Program Top Priorities are projects that have been prioritized by the LTC and for which resources are available or anticipated to be available shortly. Projects can be significant and long term, such as an Official Community Plan Review, or may be relatively minor, such as an amendment to a regulation in a Land Use Bylaw.

- [Work Program Top Priorities](#)

Riparian Area Regulation (RAR)Implementation

- [Saturna Island Riparian Areas Regulation Stream Identification](#)
- [Implementation of Provincial Riparian Areas Regulation Staff Report - February 2012](#)
- [Map of lands potentially subject to RAR](#)
- [RAR Fact Sheet](#)
- [Link to provincial RAR website](#)
- [Riparian Areas Regulation Notice of Open House - April 28, 2012](#)
- [Land Owner Contact Letter - March 20, 2012](#)
- [Lyal Creek Upper Tidal Influence Report - June 2012](#)
- [Staff Report - June 21, 2012](#)
- [Staff Report - September 6, 2012](#)
- [Proposed Bylaw No. 109 \(OCP Amendment\)](#)

Ocean Loop Geo-exchange

- [Staff Report - August 8, 2012](#)

Committee Links

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

General

- [Budget Request 2013 - 2014](#)
-
- [Policies and Standing Resolutions Chart](#)
- ["A Guide to Environmentally Friendly Building and Renovating in the Southern Gulf Islands" booklet](#)
- [A "Choosing a Building Site on your Lot" fact sheet](#)
- [A "Making Changes to your Lot Line" fact sheet](#)
- [An "Applying for a Variance" fact sheet](#)

Ecosystem Mapping Webpage**Community Parkland Zoning**

- [Staff Report - March 30, 2012](#)
- [Staff Report - June 13, 2012](#)
- [Proposed Bylaw No. 107 \(OCP Amendment\)](#)
- [Proposed Bylaw No. 108 \(LUB Amendment\)](#)

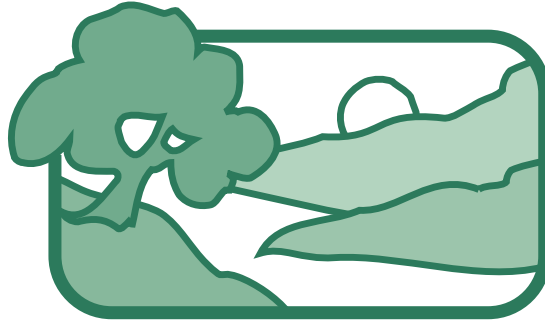
Applications**SA-RZ-2012.1 (Yardley)**

- [Staff Report - March 30, 2012](#)
- [Staff Report - August 29, 2012](#)

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PROPOSED



Islands Trust

SATURNA ISLAND LOCAL TRUST COMMITTEE

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

**FEBRUARY 14, 2013
Saturna Community Hall**

**APRIL 11, 2013
Saturna Island Rec. Center, Lounge**

**JUNE 13, 2013
Saturna Community Hall**

**SEPTEMBER 19, 2013
Saturna Island Rec. Center, Lounge**

**NOVEMBER 14, 2013
Saturna Community Hall**

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

THE PUBLIC IS WELCOME TO ATTEND THESE MEETINGS



Memorandum

Date October 16, 2012

File Number SA LTC

To Saturna Local Trust Committee
From Sharon Lloyd-deRosario

Re 2013 LTC Meeting Schedule – Reasons for Alternate Meeting Dates

The suggested date was chosen as an alternate date due to the following reason:

September 19th – September 12th TC

pc



Memorandum

200 - 1627 Fort Street Victoria BC V8R 1H8

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

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

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

Date October 22, 2012 File Number SA 3050-20 (APC)

To Saturna Island Local Trust Committee

From Kathy Jones
Planning Clerk
Local Planning

Re Saturna Island Advisory Planning Commission Terms

This memo is to inform you that Tony Green, Charles Reif and Hubertus Surm's appointments expire on January 1, 2013. These appointments were for a two year term.

Your options for appointing APC members are:

1. Re-appointing members

A letter be drafted and sent out to the present members asking if they would like to serve another term.

2. Advertise for new APC Members

In the past, when we do advertise for APC members, we send a letter thanking the current members and invite them to re-apply, if they are interested in serving another term.

Excerpt from APC Bylaw:

"(c) The Local Trust Committee shall by resolution appoint members to serve up to a two year term commencing January 1st.

[Information Note: Appointment terms may vary to allow for alteration in 50% of membership on an annual basis]"

To offset appointments you may want to consider that the new appointments be for a two-year term.

I look forward to your direction on this matter.

pc