



Saturna Island Local Trust Committee Regular Meeting Agenda

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

	Pages
1. CALL TO ORDER	12:30 PM - 1:00 PM
2. APPROVAL OF AGENDA	
3. TOWN HALL AND QUESTIONS	
3.1 Guidance on Public Input at Regular LTC Meetings	3 - 4
4. COMMUNITY INFORMATION MEETING	1:00 PM - 1:30 PM
4.1 Temporary Use Permit: SA-TUP-2015.2 (Saturna Point Holdings Ltd.)	
5. PUBLIC HEARING	
none	
6. MINUTES	1:30 PM - 1:45 PM
6.1 Local Trust Committee Minutes Dated December 3, 2015 (for Adoption)	5 - 14
6.2 Section 26 Resolutions-without-meeting Report Dated January 2016	15 - 15
6.3 Advisory Planning Commission Minutes	
none	
7. BUSINESS ARISING FROM THE MINUTES	1:45 PM - 2:00 PM
7.1 Follow-up Action List Dated January 2016	16 - 16
8. DELEGATIONS	
none	
9. CORRESPONDENCE	
<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>	

10.	APPLICATIONS AND REFERRALS	2:00 PM - 2:30 PM	
10.1	SA-TUP-2015.2 (Saturna Pt. Holdings Ltd.) - Staff Report		17 - 36
11.	LOCAL TRUST COMMITTEE PROJECTS	2:30 PM - 2:45 PM	
11.1	Density Review - Verbal Update		
12.	REPORTS	2:45 PM - 3:00 PM	
12.1	Work Program Reports (attached)		
12.1.1	<u>Top Priorities Report dated January 2016</u>		37 - 37
12.1.2	<u>Projects List Report Dated January 2016</u>		38 - 38
12.2	Applications Report Dated January 2016 (attached)		39 - 40
12.3	Trustee and Local Expense Report Dated December 2015 (attached)		41 - 41
12.4	Adopted Policies and Standing Resolutions (attached)		42 - 43
12.5	Local Trust Committee Webpage		
12.6	Chair's Report		
12.7	Trustee Report		
12.8	Trust Fund Board Report		
	none		
13.	NEW BUSINESS	3:00 PM - 3:15 PM	
13.1	Determine Remaining Annually Scheduled LTC Meeting Dates - Memo & Proposed Schedule		44 - 45
14.	UPCOMING MEETINGS		
14.1	Next Regular Meeting Scheduled for February 18, 2016 at the Recreation & Cultural Centre		
15.	TOWN HALL	3:15 PM - 3:45 PM	
16.	CLOSED MEETING (Distributed Under Separate Cover)		
	none		
17.	ADJOURNMENT	3:45 PM - 3:45 PM	



George Grams
Salt Spring Island Local Trustee
Islands Trust Vice Chair
Saturna Island LTC Chair
Email: ggrams@islandstrust.bc.ca

GUIDANCE ON PUBLIC INPUT AT REGULAR SILTC MEETINGS

In order to help the Saturna Local Trust Committee meetings run more smoothly, I would like to bring to the community's attention the purpose of the meetings, and to outline the process for raising relevant issues during the meeting.

The purpose of the Local Trust Committee meetings is so that the local trust committee can receive reports from staff and consider the contents of those reports in order to make relevant decisions about land use issues on Saturna.

The meeting agendas and agenda packages are posted in advance and copies are available at the meetings so that members of the public are alerted to the topics of discussion. There is provision made by the inclusion of two Town Hall sections, one near the beginning of the meeting and one at the end, where members of the community can provide guidance and opinion to, or ask question of, the Local Trust committee or staff on issues that are relevant to land use issues. Members of the public can speak to issues whether they are on the agenda or not. This process is the formal, structured format designed to engage the community on local decisions so community members have an opportunity to add value and provide input.

Once the business meeting begins, the formal opportunity for members of the audience to contribute ends. The business section of the meeting is to allow trustees to hear information from staff, applicants and their consultants.

As chair, my duties during the business section of the meeting is to afford the Local Trust Committee the opportunity to hear reports from staff, applicants and their consultants and for trustees to have the opportunity to debate relevant issues. Members of the community can witness those proceedings but the business section is not designed to cater for their participation.

The Saturna Local Trust Committee promotes community inclusion and wishes to hear the views of community members. Accordingly it might continue the practice of affording members of the community the opportunity to make comment or to pose questions during debate on business items. However, it should be noted that this must be by invitation of the chair. It is not appropriate for members of the audience to pose questions or join the debate without such invitation.

The procedure I follow as chair during Business Item discussions is for staff to deliver their report, for applicants or their consultants to be allowed to make a presentation, for trustees to pose questions of staff, applicants or their consultants and for trustees to then debate relevant issues within the committee. If I during the debate see members of the audience raise their hands to signal that they wish to be heard, I will ask trustees, before a resolution has been tabled or seconded, whether they wish to hear contributions from members of the community. If they affirm that they do, I will turn to those who signalled and invite their questions or comments.

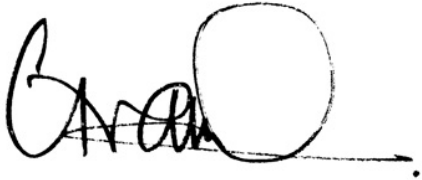
Please/

Preserving **island** communities, culture and environment

Bowen Denman Hornby Gabriola Gambier Lasqueti Mayne North Pender Salt Spring Saturna South Pender Thetis

Please note that this invitation is intended to provide community members an opportunity to offer further information to the local trust committee which they may consider in making their decisions. It is not an invitation to community members to join the debate. As well as the two Town Hall sessions at each LTC meeting, the special roundtable meetings give the community every opportunity to provide meaningful input.

In the interests of promoting efficient and productive meetings, I would ask the community to please respect this protocol.

A handwritten signature in black ink, appearing to read 'George Grams', with a large circular flourish at the end.

George Grams
Chair - Saturna Island Local Trust Committee
14 December 2015

DRAFT



Saturna Island Local Trust Committee Minutes of Regular Meeting

Date: December 3, 2015
Location: Saturna Recreation and Cultural Centre
104 Harris Road, Saturna Island, BC

Members Present: George Grams, Chair
Paul Brent, Local Trustee
Lee Middleton, Local Trustee

Staff Present: Gary Richardson, Island Planner
Beverly Lowsley, Recorder

Public and Media Present: There were 14 members of the public present and no media.

1. CALL TO ORDER

Trustee Brent called the meeting to order at 10:40 a.m. and explained the Community Roundtable meeting process to be followed by a break at 12:00 noon then reconvene for the Saturna Island Local Trust Committee Regular Meeting at 12:30 p.m.

Note: Chair Grams and Planner Richardson were not in attendance for the Community Roundtable meeting portion.

2. COMMUNITY ROUNDTABLE

Trustee Brent explained the goal of the roundtable is to address whatever people want to discuss whereas the Town Hall segments in the Regular Meeting are more structured around what is on the agenda. The roundtable is for free and open exchange of ideas.

A roundtable was done so individuals could each identify priority items for discussion the main three being the following:

- scheduling and format/construct of meetings for community input;
- .proposal relating to the government dock (extension, application for kayak docking station);
- parking issues between the ferry dock and Boot Cove Road and need for alternative parking options.

It was agreed that suggested issues already on the regular business meeting agenda would be addressed during the regular meeting and during the roundtable discussions.

Number, scheduling and types of meetings

There was broad discussion which raised the following points:

- previous stand alone roundtable meetings were well attended, promoted broad discussion, sharing of ideas, and were highly valued. When combined with a regular business meeting the available time for open discussion is constrained and the combined meeting makes for a very long day. Many people are not willing or able to give up this much time. Also, this format does not allow time to mull over issues raised prior to making decisions in the business meeting segment.
- moving to 10 business meetings relates to buildup of work items arising from community roundtable meetings. Our island wants to take a more research based approach to issues such as development of a community profile.
- allow time for those wanting to submit letters relating to specific issues raised at a roundtable discussion so they can be posted prior to the scheduled business meeting where they will be discussed. Community roundtable meetings are more important to have on Saturdays when more people can attend for maximum community input. Suggestion to have four roundtable meetings per year.
- Appreciation was expressed of the Local Trust Committee members for committing to the roundtable meetings and the value of open discussion opportunities as part of our community process.

Proposal to put a kayak storage facility adjacent to the government dock

It was noted that the kayak storage facility proposal is a Capital Regional District (CRD) issue, not related to Islands Trust; however it is a community issue. This is part of a business plan to bring tourists from Victoria to Saturna to do kayak tours.

John Hutchinson and Fred Shadian described their understanding of the proposal, as many individuals in attendance were not familiar with it. The proponent is hoping to have the operation underway by Feb 2016. This will require Harbour Commission approval. The following issues were noted:

- commercial enterprise on a public dock, public access, possible liability, roles of different businesses, Harbour Commission involvement, perceived lack of transparency relating to process so far, with over-riding goal to meet community needs;
- the public dock is already used by a variety of businesses - school boat, mail boat, Harbour Air, various fishing boats, and it is a gas dock;
- this opportunity needs further exploration suggesting that a working group be established with a leader to explore the concept further including collaboration between Parks and Recreation Commission, Harbour Commission, local businesses and other impacted groups.

This issue will be addressed at the Saturna Community Club meeting on December 7.

Parking between ferry dock and Boot Cove Road

This area is already congested and potentially "putting lives at risk" when trying to enter or exit property or parking spaces. Especially at issue are large vehicles using that area.

- need for alternate parking option nearby;

- short term solution may relate to additional signage as well as speaking directly to the users of that area who have large vehicles which block visibility;
- the community needs to develop a long term solution to accommodate public parking especially with increased economic development.

3. MEETING RECESSED

Roundtable segment of the meeting was recessed at 12:00 noon, to reconvene at 12:30 p.m.

4. MEETING RECONVIENED

Note: Chair Grams and Planner Richardson joined the meeting at 12:30 p.m.

Chair Grams called the Saturna Island Local Trust Committee meeting to order at 12:35 p.m. He acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

5. APPROVAL OF AGENDA

The following amendment to the agenda was presented for consideration:

Amendment to item 16.1.: change to “Report on Particularly Sensitive Sea Area” and eliminate “Presentation”.

By general consent the agenda was adopted as amended.

6. TOWN HALL AND QUESTIONS

Janet Land asked if there would be space for comments relating to the survey questionnaire when it comes up on the agenda.

Trustee Brent suggested that would be fine so the focus of this Town Hall could relate to issues not addressed later in the agenda.

Janet Land inquired, regarding the Trust Council list of priorities, and wondered if the Local Trust Committee had input and if there would be opportunity for the community to discuss them.

Chair Grams noted that each Local Trust Committee had input and their lists of priorities were incorporated into the strategic plan. The Local Trust Committee top priorities report will be addressed later in the meeting and input will be welcomed at that time.

Priscilla Ewbank noted that density transfers would be of interest and she would like to know what the approach will be and what Local Trustees assumptions and progression of thought put into it will be.

Trustee Brent explained that staff has been requested to provide a full scope of information about density transfer, foundational information of options, and what has worked elsewhere.

Trustee Middleton elaborated that this came up at a previous meeting at which applications offering amenity transfers were not able to move forward without further exploration. Wording in the Saturna Island Official Community Plan section relating to the original section on Community Amenity Density Reserve was vaguely worded. The report will be exploratory and will explain all options.

David Osbourne asked about implications for the rest of the islands if the Salt Spring Island incorporation goes ahead.

Chair Grams explained this is a local community issue not an Islands Trust Issue. If SSI chooses to incorporate they would still be a member of the Islands Trust Federation and would still have two trustees on Trust Council subject to the Preserve and Protect mandate of Islands Trust and all the OCP bylaws would be submitted to Trust Council but as a municipality they could appeal to the minister whereas an Islands Trust area can only apply to Trust Council. One study undertaken by Urban Systems on impact analysis on the Islands Trust would be a net loss of revenue of \$800,000.

There was further discussion relating to the financial impact. Further information on Salt Spring incorporation can be found at www.ssi/incorporationstudy.com.

Dawn Wood commented that density transfer had been brought up in the previous year.

Planner Richardson indicated that he plans to go back through previous minutes and documents from that time.

7. COMMUNITY INFORMATION MEETING

none

8. PUBLIC HEARING

none

9. MINUTES

9.1 Local Trust Committee Minutes Dated October 8, 2015 (for Adoption)

By general consent the Local Trust Committee Minutes of October 8, 2015 were adopted.

9.2 Section 26 Resolutions-without-meeting Report

none

9.3 Advisory Planning Commission Minutes (for Receipt)

none

10. BUSINESS ARISING FROM THE MINUTES

10.1 Follow-up Action List Dated November 2015

Pat Carney pointed out that the request for history of zoning for the original pub application and provisions for parking at the pub was noted as done but in fact has not been provided. Also requested was a status update on the Peretz application.

Planner Richardson acknowledged that he did not have that information but will follow up on the pub zoning and the parking issue and will present at the next public meeting. The Peretz application is back in their court and so far no word has been received from them as to how they wish to proceed.

11. DELEGATIONS

none

12. CORRESPONDENCE

Correspondence received concerning current applications or projects is posted to the LTC webpage

12.1 Email Dated from M Paterson re Community Meetings.

Received for information.

12.2 Email Dated October 22, 2015 from N. Wiens re Roundtable Discussion

Received for information.

12.3 Email Dated October 24, 2015 from T. Higgins re Community Roundtable

Received for information.

13. APPLICATIONS AND REFERRALS

13.1 SA-HAP-2015.1 (Community Club) - Staff Report

Planner Richardson reported on the application and his recommendations. The Community Hall is a designated heritage building and the application would have to comply with the heritage defining elements.

Community Club representative Richard Blagborne explained the background and goals of the project.

Trustee Brent acknowledged that there may be some issues which might slow down the process but he fully supports the proposal.

Trustee Middleton asked about the septic easement on the Saturna Point Holdings which has been there for many years.

Mr. Blagborne explained that the plan is to stay within the existing boundaries with a septic tank then to pump up to a new septic field.

SA-2015-036

It was MOVED and SECONDED

That the Saturna Island Local Trust Committee Heritage Alteration Permit SA-HAP-2015.1 as drafted, be Approved.

CARRIED

13.2 SA-TUP-2015.1 (Fitzgerald) - Application Information

Planner Richardson summarized his report on the recent application including timeline options for the local trustees' consideration with a staff report for January and consideration of issuance at the February meeting.

Trustee Brent expressed concerns that because this is a tourist facility which has already been discussed broadly in the community at the roundtable meetings and, because any delays on approval of the TUP would impact on the applicant's ability to be ready for the 2016 season, he would prefer to vote on the application at the January meeting.

Trustee Middleton for the best process for the committee and the applicant, the public review needs to occur so all are clear on the expectations prior to consideration of issuance of the permit.

Pat Carney repeated her request for the original zoning expressing concerns regarding parking issues and off-sales of liquor which she felt have not yet been addressed. She also noted that the Boot Cove/Lyall Harbour water system is at capacity and this has not been addressed. Others who have applied to be added to the system have been turned down. This may affect the timing of a decision on the application.

Trustee Brent pointed out that although the proposed application was discussed widely within the community the formal application for a temporary use permit has only recently been received.

Janet Land noted that Planner Richardson refers to camping spaces when "tenting" sites would be a more appropriate designation.

SA-2015-037

It was MOVED and SECONDED that the Saturna Island Local Trust Committee directs staff to organize a Community Information Meeting on January 21, 2015 regarding Application SA-TUP-2015.2.

CARRIED

14. LOCAL TRUST COMMITTEE PROJECTS

14.1 Community Profile - Draft Survey

Planner Richardson presented the revised questionnaire, the purpose of which is to provide baseline data about the community to help trustees make zoning decisions.

Trustee Middleton clarified that the purpose of the questionnaire was to collect broad base data not available from Statistics Canada.

There was discussion with several suggestions:

- a clear preamble identifying the purpose of the questionnaire;
- several wording revisions plus, moving item 2 later in the document;
- clarify ranges spent on housing;
- clarification regarding volunteerism (amount of time, what type of activity).

This feedback was noted by Planner Richardson, to be incorporated into the questionnaire, and will be sent back to the trustees for a resolution without meeting.

Processes of distribution were discussed considering electronic, mail drop and direct mail-out.

SA-2015-037

It was MOVED and SECONDED

That the Saturna Island Local Trust Committee direct staff to prepare the questionnaire using the questions provided in staff report dated November 25, 2015 as amended at this meeting and with a preamble be prepared for Resolution without Meeting.

CARRIED

15. REPORTS

15.1 Work Program Reports (attached)

15.1.1 Top Priorities Report dated November 2015

Ongoing

15.1.2 Projects List Report Dated November 2015

Water use on the islands - information has previously been discussed and put into practice on Saturna as well as Salt Spring islands. Issues related to water quality, water quantity, and how to conserve it.

Chair Grams requested Planner Richardson to obtain the Drought Analysis done by Dr. Don Hodgins and SSI Water Working Group and to post it on the Saturna section of the Islands Trust website.

Groundwater workshop on Pender Island focussed on the mechanics of water accumulation on islands surrounded by salt water. Trustee Middleton shared information presented by a hydrogeologist. These are complex issues with various perspectives and there is much to learn in

order to make sound decisions related to groundwater use and conservation. Importance of education was stressed.

15.2 Applications Report Dated November 2015 (attached)

All applications are in process.

15.3 Trustee and Local Expense Report Dated October 2015 (attached)

The LTC discussed the current spending and acknowledged that it will increase once the Community Profile Questionnaires are ready for distribution and analysis.

15.4 Adopted Policies and Standing Resolutions (attached)

For information.

15.5 Local Trust Committee Webpage

The Saturna Island Local Trust Committee website can be found at:
www.islandstrust.bc.ca/saturna

15.6 Chair's Report

Chair Grams noted a busy two months with various meetings on the go including: Local Trust Committee meetings; two meetings with the new Chair of the Trust Fund Board to discuss possible renaming of the board and meeting to apprise him on the progress of the Salt Spring Island incorporation committee process. Chair Grams also attended a meeting in Victoria regarding increasing anchorages of freighters in the Salish Sea and discussion of creeping industrialization of the Salish Sea. He also attended a presentation by Malahat First Nations proposal of a LNG plant in the Saanich Inlet. Islands Trust does not have regulatory jurisdiction in this area but can take on an advocacy role.

15.7 Trustee Report

Trustee Brent commented on the Local Planning Committee focus on affordable housing strategies. The hiring committee search for the new Chief Administrative Officer has been successful. Also the committee to work on relocation of the Victoria Islands Trust office is progressing well. The Financial Planning Committee is proceeding with budget deliberations. He also attended the meeting on anchorages of freighters in the Salish Sea and noted that permanent buoys are an option to anchors damaging the sea bed but not popular among industry.

Trustee Middleton attended the Pender Water Conservation meeting which was discussed earlier and will discuss the particularly sensitive sea area.

15.8 Trust Fund Board Report Dated November 2015

15.8.1 TFB Briefing - Coastal Douglas-fir & Associated Ecosystems Partnership Conservation Strategy Final & Attachments

This presentation at the Bowen Island meeting was briefly described by Trustee Middleton.

16. NEW BUSINESS

16.1 Report on Particularly Sensitive Sea Area - Trustee Middleton

National Marine Conservation Area priority to establish boundaries as a starting point. Trustee Middleton suggested support of defining the areas and twinning the Saturna Island Research and Education Society (SIMRES) endeavours along with the fact that a large percentage of Saturna is National Park. Would like to have the Local Trust Committee support work to have this local area identified as a National Marine Conservation Area.

Trustee Brent offered several examples of positive efforts. He also noted we have zoning authority of local foreshore. He recommended supporting the particularly sensitive sea areas initiatives.

Chair Grams also noted that Trust Council has agreed to consider supporting UN Biosphere program options as more achievable.

16.2 Saturna Island Local Trust Committee Proposed Annual 2016 Regular Meeting Schedule & Memo (for Adoption)

Community members have voiced support for 2-3 hour stand alone Community Roundtable meetings quarterly on a Saturday and monthly LTC business meetings (January, February, and March to start with). Calendar not fully amended for adoption.

17. UPCOMING MEETINGS

17.1 Next Regular Meeting Scheduled for 2016 - to be determined

Suggest monthly business meetings on a Thursday and if not needed can be cancelled. Also, schedule quarterly Roundtable meetings on a Saturday (suggested March 12, May, July and the fourth to be determined).

18. TOWN HALL

David Osbourne re Follow-up Action Report #4, prior discussion with Trustee Middleton regarding accessing the legal opinion and bringing it up for discussion at one of the open meetings.

Priscilla Ewbank suggested that use of the term amenity in the questionnaire should be defined because the definition may not be commonly understood as used by Islands Trust.

Trustee Brent recalled the long discussions last year about how the word amenities is defined.

Janet Land expressed concern regarding minutes. The last meeting was October 8, but the minutes were only available a week ago.

Trustee Middleton stated that the Trust protocol is 30 days so if there are monthly meetings it is unlikely that they will be available prior to one week before the next meeting.

19. CLOSED MEETING

none

20. ADJOURNMENT

By general consent the meeting was adjourned at 3:15 pm.

George Grams, Chair

Certified Correct:

Beverly Lowsley, Recorder



Islands Trust

Saturna Island

Resolutions Without Meeting

Resolution #	Action	Resolution Description	Resolution Date
2015-12	In Favour	THAT the Saturna Island Local Trust Committee schedule Regular Local Trust Committee Meetings to be held on January 21 and February 18, 2016.	16-Dec-2015

Follow Up Action Report

Saturna Island

03-Dec-2015

No.	Activity	Responsibility	Target Date	Status
1	Minutes of October 8, 2015 adopted as drafted.	Lori Foster		Done
2	SA-HAP-2015.1 (Community Club) - permit issued as drafted.	Sharon Lloyd-deRosario		Done
3	SA-TUP-2015.1 (Fitzgerald) - Staff report to be prepared and CIM to be arranged for January LTC Mtg..	Gary Richardson Sharon Lloyd-deRosario Lori Foster		Done
4	Community Profile - staff to amend and forward to LTC with RWM for consideration.	Gary Richardson Sharon Lloyd-deRosario		On Going
5	Staff to amend 2016 meeting schedule and forward to LTC with RWM for consideration.	Gary Richardson Sharon Lloyd-deRosario Lori Foster		Done
6	Research parking requirements for pub.	Gary Richardson		Done

STAFF REPORT

File No.: SA-TUP-2015.2
(Saturna Point
Holdings Ltd.)

To: Saturna Island Local Trust Committee
For the Meeting of January 21, 2016

From: Gary Richardson, Island Planner

CC: Robert Kojima, RPM

Re: Temporary Use Permit Application – Tenting Sites and
Shower/Laundry/Washroom Facility – Lot A, Section 18, Saturna
Island, Cowichan District, Plan VIP75287 - 100 East Point Road

Owner: Saturna Point Holdings Ltd.

Applicant: Saturna Point Holdings Ltd.

Description: Lot A, Section 18, Saturna Island, Cowichan District, Plan VIP75287

Civic Address: 100 East Point Road

PRELIMINARY REPORT

THE PROPOSAL:

The applicant is requesting that the Saturna Island Local Trust Committee issue a Temporary Use Permit to allow for a campground consisting of 10 tenting spaces, up to 8 parking spaces, and a shower/laundry/washroom building on a portion of the above referenced lot. The ten tent sites are to be located away from the road and are to be screened by landscaping.

Car camping is not being accommodated. A 24 hour security camera will be in place on the site and as well on island staff will be available by phone 24 hours a day if there are any problems.

BACKGROUND:

The application was received November 20, 2015. The application information was placed on the December 3, 2015 LTC meeting agenda requesting direction from the LTC on how it wanted to proceed.

The LTC passed the following resolution at the December 3 LTC meeting:

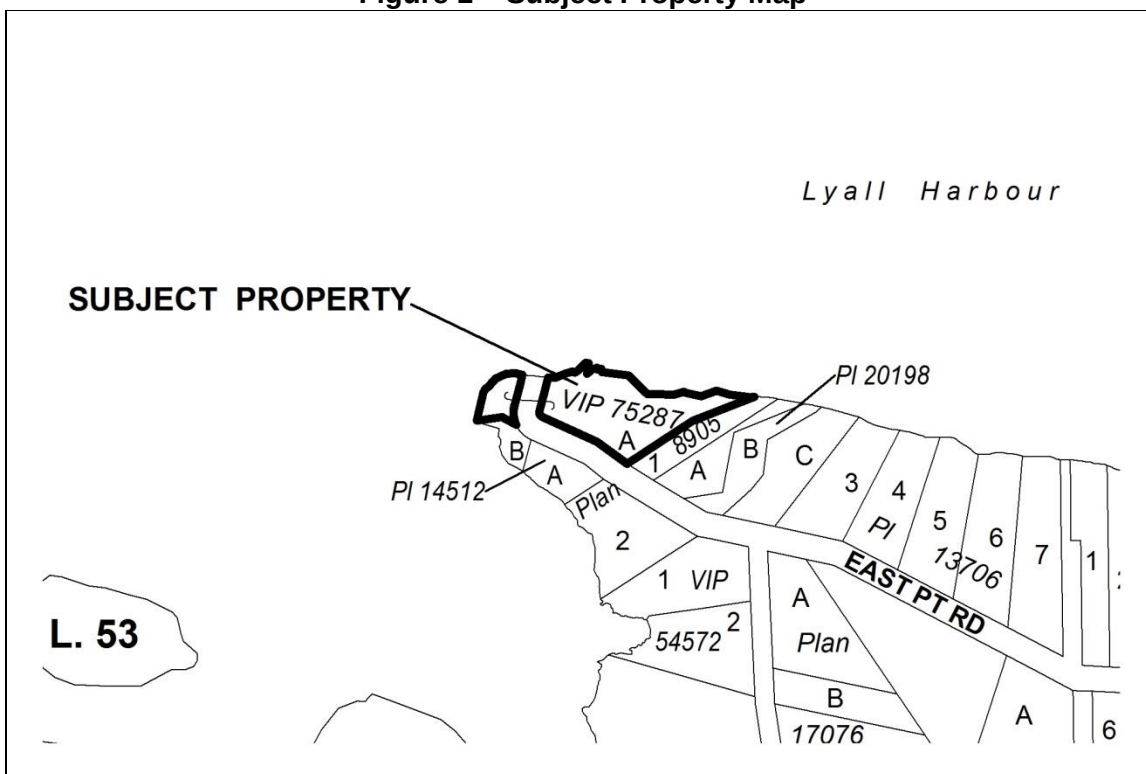
SA-2015-037

*It was **MOVED and SECONDED** that the Saturna Island Local Trust Committee directs staff to organize a Community Information Meeting on January 21, 2015 regarding Application SA-TUP-2015.2.*

SITE CONTEXT:

The site of the proposed campground is located on a portion of a water front lot on Lyall Harbour. The western portion of the lot presently contains the Lighthouse Pub, Lovage and Lace Clothing, Saturna Point Gallery, and Dockside Reality. The other portion of the lot where the campsite is being proposed presently contains Darrel's Digs Nursery, Commercial Storage Sheds, Fuel Tanks and Commercial Parking. As can be seen on Figure 5 the property subject to this proposal slopes quite steeply towards the sea; however, the area where the campsite is to be located is quite level. The area is one of the most congested areas on the island due to the concentration of services. There is good driveway access to East Point Road.

Figure 1 – Subject Property Map



ENLARGED SITE PLAN

**SATURNIA POINT HOLDINGS
ECOTOURISM
FACILITIES**

102 EAST POINT ROAD
SATURNIA BC AND
SIC, V8N 7Y5 CANADA

SITE-1.1

PROJECT DATE: _____

REVISIONS: _____

102 EAST POINT ROAD
SATURNIA BC AND
SIC, V8N 7Y5 CANADA

SITE PLAN
1"=10'-0"

An aerial photograph of a coastal area. A large, irregularly shaped green forested area is outlined in red. To the left of the forest, there is a small cluster of buildings, including a large white structure and several smaller ones. Further left, there are two long, narrow structures extending into the water, possibly piers or docks. The water is dark blue. The overall scene appears to be a coastal development or a protected area.

Figure 4 – Orthophoto of Subject Area



CURRENT PLANNING STATUS OF SUBJECT LANDS:

Islands Trust Policy Statement:

Excerpts relevant to this application:

5.2 Growth and Development

Directive Policies

5.2.3 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.

5.2.4 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.

5.7 Economic Opportunities

5.7.2 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.

Official Community Plan

The subject property is in the **Rural** OCP designation.

Excerpts relevant to this application:

D.1 RURAL

The Rural designation identifies areas where a wide variety of human use and development activities may be permitted. All the following categories will be implemented through zoning and not designated within this Plan.

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:

- a) Rural Residential for single-family homes and private recreation 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;
- c) Rural Comprehensive for large parcels when more than 5 principal residences are desired on a lot to accommodate co-operatives or joint land ownership;
- d) Multiple Family Residential;
- e) Industrial, with distinctions made between differing scales of industrial use;
- f) Commercial;
- g) Commercial Recreation and Accommodation;
- h) Public Utility and other public uses, which may include environmental conservation; and
- i) The Local Trust Committee may consider allowing for mixed uses in locations in close proximity to services.

D.1.2 The Saturna Island Local Trust Committee, when zoning Rural designated land, shall ensure that on lots with more than one base designation, the residential density will not exceed one primary residence and one cottage per 2.02 hectares (5 acres) of the Rural designated area in the parcel, plus any density received from any Watershed, Farmland, Wilderness Reserve, Forest or Heritage Forest designated portions of the lot and any density granted from the Community Amenity Density Reserve.

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.

D.1.4 Rural Subdivision Capacity:

The maximum number of lots that can be created shall equal the acreage of the lot designated rural divided by five (5) except where:

- a) a restrictive covenant limits further subdivision then it shall be the amount specified in the covenant;
- b) the lot has split designations then section D.7 applies; or
- c) density from the Community Amenity Density Reserve is granted in exchange for an amenity.

C.3 DEVELOPMENT POLICIES

- C.3.1** Developments should be designed to provide opportunities for residents and visitors to enjoy the aesthetic, historic, scenic, and natural resource values of the Area's forests, wetlands, farmlands, waterways, beaches and coastline.
- C.3.2** The type, scale, and concentration of development, including the ultimate resident and visitor populations, are to be managed to preserve the quiet rural atmosphere.
- C.3.3** The rate of growth of residential, commercial accommodation and commercial uses is to be managed to facilitate the community's ability to absorb proposed change and optimize any related benefits.
- C.3.4** In considering development proposals, the Saturna Island Local Trust Committee shall require the mitigation of adverse impacts on the aesthetic resources of the Area. Setbacks, screening, or other means are to be used to abate visual impacts.
- C.3.5** When relating to matters of development, affordability, special needs, or rental opportunity, the Saturna Island Local Trust Committee is to consider the community's desire to maintain social and economic diversity.
- C.3.6** Regulatory bylaws may waive minimum lot area for subdivision requirements for lots created for and restricted to a public use that is nonresidential and not count them as lots respecting the use of subdivision capacity.
- C.3.7** As a condition of subdivision, where lots of less than 2.02 hectares (5 acres) are created, restrictive covenants are to be required on all lots of 4.05 hectares (10 acres) or more controlling both residential density and subdivision capacity.
- C.3.8** Where any lot is subject to a restrictive covenant as required by section C.3.7 that prohibits further subdivision, the Saturna Island Local Trust Committee shall rezone the lot to indicate that it is a remainder with no further subdivision potential. The zoning shall limit its residential density to the amount specified by the covenant and the transfer of density onto these remainders shall not be allowed.
- C.3.9** Public access to the foreshore should be provided in a manner that ensures the maximum benefit to the public, with the least harm to the natural condition of the area. To provide useful public accesses:
- a) consolidation of public accesses is encouraged where appropriate to the nature of the shoreline; and
 - b) where feasible, dedication of a coastal strip fronting the foreshore in conjunction with subdivision will be sought.
- C.3.10** To move towards a land use pattern that results in a more compact, complete and connected community, with new residential development occurring in locations accessible to services.

PART H - TEMPORARY COMMERCIAL AND INDUSTRIAL USE PERMITS

- H.1** The Saturna Island Local Trust Committee may issue Temporary Commercial Use Permits and Temporary Industrial Use Permits in the Rural, Forest, Farmland and Harbours designations as shown on Schedule B.

Objectives for Issuing Temporary Commercial or Industrial Use Permits

- H.1.1** Permits for temporary commercial and industrial uses may be issued:
- a) for short term uses; or
 - b) as a test of the compatibility of the proposed land use, which may not have been anticipated, with existing uses.

Permit Guidelines

- H.1.2** Permits can be issued for any period up to two years and could be considered for renewal once for any further period up to two years.
- H.1.3** Permitted uses should be consistent with the policies of the designation and the provisions of H.1.1.
- H.1.4** Permitted uses should not preclude or compromise future permitted uses on the affected lot.
- H.1.5** Uses should not be allowed if they conflict with any ongoing planning policies or programs.
- H.1.6** Sand and gravel removal and processing, and asphalt plants shall be subject to a permit if they exceed 50 truckloads in any given year.
- H.1.7** Permit conditions must make reference to measures dealing with the following points:
- a) general activity levels that will not create any disturbance apparent beyond the property's boundaries;
 - b) adequate landscape buffering or distance separation to adjacent lots;
 - c) provision of off-street parking spaces consistent with regulatory bylaws;
 - d) reclamation measures that will restore the permit area to suitability for its designated primary use; and
 - e) adequate supervision of the site.
- H.1.8** In addition, permit conditions should outline operational plans, including hours and days of operation and staffing to ensure compatibility with the neighborhood and may include an undertaking for restoration of the site and a security deposit to guarantee performance of the conditions.
- H.1.9** Campsites may be permitted provided there is adequate supervision to a maximum density of 2 campsites per acre on properties of at least 2.02 hectares (5 acres).
- H.1.10** All individual campsites will have walk-in access only with no vehicle access directly to the site.

H.1.11 In reviewing applications and establishing permit conditions, the Local Trust Committee should consider the climate change impacts of the proposed use.

Land Use Bylaw

The current zoning of the subject property is Industrial Storage and Repair (ISR).

6.1 INDUSTRIAL STORAGE AND REPAIRS ZONE (ISR)

Uses Permitted

- 6.1.1 In the **Industrial Storage and Repairs (ISR) 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.
- 6.1.1(1) warehouses;
 - 6.1.1(2) storage yards;
 - 6.1.1(3) contractor's yards and workshops;
 - 6.1.1(4) building materials and supplies sales;
 - 6.1.1(5) freight service;
 - 6.1.1(6) motor vehicle sales and repairs;
 - 6.1.1(7) machinery and parts sales, rentals and repairs;
 - 6.1.1(8) wood, metal and plastic fabricating;
 - 6.1.1(9) welding and machine shops;
 - 6.1.1(10) boat *building* and repairs;
 - 6.1.1(11) *off street parking* lots;
 - 6.1.1(12) marinas for the accommodation, maintenance and servicing of boats including refueling;
 - 6.1.1(14) one *residential unit* in conjunction with an industrial use for the accommodation of the owner, operator or an employee of the principal use is permitted.
- 6.1.2 In addition to the uses permitted in subsection 6.1.1, on the ISR portion of the lot legally described as Lot 17, Plan 18592, Section 8, Cowichan District, Saturna Island the following use is permitted: retail sale of fuels.
- 6.1.3 Despite subsection 6.1.1, on the ISR portion of the lot legally described as Lot 1, Section 18, Plan 14515, Cowichan District, Saturna Island the only uses permitted in addition to those set out in Section 2.1 are: boat *building* and repairs; marinas for the accommodation, maintenance and servicing of boats including refueling; service stations; bulk fuel storage tanks; off street parking lots; and, one *residential unit* in conjunction with an industrial use for the accommodation of the owner, operator or an employee of the principal use is permitted.

Islands Trust Fund

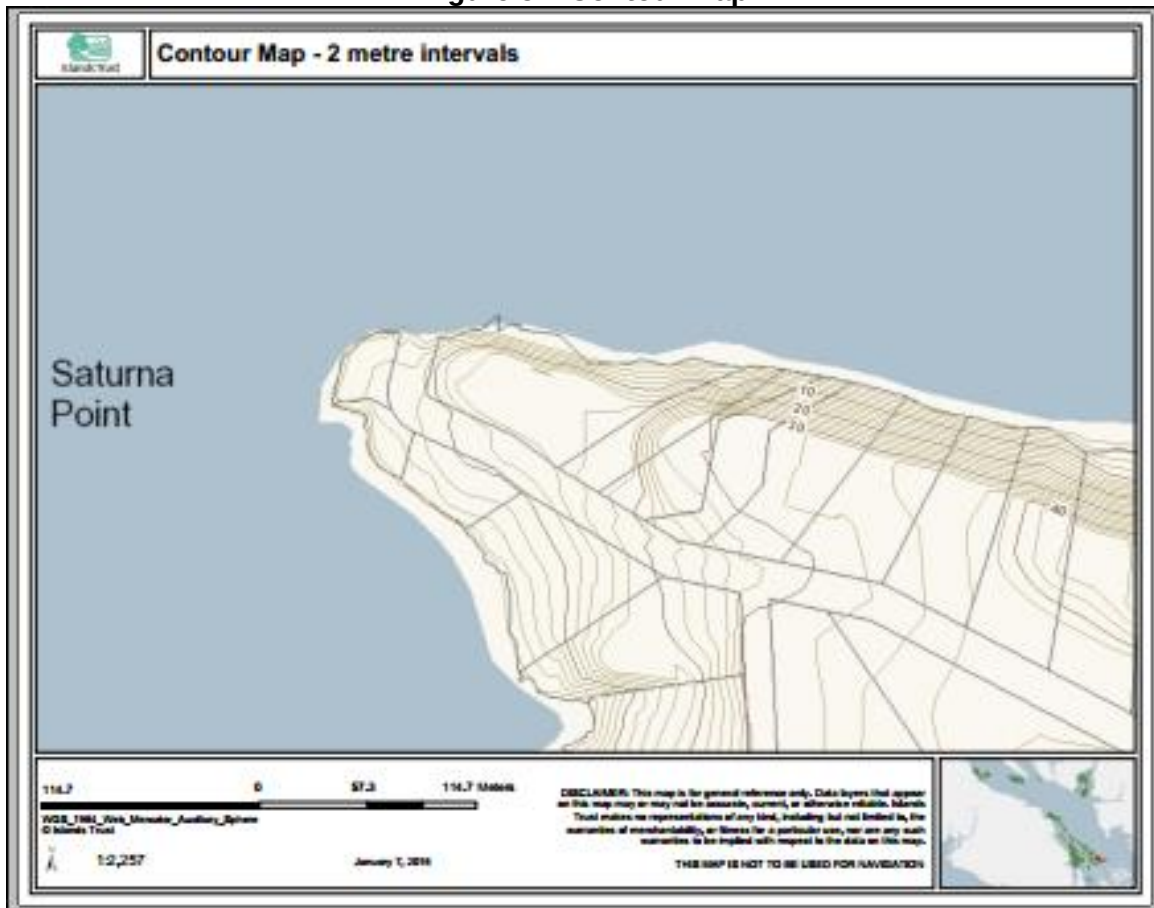
There are no Trust Fund properties or covenants in the vicinity of the subject lot.

Sensitive Ecosystems and Hazard Areas

The Local Planning Services Sensitive Ecosystem Mapping (SEM) does not show any sensitive ecosystems on the subject lot.

As can be seen on the contour map below there is a steep area along the shoreline, including areas of high hazard. The proposal would be sited away from the steep slopes and separated from it by a fence.

Figure 5 – Contour Map



Archaeological Sites

There are no archeological sites on the subject area or in close proximity; however portions of the lot are identified as having archeological potential.

Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the *Heritage Conservation Act*. This would most likely be indicated by the presence of areas of dark-stained soils containing conspicuous amounts of fire-stained or fire-broken rock, artifacts such as arrowheads or other stone tools, or even buried human remains. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a *Heritage Conservation Act* permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.

Covenants

There are no covenants on the property.

Bylaw Enforcement:

There are no bylaw enforcement files on record for this property.

Climate Change Mitigation and Adaptation

The close proximity of the campground to commercial services and the ferry should have an overall effect of reducing greenhouse gas emissions by reducing both the number of cars, and the number and distance of car trips.

Shoreline

The shoreline on the portion of the lot where the campsite is to be sited is predominantly sea cliff.

Sea cliffs are hard, mostly bedrock shores with slopes steeper than 20%. This type of shoreline is common on the Gulf Islands. Backshore soils tend to be shallow and rocky, making them prone to drought. Sea cliffs are resistant to erosion and tend to be stable over a human time scale. Sediment transport rates along shoreline nearby sea cliffs are low, because of the limited sediment they supply to the nearshore. Sea cliffs may also have associated rock fall hazards.

COMMUNITY INFORMATION MEETING(S):

A Community Information Meeting (CIM) has been scheduled for January 21, 2016 for this proposal. This report will be presented at the CIM.

RESULTS OF CIRCULATION:

Statutory requirements for notification will be carried out if this proposal proceeds to a meeting where the LTC will be considering issuance of a permit. Notification includes delivery of notices to surrounding property owners, newspaper notice, and posting of the notice on Island Trust notice boards and web site.

STAFF COMMENTS:

1. Scale of Proposal

The Islands Trust Policy Statement and Saturna OCP contain policies regarding maintaining rural and community character. This proposal is being applied for as tent only with 10 spots with screening and off street parking which appears to be at a scale that is compatible with the character of Saturna Island and is at such a small scale that it should not negatively impact the rural nature of the Island. A small low

impact proposal such as this can be seen as enhancing the character of the island. The screening being required in the draft TUP, requiring off street parking spaces and allowing only tent spaces that can only be accessed by walking a short distance will help maintain the rural character of the area.

2. Parking

The parking requirements contained in section 14 of the Saturna LUB for campgrounds require 1 parking space per campsite and 1 parking space per two employees. By this calculation 11 parking spaces would be required to satisfy the LUB requirements. Eight parking spaces are being shown on the proposed site plan.

Due to the proximity of the campsite to the ferry some campers may be walking on the ferry and 8 parking spaces may be sufficient. This will likely not be known until the campsite has been in use for some time and some data has been collected. As the general area is quite congested from existing traffic and parking generated by the community hall, ferry, and the other commercial activities in the area it seems prudent to ensure that all parking generated by this proposal be contained on the campsite lot. The TUP guidelines (H.1.7 c) also recommend that the number of parking spaces be consistent with what is required in the LUB. It is recommended that 11 parking spaces be dedicated for campers only. There appears to be sufficient area to accommodate the additional spaces.

3. TUP Guidelines (excerpts from relevant guidelines)

Guideline H.1.4 – permitted uses should not compromise future uses on the lot. The proposal is consistent with this guideline as the only new permanent structure will be the washroom/shower/laundry facility. The property should be able to be restored relatively easily if the use permitted by the TUP is discontinued (H.1.7 d).

Guideline H.1.7 a & e – use should not create disturbance beyond the property boundaries and there should be adequate supervision of the site. The applicant has indicated that there will be a 24 hour security camera in place and campground staff will be available by phone 24 hours a day if there are any problems. This will be reflected in the draft permit as requirements.

Guideline H.1.7 b - landscape buffering. The applicant has shown fencing and landscaping of the site which will provide a screen from the surrounding area. To ensure the landscaping is planted and maintained a security deposit to guarantee the performance of the TUP conditions can be obtained from the applicant. The screening is in the draft TUP as a requirement and if it's not carried out the terms of the TUP can be enforced the same as regulations in a LUB can be enforced.

Guideline H.1.8 – operation plans have been outlined in the application and where appropriate have been reflected in the draft TUP.

Guideline H.1.9 - states that campsites may be permitted to a maximum density of 2 campsites per acre on properties of at least 5 acres. This proposal is not consistent

with this guideline as the property is only 1.73 acres in size and 10 campsites are being proposed. This is a guideline which is meant to guide the LTC in making a decision; however, the LTC can permit proposals that are at variance with the guidelines. In this case the small scale of the proposal, it's central location accessible to transportation and service, and with it only being a tenting-only campground it seems reasonable to allow a maximum of the proposed 10 tent sites.

4. Potable Water

The subject lot is within the Lyall Harbour/Boot Cove water district. The CRD administers the district. Staff has requested confirmation from the CRD and the Chair of the Lyall Harbour/Boot Cove Water Services Committee if a hookup for the proposed use would be granted. As of the writing of this report no response has been received. Other options for obtaining potable water would be constructing a water catchment system or drilling a well.

5. GHG Reduction

The close proximity of the campground to commercial services and the ferry should have an overall effect of minimizing greenhouse gas emissions by limiting the number of cars coming to the island and the number and distance of car trips.

6. Excessive Noise

The site will be managed from on-island which should allow for a reasonably quick response to inappropriate behavior. The 24 hour phone number will assist in the effective management of the site. Screening and fencing will also assist in noise abatement.

Staff is of the opinion that the type and scale of this proposal complies with the policies the OCP regarding maintaining rural and community character. The proposal is also consistent with OCP policies regarding allowing economic opportunities that are compatible with the conservation of resources and protection of community character. The location of the proposal is consistent with OCP policies regarding a land use pattern that results in a more compact, complete and connected community.

Staff has drafted a TUP for the LTC's consideration (attached).

Options:

- 1) Proceed no further with application SA-TUP-2015.2.
- 2) Proceed with amended TUP.
- 3) Proceed with TUP as drafted.

It is recommended that the LTC proceed with the TUP as drafted and direct staff to carryout notification in order to allow the LTC to consider issuance of the permit at its February 18, 2016 LTC meeting.

RECOMMENDATIONS:

1. **THAT** the Saturna Local Trust Committee direct staff to advance SA-TUP-2015.2 as drafted to the February 18, 2016 LTC meeting in order to allow the LTC to consider issuance of the permit.

Prepared and Submitted by:

Gary Richardson

January 7, 2016

Date

Concurred in by:



Robert Kojima
Regional Planning Manager

January 8, 2016

Date

Attachments: Draft TUP
Applicants Proposal



**SATURNA ISLAND LOCAL TRUST COMMITTEE
TEMPORARY USE PERMIT
SA-TUP-2015.2 (Saturna Point Holdings Ltd.)**

100 East Point Road

To: Saturna Point Holdings Ltd

1. This Permit applies to the land described below:

Lot A, Section 18, Saturna Island, Cowichan District, Plan VIP75287, shown on Schedule "A", which is attached to and forms part of this Permit.

2. This Permit is issued for the purpose of permitting the operation of a campground consisting of 10 tent sites and laundry/washroom/shower facility on the above referenced lot and is subject to the following conditions:

- a) A contact person on Saturna Island associated with the property must be available by telephone 24 hours per day, seven days per week;
- b) Security cameras must be installed and monitored;
- c) The laundry/shower/washroom building shall not have a floor area that exceeds 160 square metres (522 sq.ft.);
- d) The property owner must provide neighbors within a 100 metre radius of the campsite with the contact person's phone number, and a copy of the temporary use permit;
- e) The property owner must post for guests information on noise bylaws, water conservation, fire safety, storage and disposal of garbage, and control of pets;
- f) One sign is permitted and is not to exceed 1 square metre in size;
- g) Only tent camping is permitted;
- h) There must be no direct vehicle access to the tent sites, the sites are to be accessed by footpath only;
- i) All outdoor fires are prohibited;
- j) The property owner must not remove any existing vegetative screening;
- k) A row of drought tolerant evergreen plants that will attain a sufficient height and density to provide a complete and permanent visual screen between the campground and East Point Road shall be planted and maintained continuously with the only break in screening being for driveway access;

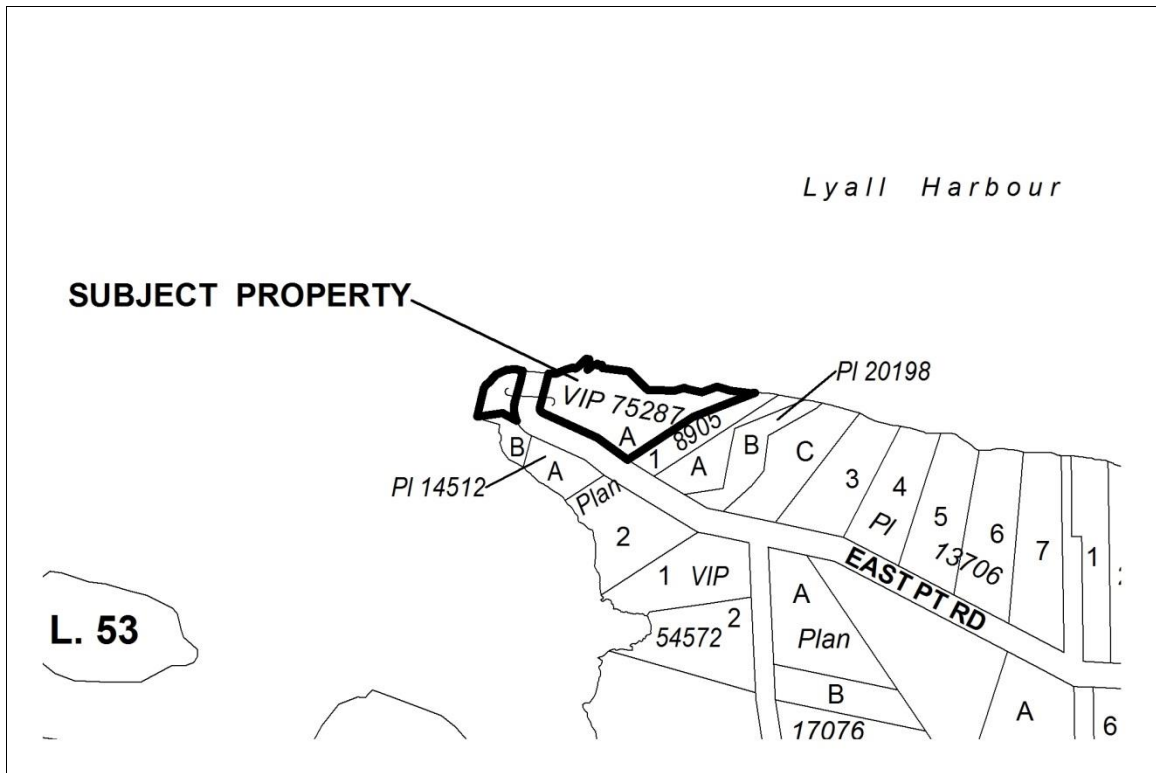
- l) the owner must provide parking for a minimum of eleven (11) vehicles on the property and the spaces must be clearly marked for campsite use only;
 - m) outdoor lighting must not be directed onto surrounding properties;
 - n) Quiet hours must be posted and adhered to between the hours of 10 pm and 8 am;
 - o) The property must be restored to its pre-campground condition if the use is discontinued for 6 months or if the permit expires.
3. All buildings, structures, parking areas, tenting sites, fencing and landscaping are to be substantially in compliance with Schedules “A” and “B” attached to and forming part of this permit.
4. This Permit expires on XXXX, 20XX
5. This is not a Building Permit, nor does it relieve the Permittee from the need to secure all other approvals necessary for the proposed development.

AUTHORIZING RESOLUTION PASSED BY THE SATURNA ISLAND LOCAL TRUST COMMITTEE THIS DAY OF .

Deputy Secretary, Islands Trust

Date Issued

SATURNA ISLAND LOCAL TRUST COMMITTEE
SA-TUP-2015.2
SCHEDULE A



[illegible]

SATURNA POINT HOLDINGS ECOTOURISM FACILITIES

Laundry/ Shower & Toilet facilities/ Tent Sites

The Vision

Saturna Point Holdings' (SPH) vision is to provide much needed, environmentally sensitive, and responsible amenities that will allow low impact visitors such as kayakers, cyclists, and walkers to visit and experience Saturna Island. Washrooms, shower facilities and ten tent sites will provide sustainable and welcoming services that encourage low impact Ecotourism. These services will benefit our island, and be ideally located close to other services, next to our Transportation Hub, and along our Commercial Corridor, (the only commercial corridor on our island.) The facilities will be adjacent to Lyall Harbor Government Dock, which accommodates commercial boats, pleasure craft, and floatplanes and is Saturna's only (and currently too small) public dock. There are currently no laundry facilities on Saturna and the only tent sites are at Narvaez Bay, which is 8 kilometers from the Ferry Dock, accessible primarily on a sparsely travelled, unlit dirt road.

The Location and Property

Saturna's Transportation Hub is at the nucleus and the start of Saturna Island's "Main Street" which extends southeasterly to the Saturna General Store and Cafe, the Emergency Services Building, the Saturna Medical Clinic, Saturna Shuttle hub, the Saturna Cultural and Recreation Center, and Parks Canada offices. These important island facilities are located within walking distance from the Ferry Dock on what is the Island's main street and center of commerce.

Saturna Point Holdings' two properties are located at Saturna's Transportation Hub and form the gateway to Saturna Island. Its properties surround the Lyall Harbor Ferry Dock and Government Dock. The westernmost of these two properties is zoned CRA; Commercial Recreation and Accommodation Zone. Located on this property, are the Lighthouse Pub, the Saturna Point Store, Boot Cove Books, Lovage and Lace Clothing, the Saturna Point Gallery, and Dockside Realty. The easternmost piece of property, where the Ecotourism Facilities are proposed, is currently zoned ISR; Industrial Storage and Repairs Zone. Located on this property are Darryl's Digs Nursery, Commercial Storage sheds, and Commercial Parking. These businesses will remain. This property is located adjacent to the Saturna Island Community Club, which is located next to Wild Thyme Coffee House.

The Project

The 10 tent sites will be located away from the road, closest to the Government Dock and will be screened by new landscaping and an existing berm. The water for the laundry and shower facilities will be separately metered and paid for by each user. Currently gray water conservation for toilets is being planned and solar panel viability on the new building is being researched. Additional parking is planned, segregated from the campsite, for up to 8 vehicles if required. These would not support car camping. A 24-hour security camera and SPH personnel will be available 24 hours by phone if there are any concerns.

What We Offer

Virtually every person that sets foot on Saturna Island enters at this location. Our Gateway has much to say about our island and who we are. Looking at the big picture, we are an island that is almost 50% Federal and Provincial Park. We are a walking, kayaking, cycling, and terrestrial whale watching paradise. In conjunction with the other Gulf Islands, we provide an unparalleled opportunity to engage and educate people about the environment; to teach appreciation and preservation of our pristine paradise.

The Triple-Bottom Line

This is a true triple bottom line Ecotourism project. It will benefit our island environmentally, socially and economically.

Environmentally: These facilities will enable low impact visitors without vehicles to visit our island. It will provide sustainable, environmentally sensitive, affordable, and accessible accommodation for walkers, cyclists, and kayakers.

Socially: These facilities will assist Saturna to remain a viable and vibrant community.

Economically: These facilities, being conveniently located at the transportation hub and in the commercial corridor, will allow visitors to walk to meals at the Pub, Café, and Bus and shop at our island stores, while experiencing all our island has to offer.



Top Priorities

Saturna Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Review of density transfer mechanisms	Project Charter approved at July 25, 2015 LTC Mtg. Staff reviewing existing Saturna OCP/LUB policies and regulations regarding density transfer. Discussion paper to be prepared for January.	09-Jun-2015	Gary Richardson		On Going
2	Community Profile	Staff to prepare draft list of questions for the LTC to consider including in a questionnaire at the October 8, 2015 LTC Mtg. Amended list prepared for December 3, 2015 Mtg. Final Survey prepared and mailed out in January 2016.	25-Jul-2015	Gary Richardson		On Going
3	Water Resource Protection		08-Oct-2015	Gary Richardson		On Going

Projects

Saturna Island

No.	Description	Activity	Received/Initiated	Status
1	Land Use Bylaw Review		26-Sep-2012	On Going
2	Geological Hazard Mapping		25-Feb-2009	On Going
3	Secondary Suite Review		23-Apr-2015	On Going
4	Amenity Zoning review		25-Jul-2015	On Going



Islands Trust

Print Date: January 13, 2016

Applications

Agricultural Land Reserve

File Number	Applicant Name	Date Received	Purpose
SA-ALR-2015.1	Money Family Projects	12-May-2015	029-302-552

Property exclusion from the ALR.

Planner: Phil Testemale

Planning Status

Status Date: 15-Dec-2015

Waiting for applicant to give direction on if/how they want to proceed.

Status Date: 29-May-2015

Applicant required to complete ALC advertising prior to application being considered by LTC

Status Date: 27-May-2015

Staff report prepared for LTC consideration at June 9, 2015 LTC Mtg.

Rezoning

File Number	Applicant Name	Date Received	Purpose
SA-RZ-2012.1	Jonathan Yardley Architect Inc	26-Jan-2012	Rezone to allow subdivision

Planner: Gary Richardson

Planning Status

Status Date: 16-Jul-2015

Staff to work with applicant to advance application.

Status Date: 27-May-2015

CIM being scheduled for June 9, 2015.

Status Date: 16-Apr-2015

Staff report prepared for LTCs consideration at April 23 2015 LTC Meeting. Request has been revised and is now for zoning to allow for a 3 lot subdivision.

Subdivision



Applications

File Number	Applicant Name	Date Received	Purpose
SA-SUB-2014.1	Wolfe-Milner Land Surveying	21-Aug-2014	187 EAST POINT ROAD A subdivision of one parcel & one remaining.
Planner: Phil Testemale			
Planning Status			
<u>Status Date:</u> 15-Dec-2015 Waiting for confirmation that amended covenants have been registered.			
<u>Status Date:</u> 11-Feb-2015 waiting for PLA from MoTI			
<u>Status Date:</u> 17-Sep-2014 Response e-mailed to MoTI			

Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
SA-TUP-2015.2	Saturna Point Holdings Inc.	20-Nov-2015	100 EAST POINT RD TUP proposal for 10 tenting sites and shower/laundry building.
Planner: Gary Richardson			
Planning Status			
<u>Status Date:</u> 26-Nov-2015 Application placed on Dec 3, 2015 LTC agenda for information.			
<u>Status Date:</u> 24-Nov-2015 opened file, processed fee, notified LTC, gave to planner			

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

660 Saturna	Invoices posted to Month ending December 2015	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-660	LTC "Trustee Expenses"	750.00	42.29	707.71
LTC Local				
65200-660	LTC - Local Exp - LTC Meeting Expenses	1,000.00	1,472.51	-472.51
65210-660	LTC - Local Exp - APC Meeting Expenses	500.00	0.00	500.00
65220-660	LTC - Local Exp - Communications	300.00	0.00	300.00
65230-660	LTC - Local Exp - Special Projects	750.00	0.00	750.00
TOTAL LTC Local Expense		<u>2,550.00</u>	<u>1,472.51</u>	<u>1,077.49</u>
Projects				
73001-660-2012	Saturna OCP/LUB	<u>6,500.00</u>	<u>0.00</u>	<u>6,500.00</u>
TOTAL Project Expenses		<u>6,500.00</u>	<u>0.00</u>	<u>6,500.00</u>

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.	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



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: January 7, 2016

TO: Saturna Island Local Trust Committee

FROM: Lori Foster
Planning Team Assistant

RE: Proposed Saturna Island LTC 2016 Meeting Schedule

Attached with this memo is the proposed Saturna Island Local Trust Committee 2016 Meeting Schedule. Note that the January 21 and February 18 dates were adopted by resolution without meeting.

It is proposed that LTC meet on the preferred third Thursday of the month and include at least 3 Saturday meetings – community roundtable meetings (CRT) - in its yearly schedule. The venues will alternate between the Community Hall and the Recreation and Cultural Centre - as available - on the following dates: January 21 (adopted), February 18 (adopted), March 12 CRT, April 21, May 21 CRT, June 17*, July 16 CRT, September 16*, October 20, and November 21*. Meeting times will vary.

* The following exceptions are noted to the preferred third Thursday of the month:

- June 17 and September 16 because Trust Council;
- November 21 Local Planning Committee conflict for Trustee Brent.

If the LTC is in agreement with this proposed schedule the LTC may adopt the following resolution:

“THAT the Saturna Island Local Trust Committee proposed 2016 regular business meeting schedule be adopted as presented.

If the LTC requests revisions to the schedule, then the LTC may adopt the amended schedule at the next meeting or by RWM.

pc Robert Kojima



SATURNA ISLAND LOCAL TRUST COMMITTEE

NOTICE OF 2016 BUSINESS MEETINGS

THE LTC HAS ADOPTED THE FOLLOWING DATES FOR ITS 2016 MEETING SCHEDULE. MEETINGS ARE SUBJECT TO CHANGE. PLEASE VISIT THE SATURNA LTC WEBSITE FOR UP-TO-DATE SCHEDULE INFORMATION.

NOTE: MEETING TIMES AND LOCATIONS VARY

Thursday, January 21, 2016	Time: 12:30 p.m. Location: Community Hall 105 East Point Road
Thursday, February 18, 2016	Time: 12:30 p.m. Location: Rec & Cultural Centre 104 Harris Road
Saturday, March 12, 2016 COMMUNITY ROUNDTABLE	Time: 11:00 a.m. Location: Community Hall 105 East Point Road
Thursday, April 21, 2016	Time: 12:30 p.m. Location: Rec & Cultural Centre 104 Harris Road
Saturday, May 21, 2016 COMMUNITY ROUNDTABLE	Time: 11:00 a.m. Location: Community Hall 105 East Point Road
Friday, June 17, 2016	Time: 12:30 p.m. Location: Rec & Cultural Centre 104 Harris Road
Saturday, July 16, 2016 COMMUNITY ROUNDTABLE	Time: 11:00 a.m. Location: Community Hall 105 East Point Road
Friday, September 16, 2016	Time: 12:30 p.m. Location: Community Hall 105 East Point Road
Thursday, October 20, 2016 COMMUNITY ROUNDTABLE	Time: 12:30 p.m. Location: Rec & Cultural Centre 104 Harris Road
Monday, November 21, 2016	Time: 12:30 p.m. Location: Community Hall 105 East Point Road

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

ALL MEETINGS ARE OPEN TO THE PUBLIC

Website: www.islandstrust.bc.ca/saturna

Email: information@islandstrust.bc.ca

Phone: 250-405-5151