



Saturna Island Local Trust Committee Regular Meeting Agenda

Date: December 3, 2015
Time: 10:30 am
Location: Saturna Recreation and Cultural Centre
104 Harris Road, Saturna Island, BC

			Pages
1.	CALL TO ORDER	10:30 AM - 12:00 PM	
2.	COMMUNITY ROUNDTABLE		
3.	MEETING RECESSED	12:00 PM - 12:30 PM	
4.	MEETING RECONVENED	12:30 PM - 12:30 PM	
5.	APPROVAL OF AGENDA	12:30 PM - 1:00 PM	
6.	TOWN HALL AND QUESTIONS		
7.	COMMUNITY INFORMATION MEETING		
	none		
8.	PUBLIC HEARING		
	none		
9.	MINUTES		
9.1	Local Trust Committee Minutes Dated October 8, 2015 (for Adoption)		4 - 10
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		11 - 11
11.	DELEGATIONS	1:00 PM - 1:15 PM	
	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 12 - 13
- 12.2 Email Dated October 22, 2015 from N. Wiens re Roundtable Discussion 14 - 14
- 12.3 Email Dated October 24, 2015 from T. Higgins re Community Roundtable 15 - 15

13. APPLICATIONS AND REFERRALS 1:15 PM - 2:30 PM

- 13.1 SA-HAP-2015.1 (Community Club) - Staff Report 16 - 38
- 13.2 SA-TUP-2015.1 (Fitzgerald) - Application Information 39 - 43

14. LOCAL TRUST COMMITTEE PROJECTS

- 14.1 Community Profile - Draft Survey 44 - 49

15. REPORTS 2:30 PM - 3:00 PM

- 15.1 Work Program Reports (attached)
 - 15.1.1 Top Priorities Report dated November 2015 50 - 50
 - 15.1.2 Projects List Report Dated November 2015 51 - 51
- 15.2 Applications Report Dated November 2015 (attached) 52 - 54
- 15.3 Trustee and Local Expense Report Dated October 2015 (attached) 55 - 55
- 15.4 Adopted Policies and Standing Resolutions (attached) 56 - 57
- 15.5 Local Trust Committee Webpage
- 15.6 Chair's Report
- 15.7 Trustee Report
- 15.8 Trust Fund Board Report Dated November 2015 58 - 58
 - 15.8.1 TFB Briefing - Coastal Douglas-fir & Associated Ecosystems Partnership Conservation Strategy Final & Attachments 59 - 84

16. NEW BUSINESS 3:00 PM - 4:00 PM

- 16.1 Particularly Sensitive Sea Area Presentation - Trustee Middleton
- 16.2 Saturna Island Local Trust Committee Proposed Annual 2016 Regular Meeting Schedule & Memo (for Adoption) 85 - 87

17. UPCOMING MEETINGS

- 17.1 Next Regular Meeting Scheduled for 2016 - to be determined

18. TOWN HALL

19. CLOSED MEETING (Distributed Under Separate Cover)

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

Adoption of In-Camera Meeting Minutes Dated October 8, 2015

And that the recorder and staff attend the meeting

19.1 Recall to Order

19.2 Rise and Report

20. ADJOURNMENT

4:00 PM - 4:00 PM



DRAFT

Local Trust Committee
Minutes Subject to Approval By
the Local Trust Committee

Saturna Island Local Trust Committee Minutes of Regular Meeting

Date: October 8, 2015
Location: Saturna Island Community Hall
105 East Point Road, Saturna Island, BC

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

Staff Present: Robert Kojima, Regional Planning Manager
Gary Richardson, Island Planner
Beverly Lowsley, Recorder

Public and Media Present: There were 11 members of the public present and no media.

1. CALL TO ORDER

Chair Grams called the meeting to order at 11:00 a.m. He acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following addition to the agenda was presented for consideration:

- Add item 9.1 - Late Correspondence: Update on Proposed Laundry /Shower Facility and Tenting Site.

By general consent the agenda, as amended, was Adopted.

3. TOWN HALL AND QUESTIONS

Pat Carney asked what the process will be for the above mentioned letter added to item 9.1.

Trustee Brent responded that the proponent will need to submit a Temporary Use Permit (TUP) after which there will be an open meeting for community input.

Pat Carney then asked for the history of the zoning for the original pub, in particular requesting specifics related to provision of parking for the pub.

Planner Richardson offered to follow up on this.

Al Sewell recalled that the property in question was originally zoned as commercial. He suggested that consideration be given to amending the original zoning to add this as "permitted usage" rather than have the applicant go through the full TUP process.

Pat Carney requested an update on the status of the Peretz application.

Planner Richardson responded that it is on hold until the applicants decide how they wish to proceed.

4. COMMUNITY INFORMATION MEETING

none

5. PUBLIC HEARING

none

6. MINUTES

6.1 Local Trust Committee Adopted Minutes Dated June 9, 2015

By general consent the Local Trust Committee meeting minutes of June 9, 2015 were received.

6.2 Section 26 Resolutions-without-meeting Report Dated September 2015

For information

6.3 Advisory Planning Commission Minutes

none

7. BUSINESS ARISING FROM THE MINUTES

7.1 Follow-up Action List Dated September 2015

Item 1. options pertaining to carbon free energy installations is still ongoing.

8. DELEGATIONS

none

9. CORRESPONDENCE

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

9.1 Late Correspondence

A letter was received from Robert Fitzgerald stating that he is unable to attend the October 8 LTC meeting provided an update on the proposed laundry/shower facility and tenting site. Saturna Point Holdings are working on completion of Temporary Use Permit application.

Chair Grams noted that once an application has been submitted, this will be brought forward for community input.

10. APPLICATIONS AND REFERRALS

none

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Community Profile - Staff Report

Planner Richardson gave a brief report on the Draft Questionnaire to facilitate the preparation of a community profile.

A wide ranging discussion followed with a variety of suggestions for clarification of wording and capturing relevant demographic/personal information including income, full time or part time employment, and primary residence.

Areas of additional information not addressed in the draft were also identified such as:

- How to capture multigenerational family connections to the island;
- Specifics relating to business operators including numbers of employees seasonal or year round;
- Specific amenities desired such as broadband internet service.

It was noted that some information may also be available from other sources such as the affordable housing survey previously done or from tax rolls.

It was agreed that questions which asked about Local Trust Committee communications and their focus on specific issues was not relevant to development of a Saturna Community Profile and that those be deleted.

Planner Richardson agreed to form an amended questionnaire based on today's feedback and bring it back for further consideration.

Note: There was a break at 12:00 P.M.

Community Service Award Presentation

An Islands Trust Community Service Award was presented to the Saturna Island Marine Research Education Society (SIMRES). The award was presented by Trustee Middleton to SIMRES members Larry Peck, Bill Schermbrucker, and Charles Reif.

Note: The meeting reconvened at 12:30 P.M.

12. REPORTS

12.1 Work Program Reports (attached)

12.1.1 Top Priorities Report dated September 2015

For information

12.1.2 Projects List Report Dated September 2015

Chair Grams noted that the Projects list contains a number of items that do not relate to the Community Profile and suggested adding some of these items to the Work Program.

Planner Richardson reviewed each item on the Projects list with discussion between both Trustees and Chair Grams prior to requesting input from the floor.

SA-2015-034

It was MOVED and SECONDED

That the Saturna Island Local Trust Committee revise the Projects list by deleting items 2,4,5,6,7,8,9,10,12 and to modify item 1 Land Use Bylaw Review, by deleting reference to Bylaw Enforcement Notification Bylaw.

CARRIED

SA-2015-035

It was MOVED and SECONDED

That the Saturna Island Local Trust Committee add Freshwater Resource Protection and elevate it to the Priorities List.

CARRIED

Planner Richardson will explore what is currently being done regarding water resource management.

12.2 Applications Report Dated September 2015

Current applications are on hold.

Richard Blagbourne noted for information that an application will soon be submitted in regard to proposed modifications to the Saturna Community Hall.

12.3 Trustee and Local Expense Report Dated September 2015

For information

12.4 Adopted Policies and Standing Resolutions

For information

12.5 Local Trust Committee Webpage

Letters related to specific applications are posted on the website. The website can be found at www.islandstrust.bc.ca/saturna

12.6 Chair's Report

Chair Grams spoke on the quarterly Trust Council Meeting which was held on Bowen Island, September 15 – 17 where Bowen Island Municipality (BIM) and Islands Trust signed a new collaborative agreement. Chair Grams also attended an Agricultural Land Reserve meeting. Issues were discussed with the new Agricultural Land Commission Chair and Chair Grams plans to meet the ALR panel and do a presentation regarding specific local issues. Consideration was being given to holding the next Trust Council meeting in Victoria. This will facilitate recognition of retiring Islands Trust Chief Administrative Officer. Chair Grams touched on the following ongoing items: the Salt Spring Incorporation Committee is exploring tax implications and service delivery; and the integrated water management plan for St. Mary's Lake.

12.7 Trustee Report

Trustee Middleton also attended the Trust Council meeting on Bowen Island. He noted that Trust Council considered the Strategic Priorities list based on what was possible and currently relevant for the federation. A groundwater workshop will be held next weekend on Salt Spring Island. Trustee Middleton recently attended an oil spill presentation at the Mary Winspear Centre in Sidney where he worked with a group including representatives from the San Juan Islands. He is also exploring the importance of broadband internet access for businesses in the Gulf Islands areas.

Trustee Brent also attended the oil spill presentation. He noted that the Chief Administrative Officer of Islands Trust is retiring soon and he is on the hiring committee to find a replacement.

12.8 Trust Fund Board Report Dated August 2015

For information

13. NEW BUSINESS

none

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for December 3, 2015, at the Saturna Recreation & Cultural Centre at 1pm.

There was discussion of possibly increasing to monthly meetings for the 2016 schedule.

There will not be an extra meeting in November.

15. TOWN HALL

Janet Land requested to keep the roundtable mode for the alternate meetings. She also related that a local a group is working with a student to develop a community website on Saturna (to include community calendar, resources, useful links, etc.) noting that it could be another option for the Local Trust Committee to publish the meeting dates and times as well as other relevant information.

Al Sewell recommended that preliminary discussion of proposed land use applications should include discussion with the applicant of possible hurdles which will need to be addressed. This could save time, energy and cost to the involved parties.

John Hutchinson said he was interested to hear of another community website but offered cautions regarding it being used as a sounding board for personal issues.

16. CLOSED MEETING (Distributed Under Separate Cover)

16.1 Motion to Close the Meeting

SA-2015-035

It was MOVED and SECONDED

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

Adoption of In-Camera Meeting Minutes Dated April 23, 2015

Appointment of BOV Members

AND that the recorder and staff attend the meeting.

CARRIED

Note: The meeting was closed at 1:38 PM and the public asked to leave the room.

16.2. Recall to Order

Note: The meeting was reopened to the public at 1:43 PM

16.3 Rise and Report

A motion was approved that the following members of the Saturna Island Board of Variance have had their terms extended for a further three years, Priscilla Zimmerman, Jim Petrie, and James White.

17. PRESENTATION

17.1 Particularly Sensitive Sea Areas - For Information

By general consent, this item was deferred to next meeting.

18. ADJOURNMENT

By general consent the meeting was adjourned at 1:45 pm.

George Grams, Chair

Certified Correct:

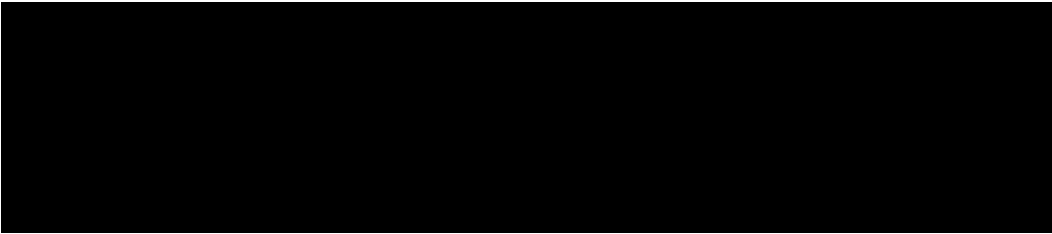
Beverly Lowsley, Recorder

Follow Up Action Report

Saturna Island

08-Oct-2015

No.	Activity	Responsibility	Target Date	Status
1	Amended draft questionnaire to reflect direction give at mtg.	Gary Richardson		Done
2	Reappoint existing BOV members.	Sharon Lloyd-deRosario		Done
3	Look into history of parking for pub as per PCs request.	Gary Richardson		Done
4	Provide Trustee Lee M with structure within setback interpretation.	Gary Richardson		On Going
5	Schedule monthly meetings for 2016 with 3 being on Saturdays. No January or August Mtg.	Lori Foster		Done
6	Amend work program priority list by placing Water Resource Protection as the 3rd priority.	Gary Richardson		Done
7	Amend project list.	Gary Richardson		Done
8	Schedule a 1 hr community mtg. prior to the December 3rd LTC Mtg.	Gary Richardson Lori Foster		Done
9	Place "Particularly Sensitive Sea Areas" for Trustee LM to make presentation.	Sharon Lloyd-deRosario		Done



From: Margaret Paterson [REDACTED]
Sent: Friday, October 16, 2015 11:28 AM
To: Paul Brent
Cc: Saturna Island Local Trust Committee
Subject: Re: Informal Community Input meetings

The great thing about the Informal meetings is that they are not tied to a business meeting. I feel and believe others do, that there is a constraint to discuss only the items on the business meeting agenda. That being so it is unlikely that people would attend a round table attached to a business meeting. As far as I know from talking to others and my own experience, there has always been a good turnout to the informal meetings. As a community we were able to discuss the issues important to us and ideas were put forward and discussed in a constructive and helpful way. It would be a shame to lose what started so very well.

Sincerely
Margaret

On Thu, Oct 15, 2015 at 12:12 PM, Paul Brent <pbrent@islandstrust.bc.ca> wrote:
Hi Margaret,

I appreciate you providing us input as to your concerns.

While we intend to change the format of our meetings from the existing alternating business meeting, then roundtable meeting, then business meeting, etc., we will be replacing it with a hybrid meeting venue. That hybrid meeting will include a 1 hour informal roundtable prior to the business meeting, and then a town hall meeting at the end of the business meeting. This will allow for more frequent informal town hall sessions and more frequent business meetings, as we're contemplating monthly hybrid meetings. This should allow lots of opportunity for conversation and sharing. We'll see how this format unfolds and whether it fits the needs of our community better.

One thing of note - our meeting attendance has been steadily declining - whether town hall or business venues, notwithstanding scheduling meetings on Saturdays (to capture weekenders as well) and having Hubertus and other locals provide "food inducements". So perhaps we can reverse that trend with the hybrid format. We believe it is worth trying and may provide greater opportunity for sharing, conversation and dialogue.

Cheers

Paul
Saturna Island Trustee

> On Oct 15, 2015, at 11:51 AM, Margaret Paterson [REDACTED] > wrote:

>

> As a full time resident of Saturna I am sad to hear that the Informal Community Input meetings are no longer going to happen.

> I consider myself a resident of Saturna Island as a whole. However there are many small communities within that larger, all be it small, community. We all see things and issues first in the context of our smaller communities and secondarily of the Island as a whole.

> I found that the Informal Meetings were a great way to hear every side of the issues and how they impact each community and the island as a whole. I think the large turnout at the meetings indicates just how much such opportunities to discuss Island issues in an informal way with our Trustees present is valued.

> This is a small Island with a small population and I truly feel that The Informal Community Meetings are important to the way The Trust hears what we as residents consider important and how we would like to see our future here unfold. This is a way for "home made" solutions and ideas to be put forward and discussed cooperatively. These meetings have great value. Having them continue would be a huge benefit.

> Sincerely

> Margaret Paterson

> [REDACTED]

> Saturna

>

>

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Margaret

Please be aware that I do not check my email every day.



From: Neysa Wiens [REDACTED]
Sent: Thursday, October 22, 2015 8:48 PM
To: Saturna Island Local Trust Committee
Cc: [REDACTED]
Subject: Saturna Islands Trust Meeting in November

Dear Lee, Paul, George,

I have appreciated very much the format of discussion allowed by community attendees to LTC Business Meetings on Saturna Island, and even more, the Round Table discussions every second month. The flavour and content of these meetings in the first number of months of this year, were meaningful and respectful, occurred on the weekend to allow for the greatest number of attendees, and closed with a good spirit amongst all.

My diary has held a place for the Round Table discussion during November, which after a few months, I am finally able to attend. But, I have heard that this meeting will no longer be held. Furthermore, there is talk that these Round Table discussion meetings will no longer be offered. My hope is that I have heard **WRONGLY**, and that there are meetings being scheduled as I write this letter.

If the Chair is not able to make himself available, I would respectfully ask that our Trustees continue to meet with their constituency in the Round Table meeting format. I have seen no strategy which better develops a Community feel to local Islands Trust actions. A community, which **KNOWS** that it can meet as a collective for discussion and mutual input to our Trustees, is a more cooperative community.

Please do not lose heart for the very good work you have started.
Sincerely yours,
neysa wiens



-----Original Message-----

From: Teresa Higgins [REDACTED]
Sent: Saturday, October 24, 2015 1:29 PM
To: Saturna Island Local Trust Committee
Cc: Paul Brent; [REDACTED]
Subject: Bi-monthly round table on Saturna

To Whom It May Concern

It saddens me to see that the bi-monthly 'alternate' meetings of islanders with Islands Trust representatives, which started out so enthusiastically early in 2015, seem to have been forsaken. I would really like to see the Islands Trust work on making it possible for Saturna to continue some kind of more open and less formal gatherings that encourage us to discuss ideas and proposals prior to their getting into the 'system', which often seems to result in the waste of a lot of paid time and does nothing to empower the locals.

Thank you for reconsidering what many of us thought was an excellent way to be involved and to communicate our thoughts and priorities to the Local Trust Council.

Teresa Higgins
[REDACTED]

Saturna Island [REDACTED]

To: Saturna Island Local Trust Committee
For the Meeting of December 3, 2015

From: Gary Richardson, Island Planner

CC: Robert Kojima, RPM

Re: **Heritage Alteration Permit – Saturna Community Hall – Lot 1, Section 18, Saturna Island, Cowichan District, Plan 8905**

Owner: Saturna Community Club

Applicant: Richard Blagborne

Description: Lot 1, Section 18, Saturna Island, Cowichan District, Plan 8905

PID:

Civic Address: 105 East Point Road

PRELIMINARY REPORT

THE PROPOSAL:

The application is for a Heritage Alteration Permit to allow for renovations to a building designated as a heritage building by Saturna Island Local Trust Committee Heritage Designation [Bylaw No. 92](#). The proposal is to carry out a number of structural upgrades, repairs and improvements. The largest component is the replacement of washrooms with contemporary code compliant and accessible versions. As the building renovations required to accommodate the washrooms extend the existing building further into the interior side lot line setback a variance is also required as part of the heritage alteration permit.

BACKGROUND:

The Saturna Island Community Hall was designated as a Heritage Building in 2008 by Saturna Island Local Trust Committee Heritage Designation Bylaw No 92.

Bylaw 92 states in part that “except for ordinary maintenance as defined by this bylaw, a heritage alteration permit is required before making changes or modifications to: the exterior of the building...; and the main meeting room, proscenium arch and stage...”

Ordinary Maintenance is defined in Bylaw No. 92 as follows:

“the routine, cyclical non-destructive actions necessary to slow the deterioration of a historic place. Physical work limited to routine, cyclical, non-destructive cleaning, minor repair and refinishing operations; and replacement of damaged or deteriorated materials that are impractical to save, with matching materials.”

A document from the applicant explaining the proposed renovations is attached as attachment 1. A draft Heritage Alteration Permit is attached as attachment 2.

The proposed alterations as sited in the HAP application are as follows:

Phase 1

Replace sagging hall/lounge lintel with new LVL engineered beam

Performance Space Improvements

- Upgrade electrical wiring
- Replace antiquated panels
- Relocate switch panels
- Re-run connection to front of house control console

Stage Lighting

- Re-locate front-of-stage lighting on designed truss
- Install better back stage lighting

Projection Capability

- Relocate projector to hang from lighting rack
- Adjust screen location

House Improvements

- Move unsightly exposed overhead heating duct
- Replace noisy exhaust fan and metal box
- Redo interior finishes/painting

Visual Arts Improvements

- Improve area with better wall display areas
- Install overhead tracks to allow lighting artwork on walls
- Connections for lighting freestanding display panels

Phase 2

The second phase involves replacing the non-conforming washroom section with new code-compliant facilities accessible from a rear corridor.

Modifications include:

- Removal of current substandard washrooms
- New washrooms constructed on proper slab foundation

- Re-location of chair/table storage to west exterior wall
- Creation of new corridor to provide private rear access to washrooms
- Removal of current washroom entrances direct from house side
- Re-claiming and refinishing foyer as proper entrance.

Setback Issues

The proposed addition to the building to allow for the new washrooms will require a variance to the setback requirements of the Saturna Island LUB. The LUB (s. 4.6.4)

states that: no building or structure or part thereof except a fence or a pump house shall be located closer than a distance of 6.1 metres (20 ft.) measured from any interior side lot line to the farthest projection of the building. The application is requesting a setback 0.9 metres (3 feet) to accommodate the washroom addition.

SITE CONTEXT:

The waterfront property is .22 hectares in size and is zoned Community Service (CS). The property to the north is zoned Industrial Storage and Repairs (ISR) and is used predominately as a parking lot. The properties to the south are residential lots zoned Rural General (RG).

Figure 1 – Subject Property

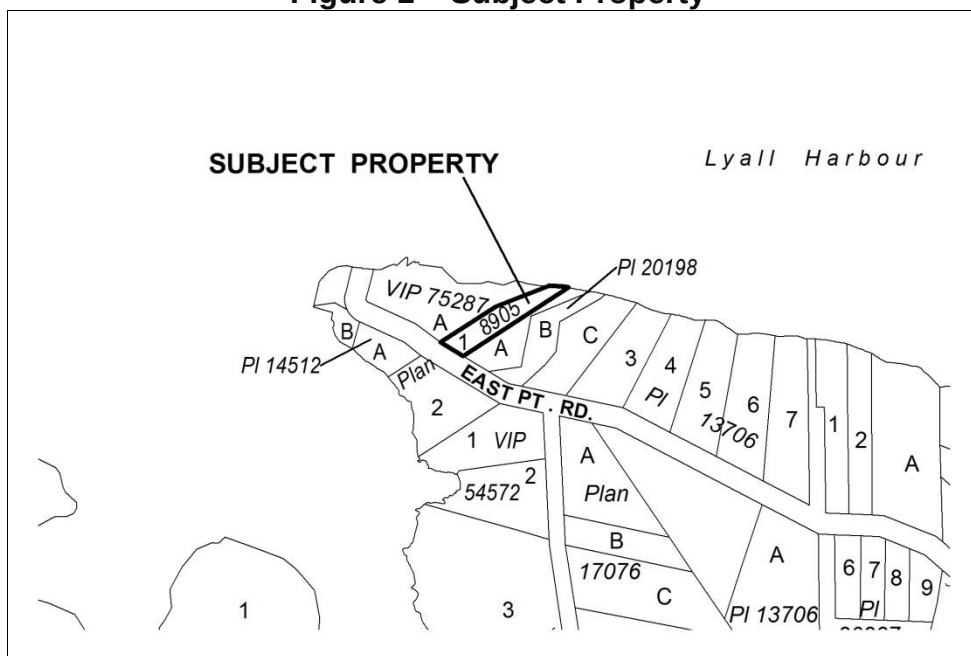


Figure 2 – Ortho Photo



Figure 3 – Building Plans Showing Proposed Alterations

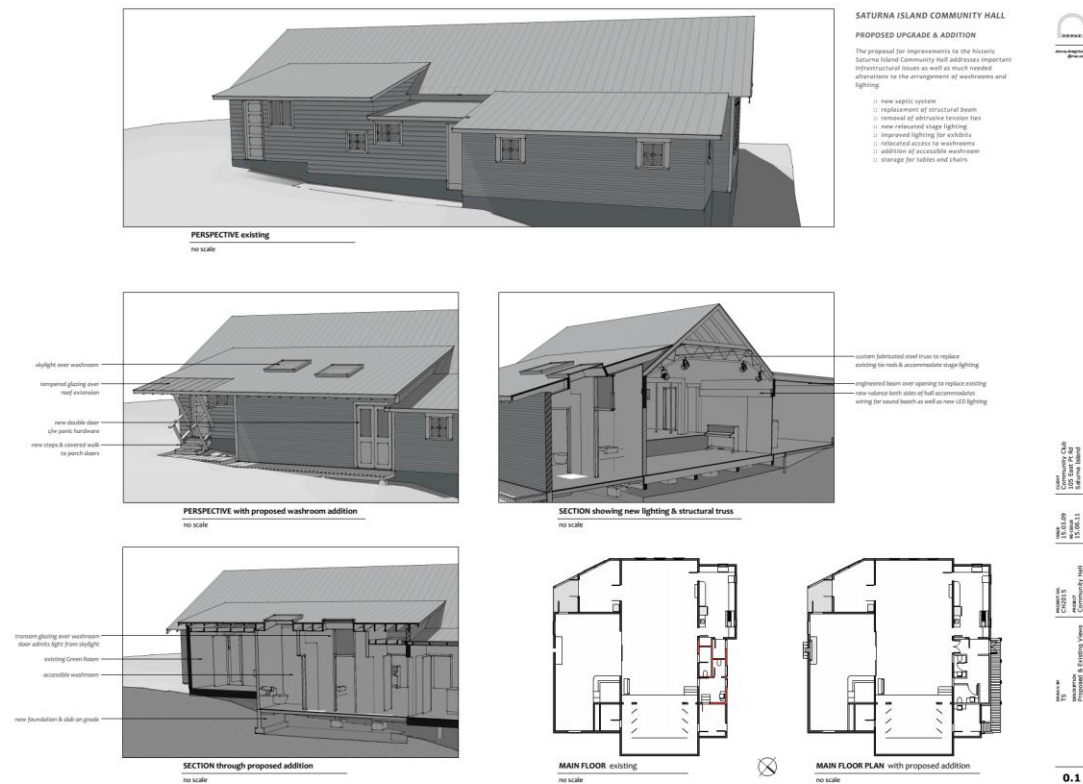


Figure 3 – Site Plan Showing Proposed Addition.

5.6 Cultural and Natural Heritage

Commitment of Trust Council

- 5.6.1 Trust Council holds that the natural and human heritage of the Trust Area — that is the areas and property of natural, historic, cultural, aesthetic, educational or scientific heritage value or character — should be identified, preserved, protected and enhanced.

Directive Policies

- 5.6.2 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
- 5.6.3 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.

Official Community Plan

E.2 HERITAGE

The Heritage designation identifies known heritage sites and areas of historical or cultural significance.

The objective of these policies is to preserve places of historical or cultural significance from wanton destruction through whim or ignorance. These places are to be identified and means for their preservation should be sought.

- E.2.1** The Saturna Island Local Trust Committee may create a Heritage Commission to study and recommend sites, areas, landmarks, buildings, roads, trails, and other features of historical or cultural significance for inclusion together with sites that are on a registry in a Heritage designation under the *Local Government Act* and archeological sites protected under section 13 of the *Heritage Conservation Act*.
- E.2.2** The Saturna Local Trust Committee, in consultation with the Heritage Commission, may:
- a) develop a Community Heritage Registry to identify island heritage buildings or other heritage and archaeological sites and features;
 - b) develop heritage conservation areas for inclusion in the Plan;
 - c) require heritage alteration permits for heritage features identified in the Community Heritage Registry and heritage conservation areas;
 - d) require heritage impact assessments for designated heritage features and archaeological sites protected under section 13 of the *Heritage Conservation Act*;
 - e) encourage heritage conservation covenants to protect heritage

features; and

- f) encourage dedication or donation of heritage features for long-term protection.

E.2.3 The Saturna Island Local Trust Committee shall encourage and support creation of a community heritage museum on Saturna Island to maintain and display heritage artifacts originally located within the Area.

E.2.4 The Saturna Island Local Trust Committee may apply the provisions of the Community Amenity Density Reserve when considering:

- a) rezoning applications from property owners who wish to transfer their development potential from land that contains heritage buildings or other heritage features;
- b) securing the protection and restoration of heritage buildings;
- c) creating a community heritage museum; and
- d) protecting or dedicating heritage sites, areas or features.

E.2.5 The Saturna Island Local Trust Committee will consider applications to change or vary requirements that would achieve the maintenance or restoration of a heritage structure.

E.2.6 The Saturna Island Local Trust Committee shall continue to work with the Ministry of Transportation and Highways to identify and develop guidelines for protecting the scenic and heritage value of island roads. Those sections identified as having particularly high scenic and heritage values are shown on Schedule "D".

Land Use Bylaw

The subject property is zoned Community Service (CS) in the in the Saturna Island Land Use Bylaw No. 78, 2002. The specific bylaws relevant to this application include:

Permitted Uses

4.6.1 In the **Community Services (CS) 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.

- 4.6.1(1) community halls
- 4.6.1(2) churches
- 4.6.1(3) public schools
- 4.6.1(4) libraries
- 4.6.1(5) fire halls, police and ambulance stations
- 4.6.1(6) cemeteries.

Lot Coverage

- 4.6.2 *Buildings and structures* shall not cover more than 33 percent of the *parcel* of land on which they are located.

Setback Provisions

- 4.6.3 No *building or structure* or part thereof except a fence or a *pump house* shall be located within 7.6 metres (25 ft.) of any front or *rear lot line*.
- 4.6.4 No *building or structure* or part thereof except a fence or a *pump house* shall be located closer than a distance of 6.1 metres (20 ft.) measured from any *interior side lot line* to the farthest projection of the *building*, nor, subject to regulations adopted pursuant to the *Highways Act*, closer than 7.6 metres (25 ft.) from an *exterior side lot line*.

Sensitive Ecosystems and Hazard Areas

Mapping does not indicate any sensitive ecosystems on the subject property.

Archaeological Sites

A portion of the subject property is shown as having archeological potential. The owners and applicant should be aware that there is 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

Easement 328131G – to allow for septic works to be located on adjacent Lot A. The easement insures, while it is in place, that there will be no buildings close to the interior side lot line on Lot A, Plan 75287 (parking lot). This is beneficial as this is the lot line that the expansion of the community hall is proposing to get closer to.

Climate Change Mitigation and Adaptation

The community hall is very close to the ferry terminal, government dock and sea plane landing area potentially reducing car trips for people attending events at the Community Hall that arrive by ferry, boat and plane. The lot is a waterfront lot; however its elevation is sufficient so that it's not going to be impacted by sea level rise.

Shoreline

The shoreline type is sea cliff. Sea cliffs are resistant to erosion and tend to be stable over a human time scale.

COMMUNITY INFORMATION MEETING(S):

Not required prior to the issuance of a HAP.

RESULTS OF CIRCULATION:

Not required.

STAFF COMMENTS:

Alterations to a heritage building must be carefully considered to ensure they retain or enhance the heritage value of the historic place and support the conservation of the heritage defining elements.

The report prepared to support the designation of the community hall as a heritage building in 2008 refers to the buildings heritage defining elements and describes them as follows:

- Its continued use by the residents of Saturna Island as a social, cultural and political meeting place.
- Its integral role in the development of governance and the community.
- Its association with the island's pioneers.
- Its location.
- Its continuous ownership and care by the Saturna Community Club.
- Its long association with the Island's annual event – the Lamb Barbeque
- Its interior elements such as its proscenium arch, stage and flooring.
- Its acoustics.
- Its modest scale and functionality.

The alterations being proposed in this HAP application are required to comply with the heritage defining elements listed above.

In reviewing the proposed alterations listed in the application it is staff's opinion that most of the alterations comply with the character defining elements or do not alter them in a substantial way.

However some of the alterations are substantial and could be done in a way that could be considered not adhering to the character defining elements of the

building. Alterations such as: replacing panels; redoing interior finishes; altering wall display areas; expansion of footprint of building; new corridor; and removal and replacement of existing washrooms could be considered altering the character defining elements of the building.

If the LTC requires more certainty regarding the proposed alterations and whether or not they comply with the heritage defining elements listed for the community hall it is recommended that a professional with expertise in heritage buildings be retained to review this proposal before the LTC considers the issuance of a heritage alteration permit.

A variance for the new washroom is required to allow the building to be within 0.9 metre (3 ft) of the interior side lot line shared with Lot A to the north. The building is presently sited within 1.7 metres (5.5 ft) of the lot line, reducing the setback by 0.8 metre (2.5 ft) to accommodate the improved washrooms seems reasonable as: there does not seem to be another reasonable way to increase the size of the washrooms; the increased encroachment of 0.8 metre (2.5 ft) is fairly minor; and there is an easement on Lot A (parking lot) that provides a buffer on the parking lot side of the lot line.

Staff is recommending the variance be approved for reasons outlined above and that the HAP be issued as the permit requires that all of the alterations be done in a way that supports the heritage defining elements of the building.

Options:

1. That the SALTC issue the Heritage Alteration Permit SA-HAP-2015.1 as drafted.
2. That the SALTC decline issuance the Heritage Alteration Permit SA-HAP-2015.1.
3. That before the SALTC considers proceeding with Heritage Alteration Permit SA- HAP-2015.1 that a review of the proposal be carried out by a qualified heritage specialist.

RECOMMENDATIONS:

1. **THAT** the Saturna Island Local Trust Committee Issue Heritage Alteration Permit SA-HAP-2015.1.

Prepared and Submitted by:

Gary Richardson

November 24, 2015

Date

Concurred in by:



Robert Kojima
Regional Planning Manager

November 25, 2015

Date

Attachments:

1. Application
2. Proposed Permit

ATTACHMENT 1

Saturna Community Club

Islands Trust 1627 Fort St,
Victoria, BC,
V8R 1H8, Canada
Atten: Mr. Gary Richardson

APPLICATION FOR HERITAGE ALTERATION PERMIT

Saturna Community Hall Rehabilitation Project

INTRODUCTION

Saturna's Community Hall is one of the family of Gulf Island pioneer halls that not only were centers of island life in their time but remain as important heritage icons to be preserved for the future. To that end, Islands Trust Bylaw No. 92 was enacted in 2008 designating the building a Heritage site. All significant alterations now require an alteration permit. The Saturna Community Club respectfully applies for such a permit to undertake some necessary repairs and improvements to the Saturna Community Hall.

HISTORY OF REHABILITATION PROJECT

The role of Saturna Island's old Community Hall has evolved in recent years, as large community events now tend to take place at the newer Saturna Recreation and Cultural Centre with its commercial size kitchen and larger floor space. However, the "Hall" continues to be a very popular venue for many smaller functions, particularly cultural presentations, which benefit from the buildings excellent acoustics, appropriate size for small audiences and unique historical ambiance. Very little investment has been directed to the Community Hall Over the past twenty years, apart from minimal maintenance, because the Saturna Community Club has been focusing its attention on other important island needs such as the fund-raising campaigns for the new medical clinic and the ambulance building, as well as the yearly support of island medical and health services. Nor did the Club wish to compete with other island fund-raising initiatives. Community Club members have long recognized the Hall would greatly benefit from specific renovations and upgrades which would greatly enhance its new role, while at the same time, making many necessary repairs and code requirement upgrades. Now seems the time to make the improvements necessary to insure not only the preservation of this heritage building, but also that it continues to provide and active and useful role in the community.

PROJECT DESCRIPTION

The applicant wishes to emphasize that all proposed alterations to the Saturna Community Hall are being designed to meet the intention expressed in section 5 of the Heritage designation as closely as possible while accomplishing the necessary functional and code improvements.

"5. All other changes or modifications should, where practicable and if they otherwise comply with applicable building and safety codes, support appropriate conservation of the character defining elements."

Section 5, Islands Trust Bylaw No. 92

We are convinced that by using appropriate matching materials and finish detailing, the Hall can be upgraded functionally while actually improving and emphasizing the unique heritage character of this valuable pioneer building.

The planned alterations are substantial improvements. They would allow removal of current chair-storage from the entrance area returning this space to its intended use as a proper event foyer. It would also allow refinishing this space, including adding some historical displays and information to create a more appropriate themed entrance to this heritage building.

New washrooms (one with handicap accessibility) are long overdue.

Removing the current washroom doors from the west wall of the house would be an obvious improvement removing event disruptions and improving privacy. It also creates a much more continuous wall useful for hall displays.

The new west storage would also allow removing current table storage from the congested backstage freeing up more performance space.

In combination, the total effect will greatly enhance the Community Hall as a much improved venue for both performing and visual arts and would be a functional and delightful improvement to a Saturna Island heritage icon assuring its continuance as a unique and useful community asset.

Phase I

Replace sagging hall/lounge lintel with new LVL engineered beam

Performance Space Improvements

- Upgrade electrical wiring
- Replace antiquated panels
- Relocate switch panels
- Re-run connection to front-of-house control console

Stage Lighting

- Re-locate front-of-stage lighting on designed light truss
- Install better back stage lighting Projection Capability

Projection Capability

- Relocate projector to hang from lighting rack
- Adjust screen location

House improvements

- Move unsightly exposed overhead heating duct
- Replace noisy exhaust fan and metal box
- Redo interior finishes/painting

Visual Arts Improvements

- Improve area with better wall display areas
- Re-locate existing photo displays
- Install overhead tracks to allow lighting artwork on walls
- Connections for lighting freestanding display panels

Phase II

The second phase involves replacing the non-conforming washroom section with new code-compliant facilities accessible from a rear corridor.

Modifications include

- Removal of current sub-standard washrooms
- New washrooms constructed on proper slab foundation
- Re-location of chair/table storage to west exterior wall
- Creation of new corridor to provide private rear access to washrooms
- Removal of current washroom entrances direct from house side
- Re-claiming and refinishing foyer as proper entrance

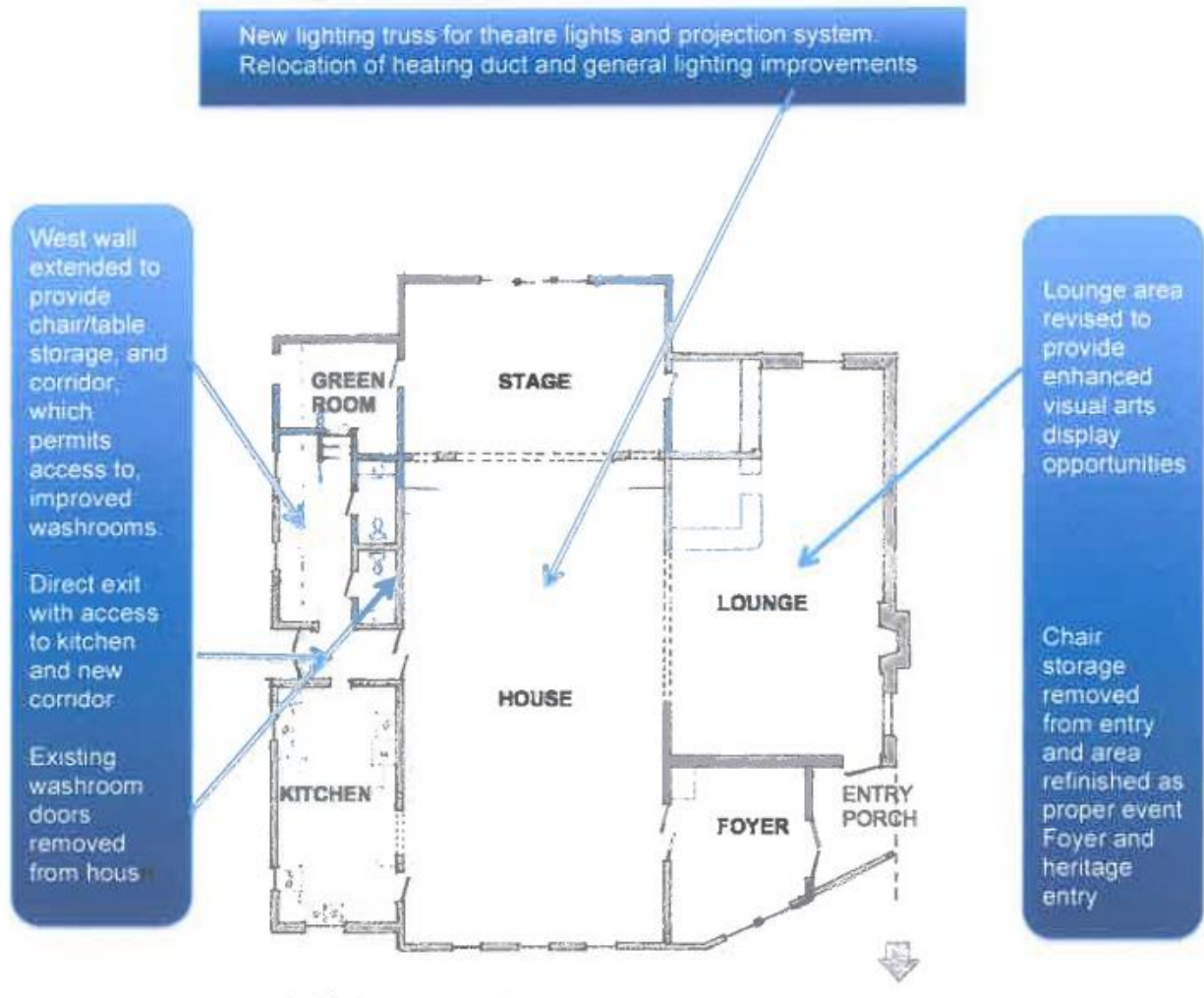
ON-SITE WASTE WATER IMPROVEMENTS

In addition to the building improvements, a properly engineered waste water system including new tanks, and an improved treatment system is being designed now with intent to have it completed before the new washrooms are constructed.

SETBACK ISSUES

The most important issue for the completion of design is approval of a slight change to the building setback variance on the west side. This building was constructed many years before the surrounding road and property subdivision was planned and for a number of reasons, the new property lines left the old Hall with non-conforming front and side yard setbacks. In 1964 an easement was obtained on the West side adjacent property to allow construction of a septic field and parking. We will use this same area for some small tanks of the new waste- water system but the treatment tank and drain field will be relocated to the rear part of the property. The net result is that the 22' wide easement will continue function as a side yard extension on the west side. It is on this side that we plan to extend the new washroom structure slightly (approximately 2.5') to align it with the existing kitchen exterior wall. This would change our worst situation from a non-conforming 5.5' (plus 20' easement) setback to a 3' (plus 20' easement) setback.

SATURNA COMMUNITY HALL PLAN WITH SUMMARY COMMENTS



Saturna Community Hall Rehabilitation Project Images



Saturna Community Hall – Roadside view



Hall- ducts on right and wash room entrances removed, new lighting truss,



West wall- washroom access to be changed to new rear corridor.



View from Stage -new lighting truss will raise lights to proper ceiling position



Hall to Lounge beam to be rebuilt and ducts hidden



Heritage Building Plaque



1967 Commemorative Plaque

ATTACHMENT 2

PROPOSED



SATURNA ISLAND LOCAL TRUST COMMITTEE HERITAGE ALTERATION PERMIT MA-HAP-2015.1

To: **Saturna Community Club**

1. This Heritage Alteration Permit (the "Permit") applies to lands described below and all buildings, structures and other developments therein:

PID 005-481-082

Lot 1, Section 18, Saturna Island, Cowichan District, Plan 8905.

2. This Permit is issued for the purpose of allowing the following alterations:

- 2.1 Replace sagging hall/lounge lintel with new LVL engineered beam.
- 2.2 Performance Space Improvements
 - 2.2.1 Upgrade electrical wiring
 - 2.2.2 Replace antiquated panels
 - 2.2.3 Replace switch panels
 - 2.2.4 Re-run connection to front house control console
- 2.3 Stage Lighting
 - 2.3.1 Re-locate front-of-stage lighting on designated truss
 - 2.3.2 Install better back stage lighting
- 2.4 Projection Capability
 - 2.4.1 Relocate projector to hang from lighting rack
 - 2.4.2 Adjust screen location
- 2.5 House Improvements
 - 2.5.1 Move exposed overhead heating duck
 - 2.5.2 Replace exhaust fan and metal box
 - 2.5.3 Redo interior finishes and painting
- 2.6 Visual Arts Improvements
 - 2.6.1 New wall displays
 - 2.6.2 Install overhead tracks to allow lighting artwork on walls
 - 2.6.3 Connections for lighting free standing display panels
- 2.7 Washroom replacement and foyer upgrade
 - 2.7.1 Removal of current washrooms
 - 2.7.2 Construction of new washrooms on concrete slab
 - 2.7.3 Re-location of chair/table storage to west exterior wall
 - 2.7.4 Creation of new corridor to provide private rear access to washrooms
 - 2.7.5 Removal of current washroom entrances direct from house side
 - 2.7.6 Re-claiming and refinishing foyer as proper entrance.

- 2.8 Subsection 4.6.4 of Saturna Island Local Trust Committee Land Use Bylaw No. 78, 2002, which requires buildings and structures to be sited no closer than 6.1 metres (20 ft) from any interior side lot line, is varied to allow a washroom addition to a community hall building to be sited within 0.9 metre (3 ft) of an interior side lot line as shown on plans attached to and forming part of this permit.
- 2.9 Any alterations to the community hall building shall be done in a way to support the conservation of the character defining elements of the building.
3. This is not a building permit, nor does it remove any obligation on the Permittee to obtain other approvals necessary for the lawful completion of the proposed development.
4. The land described herein shall be developed substantially in accordance with the terms, conditions and provisions of this Permit including Plans No. 1 and 2 which are attached to and form part of this permit.

**AUTHORIZING RESOLUTION FOR THE ISSUANCE OF THIS HERITAGE ALTERATION PERMIT
PASSED BY THE SATURNA ISLAND LOCAL TRUST COMMITTEE THIS ____ DAY OF _____
, 201__.**

DEPUTY SECRETARY, ISLANDS TRUST

DATE OF ISSUANCE

**IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE ____ DAY OF, 201__
THIS PERMIT AUTOMATICALLY LAPSES.**

SATURNA ISLAND LOCAL TRUST COMMITTEE HERITAGE ALTERATION PERMIT SA-HAP-2015.1

PLAN NO. 1

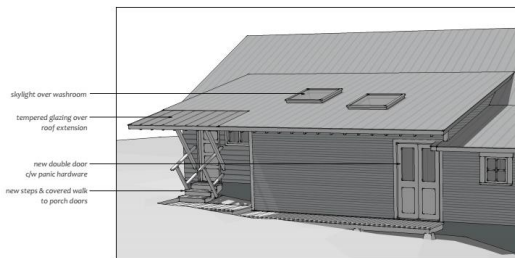


PERSPECTIVE existing
no scale

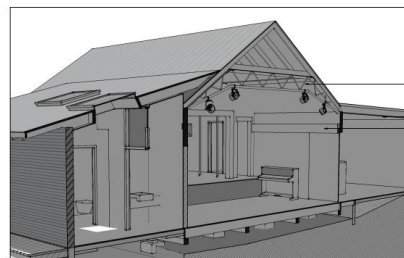
SATURNA ISLAND COMMUNITY HALL PROPOSED UPGRADE & ADDITION

The proposal for improvements to the historic Saturna Island Community Hall addresses important infrastructural issues as well as much needed alterations to the arrangement of washrooms and lighting.

- 1: new septic system
- 2: replacement of structural beam
- 3: removal of obtrusive tension ties
- 4: new relocated stage lighting
- 5: improved lighting for exhibits
- 6: relocated access to washrooms
- 7: addition of accessible washroom
- 8: storage for tables and chairs

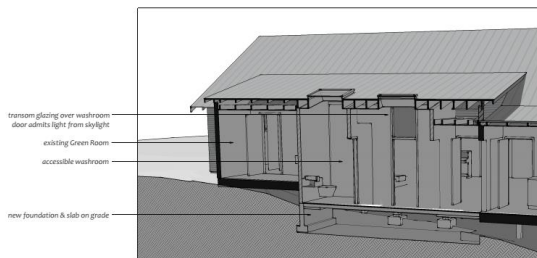


PERSPECTIVE with proposed washroom addition
no scale



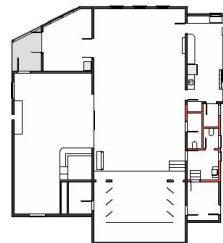
SECTION showing new lighting & structural truss
no scale

- custom fabricated steel truss to replace existing tie rods & accommodate stage lighting
- engineered beam over opening to replace existing
- new valance both sides of hall accommodates wiring for sound booth as well as new LED lighting

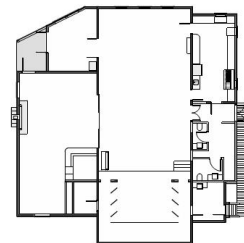


SECTION through proposed addition
no scale

- transom glazing over washroom door admits light from skylight
- existing Green Room
- accessible washroom
- new foundation & slab on grade



MAIN FLOOR existing
no scale



MAIN FLOOR PLAN with proposed addition
no scale

OWNER: Saturna Island Local Trust
150 East 7th Ave
Saturna Island

DATE: 15.06.15
PROJECT NO: 15.06.15

DESIGNED BY: ITS
PROJECT NO: 15.06.15
PROJECT NAME: Saturna Island Community Hall
PROPOSED & EXISTING VIEWS

0.1

I hereby certify this to be Plan No. 1,
which is attached to and forms part of
Heritage Alteration Permit No.
SA-HAP-2015.1

Deputy Secretary, Islands Trust

Date Issued

**SATURNA ISLAND LOCAL TRUST COMMITTEE
HERITAGE ALTERATION PERMIT
SA-HAP-2015.1
PLAN NO. 2**



I hereby certify this to be Plan No. 2,
which is attached to and forms part of
Heritage Alteration Permit No.
SA-HAP-2015.1

Deputy Secretary, Islands Trust

Date Issued

STAFF REPORT

Date: November 25, 2015

File No.: SA-TUP-2015.2
(Fitzgerald)

To: Saturna Island Local Trust Committee
For the meeting of December 3, 2015

From: Gary Richardson, Island Planner

CC: Robert Kojima, RPM

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

Background

A Temporary Use Permit (TUP) Application has been received to allow for 10 camping spaces and a shower/laundry/washroom building on the above referenced lot. The description of the proposal and site plans has been attached for information.

Statutory advertising can be carried out and a staff report and temporary use permit can be prepared for the LTC to consider issuance of the TUP at its January LTC meeting; however it is recommended that a staff report be prepared for the January LTC meeting and a Community Information Meeting be held on the same day. This will allow the LTC and planner to obtain community comment on the proposal before the LTC considers the issuance of a TUP.

Then if directed by the LTC statutory advertising can be carried out and a proposed TUP can be prepared for the February LTC meeting. This would allow the LTC to consider issuance of the TUP at the February LTC meeting.

Advertising for a TUP is costly and the time and date that the LTC is going to consider issuance of the permit must be stated in the advertising. Advertising that the LTC will be considering the permit at the February meeting will give sufficient time for the community to comment on the proposal as well as allow for any amendments to be made to the permit prior to final consideration.

Next Steps

1. Staff report prepared for January LTC Meeting.
2. Community Information Meeting organized for January LTC Meeting date.
3. Consideration of issuance of Temporary Use Permit at February LTC Meeting.

RECOMMENDATION:

That the Saturna Island Local Trust Committee directs staff organize a Community Information Meeting on January XX, 2015 regarding application SA-TUP-2015.2 (Fitzgerald).

Prepared and Submitted by:

Gary Richardson

November 25, 2015

Name, Title

Date

Attachments:

Campground and washroom/shower/laundry facility proposal.

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.

Date: November 25, 2015

FileNo.: 6500-20-
Community Profile

To: Saturna Island Local Trust Committee
For the meeting of October 8, 2015

From: Gary Richardson, Island Planner

CC: Robert Kojima, RPM

Re: Community Profile - Draft Questionnaire

Staff Comments:

The LTC presently has the preparation of a Community Profile as one of its top work program priorities.

A project charter has not been prepared for this project to date. At its July 25, 2015 LTC meeting the LTC directed staff to prepare a questionnaire to obtain information regarding aspects of the community in order to facilitate the preparation of a community profile. For the October 8, 2015 LTC meeting staff prepared a list of questions for the LTC to consider regarding residency, transportation habits, age, employment, household size and some general questions to assist the LTC over the remainder of its term. The questions were formulated by using select questions from other surveys, comments from the public, and discussions with Local Trustees.

The proposed list of questions was discussed at the October 8 LTC meeting and several amendments were proposed by the LTC and extensive comments were received from the public. Staff has incorporated many of the comments and recommended amendments from the October 8 LTC meeting into the attached questionnaire.

It is estimated that the cost of this project will not exceed \$500.00. There is sufficient funds in the project budget for this project to cover the costs.

It is recommended that the notice being mailed out advising the community of the survey request that the survey be filled out online as it is more effective and reduces the staff time required to manually input the information into the survey data base. Some paper copies can be made available on Saturna Island and in the Islands Trust Office in Victoria for people who prefer to fill out the questionnaire manually. .

In order to reach as many Saturna Island community members as possible it is recommended that the questionnaire be mailed to all property owners and as well a mail drop should be done to get the survey notice to all mail boxes on Saturna. The one downside to on-island mail drops is that the notice will not get put in boxes that don't accept unaddressed (junk) mail.

The notice will also be placed in the February issue of the Scribbler and be sent to Islands Trust subscribers.

Concerns have been raised regarding the ability for someone to fill out multiple questionnaires and skewing the results. There are no reasonably cost efficient and effective strategies available to ensure that only one questionnaire is completed per person. One possible option would be to have everyone sign their completed questionnaire; however, it is staffs experience that when people are asked to sign questionnaires before submitting them that participation rates are reduced. The survey will be programed to allow only one survey response per IP address.

The following is an amended list proposed questions for the LTCs consideration:

1. What first brought you to Saturna?

2. What amenities do you wish there were more of on Saturna?

3. Do you consider your residence on Saturna your primary residence?

Yes
No

4. What made you decide to invest in Saturna by either buying or renting a residence on the Island?

5. How long have you lived on Saturna?

6. If your residence on Saturna is your part time residence how much of the year do you spend there?

Less than one month
Between 1 to 3 months
Between 3 to 6 months
More than 6 months

7. Do you rent or own your residence?

8. How many people normally live in your residence?
1, 2, 3, 4, 5, 6, 7, 8, 9, 10 more than 10

9. If you rent or own on Saturna what percentage of you net income is spent on housing (either mortgage or rent).

0-10%
10-20 %
20-40%
40-60%
Over 60%

10. If you don't reside on Saturna full time now do you plan to in the future?

Yes
No

11. If you plan to reside full time on Saturna in the future when will that likely be?

Within 1 to 3 years
Within 3 to 6 years
Within 6 to 10years
Over 10 years

12. If you are presently residing on Saturna full time do you plan to move and reside elsewhere in the future?

Yes
No

If yes likely when?

Within 1 to 3 years
Within 3 to 6 years
Within 6 to 10years
Over 10 years

13. If you plan to move and reside elsewhere what would the reason likely be?

14. Are you employed on Saturna?

Yes
No

15. How many different jobs do you have?

16. Are you retired?

Yes
No

17. If you work on Saturna are you employed?

Full time
Part time
Seasonally

18. What percentage of your income is derived from working on Saturna?

0-25 %
25-50%
50-75%
Over 75%

19. What is you households annual gross income?

0-\$10,000
\$10,000-\$20,000
\$20,000-\$40,000
\$40,000-\$70,000
Over \$70,000

20. Other than on housing what percentage of your monthly income is spent on Saturna Island?

0-25%
25-50%
50-75%
Over 75%

21. How many times per year do you do volunteer work on Saturna?

None
1-3 times
3-10
Over 10

22. How many hours per year do you volunteer on Saturna?

23. Including you what are the ages of the people in your household?

Age range	Number of people
0-15	_____
15-25	_____
25-50	_____
50-65	_____
65+	_____

24. What is your primary mode of transportation to and from Saturna?

Tsawassen Ferry (foot passenger)
Times per year ____

Tsawassen Ferry (automobile)
Times per year ____

Swartz Bay Ferry (foot passenger)
Times per year ____

Swartz Bay Ferry (automobile)
Times per year ____

Float Plane
Times per year ____

Private Boat
Times per year ____

Other please specify _____
Times per year ____

25. Please add any additional comments that you want the LTC to consider here:

Next Steps

1. Prepare the questionnaire using survey monkey program.
2. Mail notice to off island land owners.
3. Mail drop to on island owners.
4. Mail notice by January 1, 2015
5. Deadline February 15, 2015
6. Staff will prepare raw data for February 2015 LTC meeting.

RECOMMENDATIONS:

1. That the Mayne Island Local Trust Committee direct staff to prepare questionnaire using the questions provided in staff report dated November 25, 2015 and that a notice be mailed to all off island property owners, bulk mail dropped to on-island mail boxes and advertised in the November Scribbler newspaper.

Prepared and Submitted by:

Gary Richardson

November 25, 2015

Name, Title

Date



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 LTC Mtg.	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.	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: November 26, 2015

Applications

Agricultural Land Reserve

File Number	Applicant Name	Date Received	Purpose
SA-ALR-2015.1	JOHN MONEY	12-May-2015	029-302-552

Property exclusion from the ALR.

Planner: Phil Testemale

Planning Status

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.

Status Date: 14-May-2015

Processed fee, opened file, gave to Planner forwarded to LTC

Heritage Alteration Permit

File Number	Applicant Name	Date Received	Purpose
SA-HAP-2015.1	Richard Blagborne	13-Nov-2015	105 EAST POINT RD

Planned alterations and substantial improvements to a heritage building.

Planner: Gary Richardson

Planning Status

Status Date: 26-Nov-2015

Staff report and draft permit prepared for LTC consideration at Dec 3, 2015 LTC Mtg.

Status Date: 13-Nov-2015

opened file, notified LTC, processed fees, gave to planner.

Rezoning

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

Applications

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

File Number	Applicant Name	Date Received	Purpose
SA-SUB-2014.1	Brian Wolfe-Milner	21-Aug-2014	187 EAST POINT ROAD

A subdivision of one parcel & one remaining.

Planner: Phil Testemale

Planning Status

Status Date: 11-Feb-2015

waiting for PLA from MoTI

Status Date: 17-Sep-2014

Response e-mailed to MoTI

Status Date: 10-Sep-2014

fee/application received, gave file to planner, notified LTC

Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
SA-TUP-2015.2	ROBERT FITZGERALD	20-Nov-2015	100 EAST POINT RD

TUP proposal for 10 tenting sites and shower/laundry building.

Planner: Gary Richardson

Applications

Planning Status

Status Date: 26-Nov-2015

Application placed on Dec 3, 2015 LTC agenda for information.

Status Date: 24-Nov-2015

opened file, processed fee, notified LTC, gave to planner

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

660 Saturna	Invoices posted to Month ending October 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	1,254.02	-254.02
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>1,254.02</u>	<u>1,295.98</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

Trust Fund Board Report to Local Trust Committees and Bowen Island Municipality November 2015

Conservation Proposal for Settlement Lands –Denman Island

The Trust Fund Board has received a conservation proposal to covenant 63.25 hectares (157 acres) of land acquired by Denman Island Conservancy. The land was received as part of a legal settlement and is adjacent to the new Denman Island Provincial Park and TFB's Inner Island Nature Reserve. TFB approved the proposal subject to the development and approval of a management plan. The management plan will consider: recovery of forest on the logged portion of the land, activities to maintain butterfly habitat for rare species (Edith's Checkerspot and Dun Skipper), maintenance of two significant wetlands and an area of ALR land on the property.

Trail Proposal for the Lindsay Dickson Nature Reserve –Denman Island

TFB agreed to consider including an existing trail on this forested nature reserve in the Denman Island Cross-Island Trail, which is currently being developed by the Comox Valley Regional District. It is proposed that the ferry-to-ferry trail would follow an old logging road across one corner of the reserve, an existing trail that appears suitable for increased use. The Board will make a final decision once discussions have addressed continued protection of the values of the reserve.

McFadden Creek Nature Sanctuary management plan – Salt Spring Island

TFB has approved the management plan for our newest nature sanctuary, acquired in November 2014. McFadden Creek is one of very few protected areas in the northern part of Salt Spring Island. TFB became involved with partners to secure a significant heron colony at McFadden Creek almost two decades ago. The protected area has significant natural features, including the presence of five provincially listed species at risk. The heronry has been abandoned, however habitat remains for herons and it is possible they may return.

Conservation and Working Landscapes

TFB's Regional Conservation Plan includes a commitment to research staff and resource requirements of conservation on lands that include working landscapes and cultural features. Former ITF Communications and Fundraising Specialist, Christine Rikley, is tackling this topic in conjunction with her Masters of Public Administration program at UVIC. She has provided an opportunity for TFB to make suggestions of how her research might inform what might be required for ITF to expand protection activities.

Coastal Douglas-fir Ecosystem Conservation

Following up on a decision at the September Trust Council meeting, all local trust committees have received a copy of the Conservation Strategy prepared by the *Coastal Douglas-fir and Association Ecosystems Conservation Partnership (CDFCP)*. Trust Council's newly adopted Strategic Plan includes a strategy to "use land use planning tools and decisions to protect Coastal Douglas-fir and associated ecosystems". Subject to interest among LTCs, the Plan notes that the Local Planning Committees could "develop a planning tool kit to illustrate how to protect Coastal Douglas-fir and associated ecosystems". CDFCP and ITF could also provide information that might help individual LTCs tackle protecting this nationally-significant ecosystem.

December Trust Council Meeting: Working with the Islands Trust Fund

The Board and staff are preparing for the upcoming opportunity for information sharing and discussion at the December Trust Council Meeting (Tuesday afternoon). We want to make sure this is as productive as possible for Council members. We would welcome advance notice of any particular topics you would like covered or questions you might have so that we are prepared to include them (please contact Chair Tony Law as soon as possible).

To: Local Trust Committees, Bowen Island Municipality **For the Meeting of:** [Click here to enter a date..](#)

From: Kate Emmings, Ecosystem Protection Specialist & Jennifer Eliason, ITF Manager

File No.: 5450-30; 0410-20

SUBJECT: COASTAL DOUGLAS-FIR CONSERVATION STRATEGY

DESCRIPTION OF ISSUE:

At its September 2015 meeting, Trust Council asked staff to forward the CDFCP Conservation Strategy to local trust committees and Bowen Island Municipality as a potential resource. This briefing explains the issue and offers some options for further action.

The Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP) has finalized a Conservation Strategy for Coastal Douglas-fir forests and their associated ecosystems. The whole of the Islands Trust area is included in the strategy and, as a member of the CDFCP, the Islands Trust and its political bodies are expected to find ways to support or achieve some of the goals within the CDFCP Conservation Strategy.

BACKGROUND:

The Threatened Coastal Douglas-fir Forest

The Coastal Douglas-fir Biogeoclimatic (CDF) Zone is the smallest and most at-risk biogeoclimatic zone in British Columbia and is of great conservation concern (Biodiversity BC, 2008). It is home to the highest number of species and ecosystems at risk in BC, many of which are ranked globally as imperilled or critically imperilled (BC Conservation Data Centre, 2012). The global range of the CDF lies almost entirely within BC, underscoring both its global uniqueness and BC's responsibility for its conservation. **Twenty-five percent (25%) of the CDF lies within the Islands Trust area.**

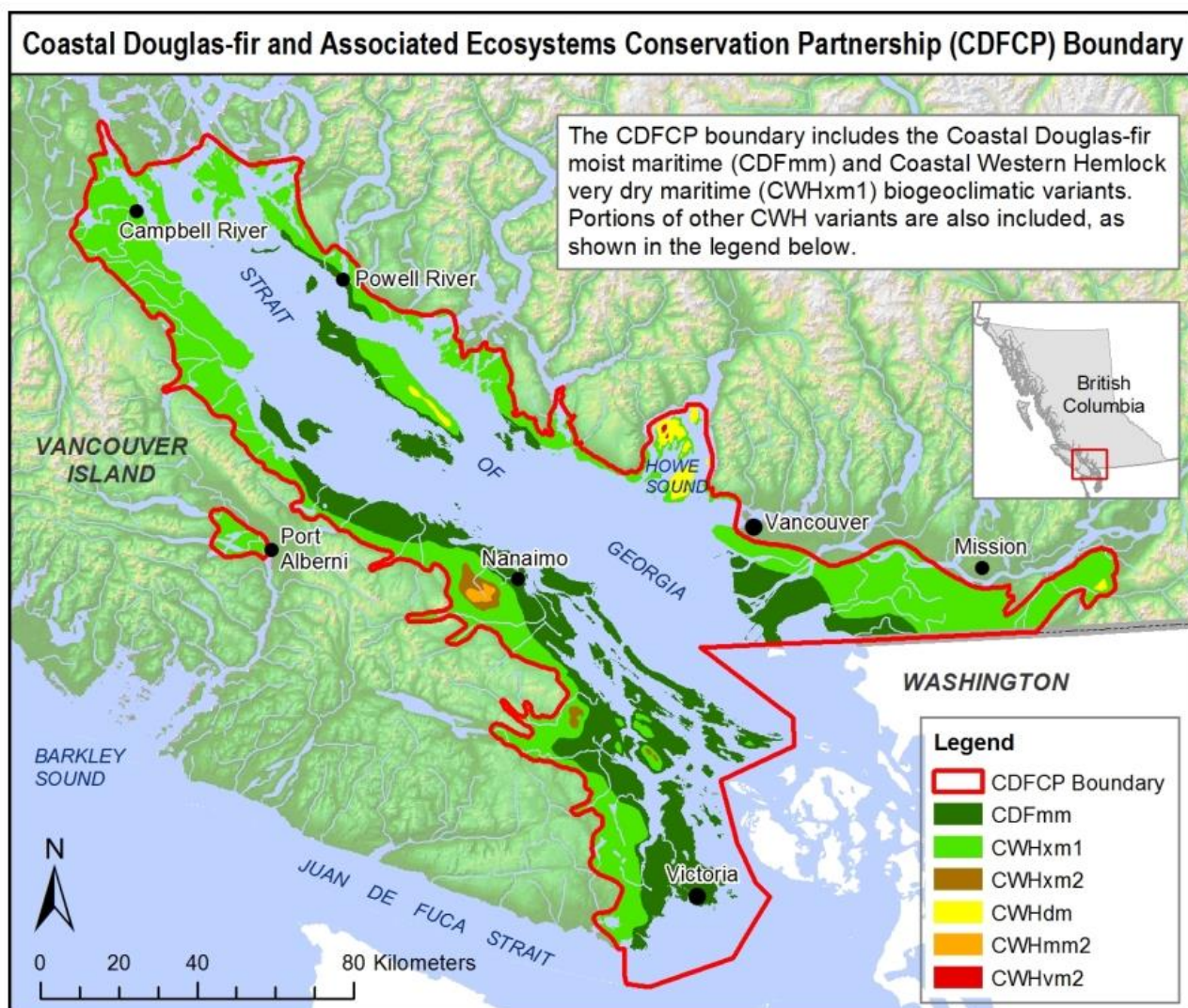
Coastal Douglas-fir ecosystems are also found in the Coastal Western Hemlock very dry maritime subzone (CWHxm1) which has many similarities with ecosystems in the CDF Zone. The CWH xm1 is found on Salt Spring and the islands in Howe Sound and is at similar conservation concern.

Of all the zones in BC, the CDF has been most altered by human activities. Less than 1% of the CDF remains in old growth forests (Madrone, 2008) and 49% of the land base has been permanently converted by human activities (Hectares BC, 2010). The trend of deforestation and urbanization continues and has resulted in a natural area that is now highly fragmented with continuing threats to remaining natural systems. Approximately 9% of the CDF zone is protected in conservation areas (MFLNRO, 2011). Of the remaining land in the CDF zone, approximately 80% is privately owned, which creates significant challenges for protection. The Islands Trust area still has high quality natural spaces, making it a natural focus for CDF conservation.

The Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP):

Established in 2013, the CDFCP is a forum for communication and collaboration regarding the maintenance and restoration of healthy Coastal Douglas-fir and Associated Ecosystems. The CDFCP recognizes the need for shared stewardship of ecosystems and strives to focus resources collaboratively, strategically and transparently to avoid duplicating existing efforts and

to maximize conservation gains. The CDFCP has 34 members, including four local governments and two Provincial ministries. Its area of interest is shown in the map below and includes the entire Islands Trust area. More information about the CDFCP is available at www.cdfcp.ca.



Islands Trust Involvement in the CDFCP:

The Trust Fund Board and the Gambier Island Local Trust Committee are signatories to the CDFCP Statement of Cooperation and the Islands Trust Fund's Ecosystem Protection Specialist is a CDFCP Steering Committee member. Islands Trust Council resolved to sign the CDFCP Statement of Cooperation at its March 2013 meeting and received a presentation from the CDFCP in June 2014. At that time, Trust Council passed the following resolutions:

TC-2014-061

That the Islands Trust Council request that the Executive Committee consider sponsoring an Association of Vancouver Island Coastal Communities/Union of BC Municipalities resolution that calls on the Province to provide funding for the CDFCP and for land protection initiatives in the CDF zone.

TC-2014-062

That the Islands Trust Council request that staff work with the CDFCP to develop recommendations for Trust Council's consideration regarding local planning tools that local trust committees could use to protect Coastal Douglas-fir ecosystems.

A resolution requesting adequate provincial funding for the CDFCP, including implementation of recommendations made by the CDFCP, was endorsed by AVICC and passed at UBCM in September 2013.

In February 2015, the Islands Trust Executive Committee passed the following resolution:

EC-2015-013

That the Executive Committee direct staff to finalize and forward a resolution requesting provincial funding for the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP) to the Association of Vancouver Island and Coastal Communities (AVICC) and Union of BC Municipalities (UBCM) with a backgrounder for consideration by members at the 2015 conventions.

The AVICC endorsed a resolution, which was then presented to UBCM at the September 2015 meeting, where it passed.

Creation of the CDFCP Conservation Strategy:

In the summer of 2014, the CDFCP, working with the Nature Conservancy of Canada, obtained \$17,500 in funding for a CDFCP Conservation Strategy. Work began on the strategy in the fall of 2014 and the strategy was completed in July 2015.

The Islands Trust was invited to provide feedback on the plan through participation in a workshop in February 2015 which was attended by Tony Law, Hornby Island Trustee, and by the Islands Trust Fund Ecosystem Protection Specialist. Representatives from twenty-one (21) CDFCP member organizations attended. The Executive Committee was updated on work with the CDFCP in May 2015, and provided with notes from the February workshop.

Trust Council received the completed CDFCP Conservation Strategy at its September 2015 meeting and passed the following resolutions:

TC-2015-121

That Islands Trust Council receive the CDFCP Conservation Strategy for information and request the Chair to send a letter to the CDFCP Steering Committee in support of the Conservation Strategy and indicating a willingness to work with the CDFCP to implement the strategy as capacity allows.

TC-2015-122

That staff be requested to forward the CDFCP Conservation Strategy to local trust committees and Bowen Island Municipality as a potential resource.

ATTACHMENT(S):

Letter from the Islands Trust Chair to the CDFCP, November, 2015
CDFCP Conservation Strategy

AVAILABLE OPTIONS:

- 1) Receive the CDFCP Conservation Strategy for information.
- 2) Request local planning staff work with CDFCP to draft recommendations regarding land use planning tools that will effectively conserve Coastal Douglas-fir forest ecosystems.
- 3) Become a signatory to the CDFCP Statement of Collaboration (In addition to the Trust Council and the Trust Fund Board, the Gambier Island LTC has joined the CDFCP. Other LTCs or municipalities could also become partners).

FOLLOW-UP:

Islands Trust Fund staff will continue to participate on the CDFCP Steering Committee.

Planning staff will follow up as directed by the local trust committee or island municipality.

Prepared By: Kate Emmings, Ecosystem Protection Specialist & Jennifer Eliason, ITF Manager

Reviewed By: Lisa Gordon
Director, Trust Area Services

Date: November 9, 2015
Reviewed By: David Marlor
Director, Local Planning Services

Date: November 10, 2015

November 10th, 2015

File Number: 5450-30; 0410-20

Via Email: info@cdfcp.ca

Coastal Douglas-fir and Associated Ecosystems Conservation Partnership Steering Committee
 c/o Darryn McConkey, Interim Chair

Dear Darryn McConkey:

Re: Support for Coastal Douglas-fir and Associated Ecosystems Conservation Partnership's Conservation Strategy

As Chair of the Islands Trust Council, I'm writing to advise you that at its quarterly meeting in September 2015, the Islands Trust Council received the Coastal Douglas-fir Conservation Partnership (CDFCP) Conservation Strategy for information. Trust Council requested that I write to you to express support of the Conservation Strategy and to indicate the Islands Trust's willingness to work with the CDFCP to implement the strategy as capacity allows. As a first step, Trust Council has requested that staff forward the CDFCP Conservation Strategy to Islands Trust local trust committees and Bowen Island Municipality as a land-use planning resource.

The Islands Trust Council supports the CDFCP's goal of bringing governments, organizations and individuals together to collaboratively address ongoing threats to the conservation of Coastal Douglas-fir and Associated Ecosystems. This work would advance the following sections of the Islands Trust Policy Statement:

3.2.1 *It is Trust Council's policy that*

- *forest ecosystems in the Trust Area should be protected, and*
- *the remaining stands of relatively undisturbed Coastal Douglas-fir, Coastal Western Hemlock, Garry Oak and Arbutus should be preserved.*

3.2.3 *Trust Council encourages government agencies, non-government organizations, property owners and occupiers to protect forested areas through voluntary donation, acquisition, conservation covenants and careful management.*

At the September 2015 Union of BC Municipalities Convention, the Islands Trust put forward the following resolution which was endorsed and provided to the Province of BC:

WHEREAS the UBCM members previously endorsed resolution 2013-B104 requesting that the Ministry of Forests, Lands and Natural Resource Operations adequately resource the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (the Partnership);

AND WHEREAS in 2015 the Partnership will issue a 30-year conservation strategy for the coastal Douglas-fir biogeoclimatic zone, the most at risk zone in British Columbia, but has insufficient resources to implement the strategy:

THEREFORE BE IT RESOLVED that UBCM request the provincial government to provide core, multiyear funding to the Partnership to assist its members to implement the conservation strategy with the Province, First Nations, local governments, the federal government, stakeholders, and the general public.

We note that the CDFCP Conservation Strategy identifies the following actions related to its work with local governments:

1.2 Assist local governments, conservation groups and First Nations to identify priority areas for securement and stewardship in their jurisdiction

5.1 Work with local governments to develop plans, policies, bylaws and incentives that enhance Coastal Douglas-fir and associated ecosystem values

We will forward the Conservation Strategy to local trust committees with a recommendation that those wishing to advance the Islands Trust Policy Statement consider working directly with the CDFCP to support the priority actions identified in the CDFCP Conservation Strategy.

We look forward to further cooperation to protect the Coastal Douglas-fir biogeoclimatic zone; home to the highest number of species and ecosystems at risk in British Columbia.

Yours sincerely,



Peter Luckham
Chair, Islands Trust Council
pluckham@islandstrust.bc.ca

cc: Islands Trust Executive Committee
Bowen Island Municipality
Trust Fund Board
Craig Sutherland, Assistant Deputy Minister, Regional Operations: Coast, Min. of Forest, Lands and Natural Resource Operations
Islands Trust website



COASTAL DOUGLAS-FIR
& ASSOCIATED ECOSYSTEMS
CONSERVATION PARTNERSHIP

CONSERVATION
STRATEGY
2015

ACKNOWLEDGEMENTS

This Conservation Strategy was developed by the Coastal Douglas-fir Conservation Partnership, under the guidance of the Steering Committee: Tim Ennis, Darryn McConkey, Kate Emmings, Dave Haley, Peter Arcese, Todd Golumbia, Adam Taylor, Kim Richardson, and Erik Piikkila.

Members of the Partnership met in February 2015 to review the Strategy and provide input into the objectives and actions.

The funding support for the planning process from the Real Estate Foundation of British Columbia is gratefully acknowledged. We also appreciate the contributions from the Ministry of Forests, Lands and Natural Resource Operations, Cowichan Valley Regional District and Islands Trust Fund. Funding for the Marxan project was provided by the Real Estate Foundation of BC, North Pacific Landscape Conservation Cooperative, Forest Renewal BC, and University of British Columbia.

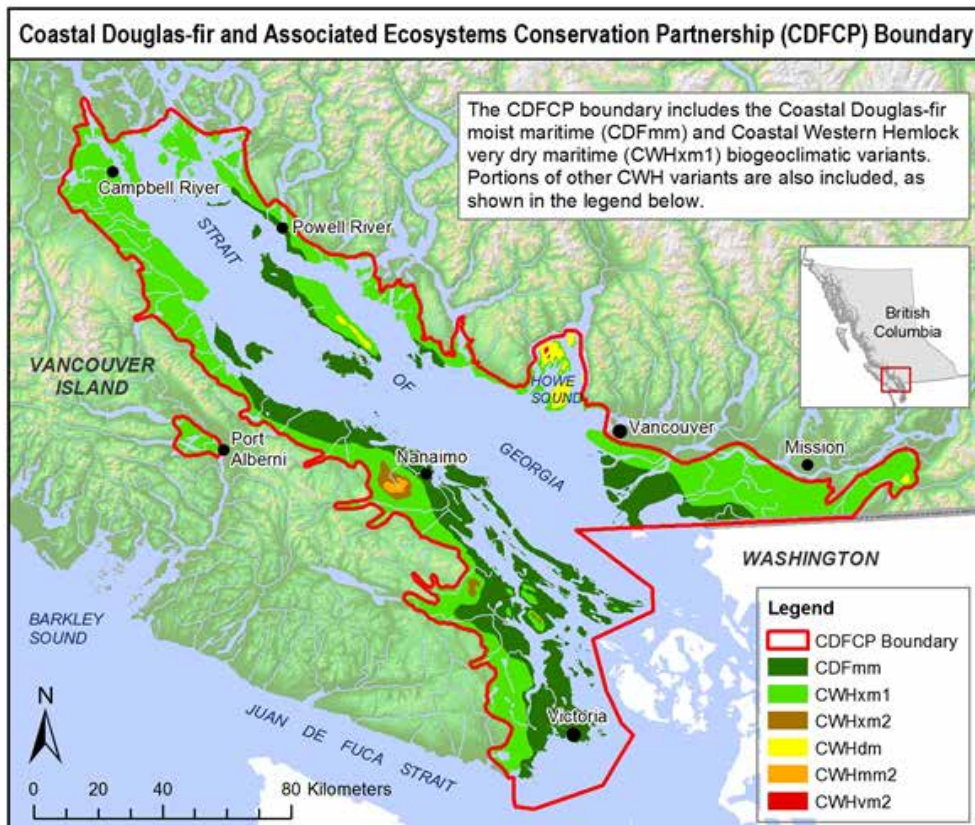


Writing and facilitation for this project was provided by Judith Cullington, Judith Cullington & Associates

INTRODUCTION

Purpose of the Conservation Strategy

This Conservation Strategy sets a 30-year vision and goals for the Coastal Douglas-fir Conservation Partnership (CDFCP); with objectives and actions identified for the next five years (2015–2020). The intent is to review and update this strategy at least every five years.



Coastal Douglas-fir and Associated Ecosystems

The Coastal Douglas-fir biogeoclimatic zone (CDF zone) is the smallest and most at-risk zone in British Columbia (B.C.). As home to the highest number of species and ecosystems at risk in B.C., many of which are ranked globally as imperiled or critically imperiled, it is of great conservation concern. The global range of the CDF lies almost entirely within B.C., underscoring both its global uniqueness and B.C.'s responsibility for its conservation. Of all the zones in the province, the CDF has been most altered by human activities. Less than 1% of the CDF remains in old growth forests and 49% of the land base has been permanently converted by human activities. The trend of deforestation and urbanization continues and has resulted in a natural area that is highly fragmented with continuing threats to remaining natural systems. Approximately 9% of the CDF zone is currently protected in conservation areas. The extent of disturbance, combined with the low level of protection, places the ecological integrity of the CDF zone at high risk.

As shown on the map, the area of concern to the CDFCP includes some parts of the Coastal Western Hemlock very dry maritime zone (CWHxm1 and CWHxm2), as these ecosystems share similar attributes and threats.

Threats to the integrity of the Coastal Douglas-fir and associated ecosystems (CDFAE) include:

- **Land conversion.** The CDF zone is 80% privately owned, in part due to the historic Esquimalt and Nanaimo (E & N) railway land grant. About 10% is provincially owned and the remaining 10% is owned by other levels of government. Much of the private land has been converted to urban and rural development, transportation and utility corridors, and agricultural use. Forty-nine percent (49%) of the land base in the CDF has been converted to human uses.
- **Ecosystem degradation.** Less than 1% of the CDF zone currently remains as old growth forest (over 250 years in age), and forests over 100 years in age now occupy only 4% of their former extent. Deforestation in a land base that was once predominantly forested has consequences for the small patch ecosystems, specialized habitats and at-risk species that were previously buffered and supported by the ecological processes of the surrounding forests. Remaining forests are predominantly younger, less diverse and bisected by roads. These changes affect hydrological patterns and the ability to filter and store water; destabilizes forest soils and reduces capacity to regenerate soils; alters the resistance to the invasion of alien species; alters prey-predator relationships; alters carbon and nutrient cycles, including the release of carbon to the atmosphere; and removes specialized habitat features for wildlife foraging, shelter and breeding.
- **Loss of natural processes.** Wildfires and deliberate burning by First Nations played an important role in shaping CDF ecosystems. Fires create openings in the canopy, kill off other less fire-resistant species, and help to establish and maintain the large, thick-barked Douglas-fir, Maple and Garry Oaks as the dominant trees in the area. Today and for the past 100 years, forest fires have been suppressed.
- **Species disturbance.** Human influence has artificially changed the balance of species, with resulting impacts on ecosystems. An example is the reduction in cougar and wolf populations, which has led to the hyper-abundance of deer populations and in turn reduction of native plants on which deer like to feed.
- **Invasive species** have increasingly intruded into all ecosystem types, displacing native plants and animals, altering ecosystem function and dynamics, and removing food sources for wildlife.
- **Climate change.** Changing climates are increasingly placing stress on native ecosystems and species through changes in seasonal temperatures, reduced snowpacks, winter rains instead of snowfalls, rain on snow events, and water availability, as well as introducing new pests and diseases.
- **Environmental Contaminants.** Environmental contaminants, including fertilizers, pesticides, household and industrial chemicals, sediment from human land disturbance, and human and animal wastes affects the function of ecosystems in the CDFAE. Some of these contaminants are from point sources, such as industry, but many come from non-point sources such as road infrastructure, housing developments, agriculture, and forestry.

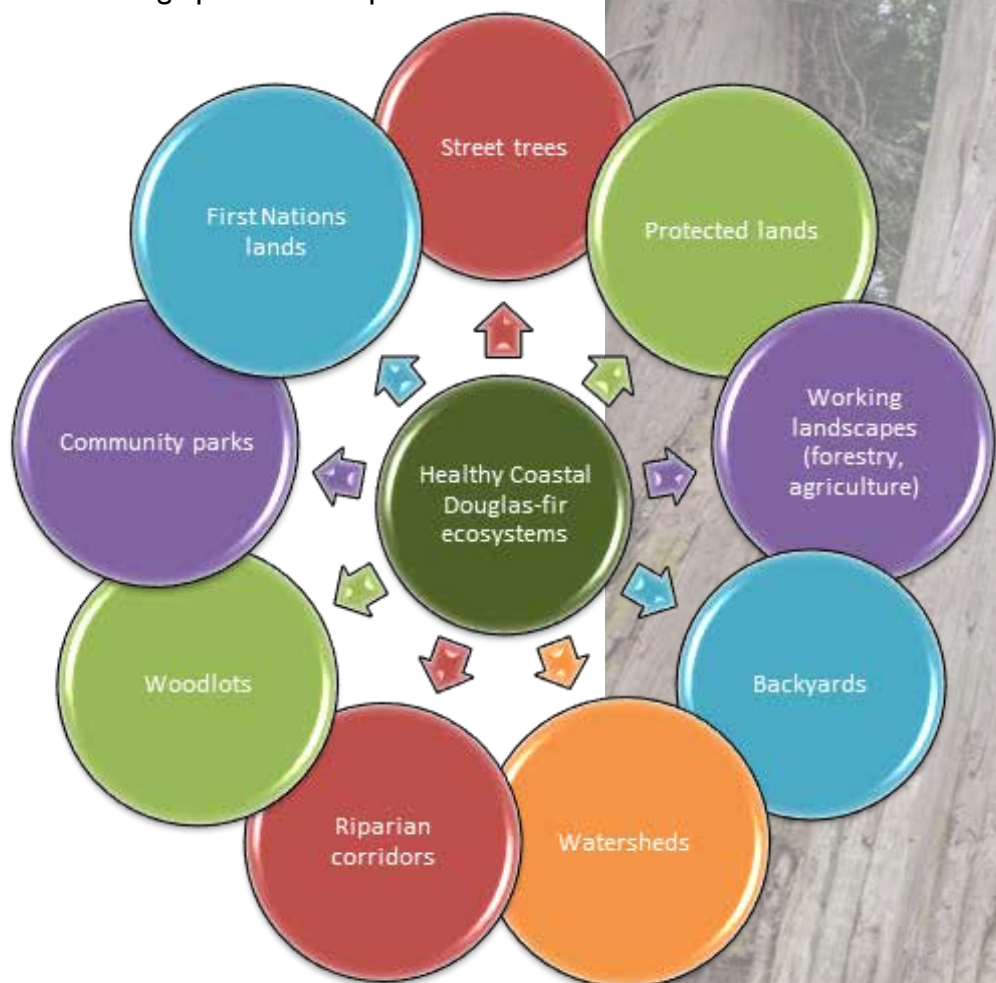


A MOSAIC OF PROTECTION AND STEWARDSHIP

Coastal Douglas-fir and associated ecosystems (CDFAE) are found across the landscape. Large areas are set aside for ecosystem protection, forestry and agriculture, while small patches of natural habitat exist in community parks and backyards. The mosaic of protection and stewardship recognizes that this place is home to a diversity of native plants and animals, as well as home to many people. Some areas will be protected and set aside with a primary purpose of supporting ecological integrity; the primary use of other areas may be for economic, recreational or other uses. Stewardship of the CDFAE lands must balance these sometimes competing, sometimes complementary, roles.

This mosaic includes lands under government and private ownership and management, ranging in size from small to large parcels. Examples include:

- Protected areas (e.g., federal, provincial, regional and municipal parks, wildlife management areas, and non-government organization (NGO) owned nature reserves)
- Private lands managed for ecosystem values, including lands with conservation covenants
- Working landscapes (including forestry and agriculture)
- Connectivity corridors, including riparian areas
- Drinking water watersheds
- Community parks and recreation areas
- First Nations lands
- Private woodlots
- Urban forests
- Private backyards



THE COASTAL DOUGLAS-FIR CONSERVATION PARTNERSHIP AND ITS MISSION

The Coastal Douglas-fir Conservation Partnership (CDFCP) is a collaboration of agencies, organizations and land managers who are interested in promoting and protecting healthy CDFAE into the future. Land trusts, governments (federal, provincial, regional, municipal, and First Nations), environmental stewardship groups, resource industry professionals, private landowners and academic institutions are encouraged to become CDFCP Participants or Supporters.

As set out in its terms of reference, the CDFCP is led by a Steering Committee and supported by a series of Working Groups focused on different aspects of the CDFCP goals. The CDFCP provides a forum for collaboration, communication and action to effectively protect and steward Coastal Douglas-fir and associated ecosystems. Its mission is:

To promote the conservation and stewardship of the Coastal Douglas-fir and associated ecosystems in south-western British Columbia through sound science, shared information, supportive policies, and community education.

VISION FOR COASTAL DOUGLAS-FIR AND ASSOCIATED ECOSYSTEMS

By 2045:

Coastal Douglas-fir and associated ecosystems have ecological integrity and resilience to change. A system of core protected areas are actively managed to provide habitat for native species and places to learn about the importance of healthy ecosystems. Working landscapes are actively managed to enhance their ecosystem values, while also supporting jobs and economic development opportunities. The public and land managers understand that Coastal Douglas-fir and associated ecosystems are special places that merit support and investment.

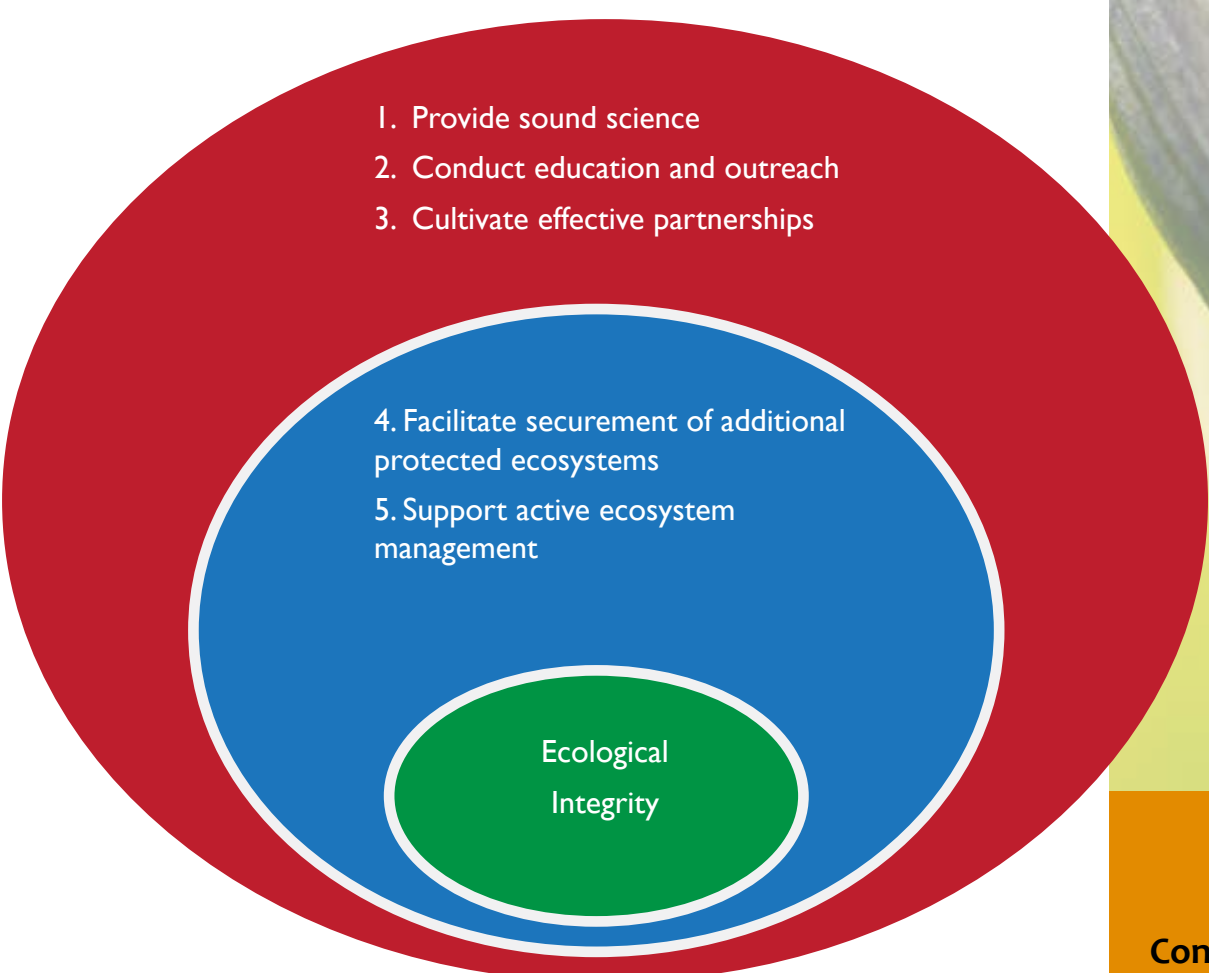


GOALS AND OBJECTIVES FOR THE CDFCP

Goals

The five goals express the ways in which CDFCP is working towards the vision of ecological integrity for Coastal Douglas-fir and associated ecosystems. The first three are core business of the CDFCP, the other two are activities supported by the Partnership.

- 1. Provide sound science***
- 2. Conduct education and outreach***
- 3. Cultivate effective partnerships***
- 4. Facilitate securement of additional protected ecosystems***
- 5. Support active ecosystem management***

- 
1. Provide sound science
 2. Conduct education and outreach
 3. Cultivate effective partnerships

4. Facilitate securement of additional protected ecosystems
5. Support active ecosystem management

Ecological
Integrity

SHORT-TERM OBJECTIVES AND ACTIONS

The goals reflect long-term aims. The objectives are specific outcomes for the next five years (2015-2020); supporting actions to achieve those objectives are also indicated. Objectives and actions are dependent on the availability of resources; the list below reflects the desired list of actions for the coming years, should resources (staff and funds) become available. For a list of objectives and actions which are “core” activities that are part of the ongoing CDFCP effort, please see Appendix A.

Summary of objectives and actions for 2015–2020:

1. Provide sound science to support land securement and stewardship

- 1.1. Provide tools for prioritization of areas for securement and stewardship within the CDF Zone
- 1.2. Assist local governments, conservation groups and First Nations to identify priority areas for securement and stewardship in their jurisdiction
- 1.3. Provide information on emerging CDFAE threats
- 1.4. Report annually on conservation outcomes

2. Conduct education and outreach

- 2.1. Develop and implement a communications and outreach strategy
- 2.2. Share success stories

3. Cultivate effective partnerships

- 3.1. Create and fund a coordinator position
- 3.2. Create and Support Working Groups
- 3.3. Encourage First Nations representation in the Partnership
- 3.4. Support the work of CDFCP Signatories
- 3.5. Collaborate with other groups working on ecosystem conservation

4. Facilitate securement of protected ecosystems

- 4.1. Provide advice on land securement
- 4.2. Identify options and contacts for funding land securement and stewardship
- 4.3. Promote and support land securement partnerships

5. Support active ecosystem management

- 5.1. Work with local governments to develop plans, policies and bylaws and incentives that enhance CDF values
- 5.2. Identify and promote opportunities for CDFAE stewardship
- 5.3. Identify pilot (case study) lands and land managers where focused management activities would benefit CDFAE on working landscapes
- 5.4. Work with the resource, developers and real estate sectors to enhance CDF stewardship



1. PROVIDE SOUND SCIENCE TO SUPPORT LAND SECUREMENT AND STEWARDSHIP

Effective and reliable science, combined with local knowledge, supports decisions that are made using the best available information.

1.1. Provide tools for prioritization of areas for securement and stewardship within the CDF Zone

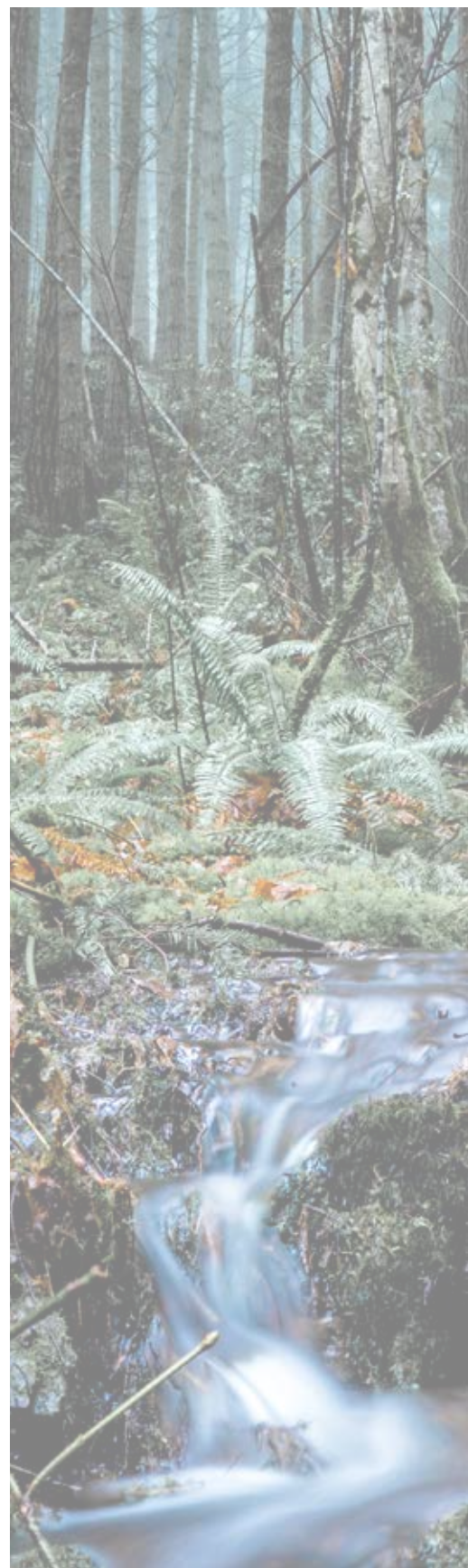
Actions:

- Working with UBC and other information providers, use the Marxan tool and analysis to develop landscape-level maps that identify potential conservation priorities.
- Refine the landscape-level mapping by improving data collection quality and input tools.
- Use the Marxan tool and other information to identify high-value conservation areas for discussion with partners.
- Use the Marxan tool and other analysis to identify CDFAE values within existing protected areas and determine the amount and spatial distribution of 'additional' protected areas required to create a resilient system.
- Create realistic scenarios for 'core' protection, taking into account spatial distribution and connectivity.
- Use the Marxan tool and other analysis to identify working landscapes and other lands with high CDF values.
- Develop and keep current a list of priority parcels for securement, and develop information on those parcels to support acquisition.
- Develop a methodology for ranking and ground truthing an individual conservation opportunity.

1.2. Assist local governments, conservation groups and First Nations to identify priority areas for securement and stewardship in their jurisdiction

Actions:

- Working with UBC and other groups, use the Marxan tool and other analysis to develop jurisdictional maps throughout the CDF area that identify areas with high conservation values, taking local priorities into account.
- Share existing data and knowledge through information forums and data sharing sites such as iMap, while respecting data privacy as required.
- Develop ways and means to facilitate timely and efficient access to a collective database.
- Engage local groups in the prioritization process so that they understand and support the selection process.
- Encourage jurisdictions to incorporate the results of regional mapping into their plans and policies.



- Provide training on the use and interpretation of the outcomes of this mapping and prioritization.

1.3. Provide information on emerging CDFAE threats

Actions:

- Gather information on the anticipated impacts from climate change, land conversion, invasive species and other emerging threats.
- Provide information on emerging threats to CDFCP partners and others through webinars, presentations and existing online resources.

1.4. Report annually on conservation outcomes

Actions:

- Establish parameters to be tracked (indicators).
- Monitor, evaluate and report annually on progress for these conservation indicators.

2. CONDUCT EDUCATION AND OUTREACH

Increasing public understanding of the importance of healthy Coastal Douglas-fir and associated ecosystems to humans and other species is necessary to create the political and financial support for programs that promote ecological integrity.

2.1. Develop and implement a communications and outreach strategy

Actions:

Through the Outreach and Education Working Group (OEWG):

- Develop a communications and outreach strategy.
 - Identify target audiences (e.g., senior and local governments, First Nations, the resource sector, and private landowners), and learn about their interests, perspectives and information needs.
 - Identify the most effective communications media for each of these audiences (e.g., e-newsletters, in-person meetings, social and regular media).
 - Develop key messages to be conveyed.
 - Identify existing materials (e.g., GOERT manuals, land trust strategies), and identify gaps in readily available information.
 - Identify organizations (partners and others) who can help to raise awareness of CDFAE.
 - Identify regions where there are no local groups to assist; consider options for filling this outreach gap.
- Provide informative educational materials in a variety of formats.
 - Provide links to existing online materials from the CDFCP website (and maintain links to ensure they remain current).
 - Where appropriate information does not already exist, create materials aimed at meeting the needs of specific groups.
 - Create engaging and clear information on CDFAE values for the general public.



- Post new materials on the CDFAE website in “print-ready” format and make them available through CDFCP partners.
- Distribute information widely.
 - Maintain an informative online presence, ensuring that content is updated regularly.
 - Ensure the coordinator role includes regular communications through email, social media and other methods.
 - Encourage CDFCP partners to share CDFCP news via their own websites, social media and other outreach.
- Host webinars, workshops and/or other information exchanges among existing and potential CDFCP partners
 - Identify target audiences and key topics for specific events.
 - Host at least one webinar (or in-person meetings) per year on different aspects of CDFAE protection and stewardship; encourage partners to co-host other events.
 - Consider events, contests and other activities that reach other audiences, such as youth.

2.2. *Share success stories*

Actions:

- Use proactive communications methods (not just website listings) to share success stories, such as:
 - Successful land securement deals, especially those using new and innovative approaches, Target audiences for these include developers/builders, agricultural land owners/managers.
 - Best practices to enhance CDFAE values (and reduce negative impacts), including restoration techniques.

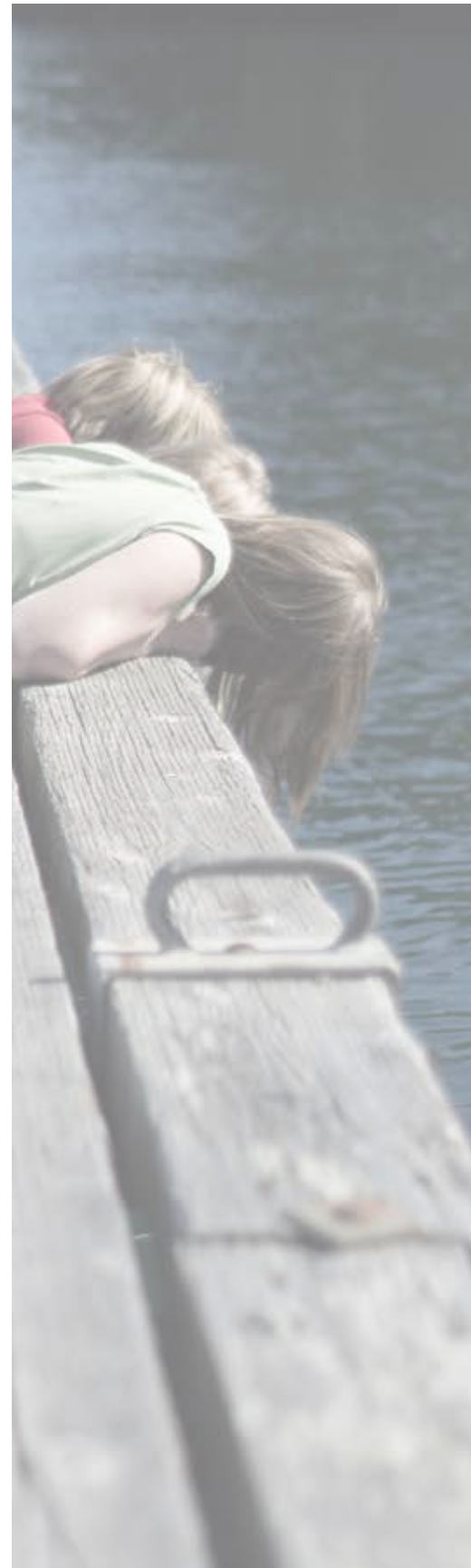
3. CULTIVATE EFFECTIVE PARTNERSHIPS

Create an effective and growing partnership in support of Coastal Douglas-fir and associated ecosystems.

3.1. *Create and fund a coordinator position*

Actions:

- Hire the coordinator. Refine the existing job description, gather funding to support this position for at least the first two years, and advertise for/hire the coordinator.
 - Seek funding for ongoing support for this position.
 - Annually, prepare a budget and workplan that identifies appropriate CDFCP banker(s) and core funding and project funding.
 - Identify potential funders for proposed projects; write grant proposals.
 - Prepare a simple annual update that provides information on achievements, funds expended, in-kind contributions from partners and others, identification of ways members can help, etc.



3.2. Create and Support Working Groups

Actions:

- Confirm Working Group membership, create a Terms of Reference for each group and identify official communications channels
- Where the working group role is filled by a parallel partnership (e.g., the Local Government Species At Risk Local Government Working Group), consider how this will meet the needs of the CDFCP and how best to achieve shared goals.
- Task each Working Group to provide a list of their priorities annually.
- Ensure the membership and efforts of the Working Groups are shared among all partners and supporters.

3.3. Encourage First Nations representation in the Partnership

Actions:

- Invite First Nations to CDFCP webinars and meetings to provide them with an opportunity to learn about the partnership.
- Meet in person with First Nations to:
 - Seek to understand the value of the CDFCP to First Nations
 - Share ideas on benefits of CDFAE conservation and overlap with traditional ecological knowledge, perhaps through joint mapping
 - Invite the inclusion of First Nations knowledge in the post-processing analysis.
- Invite First Nations representation on the Steering Committee.

3.4. Support the work of CDFCP Signatories

Actions:

- Develop an internal communications strategy for regular communications amongst partners.
- Identify the ‘point person(s)’ for information flow (internally and externally).
- Identify specific needs of the partners; help partners to further their CDFAE goals.
- Share the information (spreadsheet) identifying programs and gaps in ecosystem protection.
- Facilitate a peer-to-peer format for exchange of information, capacity building and access to funding.

3.5. Collaborate with other groups working on ecosystem conservation

- Identify potential new partners and encourage their participation in the CDFCP.
- Identify gaps in partner membership (e.g., in geographical regions as well as areas of expertise)
- Share information with similar organizations and partnerships (e.g., South Coast Conservation Partnership) on an ongoing basis.
- Coordinate with region-wide groups (e.g., GOERT) regarding shared interests
- Promote members of CDFCP as mentors for smaller organizations and community groups.
- Contact community organizations working on complementary objectives (e.g., Shawnigan Watershed study and Cedar Watershed Study) and identify opportunities for collaboration.



4. FACILITATE SECUREMENT OF PROTECTED ECOSYSTEMS

Establishing and expanding a system of core protected areas that are specifically managed to protect ecosystem integrity will support the long-term resilience of CDFAE. These protected areas will include publicly-owned lands (e.g., parks and watershed lands), lands owned by conservation organizations, and private lands under conservation covenant or similar legal status.

4.1. Provide advice on land securement

Actions:

Through the Securement Working Group:

- Gather information on the options for land securement including conservation covenants, land donations, eco-gifts, land acquisition, Crown Land securement, leveraging land acquisition, land trades, and other voluntary conservation options.
- Provide advice as needed to support the efforts of government agencies and land trusts to plan for securement and to secure specific CDFAE lands for conservation.
- Provide letters of support for securement efforts that support the ecological integrity of CDFAE.

4.2. Identify options and contacts for funding land securement and stewardship

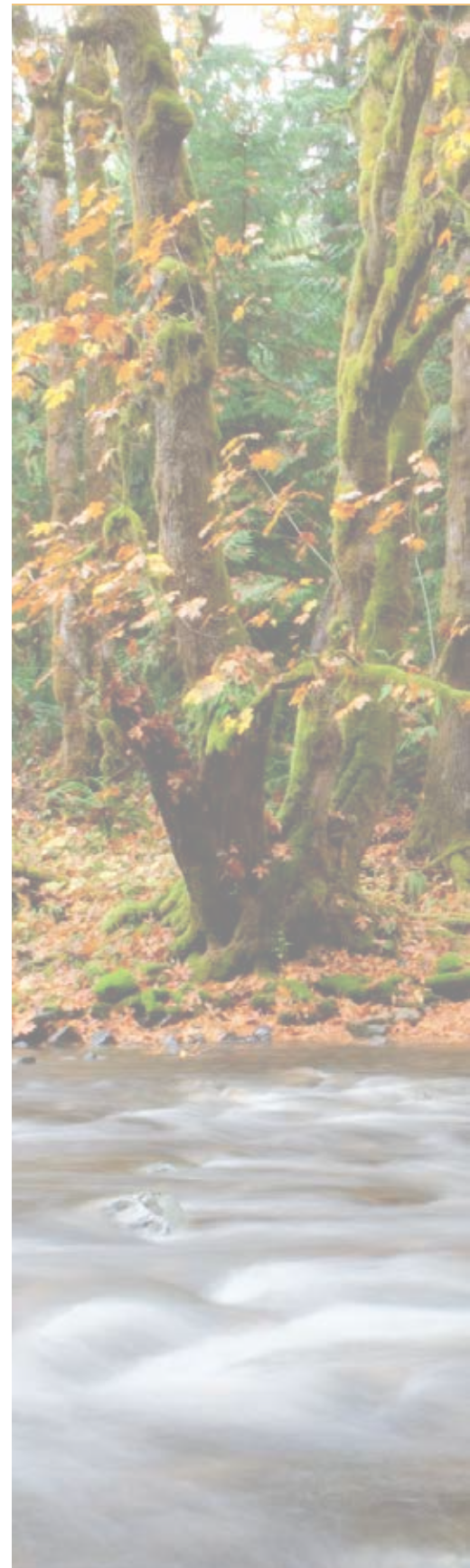
Actions:

- Identify and provide information on financial and other incentives for CDFAE securement and stewardship, e.g., potential carbon offset benefits.
- Provide examples of creative approaches to land securement, such as leveraging, land trades, or acquiring lands for trade.
- Identify contacts for fundraising (funders, fundraising expertise).
- Work with Provincial and regional organizations (e.g., the Land Trust Alliance of BC) to strategically promote funding for land conservation with government, funding agencies, financial advisors, and estate planners.
- Help to develop and advocate for new innovative funding opportunities, as well as encouraging increased funding levels for existing programs.

4.3. Promote and support land securement partnerships

Actions:

- Create venues for conversation about land securement options.
- Clarify roles various partners can play.
- Provide skills mapping for securement partners.
- Look at multi-purpose acquisitions that broaden the scope of conservation constituents, such as farming-conservation, mining-conservation and/or development-conservation.



5. SUPPORT ACTIVE ECOSYSTEM MANAGEMENT

Without active management (stewardship), even protected areas may lose ecosystem integrity. By 2045, it is hoped that protection and stewardship of CDFAE will be an integral component of the plans, policies and management activities of all governmental, private and non-governmental land managers.

5.1. Work with local governments to develop plans, policies and bylaws and incentives that enhance CDF values

Actions:

Through the Local Government Working Group:

- Find examples of practices (e.g., policies, incentives) from B.C. and elsewhere that could be used to enhance CDFAE values; share these with local governments.
- Develop and promote model policies and bylaws.

5.2. Identify and promote opportunities for CDFAE stewardship

Actions:

- Identify incentives (financial and other) for CDFAE stewardship on working landscapes.
- Meet with representatives from the forestry, agriculture and mining sectors to discuss benefits and barriers to CDFAE stewardship.
- Facilitate a peer-to-peer format for exchange of information and capacity building.
- Create a recognition strategy to appreciate good stewardship.

5.3. Identify pilot (case study) lands and land managers where focused management activities would benefit CDFAE on working landscapes

Actions:

- Collaborate with land managers to identify priority lands for active management. – e.g., agriculture, forestry, real estate.
- Initiate pilot projects for stewardship projects that benefit land managers and enhance CDFAE values on working lands.
- Share the lessons from these pilot projects with the CDFCP and others.

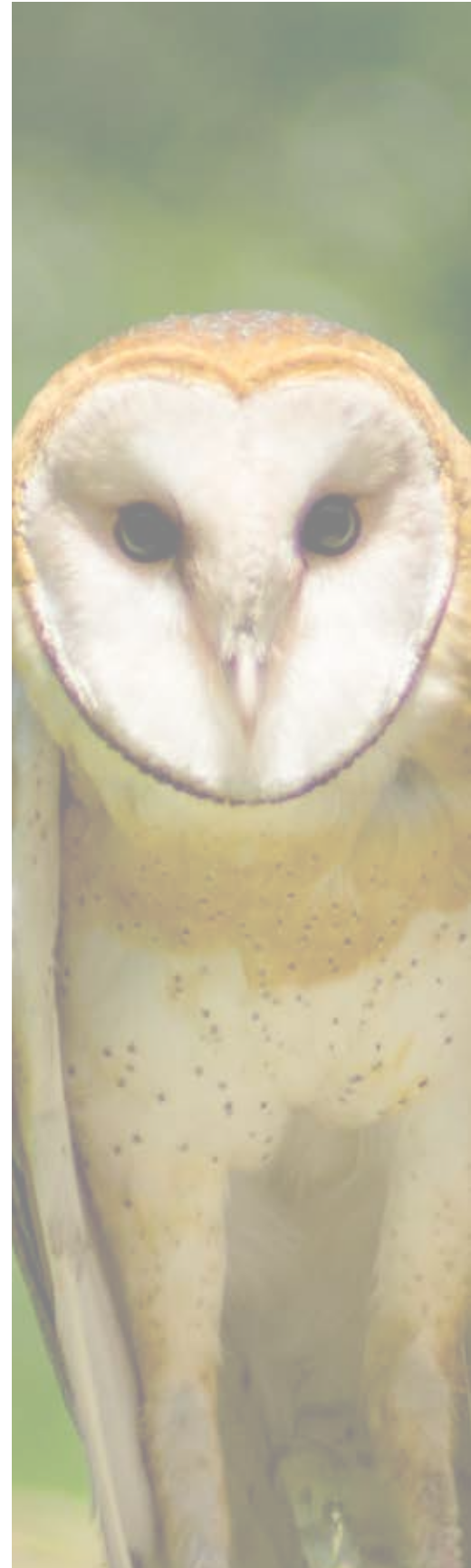


5.4. Work with the resource, developers and real estate sectors to enhance CDF stewardship

Actions:

Through the Resource Sector Working Group, work with the resource sector (including forestry companies, woodlot owners, farmers and mining operators, and real estate sector) to:

- Identify aspects of CDFAE stewardship that enhance operations on working landscapes, and aspects that may create challenges.
- Increase awareness of the impacts of resource extraction activities on CDFAE.
- Explore and promote economic opportunities that are consistent with the CDFAE conservation objectives.
- Seek ways to increase the compatibility of resource activity outcomes with CDFAE conservation objectives.
- Work with the resource sector to integrate CDF values into strategic and operational plans.



APPENDIX A: CORE PRIORITIES

These activities form part of the CDFCP core work, and can be completed through the Steering Committee members and other partners.

1. Provide sound science to support land securement and stewardship

Effective and reliable science, combined with local knowledge, supports decisions that are made using the best available information.

1.1. Provide tools for prioritization of areas for securement and stewardship within the CDF Zone

- Working with UBC and other information providers, use the Marxan tool and analysis to develop landscape-level maps that identify potential conservation priorities.
- Use the Marxan tool and other information to identify high-value conservation areas for discussion with partners.
- Use the Marxan tool and other analysis to identify working landscapes and other lands with high CDF values.
- Develop a methodology for ranking an individual conservation opportunity.

1.2. Assist local governments, conservation groups and First Nations to identify priority areas for securement and stewardship in their jurisdiction

- Requires additional resources to complete, and is dependent on funding availability.

1.3. Provide information on emerging CDFAE threats

- Requires additional resources to complete, and is dependent on funding availability.

1.4. Report annually on conservation outcomes

- Requires additional resources to complete, and is dependent on funding availability.

2. Conduct education and outreach

Increasing public understanding of the importance of healthy Coastal Douglas-fir and associated ecosystems to humans and other species is necessary to create the political and financial support for programs that promote ecological integrity.

2.1. Develop and implement a communications and outreach strategy

- Requires additional resources to complete, and is dependent on funding availability.

2.2. Share success stories

- Requires additional resources to complete, and is dependent on funding availability.

3. Cultivate effective partnerships

3.1. Create and fund a coordinator position

- Hire the coordinator. Refine the existing job description, gather funding to support this position for at least the first two years, and advertise for/hire the coordinator.
- Seek funding for ongoing support for this position.
- Prepare a simple annual update that provides information on achievements, funds expended, in-kind contributions from partners and others, identification of ways members can help, etc.



- Other actions require additional resources to complete, and is dependent on funding availability.

3.2. Create and Support Working Groups

- Requires additional resources to complete, and is dependent on funding availability.

3.3. Encourage First Nations representation in the Partnership

- Invite First Nations representation on the Steering Committee.
- Other actions require additional resources to complete, and is dependent on funding availability.

3.4. Support the work of CDFCP Signatories

- Identify the ‘point person(s)’ for information flow (internally and externally).
- Share the information (spreadsheet) identifying programs and gaps in ecosystem protection.
- Other actions require additional resources to complete, and is dependent on funding availability.

3.5. Collaborate with other groups working on ecosystem conservation

- Identify potential new partners and encourage their participation in the CDFCP.
- Identify gaps in partner membership (e.g., in geographical regions as well as areas of expertise)
- Share information with similar organizations and partnerships (e.g., South Coast Conservation Partnership) on an ongoing basis.
- Other actions require additional resources to complete, and is dependent on funding availability.

4. Facilitate securement of protected ecosystems

Establishing and expanding a system of core protected areas that are specifically managed to protect ecosystem integrity will support the long-term resilience of CDFAE. These protected areas will include publicly-owned lands (e.g., parks and watershed lands), lands owned by conservation organizations, and private lands under conservation covenant or similar legal status.

4.1. Provide advice on land securement

Through the Securement Working Group:

- Provide advice as needed to support the efforts of government agencies and land trusts to plan for securement and to secure specific CDFAE lands for conservation.
- Provide letters of support for securement efforts that support the ecological integrity of CDFAE.



4.2. Identify options and contacts for funding land securement and stewardship

- Work with Provincial and regional organizations (e.g., the Land Trust Alliance of BC) to strategically promote funding for land conservation with government, funding agencies, financial advisors, and estate planners.
- Other actions require additional resources to complete, and is dependent on funding availability.

5. *Support active ecosystem management*

Without active management (stewardship), even protected areas may lose ecosystem integrity. By 2045, it is hoped that protection and stewardship of CDFAE will be an integral component of the plans, policies and management activities of all governmental, private and non-governmental land managers.

5.1. Work with local governments to develop plans, policies and bylaws and incentives that enhance CDF values

Through the Local Government Working Group:

- Find examples of practices (e.g., policies, incentives) from B.C. and elsewhere that could be used to enhance CDFAE values; share these with local governments.
- Other actions require additional resources to complete, and is dependent on funding availability.

5.2. Identify and promote opportunities for CDFAE stewardship

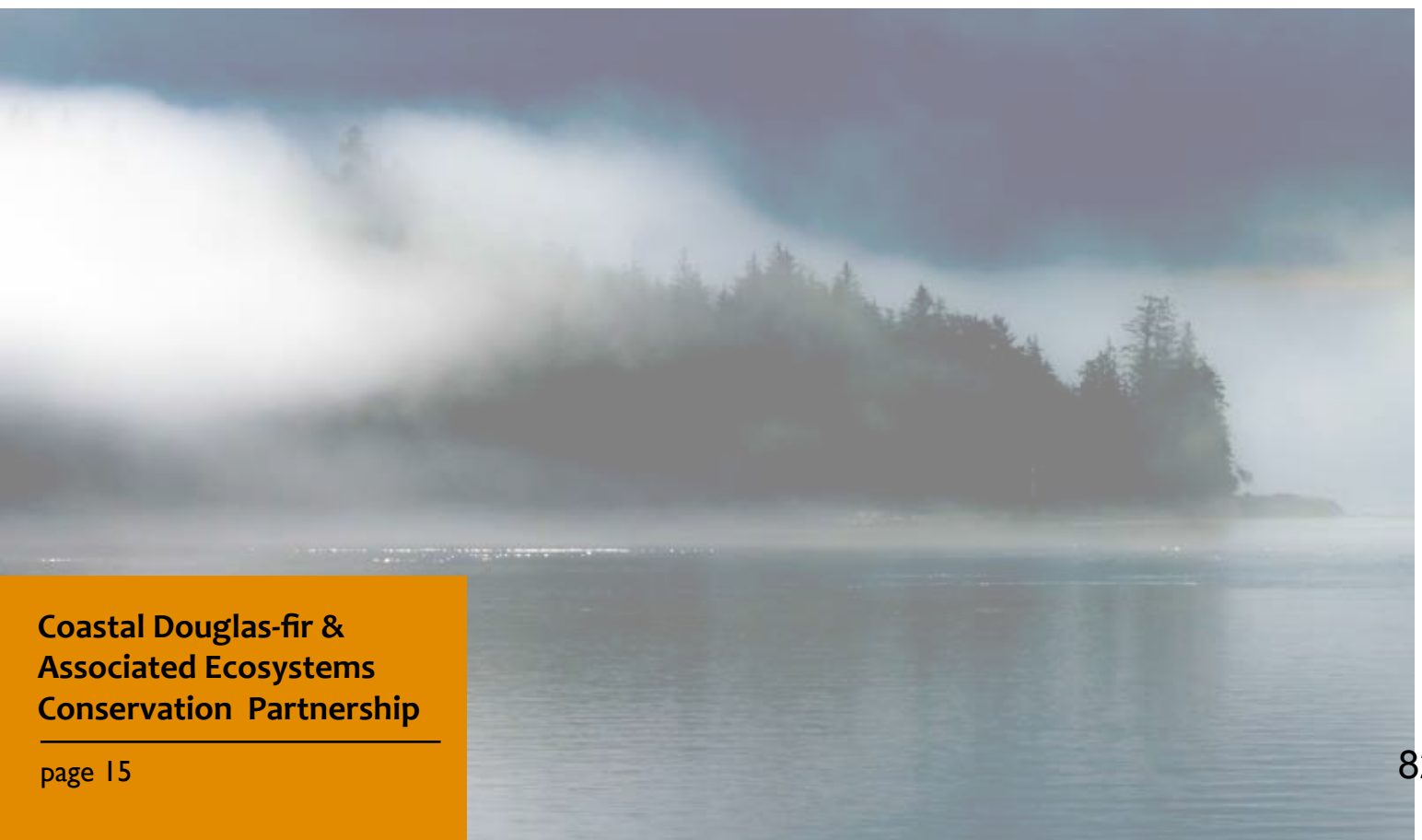
- Requires additional resources to complete, and is dependent on funding availability.

5.3. Identify pilot (case study) lands and land managers where focused management activities would benefit CDFAE on working landscapes

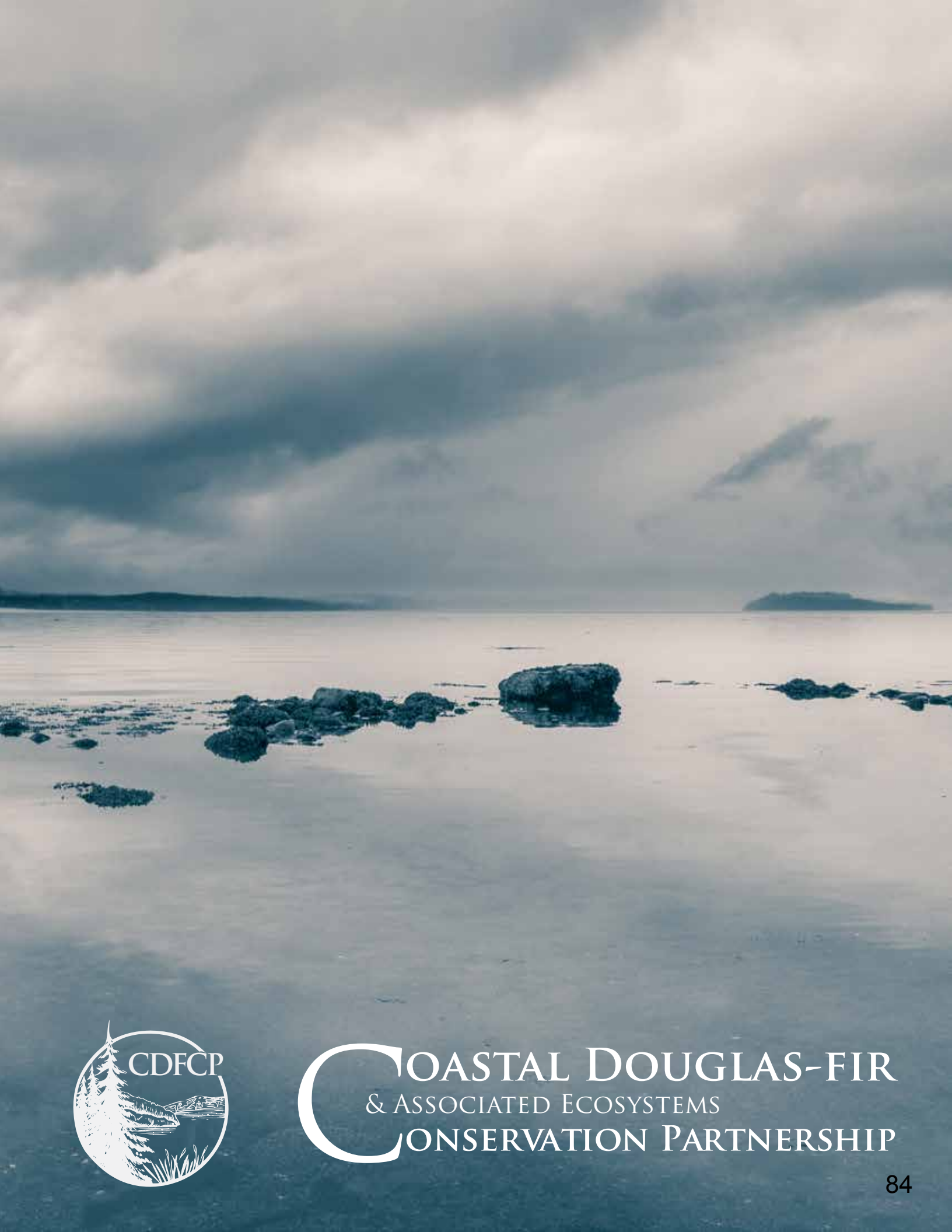
- Requires additional resources to complete, and is dependent on funding availability.

5.4. Work with the resource, developers and real estate sectors to enhance CDF stewardship

- Requires additional resources to complete, and is dependent on funding availability.







COASTAL DOUGLAS-FIR
& ASSOCIATED ECOSYSTEMS
CONSERVATION PARTNERSHIP



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: November 18, 2015

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 Southern Gulf Islands / Saturna Island Local Trust Committee 2016 Meeting Schedule.

It is proposed that LTC meet on the preferred third Thursday of the month and include 3 Saturday meetings in its yearly schedule. The venues will alternate between the Recreation and Cultural Centre, and the Community Hall, as available, on the following dates: January 21, February 18, March 12++, April 21, May 21++, June 18++, July 21, September 8, October 20, and November 18.

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

- ++ indicates Saturday meetings
- Nov 18 because Nov 17 Local Planning Committee (Trustee Brent, Chair) conflict

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

Southern Planning Team DRAFT LTC Regular Meeting Schedule 2016

CHAIR	LB	GG	GG	GG	PL	
Date	Galiano (GL)	Mayne (MA)	North Pender (NP)	Saturna (SA)	South Pender (SP)	Conflict
January	-	25	28	21	-	1, 13, 19, 20, 27
February	1	22*	25	18	16*	3-5, 8, 10, 16, 17, 24, 29
March	7	21*	31++	12 ++	-	2, 9, 16, 14-25, 28, 30
April	4	25	28	21	12	6, 8 – 10, 13, 20, 27
May	2	30	26	21++	-	4, 11, 16, 18, 19, 23, 25, 31
June	6	27	30++	18++	7*	1, 8, 14-16, 21-23, 29
July	4	25	28	21	-	1, 6, 13, 20, 27
August	29*	-	-	-	-	1,3, 10, 17, 22, 24, 25, 31
September	-	12*	22*	8	6*	5, 13-15, 26-30
October	3	17	27	20	-	5, 10, 12, 19, 26,
November	7	28	24	18*	8	2, 9, 11, 16, 23, 30
December	5	-	-	-	-	6-8, 14, 21, 26, 27
Frequency:	Monthly (10 per year)	Monthly (10 per year)	Monthly (10 per year)	Monthly (10 per year)	Bi-monthly (5 per year)	
Designated day:	1st Monday	Last Monday	Last Thursday ++Evening Meetings	3 rd Thursday and 3 ++Saturday Meetings	2nd Tuesday	
Start Time:	12:30 pm	1:00 pm	9:45 am	12:30 pm	10:00 am	
Location:	South Hall	Ag Hall	Community Hall	Alternates	Fire Hall	
Total Meetings	10	10	10	10	5	

Rationale for 2016 Draft Schedule

Feb 16 for SP because Feb 9 EC media training scheduled
 Feb 22 instead of Feb 29 for MA because Brian Crumblehulme on TCP
 March 21 instead of March 28 for MA because Stat holiday Easter Monday
 June 7 on SP because Trust Council (TC) is scheduled
 August 29 for GL to fit time between September TC and UBCM
 Sept 6 on SP for TC
 Sept 12 on MA for TC
 Sept 22 for NP because TC is scheduled third Thursday
 October 18 for NP due to September changes and follow through
 Nov 18 for SA because LPC is third Thursday

Key Dates

Stat Holidays	Jan. 1; Feb.8; Mar.25,28; May 23; July 1; Aug.1; Sept.5; Oct.10; Nov.11; Dec.26
LGLA	Feb.3-5
SD (46,68,71,79) Spring Break	Mar.14-29
Trust Council	March 22-24
AVICC	April 8-10
PIBC	May 10-13
Trust Council	June 14-16
LGMA Conference	June 21-23
Trust Council	Sept. 13-15
UBCM	Sept. 26-30
Trust Council	Dec. 6-8

Trustee Conflicts

Busheikin	EC, LPC, FPC, June 23-July 2; Aug.28-Sept.3
Luckham	EC, FPC, TPC, LPC
Crumblehulme	TPC
Brent	FPC, LPC
Masselink	FPC, TPC
Grams	EC, TPC
Harris	FPC
Middleton	LPC
Pottle	LPC
Scholefield	LPC
McConchie	TPC

* [use asterisk to note where a meeting has been rescheduled because of a conflict].

Regular Meeting Scheduling Criteria:

1. Start with *designated day*. Proposals to alter *designated day* should:
 - a. Consider trustee, planner and minute-taker scheduling conflicts
 - b. Avoid Wednesdays (conflicts with staff and EC meeting days)
 - c. Avoid overlapping meetings or agenda deadlines
2. Start times are based on ferry schedules
3. Locations can be altered for specific meetings in the LTC meeting notice based on space availability or preferences to use alternating locations
4. Adjust by a week for statutory holidays (whichever way would result in longest time between meetings)
5. No meetings should be scheduled in first two to three weeks of January (Christmas office closure and cancellations due to weather and power outages)
6. No meetings should be scheduled in August (staff and trustee vacations) (adjust SP and SA meetings to minimize length of time between meetings)
7. No meetings should be scheduled after second week of December (weather, power outages, and Christmas office closure)
8. Adjust meetings to avoid UBCM (3rd week of September – check to confirm), AVICC and LGLA training
9. Adjust meetings to avoid conflicts with Trust Council, EC meetings, Council committee meetings, TFB meetings, and Ballenas-Winchelsea LTC meetings (EC as LTC)
10. Review other team LTC meetings and consider rescheduling where would be a Chair conflict (or arrange for alternate Chair if available)
11. Consider adjusting for Chair preferences (e.g. to schedule or avoid back-to-back meetings)
12. Where LTCs or Planners require additional meetings these should be scheduled based as special meetings (i.e. for projects based on an adopted project charter, public hearings and community information meetings, or due to application load or timing).