



Saturna Island Local Trust Committee Regular Meeting Agenda

Date: February 18, 2021
Time: 11:30 am
Location: Electronic Meeting

		Pages
1.	CALL TO ORDER	11:30 AM - 11:45 AM
2.	APPROVAL OF AGENDA	
3.	TRUSTEE REPORT	
4.	CHAIR'S REPORT	
5.	TOWN HALL AND QUESTIONS	11:45 AM - 12:00 PM
6.	COMMUNITY INFORMATION MEETING	
	None	
7.	PUBLIC HEARING	
	None	
8.	MINUTES	12:00 PM - 12:10 PM
8.1.	Local Trust Committee Minutes Dated January 26, 2021 (for Adoption)	4 - 8
8.2.	Local Trust Committee Bylaws No. 129 and 130 Public Hearing Record Dated January 26, 2021 (For Receipt)	9 - 10
8.3.	Local Trust Committee Bylaw No. 132 Public Hearing Record Dated January 26, 2021 (For Receipt)	11 - 11
8.4.	Section 26 Resolutions-without-meeting Report - None	
9.	BUSINESS ARISING FROM THE MINUTES	
9.1.	Follow-up Action List Dated February 2021	12 - 13
10.	DELEGATIONS	

11.	CORRESPONDENCE	
	<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>	
12.	APPLICATIONS AND REFERRALS	12:10 PM - 12:40 PM
12.1.	SA-DVP-2020.1 (Peretz) - Staff Report (attached)	14 - 26
13.	LOCAL TRUST COMMITTEE PROJECTS	12:40 PM - 1:00 PM
13.1.	Groundwater Sustainability Project – Presentation by William Shulba (attached)	27 - 36
14.	REPORTS	1:00 PM - 1:30 PM
14.1.	Work Program Reports (attached)	
14.1.1.	<u>Top Priorities Report Dated February 2021</u>	37 - 37
14.1.2.	<u>Projects List Report Dated February 2021</u>	38 - 38
14.1.3.	<u>Review of Projects - Discussion</u>	
14.2.	Applications Report Dated February 2021 (attached)	39 - 41
14.3.	Trustee and Local Expense Report Dated December 2020 (attached)	42 - 42
14.4.	Adopted Policies and Standing Resolutions (attached)	43 - 46
14.5.	Local Trust Committee Webpage	
14.6.	Islands Trust Conservancy Report Dated November 24, 2020 (attached)	47 - 49
14.7.	ITC Forest Conservation Outreach Campaign - Briefing November 2020 (attached)	50 - 53
15.	NEW BUSINESS	1:30 PM - 1:45 PM
15.1.	Salt Spring LTC Letter re Short Term Vacation Rental Communications and Strategies (attached)	54 - 54
16.	UPCOMING MEETINGS	1:45 PM - 1:50 PM
16.1.	Electronic Meetings	
	that in order to meet the principles of openness, transparency, and accessibility, meetings of the Saturna Island Local Trust Committee will be held electronically until Ministerial Orders under the Emergency Program Act and requirements or recommendations under the Public Health Act change regarding public attendance at trust body meetings; and that such meetings be live streamed, and the public invited to participate in meetings by connecting to the link or the phone number provided in the meeting notice, in order to observe proceedings and speak when invited by the Chair.	

16.2. Next Regular Meeting Scheduled for May 20, 2021 - Location: TBD

17.	TOWN HALL	1:50 PM - 2:05 PM
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18. CLOSED MEETING

None

19.	ADJOURNMENT	2:05 PM - 2:05 PM
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DRAFT

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

Saturna Island Local Trust Committee

Minutes of Special Meeting

Date: January 26, 2021
Location: Electronic Meeting

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

Staff Present: Robert Kojima, Regional Planning Manager
Brad Smith, Island Planner
Lauren Edwards, Recorder
Wil Cottingham, Administrative Assistant (Host)

Public: There were approximately (11) attendees in the Zoom Webinar.

1. CALL TO ORDER

Chair Patrick called the meeting to order at 11:30 a.m. She acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

The Lyall Harbour Transportation Plan after item #5 in the agenda.

By general consent the agenda was approved as amended.

3. COMMUNITY INFORMATION MEETING

Saturna National Park Rezoning Project

3.1 Staff Presentation

Planner Smith presented on the October 15, 2020 staff report and the project information received and indicated that the Official Community Plan (OCP) bylaw amendments create new land use designations as national park reserves and national marine park reserves only for the purpose of providing clarity and consistency as land use zoning does not apply to federal lands.

He indicated the bylaw was sent for referral to both potentially affected agencies and First Nations and no responses were received to the referrals or the public hearing and no formal submissions were received.

3.2 Town Hall – Questions and Answers

None

4. PUBLIC HEARING

4.1 Saturna Island Local Trust Committee Bylaws Nos. 129 & 130 – Saturna National Park Zoning Project

Public Hearing under separate cover.

The meeting reconvened at 1150 am____

5. Saturna National Park Zoning Project – Post Public Hearing – Staff Report

Received for information. Planner Smith reported that the recommendations are supported; that the rezoning will provide better clarity and consistency with bylaws; and that no referral responses were received from First nations and agencies and no public opposition was received.

SA-2021-001

It was Moved and Seconded,

that the Saturna Island Local Trust Committee proposed Bylaw No. 129, cited as “Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 1, 2020”, be read a second time.

CARRIED

SA-2021-002

It was Moved and Seconded,

that the Saturna Island Local Trust Committee proposed Bylaw No. 129, cited as “Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 1, 2020”, be read a third time.

CARRIED

SA-2021-003

It was Moved and Seconded,

that the Saturna Island Local Trust Committee proposed Bylaw No. 130 cited as “Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2020”, be read a second time

CARRIED

SA-2021-004

It was Moved and Seconded,

that the Saturna Island Local Trust Committee proposed Bylaw No. 130 cited as “Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2020”, be read a third time.

CARRIED

SA-2021-005

It was Moved and Seconded,

that the Saturna Island Local Trust Committee proposed Bylaws No. 129 and 130 be forwarded to the Secretary of the Islands Trust for Executive Committee Approval.

CARRIED

SA-2021-006

It was Moved and Seconded,

that the Saturna Island Local Trust Committee proposed Bylaw No. 129 be forwarded to the Minister of Municipal Affairs for approval.

CARRIED

10. Lyall Harbour Transportation Corridor Land Use Review

Trustee Middleton has initiated inter-agency and community discussion regarding the issue of land use conflicts regarding parking and access around the ferry dock. It was reported that:

- A multi-party meeting attended by RCMP Sgt. Bruce, Ministry of Transportation Roads Area Manager, representatives from ICBC, BC Ferries Terminal Manager, business owners, individuals from the Community Hall, Planner Smith as well as Trustees Middleton and Brent discussed potential land use, infrastructure, education, enforcement and other potential solutions for improving safety and accessibility in the Lyall Harbour transportation corridor
- If a plan can be developed to accommodate all users, this can be presented to the community.
- LTC would need to make this a priority project and direct staff to proceed

The LTC requested that Planner Smith facilitate amongst parties and prepare a plan which will accommodate all users and that this item be elevated to the priority list when other items are completed.

Regional Planning Manager (RPM) Kojima suggested that the scope of the project include consideration of potential land use changes and, once it is on the priority list, he will submit a budget request for the next fiscal year.

It was discussed if a motion should be made to move this matter to the Priority Project List at the February 2021 LTC meeting.

Planner Smith advised staff can develop a charter for consideration at the May LTC meeting with the project formally commencing after that depending on direction by LTC.

It was agreed that Planner Smith will communicate with original meeting participants and coordinate with agencies for a future meeting.

-----Break Session-----

6. COMMUNITY INFORMATION MEETING

First Nations Reconciliation Project

7.1 Staff Presentation

Planner Smith referenced the material received regarding amendment to Bylaw 132 of the OCP and indicated that the amendment adds language to the OCP to recognize First Nation history, context and inherent rights and jurisdiction. He reported that statutory notifications were met and sent to First Nations and referral agencies and that no comments were received.

7.2 Town Hall - Questions and Answers

None

7. PUBLIC HEARING

8.1 Saturna Island Local Trust Committee Bylaw No.132 - First Nations Reconciliation Project

Public Hearing under separate cover.

The meeting reconvened at 1:03 pm_____

8. First Nations Reconciliation Project - Post Public Hearing - Staff Report

Received for information.

SA-2021-007

It was Moved and Seconded,

that the Saturna Island Local Trust Committee proposed Bylaw No. 132, cited as "Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 2, 2020" be read a Second time.

CARRIED

SA-2021-008

It was Moved and Seconded,

that the Saturna Island Local Trust Committee proposed Bylaw No. 132, cited as "Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 2, 2020" be read a Third time.

CARRIED

SA-2021-009

It was Moved and Seconded,

that the Saturna Island Local Trust Committee proposed Bylaw No. 132 be forwarded to

the Secretary of the Islands Trust for Executive Committee Approval.

CARRIED

SA-2021-010

It was Moved and Seconded,

that the Saturna Island Local Trust Committee proposed Bylaw No. 132 be forwarded to the Minister of Municipal Affairs for approval.

CARRIED

9. ADJOURNMENT

By general consent the meeting was adjourned at 1:07 p.m.

Laura Patrick, Chair

Certified Correct:

Lauren Edwards, Recorder



DRAFT

**Public Hearing Record
Received for Information
By the Local Trust Committee**

**Saturna Island Local Trust Committee
Record of a Public Hearing
Re: Proposed Bylaw No 129 & 130**

Date: January 26, 2021

Location: Zoom Webinar

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

Staff Present: Brad Smith, Island Planner
Lauren Edwards Recorder
Wil Cottingham, Admin Assistant (Host)

Others Present: There were approximately (11) attendees in the webinar.

4.1 Saturna Island Local Trust Committee Bylaws Nos. 129 & 130 - Saturna National Park Zoning Project

Chair Patrick, called the Public Hearing to order at 11:42 a.m. She read a formal statement outlining the content, purpose and process of the Public Hearing.

Planner Smith reported that notice was provided as required and that no comments or submissions were received.

Chair Patrick called three times for public comments.

She confirmed no comments or submission were received.

Chair Patrick declared the public hearing closed at 11:49 a.m.

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

RECORDER

DATE



DRAFT

**Public Hearing Record
Received for Information
By Local Trust Committee**

**Saturna Island Local Trust Committee
Record of a Public Hearing
Re: Proposed Bylaw No 132**

Date: January 26, 2021

Location: Zoom Webinar

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

Staff Present: Brad Smith, Island Planner
Lauren Edwards Recorder
Wil Cottingham, Admin Assistant (Host)

Others Present: There were no attendees in the webinar.

7.1 Saturna Island Local Trust Committee Bylaws No 132 – Saturna First Nations Reconciliation Project

Chair Patrick, called the Public Hearing to order at 12:57 p.m. She read a formal statement outlining the content, purpose and process of the Public Hearing.

Planner Smith reported that notices were posted and included in the newspaper and that no submissions or questions were received regarding this proposal.

Chair Patrick called three times for public comments and none were received.

Chair Patrick announced that Islands Trust is proposing a resolution to UBCM to allow modernization for better communication to rural islands.

Chair Patrick closed the hearing at 1:02 p.m.

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

RECORDER

DATE



Follow Up Action Report

Saturna Island

14-Feb-2020

Activity	Responsibility	Dates	Status
1 Letter to be sent from the chair to the appropriate agencies/people regarding the LTCs resolution supporting interim sanctuary zones for the recovery of Southern Resident Killer Whales (SKRWs). (see minutes and contact Trustee Middleton for further details). Trustee Middleton to provide draft wording for letter	Clare Frater Mike Richards	Target: 07-May-2021	In Progress
2 Letter to be sent from the chair to the appropriate agencies/people regarding the LTCs resolution supporting the regulation of commercial whale watching boats similar to the regulatory regime in the adjacent Washington State waters. (see minutes and contact Trustee Middleton for further details). Trustee Middleton to provide draft wording for letter	Clare Frater Mike Richards	Target: 07-May-2021	In Progress

15-Oct-2020

Activity	Responsibility	Dates	Status
1 12.1 SA-TUP-2020.1 (Hannay) - Issue amended permit - set-up monitoring - close-out file	Brad Smith Jas Chonk Maple Hung	Target: 30-Oct-2020	Completed
2 13.1 FN Relationship Building Project - Schedule a public hearing in conjunction with a CIM as a special meeting in regular business hours - coordinate timing with NPZ project hearing	Brad Smith Jas Chonk Maple Hung	Target: 31-Dec-2020	Completed



Follow Up Action Report

Saturna Island

15-Oct-2020

Activity	Responsibility	Dates	Status
3 13.2 National Parks Zoning Project - Draft bylaw given 1st reading - Schedule a public hearing in conjunction with a CIM as a special meeting in regular business hours - coordinate timing with FNRB project hearing	Brad Smith Jas Chonk Maple Hung	Target: 31-Dec-2020	Completed
4 Remind Bylaw enforcement of standing resolution policy 2007-016.	Brad Smith	Target: 30-Oct-2020	Completed
5 13.1 SA-TUP-2020.1 - Staff to initiate request to Executive Committee for release of legal opinion on hydrophone installation	Brad Smith	Target: 30-Oct-2020	Completed

26-Jan-2021

Activity	Responsibility	Dates	Status
1 National Parks Reserve Zoning Project - BLs 129/130 given 2nd and 3rd reading by LTC, send both to Executive Committee and then just OCP BL 129 to Ministers Office for approval	Brad Smith Jas Chonk Maple Hung	Target: 26-Feb-2021	In Progress
2 First Nations Relationship Building Project - BL 132 given 2nd and 3rd reading by LTC, send to Executive Committee and then to Ministers Office for approval	Brad Smith Jas Chonk Maple Hung	Target: 26-Feb-2021	In Progress

File No.: SA-DVP-2020.1 (Peretz)
(x-ref SA-SUB-2020.1)

DATE OF MEETING: February 18, 2021
TO: Saturna Island Local Trust Committee
FROM: Phil Testemale, Planner 2
Southern Team
COPY: Brad Smith, Island Planner
SUBJECT: Development Variance Permit Application
Applicant: Alan Peretz (for Nepenthe Holdings)
Location: 102 (104 and 106) Boot Cove Road

RECOMMENDATION

1. That the Saturna Island Local Trust Committee approve issuance of Development Variance Permit application SA-DVP-2020.1 (Peretz); and,
2. That the Saturna Island Local Trust Committee exempt Lots A and B of the proposed subdivision of Lot 3, Section 18, Saturna Island, Cowichan District, Plan 11979, Except Part in Plan 17076 (SA-SUB-2020.1 [Peretz]) from the 1/10 perimeter provision of Section 512 of the *Local Government Act*.

REPORT SUMMARY

The purpose of the report is to consider a Development Variance Permit and a 10% frontage waiver both being conditions for approval of subdivision SA-SUB-2020.1 (Peretz)

RATIONALE FOR VARIANCE

To facilitate the subdivision of the subject property in its proposed configuration.

BACKGROUND

The subject property located at **102 Boot Cove Road** which is divided by the roadway and has three (3) legal dwellings located on the water side of the road.

The property was the subject of a rezoning application in 2012 (SA-RZ-2012.1 – completed in 2018) which transferred two (2) densities from a donor lot. That rezoning to **Rural General (b) – RG (b) zone** gives the owner (Nepenthe Holdings Ltd.) the ability to create three (3) separate waterfront lots; one for each existing dwelling. The proposed Subdivision Layout Plan (Figure 2) will allow the dwellings to be legally sited under the setback provisions in the zone.

The current application is to vary subsection 12.7 of the 'Subdivision Regulations' in the Saturna Island Land Use Bylaw No. 119, 2018 (LUB) which states:

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

All three lots proposed are long and narrow and exceed the maximum ratio. The existing ('parent') lot's shape, constraints of the dwelling locations, the road location and the need to create relatively equal sized lots results in the proposed layout of three (3) long, narrow lots with each divided, or 'hooked', across Boot Cove Road.

Section 512 of the *Local Government Act* states the following:

- (1) *If a parcel being created by a subdivision fronts on a highway, the minimum frontage on the highway must be the greater of*
 - (a) *10% of the perimeter of the lot that fronts on the highway, and*
 - (b) *the minimum frontage that the local government may, by bylaw, provide.*
- (2) *A local government may exempt a parcel from the statutory or bylaw minimum frontage provided for in subsection (1).*

Lot A and B do not meet the frontage requirement, and therefore require a resolution by the LTC to exempt those parcels from the regulation.

The variance and the 10% exemption will complete Islands Trust conditions for the subdivision and allow it to be finalized by the Ministry of Transportation and Infrastructure (MoTI).

A copy of the Notice and proposed permit SA-DVP-2020.1 (Peretz) are Attachments 3 & 4.

Staff have not visited the subject property for this application.

Figure 1 – Subject Property

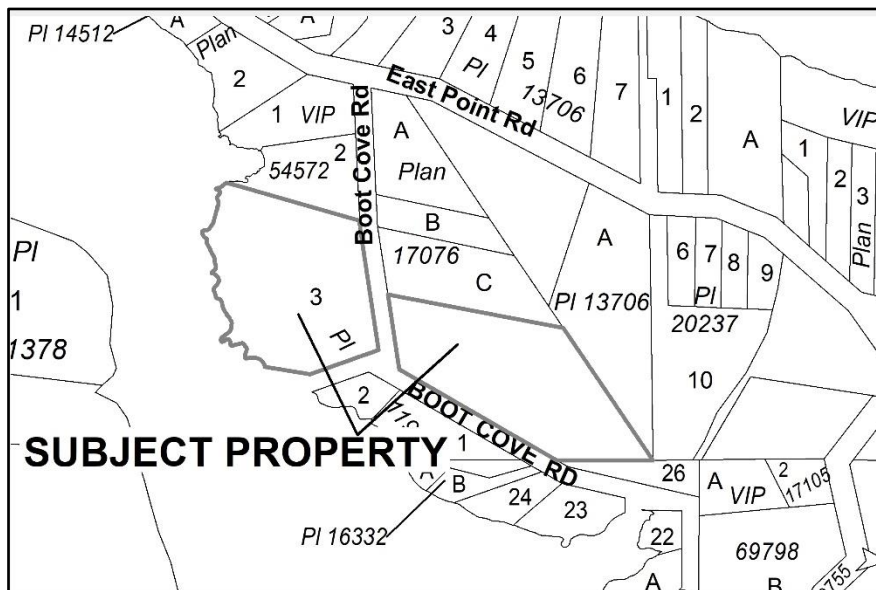
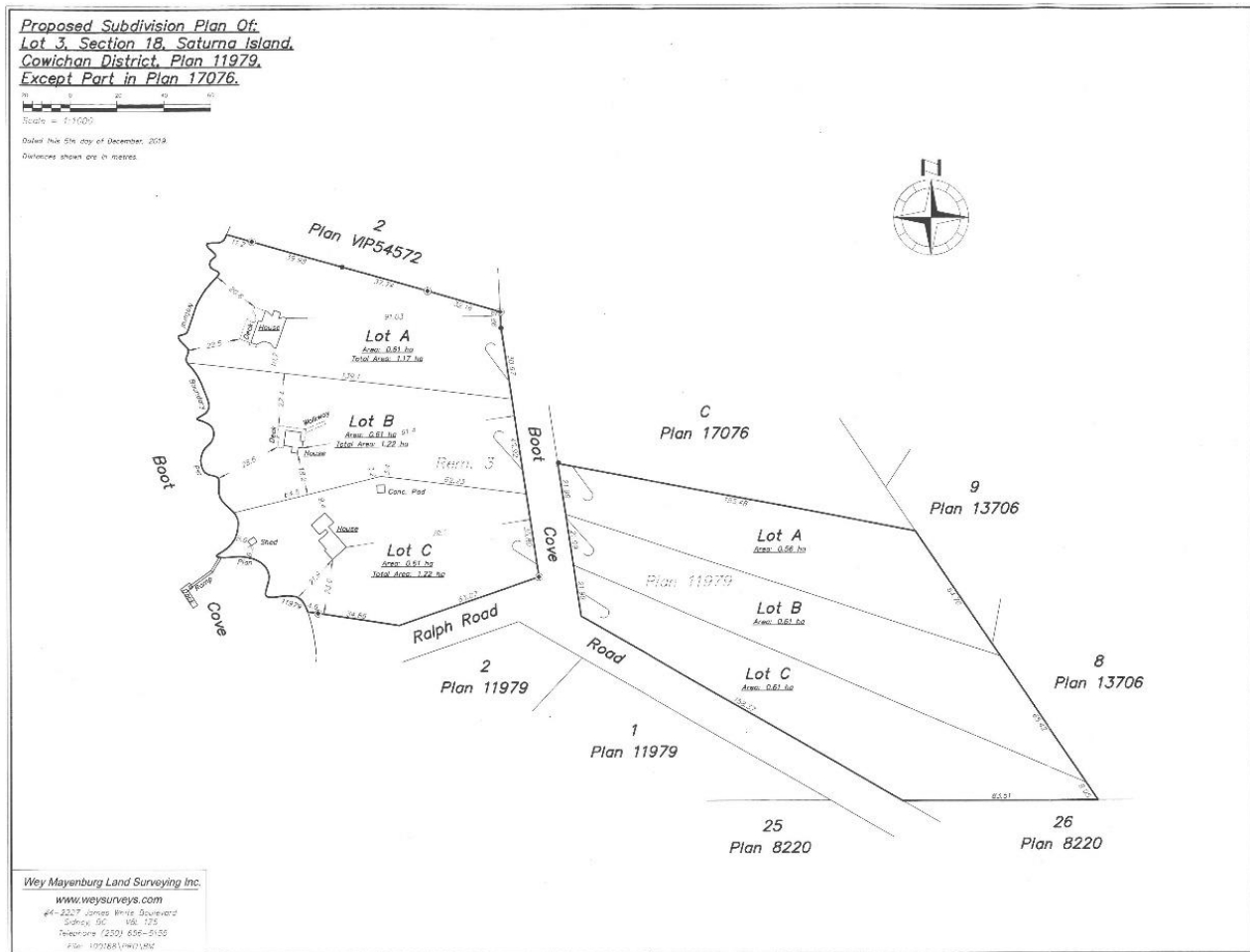


Figure 2 – Proposed Subdivision Layout Plan



ANALYSIS

Policy/Regulatory

Official Community Plan:

There are no applicable OCP policies for this application.

The property is designated as **Rural – R** in the Saturna Island Official Community Plan Bylaw No.70, 2000.

There are no Development Permit Areas designated on the subject property.

Land Use Bylaw:

The property is zoned **Rural General Zone (b) – RG(b)** in the Saturna Island Land Use Bylaw 119, 2018.

The proposed lot sizes conform to the minimum and minimum average lot size density provisions in the zone.

The siting of the existing dwellings will conform to the zone provisions with the proposed subdivision plan.

Issues and Opportunities

Impact on Neighbouring Properties

The proposed subdivision does not involve any new development, nor does it increase the potential for any new development over and above what is currently permitted on the undivided subject property. Therefore, any potential impacts to neighbours from approval of the variances is minimal.

The Intent of the Regulation being Varied

The regulation limits the creation lots that are long and narrow in shape with the following intentions:

- To prevent lots that are more difficult to develop and access due to reduced buildable areas, areas for locating septic fields, wells and driveway access, particularly where topography is challenging.
- To minimize issues with neighbours resulting from reduced proximity of dwellings and accessory uses to property lines.
- To establish a consistent development pattern within a local area.
- To protect of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area as the proliferation of narrow lots along the shoreline can “crowd” residential development creating the impression of higher density.
- To maintain the rural character.

Potential Impacts of Granting the Variance

Granting a variance can potentially create an expectation in the community with regard to future applications. As variances consider the unique circumstances pertaining to a particular situation that may warrant the relaxation of a specific zoning regulation each application should be evaluated on its own merits.

Consultation

DVP Notices were circulated to surrounding property owners and residents. The notification period will end at 4:30 p.m. on February 7, 2021.

Staff have received no submissions to date. Any submissions received prior to the LTC meeting will be forwarded to Trustees and reported at the meeting.

First Nations

Although there is no new development proposed with the application, the Islands Trust reviews all applications to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. As reviewed, the DVP application and 10% waiver are consistent with respect to LTC Standing Resolutions on reconciliation. Notwithstanding, to provide applicants with awareness regarding unknown archaeological areas, staff will forward the Islands Trust Chance Find Protocol and the provincial Archaeological Branch guidelines on Heritage Act directly to the applicants.

Rationale for Recommendation

Staff is recommending that the recommendations on page 1 be supported for the following reasons:

- The LTC has approved a rezoning application to permit the subdivision in this general configuration.
- The rationale for the variance and exemption for minimum frontage are both reasonable, given the constraints of the subject property and the location of the existing dwellings limit how the property can be subdivided.
- The impacts on neighbouring properties are minimal, and generally is in keeping with the surrounding pattern of development.
- The proposed variance does not significantly challenge the intent of the regulation.
- Neighbours have been notified and, to date, no submissions been received at the time of writing.

ALTERNATIVES

1. Request further information

The LTC may request further information prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request.

Recommended wording for the resolution is as follows:

That the Saturna Island Local Trust Committee request that the applicant submit to the Islands Trust_____.

2. Deny the application

The LTC may deny the application. If this alternative is selected, the LTC should state the reasons for denial.

Recommended wording for the resolution is as follows:

That the Saturna Island Local Trust Committee deny application SA-DVP-2020.1 for the follows reasons_____.

NEXT STEPS

Submitted By:	Phil Testemale, Planner 2	February 4, 2021
Concurrence:	Robert Kojima, Regional Planning Manager	February 5, 2021

ATTACHMENTS

1. Site Context
2. Maps, Plans, Photographs
3. Notice
4. Draft Development Variance Permit SA-DVP-2020.1

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	LOT 3, SECTION 18, SATURNA ISLAND, COWICHAN DISTRICT, PLAN 11979 EXCEPT PART IN PLAN 17076
PID	004-946-383
Civic Address	102, 104 and 106 Boot Cove Road

LAND USE

Current Land Use	Rural General - Residential
Surrounding Land Use	Rural

HISTORICAL ACTIVITY

File No.	Purpose
SA-DVP-1998.1	Cottage designation - DVP issued
SA-RZ-2012.1	Density Transfer for subdivision

POLICY/REGULATORY

Official Community Plan Designations	The property is designated as Rural – R in the Saturna Island Official Community Plan Bylaw No.70, 2000. There are no Development Permit Areas designated on the subject property.
Land Use Bylaw	The property is zoned Rural General Zone (b) – RG(b) in the Saturna Island Land Use Bylaw 119, 2018.
Other Regulations	N/A
Covenants	None
Bylaw Enforcement	None

SITE INFLUENCES

Islands Trust Conservancy	This application has no considerations for the Islands Trust Fund.
Regional Conservation Strategy	This application has no considerations for the Regional Conservation Plan.
Species at Risk	Southern Resident Orca
Sensitive Ecosystems	Woodland sensitive ecosystem extends in band adjacent to shoreline – (Attachment 2.2)
Hazard Areas	Steep slope mapping is Attachment 2.4
Archaeological Sites	Remote Access to Archaeological Data (RAAD) information indicates areas of archaeological potential on the property. The applicant has been advised and sent the Islands Trust Chance Find Protocol and provincial guidance.

	Additionally, by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the Heritage Conservation Act. 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.
Climate Change Adaptation and Mitigation	There is no development associated with this application
Shoreline Classification	Rock Shoreline - Sea Cliff Sediment Shoreline - Bluff
Shoreline Data in TAPIS	Marine Ecosystem Mapping is shown as Attachment 2.3

ATTACHMENT 2 – MAPS, PLANS, DRAWINGS, PHOTOGRAPHS

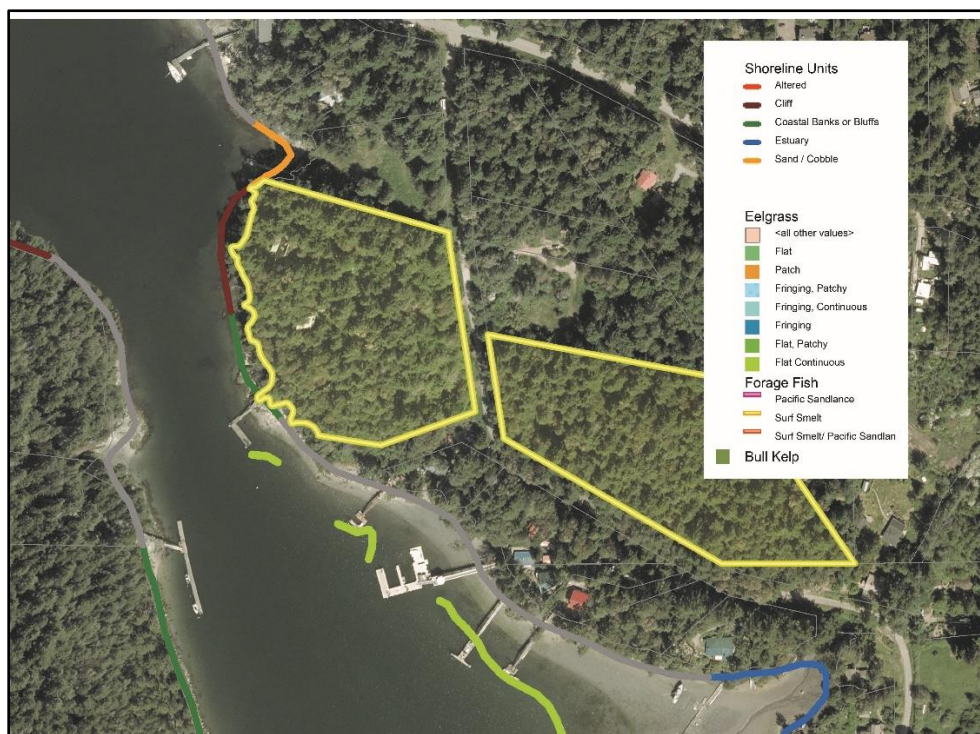
2.1 ORTHOPHOTO AND ZONING



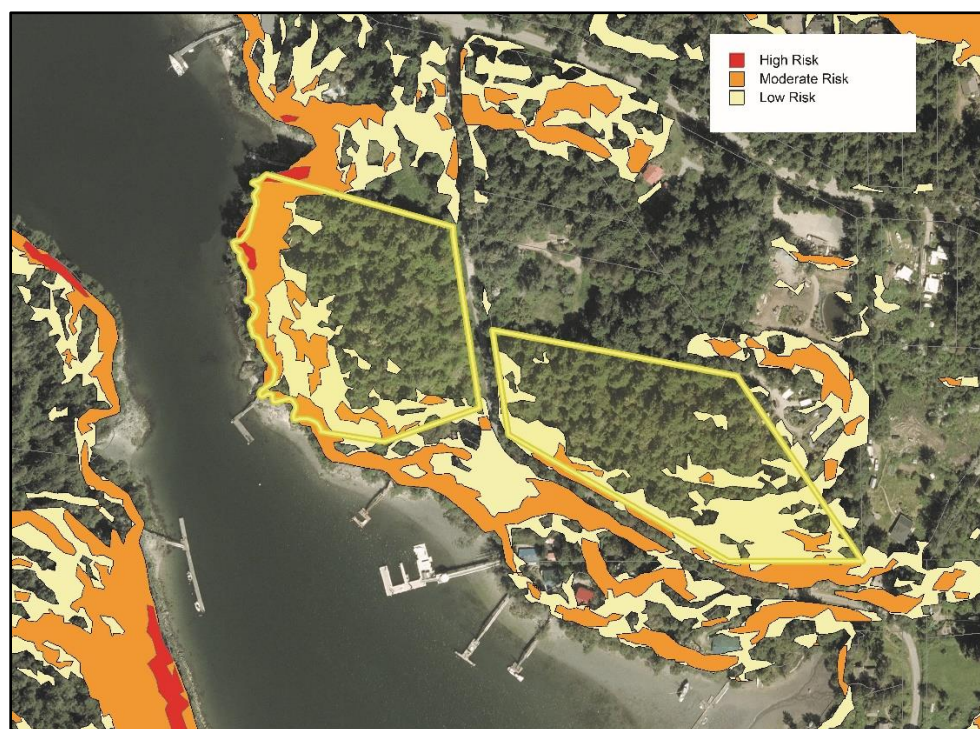
2.2 SENSITIVE ECOSYSTEM MAPPING



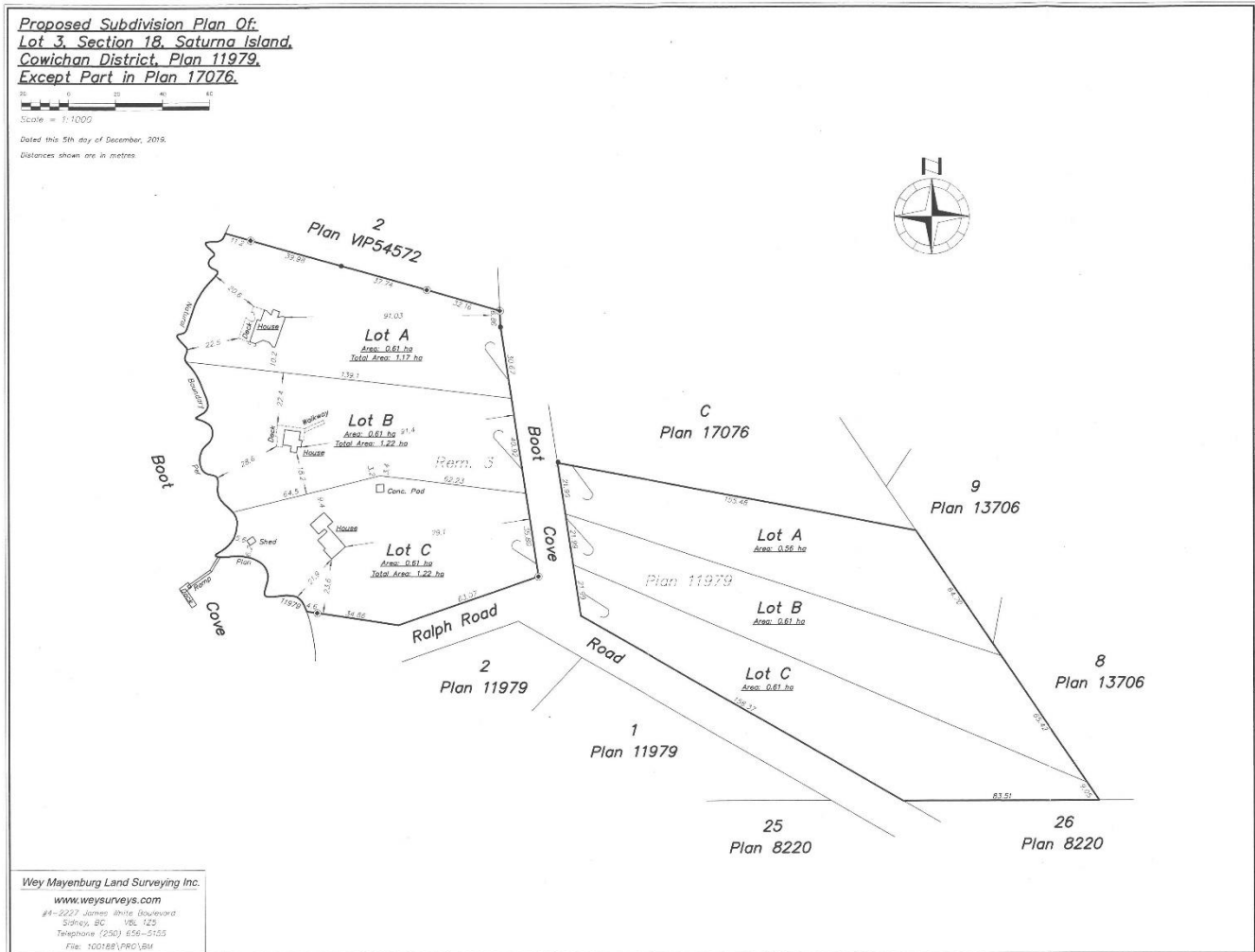
2.3 SHORELINE AND MARINE ECOSYSTEMS



2.4 STEEP SLOPE MAPPING



2.5 SUBDIVISION LAYOUT PLAN





NOTICE
SA-DVP-2020.1
SATURNA ISLAND LOCAL TRUST COMMITTEE

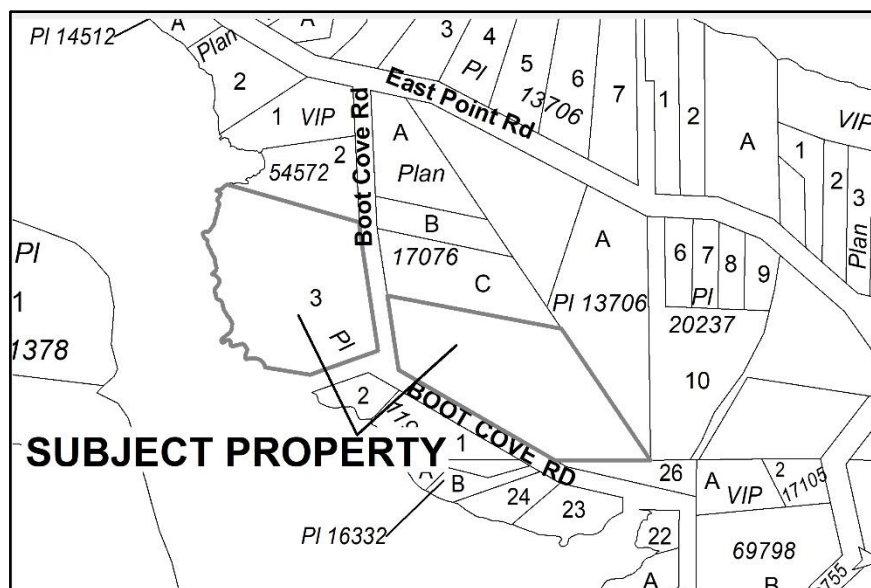
NOTICE is hereby given that the Saturna Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit, pursuant to Section 499 of the *Local Government Act*. The proposed permit would vary the Saturna Island Land Use Bylaw No. 119, 2018 by:

- Allow for the creation of three (3) lots all of which have a width less than one-third of the depth.

The variance is a condition for the subdivision of the property.

The property is located at **102 (104 and 106) Boot Cove Road** and is legally described as Lot 3, Section 18, Saturna Island, Cowichan District, Plan 11979, Except Part in Plan 17076 (PID: 004-946-383)

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



A copy of the proposed permit may be inspected at the Islands Trust Office, 200 - 1627 Fort Street, Victoria, B.C. V8R 1H8 between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday inclusive, excluding statutory holidays, commencing **January 28, 2021** and continuing up to and including **February 7, 2021**.

For the convenience of the public only, and not to satisfy Section 499 (2) (c) of the *Local Government Act*, additional copies of the Proposed Permit may be inspected at various Notice Boards on Saturna Island.

Enquiries or comments should be directed to Phil Testemale, Planner 2 at (250) 405-5170, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: southinfo@islandstrust.bc.ca before 4:30 pm, **February 7, 2021**.

The Saturna Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the electronic business meeting starting at **11:30 a.m., February 18, 2021**.

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

Maple Hung, Planning Team Assistant



Proposed

**SATURNA ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT
SA-DVP-2020.1**

To: Nepenthe Holdings Ltd.
c/o Alan Peretz

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

Lot 3, Section 18, Saturna Island, Cowichan District, Plan 11979, Except Part in Plan 17076.
(PID: 004-946-383)

2. Saturna Island Land Use Bylaw No. 119, 2018 is varied to allow for the subdivision of the property into three (3) lots as follows:

- a) Section 12.7 which states that no lot may have a width less than one third of its depth is varied to permit the creation of Lots A, B and C, all with a width less than one third of the depth.

The development (subdivision) shall be consistent with Schedule 'A' which is attached to and form part of this permit.

3. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of "Saturna Island Land Use Bylaw No. 119, 2018" and to obtain other approvals necessary for completion of the proposed development, including approval of the Ministry of Transportation and Infrastructure.

AUTHORIZING RESOLUTION PASSED BY THE SATURNA ISLAND LOCAL TRUST COMMITTEE THIS ##TH DAY OF MONTH, 2021.

Deputy Secretary, Islands Trust

Date of Issuance

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE ##TH DAY OF MONTH, 2023, THIS PERMIT AUTOMATICALLY LAPSES.

SATURNA ISLAND LOCAL TRUST COMMITTEE

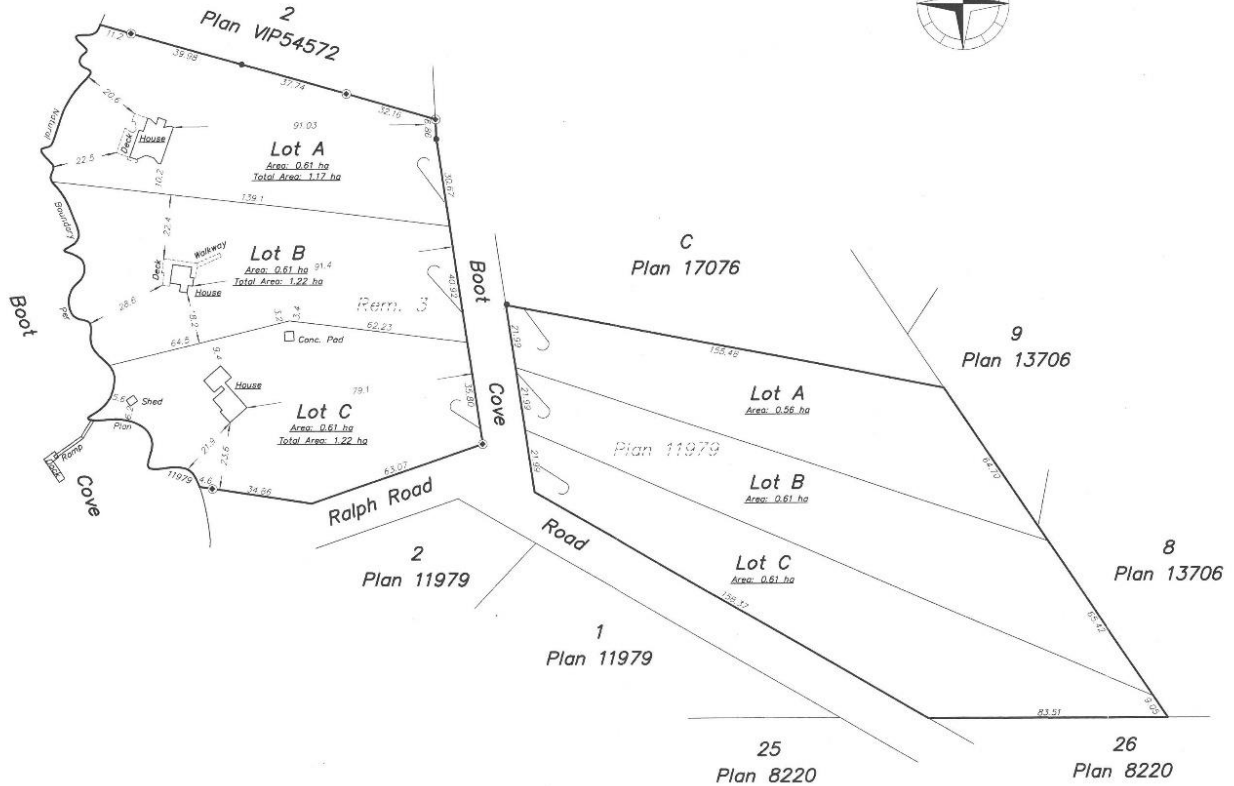
SA-DVP-2020.1

SCHEDULE 'A'

Proposed Subdivision Plan Of:
Lot 3, Section 18, Saturna Island,
Cowichan District, Plan 11979,
Except Part in Plan 17076.

Scale = 1:1000

Dated this 5th day of December, 2019.
Distances shown are in metres.



Wey Mayenburg Land Surveying Inc.
www.weysurveys.com
#4-2227 James White Boulevard
Sidney, BC V8B 1T5
Telephone (250) 656-5155
File: 100188\PROJ\RM

DATE OF MEETING: February 18, 2021
TO: Saturna Island Local Trust Committee
FROM: William Shulba, P.Ge, Senior Freshwater Specialist
Local Planning Services
COPY: Robert Kojima, Regional Planning Manager
SUBJECT: Southern Gulf Islands Groundwater Sustainability Strategy Update

REPORT SUMMARY

The intention of this report is to provide preliminary results of the Southern Gulf Islands Groundwater Sustainability Strategy (project) with respect to the information involved, data generated, review process, update process, and next steps. Local trust committees should also consider if they wish to retain the project as a priority in the next fiscal year to proceed with a review of potential Official Community Plans (OCP) and Land-use Bylaw (LUB) amendments.

BACKGROUND

In March 2019, the Islands Trust Council declared a climate emergency in the Islands Trust Area, directing staff to include a central focus on equitable climate change mitigation, adaptation, and resilience into strategic planning.

The Islands Trust Policy Statement (policy 4.4.2) requires that local trust committees and island municipalities include in their OCP and LUB measures that ensure:

- neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater;
- water quality is maintained; and
- existing, anticipated and seasonal demands for water are considered and allowed for.

The Southern Gulf Island Local Trust Committees have identified groundwater resources as a priority in their OCPs and as part of their approval of land-use applications over the past decades. Previous researchers have recommended actions with respect to an ecosystem vulnerability approach to groundwater sustainability strategy and the Province of BC supports deep collaboration in groundwater-focused projects at the local government level and are an external partner in this project.

In summer of 2019, five local trust committees passed resolutions making the *Southern Gulf Islands Groundwater Sustainability Strategy* a top priority project and endorsing the project charter. GW Solutions of Nanaimo, B.C. was retained by Islands Trust in 2019/2020 fiscal year to undertake the main deliverables of the project. The data collection was conducted over the 2019/20 fiscal and deliverables in the form of draft maps and reports were received by Islands Trust in June 2020. The project was reviewed by staff and peer reviewed from July to October 2020, and modifications to the methodology and mapping are currently being made based on those reviews.

ANALYSIS

Project Phases

The Groundwater Sustainability Strategy project is a multi-year project set out in several phases to accomplish goals of groundwater sustainability for the Islands Trust Area.

- Phase 0: Data and Information Inventory
- Phase 1: Groundwater Recharge Potential Mapping
- Phase 2: Groundwater Availability Assessment
- Phase 3: Groundwater Sustainability Planning

The Southern Gulf Islands Groundwater Sustainability Strategy project Phase 0, Phase 1, and Phase 2, which included defined objectives, deliverables, and review, were conducted in fiscal years 19/20 and 20/21 and are completed or will be completed early in 2021. In Phase 3, mapping will be integrated into local planning services as the final deliverables are received. LTCs should also consider if they wish to identify further work in the form of potential Official Community Plan (OCP) and Land-use Bylaw (LUB) amendments as Priority projects in fiscal 21/22.

Phase Objectives

Phase 0: Data and Information Inventory

- Inventory existing datasets that are required to assess groundwater recharge and availability; and
- Identify data gaps to be addressed in the future to improve understanding of groundwater availability.

Phase 1: Groundwater Recharge Potential Mapping

- Develop and run groundwater recharge potential spatial model for the Southern Gulf Islands; and
- Provide full and open access to groundwater recharge geospatial model including input data sets and output results for incorporation into Islands Trust mapping services.

Phase 2: Groundwater Availability Assessment

- Develop and run a spatial groundwater budget assessment for the Southern Gulf Islands; and
- Provide full and open access to groundwater budget data dashboard including input data sets and output results for utilization by Islands Trust planning team.

Phase 3: Groundwater Sustainability Planning

- Implement mapping to manage water resources on the Southern Gulf Islands through an improved understanding of groundwater recharge and availability;
- Provide tools for planning staff to support advice to LTCs in consideration of development proposals and long range planning projects;
- Provide documentation and educational materials to increase groundwater literacy in island communities; and
- Potential amendments to OCP and LUB.

Phase Methodology

Phase 1 Groundwater Recharge Potential Mapping

Groundwater recharge is a hydrologic process, where water moves downward from surface to subsurface into the forest floor and into aquifers in an integrated network of water-saturated geologic units and bedrock fractures. Groundwater recharge potential of a landscape depends on factors such as the capacity soils to retain water, interaction of watershed ecosystems, changes in topography, geology, biogeography, land-use, and precipitation distribution.

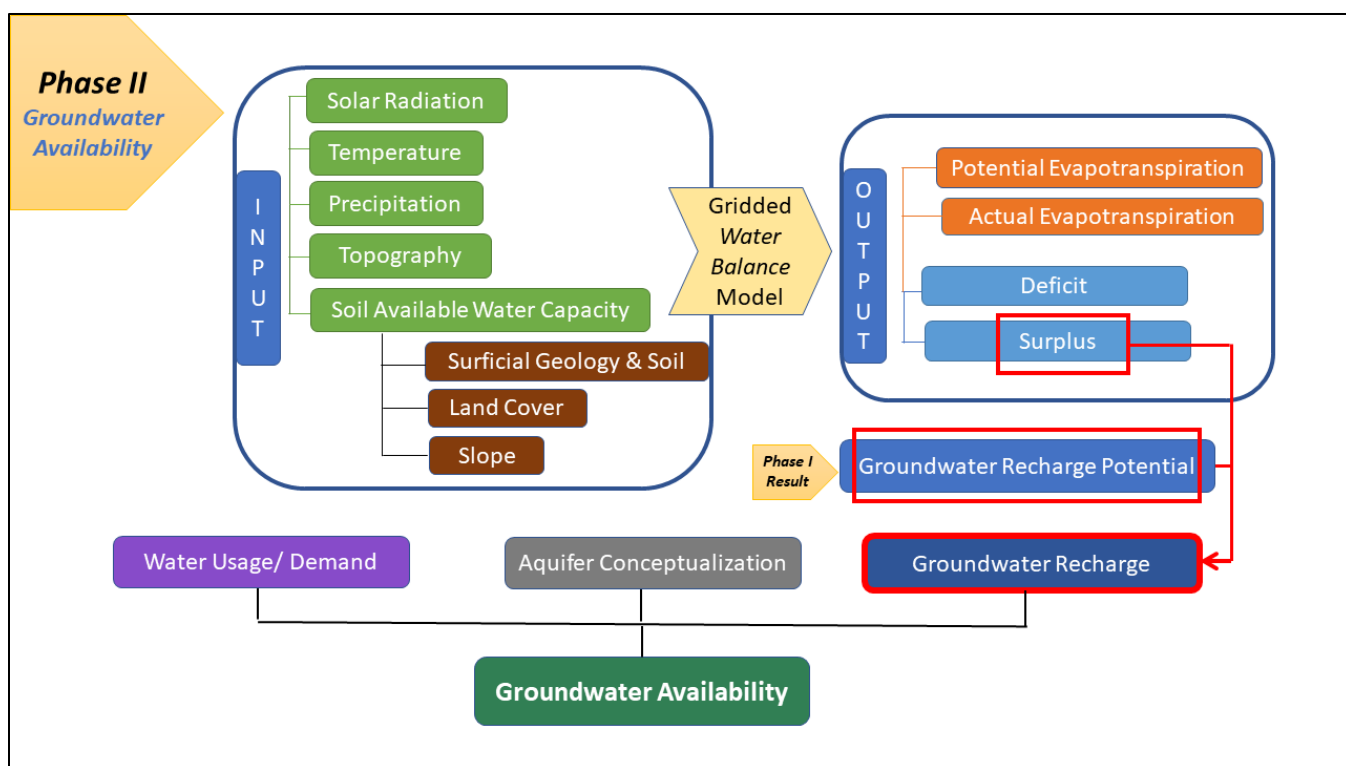
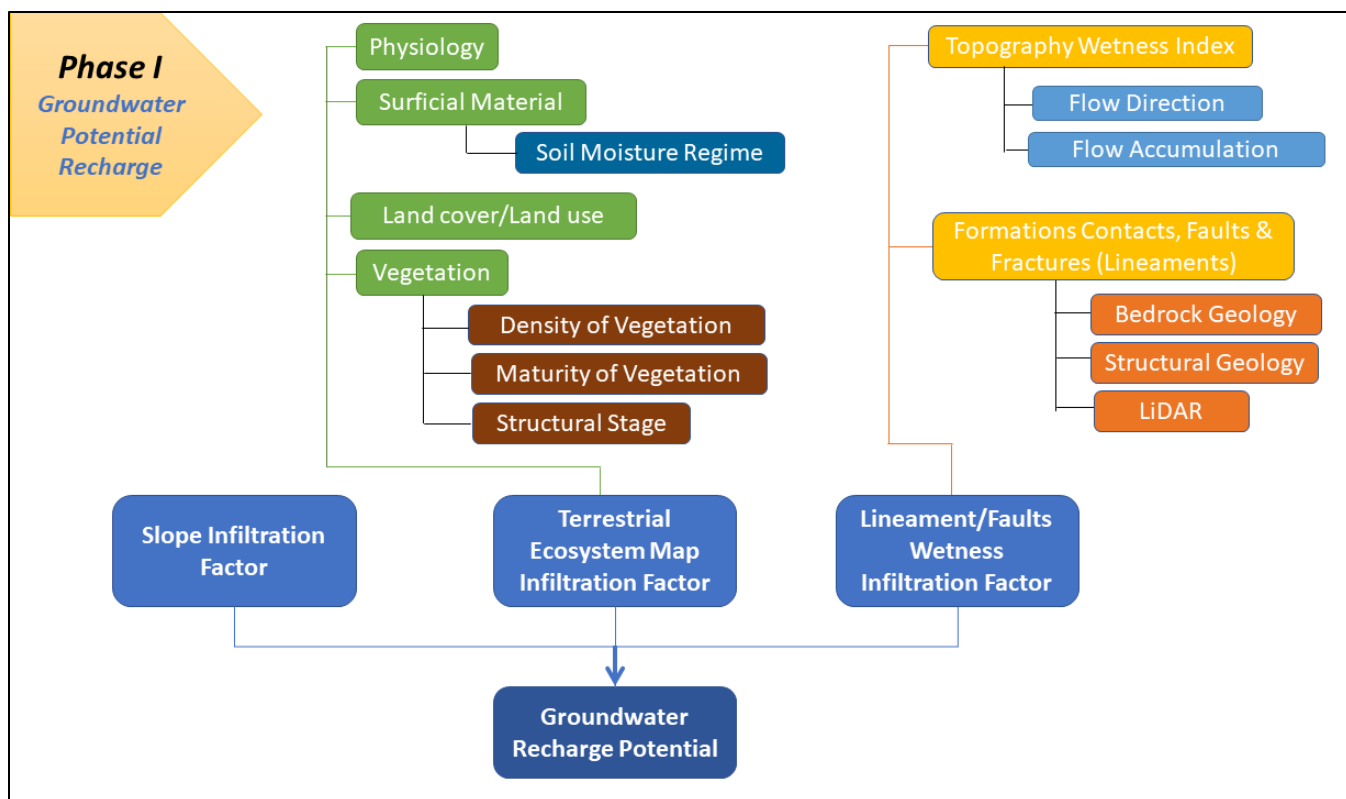
This project intends to spatially identify the intrinsic potential of an island to recharge groundwater and estimates the amount of groundwater available for use by island communities and the environment for each month. Across the Southern Gulf Islands, *diffuse recharge* is dependant on soil properties such as texture and moisture, land cover, forest age, and vegetation types specific to a Terrestrial Ecosystem Mapping (TEM) unit. *Localized recharge* in bedrock dominant landscapes is addressed by the analysis of topographic slope, faults, geologic contacts, and landscape lineaments.

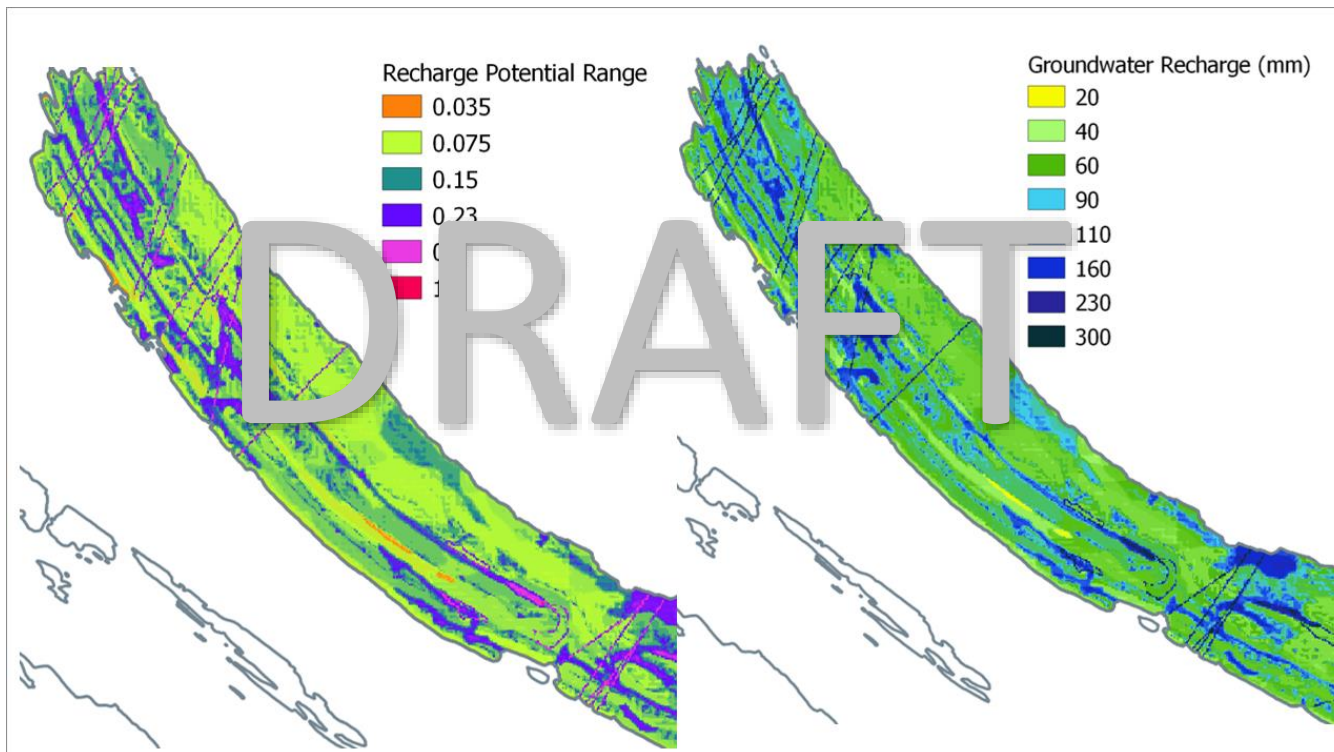
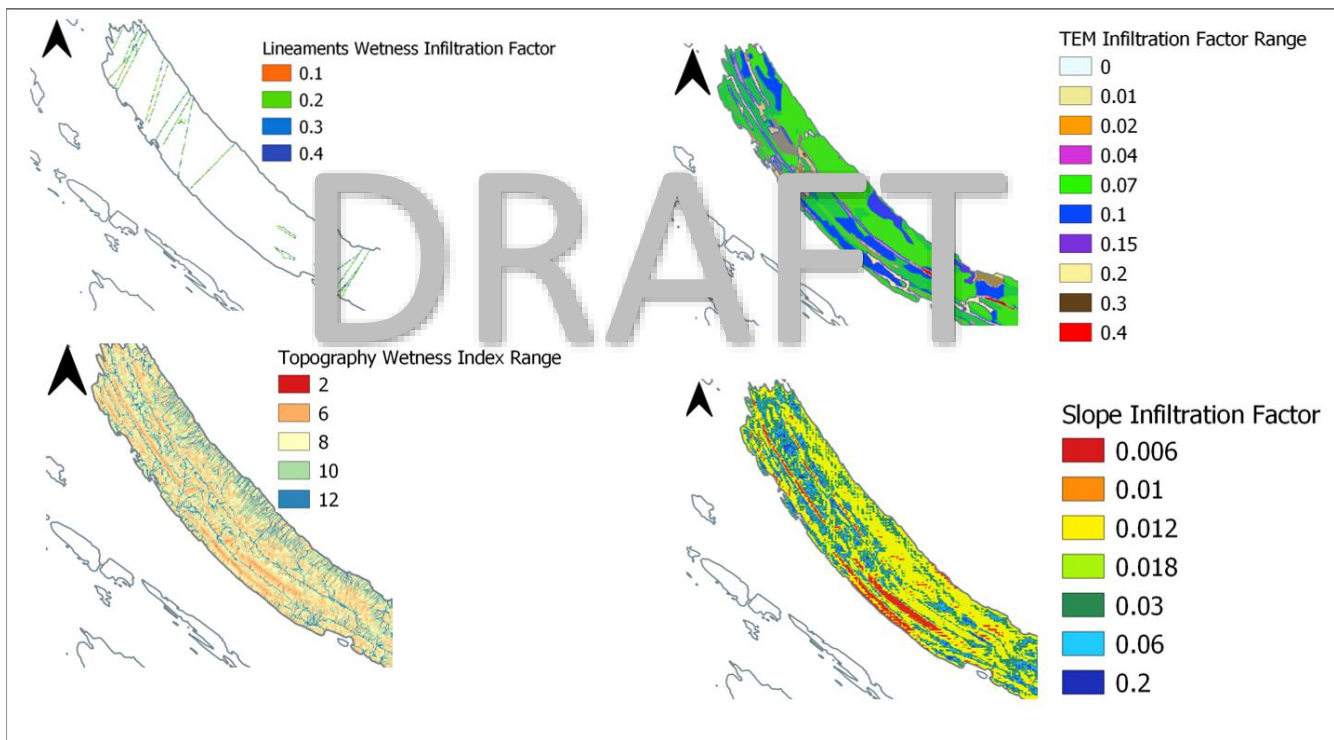
Groundwater recharge potential calculated at a 20 m x 20 m grid scale is organized into categories with low (less than 15%), moderate (15 - 23%), good (23 - 50%) and high (more than 50%) recharge potential. Using downscaled Pacific Climate Impacts Consortium climate data to estimate precipitation across the region, integrated with recharge potential maps, the amount of groundwater recharge ranges between 20 and 300 mm/year per grid cell.

As part of this phase, three-dimensional hydrogeological conceptual models were created from processing over 1700 groundwater well drilling reports stored in the GWELLS provincial database. These data were extracted, cleaned, and standardized for information related to fractures depth and estimated well yield. These island models known as implicit models, are dynamic to input data updates and are vital in conceptualization of the groundwater systems to further understand areas of interest including aquifer architecture, groundwater well density, risk of saltwater intrusion, intrinsic aquifer vulnerability to contamination, and spatial groundwater recharge distribution.

As part of this phase, groundwater regions, also known as groundwater management units, were delineated based on drainage areas, bedrock geology, mapped aquifers, structural geology and the distribution and characteristics of water wells. 48 groundwater regions have been defined for the Southern Gulf Islands. These regions are on the intermediate scale, whereby the regional scale is considered island-wide and the local scale is an individual parcel. The groundwater region is of similar scale to island watersheds and land-use zoning.

Below are flow diagrams that identify how each method contributes to the Phase with associated examples of the deliverables of the project, highlighting the northern tip of Galliano Island.





Phase 2: Groundwater Availability

To quantify the amount of groundwater available within groundwater regions, a methodology has been developed based on the climate variables, groundwater recharge potential, estimated water demand/usage, and three-dimensional island hydrogeological models.

To characterize aquifers and groundwater use, the provincial groundwater wells database GWELLS was extracted, cleaned, and standardized information related to fractures. Over 3000 wells were listed within the Southern Gulf Islands with approximately 1700 providing information on both fracture depth and estimated fracture yield per fracture. Driller reported groundwater yield information was extracted from 83% of the wells. These yields were classified and approximately 40% of the wells reports yields less than 2 USgpm (US gallons per minute), 40% of the wells reported yields between 2 to 15 USgpm, and 10 % greater than 15 USgpm. These values were used with land-use per parcel from BC Assessment to determine the amount of water that is being used by each parcel. Surface water use was estimated from water license information such as license status, application status, expiry date, granted volume, and use purpose and integrated into the groundwater budget model.

Based on the information presented in the GWELLS database and the type of water use for each well, the wells were classified into the following categories: *Water Supply System, Test Well, Private Domestic, Observation Well, Irrigation, Commercial and Industrial, and Unknown Well Use*. Unfortunately, the GWELLS database does not include all wells because groundwater well registration was voluntary prior to the implementation of the Water Sustainability Act on February 29, 2016.

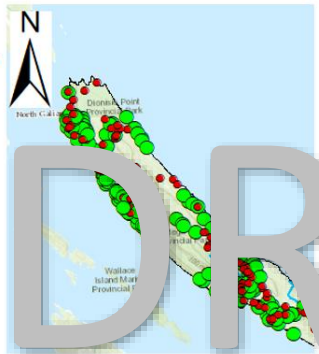
The GWELLS database does not include information on pumped volumes, only potential yields reported by drillers. Water usage for surface water and groundwater sources has been estimated since actual usage data is very poorly measured. Water usage was estimated from collation of BC Assessment land-use cadastral parcel map, GWELLS database, and water service areas regulated by VIHA.

This approach to understanding groundwater availability, a balance between estimated groundwater recharge potential to estimated water demand, has resulted in the percentage of groundwater usage to groundwater availability for each groundwater region. It reveals that groundwater usage reaches up to 75% of the groundwater recharge in some areas of the Southern Gulf Islands. This likely creates stress on environmental needs and/or can result in water conflicts.

Water Wells

Fracture data availability

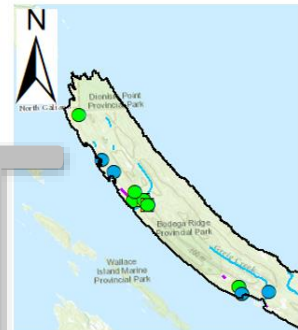
- Fracture data
- No fracture data



Licenses of Points of Diversion

Current Licenses

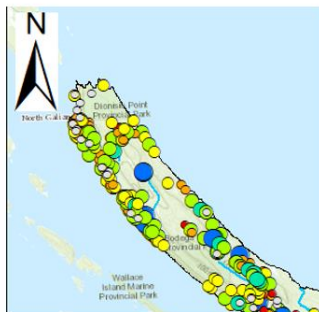
- Domestic
- Irrigation
- Industrial
- Commercial
- Supply System



Water Wells

Yield Range

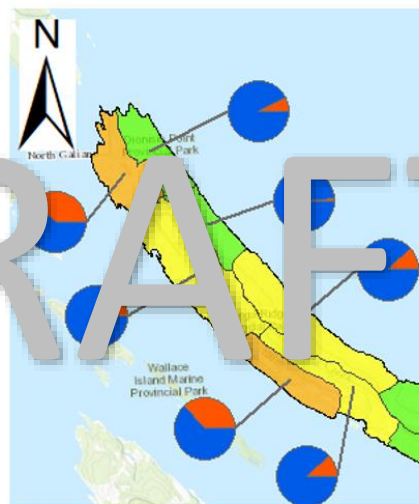
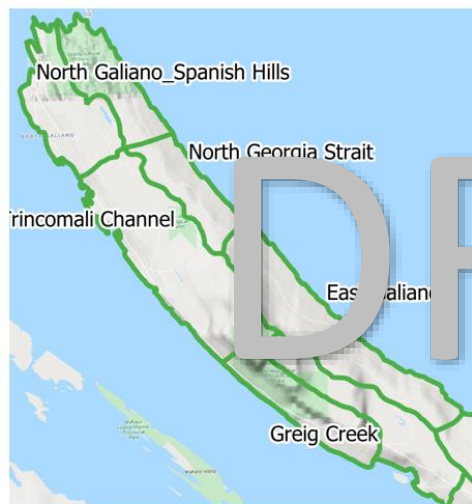
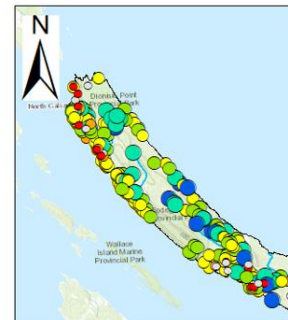
- <0.5 gpm
- 0.5-2 gpm
- 2-5 gpm
- 5-15 gpm
- 15-25 gpm
- >25 gpm
- Unknown



Water Wells

Depth Range

- <30 ft
- 30-100 ft
- 100-200 ft
- 200-300 ft
- 300-450 ft
- >450 ft
- Unknown



Water Budget Summary

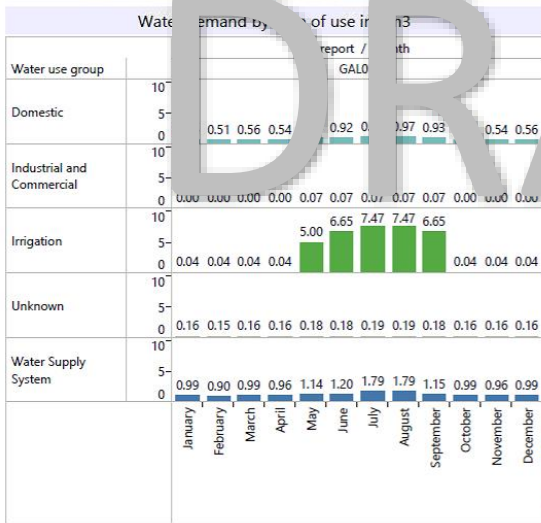
% of Usage from Recharge

- <10%
- 10-30%
- 30-50%
- 50-75%

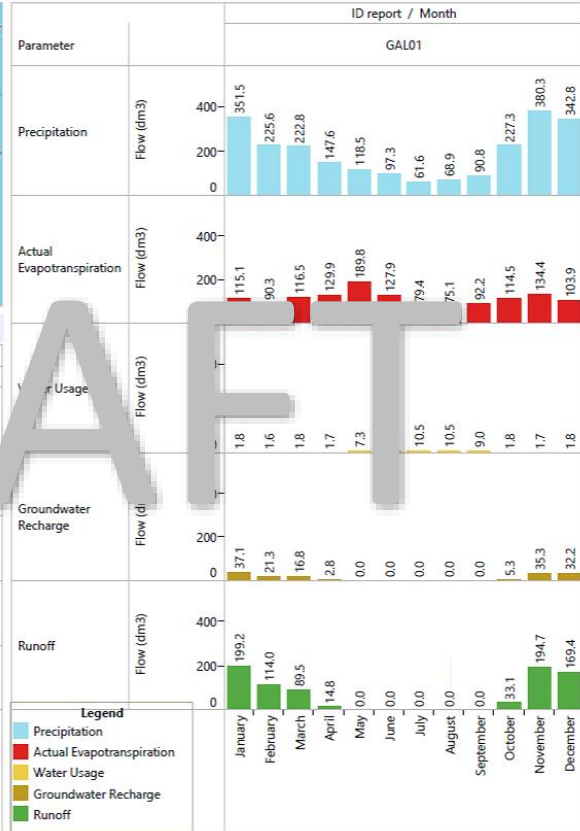
Groundwater Recharge

- Groundwater Usage
- Available Groundwater

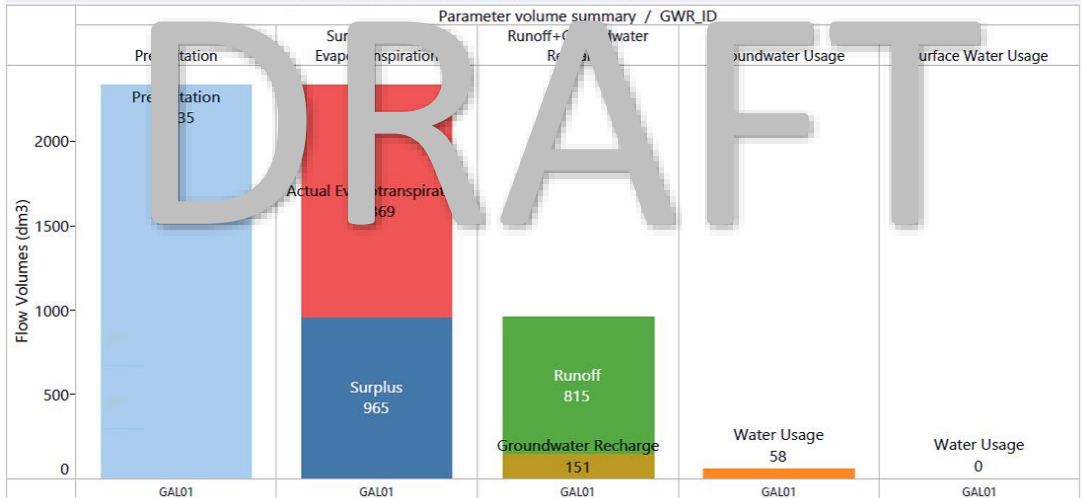
Water budget report for the watershed: North Galiano_Spanish Hills



Water budget summary for North Galiano_Spanish Hills watershed



Annual flow volume report for North Galiano_Spanish Hills



Consultation

Due to the complexity and scope of the Project, Islands Trust Senior Freshwater Specialist identified in the Project Charter that a review is required to ensure the applicability and efficacy of the Project.

“Technical Services” budget for this project were carried over to fiscal year 2020/21 to retain groundwater consultants to provide professional reviews of the Project. In addition, several organizations, agency staff, and researchers supplied peer reviews at no cost to the project.

In July 2020, Islands Trust received peer reviews of the Project from the Hornby Water Stewardship, Salt Spring Island Watershed Protection Alliance, Provincial Hydrogeologists, Dr. Diana Allen of Simon Fraser University, and Dr. John Cox of Mount Royal University.

In August 2020, Islands Trust retained groundwater professionals Allan Daikin P.Eng, Allan Kohut P.Eng, Mike Wei P.Eng, Western Water Associates, and Dr. James Henderson P.Geo to provide professional reviews of the Project.

The intentions of the review are:

- to update the GW Solutions Project report to Islands Trust;
- to refine the recharge potential mapping methodology to be applied to the Southern Gulf Islands, and to Denman, Hornby, and Gabriola in FY20/21; and
- to coordinate sharing of groundwater expertise, information and knowledge.

Several reviewers acknowledged that GW Solutions has done a lot of work and brought good value to the Islands Trust. The Hornby Water Stewardship described the report as a “*fascinating read*” and described the approach as providing a promising understanding of the health of groundwater supplies in any Gulf Island. Others stated that the report provided a lot of very useful information to Islands Trust.

There were several common themes and recommendations among the reviews regarding the reporting of the project including but not limited to:

- improvements to the GW Solutions report readability and approachability,
- data errors and data limitations,
- increased study on the geological environments of the area,
- more focus on the Terrestrial Ecosystem Mapping,
- further investigation of the hydrogeology of groundwater discharge regions as they relate to surface water, and
- more explanation of the water balance methodology.

The review was mostly technical in nature and provided direction to improve the methodology and outcomes that the project team is currently working though to implement changes.

Timeline

The following timeline is a basic overview of the progress of the project and identification of timing of next steps.

Project Initialization Report	February 28, 2019
Master Project Charter	July 2, 2019
Request for Proposal	October 10, 2019
Contract Awarded	November, 2019
Project Deliverables	March 2020
Updated Draft Report	May, 2020
Peer (Volunteer) Reviews	June – July 2020
Professional (Contracted) Reviews	August – November 2020
Contractor Procurement	November 2020
Preliminary Staff Report	February 2021
Deliverables Finalization	January – March 2021
Final Report	March 2021

NEXT STEPS

1. Consultant finalization of the *Islands Trust Groundwater Recharge Mapping project* to addresses the recommendations of the peer review of the Southern Gulf Islands Groundwater Sustainability Strategy project.
2. The final draft of the project deliverables including groundwater recharge maps, groundwater assessment maps, and technical report in early 2021 for a final review before delivery to LTCs and presentation to the public.
3. Implementation through integration of mapping and data into routine review of land use applications and long range planning projects. This would be similar to how sensitive ecosystem data, slope hazard and other mapping data currently considered during application reviews.
4. LTC consideration of retaining the project as a Top Priority in fiscal year 21/22 to review options and consider potential amendments to bylaws. This could include amendments to OCP policies, amendment of existing development permit areas or establishment of new development permit areas, or amendment to existing regulations or establishment of new regulations for water storage or conditions of use. There is potential for the project to be conducted concurrently for more than one LTC in the region.

Submitted By:	William Shulba, P.Geo Senior Freshwater Specialist	February 3, 2021
Concurrence:	Robert Kojima, Regional Planning Manager	February 3, 2021

Top Priorities Report

Saturna Island

1. *First Nations Relationship Building*

Responsible

Dates

Review of OCP to include references to First Nations.
 Project Charter endorsed July 18, 2019
 Letter Sent to First Nations as per Project Charter
 Public Hearing scheduled for January 2021

Rec'd: 16-Sep-2016

2. *Groundwater Sustainability Project*

Responsible

Dates

Phase 1: Mapping and data analysis
 update to be given at February 14, 2020 LTC meeting. Final report in spring 2021

William Shulba

Rec'd: 09-May-2019
 Target: 31-Mar-2020

3. *Review and amendment of Zoning and OCP Designations on National Park Reserve Lands*

Responsible

Dates

Bylaws proceeding to public hearing in January 2021

Brad Smith

Rec'd: 24-Oct-2019

Projects Report

Saturna Island

1. <i>Shoreline Review</i>	Responsible	Date Received
		17-Jun-2016
2. <i>Amenity Zoning and Accessible Housing Review</i>	Responsible	Date Received
		04-Oct-2018
3.	Responsible	Date Received
Review of drinking water regulations		18-Jul-2019
4.	Responsible	Date Received
Secondary suites - potable water source		18-Jul-2019
5. <i>Watershed Lands - DPA</i>	Responsible	Date Received
		18-Jul-2019



Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
SA-DP-2021.1	FJORDBOTTEN, GLENN D	20-Jan-2021	130 Cliffside Road - Application for a DP for development in Bluffs DPA
Planner: Phil Testemale			
Planning Status			
Status Date: 10-Feb-2021 Applicant is having survey updated to establish present Natural Boundary of the Sea. Biologist's report rec'd. May LTC agenda for consideration.			
Status Date: 29-Jan-2021 Emailed application package to LTC. - SR			
Status Date: 22-Jan-2021 Application reviewed, survey plan has not been provided showing structure on property and foreshore as required by LUB. Staff have agreed to process the application but will continue to require the applicant to remove all portions of the structure on the foreshore			

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
SA-DVP-2020.1	Nepenthe Holdings Ltd.	07-Dec-2020	Request approval for a variance for lot width to length ratio.
Planner: Phil Testemale			
Planning Status			
Status Date: 26-Jan-2021 Draft DVP and Notice finalized and to PTA for notification. Feb 18, 2021 LTC			
Status Date: 26-Jan-2021 On February 18, 2021 agenda for consideration.			
Status Date: 26-Jan-2021 Prepared Notice delivery package for Minute Taker and mailouts; emailed Minute Taker with copy of memo. - SRlalp			



Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
SA-SUB-2017.1	RONALD H HALL	22-Nov-2017	Referral of a subdivision to create one new lot.

Planner: Brad Smith

Planning Status

Status Date: 10-Feb-2021

Applicant continues to resolve other subdivision requirements (e.g. shore access waiver, potable water)- IT will issue letter once all conditions are met

Status Date: 25-Aug-2020

Bluffs Development Permit approved - all conditions now met - staff to issue final letter

Status Date: 26-Jun-2020

Applicant has submitted development permit application as per OCP requirement for DPA 2 Bluffs

File Number	Applicant Name	Date Received	Purpose
SA-SUB-2018.1	RONALD HALL	01-Feb-2018	Referral of a subdivision to create one new lot.

Planner: Brad Smith

Planning Status

Status Date: 10-Feb-2021

Planner emailed applicant for status update on Feb 10, 2021

Status Date: 07-May-2020

New Planner will follow-up with applicant to confirm status of file

Status Date: 06-Apr-2018

Staff sent response to MoTI April 4, 2018.



Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
SA-SUB-2020.1	Nepenthe Holdings Limited	13-Mar-2020	Lot 3, Section 18, Saturna Island, Cowichan District, Plan 11979 Except Part in Plan 17076 - Referral of a subdivision application for proposed 3 lots.

Planner: Brad Smith

Planning Status

Status Date: 10-Feb-2021

DVP for lot width ratio variance on Feb 18 LTC agenda

Status Date: 08-Oct-2020

Referral review complete - letter sent to MOTI and applicant - requires DVP for lot depth/width ratio and resolution to waive 10% road frontage requirement

Status Date: 27-Aug-2020

Applicant sent in Subdivision referral form and complete, notified LTC.

Islands Trust
 LTC EXP SUMMARY REPORT F2021
 Invoices posted to Month ending December 2020

660 Saturna	Invoices posted to Month ending December 2020	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-660	LTC "Trustee Expenses"	191.00	0.00	191.00
LTC Local				
65200-660	LTC - Local Exp - LTC Meeting Expenses	2,118.00	466.35	1,651.65
65210-660	LTC - Local Exp - APC Meeting Expenses	352.00	0.00	352.00
65220-660	LTC - Local Exp - Communications	250.00	0.00	250.00
65230-660	LTC - Local Exp - Special Projects	294.00	0.00	294.00
TOTAL LTC Local Expense		<u>3,014.00</u>	<u>466.35</u>	<u>2,547.65</u>
Projects				
73001-660-4077	Saturna First Nations Relations	2,000.00	0.00	2,000.00
73001-660-4110	Saturna National Park Zoning	2,000.00	358.50	1,641.50
TOTAL Project Expenses		<u>4,000.00</u>	<u>358.50</u>	<u>3,641.50</u>

Standing Resolutions Log

Saturna Island

Resolution Number	Action	Date
2020-006 (Standing)	Carried	14-Feb-2020
Whereas the waters of the Saturna Island Local Trust area extend to the US border in Boundary Pass and Georgia Strait, the Saturna Island Local Trust Committee resolves that in the waters of the Local Trust area commercial whale watching boats be regulated and or licensed to mirror the regulatory regime under development in the adjacent waters of Washington State.		
2020-005 (Standing)	Carried	14-Feb-2020
Be it resolved that the Saturna Island Local Trust Committee fully supports the interim sanctuary zone for the recovery of Southern Resident Killer Whales (SRKW) in the waters of the Saturna Island Local Trust Area.		
2019-047 (Standing)	Carried	18-Jul-2019
Be it resolved that in the waters of the Saturna Local Trust Area we support large commercial vessel speed reduction initiatives as part of the Southern Resident Killer Whale 2019 Conservation agreement signed between Canada and shipping industry stakeholders. We acknowledge voluntary speed reduction efforts in the Local Trust Waters and view the requirement to reduce transit speeds in support of SRKW recovery to be the equivalent of a voluntary bylaw in the Saturna Local Trust Area.		
2019-036 (Standing)	Carried	09-May-2019
that the Saturna Island Local Trust Committee only authorize enforcement against unlawful short term vacation rentals, unless one of the following circumstances exists: 1. There is more than one complainant from the immediate neighbourhood; 2. The complaint is made by a representative of an improvement district and it concerns overuse of water; 3. The complaint concerns use of a common driveway servicing at least two separate lots; 4. There is a written complaint by owners or residents in the immediate neighbourhood about bona fide nuisance issues such as noise or parking congestion related to the STVR.		
2019-017 (Standing)	Carried	09-May-2019
that Saturna Local Trust Committee no longer wishes to receive bylaw referrals from adjacent local trust committee areas unless the planner deems it in the interest of the LTC to review and comment on a specific referral.		

Standing Resolutions Log

Saturna Island

Resolution Number	Action	Date
2019-011 (Standing) that the Saturna Island Local Trust Committee directs staff to take enforcement action against unlawful dwellings only if one of the following conditions exists: There is a complaint from an immediate neighbour; or there is a referral from an agency responsible for health and safety issues that is doing concurrent enforcement. Nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the Saturna Island Local Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time.	Carried	17-Jan-2019
2018-050 (Standing) - Proposed or amended licenses for non-medical cannabis retail establishments require an application to the local trust committee. - The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical. - The public consultation process shall be determined by the local trust committee after initial review of the proposal. - However, as a minimum, the local trust committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information: - o Name of the applicant and a description of the proposal in general terms - o The location of the proposed establishment and the subject site - o The place where, and date and time when, both a public meeting will be held and a resolution of the local trust committee considered. - o The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application - o How public comments may be submitted to the local trust committee.	Carried	04-Oct-2018

Standing Resolutions Log

Saturna Island

Resolution Number	Action	Date
2012-011 (Standing)	Carried	09-Feb-2012
It was Moved and Seconded that where a Liquor Control and Licensing Branch Special Occasion License 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		
2011-000 (Standing)	Carried	22-Jun-2011
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.		
2009-009 (Standing)	Carried	25-Feb-2009
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.		



Standing Resolutions Log

Saturna Island

Resolution Number	Action	Date
2007-016 (Standing)	Carried	16-May-2007
It was Moved and Seconded that staff be directed to not take enforcement action against property owners when a travel trailer or camper is located on a lot when: - The travel trailer or camper is being used for recreational purposes by the owners of the lot and; - The travel trailer or camper is being used intermittently and for short periods not exceeding two months. Notwithstanding this direction, staff is to take action to prevent the recreational use of travel trailers or campers on inappropriately zoned land if: - The travel trailer or camper is being used as a second residence or; - The trailer or camper is situated within the setbacks for a structure or; - There are serious safety issues, unsightliness, noise, or health problems related to the use or; - A complaint based on the above three items is received from a person who owns neighboring property. Nothing in this direction should be interpreted by a property owner as giving permission to violate the Land Use Bylaw and the Saturna Island Trust Committee may change this policy at any time and may give direction to enforce the Bylaw at any time.		



Islands Trust Conservancy Report to Local Trust Committees and Bowen Island Municipality November 24, 2020

Islands Trust Conservancy Board News

Due to the COVID-19 pandemic, the Islands Trust Conservancy (ITC) Board resolved to hold meetings electronically due to Ministerial Orders under the Emergency Program Act and requirements or recommendations under the Public Health Act. Meetings will be live streamed, and the public can participate by connecting to the link or the phone number provided in the meeting notice. The Board also directed staff to investigate the use of electronic meetings as a primary meeting format. Electronic meetings have resulted in cost savings to ITC as well as reductions in travel time and greenhouse gas emissions for Board members.

A Board meeting schedule for 2021 was approved and will be posted to www.islandstrustconservancy.ca/about-us/meetings/.

ITC reviewed options for sustainable investing as guided by policies and guidelines in its 5-year plan. ITC staff will work with administrative staff to move investments into funds that are in alignment with the [United Nations Sustainable Development Goals](#).

The 2021/22 budget was reduced by \$3,600 to reflect anticipated cost savings in areas of Board training, staff training, and associated training travel. ITC travel budgets were not greatly reduced as they are required for property management and are not meeting related.

Regional Conservation Plan Updates

The science-based and community-informed Regional Conservation Plan guides the work of ITC. The ITC continues to work towards 4 long-term goals and 25 objectives that further conservation in the entire Trust Area. For more information, visit www.islandstrustconservancy.ca/media/84821/itc_2018-11_rcp-2018-2027-web_final.pdf.

Goal 1 – Science-based Conservation Planning

ITC has signed a Contribution Agreement with Environment and Climate Change Canada for a new, three-year Species at Risk Program. Staff are working to launch the program and plan to develop a project charter for Board consideration.

Goal 2 – Strong relationships with First Nations

In October, ITC Board directed staff to create an ITC Reconciliation Action Plan that reflects prior directions in Goal 2 of the Regional Conservation Plan. Staff continue to work towards this plan and are also currently incorporating information from indigenous knowledge holders into land securement (acquisitions and covenants) and land management.

Goal 3 – Protection of core conservation areas

Two Natural Area Protection Tax Exemption Program (NAPTEP) proposals on Salt Spring Island were approved (See details below).

The ITC Board concluded its 2020 property monitoring program and reviewed and approved the 2020 Nature Reserve Monitoring Report and the 2020 NAPTEP Covenant Monitoring Report. Staff were directed to undertake actions identified in the reports.

The Covenant Management and Outreach Specialist outlined plans for outreach with NAPTEP landowners in 2021.

Goal 4 – A strong voice for nature conservation

The [Opportunity Fund](#), which is a funding program for island-based land conservation, has been very popular this year and is down to \$10,000. Through small grants (~\$5,000), the Fund supports hard to fundraise costs for island-based land conservation. ITC has done an appeal for fund donations through the Heron Newsletter mail-out, and via E-news. A Holiday Appeal letter from Chair Stamford will follow in December. Donations are tax receiptable and are greatly appreciated.

Visit www.islandstrustconservancy.ca/donate/ to donate.

The Board reviewed annual training opportunities and indicated a preference for training on the following topics:

- Fund Development and Speaking with Donors
- Cultural Sites and Property Management
- Species at Risk in the ITC Area

The Board received a briefing on completion of the 2020 forest outreach campaign, where over 400 letters and NAPTEP brochures were mailed to landowners to encourage conservation. Staff are following up with several landowners who have expressed an interest in formal land conservation. Conservation proposals have been received from landowners included in the outreach.

The recently released [Fall Heron Newsletter](#) reflects changes for greater readability and a more donor-centric approach.

Please feel free to contact the Islands Trust Conservancy for more details.

Kate-Louise Stamford, Chair kstamford@islandstrust.bc.ca

Islands Trust Conservancy itcmail@islandstrust.bc.ca

Activities by Local Trust Area/Island Municipality

Bowen – Staff are working with the Bowen Island Conservancy on an invasive species management strategy for a conservation covenant, and monitoring of three ITC nature reserves and to complete the Opportunity Fund grant for the Bowen Island Conservancy.

Gabriola – Invasive species management and ecological restoration work has been completed for the year in one conservation covenant, and in Elder Cedar Nature Reserve. Staff are working on new signage for the Elder Cedar Nature Reserve.

Galiano – Forest restoration activities with Habitat Acquisition Trust at Trincomali Nature Sanctuary including removing invasive species and monitoring areas of past plantings, including maintaining fencing. Cormorant nest monitoring and reporting also took place.

Gambier/Keats – The transfer of the Sandy Beach Nature Reserve, Keats Island, is pending.

Lasqueti – Staff reported that Visual Quality Objectives (VQO) for Lasqueti Island were being revised by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, and the area adjacent to the ITC Mount Trematon Nature Reserve was proposed for removal from the VQO. Staff responded requesting that the area remain as part of the VQO.

Restoration activities were conducted at the pond in Salish View Nature Reserve to improve habitat for Species at Risk. With funding from Environment and Climate Change Canada, restoration activities included fence installation and planting of 841 native species. Work was completed with assistance of volunteers on Lasqueti and conservation covenant partners Lasqueti Island Nature Conservancy and Nanaimo & Area Land Trust. Provincial CoViD-19 safety guidelines were followed.

North Pender/Sidney Island – Staff are participating in the Steering Committee and working groups of a Parks Canada-led initiative to restore forest ecosystems on Sidney Island, where ITC holds eight conservation covenants. Staff have encouraged covenant landholders on North and South Pender to participate in The Pender Islands Big Tree Registry initiative.

Salt Spring – The ITC Board approved negotiation of two NAPTEP covenants: 45 ha near Burgoyne Bay Provincial Park and 5 ha of forest, bluff and wetland near Stowel Lake.

Invasive species management and ecological restoration has been completed for the year in two nature reserves and is under way in two NAPTEP covenants.

Planning has begun for species-at-risk habitat conservation and enhancement projects across a network of conservation covenants and nature reserves.

Staff participated in the annual meeting of the Special Management Area Resource Team for Mount Tuam Special Management Area, which includes an ITC conservation covenant and nature reserve.

Please feel free to contact the Islands Trust Conservancy for more details.

Kate-Louise Stamford, Chair kstamford@islandstrust.bc.ca

Islands Trust Conservancy itcmail@islandstrust.bc.ca



BRIEFING

To: Local Trust Committees and Saturna Island Municipality **For the Meeting of:** February 18, 2021

From: Islands Trust Conservancy **Date Prepared:** November 25, 2020

SUBJECT: 2020 Forest Conservation Outreach Campaign Completion

PURPOSE: To inform the Local Trust Committees and Bowen Island Municipality of the completion of Islands Trust Conservancy's 2020 forest conservation outreach campaign.

BACKGROUND: In January 2020 Islands Trust Conservancy staff initiated an outreach campaign to encourage voluntary forest conservation and stewardship on private lands in the Islands Trust Area. This campaign was a response to part of Trust Council Resolution 2019-24, which directed staff to:

- create a strong communications program that will support Islands Trust Conservancy conservation initiatives for Coastal Douglas-fir protection as well as support the land use planning process, with a special focus on communicating the role of Development Permit Areas as a tool for Coastal Douglas-fir protection that permits development; and
- bring recommendations for how the Natural Areas Property Tax Exemption Program (NAPTEP) can be tailored to highlight and prioritize contiguous tracks of the Coastal Douglas-fir zone in the outreach, communications, and approval of NAPTEP covenants by the Islands Trust Conservancy.

The campaign also helps to address objective 1.5 of the Islands Trust Conservancy Regional Conservation Plan, which is to seek opportunities to provide information to landholders to support voluntary conservation initiatives.

Forest conservation outreach packages were developed by ITC staff in consultation with Islands Trust Directors of Trust Area Services and Local Planning Services, and included the following:

1. Personalized cover letter from the Covenant Management & Outreach Specialist
2. Customized forest ecosystem information sheets: Coastal Douglas-fir forest information and mapping for Gulf Islands LTAs, and Coastal Western Hemlock forest information and mapping for Gambier LTA and Bowen Island Municipality
3. Forest Conservation Checklist
4. NAPTEP rack card

The 2020 forest conservation outreach campaign focused on landholders with over five hectares of old-growth or mature forest on their property. Mapping identified 348 properties as meeting this criteria, with over 400 associated landholders (households). The following is a breakdown of packages mailed, by local trust area/municipality:

Local Trust Area/ Municipality	Outreach Package Recipients
Ballenas-Winchelsea	0
Bowen	29
Denman	23

Gabriola	19
Galiano	11
Gambier	49
Hornby	5
Lasqueti	171
Mayne	11
North Pender	10
Salt Spring	44
Saturna	14
South Pender	4
Thetis	13
Total	403

Outreach packages were mailed to these landholders on August 13th and 18th. The immediate response from outreach package recipients has been positive, and to date has included at least two NAPTEP covenant inquiries and two forest stewardship conversations.

In addition to the mailout, a Forest Protection webpage on the Islands Trust website has been created as a platform for ongoing forest conservation outreach: <http://islandstrust.bc.ca/trust-council/projects/forest-protection/>. The forest ecosystem information sheets for each LTA are available at www.islandstrust.bc.ca/islands/island-ecosystems/.

ATTACHMENT(S):

1. Cover letter template
2. Sample Coastal Douglas-fir Forests information sheet
3. Sample Coastal Western Hemlock Forests information sheet
4. Forest Conservation Checklist

FOLLOW-UP: A small number of paper copies of the forest ecosystem information sheets will be distributed to each island in late November, either to the Islands Trust Office/Municipal Office, LTC office, where available, or to the local conservancy, as appropriate.

The Covenant Management & Outreach Specialist will track responses to the forest conservation outreach letter in Islands Trust Conservancy's contact management database, connect respondents with other ITC specialists as needed, and assess the overall response to the campaign to inform future outreach activities.

Prepared By: Jemma Green, Covenant Management & Outreach Specialist

Reviewed By/Date: Kate Emmings, A/Manager / November 26, 2020

Coastal Douglas-fir Forests

What are Coastal Douglas-fir Ecosystems?

The Coastal Douglas-fir (CDF) zone describes a unique set of ecosystems found only on southeast Vancouver Island, the Gulf Islands, and the southwest coast of BC. CDF ecosystems are rare and highly endangered. These ecosystems include Douglas-fir forests, as well as Garry oak woodlands, wetlands, estuaries, and other unique communities of plant, animal, and fungi found nowhere else in the world.

Why are CDF Ecosystems Important?

CDF ecosystems have:

- The highest diversity of plant species in BC
- The highest diversity of overwintering bird species in Canada
- The highest density of species at risk in BC, including 24 globally imperiled species

Yet 98% of the 45 ecological communities in the CDF zone are at risk of being lost.

In addition to supporting biodiversity, CDF forests benefit our communities by:

- Mitigating climate change by capturing and storing carbon from the atmosphere
- Supporting cultural and spiritual values of First Nations that have lived in the region since time immemorial
- Reducing pollution by removing dust, pollen, and smoke from the air
- Controlling and filtering stormwater runoff into lakes and streams, which protects drinking water and reduces flood risk
- Supporting resilient food systems by providing habitat for native pollinators
- Increasing property values
- Providing recreational opportunities and spaces for relaxation

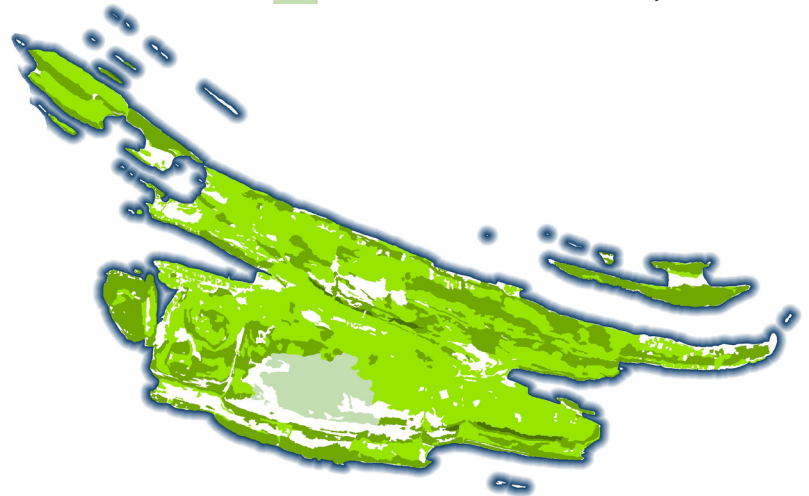
This resource was developed by:



LICHEN, PILEATED WOODPECKER

CDF Forest Ecosystems

- Young Forest (40 - 80 yrs)
- Mature Forest (80 - 250 yrs)
- Old Forest (over 250 yrs)
- Other Land Cover (incl. younger forests)
- Coastal Western Hemlock Forest Ecosystems



*CWH: Coastal Western Hemlock Forest Ecosystem

Why are CDF Forests at Risk?

Since European settlement, almost half of the historically forested land in the CDF zone has been lost due to land uses such as forestry and development. Most old-growth forests have been replaced by second-growth forests that are not as biodiverse or resilient. Remaining CDF forests are in a hotspot of urban and rural development, and under increasing pressure from a growing population.

Climate change will have significant impacts on CDF forests as intensifying summer droughts stress trees. Islander observations indicate that climate change has already impacted western redcedar and other species. It is likely that drought is the primary cause of increased stress, but work needs to be done to understand these changes and adapt conservation of CDF habitats.

CDF forests and associated ecosystems are among the most endangered in Canada, yet only 11% of land in this zone is protected. Eighty percent of the land in the CDF zone is privately owned, highlighting the importance of voluntary conservation actions by individuals to protect what's left.



Only 11% of land in the CDF zone is under some form of protection

What You Can Do

Become a land steward:

- ☐ Protect living trees
- ☐ Leave large patches of natural forest intact
- ☐ Leave standing dead trees (snags) and fallen trees to decay in place to provide shelter and food for wildlife
- ☐ Restrict vehicle and livestock access into forests
- ☐ Control invasive species, like ivy, holly, daphne, and broom
- ☐ Keep cats indoors as much as possible
- ☐ Garden with native species
- ☐ Keep forest health in mind while managing fire risk. Focus on fire-proofing your home and planting a buffer of fire-resistant native plants like salal and Oregon-grape. Help protect your community by protecting older forests: their high moisture-holding capacity makes them a natural fire break.
- ☐ Become a citizen scientist — add your observations to a growing global database using the iNaturalist app, or keep a nature journal

Consider how your community can protect forests through Environmental Development Permit Areas and conservation guidelines in your Official Community Plan and Land Use Bylaw.

Permanently protect your land with conservation covenant.

A covenant is a voluntary, legal agreement between you and a conservancy that protects your land from development — not just while you own and live on the land, but even after your property is sold or transferred to new owners. Covenants registered through the Islands Trust's **Natural Areas Protection Tax Exemption Program (NAPTEP)** are eligible for a 65% reduction in property taxes on the portion of land protected.

Create a nature reserve through a donation of land to a conservancy or parks agency. If you donate land with significant ecological value, you may be eligible for additional tax benefits through the federal [Ecological Gifts Program](#).

Opportunity Fund grants can help cover costs associated with protecting land. Contact Islands Trust Conservancy to learn more at 250-405-5186 or itcmail@islandstrust.bc.ca

Resources

For information on conservation covenants, land donations, and stewardship programs, contact:

Islands Trust Conservancy: visit islandstrustconservancy.ca, email itcmail@islandstrust.bc.ca, or phone 250-405-5186

For information on CDF ecosystems at risk, contact:

Coastal Douglas-fir Conservation Partnership: visit cdfcp.ca or email info@cdfcp.ca

For information about Raincoast Conservation Foundation's Gulf Islands Forest Project, visit: raincoast.org/gulf-islands



1-500 Lower Ganges Road, Salt Spring Island, BC V8K 2N8

Telephone: **250-537-9114**

Fax: 250-537-9116

Toll Free via Enquiry BC in Vancouver: 604-660-2421

Elsewhere in British Columbia: **1-800-663-7867**

Email: ssiinfo@islandstrust.bc.ca

Website: www.islandstrust.bc.ca

December 21, 2020

via email: southinfo@islandstrust.bc.ca

Saturna Local Trust Committee
Islands Trust
1627 Fort Street
Victoria, BC V8R 1H8

Dear Members of the Saturna Local Trust Committee:

Re: Short Term Vacation Rental Communications and Strategies

On Tuesday, December 15, 2020, a resolution was passed by the Salt Spring Island Local Trust Committee (SSI LTC) to invite the Southern Gulf Island Local Trust Committee's to meet and discuss Short Term Vacation Rentals (STVR) communications and strategies:

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee reconfirm their direction to staff to work with staff from the Island Trust's Southern Region to set up a meeting between the Southern Gulf Island Trustees to discuss Short Term Vacation Rental (STVR) policies and regulations and communication strategies.

If you are interested in attending a zoom discussion in the New Year please provide feedback on your preferred meeting method:

- 1) Each Local Trust Committee (LTC) agrees to have a Joint Special Business or
- 2) The SSI LTC hosts a meeting and each Southern Gulf Island LTC appoints an attendee.

Please email ssiinfo@islandstrust.bc.ca to notify us of your desire to participate and the preferred method of meeting. Staff will reach out to you to arrange a date accordingly.

Thank you,

Chair Peter Luckham
Salt Spring Island Local Trust Committee
PL/sb