



Saturna Island Local Trust Committee Regular Meeting Agenda

Date: October 20, 2016
Time: 12:30 pm
Location: Saturna Island Community Hall
105 East Point Road, Saturna Island, BC

			Pages
1.	CALL TO ORDER	12:30 PM - 1:00 PM	
2.	APPROVAL OF AGENDA		
3.	TOWN HALL AND QUESTIONS		
4.	COMMUNITY INFORMATION MEETING		
	none		
5.	PUBLIC HEARING		
	none		
6.	MINUTES	1:00 PM - 1:15 PM	
6.1	Local Trust Committee Minutes Dated March 12, 2016 & September 16, 2016 (for Adoption)		3 - 11
6.2	Section 26 Resolutions-without-meeting Report		
	none		
6.3	Advisory Planning Commission Minutes		
	none		
7.	BUSINESS ARISING FROM THE MINUTES		
7.1	Follow-up Action List Dated October 2016		12 - 13
8.	DELEGATIONS		
	none		
9.	CORRESPONDENCE		
	<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>		
	none		

10. APPLICATIONS AND REFERRALS

none

11. LOCAL TRUST COMMITTEE PROJECTS

1:15 PM - 2:00 PM

11.1 First Nations Relationship Building - Staff Report 14 - 22

11.2 Land Use Bylaw Technical Review - Proposed Project Charter 23 - 26

12. REPORTS

2:00 PM - 2:45 PM

12.1 Work Program Reports (attached)

12.1.1 Top Priorities Report dated October 2016 27 - 27

12.1.2 Projects List Report Dated October 2016 28 - 28

12.2 Applications Report Dated October 2016 (attached) 29 - 30

12.3 Trustee and Local Expense Report Dated August 2016 31 - 31

12.4 Adopted Policies and Standing Resolutions (attached) 32 - 33

12.5 Local Trust Committee Webpage

12.6 Chair's Report

12.7 Trustee Report

12.8 Trust Fund Board Report Dated September 2016 34 - 35

13. NEW BUSINESS

none

14. UPCOMING MEETINGS

14.1 The Next Scheduled Regular Meeting of the Saturna Island Local Trust Committee is to be Determined.

14.2 Proposed Saturna Island LTC 2017 Meeting Schedule - Staff Memo 36 - 38

15. TOWN HALL

2:45 PM - 3:15 PM

16. CLOSED MEETING

none

17. ADJOURNMENT

3:15 PM - 3:15 PM



DRAFT

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

Saturna Island Local Trust Committee Minutes of a Regular Meeting

Date: March 12, 2016
Location: Saturna Island Community Hall
105 East Point Road, Saturna Island, BC

Members Present: Paul Brent, Local Trustee, Co-Chair
Lee Middleton, Local Trustee, Co-Chair

Staff Present: None

Others Present: Approximately 36 members of the public and no media

1. CALL TO ORDER

The meeting was called to order at 9:00 am.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. COMMUNITY ROUND TABLE

Potential survey results were discussed as well a recent referral to the Capital Regional District, regarding a temporary use permit for a campground (SA-TUP-2015.2).

A discussion paper titled "Saturna Island Local Trust Committee, Density Transfer Review" dated February 2016, prepared by Island Planner, Gary Richardson was also discussed.

4. UPCOMING MEETINGS

4.1 Next Regular Meeting Scheduled for April 21, 2016, at 12:30 pm, at the Saturna Island Recreation & Cultural Centre

By general consent the Saturna Island Local Trust Committee changed the start time of the May 21, 2016 Local Trust Committee Meeting (Community Roundtable) from 11:00 am to 12:30 pm.

5. ADJOURNMENT

By general consent the meeting was adjourned at 12.30? pm.

Paul Brent, Co-Chair

Lee Middleton, Co-Chair

Certified Correct:

Name, Recorder



DRAFT

Saturna Island Local Trust Committee Minutes of Regular Meeting

Date: September 16, 2016
Location: Saturna Recreation and Cultural Centre
104 Harris Road, Saturna Island, BC

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

Staff Present Robert Kojima, Regional Planning Manager
Gary Richardson, Island Planner
Regina Robinson, Recorder

Others Present: Approximately 8 members of the public

1. CALL TO ORDER

Chair Grams called the meeting to order at 12:30pm. He 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:
12.1.3 Potential Work Program Item - First Nations Relationship Building

By general consent the agenda was adopted as amended.

3. TOWN HALL AND QUESTIONS

Priscilla Ewbank requested that Islands Trust do a public announcement for the description of the Tsawout and Tseycum First Nations project for the upcoming community meeting.

Trustee Brent clarified that this is outside LTC jurisdiction and that Islands Trust's previous assistance was administrative; we are removed from meeting planning in this instance but would attend if requested by the Tsawout and Tseycum.

Chair Grams suggested that it was important to confirm if the trustees were invited they would attend, and noted this subject will be a part of the agenda later on.

4. COMMUNITY INFORMATION MEETING

none

5. PUBLIC HEARING

none

6. MINUTES

6.1 Local Trust Committee Minutes Dated June 17, 2016 (for Adoption)

Trustee Middleton questioned some content of the minutes but noted adjustments would not be required due to changes to projects to be discussed later in the agenda.

By general consent the Local Trust Committee meeting minutes of June 17, 2016 were adopted.

6.2 Section 26 Resolutions-without-meeting Report Dated September 2016

6.3 Advisory Planning Commission Minutes

none

7. BUSINESS ARISING FROM THE MINUTES

7.1 Follow-up Action List Dated September 2016

For information.

8. DELEGATIONS

none

9. CORRESPONDENCE

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

none

10. APPLICATIONS AND REFERRALS

10.1 North Pender Island Local Trust Committee Bylaws No. 203 & 204 Referral

SA-2016-021

It was MOVED and SECONDED,

that the interests of the Saturna Island Local Trust Committee are unaffected by Bylaws 203 & 204.

CARRIED

10.2 Mayne Island Local Trust Committee Bylaw 170 Referral

SA-2016-022

It was MOVED and SECONDED,

that the interests of the Saturna Island Local Trust Committee are unaffected by Bylaw 170.

CARRIED

10.3 SA-DVP-2016.1 (Henry) - Staff Report

Gary Richardson reviewed the report in the agenda noting two concerns: engineering – which the CRD resolved, and trees – aesthetics being the main issue. He noted that screening cannot be a condition of a variance. The options for the LTC are to approve the permit today, approve once the screening is in place, or not approve the variance and the wall removal would be required.

The neighbor stated that there has been a neighborly agreement for screening to be installed.

It was suggested that the LTC defer consideration of the variance and the permit be issued once confirmation from the neighbor that the screening has been completed. It was noted that this could be completed by Resolution Without Meeting (RWM) or at the next business meeting.

SA-2016-023

It was MOVED and SECONDED,

that SA-DVP-2016.1 (Henry) be considered once screening of the retaining wall, to the satisfaction of the neighbor, is provided.

CARRIED

11. LOCAL TRUST COMMITTEE PROJECTS

none

12. REPORTS

12.1 Work Program Reports (attached)

12.1.1 Top Priorities Report dated September 2016

Current items on the list were discussed. Trustee Brent spoke in favour of the Land Use Bylaw (LUB) Technical Review and thought that First Nations (FN) Engagement is important to include.

Trustee Middleton agreed with adding FN Engagement specifically with the Tsawout and Tseycum on Saturna Island. He provided some background on the importance of establishing dialogue and noted the desire for an opportunity to have a relationship that extends through the trustees to the community.

The following items were suggested:

- Density to be removed or go to the project list
- Top two priorities stay on the list and the rest move to projects
- Water Resource Protection needs a larger forum than the local LTC

SA-2016-024

It was MOVED and SECONDED,

that the Saturna Island Local Trust Committee include Relationship Building and Reconciliation with First Nations to the Saturna Island Local Trust Committee Top Priorities list.

CARRIED

SA-2016-025

It was MOVED and SECONDED,

that the Saturna Island Local Trust Committee move Review of Density Transfer Mechanisms and Amenity Zoning from the Top Priorities list to the Projects List and remove Water Resource Protection from the Top Priorities list.

CARRIED

SA-2016-026

It was MOVED and SECONDED,

that the Saturna Island Local Trust committee directs staff to prepare a report outlining options with respect to pursuing a long term program that reflects a thriving and sustainable relationship with local First Nations who have interests in Saturna Island

CARRIED

Discussion occurred regarding the benefits of establishing a relationship outside of having motive or potential influence in response to concerns regarding logging on IR-7.

Trustee Brent noted the intention with relationship building and engagement is to gain understanding and be a good neighbor.

12.1.2 Projects List Report Dated September 2016

For information.

12.2 Applications Report Dated September 2016 (attached)

For information

12.3 Trustee and Local Expense Report Dated July 2016 (attached)

For information

12.4 Adopted Policies and Standing Resolutions (attached)

For information

12.5 Local Trust Committee Webpage

A suggestion was made that the website be used as a tool for initiatives related to the Top Priorities.

12.6 Chair's Report

Chair Grams updated on the Salt Spring Incorporation study noting that clarity was requested around the potential impact of change to a different government organization, and what it could mean to the trust area. He reported that CAO Russ Hotsenpiller prepared a report exploring financial and staffing ramifications, and outlined other background steps for a potential referendum and the intent to have dialogue throughout the process.

12.7 Trustee Report

Trustee Brent reported on attendance at Financial Planning Committee and Local Planning Committee meetings. He noted that work on affordable housing has been a priority and interest is high on this topic.

Trustee Middleton updated on Trust Council meetings and updated on the visioning session for the Islands Trust's mandate for the future. He also updated on attendance at the 100th anniversary of the US Parks Service.

12.8 Trust Fund Board Report

none

13. NEW BUSINESS

13.1 2017-18 Budget: LTC Project Funding Requests - Staff Memo

Regional Planning Manager (RPM) Kojima reviewed the budget from the agenda package and recommended that it be adjusted based on the changes to the Top Priorities list.

SA-2016-027

It was MOVED and SECONDED,

that the Saturna Island Local Trust Committee revise the budget request by deleting \$6000 for Amenity Zoning and Density Transfer review and replace it with First Nations Relations, revise the budget to \$2000, and forward to the Financial Planning Committee as revised for \$8000.

CARRIED

In response to a question about the budget for First Nations being high enough, RPM Kojima clarified that the order funds are accessed is as follows: the budget for other projects within the LTC is explored first, the budgets of other LTC's, and finally requesting a budget increase to FPC.

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for October 20, 2016, at the Recreation & Cultural Centre, Saturna Island (Community Roundtable)

SA-2016-028

It was MOVED and SECONDED,

that the Saturna Island Local Trust Committee cancel the business meeting of November 21, 2016 and change the October 20, 2016 Community Roundtable to a regular business meeting and hold the meeting at the Community Hall if it is available.

CARRIED

14.2 2017 Saturna LTC Meeting Schedule

There was discussion regarding the frequency of business meetings on the schedule provided in the agenda. Suggestions were made to have Community Roundtable meetings only as required, to schedule 5-6 regular business meetings a year, and to call special meetings as required.

SA-2016-029

It was MOVED and SECONDED,

that staff explore options for dates for the Saturna Island Local Trust Committee to hold five (5) business meetings per year and not to include Saturday meetings.

CARRIED

15. TOWN HALL

John Hutchinson requested clarification on the upcoming meeting schedule. October 20, 2016 was confirmed as the next LTC business meeting date.

Priscilla Ewbank noted that the October meeting date seemed too soon to be able to report back on progress on Top Priorities and questioned the following: what the Trustees intend do to be a good neighbor as elected representatives, and the potential effect on Fiddlers Cove in trade for a good relationship with First Nations (FN).

Trustee Brent clarified that the FN invited input from the community with the letter they distributed and concerns can be voiced, but respectfully.

Chair Grams noted a structured approach is the right approach with FN and suggested opening the dialogue with the intent to understand and reconcile the relationship.

SA-2016-030

It was MOVED and SECONDED,

that staff proceed to apply for a Community to Community grant with respect to building relations with Tsawout and Tseycum First Nations.

CARRIED

16. CLOSED MEETING (Distributed Under Separate Cover)

16.1 Motion to Close the Meeting

SA-2016-031

It was MOVED and SECONDED,

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

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

Appointment of APC Members

AND that the recorder and staff attend the meeting.

CARRIED

16.2 Recall to Order

16.3 Rise and Report

It was reported that John Gaines and Ian Rowe were re-appointed to the Advisory Planning Commission (APC) and that 2 vacancies for the APC are going to be advertised.

17. ADJOURNMENT

By general consent the meeting was adjourned at 2:51 pm.

George Grams, Chair

Certified Correct:

Regina Robinson, Recorder

**Follow Up Action Report****Saturna Island****16-Sep-2016**

Activity	Responsibility	Target Date	Status
Minutes of June 17, 2016 adopted as drafted.	Regina Robinson		Done
North Pender Island Bylaws 203 and 204 - Respond that Sa LTC interests unaffected.	Sharon Lloyd-deRosario		Done
Amend top priorities list by having the following as the two top priorities: 1) First Nations Relationship Building; and 2) Land Use Bylaw Technical Review	Gary Richardson		Done
Amend the project list by adding the following: 1) review of density transfer mechanisms 2) amenity zoning review	Gary Richardson		Done
Mayne Island Local Trust Committee Bylaw 170 - Respond that Sa LTC interests unaffected.	Sharon Lloyd-deRosario		Done
SA-DVP-2016.1 (Henry) - LTC consideration delayed until screening is provided.	Gary Richardson		On Going
Explore options for 2017 meeting dates to hold 5 meetings.	Regina Robinson		Done
Apply for Community to Community (C to C) funding	Gary Richardson		On Going
APC 1) Advise John Gains and Ian Rowe that they have been reappointed to the APC 2) Advertise for two APC vacancies	Sharon Lloyd-deRosario Regina Robinson		Done
2017/2018 project budget request approved as amended.	Gary Richardson		Done

Follow Up Action Report

October 20, 2016 LTC meeting to be changed from a Community Roundtable Meeting to an LTC Business Meeting	Regina Robinson	Done
November 21, 2016 LTC Meeting to be cancelled.	Regina Robinson	Done



File No.: 6500-20-First Nations
relationship building

DATE OF REPORT: October 20, 2016
TO: Saturna Island Local Trust Committee
FROM: Gary Richardson, Island Planner, and
Fiona XETXÁTTEN Macrailld, Senior Intergovernmental Policy Advisor
Victoria Office
SUBJECT: Long term relationship-building program with local First Nations

RECOMMENDATIONS

1. That the Saturna Island Local Trust Committee (SILTC) embark on developing an annual plan of constructive actions that demonstrate a commitment to improving respectful relationships between residents and visitors of Saturna Island and the local First Nations with asserted interests in Saturna Island.
2. That the Saturna Island Local Trust Committee direct staff to organise a public event focused on having SENCOTEN-speaking elders of knowledge-holders talk about how the WSANEC (Saanich) people view and connect historically and culturally with the waters and land of Saturna Island and its surrounding area.
3. That the Saturna Island Local Trust Committee direct staff to draft a project charter for the First Nations relationship-building project.

REPORT SUMMARY

This report identifies the recent acknowledgement from SILTC that there is little that is known about the local First Nations' historical and current connections to the waters and the lands of the Saturna Island area. The report suggests an initial approach that focuses on knowledge sharing on place names, significant stories and language assumptions/pronunciation of the geographically closest First Nations to Saturna Island (WSANEC, or Saanich, Nations).

The report explores how this initial cultural approach can lead to more meaningful political discussions as well as broader engagement with other First Nations and other agencies who are also interested in improved relationships between residents and visitors of Saturna Island and First Nations.

BACKGROUND

The 2015 logging plans of Tsawout First Nation and Tseycum First Nation for the Reserve lands on Saturna Island have elicited mixed reactions from the local residents. The Saturna Island Local Trust Committee made First Nations relationship-building a top work program priority at its September 16, 2016 Local Trust Committee meeting. Staff has moved \$3000.00 into a budget to facilitate this project.

Although Local Trust Committee recognizes they have no jurisdiction over these lands, the new Senior Intergovernmental Policy Advisor was engaged to explore possible topics of conversation with leadership from both Nations.

U:\LOCAL TRUST COMMITTEES\Saturna\Projects\2016 First Nations Relationship Building\Staff reports\STAFF REPORT Saturna FN Reconciliation Devmt Sept30.docxGR.docx

From these discussions came a sincere desire from the Local Trust Committee to focus – not on the logging project per se – but rather on building an enduring friendship with the all First Nations who have asserted interests in Saturna Island as part of their traditional territory.

ANALYSIS

As this is the first phase of building a relationship, taking the time to understand the philosophical lens through which local First Nations view their connection to the land and waters of Saturna Island is a wise approach. Taking this early culture-based approach may also mitigate possible cynicism that this effort is an indirect attempt at influencing the controversial logging project on the Reserve lands. As a starting point, there is a map of “Special Places” that was made public by Tsawout First Nation in the *Tsawout Marine Use Study 2015* with 10 SENCOTEN¹ place names identified on Saturna Island and Tumbo Island (see excerpt from map below).

Increasing a public awareness is also important. The Local Trust Committee could host a public event and invite two or three SENCOTEN-speaking elders or knowledge-holders to talk about the Special Places, what the place names mean, how to pronounce them or other Indigenous stories about the island and its surrounding area.

From this stage, a more formal Community-to-Community meeting could take place between elected officials from local First Nations and the Local Trust Committee². Having first met with elders and made some effort to understand the historical and cultural connections that First Nations have with the island speaks strongly of a respectful approach to building a sincere relationship.

Subsequent stages of relationship building after this could include broadening the engagement to First Nations of other language groups (such as Hul’quimi’num) with interests in Saturna Island, or engaging with other agencies (such as Parks Canada or the Capital Regional District) to explore innovative ways to acknowledge the First Nations history on the island such as signs, annual events, visitor brochures, etc.

Policy/Regulatory:

2014-2018 Strategic Plan. Goal D: Effective, Efficient and Collaborative Governance

- Priority 6.1: Improve engagement with first Nations
- Priority 6.2: Improve protection of archaeological and First Nations cultural resources

Issues and Opportunities:

The following phases are built upon public documents on the Tsawout First Nation website and other internet sources of SENCOTEN and WSENAC (Saanich) historical perspectives on the south Gulf islands (see attached documents and website links).

¹ SENCOTEN is the language spoken by First Nations occupying lands from Sooke to White Rock (approximately) and is one of many Coast Salish languages.

² If C2C funding application is submitted by October 28, 2016, then a meeting between the LTC and the elected officials of the local First Nations can take place anytime between November 2016 and the end of March 2017.

Phase 1: Understanding the Basis of First Nations' Connections to Saturna Island

Seeing the Islands as Ancestors

The Indigenous way of viewing the Gulf Islands differs significantly from the mainstream Canadian culture reflection of the Gulf Islands values. Local First Nations believe that the islands were people before they became islands and the “Great Spirit” has always instructed them to take care of their “ancestors of the deep”. In turn, they believe the islands take of the people who depend on them.

A Unique SENCOTEN Dependence on the waters of the Gulf Islands

SENCOTEN-speaking people of the Saanich peninsula and the San Juan Islands are referred to by other First Nations as “island people” as they have no major river they depend on for sockeye or pink salmon returning to spawn (although there are small returns of coho and chum salmon to the local creeks). As sockeye and pink salmon have always been of great importance to these First Nations due to oil content, taste and value in trading, they have learned to fish differently than “river” First Nations with reef nets and other fishing techniques. This is why the SENCOTEN people are often called the Saltwater People. Their knowledge of tides, currents, and island places where resources are found is acknowledged by other First Nations as significant.

Place names are more than just geographical markers. They have a strong spiritual and social currency due to their importance in sustaining the First Nations who have depended on them for their survival for more than 10,000 years.

“Special Places” and how they belong to Communities and Families

Throughout these islands and particularly with south-facing bays, reef net sites, other seafood harvesting sites and hunting grounds were family “owned”. In fact, many SENCOTEN people today are named after important places throughout the Gulf Islands. These names are given in ceremony as young adults and – unlike their birth names – are considered a sort “deed” to the care, stewardship, history and rights associated with that place.

The following SENCOTEN terms help with understanding the basis of local First Nations’ connection to Saturna Island and the lens of authority and use through which specific places are viewed. SENCOTEN-speaking elders and knowledge-holders can help with understanding and properly pronouncing these terms:

- **ÁLENENEC TTE** means Community Land (formerly Band Land or Reserve Land, but historically was understood to be the Nation’s entire territory)
- **CELÁNEN** means the body of Indigenous laws, customs and traditions that the Saanich (WASANEC) Tribes (Tsawout, Tseycum, Pauquachin, Tsartlip and Malahat First Nations)
- **SCÁLECE** means the traditions and laws of individual families

- **S,HI,WEK** means the head of the family according to the Saanich Tribal Indigenous Laws
- **TENEW TTE NE SCÁLECE** means “customary allotment” and is widely understood among members of the Saanich Tribes to be the customary right of an individual family to use or occupy a particular parcel or area of Community Land (N.B. this is regarded as having a higher authority than any confirmation of land interest under the *Indian Act*)

Phase 2: Understanding the “Special Places” Specific to Saturna Island

It is through this lens of a different value systems and connection to Saturna Island that we could embark on understanding the 10 “Special Places” on and around Saturna Island (in alphabetical order) that have been recently published in the Tsawout Marine Use Study of 2015. This will also require consultation with SENCOTEN-speaking elders or knowledge-holders from the Saanich Tribes to share the meaning and proper pronunciation of these places (see Appendix A for the full map):



ÁKEUWEWEC (generally, west shoreline of Tumbo Island)

- **TIU, IL, ES** (literally means Tumbo Channel)
- **TEMOSEN** (literally means Tumbo Island)

ÁM, MECEN (literally means Bruce Bight): near Murder Point

SAKETES (generally, Taylor Point)

SNEUES (generally, Monarch Head)

TEKTEKSEN (East Point): possible insight - “TEKÉK” means red snapper

TIELES (Hunting camp; Indian Reserve): possible insight - “TÍEL” means go upstream

TILES (generally, Narvaez Bay)

WTEKEK, KIEM (generally, Lyall Harbour)

WTITKIEM (generally, Boot Cove)

XIXYES (Winter Cove): means “Boat Passage”

Phase 3: Identifying and Protecting “Special Places” of historical significance to local First Nations

Identifying “special places” of significance for First Nations on and around Saturna Island may be as simple as writing stories down (assuming a review and explicit permission to share publicly by the First Nations), designing brochures for visitors or publishing on a website. It could also be activities that involve more resources such as new signs (or amending established signs) or inviting SENCOTEN speakers to share information at events. What is important is the sharing of information that identifies the “special places” on Saturna Island for SENCOTEN people and encouraging a public respect for these historically significant places.

Other ways of showing respect for the First Nations’ connection to the waters and land of Saturna Island could include encouraging places of business or meeting spaces to acknowledge activities taking part on Coast Salish territory. It could be inviting an elder to give a prayer or a song in their Indigenous language before an important event. Perhaps the gesture of placing First Nations art or welcome signs would be appreciated. Even something as simple as a residents’ book club that focuses on Indigenous-themed literature or a celebration on National Aboriginal Day can help build relationships.

Protecting “special places” is a bit more challenging and is a combination of information sharing with residents and visitors as well as technical tools of protection. Using tools of land-use protection such as a Heritage Conservation Area, Designated Use Area or land covenants requires developing criteria to determine levels of significance to these areas of historical value. This would be a longer term objective and would require staff resources to develop appropriate options for specific sites.

Consultation:

October/November 2016:

1. Invitation to John Elliot (head SENCOTEN high school teacher at LÁU, WELNEW Tribal School in Central Saanich) as he has recently been a part of the Islands Trust all-staff field trip on Sept. 21, 2016 to the Tsawout Reserve on Salt Spring Island. Being one of the most respected SENCOTEN-speakers in the five WSANEC (Saanich) Nations he, in turn, could extend an invitation to the appropriate elders or knowledge-holders for a public event during the month of November 2016.

All information that will be allowed to be recorded from this event will be shared with all five WSANEC (Saanich) Nations as a courtesy correspondence.

2. Submit a proposal for the SILTC to host a meeting with elected First Nation officials before March 31, 2017, to be included in Islands Trust Fall 2016 application for funding to the Regional Community to Community Forum Program (UBCM). Current application deadline is Oct. 28, 2016.

All information that will be allowed to be recorded from this event will be shared with all five WSANEC (Saanich) Nations as a courtesy correspondence.

The timing, content and scope of consultation with other First Nations and interested agencies will be developed from the understanding gained from these preliminary activities.

Rationale for Recommendation:

As the SILTC considers developing a plan of constructive actions that demonstrate a commitment to improving respectful relationships between residents and visitors of Saturna Island and the local First Nations with asserted interests in Saturna Island, they should do so with care.

The prerequisite to any meaningful relationship building is understanding the philosophical lens through which the other person understands their environment. It is a prudent first step to take the time to understand the fundamental connection between Saturna Island and the local First Nations, including gaining an understanding of the meaning, relative significance and the proper pronunciation of the many “special places” with SENCOTEN names on Saturna Island and Tumbo Island.

This show of respect at a cultural, linguistic and spiritual level will soften the ground and allow for a sincere political dialogue between elected First Nations officials and the SILTC. This, in turn, can lead to a broader discussion with other First Nations and interested agencies in the development of an annual plan of activities to foster a relationship of mutual respect.

ALTERNATIVES

- 1. A first step that is not a public event.** The SILTC could invite two or three SENCOTEN-speaking elders or knowledge-keepers for a low-key shared meal where knowledge-sharing takes place and the SILTC could, in turn, share that information more publically afterwards.
- 2. Request further information.** A more comprehensive plan of approach may be desired that includes preliminary discussions with other agencies such as Parks Canada, the Capital Regional District or others before approaching First Nations.
- 3. Receive for information.** Timing for the First Nation relationship building may be best to wait until after the logging project for the Reserve lands has been completed so as to be seen as not trying to influence the logging activities.

NEXT STEPS

The Senior Intergovernmental Policy Advisor will assist the LTC in drafting a letter of invitation to John Elliot and others he feels would be appropriate for an initial event of a shared meal and information-sharing on SENCOTEN place names and SENCOTEN concepts of land and water connections to Saturna Island.

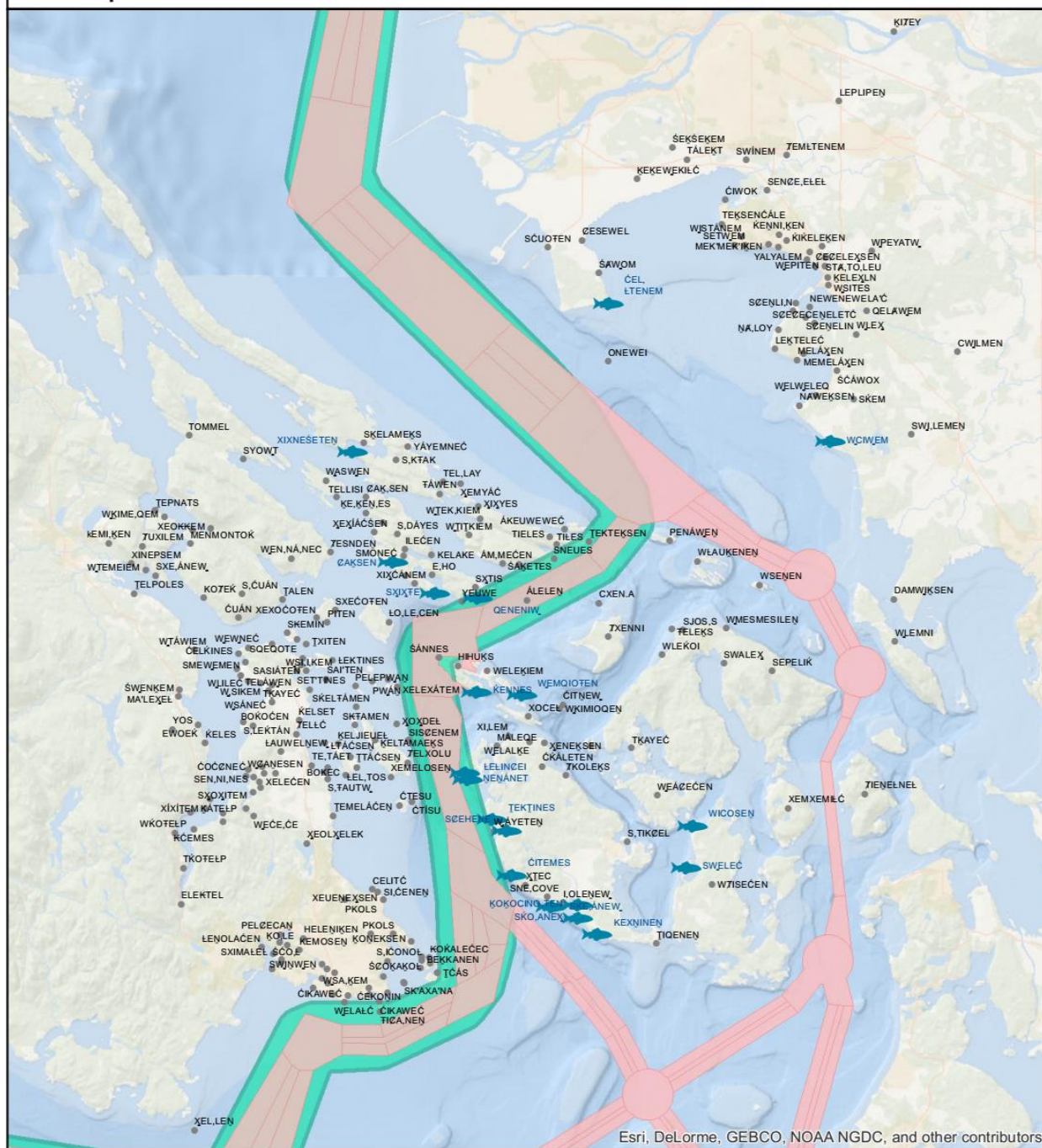
The Senior Intergovernmental Policy Advisor will draft a proposal for Islands Trust application for C2C funding for October 28, 2016, with the approval from the SILTC.

Submitted By:	Gary Richardson, Island Planner Fiona XETIXÁTTEN MacRaild, Senior Intergovernmental Policy Advisor	October 20, 2016
Concurrence:	Robert Kojima, Manager, Regional Planning Manager, Southern Team	October 20, 2016

ATTACHMENTS

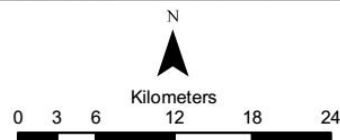
1. Map 2: SENCOTEN Place Names and Reef Net Sites in LSA. Excerpt from the *Tsawout Marine Use Study 2015*.
[https://docs.neb-one.gc.ca/ll-eng/llisapi.dll/2786339/C355-15-18 - Tsawout First Nation Marine Use Study \(MUS\) Part 1 of 4 - A4Q1F5.pdf?func=doc.Fetch&nodeid=2786339](https://docs.neb-one.gc.ca/ll-eng/llisapi.dll/2786339/C355-15-18 - Tsawout First Nation Marine Use Study (MUS) Part 1 of 4 - A4Q1F5.pdf?func=doc.Fetch&nodeid=2786339).
2. Excerpt from Tsawout Lands Disposition Law:
<http://www.tsawout.com/files/Lands/lands-disposition-law.pdf>
3. Link to an online John Elliot interview on WSANEC peoples connection to the Gulf Islands:
<http://maps.fphlcc.ca/node/218>

Map 2: SENĆOTEN Place Names and Reef Net Sites in LSA



Esri, DeLorme, GEBCO, NOAA NGDC, and other contributors

-  Reef Net Sites
-  Place Names
-  Shipping Routes
-  LSA



1:500,000

Projection: NAD 83 UTM Zone 10N

Printing Date: Nov 25 2014

Produced By: CloverPoint Cartographics
For: Evernorth
Authors: Dr. Earl Claxton, Ray Sam,
Gabe Pelkey, Philip Pelkey, Lou Claxton,
and numerous Tsawout Elders and
members of the WSANEC Nation

Document Path: P:\Projects\Traditional Use Studies (TUS)\13029_TUS_Other_Support\06_EverNorth\03_MXD\PlacenamesMap2.mxd

Excerpts from the Tsawout Land Disposition Law (approved and enacted by Tsawout Chief and Council July 13, 2016):

PART 3 - INTERPRETATION

Definitions

3.1 For the purposes of this Law, the following definitions apply:

“ÁLENENEØ TFE” means Community Land (formerly Band Land);

“Application” means an application made under Part 8;

“Briefing Note” means the Briefing Note prepared by the Lands Manager under section 8.5;

“CELÁNEN” means the body of WSÁNEĆ laws, customs and traditions, and includes the traditions and laws of SCÁLEĆE (individual families);

“S,HI,WEK” means the head of the family, according to CELÁNEN;

“STÁUTW” means the Tsawout First Nation; and

“TENEW TFE NE SCÁLEĆE or Customary Allotment” means a widely-held understanding among Members as to the customary right of an individual or family to use or occupy a particular parcel or area of Community Land, which right has not been confirmed by an allotment under section 20(1) of the *Indian Act* or a location ticket under section 20(3) of the *Indian Act*, nor by the creation of a Permanent Interest under the Land Code.

File No.: 6500-20-LUB Technical
Review

DATE OF MEETING: October 20, 2016
TO: Saturna Island Local Trust Committee
FROM: Gary Richardson, Island Planner
Victoria Office
SUBJECT: Land Use Bylaw Technical Review – Project Charter
Applicant: Saturna Local Trust Committee

RECOMMENDATION

1. That the Saturna Island Local Trust Committee endorse the attached project charter dated October 7 2016

REPORT SUMMARY

The review and update of the Land Use Bylaw (LUB) is a top priority project of the Saturna Island Local Trust Committee (LTC). The endorsement of a project charter is the first step in the project. A project charter is attached for the LTCs consideration.

BACKGROUND

The LUB has not been reviewed in its entirety since it was adopted on November 14, 2002. The LTC made the review of the LUB a top work program priority at its September 16, 2016 LTC meeting. Clear regulations assist the LTC, planning staff and the public in understanding how LUB regulations apply to the Saturna Island Planning area. Staff is proposing a project charter that will ensure a comprehensive technical review of the LUB. Staff and legal counsel will review the existing LUB and provide recommended revisions, additions, or deletions of a technical nature that are identified as a result of the review. The recommended revisions will involve formatting, layout, or wording. The recommended changes will be detailed in a table and will include but not be limited to:

- Revising or removal of out-of-date references
- Revisions for clarity, correctness, and consistency
- Changes to regulations that exceed the LTC's jurisdiction
- Revisions to regulations that are inconsistent with recent case law
- Review of definitions

Any amendments that involve substantive policy changes identified as part of the technical will be itemized and set aside for future consideration as a separate project(s) for the LTC to consider.

Rationale for Recommendation:

Staff is recommending the endorsement of this project charter for the following reasons:

- The LUB has not been reviewed in 14 years
- The proposed timeline will ensure the project is completed by the end of the present LTCs term
- The amended LUB will provide more certainty and assist the LTC, planning staff and the public in understanding how LUB regulations apply to the Saturna Island Planning area
- The cost of the review is within the LTCs project budget

ATTACHMENTS

1. Project Charter dated October 7, 2016

Land Use Bylaw Review - Charter v1 October 7, 2016

Saturna Island Local Trust Committee

Purpose *The project is intended to provide a comprehensive technical review of Saturna Island Land Use Bylaw No. 78, 2002 (LUB).*

Background *The project was initiated by the Saturna Island Local Trust Committee (LTC) at its September 16, 2016 LTC meeting. The project was recommended by staff as the LUB has not been reviewed since it was adopted on November 14, 2002. The amended LUB will provide more certainty and assist the LTC, planning staff and the public in understanding how LUB regulations apply to the Saturna Island Planning area*

Objectives

- To provide a comprehensive review of the LUB
- To consider amendments to the LUB

In Scope

- Staff Review of the LUB
- Legal Review of the LUB
- Community consultation

Out of Scope

- Substantive amendments to regulations in the LUB
- Activities unrelated to the LUB review
- Significant review of Official Community Plan (OCP) Policies

Workplan Overview

Deliverable/Milestone	Date
Project confirmed as a top priority	September 16, 2016
Review of project charter and timeline	October 20, 2016
Staff report on staff and legal review of technical amendments	February 2017
Community information meeting	March 2017
Review of community input, direction on draft changes	May 2017
Draft bylaws for review by LTC, referral, and community comment	July 2017
Review of draft bylaws and potential revisions	September 2017
Commencement of legislative process to amend LUB.	October 2017— March 2018

Project Team

Gary Richardson	Project Manager
Regina Robinson, Sharon Lloyd-deRosario	Admin Support
Barb Dashwood	GIS Support

RPM Approval:

Robert Kojima

Date: Oct 7/16

LTC Endorsement:

Resolution #:

Date:

Budget

Budget Source:

Fiscal	Item	Cost
2016-17	Legal Review	2000.00
2016-17	Contingency	500.00
2016-17	Community Information Meeting	500.00
2017-2018	Legislative Process	3000.00
	Communications, Legal, Contingency	3000.00
	Total	9000.00

Top Priorities

Saturna Island

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	First Nations Relationship Building	Prepare a report outlining options for a long term program that reflects a thriving and sustainable relationship with First Nations	16-Sep-2016	Gary Richardson	
2	LUB Technical Review	Staff to prepare project charter, initiate technical and legal review.	16-Sep-2016	Gary Richardson	

Projects

Saturna Island

Description	Activity	R/Initiated
Shoreline Review		17-Jun-2016
Review Density Transfer Mechanisms		16-Sep-2016
Amenity Zoning Review		16-Sep-2016
Geological Hazard Mapping		25-Feb-2009
Secondary Suite Review		23-Apr-2015

**Development Variance Permit**

File Number	Applicant Name	Date Received	Purpose
SA-DVP-2016.1	HENRY, ROSEMARY	21-Jun-2016	114 BOOT COVE RD\nVariance for driveway retaining wall setback
Planner: Gary Richardson			

Planning Status**Status Date:** 07-Oct-2016

At September 16, 2016 LTC meeting the LTC deferred its decision until screening is provided to the satisfaction of the immediate neighbor.

Status Date: 09-Sep-2016

Notification done, staff report and draft permit prepared for LTC consideration at its September 16, 2016 LTC Mtg.

Status Date: 21-Jun-2016

File opened and forwarded to planner and LTC

Rezoning

File Number	Applicant Name	Date Received	Purpose
SA-RZ-2012.1	NEPENTHE HOLDINGS LTD	26-Jan-2012	Rezone to allow subdivision
Planner: Gary Richardson			

Planning Status**Status Date:** 07-Oct-2016

Applicant advised staff that they want to proceed with application. Applicant will provide information on how they want to proceed.

Status Date: 14-Sep-2016

Sent letter to Nepenthe Holdings LTD Sept 14 giving applicant until Oct 30, 2016 to respond or file will be closed.

Status Date: 07-Apr-2016

met with surveyor (Carriere), application proceeding with subdivision only. Rezoning placed in abeyance pending subdivision application

Subdivision



Applications

File Number	Applicant Name	Date Received	Purpose
SA-SUB-2016.1	JORDAN LITKE POLARIS LAND SURVEYING Planner: Gary Richardson	28-Sep-2016	186 East Point Rd\nSubdivision to create 2 lots
Planning Status			
<u>Status Date:</u> 11-Oct-2016 File being reviewed by planner - response to be sent to MoTI no later than Oct 25, 2016			
<u>Status Date:</u> 28-Sep-2016 File opened and forwarded to planner and LTC			

Islands Trust
LTC EXP SUMMARY REPORT F2017
Invoices posted to Month ending August 2016

660 Saturna	Invoices posted to Month ending August 2016	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-660	LTC "Trustee Expenses"	750.00	198.58	551.42
LTC Local				
65200-660	LTC - Local Exp - LTC Meeting Expenses	2,500.00	934.46	1,565.54
65210-660	LTC - Local Exp - APC Meeting Expenses	500.00	100.00	400.00
65220-660	LTC - Local Exp - Communications	300.00	0.00	300.00
65230-660	LTC - Local Exp - Special Projects	500.00	325.35	174.65
TOTAL LTC Local Expense		<u>3,800.00</u>	<u>1,359.81</u>	<u>2,440.19</u>
Projects				
73001-660-4017	Saturna Density Review	3,000.00	0.00	3,000.00
73001-660-4069	Saturna Integrated Sustainability Plan	3,000.00	0.00	3,000.00
TOTAL Project Expenses		<u>6,000.00</u>	<u>0.00</u>	<u>6,000.00</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 Licence without referral to the Local Trust Committee. All other Special Occasion Licence referrals are to be referred to the Local Trust Committee for consideration



Trust Fund Board Report to Local Trust Committees and Bowen Island Municipality September 2016

New Trust Fund Board Member – Richard Hoops Harrison

The Trust Fund Board (TFB) is happy to welcome Hoops Harrison, recently appointed as a member of the Board by the Minister of Community, Sport and Cultural Development. Hoops has a home on Saturna Island and is actively interested in Islands Trust issues. He is a lawyer specializing in civil litigation and serves as a member of the Patient Care Quality Review Boards for the Fraser Health Authority, Provincial Health Services, and Vancouver Coastal Health Authority. One vacancy remains on the Trust Fund Board; we are awaiting news of another appointment.

2016 Monitoring Reports

The TFB has accepted reports from monitoring contractors on the status of the 26 nature reserves, 24 NAPTEP covenants and 48 conservation covenants held by the Board that are not part of the NAPTEP program. The contractors report no significant issues were identified. The report includes an assessment of whether management objectives are being achieved and public safety issues are being addressed. The monitoring is also valuable for identifying other management issues that need attention.

Thetis Island

The TFB has directed staff to proceed with acquisition of a property on Thetis Island which will become a nature reserve. This is being made possible through a generous donation, an Ecological Gift and a grant from Environment Canada's Habitat Stewardship Program for Species at Risk– a great example of the kind of partnerships required to achieve land conservation on the Islands in the Salish Sea. Full details of the acquisition will be provided once the acquisition is complete.

Meanwhile, the Islands Trust Fund is continuing to support the final year of the Fairyslipper Forest campaign through social media outreach, planning and grant applications. The campaign deadline is June 2017.

Salt Spring Island

The TFB has accepted two conservation proposals to hold covenants on properties on Salt Spring Island with special natural values. Both covenants will be co-held with the Salt Spring Island Conservancy.

The Board has considered possible roles in protecting Owl Island. TFB land protection projects are usually initiated by a proposal from, or on behalf of, a landowner. The TFB is not in a position to be actively involved at this time but will continue to monitor the situation.

Property management activities

A draft revised management plan for the Cyril Cunningham Nature Reserve has been provided to partners for comment.

Hornby Island

A small celebration was held with partners to mark registration of the TFB's second conservation covenant on Hornby Island protecting Garry Oak meadow and mature forest. As often happens, unexpected challenges arose but the TFB is grateful for the landowner's vision and determination to see this protection completed.

Bowen Island

Property management activities

The feasibility of building a viewing platform at Fairy Fen Nature Reserve is being explored. The management plan for Singing Woods Nature Reserve is scheduled for revision.

Denman Island

Property management activities

Discussions are taking place with BC Parks and Denman Conservancy Association about trail relocation at the Morrison March Nature Reserve.

The TFB is negotiating a covenant for the Settlement Lands with the Denman Conservancy Association and has been working with them on the ecological baseline for the properties.

Gabriola Island

Property management activities

Vandalism and trail maintenance are on-going issues at the Elder Cedar Nature Reserve. Staff are seeking design and cost estimates for creating a boardwalk around the large western red cedar tree. A draft management plan for the Burren's Acres Nature Reserve has been circulated to partners.

Lasqueti Island

Property management activities

There is continuing monitoring of the restoration work at the Mount Trematon Nature Reserve following damage caused by trespass activities last year (no repeat problems this year). The management plan for the Kwell Nature Reserve will be revised next year.

North Pender Island

Property management activities

Three beautiful and informative interpretive panels have been installed in a kiosk at the Medicine Beach Nature Sanctuary, with thanks to our partner the Pender Island Conservancy Association for coordinating, and thanks to Tsartlip elder and language teacher John Elliott and forage fish expert Ramona de Graff for sharing their knowledge and time.

Please feel free to contact members of the Trust Fund Board or Islands Trust Fund staff for more details.

Tony Law, Chair tlaw@islandstrust.bc.ca
Islands Trust Fund itfmail@islandstrust.bc.ca



DATE OF MEETING: October 20, 2016
TO: Saturna Island Local Trust Committee
COPY: Robert Kojima, Regional Planning Manager
FROM: Regina Robinson, Planning Team Assistant
SUBJECT: Proposed Saturna Island LTC 2017 Meeting Schedule

The proposed Southern Gulf Islands 2017 Meeting Schedule is attached for consideration. The intent is to adopt the Saturna Island Local Trust Committee regular business meeting schedule for the upcoming year.

The LTC meets bi-monthly on the 3rd Thursday of the month alternating between the Community Hall and Rec & Cultural Centre. The following dates have been proposed: February 17, April 20, June 15, October 19, and November 17.

The following exceptions are noted to the preferred timing:

- Friday, February 17 instead of February 16 due to LPC meeting conflict
- Friday, November 17 instead of November 16 due to LPC meeting conflict

If the LTC is in agreement with this proposed schedule they 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.

ATTACHMENTS

1. Southern Gulf Islands Draft 2017 Meeting Schedule

Southern Planning Team

DRAFT 2017 LTC Regular Meeting Schedule

CHAIR	LB	GG	GG	GG	PL	
Date	Galiano (GL)	Mayne (MA)	North Pender (NP)	Saturna (SA)	South Pender (SP)	Conflict
January		30	26			
February	6	27	23	17*	14	16
March	6	27				
April	3	24	6*+27	20	11	
May	1	23*	25			
June	5	26	28*	15	13	
July	10*	24	27			
August						
September	11*	18*	21*		19*	12, 25, 28
October	2	30	26	19		
November	6	27	23*	17*	14	16, 30
December	4					
Frequency:	Monthly (10/year)	Monthly (10/year)	Monthly (10/year)	Bi-monthly (5/year)	Bi-monthly (5/year)	
Designated day:	1st Monday	Last Monday	Last Thursday	3rd Thursday	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 Mtgs	10	10	10	5	5	

Rationale for 2017 Draft Schedule

- Feb 17 instead of Feb 16 for SA LTC – LPC conflict
- May 23 (Tuesday after long weekend) instead of May 29 for MA LTC – TPC Conflict
- July 10 instead of July 3 for GL LTC – Canada Day weekend
- Sept 11 instead of Sept 4 for GL LTC – Labour Day weekend
- Sept 21 instead of 28 for NP LTC – UBCM conflict
- Sept 18 instead of Sept 25 for MA LTC – UBCM conflict
- Sept 19 instead of Sept 12 for SP LTC – Trust Council conflict
- Nov 23 instead of Nov 30 for NP LTC – SSI LTC conflict
- Nov 17 (Fri) instead of Nov 16 for SA LTC - LPC conflict

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

Key Dates

Stat Holidays	Jan 1; Feb 13; Apr 14, 17; May 22; July 1; Aug 7; Sept 4; Oct 9; Nov 11; Dec 25, 26
LGLA	Feb 1-3
SD (46,61, 63, 68,71,79) Spring Break	Mar 13-24; Mar 20-24; Mar 17-31
Trust Council	March 14-16
AVICC	April 7-9
LGMA Conference	May 16-18
PIBC	May 30 - June 2
Trust Council	June 20-22
Trust Council	Sept 12-14

UBCM	Sept 25-29
Trust Council	Dec. 5-7
TPC Dates	Feb 20, May 29, Aug 21, Nov 6
LPC Dates	Feb 16, May 24, Aug 17, Nov 16
FPC Dates	Jan 17, Feb 28, May 31, Aug 23, Oct 18, Nov 18
EC Dates	Jan 18, Feb 8 Mar 1, April 5+26, May 17, June 7, July 12, Aug 2+30, Oct 4 and 25, Nov 8
SSI LTC Dates	Jan 12, Feb 9, Mar 2+23, Apr 13, May 4, Jun1 (27), Jul 6 (21), Aug 3 (10), Sep 7, Oct 5, Nov 2+30,

Trustee Conflicts

Busheikin	EC, LPC, FPC
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

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 there 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 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).