



Saturna Island Local Trust Committee Regular Meeting Agenda

Date: May 20, 2021
Time: 11:30 am
Location: Electronic Meeting

		Pages
1.	CALL TO ORDER	11:30 AM - 11:40 AM
2.	APPROVAL OF AGENDA	
3.	TRUSTEE REPORT	
4.	CHAIR'S REPORT	
5.	TOWN HALL AND QUESTIONS	11:40 AM - 11:50 AM
6.	COMMUNITY INFORMATION MEETING	
	None	
7.	PUBLIC HEARING	
	None	
8.	MINUTES	11:50 AM - 12:00 PM
8.1.	Local Trust Committee Minutes Dated February 18, 2021 (for Information)	3 - 8
8.2.	Section 26 Resolutions-without-meeting Report Dated May 2021	9 - 9
9.	BUSINESS ARISING FROM THE MINUTES	
9.1.	Follow-up Action List Dated May 2021	10 - 11
10.	DELEGATIONS	12:00 PM - 12:20 PM
10.1.	Capital Regional District - Southern Gulf Islands Transportation Integration Plan	12 - 13
11.	CORRESPONDENCE	
	<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>	
12.	APPLICATIONS AND REFERRALS	12:20 PM - 12:40 PM

12.1.	SA-DP-2021.1 (Fjordbotten) - Staff Report (attached)	14 - 50
13.	LOCAL TRUST COMMITTEE PROJECTS	
14.	REPORTS	12:40 PM - 12:50 PM
14.1.	Work Program Reports (attached)	
14.1.1.	<u>Top Priorities Report Dated May 2021</u>	51 - 51
14.1.2.	<u>Projects List Report Dated May 2021</u>	52 - 52
14.2.	Applications Report Dated May 2021 (attached)	53 - 54
14.3.	Trustee and Local Expense Report Dated February 2021 (attached)	55 - 55
14.4.	Adopted Policies and Standing Resolutions (attached)	56 - 59
14.5.	Local Trust Committee Webpage	
14.6.	Islands Trust Conservancy Report Dated January 2021	60 - 62
15.	NEW BUSINESS	12:50 PM - 1:10 PM
15.1.	Business Licenses – Memo (attached)	63 - 63
15.2.	Draft Annual Report Wording - for approval (attached)	64 - 64
	That the Saturna Island Local Trust Committee approves the format and outline of contents for the 2020/21 Annual Report.	
16.	UPCOMING MEETINGS	
16.1.	Next Regular Meeting Scheduled for July 22, 2021 - Location: TBD	
17.	TOWN HALL	1:10 PM - 1:20 PM
18.	CLOSED MEETING	
	None	
19.	ADJOURNMENT	1:20 PM - 1:20 PM

ADOPTED



Saturna Island Local Trust Committee

Minutes of Regular Meeting

Date: February 18, 2021
Location: Electronic Meeting (Zoom Webinar)

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

Staff Present: Robert Kojima, Regional Planning Manager
Brad Smith, Senior Planner
Phil Testemale, Planner 2
William Shulba, Freshwater Specialist
Carly Bilney, Recorder
Maple Hung, Planning Assistant (Host)

Public: There were approximately 3 attendees in the Zoom Webinar.

1. CALL TO ORDER

Chair Patrick called the meeting to order at 11:33 a.m. She acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. TRUSTEE REPORT

Trustee Middleton reported on the following:

- A committee has been established to seek a consultant in its review of the Islands Trust;
- The review is seeking to assess how well the Islands Trust is achieving its mandate to preserve and protect; and
- The review is designed to build the Islands Trust's organizational sustainability.

Trustee Brent reported on the following:

- As alternate director for the Capital Regional District (CRD), Trustee Brent has attended Parks and Recreation Commission meetings as well as meetings related to water service, First Nations topics, transportation, finance and regional issues; and
- There are many opportunities for increased collaboration between the Regional District and the Islands Trust.

4. CHAIR'S REPORT

Saturna Local Trust Committee
Electronic Business Meeting Minutes
February 18, 2021

ADOPTED

Page 1 of 6

Chair Patrick reported on the following:

- The next Trust Council meeting is scheduled for March 9-11;
- There is an open house meeting scheduled for March 3, which will include an opportunity to submit questions related to the policy statement work; and
- The budget will be passed at the March meeting.

5. TOWN HALL AND QUESTIONS

Town Hall was held and the following comments were made:

- Support was expressed for SA-DVP-2020.1 (Peretz);
- Support was expressed for including an ecological consideration in assessing SA-DVP-2020.1 (Peretz);
- Trustees were urged to continue the work begun to resolve parking issues near the Saturna Point Store; and
- A desire was expressed for the Local Trust Committee (LTC) to set ecological baselines that can be measured against in the future.

6. COMMUNITY INFORMATION MEETING

None

7. PUBLIC HEARING

None

8. MINUTES

8.1 Local Trust Committee Minutes Dated January 26, 2021 (for Adoption)

The following amendment to the minutes were presented for consideration:

On top of page 7 of the current agenda package (page 4 of the January 26, 2021 LTC Minutes), says, "It was agreed that Planner Smith will communicate with original meeting participants and coordinate with agencies for a future meeting."

The suggested amendment would change the sentence to say, "It was agreed Trustees will communicate..."

By general consent the minutes were adopted as amended.

8.2 Local Trust Committee Bylaws No. 129 and 130 Public Hearing Record Dated January 26, 2021 (For Receipt)

Received for information.

8.3 Local Trust Committee Bylaw No. 132 Public Hearing Record Dated January 26, 2021 (For Receipt)

Received for information.

8.4 Section 26 Resolutions-without-meeting Report – None

9. BUSINESS ARISING FROM THE MINUTES

9.1 Follow-up Action List Dated February 2021

Discussion was held about interim sanctuary zones for the recovery of Southern Resident Killer Whales and the following comments were made:

- Laws regarding the issue are not yet harmonized between Washington State and British Columbia;
- The commercial whale watching season will be severely impacted if the US/Canada border remains closed throughout the summer; and
- The LTC will support Transport Canada in its outreach initiatives regarding the sanctuary zones.

10. DELEGATIONS

None

11. CORRESPONDENCE

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

12. APPLICATIONS AND REFERRALS

12.1 SA-DVP-2020.1 (Peretz) - Staff Report

Planner Testemale provided a summary of the report regarding SA-DVP-2020.1 (Peretz).

SA-2021-011

It was Moved and Seconded,

that the Saturna Island Local Trust Committee approve issuance of Development Variance Permit application SA-DVP-2020.1 (Peretz); and

CARRIED

SA-2021-012

It was Moved and Seconded,

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*.

CARRIED

13. LOCAL TRUST COMMITTEE PROJECTS

13.1 Groundwater Sustainability Project – Presentation by William Shulba

Islands Trust Groundwater Specialist William Shulba presented the Groundwater Sustainability Strategy and the following comments were made:

- The project provides important empirical information on groundwater in the Islands Trust region;
- The project will allow the LTC to consider next steps and staff to do further analysis with respect to the Official Community Plan and Land Use Bylaws and new policies;

- Galiano and North and South Pender Islands have made this a top priority project, while Mayne Island has chosen to see how the project unfolds on other islands; and
- The Regional Planning Committee has received a briefing of the technical review of the project as well as a briefing on the applicability of the groundwater mapping to land-use planning and conservation.

14. REPORTS

14.1 Work Program Reports

14.1.1 Top Priorities Report Dated February 2021

Received for information.

Discussion was held about time constraints and whether or not the parking project should be addressed by the LTC within the public sphere or handled, instead, by residents.

14.1.2 Projects List Report Dated February 2021

Received for information.

14.1.3 Review of Projects – Discussion

Received for information.

By general consent item 2 - Amenity Zoning and Accessible Housing Review – and item 5 – Watershed Lands - DPA – were removed from the Projects Report.

Discussion was held about whether rainwater catchment could be a sustainable primary supply of water and whether cisterns should be required; the following comments were made:

- Water storage is useful;
- Requiring that a building be equipped with a cistern is difficult as current bylaws do not adequately define cistern;
- Requiring water storage and determining what water source goes into cisterns (eg. rainwater vs groundwater storage) are two separate considerations;
- Local Trust Committees taking this issue up in a regional approach would strengthen regulatory resolve; and
- There is need to provide clarification on items 3 and 4 of the Projects List – Review of drinking water regulations and Secondary suites - potable water source.

14.2 Applications Report Dated February 2021

Received for information.

14.3 Trustee and Local Expense Report Dated December 2020

Received for information.

14.4 Adopted Policies and Standing Resolutions

Received for information.

14.5 Local Trust Committee Webpage

14.6 Islands Trust Conservancy Report Dated November 24, 2020

SA-2021-013

It was Moved and Seconded,

that the Islands Trust Conservancy Report has been received.

CARRIED

14.7 ITC Forest Conservation Outreach Campaign - Briefing November 2020 (attached)

Received for information.

15. NEW BUSINESS

15.1 Salt Spring LTC Letter re Short Term Vacation Rental Communications and Strategies

Chair Patrick described the initiative led by Salt Spring LTC regarding Short Term Vacation Rental strategies.

SA-2021-014

It was Moved and Seconded,

that Trustee Brent would attend the meeting re Short Term Vacation Rental Communications and Strategies.

CARRIED

16. UPCOMING MEETINGS

16.1 Electronic Meetings

SA-2021-015

It was Moved and Seconded,

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.

CARRIED

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

17. TOWN HALL

No comments were made.

18. CLOSED MEETING

None

19. ADJOURNMENT

By general consent the meeting was adjourned at 1:20 p.m.

Laura Patrick, Chair

Certified Correct:

Carly Bilney, Recorder



Resolutions Without Meetings Log

Saturna Island

Resolution Number	Action	Date
2021-002	Carried	12-Apr-2021
That the Saturna Island Local Trust Committee regular electronic meeting minutes of February 18, 2021, be adopted as presented.		



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: 31-Aug-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: 31-Aug-2021	In Progress

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	Completed
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	Completed

Follow Up Action Report

Saturna Island

18-Feb-2021

Activity	Responsibility	Dates	Status
1 8.1 January 26, 2021 special meeting minutes adopted as amended	Brad Smith Maple Hung	Target: 19-Mar-2021	Completed
2 12.1 SA-DVP-2020.1 (Peretz) application approved - issue permit, close out file, update Tapis, Brad to review related subdivision referral to confirm if all conditions are met and letter can be issued	Brad Smith Jas Chonk Maple Hung Phil Testemale	Target: 19-Mar-2021	Completed
3 14.1.3 Remove watershed lands and amenity zoning projects from projects list	Brad Smith	Target: 25-Feb-2021	Completed



Southern Gulf Islands Transportation Integration Plan

Capital Regional District | April 2021

Project Background & FAQs

The Capital Regional District has initiated a project to develop a Southern Gulf Islands (SGI) Transportation Integration Plan. The Plan will create a blueprint to move from ideas to action for new transportation opportunities on and between the largest Southern Gulf Islands: Galiano, Mayne, Saturna, and North and South Pender Islands (and with links to Sidney and Salt Spring Island).

The project will develop a plan for an integrated transportation system that includes walking and cycling networks, viable public transit options, and passenger ferries to supplement travel between the islands.

The SGI Transportation Integration Plan will build on past studies and consider a new CRD service to advance community goals of sustainability, livability, and mobility throughout the region.

1. What are the project's goals?

The main project deliverables for the SGI Transportation Integration Plan include:

- Developing and costing out transportation service options that are practical, feasible and right-sized to meet the needs for each community and inter-island connection.
- Undertaking community mapping and engagement to confirm existing trail networks, determine future priorities and refine recommendations.
- Outlining the actions and recommending how a CRD transportation service could be structured to enable the creation, phasing and integration of land-based public transportation, inter-island water passenger service, and supporting active transportation improvements on each of the Southern Gulf Islands (Galiano, North and South Pender, Mayne and Saturna).
- Understanding the CRD's role in how it can best support identified community needs and integrated transportation systems going forward.

2. What are the timelines?

The project aims to deliver draft recommendations in summer 2021, undertake community mapping and gather feedback from residents and visitors on the draft recommendations in late summer/early fall 2021, and then revise and deliver the final project report by the end of this year.



3. How do Islanders provide input and get involved?

We encourage islanders to sign up to be added to the project contact list at <https://www.crd.bc.ca/sgi-transportation> to receive project updates and alerts for how to provide feedback.

The project is guided by a steering committee led by CRD SGI Community Liaisons and other staff, as well as a Transportation Advisory Group made up of community and transportation representatives from each of the islands.

The project builds on a large amount of resident feedback and analysis already undertaken through past initiatives. The project team will be reaching out to other community stakeholders in the first phases of the project to check in on past recommendations, current needs, new opportunities and potential partnerships.

As the impacts of COVID 19 hopefully lessens in the late summer and early fall—and ideally as part-time residents and visitors return—the project will engage the public to review and provide feedback on the draft findings and proposals before the recommendations are finalized based on input. The public engagements will include both virtual and online options, as well as hopefully some in-person opportunities at key locations.

4. Why is the CRD undertaking this project?

The CRD is undertaking this project to respond to resident requests for regional coordination of public transit and transportation alternatives.

In its role as a Regional District, the CRD can facilitate outcomes on behalf of the community to support the implementation of services and infrastructure. The CRD can support administrative coordination and can access infrastructure funding from other levels of government. Also, unlike non-profit societies, Regional Districts can hold Licenses of Occupation in the Provincial Road Right of Way that are needed for road side trails.

The CRD's SGI Community Economic Sustainability Commission ("CESC") has previously requested the CRD establish a new Transportation Commission for the SGI EA. Under the Regional District service model, a Commission can be established to advise on or administer a service. Service establishment requires voter assent through a referendum process.

5. How does this project relate to other work underway in the area, such as the BC Ferries Southern Gulf Islands Schedule Consultation?

This SGI Transportation Integration Plan complements work already underway at BC Ferries and the CRD process will be monitoring the outcomes of that project closely. BC Ferries will be consulted as a stakeholder in this work.

The goal is to not duplicate BC Ferries and other services on the islands but instead consider how we can build from this to make them even more connected and interconnected.

6. What are the potential benefits of this work?

One of the project goals is to integrate public transportation options with active transportation trails to encourage visitors to leave their cars at home and arrive on foot or by bicycle. This would free up space on the ferries for locals, while also offering island residents more transportation options.

Similarly, the CRD's project will consider what water-based passenger ferry services can be considered to complement the BC Ferries service and further strengthen inter-island connections, resilience and our economies.

7. Hasn't this already been studied? Do we really need another project and why now?

Yes, past studies have taken place that have looked at active transportation, land-based public transportation and passenger ferry services within the Southern Gulf Islands. However, these tended to look at the components separately. Also, since that time, new service models and technologies have emerged such as on-demand transit services and multi-modal apps that have the ability to plan out and coordinate transportation for users across multiple types of transportation.

Depending on the project's outcomes and public feedback, the timing potentially enables the electorate to consider requesting the CRD to formally establish a transportation service through a referendum in tandem with the 2022 municipal election.

Capital Regional District

625 Fisgard Street, Victoria BC, V8W 2S6

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www.crd.bc.ca

DATE OF MEETING: May 20, 2021

TO: Saturna Island Local Trust Committee

FROM: Brad Smith, Island Planner
Southern Team

COPY: Robert Kojima, Regional Planning Manager

SUBJECT: Development Permit
Applicant: Glenn Fjordbotten
Location: 130 Cliffside Road, Saturna Island (PID: 023-423-501)

RECOMMENDATION

1. That the Saturna Island Local Trust Committee approve issuance of Development Permit SA-DP-2021.1 (Fjordbotten).

REPORT SUMMARY

This report is to consider a Development Permit Area 2 – Bluffs (DPA 2) application in relation to a constructed stairway structure located in DPA 2 at the rear edge of the subject property, at 130 Cliffside Road. An associated bylaw enforcement file was opened in July 2019 (SA-BP-2109.2) and the property owner is now seeking remedy to legalize the structure.

Subsection G.2.2. of the Saturna Island Official Community Plan No. 70, 2010 (OCP) states that the location (siting) of any structures within DPA 2 requires the proponent to obtain a development permit. In this case, a development permit is being sought retroactively as the stairs are already built.

The above recommendations are supported as:

- The property owner has agreed to remove the section of the structure that currently extends beyond the Natural Boundary of the Sea (NBS) onto the foreshore;
- A professional report has been provided which concludes that installation of the stairs was in an already highly disturbed area and has created minimal additional impact;
- The proposed development permit (DP) conditions ensure further impacts are minimized and include specific restoration measures for areas impacted by stairway construction; and,
- Any future modification to the structure, including maintenance activities where additional habitat impacts might occur, would require a new DP.

BACKGROUND

A DP application for the subject property was received by the Islands Trust in January 2021. The purpose of the DP application is to address a stairway structure that has been constructed within DPA 2 without a DP issued.

Figure 1 shows the location of the subject property at 130 Cliffside Road. There is currently a residence and associated accessory structures on the upland portion property closer to the road.

The stairway in DPA 2 was built in approximately 2016. There are no other structures in DPA 2.

Figure 1 – Subject Property



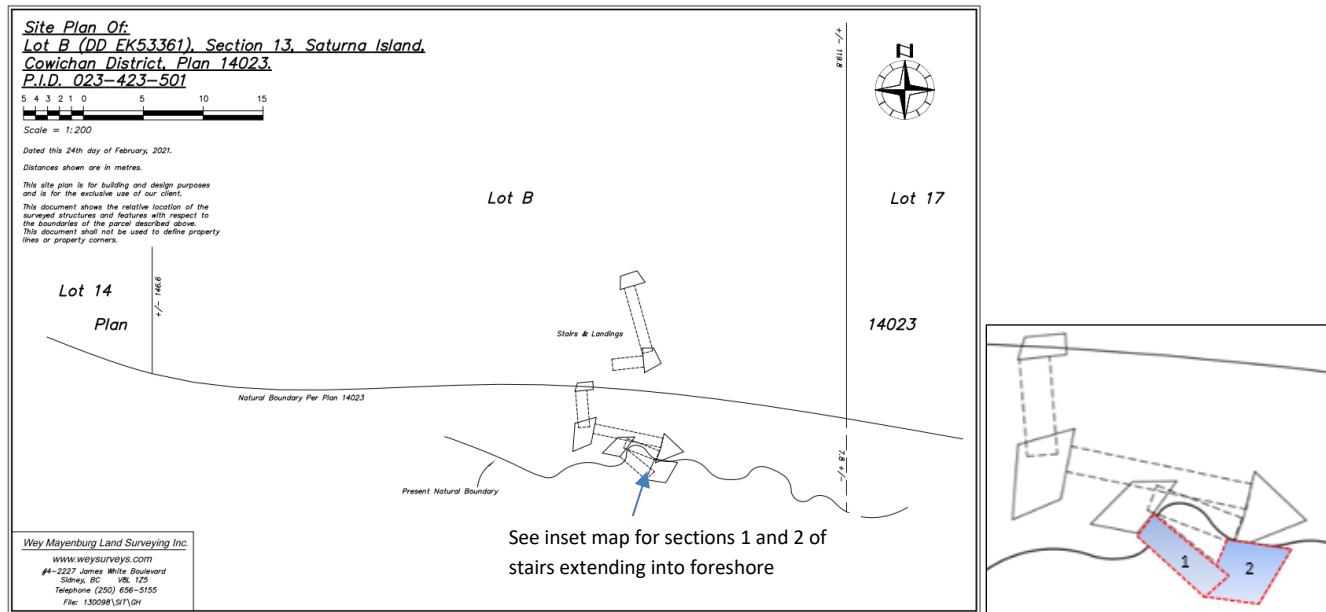
Figure 2 shows the DPA 2 areas located on the subject property.

Figure 2 – “Bluff” Development Permit Areas on Subject Property



Figure 3 shows the site plan for the stairway structure. The bottom portion of the stairway structure and landing extends beyond the NBS onto the foreshore, as shown in the smaller inset map.

Figure 3 – Site Plan of stairway structure and sections extending into foreshore



Staff conducted a site visit on April 7, 2021. During this site visit the impact of historical land clearing and blasting on the cliff edge by a previous owner were readily evident. The blasted opening provided easier access to the cliff edge for construction of the stairs which significantly reduced additional impacts of construction (Figure 4).

Figure 4. Site photos showing significant land clearing in DPA 2 and blasting of opening on cliff edge



This staff report and associated DP only consider the impacts of stairway construction in DPA 2, they do not provide recommendations with respect to broader habitat restoration on the subject property.

The environmental assessment report does include recommendations for habitat rehabilitation on the subject property beyond the footprint of the stairs. Staff understand that the property owner is receptive to implementing these recommendations voluntarily over time.

Additional site context is provided in Attachment 1. Site plans, maps and photos are included in Attachment 2. A copy of proposed permit SA-DP-2021.1 (Fjordbotten) is included as Attachment 3. The report by a Qualified Environmental Practitioner (QEP) is included as Attachment 4.

Policy/Regulatory

Islands Trust Policy Statement

The application is consistent with the following Islands Trust Policy Statements:

- 3.1.3 Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
- 3.4.4 (") address policies related to the aesthetic, environmental and social impacts of development.
- 3.4.5 (") address the planning for and regulation of development in coastal regions to protect natural coastal processes

Official Community Plan

The property is designated as **Rural** in the OCP.

Section 6.2 of the OCP includes **Bluffs Development Permit Area** objectives and guidelines. The intent of the Bluffs DPA is to preserve the natural values, landscape and scenic qualities of the designated bluffs on Saturna Island. Guidelines for the **Bluffs Development Permit Area** include:

- **G.2.9** The habitat should be left undisturbed.
- **G.2.10** Any proposed development must not provide predators access to nesting and roosting areas nor disturb fragile root systems for the stunted tree growth, shrubs, grasses, lichens and mosses.
- **G.2.11** If development is permitted, it should be undertaken only under the supervision of a qualified or recognized professional biologist or botanist, with advice from the Ministry of Environment, Lands and Parks, the Department of Fisheries and Oceans, or Environment Canada. The report should indicate the type of conditions that should be incorporated into the development permit to achieve the objectives and comply with the guidelines of this development permit area. Guidelines for Subdivision in the Bluffs Development Permit Area.

Sub-section G.2.2 of the OCP requires that a development permit be obtained for the removal of trees or other vegetation and for the siting of any structures.

Land Use Bylaw

The property is designated as **Rural General** (RG) in the Saturna Island Land Use Bylaw No. 119 (LUB).

Despite subsection 2.5.1 of the LUB, a development variance permit is not required for the stairway encroachment in the setback from the natural boundary as subsection 2.5.2 of the LUB allows for 'stairways' to be sited within 7.6 metres upland of the natural boundary of the sea. The stairs and landing are not permitted in the marine zone.

Results of Ecological Assessment

An environmental assessment report was submitted by Caurinus Environmental dated November 2, 2020 (Attachment 4). The report includes background and history, a desktop data review, results of a site inventory, impact assessment of stairway structure construction (and broader environmental degradation) within DPA 2, mitigation measures and recommendations, monitoring requirements and conclusions.

In general, the report found that *'despite significant historical disturbance to the Bluff DPA at the subject property in the form of blasting carried out by the previous landowner, the installation of the stairway structure*

was completed with minimal additional disturbance'. The report also found that significant restoration work is required in the Bluff DPA in the form of invasive plant removal and revegetation with native species.

The proposed conditions in the DP only address the recommendations of the QEP report that relate specifically to the stairway structure. In general this includes:

- Removal of the bottom portion of the stairway structure and landing that extends beyond the NBS as identified in Schedule A of the draft permit;
- Maintenance of the stairway structure;
- Site restoration specific to stairway construction; and,
- Monitoring, consisting of a follow-up assessment within two years by a QEP to confirm removal of the portion of the structure in the NBS and that site restoration is consistent with the DP conditions.

Consultation

There is no public or agency consultation regularly associated with a DP application. In addition, there is no statutory notification required.

First Nations

Islands Trust reviews all applications/permits using Remote Access to Archaeological Data (RAAD) mapping to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. Further to that review, staff have directed the applicant to the following guidelines:

- All archaeological and cultural heritage is protected under the *Heritage Conservation Act* and areas of archaeological potential may contain undocumented archaeological sites which would be automatically protected under the *Heritage Conservation Act* (including all intact or disturbed sites) and require a permit from the BC Archaeology Branch. Further information regarding permits: <https://www2.gov.bc.ca/gov/content/industry/natural-resource-use/archaeology/permits>.
- In the event that archaeological features or materials are found, either intact or disturbed on the subject property, stop work immediately and contact the BC Archaeology Branch at 250-953-3334 or archaeology@gov.bc.ca.
- Any impacts, would include the following: landscaping, tree removal, digging, using heavy equipment, development, fencing, footings, or any form of groundwork.
For more information regarding registered archaeological sites and archaeological potential on the subject property, submit an Archaeological Information Request Form: www.archdatarequest.nrs.gov.bc.ca, or contact Islands Trust to access mapping of the subject property.

Rationale for Recommendation

The recommendations on page 1 are supported as:

- The property owner has agreed to remove the section of the structure that currently extends beyond the NBS;
- A professional report has been authored which concludes that installation of the stairs was in an already highly disturbed area and has created minimal additional impact;
- The proposed DP conditions ensure further impacts are minimized and include specific restoration measures for areas impacted by stairway construction; and,
- Any future modification to the structure, including maintenance activities where additional habitat impacts might occur, would require a new DP.

ALTERNATIVES

The LTC may consider the following alternatives to the staff recommendation:

1. Request further information

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

Resolution:

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

2. Make amendment(s) to draft development permit

The LTC may consider amending or including additional conditions in the development permit.

Resolution:

That the Saturna Island Local Trust Committee direct staff to make the following amendments to draft development permit DP-SA-2021.1 (Fjordbotten) _____.

3. Deny the application

The LTC may deny the application. If this alternative is selected, the LTC should specify which guideline(s) the application does not comply with.

Resolution:

That the Saturna Island Local Trust Committee deny application SA-DP-2021.1 (Fjordbotten) as it does not comply with guideline _____.

NEXT STEPS

Upon a resolution from LTC, staff will:

- Issue the development permit and schedule reminder in file for submission of monitoring report

Submitted By:	Brad Smith, Island Planner	May 12, 2021
Concurrence:	Robert Kojima, Regional Planning Manager	May 12, 2021

ATTACHMENTS

1. Site Context
2. Site Plan, Maps, Photos
3. Draft Development Permit SA-DP-2021.1 (Fjordbotten)
4. QEP Environmental Assessment Report

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	Lot B (DD EK53361) Section 13 Saturna Island Cowichan District Plan 140
PID	023-423-501
Civic Address	130 Cliffside Road, Saturna Island
Lot Size	0.77 hectares (1.91 acres)

LAND USE

Current Land Use	Residential
Surrounding Land Use	Residential, Open Waters

HISTORICAL ACTIVITY

File No.	Purpose
None	n/a

POLICY/REGULATORY

Official Community Plan Designations	Saturna Island OCP No. 70, 2010 Designation: Rural (R) Development Permit Areas (DPAs): • DPA 2 – Bluffs
Land Use Bylaw	Saturna LUB No. 119, 2018: Rural Residential (RR)
Other Regulations	None
Covenants	None
Bylaw Enforcement	SA-BE-2019.2 - Stairway structure in DPA 2 Bluffs

SITE INFLUENCES

Islands Trust Conservancy	There are no Conservancy covenants or properties in the direct area; therefore no referral has been made to the Board.
Regional Conservation Strategy	The proposal does not impact the objectives and priorities of the Islands Trust Conservancy regional conservation plan.
Species at Risk	None
Sensitive Ecosystems	There are <i>Woodland</i> sensitive ecosystems on the subject property. The location of the stairway structure largely avoids these sensitive habitats and is an area already highly modified.
Hazard Areas	The rear edge of the property has moderate and steep slopes which are captured within the Bluffs DPA 2

Archaeological Sites	Islands Trust reviews all applications/permits using Remote Access to Archaeological Data (RAAD) mapping to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. Further to that review, staff have directed the applicant to the following guidelines: • All archaeological and cultural heritage is protected under the <i>Heritage Conservation Act</i> and areas of archaeological potential may contain undocumented archaeological sites which would be automatically protected under the <i>Heritage Conservation Act</i> (including all intact or disturbed sites) and require a permit from the BC Archaeology Branch. Further information regarding permits: https://www2.gov.bc.ca/gov/content/industry/natural-resource-use/archaeology/permits. • In the event that archaeological features or materials are found, either intact or disturbed on the subject property, stop work immediately and contact the BC Archaeology Branch at 250-953-3334 or archaeology@gov.bc.ca. • Any impacts, would include the following: landscaping, tree removal, digging, using heavy equipment, development, fencing, footings, or any form of groundwork.
Climate Change Adaptation and Mitigation	Restoration requirements in DP will improve habitat resiliency
Shoreline Classification	Sediment Shoreline - Bluff
Shoreline Data in TAPIS	No evidence of Eelgrass Beds.

ATTACHMENT 2 – MAPS, PLANS, DRAWINGS, PHOTOGRAPHS

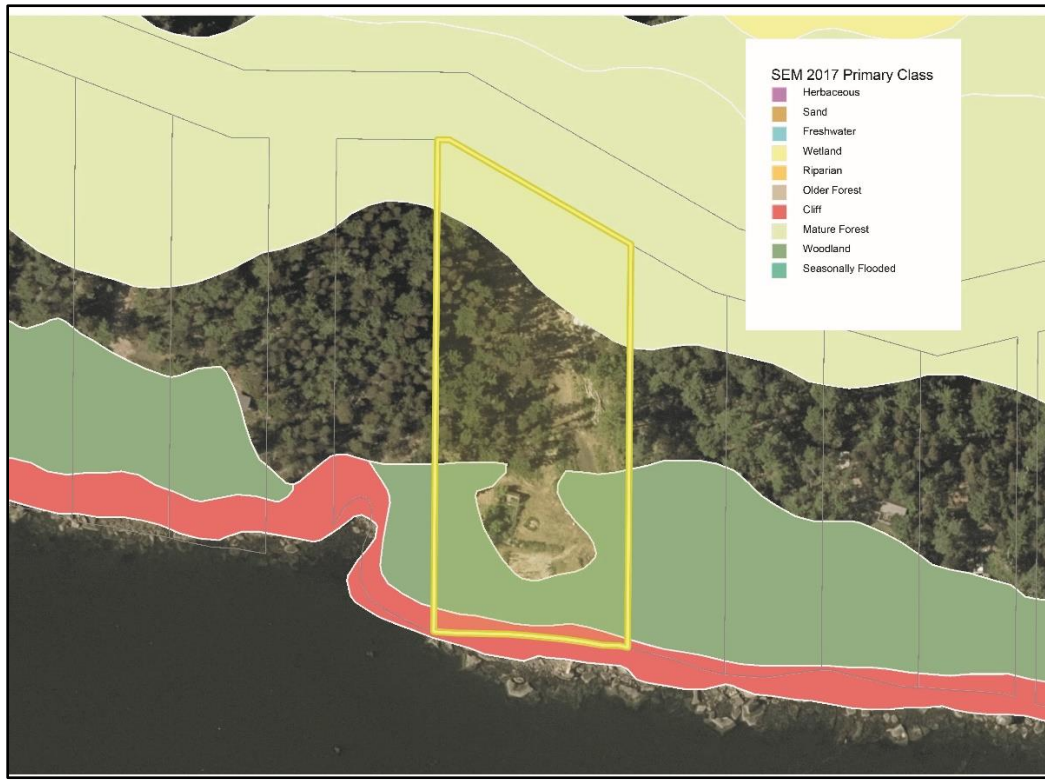
2.1 ORTHOPHOTO AND ZONING



2.2 DPAs



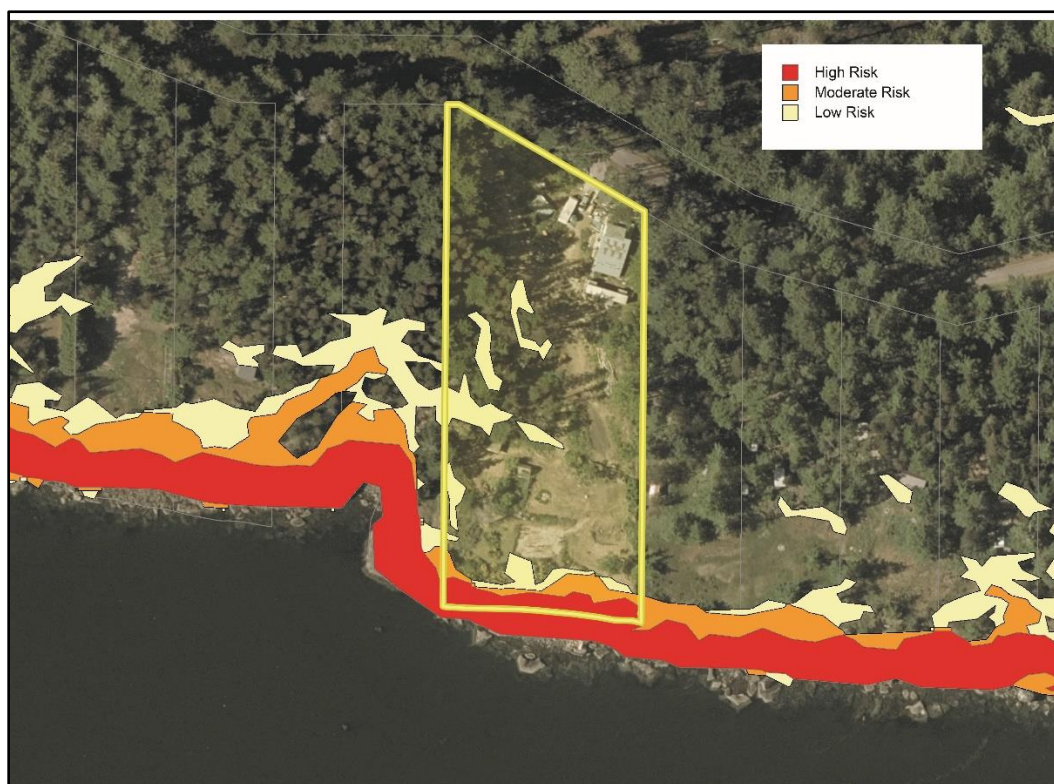
2.3 SENSITIVE ECOSYSTEM MAPPING



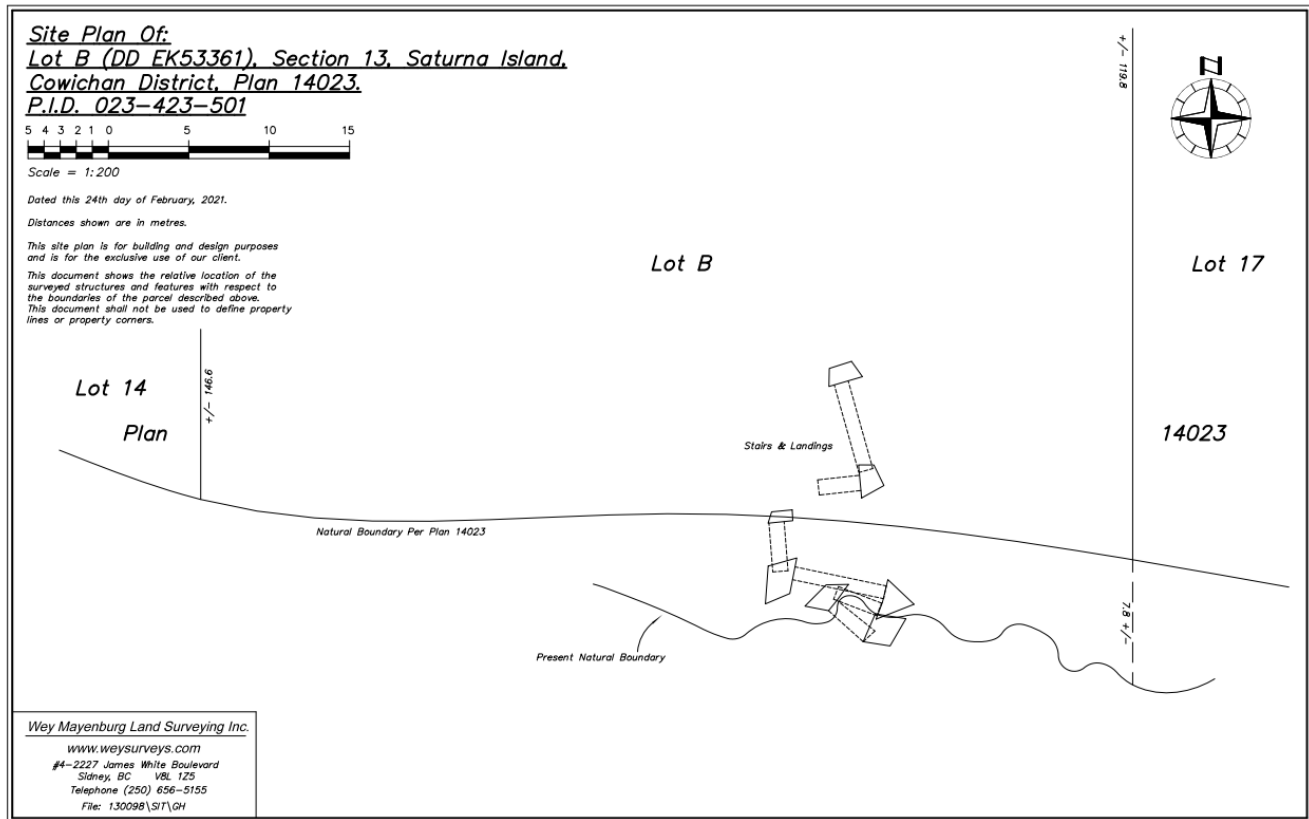
2.4 SHORELINE AND MARINE ECOSYSTEMS



2.5 STEEP SLOPE MAPPING



2.6 SITE PLAN



2.7 SITE PHOTOS

PHOTO 1. TOP OF BLUFF



PHOTO 2. TOP OF STAIRS



PHOTO 3. TOP HALF OF STAIRS



PHOTO 4. BOTTOM HALF OF STAIRS



PHOTO 5. BOTTOM PORTION OF STAIRS BEYOND NATURAL SEA BOUNDARY THAT IS REQUIRED TO BE REMOVED





**SATURNA ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT SA-DP-2021.1**

To: Glenn Fjordbotten

1. This Development Permit (the "Permit") applies to the land described below:

130 Cliffside Road, Saturna Island
Lot B (DD EK53361) Section 13 Saturna Island Cowichan District Plan 140
PID: 023-423-501
2. This Development Permit SA-DP-2021.1 authorizes development within **Development Permit Area 2 - Bluffs** subject to the following requirements and conditions:

Modification of Stairway Structure

- (a) The permit holder shall, within six (6) months of the issuance of this permit, remove the bottom portion of the stairway structure and landing that extends beyond the Natural Boundary of the Sea onto the foreshore, as identified in Schedule A of this permit.
- (b) The permit holder shall minimize disturbance during stairway modification and ensure undeveloped habitat is maintained in a natural state.
- (c) Stairway modification shall only be undertaken during dry weather and not during periods of prolonged rainfall.
- (d) Stairway modification shall not occur within the Gulf Islands region songbird annual peak nesting period of May 1 to July 22.
- (e) There shall be no additional modifications to the stairway structure beyond those described in Schedule A.

Maintenance of Stairway Structure

- (f) The permit holder shall minimize disturbance during stairway maintenance and ensure undeveloped habitat is maintained in a natural state.
- (g) Maintenance shall only be undertaken during dry weather and not during periods of prolonged rainfall.
- (h) Maintenance shall not occur within the Gulf Islands region songbird annual peak nesting period of May 1 to July 22.

Site Restoration

- (i) Landscaping and restoration of natural areas within the DPA shall only use native plant species.
- (j) Dead or declining trees, downed logs, snags and leaf litter shall be maintained within the DPA.

- (k) Native plant species shall be seeded into the fissures and ledges along the bluff immediately beneath and adjacent to the stairway where soil disturbance has occurred during installation to further stabilize thin soils.
- (l) Planted seeds shall be irrigated as necessary to ensure survival. Irrigation methods shall minimize soil run-off and other habitat disturbance.
- (m) Removal of invasive plants shall be undertaken to ensure survival of planted seeds.

Site Monitoring

- (n) A site monitoring letter by a Qualified Environmental Professional (QEP) shall be submitted to Islands Trust within two (2) years of issuance of this permit that:
 - a. Confirms the portion of the stairway structure and landing on the foreshore has been removed in accordance with Schedule A of this permit; and,
 - b. Confirms that the site restoration is consistent with the DP conditions.
- 3. The area described herein shall be developed in accordance with the terms, conditions and provisions of this Permit, and any plans and specifications attached to this Permit, which shall form a part thereof.
- 4. Any further development within the designated Development Permit Area will require a new Development Permit, or a Development Permit Amendment.
- 5. 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, and/or Saturna Island Official Community No. 70, 2010 and to obtain other approvals necessary for the lawful completion of the proposed development.

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

Deputy Secretary, Islands Trust

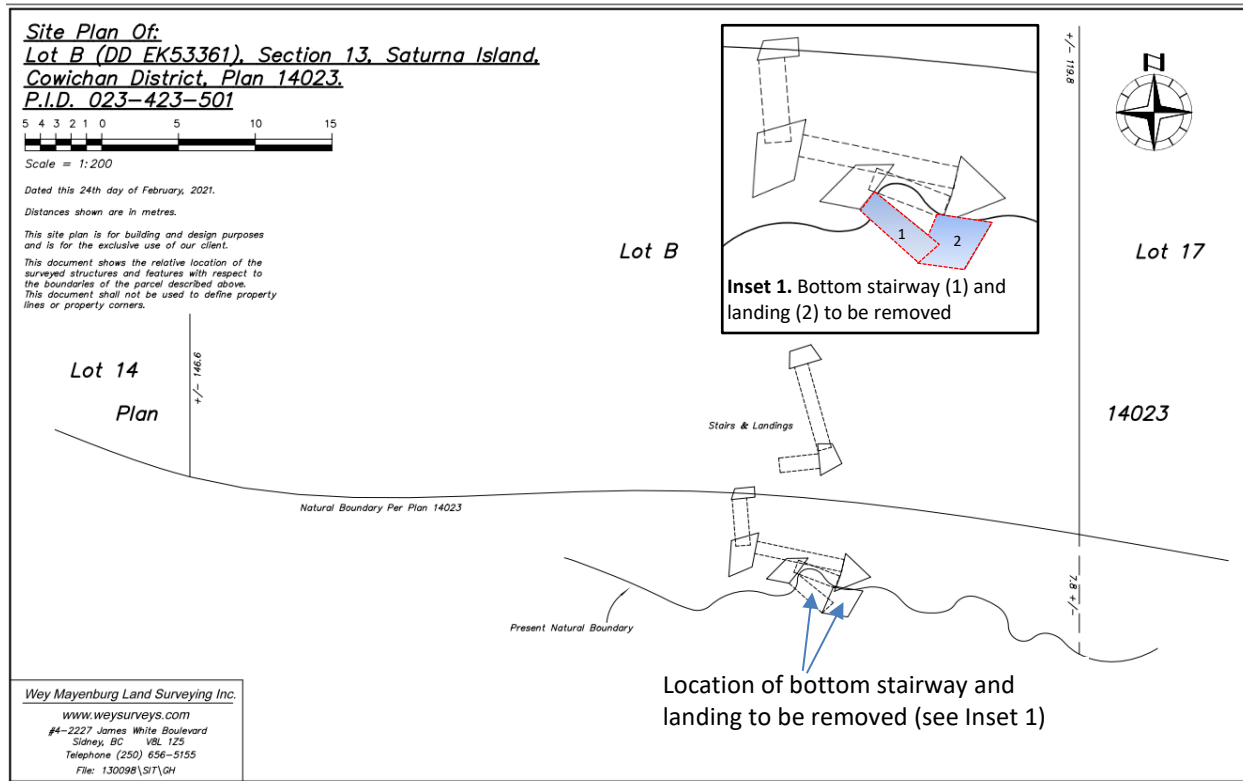
Date Issued

IF THE DEVELOPMENT HEREIN IS NOT COMMENCED BY XX, THIS PERMIT AUTOMATICALLY LAPSES.

SATURNA ISLAND LOCAL TRUST COMMITTEE

DEVELOPMENT PERMIT SA-DP- 2020.1

Schedule "A": Site Plan including Portion of Stairway Structure to be Removed



Environmental Assessment of 130 Cliffside Rd, Saturna Island, BC

Submitted To:

Glenn Fjordbotten

On

November 2, 2020

Prepared By:

Dan Baxter and Erin O'Brien



Caurinus Project No.: CE2020007

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1.0 Introduction

In March 2020, Caurinus Environmental was retained by Glenn Fjordbotten to complete an environmental inventory, condition and impact assessment with respect to existing stairs leading to the foreshore which were constructed in the Bluffs Ecosystem DPA. This construction occurred within the designated Development Permit Area Two: Bluffs ecosystem located on Saturna Island at 130 Cliffside Road (Figure 1). The purpose of this report is to provide a complete environmental inventory, impact assessment and strategies with other disciplines to guide any proposed restoration activities in an environmentally responsible manner.



Figure 1. Saturna Island; Gulf Islands (Google Earth 2020).

The subject property is located in the Saturna Island Local Trust Area, Capital Regional District (CRD), and is approximately 0.7730 ha (1.91 acres) in size. The property is located on Cliffside Rd. approximately 2 km from East Point (Figure 2). The legal description for the parcel is:

- Lot B Plan, VIP14023, Section 13, Land District 16, Portion Saturna Island DD EK53361 (PID: 023-423-501)

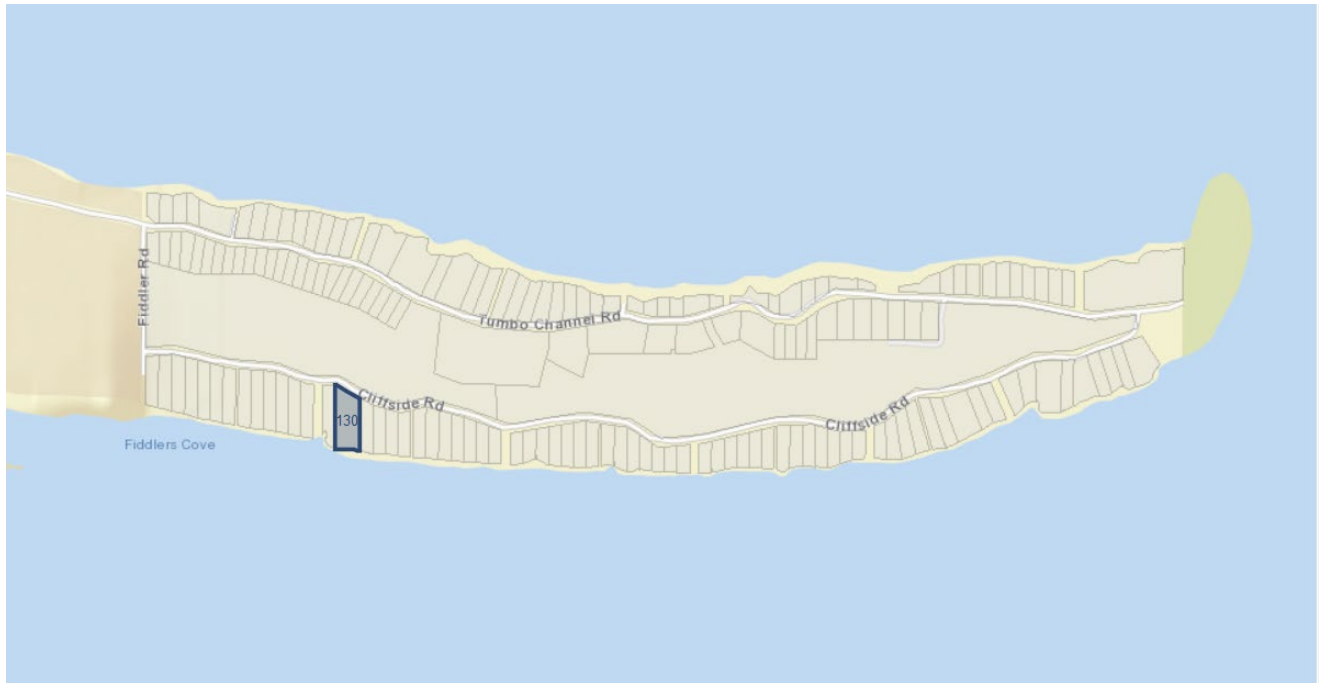


Figure 2. 130 Cliffside Road on Saturna Island (e-valueBC, BC Assessment 2020).

The purposed area is currently zoned RR2 (Rural Residential) in a strata lot with adjacent property to the east and west also designated as rural residential. The subject property falls under the jurisdiction of the Saturna Island Local Trust Area and consequently must conform to the Saturna Island Official Community Plan Bylaw No.70, 2018. Both phases of the environmental assessment are included in this report: Ecological Assessment Phase as well as Impact Assessment and Mitigation Phase. Other regulatory frameworks which also guide the assessments and strategies within this report include, but are not limited to:

1. Species at Risk Act (SARA) - Federal
2. Migratory Birds Convention Act – Federal
3. Wildlife Act – Provincial

2.0 Supporting Inventories

A review of current information pertaining to the subject property and surrounding areas was conducted using the following resources:

- Biogeoclimatic maps and online satellite imagery of the subject property
- BC Conservation Data Centre (CDC)
- Ecocat, Ecosystems Report Catalogue
- Terrestrial Ecosystem Mapping

2.1 Physical Resources

Humid Temperate Ecodomain

In British Columbia, the ecosystems of the Gulf Islands originate from the most southerly extent of the Humid Temperate Ecodomain extending from the continental slope and shelf, all the coastal islands, adjacent mountains, the central interior plateau, and the southern interior mountains. The climate is characterized by strong seasonal cycles of temperature and precipitation with a distinct winter (CPAWS 2005; Demarchi 2011).

Humid Maritime & Highlands Ecodivision

This Ecodivision occurs along the coast from the western edge of the Continental Slope eastward to the effective height of land on the Coast Mountains, including the Nass Basin and Nass Ranges. This Ecodivision's climate is temperate, with abundant rainfall throughout the year, but with reduced precipitation in summer. Coniferous tree species that occur include Douglas-fir (*Pseudotsuga menziesii*), Western redcedar (*Thuja plicata*), Western hemlock (*Tsuga heterophylla*), Sitka spruce (*Picea sitchensis*), amabilis fir (*Abies amabilis*), and yellow-cedar (*Chamaecyparis nootkatensis*). In the extreme south of the province, where it is much drier, it contains arbutus (*Arbutus menzeisii*) and Garry oak communities (CPAWS 2005; Demarchi 2011).

Georgian Depression Ecoprovince (GED)

This ecoprovince lies between the Vancouver Island Mountains and Olympic Mountains to the west and the southern Coast Mountains and northern Cascade Ranges to the east. In British Columbia, the Georgia Depression Ecoprovince is a large basin that encompasses the southeastern Vancouver Island Mountains, the Nanaimo Lowlands, and the Gulf Islands in the west, the Strait of Georgia in the middle, and the Georgia Lowlands and Fraser Lowlands in the east (CPAWS 2005; Demarchi 2011).

SGI - Southern Gulf Islands Ecoregion

These islands occur from Newcastle and Gabriola islands south to Chatman, Discovery and Chain islands, including the inter-island channels and sounds that extend across the Strait of Georgia, and the San Juan Islands in Washington. The islands consist of folded and faulted shale and sandstone/conglomerate, with some volcanic stocks intermixed. This has resulted in the many linear valleys and island separations. The northwesterly aligned folded structure and the eroding power of southeasterly moving glacial ice have resulted in the prominent northwesterly-southeasterly alignment of the Gulf Islands. As the glaciers retreated, it resulted in very deep deposits of sediments on this lowland. Streams that originate here are short and often ephemeral, drying in the summer (CPAWS 2005; Demarchi 2011).

2.2 Topography

The bedrock geology plays a large role in the topography of the islands. Saturna Island bedrock is categorized as the Late Cretaceous Nanaimo Group with the strata consisting of alternating interbeds of sandstone, shale, and some conglomerate. This has led to the steep rugged topography following the trends of the major resistant bedrock units (sandstones and conglomerates), with the valleys being comprised of sandy or clay soils located over less resistant shale and along fault lines (Allen and Suchy 2001; Kenney et al. 1988; Kohut et al. 2001). Locally, the region including the surveyed property has been incised heavily and scraped down to the bedrock with large deposits of sediment throughout (Kohut et al. 2001).

2.3 Hydrology

Soils, climate, vegetation cover, and surface topography work together in a complementary manner. Soils directly influence the infiltration rate of rainfall, the rate of surface runoff, and ultimately the groundwater recharge/discharge as well as soil moisture content (Kenney et al. 1988). The Saturna soils are well drained. They are moist throughout the late fall to spring but are droughty during summer. During and shortly after wet periods, water may flow laterally through the saturated subsoil on top of sloping bedrock. The surface water drainage system consists of Lyall Creek, one small creek that drains into Narvaez Bay, and multiple small ephemeral streams. Money Lake, which is man-made, provides municipal water to many households in the Lyall Harbour area. Several wetlands are situated throughout the island, both at high and low elevations (Allen and Suchy 2001).

2.4 Biological

2.4.1 Biogeoclimatic Ecosystem

In British Columbia, resource managers have advocated Terrestrial Ecosystem Mapping (TEM) as a means to establish natural resource baselines for planning and management purposes. Furthermore, these databases are to be used by stakeholders and resource planners to provide guidance for the private sector and all levels of government regarding conservation and management at a meaningful scale, such as community development plans, and to do so in a common language.

Climate, topography and surface geology influence the site hydrology, which in turn influences the biological resources on site. This ecological principle is fundamental to most Ecological Landscape Classifications. The vegetation assessment utilizes the Biogeoclimatic Ecosystem Classification (BEC) which is used extensively throughout British Columbia to report and describe terrestrial ecosystems. In the BEC system, climate is the most significant determinant of ecosystems, influencing soil characteristics which in turn influence the climax (old growth) vegetation, its composition and structure.

The subject property is located in the CDFmm - Moist Maritime Coastal Douglas-fir subzone occurring in the Southern Gulf Islands (Pojar and Mackinnin 1994). The Southern Gulf Islands ecosystems are heavily influenced by the rain shadow of the mountains on Vancouver Island and Washington's Olympic Peninsula. This results in warm, dry summers and mild, wet winters. The Southern Gulf Islands fall predominantly into the Coastal Douglas-Fir biogeoclimatic zone. The most common tree species found are Douglas-fir, Western redcedar and Garry oak (*Quercus garryana*). Other common species include salal (*Gaultheria shallon*) and Oregon grape (*Mahonia aquifolium*) in upland areas, wild rose (*Rosa acicularis*), snowberry (*Symphoricarpos albus*) and oceanspray (*Holodiscus discolor*) in rocky outcrops, and bigleaf maple (*Acer macrophyllum*), sword fern (*Polystichum munitum*), and salmonberry (*Rubus Spectabilis*) in moister regions (Meidinger and Pojar 1991; Demarchi 2011).

The following ecosystems were noted within the subject property (Ministry of Environment 2003; Figure 3):

- **CDFmm DS/01: Douglas-fir – Salal**
- **CDFmm DO/03: Douglas fir – Onion Grass**
- **CDFmm RR/00: Rural Residential**
- **CDFmm CL:Cliff Coastal**

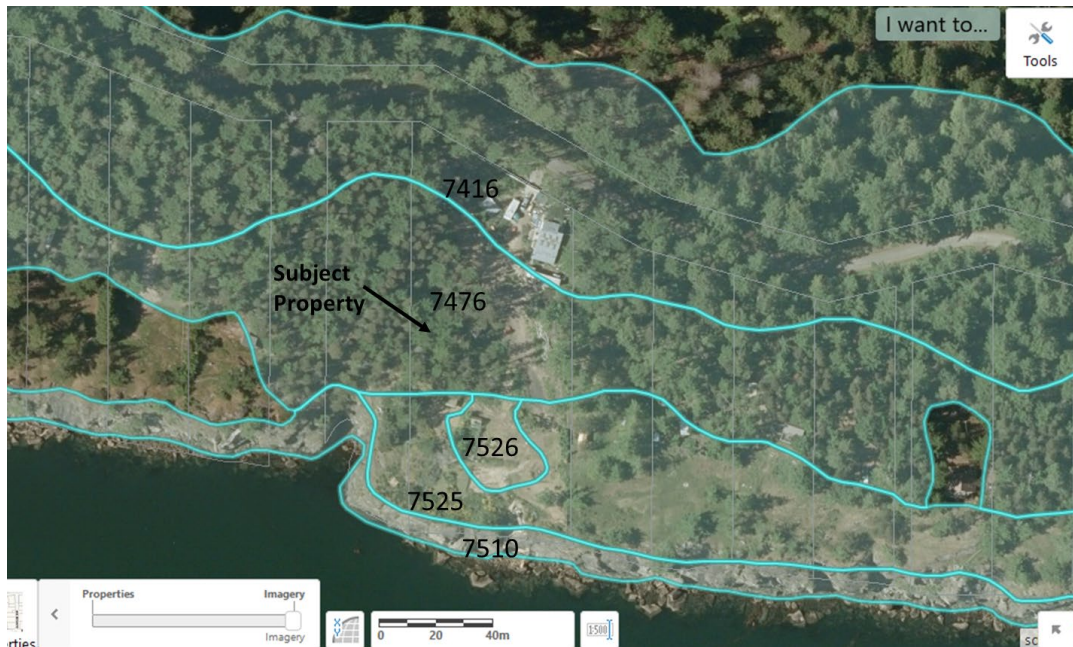


Figure 3. Property Ecosystems: (7416: 100% Douglas-Fir-Salal, Mature Forest; 7476: 100% Douglas-Fir-Salal, Young Forest; 7525: 100% Douglas-fir – Onion Grass, Young Forest; 7526: 100% Rural Residential, 7510: 100% Cliff Coastal (Islands Trust (MapIT) 2020)

Bluffs Ecosystem DPA

Portions of the property have been locally designated as a Bluffs Ecosystem DPA by the Islands Trust. This designation includes bluffs that have at least 30% slope and frequently include vertical and overhanging rockfaces. They are generally restricted to dry and exposed sites with variable aspects and shallow soil veneers. These sites provide suitable habitat for rare plants, well-protected nesting sites for terrestrial and ocean birds as well as a refuge for species particularly susceptible to habitat disturbance. The Bluffs Ecosystem DPA present is designated provincially as Cliff Coastal, with a specific classification of Rock outcrop with a Primary Unit Stage: Sparse/bryoid (Figure 4).



Figure 4. Bluffs Ecosystem DPA within the subject property. 7510: Cliff Coastal - Primary Unit Classification Rock outcrop; Primary Unit Stage Sparse/bryoid

3.0 Site Inventory

Dan Baxter (B.Sc., R.P.Bio) and Erin O'Brien (Ph.D.) of Caurinus Environmental conducted a site visit and review of current information pertaining to the subject property and surrounding areas in August 2020. The review included online satellite imagery, reports, independent studies and recent Terrestrial Ecosystem Mapping (TEM). The subject property is accessed from Cliffside Dr. (Figure 2). The property begins on the south side of the road accessed by a gate leading to the property, with a gentle downward slope beginning from the northern property boundary and continuing steeply south towards the ocean. The property has been previously disturbed by historic land use and selective logging and much of it is in a state of regeneration.

3.1 Conservation Data Centre

British Columbia Conservation Data Centre (CDC) is an extension of the Ministry of Environment and Climate Change Strategy and is the provincial coordinator of tracking rare and endangered species (native plants, animals, and natural plant communities) in British Columbia on provincial, national and international levels. Documented locations of sensitive (at-risk or endangered) and non-sensitive species were reviewed for the area using a 1 km search radius; no known sensitive species occurrences have been reported in the area (Data review: August 29, 2020).

3.2 Flora

The ecosystems on the property categorized by the Islands Trust (Figure 3) were as follows:

- **7416: 100% Douglas-Fir-Salal, Mature Forest**
- **7476: 100% Douglas-Fir-Salal, Young Forest**
- **7525: 100% Douglas-fir – Onion Grass, Young Forest**
- **7526: 100% Rural Residential**
- **7510: Development Permit Area Two: Bluffs – 100% Cliff Coastal**

The following section summarizes the provincial Terrestrial Ecosystem Mapping TEM - ecosystems found on the subject property site. The following ecosystems were identified in a literature review and confirmed during the survey of the property:

Woodland - CDFmm: Coastal Douglas-fir Zone, Moist Maritime

- **CDFmm DS/01: Douglas-fir – Salal**

Forested site dominated by Douglas-fir with association with grand fir (*Abies grandis*) and Western redcedar. Typical site conditions for zonal DS forests are mid to upper slope positions and gentle topography. Soils are most often moderately-well to well drained and medium-textured loamy soils. Understory species can include snowberry, pinegrass (*Calamagrostis rubescens*), birch-leaved spirea (*Spiraea betulifolia*), salal, dull Oregon-grape (*Mahonia nervosa*), oceanspray, sword fern and Oregon beaked moss (*Eurhynchium oregonum*).

- **CDFmm DO/03: Douglas fir – Onion Grass**

The tree layer of this habitat classification is dominated by Douglas-fir with Garry oak present on warm aspects; arbutus is the only other tree species present. It is typically found on crests to upper slopes where bedrock is near the surface or forms outcrops. Soils are shallow, mostly sandy loamy, often with moderate coarse fragments, but can be deeper where Garry oak is present. The shrub layer is sparse with small amounts of oceanspray and hairy honeysuckle (*Lonicera hispidula*) as well as regeneration of the overstory species. The herb layer is diverse with many annual and perennial species.

The Douglas-fir/onion grass plant community is provincially **Red** Listed (B.C. List Status 2020) and is ranked S1 (critically imperiled; Provincial Conservation Status 2020) in British Columbia. This rare ecological community occurs within a very small but highly urbanized range. Historically, this community has a very restricted range, and occurs infrequently in mostly small patches within the natural landscape. Of the remaining ~1%, only 3 km² has been identified as mature or old forest (BC Ministry of Water, Land and Air Protection 2004). This ecological community has experienced significant declines as a result of permanent conversion to urban land cover, rural developments, and road infrastructure. This habitat is situated in areas with favourable scenic aspects and is in high demand for new and re-development in the region; hence, it has been depleted to near-extirpation in British Columbia. Threats include development, agriculture, fire suppression, invasive species, recreational use, grazing and browsing by domestic livestock and the overabundance of deer (BC Ministry of Water, Land and Air Protection 2004).

Rural Residential - CDFmm: Coastal Douglas-fir Zone, Moist Maritime

- **CDFmm RR/00: Rural Residential**

The Rural Residential classification describes any area that has undergone modifications by which residences and other human developments have altered the natural habitat such that natural processes and functions have been hampered and native plant communities are not supported.

Cliff - CDFmm: Coastal Douglas-fir Zone, Moist Maritime

- **CDFmm CL:Cliff Coastal**

This habitat can be defined by having a very steep slope of exposed bedrock, which may include steep-sided sand bluffs. Generally, there are portions of rocky outcrops that are gentle to steep, bedrock escarpment or outcropping, with little soil development and sparse vegetation. This coastal cliff has a marine influence, generally near-vertical bedrock with accumulation of soil limited to fissures and ledges. These open ledges and horizontal fissures are known to provide avian nesting sites. Cliff crevices can be used for roosting bats while deep crevices are used for shelter and overwintering of snakes and lizards.

Habitat description

The subject property was assessed during the site visit for the possible occurrence of all provincially Red- and Blue-listed species as well as federal Species at Risk Act-scheduled species.

Site Inventory Description:

All polygons on the property have been previously disturbed either from clearing for development or selective logging. The vegetation survey was comprised solely of the *Bluffs Ecosystem DPA (7510)*, where development has already occurred. The area around the top portion of the stairway shows significant historical disturbance by the previous landowner in the form of cliff rock removal via blasting (pers. comm. Glenn Fjordbotten); this has created a small vegetated alcove which supports the top landing of the stairway (Plate 1). The Bluffs Ecosystem is sparsely vegetated with the majority of the plants occurring at the top of the ridge, and other individual species located in small crevices and ledges along the rock face. The plants detected during the site survey are presented in Table 1; only Scotch broom (*Cytisus scoparius*) was invasive. No species at risk were detected during the vegetation survey. However, the timing of our inventory (summer) would not preclude the potential occurrence of rare species at some other point during the growing season (this would apply to all plant species). Given the prior disturbance to the area, however, it is unlikely such species would be found on site.

Table 1. List of plant species detected at 130 Cliffside Road, Saturna Island, BC.

Common Name	Scientific Name	Origin Status	BC Status ¹	BC List ²	COSEWIC ³
Oceanspray	<i>Holodiscus discolor</i> var. <i>discolor</i>	Native	S5	Yellow	Not Listed
Western fescue	<i>Festuca occidentalis</i>	Native	S5	Yellow	Not Listed
Wallace's selaginella	<i>Selaginella wallacei</i>	Native	S5	Yellow	Not Listed
California broomrape	<i>Aphyllon californicum</i>	Native	S4	Yellow	Not Listed
California poppy	<i>Eschscholzia californica</i>	Exotic	SNA	Exotic	Not Listed
Oregon gumweed	<i>Grindelia stricta</i>	Native	S5	Yellow	Not listed
Scotch Broom	<i>Cytisus scoparius</i>	Exotic	SNA	Exotic	Not Listed
Nootka Rose	<i>Rosa nutkana</i>	Native	S5	Yellow	Not Listed
Field wormwood	<i>Artemisia campestris</i>	Native	S5	Yellow	Not Listed
Sedge sp.	<i>Carex</i> sp.	.	.	.	.
Broad-leaved stonecrop	<i>Sedum spathulifolium</i>	Native	S5	Yellow	Not Listed
Brittle Prickly-pear Cactus	<i>Opuntia fragilis</i>	Native	S5	Yellow	Not Listed
Yarrow	<i>Achillea millefolium</i>	Native	S5	Yellow	Not Listed
Douglas-fir	<i>Pseudotsuga menziesii</i>	Native	S5	Yellow	Not Listed

¹BC Status: <https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/conservation-data-centre/explore-cdc-data/status-ranks>

<https://explorer.natureserve.org/AboutTheData/Statuses>

²BC List: <https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/conservation-data-centre/explore-cdc-data/red-blue-yellow-lists>

³COSEWIC: <http://www.cosewic.ca/index.php/en-ca/assessment-process/wildlife-species-assessment-process-categories-guidelines/status-categories>

Plate 1. Alcove created by historical blasting work at the top of the cliff, forming the present top landing of the stairs at 130 Cliffside Rd., Saturna Island BC.



3.3 Fauna

During the site visit, all provincially Red- and Blue-listed species as well as Species at Risk Act-scheduled species were assessed for possible occurrence on the subject property. This wildlife assessment only considers

vertebrate animals. The study area was carefully assessed for evidence of recent or past use by wildlife species. The following species were detected during the survey of the property:

Birds

The following fifteen terrestrial, and one marine bird species were observed on or adjacent to the property during the site visit, with one species at risk detected (barn swallows; Table 2). The birds detected on site are typical for the area in late summer. Barn swallow nests, as well as approximately 12 adults and recently fledged young were detected within 20 m of the base of the stairs, on the east side of the rockface (Plate 2). This aerial insectivore generally nests in barns, open buildings, under bridges, in caves or cliff crevices, usually on vertical surfaces close to ceilings or overhangs. Adults usually return to the same nesting area in successive years with first year adults often returning to within 30 km or closer to their natal site (Safran 2006). No heron or raptor nests were detected during the site visit.

Table 2. List of bird species detected at 130 Cliffside Road, Saturna Island, BC (Species listing status data: BC Conservation Data Centre 2020).

Common Name	Scientific Name	Origin Status	BC Status ¹	BC List ²	COSEWIC ³
Northern Flicker	<i>Colaptes auratus</i>	Native	S5	Yellow	Not Listed
Bald Eagle	<i>Haliaeetus leucocephalus</i>	Native	S5B, S5N	Yellow	NAR
Townsend's Warbler	<i>Setophaga townsendi</i>	Native	S5B	Yellow	Not Listed
Common Raven	<i>Corvus corax</i>	Native	S5	Yellow	Not Listed
American Robin	<i>Turdus migratorius</i>	Native	S5	Yellow	Not Listed
Osprey	<i>Pandion haliaetus</i>	Native	S5B	Yellow	Not Listed
Red Crossbill	<i>Loxia curvirostra</i>	Native	S5	Yellow	Not Listed
Belted Kingfisher	<i>Megasceryle alcyon</i>	Native	S4, S5	Yellow	Not Listed
Barn Swallow	<i>Hirundo rustica</i>	Native	S3, S4B	Blue	T (2011)
Turkey Vulture	<i>Cathartes aura</i>	Native	S4	Yellow	Not Listed
House Finch	<i>Carpodacus mexicanus</i>	Native	S5	Yellow	Not Listed
Pine Siskin	<i>Spinus pinus</i>	Native	S5B	Yellow	Not Listed
Spotted Towhee	<i>Pipilo maculatus</i>	Native	S5	Yellow	Not Listed
White-crowned Sparrow	<i>Zonotrichia leucophrys</i>	Native	S5	Yellow	Not Listed
Dark-eyed Junco	<i>Junco hyemalis</i>	Native	S5	Yellow	Not Listed
Pigeon Guillemot	<i>Cepphus columba</i>	Native	S4	Yellow	Not Listed

¹BC Status: <https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/conservation-data-centre/explore-cdc-data/status-ranks>

<https://explorer.natureserve.org/AboutTheData/Statuses>

²BC List: <https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/conservation-data-centre/explore-cdc-data/red-blue-yellow-lists>

³COSEWIC: <http://www.cosewic.ca/index.php/en-ca/assessment-process/wildlife-species-assessment-process-categories-guidelines/status-categories>



Plate 2. Location of documented barn swallow nests and fledged young near the installed stairway at 130 Cliffside Rd., Saturna Island BC.

Mammals

No evidence of mammal presence was detected on the subject property during the site visit. The property is predominantly fenced to exclude black-tailed deer (*Odocoileus hemionus columbianus*); other mammals that may be present, but which were not directly surveyed, include small rodents and bats. Suitable habitats for bat roosting and nursery sites include clefts in steep rock outcrops and standing dead trees with hollow interiors or flaking bark (Nagorsen and Brigham 1993); these features are present on the subject property and may support roosting or hibernating bats.

Amphibians and Reptiles

One species of reptile was detected during our site visit (Table 3), and no species at risk were detected. We detected a Northern alligator lizard under the first landing of the stairway. These lizards have high site fidelity and require rocks and surrounding vegetation for predator avoidance. This location has many of the suitable locations for basking and hibernation such as protected rocks and crevices (Rutherford and Gregory 2003; Plate 3). No hibernacula were found on the property.

Reptile sign and observations are summarized below:

Table 3. List of reptile species detected at 130 Cliffside Road, Saturna Island, BC (Species listing status data: BC Conservation Data Centre 2020).

Common Name	Scientific Name	Origin Status	BC Status ¹	BC List ²	COSEWIC ³
Northern Alligator Lizard	<i>Elgaria coerulea</i>	Native	S4	Yellow	NAR (2002)

¹BC Status: <https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/conservation-data-centre/explore-cdc-data/status-ranks>

<https://explorer.natureserve.org/AboutTheData/Statuses>

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³COSEWIC: <http://www.cosewic.ca/index.php/en-ca/assessment-process/wildlife-species-assessment-process-categories-guidelines/status-categories>

Plate 3. Location of northern alligator lizard sighting below first landing of stairway at 130 Cliffside Rd., Saturna Island BC. Vegetated substrate is shown in the image on the right.



3.4 On Site Land Use

All polygons on the property have been previously disturbed either from clearing for development or selective logging. Currently there is an existing stairway leading to the foreshore located in the Bluffs Ecosystem DPA section of the property (Plate 4).

Plate 4. Aerial view of existing stairs on lower portion of the property (Islands Trust MapIT 2020).



The area around the top portion of the stairway has some historical disturbance in the form of cliff rock removal via blasting by the previous owner (pers. com Glenn Fjordbotten) evidenced by the large rock debris pile on the

shore at the base of the cliff (Plate 5). This blasting created a small alcove which now forms the top landing of the stairway (Plate 1).

Plate 5. Large rock debris at base of stairs showing evidence of previous rock removal by blasting at 130 Cliffside Rd., Saturna Island BC.



Minimal disturbance has occurred during the construction of the stairs down to the foreshore on the very dry and exposed cliff face (Plate 6). The stairway has been secured to the rockface using galvanized reinforcement steel saddle brackets drilled into the rock with little or no evidence of disturbance to the overall Bluffs Ecosystem DPA (Plate 7a,b). The majority of the disturbance evident was due to previous blasting activities as opposed to the recent stair construction.

Plate 6. Overview of rockface where stairs have been built at 130 Cliffside Rd., Saturna Island BC.



Plate 7a. Galvanized rebar saddle brackets supporting stairs at 130 Cliffside Rd., Saturna Island BC.



Plate 7b. Galvanized rebar saddle brackets supporting stairs at 130 Cliffside Rd., Saturna Island BC.



4.0 Impact Assessment

The existing stairway leading to the foreshore constructed within the Bluffs Ecosystem DPA has had little or no impact on the overall health and ecological integrity of this sensitive area. The stairs were built and supported using rebar saddle brackets, and there was minimal damage to the sensitive ecosystem during installation. There was evidence of some removal of the thin soils characteristic of this system in the immediate area surrounding bracket installation in the rock (Plate 8), and images of the construction itself similarly showed soil and vegetation disturbance during the installation (Plates 9, 10). This disturbance would have resulted in localized erosion and sediment transport to the foreshore below. However, soil and vegetated areas appear to have been mostly avoided during construction, with most of the installation activity occurring along the bare rock face (Plate 11). The landowner has since seeded a number of native plants in the fissures and ledges along the cliff face to assist in stabilization of the thin soils, and areas of past disturbance due to blasting are now well vegetated and hence stabilized from erosion. There is no evidence of construction materials remaining in the foreshore below. No future development activities are planned for the area, and the landowner is committed to responsible stewardship of this sensitive coastal bluff system.

Plate 8. Removal of soil veneer and associated vegetation on rock bluff resulting from stairway construction in the Bluffs Ecosystem DPA at 130 Cliffside Rd., Saturna Island BC.



Plate 9. Disturbance to soil veneer and associated vegetation on rock bluff during stairway construction in Bluffs Ecosystem DPA at 130 Cliffside Rd., Saturna Island BC. (Photo courtesy of Glenn Fjordbotten)



Plate 10. Disturbance to soil veneer and associated vegetation on rock bluff during stairway construction in Bluffs Ecosystem DPA at 130 Cliffside Rd., Saturna Island BC. (Photo courtesy of Glenn Fjordbotten)



Plate 11. Installation of wooden stairway on rock face in Bluffs Ecosystem DPA at 130 Cliffside Rd., Saturna Island BC. (Photo courtesy of Glenn Fjordbotten)



5.0 Mitigation and Recommendations

The building of the stairway to the foreshore was contrary to the overall objective of the Bluffs Ecosystem DPA as designated in the Saturna Island Official Community Plan, although much of the characteristics of the habitat have remained intact. The **Red**-listed Douglas-fir – Onion Grass habitat adjacent to the Bluffs DPA (see Figure 3) requires restoration (invasive plant removal and revegetation; see recommendations below) to ensure that this contiguous section of rare habitat remains intact, and to prevent seeding of non-native species into the DPA itself.

The Bluffs Ecosystem DPA provides habitat for rare plants, nesting sites for terrestrial and ocean birds and serves as a refuge for species susceptible to habitat disturbance. No further work or development should occur in the Bluffs Ecosystem DPA on the subject property, and any further activities on the upland portion of the property must prevent disturbance to soil and existing native vegetation in order to maintain soil stability and minimize erosion into the DPA. The **Red**-listed Douglas-fir – Onion Grass ecosystem located within the Bluffs Ecosystem DPA has been modified by human disturbance and we recommend revegetation in this and associated upland areas. Revegetation should consist of Garry oak, arbutus and Douglas-fir as canopy tree species, shrubs such as oceanspray, red-flowering currant (*Ribes sanguineum*) and saskatoon (*Amelanchier alnifolia*), and ground cover species such as kinnikinnick (*Arctostaphylos uva-ursi*), nodding onion (*Allium cernuum*), camas (*Camassia quamash*), and drought-tolerant grasses such as native fescue (e.g. *Festuca rubra*).

Scotch broom is abundant, particularly in the upland area adjacent to the Bluffs Ecosystem DPA. Broom plants should be removed from cliff face areas (where safely accessible), the top of the bluff, as well as throughout the upland area to prevent future seeding into the Bluffs DPA. Removal should be achieved by cutting the plants at

or just below the ground to avoid soil disturbance and erosional loss, as well as to reduce germination of seeds contained in the soil seed bank. (Germination is enhanced in newly disturbed soil.) Cutting plants when they are in full bloom in the spring will minimize resprouting, as all nutrients have been moved from roots into above ground parts. The upland area containing Scotch broom is large in extent, and restoration of this area will be a large job that understandably would be achieved over many years; indeed, it will take many years before Scotch broom will be fully removed from this landscape as there will be a considerable seed bank that can persist for many decades. However, broom modifies soil chemistry and prevents native species from establishing, shades out native species, and competes with native plants for access to pollinators and hence it is critical that it be eliminated from this landscape to restore it to a healthy and diverse native plant community.

Barn swallows are provincially **Blue**-listed and federally listed as **Threatened** under the Species at Risk Act, and we detected barn swallow nests and fledged young within 20 m of the base of the stairs on the east side of the rockface (Plate 2). To prevent disturbance to this species, activity around the stairs near the foreshore should be minimized during the breeding season (See Point 10 in the summary below).

The current property owner has committed to retaining and implementing any improvements necessary to maintain the natural features and character of the property. The following summary measures will help retain and enhance ecological values of the property as a whole:

1. To maintain ecological integrity of the Bluffs Ecosystem DPA and the larger property, further tree removal is not recommended. This includes standing dead trees (snags), as these features provide critical habitat for many species of birds, bats, and invertebrates. Existing seedlings or young trees should be managed to provide the best opportunity for survival (e.g. removal of competing vegetation and non-native species as needed).
2. Based on our professional opinion and in consultation with a professional forester, we recommend planting small seedlings as the best way to ensure tree root systems are able to develop undisturbed and to avoid transplant stress commonly associated with larger nursery stock. Planting small seedlings is also less invasive and can be done by hand rather than bringing in equipment to plant larger trees. This is especially relevant because replanting will be occurring in the sensitive Bluffs Ecosystem DPA and adjacent upland areas.
3. Newly planted trees and shrubs require little care; however, until they reach a sufficient height, protection from wildlife browsing will be necessary. It is recommended that cages and netting (chicken wire, stucco wire, etc.) be used to protect new seedlings and shrubs from animal damage. Cages need to be expandable to allow for plant growth while still ensuring protection from browsing. Barriers should start close to the ground and extend past the reach of deer, at least 1.5 m in height. Although the upland area above the DPA is fenced, this will ensure protection in the event the fence barrier is breached.
4. All plantings (trees, shrubs and ground cover) should be maintained by the property owner to ensure survival. For canopy trees, this is typically required until they have reached a suitable “free to grow” stage of 1.5 m. Maintenance may require browsing exclusion fencing (see #3 above), removal of invasive weeds (e.g., Himalayan blackberry *Rubus armeniacus*, Scotch broom), and some irrigation may also be necessary to ensure seedling establishment; however, the species we have recommended for planting are generally drought tolerant. Unhealthy, dying or dead stock should be replaced in the next regular planting season.
5. The removal of invasive species (particularly Scotch broom) is recommended throughout the entire property, including the Bluffs Ecosystem DPA, to prevent their continued spread and improve the quality of natural areas. See above for specific removal recommendations.

6. Ongoing seeding of native plant species into the fissures and ledges along the bluff is recommended to further stabilize the thin soils, particularly immediately beneath the stairway where soil disturbance occurred during installation.
7. All future landscaping works in the areas adjacent to the DPA will not occur during rain deposition events.
8. Minimize disturbance and maintain undeveloped habitat in as natural a state as possible.
9. Landscaping and restoration of natural areas outside the Bluffs Ecosystem DPA should be conducted using only native plant species.
10. For project planning in the Gulf Islands region, the songbird nesting window is March 12 to August 17 across all habitat types, with peak nesting occurring between May 1 and July 22 (Department of Environment and Climate Change 2020).

6.0 Monitoring and Restoration

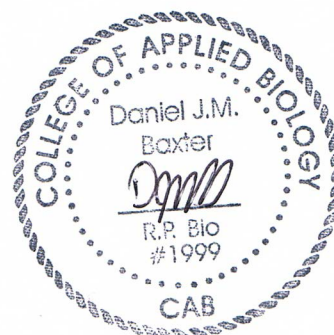
A follow-up site visit by a Qualified Environmental Professional (QEP) is recommended in the future, to assess the effectiveness of the proposed mitigation procedures. A restoration plan is not needed at this time, as the integrity of the Bluffs Ecosystem DPA has been generally maintained despite the stairway construction activities. Our recommended mitigation measures are primarily intended to enhance the adjacent disturbed ecosystem, in order to ensure protection of the DPA itself (minimize ongoing introduction of invasive species), and to directly restore the **Red**-listed Douglas-fir – Onion Grass ecosystem adjacent to the DPA.

7.0 Conclusion

Despite extreme historical disturbance to the Bluff Ecosystem DPA at 130 Cliffside Dr., Saturna Island BC in the form of blasting carried out by a previous landowner, the recent installation of a wooden stairway leading to the foreshore was completed with minimal additional disturbance to this sensitive system. Some soil and vegetation removal occurred during this recent activity, but ongoing seeding of native species by the landowner, as well as natural seeding and re-establishment, is effectively stabilizing the thin soils in the affected area. Considerable restoration of the upland Douglas-fir – Onion Grass ecosystem and top of the Bluff Ecosystem DPA is needed in the form of invasive plant removal and revegetation with native species, and it is our opinion that the guidelines and recommendations we have outlined above will ensure that further detrimental impacts to the sensitive and threatened ecosystems on the subject property can be avoided. If you have any questions or comments, please contact the undersigned at your convenience.

Respectfully Submitted,

Dan Baxter (B.Sc., R.P.Bio.) and Erin O'Brien (Ph.D.)



8.0 References

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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

Brad Smith

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.	Responsible	Date Received
Review of drinking water regulations		18-Jul-2019
3.	Responsible	Date Received
Secondary suites - potable water source		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: Brad Smith			
Planning Status			
Status Date: 12-May-2021 DP application on May 20 LTC agenda			
Status Date: 09-Apr-2021 Applicant submitted site plan and agreed to remove portion beyond natural boundary of sea			
Status Date: 07-Apr-2021 Planner conducted site visit with property owner			

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: 12-May-2021 Planner has emailed applicant seeking status update			
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			



Applications

Subdivision

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			
<u>Status Date:</u> 12-May-2021 Planner has emailed applicant seeking status update			
<u>Status Date:</u> 25-Feb-2021 Applicant continues to express interest in pursuing proposal and explore options			
<u>Status Date:</u> 10-Feb-2021 Planner emailed applicant for status update on Feb 10, 2021			
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			
<u>Status Date:</u> 12-May-2021 Planner and admin staff consolidating files and closing out file			
<u>Status Date:</u> 21-Apr-2021 Final layout plan submitted - reviewed by Planner to be consistent with conditions, final letter issued, file can be closed out			
<u>Status Date:</u> 19-Feb-2021 LTC approved DVP permit - Planner has contacted applicant seeking final subdivision layout before final conditions approval letter can be issued			

Islands Trust
LTC EXP SUMMARY REPORT F2021
Invoices posted to Month ending February 2021

660 Saturna	Invoices posted to Month ending February 2021	<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	599.45	1,518.55
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>599.45</u>	<u>2,414.55</u>
Projects				
73001-660-4077	Saturna First Nations Relations	2,000.00	1,161.65	838.35
73001-660-4110	Saturna National Park Zoning	2,000.00	1,446.45	553.55
TOTAL Project Expenses		<u>4,000.00</u>	<u>2,608.10</u>	<u>1,391.90</u>



Standing Resolutions Log

Saturna Island

Resolution Number	Action	Date
2020-006 (Standing) 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.	Carried	14-Feb-2020
2020-005 (Standing) Be it resolved that the Saturna Island Local Trust Committee fully supports the interim sanctuary zone for the recovery of Southern Resident Killer Whales (SRKWs) in the waters of the Saturna Island Local Trust Area.	Carried	14-Feb-2020
2019-047 (Standing) 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.	Carried	18-Jul-2019
2019-036 (Standing) 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.	Carried	09-May-2019
2019-017 (Standing) 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.	Carried	09-May-2019

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 January 26, 2021

Islands Trust Conservancy Board News

Due to the COVID-19 pandemic, the Islands Trust Conservancy (ITC) Board continues to hold meetings electronically due to Ministerial Orders under the Emergency Program Act and requirements or recommendations under the Public Health Act. Meetings are live-streamed and recorded, and the public can participate by connecting to the link or the phone number provided in the meeting notice. Electronic meetings have resulted in cost savings to ITC as well as reductions in travel time and greenhouse gas emissions for Board members.

Staff have posted the ITC Board meeting schedule for 2021 here:

www.islandstrustconservancy.ca/about-us/meetings/.

The ITC Board directed staff to add “Public Comments and Delegations”, a town hall opportunity, to the standing agenda, allocating 15 minutes to this new section.

An election was held for Board Chair and Vice Chair positions as required by the ITC Meeting Bylaw. Trustee Kate-Louise Stamford was elected ITC Board Chair and Trustee Sue-Ellen Fast as Vice Chair. Both positions were election by acclamation.

An update regarding ITC staffing was provided, including notes as follows:

1. ITC Manager – Kate Emmings confirmed as permanent Manager Jan 11
2. Ecosystem Protection Specialist – posted internally, confirmed Kathryn Martell in the role Feb 16
3. Communications and Fundraising Specialist – position temporarily divided into two part-time roles: Communications Specialist (Erin Coulson) and a Fundraising Specialist (Carla Funk)
4. Species at Risk Program Coordinator role (see below) – hiring expected before end of March
5. Summer Co-op Student – Field work technician, job description in development

Regional Conservation Plan Updates

The science-based and community-informed Regional Conservation Plan guides the work of Islands Trust Conservancy (ITC). ITC continues to work towards four long-term goals and 25 objectives that further conservation in the entire Islands 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

The project charter for the Species at Risk (SAR) program was reviewed and approved as interim, pending a few adjustments as discussed by the Board. The project coordinator who will ultimately complete the planning and oversee the implementation of SAR at a detailed level is still being recruited.

Goal 2 – Strong relationships with First Nations

Staff continue to work to deepen relationships with First Nation communities and governments, notably through upcoming management planning for several nature reserves and participation in the Sidney

Island Ecological Restoration Project. Staff also participated in a January training session regarding residential schools.

Goal 3 – Protection of core conservation areas

Property Management

Currently, four management plans are in development and set to complete before the end of March, including two on Gabriola Island, one on Salt Spring Island, and one on Thetis Island. See reference to open house events below regarding these four for the current year.

Land Acquisition and Covenants

The Sandy Beach Nature Reserve on Lhek'tines/Keats Island became ITC's 30th in 30 years in December 2020 and the ITC Board received a donation of land on North Pender in February 2021 (see below). Management planning will begin in the next fiscal year to create the first management plan for these new nature reserves.

Staff continue negotiations on 144 ha of land: eight covenants (S. Pender, Salt Spring [3], Keats, Bowen, Thetis, and Lasqueti) and two land acquisitions.

Goal 4 – A strong voice for nature conservation

The ITC Fund Development Action Plan was reviewed and approved as drafted, with staff directed to implement the plan.

*Please feel free to contact 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 – \$5,000 Opportunity Fund Grant paid out to Bowen Island Conservancy.

Gabriola – A management planning open house for the S’ul-hween X’pey/Elder Cedar Nature Reserve and the Coats Millstone Nature Reserve will be held on February 22, 2021. Two public surveys continue to March 15 – one for [Elder Cedar](#) and one for [Coats Millstone](#).

Galiano – ITC Manager Kate Emmings advised the Board of a declared conflict of interest regarding the Crystal Mountain conservation proposal on Galiano, and noted the file will be managed by Trust Area Services Director Clare Frater and Ecosystem Protection Specialist Kathryn Martell.

Gambier/Keats – The transfer of the Sandy Beach Nature Reserve, Keats Island, was completed on December 18, 2020, and marks the 30th nature reserve in 30 years of Islands Trust Conservancy history. News coverage of [the announcement](#) included local outlets, [Pacific Yachting](#), and the [Toronto Star](#). The ITC received a \$12,000 contribution as part of the land transfer and the ITC Board has allocated \$10,000 to create a property management fund.

Lasqueti – The ITC Board considered a response to the Lasqueti Official Community Plan referral. The Board resolution has been provided to planning staff for consideration by the Lasqueti Island Local Trust Committee.

Funded through grant programs, increased wetlands restoration work is being planned for the Salish View and John Osland nature reserves, in partnership with Lasqueti Island Nature Conservancy.

North Pender/Sidney – Funded through grant programs, restoration work is planned at Dragonfly Pond on Sidney Island. Work will pilot removal techniques for invasive parrot’s feather and American bullfrog.

The ITC received a land donation on North Pender Island in February. A formal announcement for this donation is pending.

Salt Spring – The Board approved both the 2020 update of the Deep Ridge Nature Reserve Management Plan and the Lower Mount Erskine Nature Reserve Management Plan. These will be posted to the ITC website shortly.

A management planning open house was held on February 11, 2021, with regards to the Ruby Alton Nature Reserve management plan refresh. [Public survey](#) continues to March 15.

Thetis - A management planning open house was held on February 10, 2021, with regards to the Moore Hill Nature Reserve management plan refresh. [Public survey](#) continues to March 15.

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

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

Islands Trust Conservancy itcmail@islandstrust.bc.ca

MEMORANDUM

File No.: 6500-20
Business Licensing

DATE OF MEETING: May 20, 2021
TO: Saturna Island Local Trust Committee
FROM: Robert Kojima, Regional Planning Manager
Southern Team
COPY: Stefan Cermak, Regional Planning Manager, Salt Spring Region
SUBJECT: Business Licensing

PURPOSE

To update the Local Trust Committee on a potential request to the Capital Regional District to explore the implementation of business licensing, specifically for short term vacation rentals.

- On May 6th several trustees met to discuss issues related to business licensing and STVR enforcement.
- On May 7th, the South Pender Island Local Trust Committee adopted a resolution requesting that the CRD consider the implementation of business licensing (resolution below).
- The SPLTC also requested that other southern LTCs and the Salt Spring LTC be forwarded the resolution for consideration prior to the request being sent to the CRD.
- If the LTC supports the approach, it could consider adopting a similar resolution.

SP-2021-044

WHEREAS the South Pender Island Local Trust Committee is implementing additional policies and zoning to regulate and manage short term vacation rentals on South Pender island, the Local Trust Committee lacks the full range of tools for enforcement and administration of vacation rentals;

THEREFORE the South Pender Island Local Trust Committee requests that the Capital Regional District explore the implementation of business licensing for tourist accommodation and specifically for short term vacation rentals.

CARRIED

NEXT STEPS

Once all LTCs have considered the resolution, they will be forwarded to the CRD.

Submitted By:	Robert Kojima, Regional Planning Manager	May 10, 2021
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Saturna Island Local Trust Committee

The Saturna Island Local Trust Committee (SA LTC) held four regular business meetings in the 2020/21 fiscal year and two community information meetings, two public hearings, and two special meetings.

Work for this period focused on advancing the SA LTC priorities to include and recognize First Nations presence in the Official Community Plan (OCP) amend the OCP and land use bylaw to designate the Southern Gulf Islands National Park Reserve lands, and undertake a regional mapping initiative for groundwater sustainability.

From April 1, 2020 to March 31, 2021, the SA LTC received and considered applications for one development variance permit, two development permits, and one temporary use permit.

During the same time, staff also reviewed 12 building permit referrals.