



Saturna Island Local Trust Committee

Regular Meeting Agenda

Date: May 23, 2024
Time: 11:30 am
Location: Saturna Island Community Hall
105 East Point Road, Saturna Island, BC

			Pages
1.	CALL TO ORDER	11:30 AM - 11:45 AM	
2.	APPROVAL OF AGENDA		
3.	TRUSTEE REPORT		
4.	CHAIR'S REPORT		
5.	ELECTORAL AREA DIRECTOR'S REPORT		
6.	TOWN HALL AND QUESTIONS	11:45 AM - 12:00 PM	
7.	COMMUNITY INFORMATION MEETING - None		
8.	PUBLIC HEARING - None		
9.	MINUTES	12:00 PM - 12:10 PM	
9.1	Local Trust Committee Minutes Dated March 26, 2024 (for Adoption)		4 - 8
9.2	Local Trust Committee Public Hearing Record Dated March 26, 2024 (for Receipt)		9 - 11
9.3	Section 26 Resolutions-without-meeting Report Dated May 2024		12 - 12
10.	BUSINESS ARISING FROM THE MINUTES		
10.1	Follow-up Action List Dated May 2024		13 - 15
11.	DELEGATIONS		
11.1	Saturna Island Residents and Ratepayers Association (SIRRA) - Proposal to update two bylaws (10 min presentation)		

12. CORRESPONDENCE

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

13. APPLICATIONS AND REFERRALS

12:10 PM - 12:40 PM

13.1 SA-RZ-2023.2 (Thachuk)) - Proposed Bylaws 140 and 141 - Post Public Hearing Staff Report (attached) 16 - 27

13.2 Mayne Island Local Trust Committee Referral for Draft Bylaw No. 193 (for Response) (attached) 28 - 30

That the Saturna Island Local Trust Committee interests are unaffected by the Mayne Island Local Trust Committee Draft Bylaw No. 193.

13.3 SA-ALR-2023.1 (Hall) - Submission Update

14. LOCAL TRUST COMMITTEE PROJECTS

12:40 PM - 1:40 PM

14.1 Saturna Island Local Trust Committee Draft Fees Bylaw No. 142 - Staff Report - Consideration of Adoption (attached) 31 - 38

14.2 Minor Housing Amendments Review Project - Staff Report (attached) 39 - 44

15. REPORTS

1:40 PM - 1:50 PM

15.1 Work Program Reports (attached)

15.1.1 Active Projects Report Dated May 2024 45 - 45

15.1.2 Future Projects Report Dated May 2024 46 - 46

15.2 Applications Report Dated May 2024 (attached) 47 - 49

15.3 Trustee and Local Expense Report Dated March 2024 (attached) 50 - 50

15.4 Adopted Policies and Standing Resolutions (attached) 51 - 55

15.5 Local Trust Committee Webpage

15.6 Islands Trust Conservancy Report Dated April 2024 56 - 57

16. NEW BUSINESS

1:50 PM - 2:10 PM

16.1 2023/24 Annual Report - Request for Decision (attached) 58 - 60

16.2 Advisory Planning Commission Referral - Discussion

17. UPCOMING MEETINGS

17.1 Next Regular Meeting Scheduled for July 18, 2024 at the Saturna Recreation and Cultural Centre, Saturna Island

18. TOWN HALL 2:10 PM - 2:30 PM

19. CLOSED MEETING (Distributed Under Separate Cover)

19.1 Motion to Close the Meeting

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

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

AND that the recorder and staff attend the meeting.

19.2 Recall to Order

20. ADJOURNMENT 2:30 PM - 2:30 PM

Saturna Island Local Trust Committee

Minutes of Special Meeting

Date: March 26, 2024
Location: Electronic Meeting

Members Present: David Maude, Chair (electronic)
Lee Middleton, Local Trustee (electronic)
Mairead Boland, Local Trustee (electronic)

Staff Present: Brad Smith, Island Planner (electronic)
Katherine Vogt, Recorder (electronic)

Others Present: There were approximately five (5) members of the public present.

1. CALL TO ORDER

Chair Maude called the electronic meeting to order at 1:34 p.m. He acknowledged that the meeting was held on the territory of the Coast Salish First Nations. He introduced Trustees, staff, recorder, and members of the public. He noted that Trustee Middleton was delayed and would hopefully be joining the meeting shortly.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

3. MINUTES

3.1 Local Trust Committee Minutes Dated February 15, 2024 (for Adoption)

By general consent, the Saturna Island Local Trust Committee minutes dated February 15, 2024 were adopted as presented.

4. COMMUNITY INFORMATION MEETING

4.1 SA-RZ-2023.2 (Thachuk) - Proposed Bylaws 140 and 141

Chair Maude opened the Community Information Meeting at 1:37 p.m.

Island Planner Smith explained that the Community Information Meeting was for members of the public to ask questions regarding proposed Bylaws 140 and 141 for the application SA-RZ-2023.2 (Thachuk). Bylaws 140 and 141 would amend the Land Use Bylaw and Official Community Plan by rezoning the parcel at 100/101 Payne Road to permit an additional dwelling density transferred from 201 Harris Road. The transfer would occur through a private agreement between the property owners. The Harris Road property would also offer three additional densities to the Community Amenity Density Reserve.

An applicant representative noted that the intent of the application was to separate a Tenancy-In-Common property for estate planning purposes and are purchasing a density from the Harris Rd parcel to do so.

Members of the public noted or asked the following:

- What is the square footage of the residential building and cottage on the 100/101 Payne Road property?
 - Island Planner Smith responded that there was no record of the square footage of the structures
 - If the rezoning application was to proceed, the applicants would have the right to two residential dwelling units with no cottage rights, rather than their current permission for one dwelling unit and one accessory cottage
 - The cottage could be upgraded in size after rezoning
 - The applicant representatives responded that the main house was approximately 1800 square feet, and the cottage was approximately 995 square feet, which is just under the allowable 1000 square feet
 - LTC could establish a maximum square footage as part of the rezoning and/or require a s219 covenant establishing areas where no future development can occur
- Is the 201 Harris Road property separate from the 100/101 Payne Road property?
 - Island Planner Smith noted that the two properties were separate, and density transfers do not need to have the properties adjacent to each other.
- Why did we receive notification of this application only in March 2024, leaving us less than three weeks to prepare for this meeting? We are the immediate neighbors of this property proposed for rezoning and should have been notified sooner
 - Island Planner Smith responded that the statutory requirements were for notification to be sent to all property owners within a 100-meter radius of each subject parcel 10 to 21 days before the public hearing; but the application itself has been widely publicly available on numerous local agendas and the Trust website since 2023
 - Island Planner Smith added that they advise applicants to engage with neighbors but cannot require it
- This subdivision application is important for being adjacent to a significant and currently unprotected sensitive wetland which drains a very large watershed into Boot Cove, which the Trust needs to review
 - Island Planner Smith noted that he had a record of a bylaw complaint file from 2018 and the bylaw complaint was closed after finding that no structures were encroaching on any watercourse
 - The watercourse is not currently provincially registered
 - A member of the public noted that between 2017 and 2018, there was extensive correspondence involving numerous agencies and Trustee Middleton regarding the problematic diversion of the watercourse and subsequent flooding of a downstream property; a chronology of documents can be provided. Can the Trust compile this information for inclusion in a new public hearing?

- A member of the public commented that the concern would be if a future property owner converted the land to a farm, or for some other reason drained the wetland
 - This wetland should be registered and protected
- There are two charcoal pits historically used by Japanese farmers for their greenhouse operations on Mayne Island. The Trust should work on recognizing and protecting these historic sites
 - Island Planner Smith responded that there were no references to charcoal pits in his records
- Despite all the years spent on the Official Community Plan, it seems that anybody with enough money can bring about unfair personal exceptions to the rules. Personal estate planning should not be a community issue

The Community Information meeting ended at 2:17 pm.

Trustee Middleton joined the meeting at 2:17 pm.

5. PUBLIC HEARING

5.1 SA-RZ-2023.2 (Thachuk) - Proposed Bylaws 140 and 141

5.1.1 Recess for Public Hearing

The meeting recessed for public hearing at 2:18 a.m.

5.1.2 Recall to Order

The meeting was recalled to order at 2:34 p.m.

Public Hearing record under separate cover.

6. BUSINESS ITEMS

6.1 SA-RZ-2023.2 (Thachuk) - Proposed Bylaws 140 and 141 - Post Public Hearing Staff Report

Island Planner Smith presented the staff report that recommended that proposed Bylaws No. 140 and No. 141 be read a third time and forwarded for Executive Committee and Ministerial approval. He noted the following:

- Information recently received from the Community Information Hearing and the Public Hearing would not change staff recommendations at this time
- Last minute information is very common with applications. Staff reports must be completed well ahead of meetings to be included in the agenda package; but the deadline for receiving information is right up to the end of the Public Hearing

Trustee Middleton stated that his Islands Trust email, due to the ports being blocked for the Trust exchange server, had not been working, and he had not been able to read the two recent submission letters. He recognized that the applicants would be disappointed in the slowing of their application process, but requested to defer third reading of the Bylaws for prudence.

Island Planner Smith attempted to contact the Director of Legislative Services David Marlor or Regional Planning Manager Robert Kojima for guidance on the possibility of reopening the Public Hearing to give Trustee Middleton time to read through the recent correspondence. He noted the time and expense of redoing the Public Hearing.

By general consent the meeting was recessed at 2:47 p.m. and reconvened at 2:55 p.m.

Trustee Middleton expressed that a higher level of neighbor comfort with the application would benefit the applicant. Adjustments to the Bylaw may be a possibility. Citizens of Saturna want to see good governance and this is more important than rushing through the process.

Island Planner Smith confirmed that he was able to contact Director Marlor who advised that because the submissions were received yesterday and put on WebDAV, as well as being available on the public website, that Trustees could defer their decision and then proceed without a public hearing.

7. CLOSED MEETING (Distributed Under Separate Cover)

7.1 Motion to Close the Meeting

SA-2024-020

It was Moved and Seconded,

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

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

AND that the recorder and staff attend the meeting.

CARRIED

7.2 Recall to Order

By general consent the meeting was recalled to order at 3:14 pm.

7.3 Rise and Report

Chair Maude reported that that Dennis Perch was appointed to the Board of Variance; and that Priscilla Ewbank, Rob Alloway, and Steven Brown were appointed to the Advisory Planning Commission.

8. ADJOURNMENT

SA-2024-021

It was Moved and Seconded,

that the meeting be adjourned.

CARRIED

The meeting was adjourned at 3:15 p.m.

David Maude, Chair

Certified Correct:

Katherine Vogt, Recorder

DRAFT

Saturna Island Local Trust Committee

Record of Public Hearing

SA-RZ-2023.2 (Thachuk)

Date: March 26, 2024
Location: Electronic Meeting

Members Present: David Maude, Chair (electronic)
Lee Middleton, Local Trustee (electronic)
Mairead Boland, Local Trustee (electronic)

Staff Present: Brad Smith, Island Planner (electronic)
Katherine Vogt, Recorder (electronic)

Others Present: There were approximately five (5) members of the public present.

1. CALL TO ORDER

Chair Maude called the Public Hearing to order at 2:18 p.m. He acknowledged that the meeting was held on the territory of the Coast Salish First Nations.

2. INTRODUCTIONS AND OPENING STATEMENT FROM THE CHAIR

Chair Maude introduced himself, the Trustees, staff, and the recorder.

Chair Maude read a statement outlining the content, purpose, and process of the Public Hearing according to Section 465 of the *Local Government Act*.

Chair Maude noted that all written submissions that had been received prior to the meeting and all relevant documents are contained in the Public Hearing binder, which is available to the public.

3. REVIEW OF PUBLIC HEARING NOTICE

Island Planner Smith reviewed the procedures for posting of notices and publication of Public Hearing according to statutes. There were two recent public submissions received in response to the notice. There were no referral responses from First Nations that the Local Trust Committee received. There were no other concerns raised by other agencies.

Island Planner Smith explained that the purpose of proposed Bylaws 140 and 141, if adopted, will amend the Saturna Island Land Use Bylaw No. 119, 2018 and the Saturna Island Official Community Plan by rezoning the subject parcel located at 100 and 101 Payne Road to allow for an additional density. Currently the subject property is a single-family dwelling with an accessory cottage which are owned by separate families. The proposed additional density is to

be transferred from the subject parcel located at 201 Harris Road. Three additional densities are also being donated by the Harris Road property owner to the Community Amenity Density Reserve to be used for future property acquisition and conservation purposes.

4. SA-RZ-2023.2 (Thachuk) - Proposed Bylaws 140 and 141

Chair Maude asked if any members of the public would like to speak to application SA-RZ-2023.2 (Thachuk) and Proposed Bylaws 140 and 141. He also offered that email submissions could be made up until the end of the meeting to vicphssub@islandstrust.bc.ca.

The following comments were made:

- Al Razutis spoke on his recent 17-page submission to the Islands Trust, sent March 25, 2024 written by himself and Elizabeth Popperwell
 - The submission was to request that the application for rezoning be denied for numerous reasons, especially that planning staff has not adequately reviewed the previous history of sensitive watercourse degradation/excavation issues related to the property proposed for rezoning
 - The speaker added that adequate notification was not provided for immediate neighbors of the property
- Robert Bruce added to his recent two-page submission to the Islands Trust sent on March 25, 2024, to note that the previous owners of the property proposed for rezoning had tried to have it subdivided and were turned down, and had tried to sell the property to Robert Bruce
 - The sensitive wetlands on the subject property have been long identified in maps on the Islands Trust website
- Elizabeth Popperwell reiterated comments made in the Community Information Meeting for the record
 - It was stated that the piecemeal dismantling of the Official Community Plan by people with the money and time to create exceptions for themselves is done without consideration for their neighborhood
 - Density transfers on a whole island basis, rather than a neighborhood basis, is flawed
 - The property proposed for rezoning is currently an undivided one with four co-tenants who could pursue other methods of dealing with their estate planning issues, rather than upending the Official Community Plan
 - A subdivision of the subject property will provide a large financial gain for both couples

Chair Maude called a second time for any comments or submissions on the application.

Chair Maude called for submissions a third and final time.

5. ADJOURNMENT

Chair Maude noted that upon closure of the Public Hearing, any further questions or submissions should be forwarded to staff, as Trustees cannot hear or receive anything further on the application post-public hearing.

There being no further submissions, Chair Maude declared the Public Hearing closed at 2:34 p.m.

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

David Maude, Chair

Certified Correct:

Katherine Vogt, Recorder

DATE



Resolutions Without Meetings Log

Saturna Island

Resolution Number	Action	Date
2024-001	Carried	22-Apr-2024
ALC Application		
That the Saturna Island Local Trust Committee has submitted Agricultural Land Commission exclusion application 100176 and directs staff to forward inclusion application 100304 to the Commission with no additional recommendations or comments.		

Follow Up Action Report

Saturna Island

15-Feb-2024

Activity	Responsibility	Dates	Status
1 9.1 October 19, 2023 meeting minutes adopted as presented	Emily Bryant	Target: 29-Feb-2024	Completed
2 13.1 BL 234 - respond to NP LTC that Interests are unaffected	Jas Chonk	Target: 29-Feb-2024	Completed
3 13.2 SA-RZ-2023.2 - BL 140/141 given 2nd reading - staff to schedule electronic public hearing and initiate statutory notifications	Brad Smith Emily Bryant Jas Chonk	Target: 29-Feb-2024	Completed
4 13.3 SA-ALR-2023.1 (Hall) - Staff to submit exclusion application LTC to draft response to Lyackson re: referral input - staff to review/proof	Brad Smith	Target: 29-Feb-2024	Completed
5 15.1.1 Add shoreline policy review and remove review of split zoning from projects list	Brad Smith	Target: 15-Feb-2024	Completed
6 16.2 Schedule E review and SIRRA letter - staff to draft project charter with scope: 1) Review schedule C and establish cistern requirements across Local Trust Area 2) Review schedule E and update with new mapping 3) Review Multiple Family Residential Zoning	Brad Smith	Target: 15-Mar-2024	Completed
7 15.4 Amend standing resolution 2023-008 by replacing changing all references of '24 hours' to 'two-weeks'	Emily Bryant	Target: 29-Feb-2024	Completed

Follow Up Action Report

Saturna Island

15-Feb-2024

Activity	Responsibility	Dates	Status
8 17.1 Change May 16 LTC meeting to May 23 - update meeting calendar, website, hall rental etc.	Emily Bryant	Target: 29-Feb-2024	Completed
9 APC/BoV 1) APC - Staff to confirm if APC appointment can be done with resolution without meeting or add In-Camera agenda to end of CIM/PH meeting for application SA-RZ-2023.2 (Thachuk) 2) BoV appointment - LTC deferred - add to same CIM/PH in-camera as APC	Brad Smith Jas Chonk	Target: 23-Feb-2024	Completed
10 16.3 SRKW memo 1) Update standing resolutions table with new SRKW memo wording - reorder item (d) to (a) - Jas 2) Remove SR 2019-047, 2020-005 and 2020-006 from Saturna standing resolutions table - Jas 3) Send letter to DFO SRKW recovery team with wording of new SR - Brad (Done)	Emily Bryant Jas Chonk	Target: 29-Feb-2024	Completed
11 14.1 Fees Bylaw - BL 142 given 1,2, 3 reading, staff to send to EC for approval		Target: 08-Mar-2024	Completed

27-Mar-2024

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Saturna Island

27-Mar-2024

Activity	Responsibility	Dates	Status
1 3.1 Feb 15, 2024 LTC meeting minutes adopted as presented	Emily Bryant	Target: 12-Apr-2024	Completed
2 5.1 SA-RZ-2024.1 - LTC deferred decision post-public hearing - add report to May 23, 2024 LTC agenda	Jas Chonk	Target: 12-Apr-2024	Completed
3 7.1 In Camera Rise and Report - 1) Dennis Perch appointed to BoV 2) Priscilla Ewbank, Rob Alloway, Steven Brown appointed to APC	Emily Bryant Jas Chonk	Target: 12-Apr-2024	Completed

DATE OF MEETING: May 23, 2024

TO: Saturna Island Local Trust Committee

FROM: Brad Smith, Island Planner
Victoria Office

SUBJECT: SA-RZ-2023.2 (Thachuk) – Bylaw No. 140 and No. 141 – Post Public Hearing

RECOMMENDATION

1. That the Saturna Island Local Trust Committee Bylaw No. 140, cited as “Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 1, 2023” be read a third time.
2. That the Saturna Island Local Trust Committee Bylaw No. 141, cited as “Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 2, 2023” be read a third time.
3. That the Saturna Island Local Trust Committee proposed Bylaw No. 140 and No. 141 be forwarded to the Secretary of the Islands Trust for Executive Committee approval.
4. That the Saturna Island Local Trust Committee proposed Bylaw No. 140 be forwarded to the Ministry of Municipal Affairs for Ministerial approval after Executive Committee approval.

REPORT SUMMARY

Proposed bylaws No. 140 and No. 141 would amend the Saturna Island Land Use Bylaw No. 119, 2018 (LUB), and the Saturna Island Official Community Plan No. 70 (OCP), by rezoning the parcel at 100/101 Payne Road to permit an additional dwelling density. The density will transfer from 201 Harris Road through a private agreement between the property owners, along with the donation of three additional densities from the Harris Road property to the Community Amenity Density Reserve (CADR).

The recommendations above are supported as:

- All statutory requirements have been completed including the required notification and holding of a public hearing consistent with the *Local Government Act*;
- There have been no significant public, government agency or First Nation concerns raised with the proposed rezoning and the community will benefit from the transfer of densities into the CADR;
- All Islands Trust bylaw amendments require the approval of the Executive Committee of the Islands Trust prior to the consideration of adoption; and,
- In this case, as there is an OCP amendment, there is the requirement for Ministerial approval.

BACKGROUND

Proposed bylaws No. 140 and No. 141 would amend the LUB and the OCP by rezoning the subject parcel located at 100/101 Payne Road to allow for an additional dwelling density to be added. Currently, the shared property has a single primary dwelling and an accessory cottage, which are ‘owned’ by separate families.

The proposed additional density will be transferred from the subject parcel located at 201 Harris Road. Three additional densities are also being donated by the Harris Road property owner to the CADR, to be used for future property acquisition for conservation purposes.

Proposed Bylaw No. 140 and No. 141 were given first reading on October 19, 2023, and second reading on February 15, 2024.

A public hearing was held electronically via zoom on March 26, 2024. A public hearing is a quasi-judicial process within and following which specific procedures must be followed.

Following the hearing, the LTC may choose to give further readings to a bylaw, defeat a bylaw, or alter a bylaw within certain parameters. The procedural steps following the close of the hearing are as follows:

1. Consideration of Third Reading.
2. Forwarding of the bylaw to Executive Committee for approval.
3. Forwarding of the bylaw to the Minister's office for approval (OCP amendment bylaws only).
4. Reconsideration and adoption.

In this case, the LTC decided to defer consideration of Third Reading following the public hearing to allow time for consideration of information presented at the public hearing from community members. As such, staff are now seeking direction from the LTC again on next steps with respect to proposed bylaws No. 140 and No. 141.

Following the close of the hearing, the LTC may not hear further submissions without holding a new hearing. The principle is that if new information is considered by the LTC, all other interested parties also need to have the opportunity to consider any new relevant material and to make further representations to the LTC. The courts have clarified that this does not open the door to endless public hearings: a local government body can legitimately decide that after a hearing it wishes to hear further from staff on issues raised at the hearing.

A bylaw may be altered after the hearing, based on information received or heard by the LTC at any point prior to the close of the hearing, provided that the amendments do not alter use or increase density, or decrease density without a landowner's consent.

In this case, as there is an OCP amendment, there is the requirement for Ministerial approval. If the Executive Committee approves bylaw No. 140 and No. 141, staff will then forward bylaw No 141 to the Ministry.

ALTERNATIVES

1. Make amendments to the bylaws.

The LTC may amend the bylaws.

Resolution:

That Saturna Island Local Trust Committee proposed Bylaw No. 140, cited as "Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 1, 2023" be amended as follows:

That Saturna Island Local Trust Committee proposed Bylaw No. 140, cited as "Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 2, 2023" be amended as follows: _____

2. Receive for information

The LTC may receive the report for information.

3. Proceed no further with the bylaw.

The LTC may decide to proceed no further with Bylaw No. 140 and No. 141.

Resolution:

That the Saturna Island Local Trust Committee proceed no further with Bylaw No. 140 and No. 141.

NEXT STEPS

Upon direction from LTC, staff will send proposed Bylaw No. 140 and No. 141 to the Islands Trust Executive Committee for approval, and then Bylaw No. 140 to the Ministry of Municipal Affairs for approval.

Submitted By:	Brad Smith, Island Planner Southern Team	May 1, 2024
Concurrence:	Robert Kojima, Regional Planning Manager	May 2, 2024

ATTACHMENTS

1. Proposed Bylaw No. 140
2. Proposed Bylaw No. 141
3. March 26, 2024 draft public hearing minutes

PROPOSED

SATURNA ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 140

A BYLAW TO AMEND SATURNA ISLAND OFFICIAL COMMUNITY PLAN BYLAW NO. 70, 2000

The Saturna Island Local Trust Committee in open meeting assembled enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as “Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 1, 2023”.

2. SCHEDULES

Saturna Island Official Community Plan Bylaw No. 70, 2000 is amended as shown on Schedule 1, attached to and forming part of this bylaw.

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS	19 TH	DAY OF	OCTOBER	2023.
READ A SECOND TIME THIS	15 TH	DAY OF	FEBRUARY	2024.
PUBLIC HEARING HELD THIS	26 TH	DAY OF	MARCH	2024.
READ A THIRD TIME THIS	_____	DAY OF	_____	20____
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	20____
APPROVED BY THE MINISTER OF MUNICIPAL AFFAIRS THIS	_____	DAY OF	_____	20____
ADOPTED THIS	_____	DAY OF	_____	20____

CHAIR

SECRETARY

**SATURNA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 140**

SCHEDULE 1

The Saturna Island Official Community Plan No. 70, 2000, is amended as follows:

1. Part C – Policies, Subsection C.1.3 is amended by deleting the sentence “Details are described further in Appendix A.” and replacing it with the sentence “A reference table is included as an information note following Schedule E, Appendix A and not forming part of the bylaw for tracking and controlling changes in unallocated density designated as CADR”.
2. Subsection D.1.G (Rural General) is amended by:
 - a. adding a new Article D.1.G.6 that states “Despite Article D.1.G.5, the minimum lot area for subdivision of *Lot 1, Section 18, Saturna Island, Cowichan District, Plan 6417* shall not be less than 0.70 hectares (1.73 acres)”
 - b. renumbering subsequent Article D.1.G.6 accordingly.

PROPOSED

SATURNA ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 141

A BYLAW TO AMEND SATURNA ISLAND LAND USE BYLAW NO. 119, 2018

The Saturna Island Local Trust Committee, being the Local Trust Committee having jurisdiction in respect of the Saturna Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 2, 2023”.

2. Saturna Island Local Trust Committee Bylaw No. 119, cited as “Saturna Island Land Use Bylaw No. 118, 2018,” is amended as follows:

2.1 Inserting a new row in the Site Specific Regulations Table immediately following the row referencing RG(e) with the Site-Specific Zone Reference of “RG(f)”, such that it reads:

RG(f)	Lot 1, Section 18, Saturna Island, Cowichan District, Plan 6417	(7) Despite 4.2.12 no subdivision plan may be approved unless the lots created by the subdivision have a minimum lot area of at least 0.70 hectares (1.73 hectares). (8) Despite 4.2.13 no subdivision plan may be approved unless the lots created by the subdivision have a minimum average lot area of at least 0.84 hectares (2.08 hectares).
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2.2 Inserting a new row in the Site Specific Regulations Table immediately following the row referencing RG(f) with the Site-Specific Zone Reference of “RG(g)”, such that it reads:

RG(g)	Lot 1, Section 5, Saturna Island, Cowichan District, Plan 25360	(9) Despite 4.2.13 no subdivision plan may be approved unless the lots created by the subdivision have a minimum average lot area of at least 7 hectares (1.78 hectares). (10) Despite Subsections 4.2.4 - 4.2.6, the maximum density is one (1) residence.
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2.3 Schedule “B” – Zoning Map, is amended by changing the zoning classification of a portion of the lands legally described as Lot 1, Section 18, Saturna Island, Cowichan District, Plan 6417 from Rural General (RG) to Rural General (f) [RG(f)], as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “B” of Bylaw No. 119 as are required to effect this change.

2.4 Schedule “B” – Zoning Map, is amended by changing the zoning classification of a portion of the lands legally described as Lot 1, Section 5, Saturna Island, Cowichan District, Plan 25360 from Rural General (RG) to Rural General (g) [RG(g)], as shown on Plan No. 2 attached to and forming part of this bylaw, and by making such alterations to Schedule “B” of Bylaw No. 119 as are required to effect this change.

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

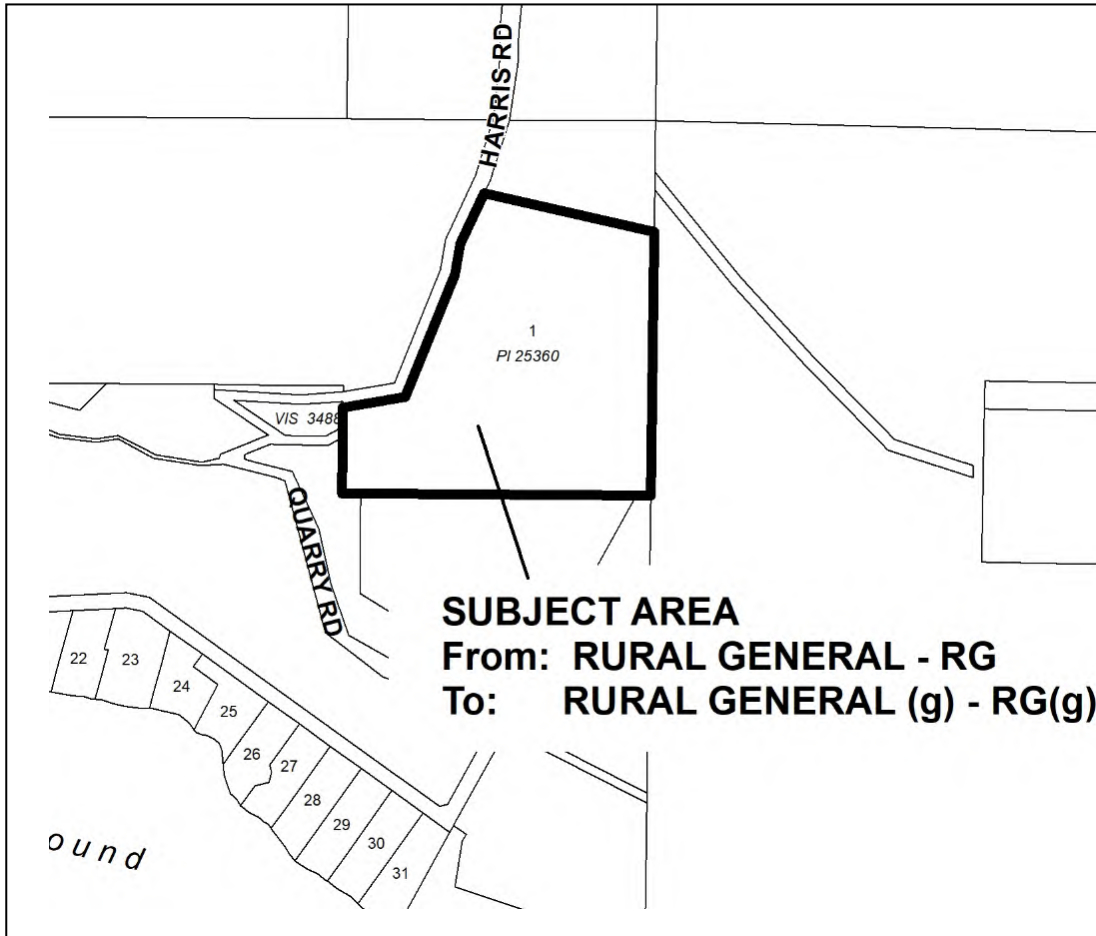
READ A FIRST TIME THIS	19 TH	DAY OF	OCTOBER	2023.
READ A SECOND TIME THIS	15 TH	DAY OF	FEBRUARY	2024.
PUBLIC HEARING HELD THIS	26 TH	DAY OF	MARCH	2024.
READ A THIRD TIME THIS	_____	DAY OF	_____	20____
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	20____
ADOPTED THIS	_____	DAY OF	_____	20____

CHAIR

SECRETARY

SATURNA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 141

Plan No. 2



Saturna Island Local Trust Committee

Record of Public Hearing

SA-RZ-2023.2 (Thachuk)

Date: March 26, 2024
Location: Electronic Meeting

Members Present: David Maude, Chair (electronic)
Lee Middleton, Local Trustee (electronic)
Mairead Boland, Local Trustee (electronic)

Staff Present: Brad Smith, Island Planner (electronic)
Katherine Vogt, Recorder (electronic)

Others Present: There were approximately five (5) members of the public present.

1. CALL TO ORDER

Chair Maude called the Public Hearing to order at 2:18 p.m. He acknowledged that the meeting was held on the territory of the Coast Salish First Nations.

2. INTRODUCTIONS AND OPENING STATEMENT FROM THE CHAIR

Chair Maude introduced himself, the Trustees, staff, and the recorder.

Chair Maude read a statement outlining the content, purpose, and process of the Public Hearing according to Section 465 of the *Local Government Act*.

Chair Maude noted that all written submissions that had been received prior to the meeting and all relevant documents are contained in the Public Hearing binder, which is available to the public.

3. REVIEW OF PUBLIC HEARING NOTICE

Island Planner Smith reviewed the procedures for posting of notices and publication of Public Hearing according to statutes. There were two recent public submissions received in response to the notice. There were no referral responses from First Nations that the Local Trust Committee received. There were no other concerns raised by other agencies.

Island Planner Smith explained that the purpose of proposed Bylaws 140 and 141, if adopted, will amend the Saturna Island Land Use Bylaw No. 119, 2018 and the Saturna Island Official Community Plan by rezoning the subject parcel located at 100 and 101 Payne Road to allow for an additional density. Currently the subject property is a single-family dwelling with an accessory cottage which are owned by separate families. The proposed additional density is to

be transferred from the subject parcel located at 201 Harris Road. Three additional densities are also being donated by the Harris Road property owner to the Community Amenity Density Reserve to be used for future property acquisition and conservation purposes.

4. SA-RZ-2023.2 (Thachuk) - Proposed Bylaws 140 and 141

Chair Maude asked if any members of the public would like to speak to application SA-RZ-2023.2 (Thachuk) and Proposed Bylaws 140 and 141. He also offered that email submissions could be made up until the end of the meeting to vicphssub@islandstrust.bc.ca.

The following comments were made:

- Al Razutis spoke on his recent 17-page submission to the Islands Trust, sent March 25, 2024 written by himself and Elizabeth Popperwell
 - The submission was to request that the application for rezoning be denied for numerous reasons, especially that planning staff has not adequately reviewed the previous history of sensitive watercourse degradation/excavation issues related to the property proposed for rezoning
 - The speaker added that adequate notification was not provided for immediate neighbors of the property
- Robert Bruce added to his recent two-page submission to the Islands Trust sent on March 25, 2024, to note that the previous owners of the property proposed for rezoning had tried to have it subdivided and were turned down, and had tried to sell the property to Robert Bruce
 - The sensitive wetlands on the subject property have been long identified in maps on the Islands Trust website
- Elizabeth Popperwell reiterated comments made in the Community Information Meeting for the record
 - It was stated that the piecemeal dismantling of the Official Community Plan by people with the money and time to create exceptions for themselves is done without consideration for their neighborhood
 - Density transfers on a whole island basis, rather than a neighborhood basis, is flawed
 - The property proposed for rezoning is currently an undivided one with four co-tenants who could pursue other methods of dealing with their estate planning issues, rather than upending the Official Community Plan
 - A subdivision of the subject property will provide a large financial gain for both couples

Chair Maude called a second time for any comments or submissions on the application.

Chair Maude called for submissions a third and final time.

5. ADJOURNMENT

Chair Maude noted that upon closure of the Public Hearing, any further questions or submissions should be forwarded to staff, as Trustees cannot hear or receive anything further on the application post-public hearing.

There being no further submissions, Chair Maude declared the Public Hearing closed at 2:34 p.m.

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

David Maude, Chair

Certified Correct:

Katherine Vogt, Recorder

DATE



Islands Trust

BYLAW REFERRAL FORM

Suite 200, 1627 Fort Street
Victoria, B.C. V8R 1H8
Ph: (250) 405-5151
Fax: (250) 405-5155
information@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Mayne Island Local Trust Area Bylaw No.: 193 Date: April 18, 2024

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

PURPOSE OF BYLAW:

The purpose of this bylaw is to make minor and technical amendments to the Mayne Island Land Use Bylaw No. 146, 2008. The bylaw includes: setback changes, minor changes to site specific zoning, site specific zoning for properties with existing temporary use permits, expansion of permissions for contractor yards.

GENERAL LOCATION:

Mayne Island Local Trust Area

OTHER INFORMATION:

Additional information, including the current bylaws, is available at: <https://islandstrust.bc.ca/island-planning/mayne/projects/>

Please fill out the Response Summary on the back of this form. If your agency's interests are "*Unaffected*", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.

(Signature)

Name: Narissa Chadwick

Title: Island Planner
Contact Info: Tel: 250-405-5189
Email: nchadwick@islandstrust.bc.ca

PLEASE TURN OVER

This referral has been sent to the following agencies:

Provincial Agencies

Ministry of Municipal Affairs
Ministry of Transportation & Infrastructure

Non-Agency Referrals

Islands Trust – Bylaw Enforcement

Regional Agencies

Capital Regional District – Building Inspection
Capital Regional District – Regional Parks and Community Services
Island Health
Mayne Island Fire Rescue
Mayne Island Agricultural Hall Society
Campbell Bay Musicfest Society

Adjacent Local Trust Committees and Municipalities

Galiano Island Local Trust Committee
North Pender Island Local Trust Committee
Saturna Island Local Trust Committee
South Pender Island Local Trust Committee
Salt Spring Island Local Trust Committee

First Nations

Cowichan Tribes
Halalt First Nation
Ts'uubaa-asatx Nation
Lyackson First Nation
Malahat First Nation
Pauquachin First Nation
Penelakut Tribe
Semiahmoo First Nation
Snuneymuxw First Nation
Stz'uminus First Nation
Tsartlip First Nation
Tsawout First Nation
Tsawwassen First Nation
Tseycum First Nation
WSANEC Leadership Council

**BYLAW REFERRAL FORM
RESPONSE SUMMARY**

- ☐ Approval Recommended for Reasons Outlined Below
- ☐ Approval Recommended Subject to Conditions Outlined Below
- ☐ Interests Unaffected by Bylaw
- ☐ Approval Not Recommended Due to Reason Outlined Below

Mayne Island Local Trust Area

(Island)

(Signature)

(Date)

193

(Bylaw Number)

(Name and Title)

(Agency)

DATE OF MEETING: May 23, 2024
TO: Saturna Island Local Trust Committee
FROM: Robert Kojima, Regional Planning Manager
Southern Team
COPY: Brad Smith, Island Planner
SUBJECT: Proposed Fee Bylaw

RECOMMENDATION

1. That the Saturna Island Local Trust Committee Bylaw No. 142, cited as “Saturna Island Local Trust Committee Fees Bylaw, 2023”, be adopted.

REPORT SUMMARY

The purpose of this report is for the Saturna Island Local Trust Committee (LTC) to consider adoption of Bylaw No. 142 which would replace Bylaw No. 90 (LTC Fees Bylaw) to include:

- An expanded Interpretation section.
- Fee increases for the various applications.
- Fees for applications received though work or activity is already undertaken or in operation.
- Clarification of collection of fees and refunds.
- A new section to address Extraordinary Service Costs (ESC)
- A new section to address Annual Fee Increases.

BACKGROUND

At its regular business meeting in June 2021, Trust Council adopted a new Application Processing Services Policy that includes a model Fee Bylaw. At the same meeting, Trust Council requested all local trust committees to adopt the new fees bylaw. The Saturna Island Local Trust Committee received the request at their October 2021 regular business meeting and deferred consideration until October 2023. At the October 2023 meeting the LTC requested staff to draft a new fees bylaw based on the new model fees bylaw. At their February 2024 regular meeting, the LTC considered the draft bylaw and gave first, second and third readings and forwarded it to the Executive Committee for approval. Executive Committee approved the bylaw on March 12th.

Rationale for Recommendation

The new fee bylaw was developed by the Regional Planning Committee, was endorsed by Trust Council in 2021. Adopting the new fee bylaw would bring greater cost recovery to the processing of applications, and would bring the LTC’s fees in line with those of the other LTCs.

Submitted By:	Robert Kojima Regional Planning Manager	March 27, 2024
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ATTACHMENTS

1. Draft Bylaw No. 142

PROPOSED

SATURNA ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 142

A bylaw to prescribe fees for amending bylaws, issuing permits, examining applications for subdivision, and examining other referrals and applications.

WHEREAS Section 462 of the *Local Government Act* provides that a local government may, by bylaw, impose fees related to applications and inspections; Section 41 of the *Liquor Control and Licensing Act* and Section 35 of the *Cannabis Control and Licensing Act* provides that a local government may, by bylaw, impose fees for referral of a license under that Act;

NOW THEREFORE the Saturna Island Local Trust Committee, being the Local Trust Committee having jurisdiction in respect of the Saturna Island Local Trust Area in the Province of British Columbia pursuant to the *Islands Trust Act*, enacts as follows:

Citation

- 1.1 This bylaw may be cited as the "Saturna Island Local Trust Committee Fees Bylaw, 2023".

Interpretation

- 2.1 In this bylaw:

"Applicant" means:

- 2.1.1 the person authorized under the Saturna Island Local Trust Committee Development Procedures Bylaw No. 43, 1992 to make an application in respect of a bylaw or permit under the *Islands Trust Act* or Part 14 or Part 15 of the *Local Government Act*;
- 2.1.2 an applicant for a license under the *Liquor Control and Licensing Act* in respect of which the Local Trust Committee is requested or required to provide comments or recommendations;
- 2.1.3 an applicant for a license under the *Cannabis Control and Licensing Act* in respect of which the Local Trust Committee is requested or required to provide comments or recommendations;
- 2.1.4 an applicant for subdivision review under the *Land Title Act* or the *Strata Property Act*;
- 2.1.5 an applicant for the conversion of a previously occupied building to strata lots under the *Strata Property Act*;
- 2.1.6 an applicant for a soil deposit permit or soil removal permit issued pursuant to a bylaw enacted under Part 14 of the *Local Government Act*; or
- 2.1.7 an applicant to a board of variance established under Part 14 of the *Local Government Act*.

PROPOSED

“Application Processing Fee” means the initial amount payable to the Islands Trust in respect of any application under this bylaw.

“General Service Cost” includes average hourly cost of each staff position involved in processing the applications multiplied by the average number of hours taken to complete processing of that type of application, and includes administrative overhead costs.

“Estimated Direct Costs” for bylaw amendments listed in Table 1 means the Islands Trust’s estimate of its actual average cost of disbursements associated with the processing of an application, including:

1. newspaper advertising for one community meeting,
2. notifications, postal and delivery costs of statutory notifications for one public hearing,
3. rental of premises for one community meeting and/or one public hearing,
4. contract minute-taker costs recording or preparation of minutes of one community meeting and/or one public hearing and,
5. staff travel expenses for one site visit, one community meeting and one public hearing.

“Estimated Direct Costs” for temporary use permits listed in Table 2 means the Islands Trust’s estimate of its actual average cost of disbursements associated with the processing of an application, including

1. one newspaper advertisement, notifications, postal and delivery costs of statutory notifications for one community meeting,
2. rental of premises for one community meeting,
3. contract minute-taker costs recording or preparation of minutes of one community meeting, and
4. staff travel expenses for one site visit, one community meeting.

“Islands Trust” means the Director of Local Planning Services or their authorized representative.

Application Fees

- 3.1 Prior to the processing of an application listed in Column 1 of Table 1, Table 2, Table 3 or Table 4, the applicant must deliver to Islands Trust the corresponding application processing fee in the amount shown in Column 2 subject to section 4. The application fee includes general service costs and estimated direct costs.

TABLE 1 – Bylaw Amendments (OCP and Zoning Bylaw	
Column 1: Type of Application	Column 2: Fee
Major (e.g. change to density or OCP)	\$8,112
Minor (e.g. regulation change without changing density or OCP amendment)	\$4,784

PROPOSED

TABLE 2 – Permits	
Column 1: Development Permit in Respect of:	Column 2: Fee
1. Protection of Natural Environment, Ecosystems and Biological Diversity	\$1,040
2. Protection of Development from Hazardous Conditions	\$1,040
3. Protection of Farming	\$1,040
4. Objectives for Form and Character	\$1,768
5. Objectives to Promote Energy Conservation	\$1,040
6. Objectives to Promote Water Conservation	\$1,040
7. Objectives to Promote the Reduction of Greenhouse Gas Emissions	\$1,040
8. Development Permit Amendment	\$1,040
Type of Development Variance Permit	
9. Development variance permit (commercial, industrial or institutional development)	\$1,976
10. Development variance permit (residential development)	\$1,976
Type of Temporary Use Permit	
11. Temporary Use Permit (residential/commercial/industrial)	\$2,236
12. Temporary Use Permit Renewal	\$728
Other Permits	
13. Heritage Alteration Permit	\$1,768
Combination Applications	
14. Development Permit in respect of a protection area or water and energy conservation in combination with a companion application for a Development Variance Permit	\$2,600
15. Development Permit in respect of form and character in combination with a companion application for a Development Variance Permit	\$3,120

PROPOSED

TABLE 3 – Subdivision Referrals	
Column 1	Column 2: Fee
1. Application for Subdivision Review – base fee	\$1,040
2. Application for Subdivision Review – per additional lot created	\$104
3. Application for Subdivision Review – parcel line adjustments only, creating no additional parcels	\$520

TABLE 4 – Other Applications	
Column 1: Type of Application	Column 2: Fee
1. Board of Variance	\$2,288
2. Land Use Contract amendment	\$2,080
3. Liquor & Cannabis Regulation Branch – Retail License Application and Process and referrals requiring local government consultation	\$1,560
4. Liquor & Cannabis Regulation Branch – Temporary License Change	\$520
5. Strata Conversions	\$1,560

4. Fee for After-the-Fact Application

- 4.1 An application for a permit or bylaw amendment to authorize work or an activity already undertaken, or in operation as of the date the application is made, the rate in 3.1 will be subject to a 20% surcharge.

5. Collection and Refund of Application Processing Fee Amounts

- 5.1 The total application processing fee must be received before the processing of the application can begin.
- 5.2 An applicant may withdraw their application at any time through written notice to the Planning Team Assistant and/or the Planner responsible for processing the application.
- 5.3 If an applicant withdraws an application before staff undertakes any planning work on the application, the Islands Trust must refund to the applicant the Application Fee, less \$100.
- 5.4 For an application in Table 1, or a Temporary Use Permit in Table 2, the applicant will be eligible for: 75% refund if the application is withdrawn once the file has been assigned by the regional planning manager to the planner; 50% refund if the first staff report has been submitted to the LTC; 25% refund once public notice of a public hearing or permit has been sent out, no refund will be provided after a Public Hearing or after consideration of the Permit by the local trust committee.
- 5.5 For applications in Table 2 (except for Temporary use Permit applications), Table 3 and Table 4, the applicant will be eligible for: 75% refund if the application is withdrawn once the file has been assigned to the planner; no refund will be provided if the first staff report has been submitted to the LTC, Board of Variance, or formal referral response submitted to the relevant agency.

PROPOSED

6. Extraordinary Service Costs (ESC)

- 6.1 Extraordinary Services Costs will be paid by the Applicant through a cost recovery agreement, entered into with Islands Trust, in addition to the application processing fee.
- 6.2 Where legal work is required for the preparation of covenants, registration of covenants at Land Title Offices, registration of notice of a permit or housing agreement at the Land Title Office or for other purposes related to the application, staff will provide the Applicant with an estimate of the costs. The Applicant will pay a deposit of 150% of this estimate.
- 6.3 Where site visits involving First Nations are required for the processing of an application, staff will provide the Applicant with an estimate of the costs. The Applicant will pay a deposit of 150% of this estimate.
- 6.4 Where there may be need for additional community information meeting or public hearing not covered by the application processing fee, staff will provide the Applicant with an estimate of costs. The Applicant will pay a deposit of 150% of this estimate.
- 6.5 Where other additional costs beyond the general service costs and estimated direct costs not specified above are required for processing of an application, staff will provide the Applicant with an estimate of the costs. The Applicant will pay a deposit of 150% of this estimate.
- 6.6 If the amount paid by Islands Trust in respect of Extraordinary Service Costs is more than the deposit provided to the Islands Trust, the Islands Trust shall provide the Applicant with the amount and the applicant shall pay the amount upon receipt. The local trust committee may withhold the consideration of issuance of any permit or hold the consideration of adoption of any bylaw in abeyance until the amount has been paid.
- 6.7 Islands Trust must refund the unused portion of any Extraordinary Service Costs deposit to the applicant if it is unused for any reason.

7. Annual Fee Increases

- 7.1 Fees in section 3.1 increase by 2% on April 1st of each year following the date of adoption of the bylaw.
- 7.2 The Saturna Island Local Trust Committee will maintain a record of annual 2% increases and make that record available for public inspection.

PROPOSED

8. Application Fee Sponsorship

- 8.1 Pursuant to Islands Trust Policy 4.1.13, Guidelines for Executive Committee Sponsored or Local Trust Committee Initiated Development Applications, an applicant may apply to the Executive Committee of Islands Trust for development application fee sponsorship.

9. Severability

- 9.1 In the event a portion of this bylaw is set aside by a court of competent jurisdiction, the invalid portion shall be severed and the remainder of the bylaw remains in force and in effect.

10. Repeal

- 10.1 "Saturna Island Local Trust Committee Fees Bylaw No. 90, 2007" is repealed upon adoption of this bylaw.
- 10.2 Any application for which a fee has been fully paid at the time this bylaw comes into force shall be processed to completion in accordance with the fee provisions of the repealed bylaw.

READ A FIRST TIME THIS 15TH DAY OF FEBRUARY , 2024.

READ A SECOND TIME THIS 15TH DAY OF FEBRUARY , 2024.

READ A THIRD TIME THIS 15TH DAY OF FEBRUARY , 2024.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
12TH DAY OF MARCH , 2024.

ADOPTED THIS _____ DAY OF _____ , 202X

CHAIR

SECRETARY

File No.: Minor Housing Amendments
Review Project

DATE OF MEETING: May 23, 2024
TO: Saturna Island Local Trust Committee
FROM: Robert Kojima, Regional Planning Manager
Southern Team
COPY: Brad Smith, Island Planner
SUBJECT: Minor Housing Amendments Review Project – Preliminary Report

RECOMMENDATION

1. That the Saturna Island Local Trust Committee endorse the attached project charter for the Minor Housing Amendments Review Project.
2. That the Saturna Island Local Trust Committee direct staff to schedule a community information meeting for the Minor Housing Amendments Review Project at the July 18, 2024 LTC meeting.

REPORT SUMMARY

The report attaches a project charter for the Minor Housing Amendments Review project. The report also outlines the project and provides a preliminary timeline and scope.

BACKGROUND

The LTC has now submitted exclusion application SA-ALR-2023.1 (Hall) to the Agricultural Land Commission and as such are able to establish a new minor project. At the February 15, 2024 meeting, the LTC explored potential topics for a new minor project and subsequently adopted the following resolution:

SA-2024-013

It was Moved and Seconded,

that Saturna Island Local Trust Committee direct staff to gather the Project Charter for a new Minor Project including a review of Schedule C, a review of Schedule E, and a review of multi-family development zoning.

CARRIED

A Minor Project is an LTC project that is anticipated to require a budget of under \$5,000 in any given fiscal year, is relatively limited in scope, and can be supported by LTC's assigned the Island Planner. Each LTC may have one minor project at any one time and funding is supported from a minor projects budget allocated by Trust Council and assigned by the Director of Planning Services.

Staff have prepared the attached project charter for the project.

ANALYSIS

Issues and Opportunities

Project Scope and Budget

As directed by the LTC, the proposed work plan limits the scope of the project to:

- 1) Reviewing Schedule C of the Saturna Island Land Use Bylaw No. 119 (LUB) and assessing establishment of cistern requirements across the Local Trust Area (LTA);
- 2) Review Schedule E of LUB for secondary suites and update with new provincial saltwater intrusion mapping;
- 3) Review Multiple Family Residential (MFR) zoning restrictions and associated OCP policies.

The scope of work would include review and analysis of the existing LUB and OCP provisions, staff reports with options and recommendations for LTC, engaging in consultation and undertaking the legislative process to amend the LUB and potentially the OCP.

The budget requested would be for \$4,000 in the current fiscal year. This funding would be used for public consultation and contingency.

Staff resources are estimated to be primarily the Island Planner's time, with support from other staff as needed, including GIS staff for mapping analysis and updates.

First Nations consultation

Staff would undertake early engagement to determine Nation's interests and desired level of involvement by sending an early engagement letter. Any proposed bylaw amendments would also be sent to First Nations as part of the bylaw referral process.

Community consultation

Staff recommend that a CIM be held at the July LTC meeting to provide an opportunity for community and stakeholder engagement early in the process, including with SIRRA. Results of the CIM would also help to inform the preliminary staff report.

Once the LTC has provided direction to prepare bylaw amendments, additional community consultation would be undertaken, including community meeting(s), website updates, and communications materials.

Legislative process

In order to implement changes to the LUB and potentially the OCP, an amendment would be required, consisting of bylaw referrals, readings, a public hearing (if OCP amendment is required), and Executive Committee and Ministerial approval (if OCP amendment is required).

Implementation

The final phase would be to implement the amendments through communications to community members and landowners, and to make any updates to application procedures.

Project Benefits and Risks

Benefits of the project may include:

- Establishing cistern requirements across the LTA could make the region more resilient to climate change and reduce dependence on groundwater;
- Updated secondary suite mapping may increase opportunities for secondary suites;
- Reviewing MFR provisions could identify options for increasing housing availability and affordability in the Saturna Island LTA.

Potential risks associated with the project may include:

- Establishing cistern requirements across the LTA may not be supported by the community;
- A review of secondary suite mapping may also benefit from inclusion of other data such as groundwater recharge and suitability land analysis mapping;
- Changes to MFR zoning could be complex as they may require amendments to OCP policy provisions with respect to MFR zoning and residential zoning density capacity limits;
- First Nations capacity and timelines to consult may not be consistent with project timeline and budget.

Timeline

The project is proposed to be completed relatively quickly as a targeted review, with the project consisting of the following phases:

Phase 1: Project Initiation: preliminary report and project charter, data scoping

Phase 2: Analysis: Review of data, staff report with options to LTC

Phase 3: Consultation: Early engagement with First Nations, stakeholder groups

Phase 4: Drafting: LTC review of amendment options and direction to prepare bylaws.

Phase 5: Community Consultation: early contact and community meeting, public review, bylaw referrals.

Phase 6: Legislative Phase: bylaw readings, public hearing, EC and Ministerial approval (if required).

Phase 7: Implementation: public and landowner communication, procedural updates

Timelines could potentially be significantly reduced if no OCP amendments are required that would trigger the necessary holding of a public hearing and ministerial approval.

Phase	2024												2025											
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
Pre-Project																								
Project Initiation																								
Analysis																								
Bylaw Drafting																								
FN Consultation																								
Community Consultation																								
Legislative																								
Implementation																								

Rationale for Recommendation

The recommendation is to proceed with the project as the LTC’s Minor Project. While there are risks to the project associated with scope and timeline, the desire to expeditiously review these provisions, the targeted scope of the project and the availability of funds and staff resources support proceeding as proposed.

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. Staff advise that the implications of this alternative are that commencing work on the project would be delayed. Recommended wording for the resolution is as follows:

That the Saturna Island Local Trust Committee request that...

2. Not Proceed with the Project

The LTC may decide to not proceed with the project.

3. Receive for information

The LTC may receive the report for information.

NEXT STEPS

If the LTC endorses the project charter, staff will report back at the September LTC meeting.

Submitted By:	Brad Smith, Island Planner	May 9, 2024
Concurrence:	Robert Kojima, Regional Planning Manager	May 9, 2024

1. Project Charter

Minor Housing Amendments Review - Project Charter

Saturna Island Local Trust Committee

LTC Endorsement Date: xxx

Purpose: To review current cistern requirements, secondary suite mapping and Multiple Family Residential (MFR) zoning and OCP policies as a Minor LTC Project.

Background: Mandatory cistern requirements currently only apply to areas shown in Schedule C of the Saturna Island Land Use Bylaw No. 119 (LUB). Provincial saltwater intrusion mapping previously used to inform the establishment of where secondary suites are permitted on Saturna Island has been updated. MFR zoning is currently limited to only for the purpose of providing affordable, senior, or special needs housing.

Deliverables

- Staff reports with data analysis and recommendations
- Revised draft Schedule E with updated provincial saltwater intrusion mapping
- Potential amendments to LUB and OCP
- Communications plan

In Scope

- Review Schedule C re: establishment of cistern requirements across LTA
- Review Schedule E and update with new provincial mapping
- Review MFR zoning and associated OCP policies
- Community, stakeholder and First Nations consultation
- LUB and OCP legislative amendments
- Community education

Out of Scope

- Other housing related or other amendments to OCP or LUB
- Other mapping or professional reports.

IAP2 Engagement Level:

- ☒ Inform
- ☒ Consult
- ☐ Involve
- ☐ Collaborate

Workplan Overview

Deliverable/Milestone	Target Date
Project Charter endorsed and project initiation	May 2024
Data review/analysis, draft mapping	Jun – Sep 2024
Engagement letter to First Nations	Jun 2024
Preliminary report to LTC	Oct 2024
Recommendations to LTC, LTC review of provisions, direction to prepare bylaws	Feb 2025
Community consultation on draft bylaws, bylaw referrals, First Nations engagement	Feb – Apr 2025
Legislative process to amend LUB/OCP (timeline much shorter if not requiring OCP amendment)	May – Oct 2025
Implementation and communications	Sept – Oct 2025

Project Team

Brad Smith, Island Planner	Project Manager
Robert Kojima, RPM	Project Sponsor
Barb Dashwood, GIS	Mapping
Emily Bryant	Admin support
RPM Approval: Robert Kojima Date: May 9, 2024	LTC Endorsement: Resolution #: Date: xxx

Budget

Budget Sources:		
Fiscal	Item	Cost
2024-25	Consultation	\$2000
2024-25	Contingency	\$2000
	Total 2024-25	\$4,000
2025-26	Public hearing	\$2000

Meeting	Deliverable/Milestone
May 23, 2024	LTC endorsement of project charter
July 17, 2024	Community Information Meeting
October 17, 2024	Preliminary report to LTC with data review and analysis
Jan 2025	LTC considers recommendations and direction to proceed with bylaw amendments
May 2025	Consideration of first reading, 2 nd CIM
June 2025	Public Hearing (if required), second and third readings, referral to EC and Minister
Oct 2025	LTC review of communications plan, Final adoption

Active Projects Report

Saturna Island

<i>ALR Exclusion / Inclusion</i>	Responsible	Dates
ALR legislation requires local governments to initiated ALR exclusion applications. LTC is applying for an exclusion (and concurrent inclusion) on NORTH EAST 1/4 OF SECTION 2, SATURNA ISLAND, COWICHAN DISTRICT, EXCEPT PART IN PLAN 31309 (Hall)	Brad Smith	Rec'd: 25-May-2023 Target: 31-Oct-2023

Future Projects Report

Saturna Island

1. *Groundwater Sustainability Project*

Responsible

Date Received

Phase 1 report pending completed

LTC direction to defer proceeding with consideration of implementation

2. *Review of bylaw enforcement notification requirements in BL 30 and 119*

Responsible

Date Received

19-Oct-2023

3. *Review and update of Schedule E mapping for secondary suites in land use bylaw.*

Responsible

Date Received

19-Oct-2023

Applications

Agricultural Land Reserve

File Number	Applicant Name	Date Received	Purpose
SA-ALR-2023.1	,	14-Jun-2023	NARVAEZ BAY RD: Application for exclusion (004-521-889) and inclusion (015-692-205) from the Agricultural Land Reserve.

Planner: Brad Smith

Planning Status

Status Date: 30-Apr-2024

Staff reviewed and submitted inclusion application to ALC on behalf of property owner

Status Date: 17-Apr-2024

Staff submitted exclusion application to ALC - pending payment still

Status Date: 12-Mar-2024

Staff sent applicant draft exclusion application for review prior to submission to ALC

Rezoning

File Number	Applicant Name	Date Received	Purpose
SA-RZ-2023.2	Linda Cunningham, Beverley Lowsley, M. Daniel Thachuk, & Jean Morgan	15-Jun-2023	101 PAYNE RD/201 HARRIS RD: Application for rezoning for a density transfer.

Planner: Brad Smith

Planning Status

Status Date: 08-May-2024

Post-public hearing staff report included for May 23 LTC meeting agenda

Status Date: 27-Mar-2024

Public hearing held March 26, 2024, post public hearing LTC deferred decision to May 23 meeting

Status Date: 15-Feb-2024

LTC directed staff to schedule public hearing to be held March 26 via zoom

Applications

Subdivision

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

Planner: Brad Smith

Planning Status

Status Date: 08-Sep-2023

Final subdivision plan provided to planner, planner reviewed PLR conditions which have now all been met, final confirmation letter sent to MOTI and applicant

Status Date: 19-Jul-2023

Applicant indicates proof of water has been completed, staff waiting on submission of final subdivision plan from applicant to send letter to MOTI

Status Date: 08-Feb-2023

Applicant still working on proof of water

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

Planner: Brad Smith

Planning Status

Status Date: 08-Feb-2023

Applicant still considering options

Status Date: 13-Oct-2022

Planner emailed applicant seeking status update

Status Date: 10-Feb-2022

Applicant still considering options

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
SA-SUB-2022.1	Gaines Enterprises Ltd.	01-Feb-2022	Application for a proposed eleven lot subdivision.

Planner: Brad Smith

Planning Status

Status Date: 08-May-2024

Applicant has resubmitted new layout following rezoning approval - staff to review and respond to MOTI.

Status Date: 15-Nov-2023

Staff sent PLR response to MOTI

Status Date: 06-Oct-2023

Staff to review and provide PLR conditions to MOTI in light of rezoning application approval and new layout

Islands Trust
LTC EXP SUMMARY REPORT F2024
Invoices posted to Month ending March 2024

660 Saturna	Invoices posted to Month ending March 2024	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-660	LTC "Trustee Expenses"	104.00	0.00	104.00
LTC Local				
65200-660	LTC - Local Exp - LTC Meeting Expenses	783.00	1,560.28	-777.28
65210-660	LTC - Local Exp - APC Meeting Expenses	333.00	250.00	83.00
65220-660	LTC - Local Exp - Communications	250.00	0.00	250.00
65230-660	LTC - Local Exp - Special Projects	271.00	0.00	271.00
TOTAL LTC Local Expense		<u>1,637.00</u>	<u>1,810.28</u>	<u>-173.28</u>
Projects				
TOTAL Project Expenses		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Standing Resolutions Log

Saturna Island

Resolution Number	Action	Date
2024-015 (Standing)	Carried	15-Feb-2024
Southern Resident Killer Whale Management Measures Review - Supported That Saturna Island Local Trust Committee fully supports the implementation of the following measures for the recovery of Southern Resident killer whales in the waters of the Saturna Island Local Trust Area: a) that commercial whale watching boats be regulated and or licensed to mirror the regulatory regime established in the adjacent waters of Washington State. b) the continuation of annual interim measures by the Government of Canada including recreational and commercial salmon fishing closures, interim sanctuary and speed restricted zones, and avoidance requirements whereby vessels are prohibited from approaching any killer whale at a distance of less than 400-metres, or impeding the path of an individual or group; c) efforts by the Government of Canada to develop longer-term and permanent measures, and integrate the annual interim measures into existing management processes; and, d) large commercial vessel speed reduction initiatives as part of the Southern Resident killer whale 2019 conservation agreement signed between Canada and shipping industry stakeholders.		

Standing Resolutions Log

Saturna Island

Resolution Number	Action	Date
2023-008 (Standing)	Carried	16-Feb-2023
16.5 Bylaw notification requirements on Saturna that it be resolved that Clause 2 in Saturna Local Trust Committee Bylaw 30 - A Bylaw to Authorize Inspection of Alleged Infractions Against Regulations - is replaced on an interim basis with the wording of Clause 14.1 from Saturna Local Trust Committee Bylaw 119 - Land Use Bylaws amalgamated. This clause reads 'The Island Trust Bylaw Enforcement Officer or any other person designated by the Saturna Island Local Trust Committee to administer this Bylaw is authorized to enter, at any reasonable time and after having given two-weeks prior notification to the occupier, upon any property that is subject to regulation under this Bylaw, for the purpose of determining whether the regulations are being observed.' This Standing Resolution will remain in place until such time a review of Bylaw No. 30 and Bylaw No. 119 Section 1.4 'Inspection and Enforcement' can be reviewed and re-enacted through public process embodying Bylaw Enforcement Best Practices outlined in the 2022 Ombudsperson of British Columbia report concerning Local Government Bylaw Enforcement Policy and Practice. Amended on February 15, 2024 (15.4) - Amend standing resolution 2023-008 by replacing changing all references of '24 hours' to 'two-weeks'.		
2021-007 (Standing)	Carried	21-Oct-2021
14.4 Potable rain water catchment systems That the Saturna LTC endorses the use of potable rain water catchment systems as proof of adequate potable water for residential subdivision, subject to the withholding of temporary or final occupancy permits until such catchment systems are in place.		
2019-036 (Standing)	Carried	09-May-2019
13.2 Unlawful Short-Term Vacation Rental Enforcement Policy - Staff Report 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.		

Standing Resolutions Log

Saturna Island

Resolution Number	Action	Date
2019-017 (Standing) 7.1 Follow-up Action List Dated May 2019 that Saturna Local Trust Committee no longer wishes to receive bylaw referrals from adjacent local trust committee areas unless the planner deems it in the interest of the LTC to review and comment on a specific referral.	Carried	09-May-2019
2019-011 (Standing) 13.2 Unlawful Dwelling Policy - Mayne Policies & Standing Resolutions Table 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

Standing Resolutions Log

Saturna Island

Resolution Number	Action	Date
2018-050 (Standing)	Carried	04-Oct-2018
- 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.		
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		

Standing Resolutions Log

Saturna Island

Resolution Number	Action	Date
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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.

2007-016 (Standing)

Carried

16-May-2007

Travel Trailer or Camper

It was Moved and Seconded that staff be directed to not take enforcement action against property owners when a travel trailer or camper is located on a lot when:

- The travel trailer or camper is being used for recreational purposes by the owners of the lot and;
- The travel trailer or camper is being used intermittently and for short periods not exceeding two months.

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

HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY MARCH 19th, 2024 BOARD MEETING

NOTE: For more detail on Conservancy meetings, including meeting minutes, please visit <https://islandstrust.bc.ca/whats-happening/meetings-and-events/>

1. STRATEGIC PLANNING/ADMINISTRATION

- The ITC Board received the Minister of Municipal Affairs' response on the Islands Trust Conservancy (ITC) Plan which included a request to engage further with First Nations regarding creation of the ITC Plan. Manager Emmings advised that any new acquisitions or covenants need to come to the Minister for review before the Board signs off on them. The ITC Board directed staff to respond to the Minister of Municipal Affairs acknowledging directions in the letter and requesting:
 - Authorization to invest ITC funds as permitted under the provisions of the *Trustee Act*
 - Direction on interaction with the Minister regarding property management of new acquisitions of covenants and nature reserves
- The ITC Board approved the Project Charter for the development of the 2026-2030 ITC Plan.
- The ITC Board amended three land securement and management policies, providing direction for early First Nations engagement prior to approval of securement projects.
- Trustee Elliot provided updates of interest to the ITC Board from Executive Committee including:
 - Executive Committee's interest in continuing to meet with Islands Trust Conservancy to strategize on how to gain support from the province
 - ITC presence at the 50th anniversary celebration of Islands Trust on Salt Spring Island
- The ITC Board requested that Executive Committee set aside time for an ITC presentation to Trust Council at the June 2024 meeting
- Trustee Gauvreau provided updates of interest to the ITC Board from Governance Committee including:
 - The roles and responsibilities of the committee to oversee the organization's governance structure, ensuring transparency and efficiency, and providing recommendations to Trust Council
 - The Committee is currently reviewing the 2022 governance review, which requires input from staff and trustees
 - The report needs to be reviewed and discussed at Trust Council before a letter is drafted to the province



2. COVENANT AND PROPERTY ACQUISITIONS

- The ITC Board approved a conservation proposal for the Doris McHardy NAPTEP conservation covenant on North Pender Island, subject to review of First Nations responses and Ministerial approval.
- Manager Emmings provided the Board with a status update on public applications for Crystal Mountain Nature Reserve, Robert Leader NAPTEP Covenant, and Koontz NAPTEP Covenant following the decision to decline approval of the ITC Plan by the Minister of Municipal Affairs.

3. COVENANT AND PROPERTY MANAGEMENT

- The ITC Board instructed staff to proceed with the development of a risk management policy for all nature reserves, which includes warning users of the risk of danger trees.
- The ITC Board directed staff to begin work on signage for the S'ul-hween X'pey (Elder Cedar) Nature Reserve on Gabriola Island, to address risk management efforts.

4. FUNDRAISING AND CONSERVANCY SUPPORT

- The ITC Board approved a contribution of \$3,500 to support the 2024 Salish Sea Conservation Forum on Galiano Island.
- The ITC Board approved the request from the Galiano Conservation Association to install a water meter at the existing drilled well on Trincomali Nature Sanctuary to log water levels and temperature data to inform a water conservation project on Galiano Island. This approval is subject to:
 - Proper installation as guided by the Water Sustainability Act and Groundwater Protection Regulation regarding work in and around groundwater wells
 - Removal of all equipment at the end of the project

Learn more about Islands Trust Conservancy: <https://islandstrust.bc.ca/conservancy/>

Subscribe for Islands Trust Conservancy updates: <https://islandstrust.bc.ca/subscribe/>

REQUEST FOR DECISION

To: Saturna Island LTC **For the Meeting of:** May 23, 2024
From: Trust Area Services **Date Prepared:** April 8, 2024
SUBJECT: 2023/24 ANNUAL REPORT – APPROVAL OF SATURNA ISLAND SECTION

RECOMMENDATION: That the Saturna Island Local Trust Committee approves the attached text for inclusion in the 2023/24 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs.

- 1 PURPOSE:** Local Trust Committees are provided with their draft sections of the annual report for review and approval so that Trust Council is able to easily approve its annual report in June 2024 without further editing from staff or trustees at the Trust Council meeting.

BACKGROUND: Preparation of the Islands Trust Annual Report is undertaken by Trust Area Services Communications staff, reporting to the Executive Committee and consistent with Trust Council's [Annual Report Policy 6.10.1](#). The Executive Committee approved the format and outline of the 2023/24 Annual Report at its meeting on February 23, 2024. The Saturna Island Local Trust Committee annual report section also includes an introduction on the local trust area with information gathered from the Islands Trust website and Statistics Canada. The addition of this introduction is in line with the Islands Trust 50th anniversary activities as approved by Executive Committee on November 21, 2023.

2 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Under Trust Council's Policy, all LTCs and Council committees are expected to review and approve their sections at regular meetings in order to have the report approved by Trust Council at its June 2024 meeting.

FINANCIAL: None.

POLICY: No implications for existing policy

IMPLEMENTATION/COMMUNICATIONS: The process for development of the Annual Report is outlined in Trust Council's Annual Report policy 6.10.i. Once each committee has approved its section, staff will create a draft Annual Report for review by the Executive Committee and then Trust Council consideration of approval in June. Upon approval by Trust Council, staff will send the Annual Report to the Minister of Municipal Affairs and circulate it as indicated in Trust Council's policy.

FIRST NATIONS: Information about First Nations relations may be included within committee reports.

OTHER: None.

3 RELEVANT POLICY(S): Trust Council's Annual Report policy 6.10.i; *Islands Trust Act*

4 ATTACHMENT(S):: Saturna Island LTC input to Annual Report (draft)

RESPONSE OPTIONS

Recommendation: That the Saturna Island Local Trust Committee approves the attached text for inclusion in the 2023/24 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs.

Alternative: That the Saturna Island Local Trust Committee approves the attached text for inclusion in the 2023/24 Annual Report for approval (as amended) by Trust Council and submission to the Minister of Municipal Affairs.

Prepared By: Morgana van Niekerk, Communications Specialist

Saturna Island Local Trust Committee

Saturna Island Local Trust Area includes more than 10 associated islands including Saturna, Anniversary, Cabbage, and Lizard Islands.

Saturna Island Local Trust Area is located within the territory of First Nations whose people have cared for these lands and waters since time immemorial.

45% of the Saturna Island Local Trust Area is protected and has critical habitat for the White Meconella flowering plant, Lindley's False Silverpuffs, and the Great Blue Heron. One of three temporary sanctuaries for southern resident Killer Whales can be found off the east coast of Saturna. Heritage Forests are representative forest types of Saturna Island.

(Statistics from the 2021 census, graphics that show change over time: total population (1971-2021) and percentage of private dwellings occupied by usual resident (1991 and 2021):

<https://islandstrust.bc.ca/document/saturna-island-lta-2021-census-profile/>

The Saturna Island Local Trust Committee (SA LTC) held four regular business meetings in the 2023/24 fiscal year, as well as three Community Information Meetings, one special meeting, and three public hearings.

Work for this period focused on advancing the SA LTC priorities to complete a density transfer application to facilitate the donation of land for nature protection and to consider an Agricultural Land Reserve exclusion proposal.

From April 1, 2023 to March 31, 2024, the SA LTC considered three rezoning applications.

During the same time period staff also reviewed six building permit referrals.

The SA LTC also gave readings to a new fees bylaw.