



Saturna Island Local Trust Committee Regular Meeting Agenda

Date: May 19, 2022
Time: 11:30 am
Location: Saturna Recreation and Cultural Centre
104 Harris 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. TOWN HALL AND QUESTIONS	11:45 AM - 12:00 PM
6. COMMUNITY INFORMATION MEETING	12:00 PM - 12:30 PM
6.1. SA-LCB-2022.1 Feral Goat Winery Liquor License Expansion Application	
7. PUBLIC HEARING	
None	
8. MINUTES	12:30 PM - 12:40 PM
8.1. Local Trust Committee Minutes Dated February 17, 2022 (for Information)	4 - 9
8.2. Section 26 Resolutions-without-meeting Report Dated May 2022	10 - 10
9. BUSINESS ARISING FROM THE MINUTES	
9.1. Follow-up Action List Dated May 2022	11 - 12
10. DELEGATIONS	
11. CORRESPONDENCE	12:40 PM - 12:45 PM
<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>	
11.1. BC Electoral Boundaries Commission - March 3, 2022 (attached)	13 - 13

12.	APPLICATIONS AND REFERRALS	12:45 PM - 1:15 PM	
12.1.	SA-LCB-2022.1 (Feral Goat Winery) - Staff Report (attached)		14 - 27
13.	LOCAL TRUST COMMITTEE PROJECTS	1:15 PM - 1:45 PM	
13.1.	New Fee Bylaw - Request for Decision (attached)		28 - 44
13.2.	OCP and LUB Minor Review Project – Staff Report (attached)		45 - 57
14.	REPORTS	1:45 PM - 1:55 PM	
14.1.	Work Program Reports (attached)		
	14.1.1. <u>Top Priorities Report dated May 2022</u>		58 - 58
	14.1.2. <u>Projects List Report Dated May 2022</u>		59 - 59
14.2.	Applications Report Dated May 2022 (attached)		60 - 61
14.3.	Trustee and Local Expense Report Dated March 2022 (attached)		62 - 62
14.4.	Adopted Policies and Standing Resolutions (attached)		63 - 64
14.5.	Local Trust Committee Webpage		
14.6.	Islands Trust Conservancy Report Dated March 2022		65 - 66
15.	NEW BUSINESS	1:55 PM - 2:00 PM	
15.1.	Draft Annual Report Wording - for approval (attached)		67 - 67
	That the Saturna Island Local Trust Committee approves the format and outline of contents for the 2021/22 Annual Report.		
16.	UPCOMING MEETINGS		
16.1.	Next Regular Meeting Scheduled for July 21, 2022 at the Saturna Recreation and Cultural Centre, Saturna Island		
17.	TOWN HALL	2:00 PM - 2:15 PM	
18.	CLOSED MEETING (Distributed Under Separate Cover)		

18.1. 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)(d) for the purpose of considering:

- *Adoption of In-Camera Meeting Minutes Dated October 24, 2019*
- *Appointment of Board of Variance Members*

AND that the recorder and staff attend the meeting.

18.2. Recall to Order

18.3. Rise and Report

19. ADJOURNMENT

2:15 PM - 2:15 PM

ADOPTED



Saturna Island Local Trust Committee Minutes of Regular Meeting

Date: February 17, 2022
Location: Saturna Recreation and Cultural Centre
104 Harris Road, Saturna Island, BC

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

Staff Present: Robert Kojima, Regional Planning Manager
Brad Smith, Island Planner
Lauren Edwards, Recorder

Public Present There was one member of the public attending the Zoom meeting

1. CALL TO ORDER

Chair Patrick called the meeting to order at 11:40 am. 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 Brent reported that:

- he attended a recent Trust Programs Committee meeting where discussion occurred regarding the upcoming consultations to be held on the islands for the Trust Policy Statement rewrite; and
- he attended a recent Financial Planning Committee meeting where discussion occurred regarding the budget which will be presented at the March Trust Council meeting; and he also provided a statistical summary from the review of the survey responses and an overview of the budget expenditures.

Trustee Middleton reported that the Governance and Management Review document was released in confidence to all island trustees and it is anticipated to be made public soon.

4. CHAIR'S REPORT

Chair Patrick reported that:

- the Trust Council meeting will be held in person and streamed live from Nanaimo on March 8th to 10th and a public input session is scheduled on March 8th from 7:00 to 9:00 pm; and,
- that public engagement will soon occur for the Trust Policy Statement.

5. TOWN HALL AND QUESTIONS

There were no questions raised.

6. COMMUNITY INFORMATION MEETING - None

7. PUBLIC HEARING - None

8. MINUTES

8.1 Local Trust Committee Minutes Dated October 21, 2021 (for Information)

The minutes of October 21, 2021, having already been adopted, were recorded here for information purposes only.

SA-2021-005

that the Saturna Island Local Trust Committee regular meeting minutes of October 21, 2021, be adopted as presented.

CARRIED 15-Dec-2021

8.2 Section 26 Resolutions-without-meeting Report Dated January 2022

There were no questions raised.

9. BUSINESS ARISING FROM THE MINUTES

9.1 Follow-up Action List Dated Feb 2022

No discussion occurred.

10. DELEGATIONS - None

11. CORRESPONDENCE

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

12. APPLICATIONS AND REFERRALS – None

13. LOCAL TRUST COMMITTEE PROJECTS

13.1 New Fee Bylaw - Request for Decision

SA-2022-001

It was Moved and Seconded,

that the Saturna Local Trust Committee defer New Fee Bylaw - Request for Decision until the next meeting.

CARRIED

13.2 OCP and LUB Minor Review Project – Staff Report

SA-2022-002

It was Moved and Seconded,

that the Saturna Island Local Trust Committee Bylaw No. 133, cited as “Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 01, 2021”, be read a first time.

CARRIED

SA-2022-003

It was Moved and Seconded,

that the Saturna Island Local Trust Committee Bylaw No. 134, cited as “Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2021”, be read a first time.

CARRIED

SA-2022-004

It was Moved and Seconded,

that the Saturna Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directive Policies Checklist and determined that proposed Bylaw No. 133 and No. 134 are not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

SA-2022-005

It was Moved and Seconded,

that the Saturna Island Local Trust Committee direct staff to schedule a Public Hearing for Bylaws No. 133 and 134 following the completion of agency and First Nations referrals.

CARRIED

SA-2022-006

It was Moved and Seconded,

that the Saturna Island Local Trust Committee direct staff to schedule a Community Information Meeting in conjunction with the Public Hearing for Bylaws No. 133 and 134.

CARRIED

14. REPORTS

14.1 Work Program Reports

14.1.1 Top Priorities Report Dated Feb 2022

By general consent remove items 1 and 3 from the Priority List.

14.1.2 Projects List Report Dated Feb 2022

- Staff will inquire when to expect an update with regards to the saltwater intrusion project.

14.2 Applications Report Dated February 2022

No questions were raised.

14.3 Trustee and Local Expense Report Dated December 2021

No issues were raised.

14.4 Adopted Policies and Standing Resolutions

No discussion occurred.

14.5 Local Trust Committee Webpage

No discussion occurred.

14.6 Islands Trust Conservancy Report Dated November 2021

Received for information.

15. NEW BUSINESS

15.1 Shoreline Protection Model Bylaw Report – Briefing

- The report was received for information; and
- Trustee Middleton commented that the recent high water event caused significant damage and that building resilience might be something to bring forward.

15.2 Saturna Island Local Trust Committee Meeting Procedure Bylaw No. 135 (for consideration)

SA-2022-007

It was Moved and Seconded,

that the Saturna Island Local Trust Committee amend Bylaw No. 135, to remove sections 18 through 40.

CARRIED

SA-2022-008

It was Moved and Seconded,

that the Saturna Island Local Trust Committee Bylaw No. 135, cited as “Saturna Island Local Trust Committee Meeting Procedure Bylaw No. 135, 2022” as amended, be Read a First Time.

CARRIED

SA-2022-009

It was Moved and Seconded,

that the Saturna Island Local Trust Committee Bylaw No. 135, cited as “Saturna Island Local Trust Committee Meeting Procedure Bylaw No. 135, 2022”, be Read a Second Time.

CARRIED

SA-2022-010

It was Moved and Seconded,

that the Saturna Island Local Trust Committee Bylaw No. 135, cited as “Saturna Island Local Trust Committee Meeting Procedure Bylaw No. 135, 2022”, be Read a Third Time.

CARRIED

SA-2022-011

It was Moved and Seconded,

that Saturna Island Local Committee Bylaw No. 135, cited as “Saturna Island Local Trust Committee Meeting Procedures Bylaw No. 135, 2021”, be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

CARRIED

16. UPCOMING MEETINGS

16.1 Revised 2022 LTC Meeting Schedule (for approval)

By general consent the revised schedule was approved.

16.2 Next Regular Meeting Scheduled for April 7, 2022 at the Saturna Recreation and Cultural Centre, Saturna Island

17. TOWN HALL

None

18. CLOSED MEETING

None

19. ADJOURNMENT

By general consent the meeting was adjourned at 12:26 pm.

Laura Patrick, Chair

Certified Correct:

Lauren Edwards, Recorder

Resolutions Without Meetings Log

Saturna Island

Resolution Number	Action	Date
2022-007	Carried	05-May-2022
That the Saturna Island Local Trust Committee regular meeting minutes of February 17, 2022, be adopted as presented.		
2022-006	Carried	17-Mar-2022
THAT the Saturna Island Local Trust Committee, April 7, 2022, regular scheduled business meeting be cancelled.		
2022-005	Carried	15-Mar-2022
That the Saturna Island Local Trust Committee opt out of commenting on liquor license application SA-LCB-2022.1 as the Local Trust Committee is supportive of the application given the remote location of the subject property in relation to potentially impacted neighbours and the currently approved land use as a licensed winery.		
2022-004	Carried	16-Mar-2022
THAT Saturna Island Local Trust Committee adopt Bylaw No. 135, cited as "Saturna Island Local Trust Committee Meeting Procedure Bylaw No. 135, 2022".		



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-Mar-2022	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-Mar-2022	In Progress

17-Feb-2022

Activity	Responsibility	Dates	Status
1 13.2 Minor Amendments Project - BL 133/134 given 1st reading, send referrals to agencies and First Nations, update webpage with proposed BLs	Jas Chonk Robin Ellchuk	Target: 04-Mar-2022	Completed
2 Staff to provide update to the LTC on provincial saltwater intrusion mapping project for Saturna LTA	Brad Smith	Target: 04-Mar-2022	Completed

Follow Up Action Report

Saturna Island

17-Feb-2022

Activity	Responsibility	Dates	Status
3 15.2 Meeting procedures BL 135 given 1st, 2nd, 3rd readings, send to EC for approval - after EC approval initiate adoption by RWM	Jas Chonk	Target: 11-Mar-2022	Completed
4 16.1 Revised LTC meeting schedule approved as presented - staff to schedule meeting dates/venues	Robin Ellchuk	Target: 04-Mar-2022	Completed
5 13.1 Fees Bylaw - deferred to april agenda	Jas Chonk	Target: 25-Mar-2022	Completed

From: "INFO, BCEBC BCEBC:EX" <info@bcebc.ca>

Subject: Greetings from the BC Electoral Boundaries Commission

Date: March 3, 2022 at 11:45:56 AM PST

To: "sefast@bimbc.ca" <sefast@bimbc.ca>



March 3, 2022

Councillor Sue Ellen Fast
Island Municipality of Bowen Island

Greetings from the BC Electoral Boundaries Commission.

Please accept this letter as an invitation to your organization to express your views on the province's current electoral district boundaries.

The BC Electoral Boundaries Commission is an independent, non-partisan commission with a mandate to review the area, names and boundaries of provincial electoral districts. The Commission submits two reports to the Legislative Assembly with recommendations for the next two provincial general elections.

Your voice is an important part of this process. To help prepare its preliminary report, the Commission is now seeking public input on the province's current electoral district boundaries. We will be publishing a preliminary report with initial recommendations. After, we will seek public input on those recommendations.

You can share your organization's views in the following ways:

- through the [Commission website](#),
- at an in-person or virtual [public meeting](#), or
 - by [writing the Commission](#) directly.

Visit our website to learn more about the Commission, review maps and resources, and find the electoral districts in your community.

Please feel free to share this information with others and contact us with any questions.

Sincerely,

Justice Nitya Iyer
Commission Chair

BC Electoral Boundaries Commission

100- 1112 FORT STREET, VICTORIA B.C. V8V 3PK
BCEBC.CA | INFO@BCEBC.CA | 1-800-661-8683



File No.: SA-LCB-2022.1 (Feral Goat Winery)

DATE OF MEETING: May 19, 2022
TO: Saturna Island Local Trust Committee
FROM: Brad Smith
Southern Team
SUBJECT: Change of Liquor Licence - New Lounge and Outdoor Patio
Applicant: Ian and Anne Hayward
Location: 32 Trueworthy Road

RECOMMENDATION

1. That the Saturna Island Local Trust Committee directs staff to send a response to the Liquor and Cannabis Regulation Branch regarding the Feral Goat Winery application for a New Lounge and Outdoor Patio at 32 Trueworthy Road that states:
 - a. The proposed location of the lounge and outdoor patio is considered to be *(suitable, not-suitable)*
 - b. The proposed person capacity of one hundred and seventy-five (175) for the lounge and outdoor patio is considered to be *(suitable, not-suitable)*
 - c. The potential impacts due to noise if the application is approved *(would be none, would be minimal, or would be significant due to....)*,
 - d. The potential general impacts on the community if the application is approved be *(negligible or beneficial because.... or detrimental because....)*,
 - e. The Local Trust Committee has solicited public input to gather residents' views *(and ## residents provided written or verbal comments)*,
 - f. A notice of the application was mail dropped to all residences on Saturna Island, sent to the Saturna Beach Strata Corp for distribution to strata members, posted on local bulletin boards, posted on the Saturna Island Local Trust Committee webpage, and sent electronically to Saturna island email subscribers. Residents were invited to provide written submissions or attend a community information meeting,
 - g. A community information meeting was held on May 19, 2022 to gather residents' views about the application.
 - h. The residents' views were generally *(in support or in opposition or neutral.... or of the ## comments received # were supportive, # were opposed or had concerns and # were neutral)* about the application

- i. The Local Trust Committee agrees with the residents' views that *(the application should be supported or the application should be denied or the application should include the following restrictions.....)*
 - j. The Local Trust Committee recommends the application *(be approved, or not be approved or the application should be approved with the following restrictions.....)*
2. That the Saturna Island Local Trust Committee directs staff to include a record of the community information meeting with the response Liquor and Cannabis Regulation Branch regarding the Feral Goat Winery application for a New Lounge and Outdoor Patio.

REPORT SUMMARY

The Feral Goat Winery has applied to the Liquor and Cannabis Regulation Branch (LCRB) to add a new Lounge including Outdoor Patio to their Liquor Primary License.

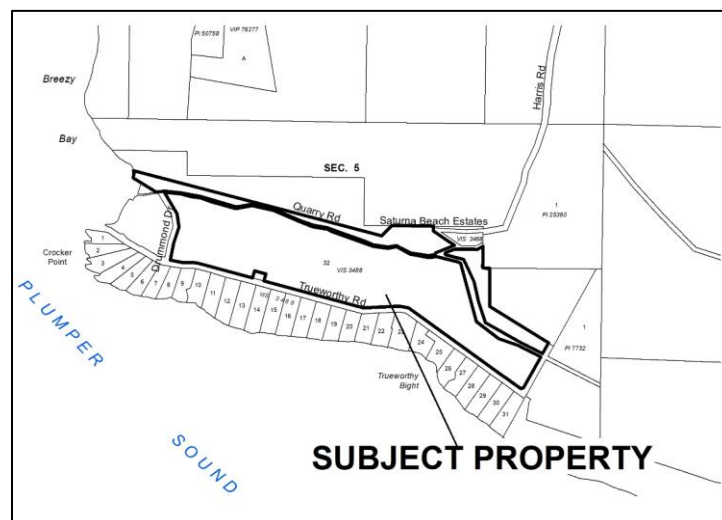
As local government, the Saturna Island Local Trust Committee (LTC) is required to consider the application and provide the LCRB with a written recommendation.

To facilitate the provincial requirement to gather residents' views and make a recommendation on the application, resolutions have been outlined above; however, the LTC will need to complete the details pending information and comments from the community. Response options are shown in italics for the LTC's consideration.

BACKGROUND

The LCRB application is for a new lounge and outdoor patio to be located at 32 Trueworthy Road, Saturna Island (Figure 1).

Figure 1: Subject Property/Location



The proposal is for a new lounge to be located in a separate building on the property that has operated in the past as a bistro and tasting room. The proposed patio area is immediately abutted to the interior service area on the south of the lounge building. The applicant has provided a letter of intent that further describes the proposed land use (Attachment 1). Also included are proposed site plans as Attachment 2.

ANALYSIS

Policy/Regulatory

Islands Trust Policy Statement:

There are no directive policies relevant to this referral.

Official Community Plan

The property is designated as **FL - Farmland** in the Saturna Island Official Community Plan No. 70. There are no specific conflicts in respect of this application with OCP farmland or other land use policies.

Land Use Bylaw

The subject property is zoned **Farm Resort (F1)** where the sale of wine and cider including tasting facilities and a licensed restaurant for the sale and consumption of beverages on the premise are permitted uses.

LCRB Response Requirements

The following must be considered by the LTC as part of their response to the LCRB:

- Location: The lounge is located in a separate building on the property that has operated in the past as a bistro and tasting room. The proposed patio area is immediately abutted to the interior service area on the south of the lounge building.
Proposed Operating Hours: Regular proposed hours of service would be from 10 AM to 4 PM, 7 days per week primarily during the spring, summer and fall seasons.
Additionally, dinner service may be provided 3 or 4 days per week from 5 PM to 10 PM.
Occasionally, special events will be held such as weddings which will be from 10 AM to 11 PM.
- Maximum capacity – maximum capacity of 175 people for the lounge and patio combined. The Saturna Fire Department has provided an occupancy load letter that confirms 175 people is a safe maximum for the lounge and outdoor patio combined (Attachment 3).

Staff are of the view that the proposed location, operating hours and maximum capacity are reasonable, particularly given the sites rural location and property size.

Public Consultation

To gather input from the public, staff have scheduled a CIM for this application to be held on May 19, 2022 (notice included as Attachment 4).

A notice of the CIM for the application was mail dropped to all residents on Saturna Island, sent to the Saturna Beach Strata Corp for distribution to strata members, posted on local bulletin boards, posted on the Saturna Island Local Trust Committee webpage, and sent electronically to Saturna island email subscribers. Residents were invited to provide written submissions or attend a community information meeting.

At the time of writing, two written comments have been received, both in support of the application (Attachment 5). If any further comments are received they will be brought to the LTC at the May 19 meeting.

The results of the consultation are required in the form of a resolution(s) from the LTC and will be forwarded to the LCRB.

Rationale for Recommendation

The resolutions on page 1 of this report will facilitate the requirements of gathering residents' views as mandated by the LCRB. The LTC will need to complete the details pending information and comments from the community.

ALTERNATIVES

1. Request further information

The LTC may request further information prior to making a decision. The LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

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

NEXT STEPS

- Staff will forward resolutions (support, support with conditions, or to deny the licence) to the LCRB.

Submitted By:	Brad Smith	May 11, 2022
Concurrence:	Robert Kojima, Regional Planning Manager	May 12, 2022

ATTACHMENTS

1. Letter of Intent (from Applicant)
2. Site Plans
3. Occupancy Load Letter
4. CIM Notice
5. Public Input letters

Feral Goat Winery

(seeking name change to Sage Hayward Vineyards)

Letter of Intent re: Lounge Endorsement

With this correspondence, I set out our plan relative to the proposed lounge that is the subject matter of this endorsement application.

Introduction

The Feral Goat Winery is situated on the southern end of the remote Southern Gulf Island, Saturna. Our property is approximately 77 acres in size with approximately 40 acres of vineyards. Our manufacturing facility is located approximately 150 metres from the proposed lounge. The lounge itself is in a large tasting room/bistro that operated for many years in the past under previous ownership. This building already has a well-established commercial kitchen and all of the other accoutrements necessary to function as a lounge and tasting area.

The building in which the lounge is located is well isolated from all residential areas. It is on one side of the vineyard whereas the closest residence is on the other side of the vineyard separated by a road and forest. The lounge will not be operated as a bar in the normal sense of that term. It will be a lounge that is secondary to a tasting room. We are in a fairly isolated location and most of the tourists who will be visiting our winery may want to have a lunch after tasting our wines. The focus will be primarily on the winery.

Food Service

Our lunch service will be targeted to the tourists visiting our vineyard. It will be made up of a variety of hot and cold offerings. We will be serving charcuterie boards that will have cured meats, cheeses, olives, crackers, grapes and spreads such as hummus. We will also be serving hot items on the menu including flatbreads or artisanal pizzas, lamb meatballs, meat skewers, salads and other seasonal offerings.

We may also offer a dinner service two or three days per week which will be primarily targeted at local island residents. The meals offered at these times will be more robust such as prime rib dinners, salmon and seafood, pasta dishes, etc.

Nonalcoholic beverages will be available at all times including lunch and dinner services and will be served free in the tasting room to designated drivers.

Entertainment

Insofar as our facility is primarily oriented around winetasting, there will be no entertainment as such. On the odd occasion, during a dinner service, a local band or musician may be called on to play music at the lounge but it is not anticipated that there will be any dancing as we do not have a dance floor. There will be no games such as darts, gambling, karaoke, pool, etc.

The Neighbourhood

The proposed lounge is located in a sparsely populated rural setting and is a uniquely isolated site. On the east, west and south sides of the building, there are long uninterrupted fields of

planted grapes. On the north side of the building, there is a very large cliff rising approximately 50 m straight up with no residences in between the lounge and the cliff.

There is no residential area immediately adjacent to or in close vicinity to the proposed lounge. There is farm that is located approximately three quarters of a kilometre to the east but it has much forested land and vineyard in between it and our lounge. Aside from the Vineyard manager's cabin, there is no residence between the lounge and the ocean to the west of the building. To the south, there is approximately 150 to 200 m of vineyard and then another approximately 10 to 20 m of forest before one would encounter any residences. These homes are primarily recreational properties that are well spread out. In short, we have no immediate neighbours to the lounge.

Noise Disturbance

In terms of potential for noise and other types of disturbance to neighbours, there is none. Simply put, we are in too isolated of a location for any noise emanating from the lounge to reach our nearest neighbours. The type of operation we are running will not have loud music at any time.

In terms of measures we will implement to ensure that nearby residents are not disturbed by our establishment or patrons, there is nothing further to be done in this regard insofar as we are nowhere near any of our neighbours.

Other Information

The site from which we will be operating our lounge will be identical to that which was operated by one of our predecessors at this location. The lounge operated as a bistro attached to a tasting room for many years without incident. The entire allure of our location is that it is in a remote, natural, and pastoral location. We are surrounded by rain forest, cliffs and vines. Our customers will be coming to us expecting a peaceful and serene lunch or dinner while tasting the product of our craft. We are not in a location that would be even remotely convenient or attractive for people who might be seeking a typical evening bar experience. Although we may occasionally serve some beer or cocktails, the vast majority of what we will be offering in terms of alcoholic beverages will be our own wine produced on location.

If you have any questions arising from anything that is set out above, please do not hesitate to contact the writer at 604-803-2320.

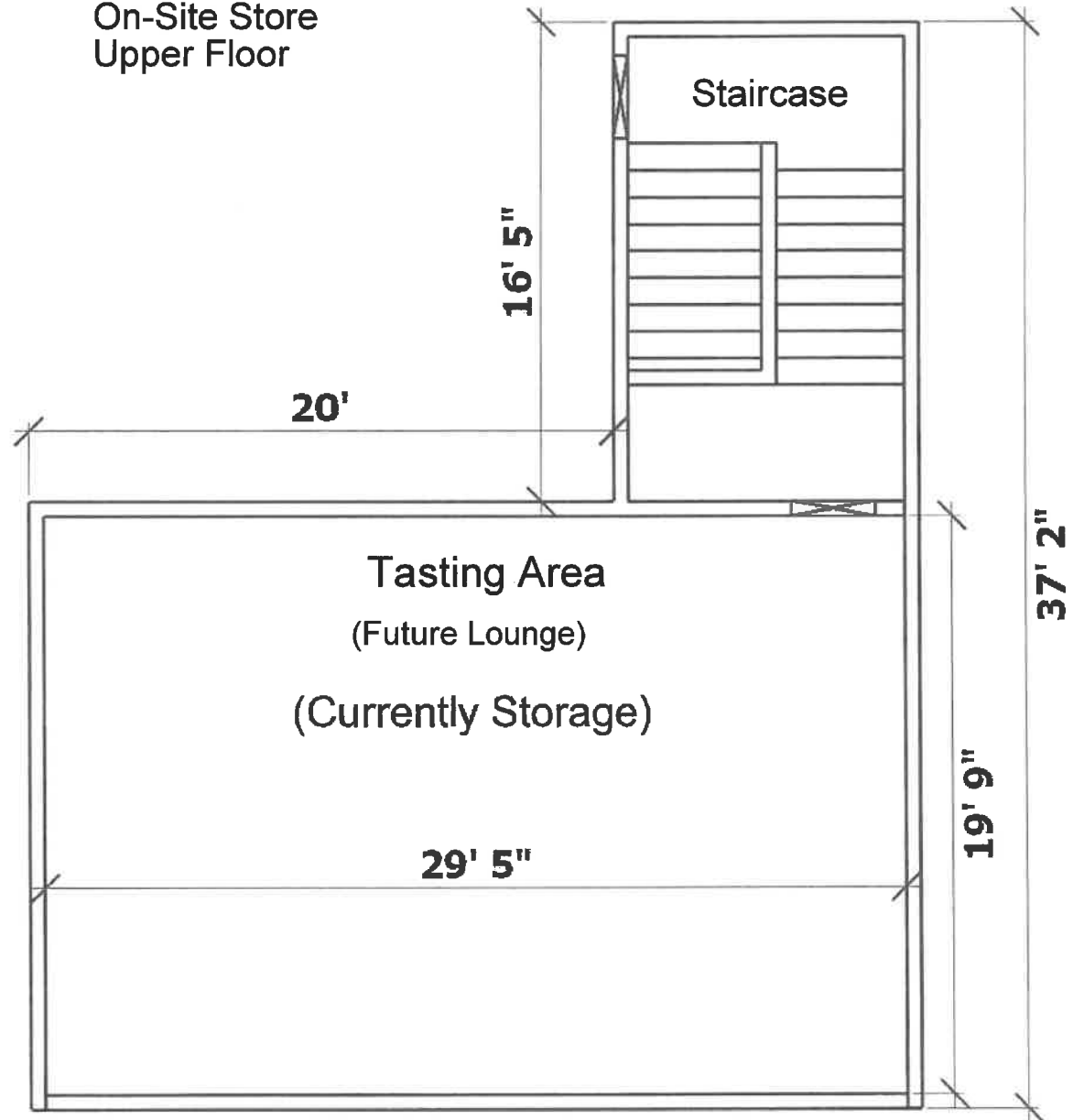
Yours sincerely,

A handwritten signature in black ink, appearing to read 'Ian Hayward', with a stylized, flowing script.

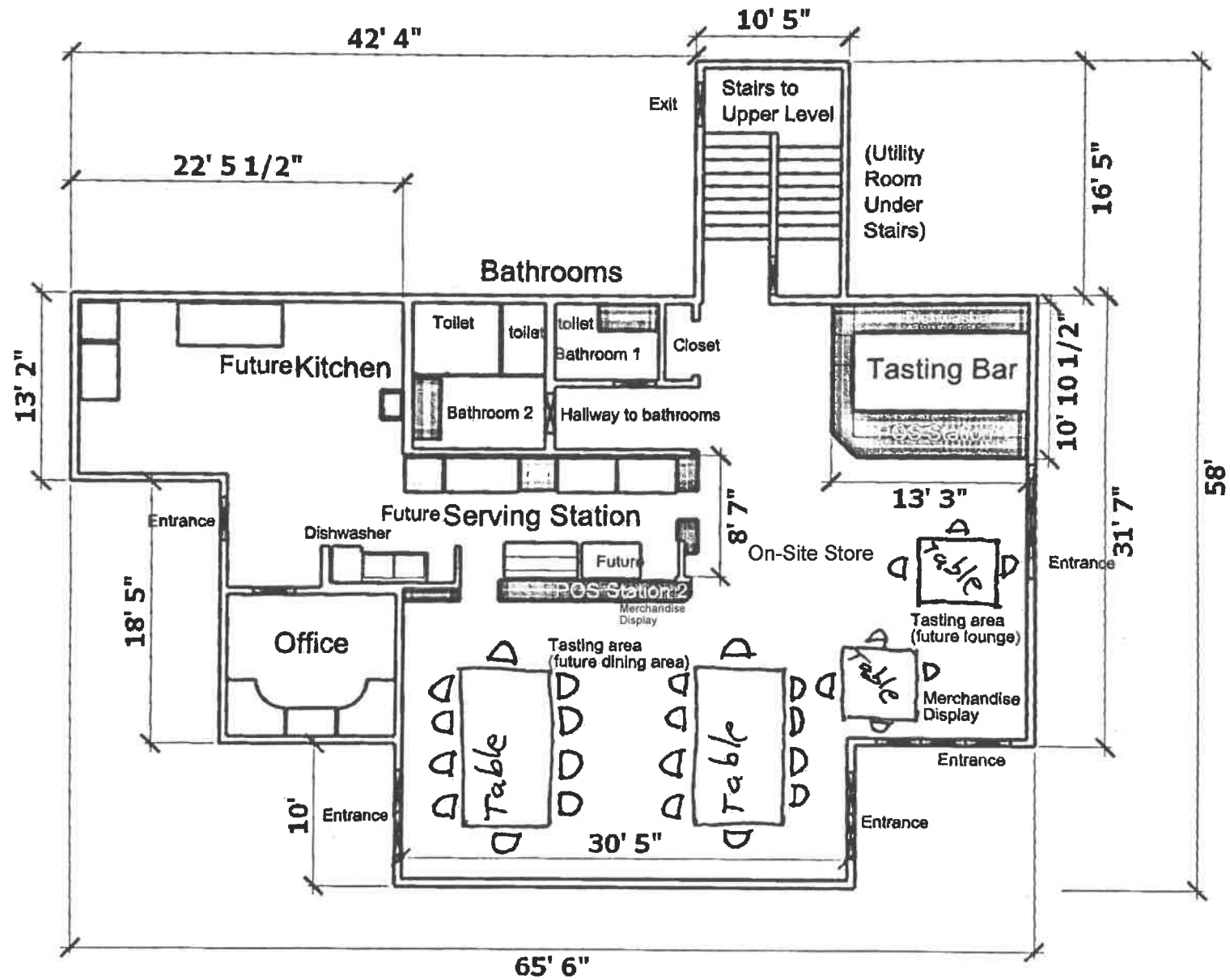
Ian Hayward

Feral Goat Winery on Saturna Island (seeking name change to Sage-Hayward Vineyards)

Feral Goat Winery
On-Site Store
Upper Floor



Feral Goat Winery On-Site Store





Occupancy Load

Feral Goat Bistro

TO: Sage Hayward Vineyards

C/O Lara Trustcott

April 9, 2022

The purpose of this letter is to inform the business of the Max Occupancy Load for the Feral Goat Bistro building as permitted by the Fire Code and Building Code of British Columbia. These numbers are from the perspective of allowing safe egress of occupants in the case of an emergency only, and may not be the same numbers that would be permitted from the perspective of public health, or another authority.

The max occupancy load for the lower story of the Bistro Building is 100 people.

The max occupancy load for the mezzanine (upper) story of the Bistro Building is 50 people.

The max occupancy load for the exterior of the building is 175 people, however this number is conditional on:

1. Any containment of outdoor licensed areas must allow sufficient emergency egress of patrons
2. Sufficient outdoor services for patrons may be required to ensure that the interior max occupancy load is not exceeded.

Sincerely,

Peter Clark

Chief, Saturna Island Volunteer Fire Department



NOTICE

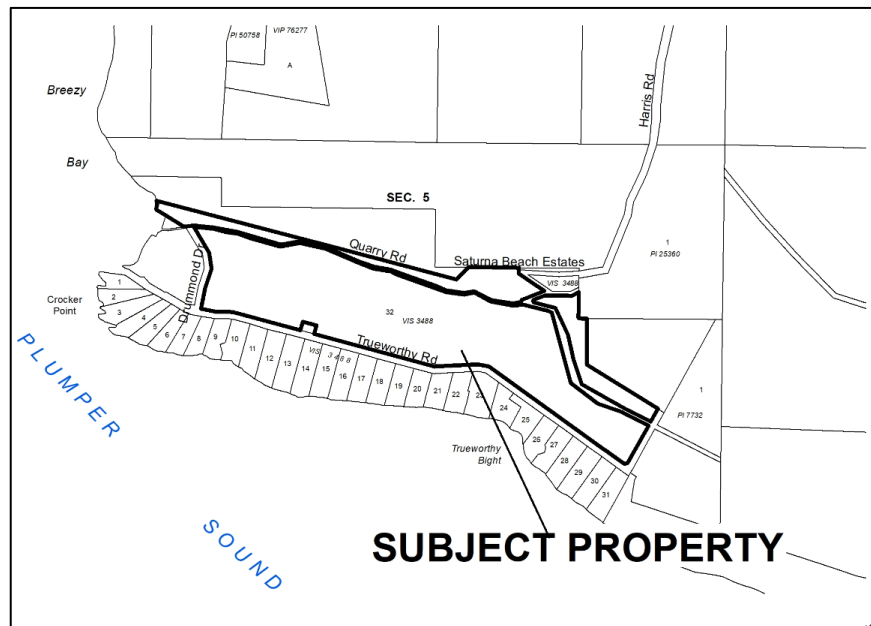
SATURNA ISLAND LOCAL TRUST COMMITTEE APPLICATION FOR A NEW LOUNGE LICENSE

The Feral Goat Winery has applied to the Liquor and Cannabis Regulation Branch (LCRB) to add a new **Lounge including Outdoor Patio** to their Liquor Primary License.

As local government, the Saturna Island Local Trust Committee (LTC) is required to consider the application and provide the LCRB with a written recommendation.

In order to receive public comment, and to provide an opportunity for the public to ask questions of the applicant, a **Community Information Meeting (CIM)** has been scheduled as part of the **LTC Regular Meeting** on **Thursday, May 19, 2022**, starting at **11:30 a.m.**, at the **Saturna Recreation and Cultural Centre, 104 Harris Rd, Saturna Island**.

The property subject to this application is located at **32 Trueworthy Road** as shown on the map (below). The subject property is zoned **Farm Resort (F1)** where **the sale of wine and cider including tasting facilities** and **a licensed restaurant for the sale and consumption of beverages on the premise** are permitted uses.



The following must be considered by the LTC as part of their response to the LCRB:

- Location: The lounge is located in a separate building on the property that has operated in the past as a bistro and tasting room. The proposed patio area is immediately abutted to the interior service area on the south of the lounge building.

Proposed Operating Hours: Regular proposed hours of service would be from 10 AM to 4 PM, 7 days per week primarily during the spring, summer and fall seasons.

Additionally, dinner service may be provided 3 or 4 days per week from 5 PM to 10 PM.

Occasionally, special events will be held such as weddings which will be from 10 AM to 11 PM.

- Maximum capacity – maximum capacity of 175 people for the lounge and patio combined.

Copies of background documents may be inspected on the Islands Trust website:

<https://islandstrust.bc.ca/island-planning/saturna/current-applications/> and at the Islands Trust Office, 200 - 1627 Fort Street, Victoria, B.C. between the hours of 8:30 a.m. and 4:30 p.m., Monday to Friday inclusive, excluding Statutory Holidays, commencing **May 6, 2022** and continuing up to and including **May 17, 2022**.

Written comments concerning the application may be delivered to:

1. the office of the Islands Trust by mail at #200 - 1627 Fort Street, Victoria, B.C. V8R 1H8, e-mail at southinfo@islandstrust.bc.ca, or by Fax (250) 405-5155, prior to **4:30 p.m. May 17, 2022**; or
2. by delivery to the Local Trust Committee at the CIM starting at **11:30 a.m. May 19, 2022**.

Enquiries and requests for further information should be directed to Brad Smith, Island Planner at (778) 679-5185. For Toll Free Access, request a transfer via Enquiry BC (in Vancouver 660-2421 and elsewhere in BC 1-800-663-7867) or email: bsmith@islandstrust.bc.ca.

The Saturna Island Local Trust Committee may consider a resolution with a recommendation for this application during the regular business meeting immediately following the **CIM** on **May 19, 2022**, also at the **Saturna Recreation and Cultural Centre**.

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

From: Mike Nielsen <[REDACTED]>
Sent: Sunday, May 8, 2022 7:17 PM
To: SouthInfo <SouthInfo@islandstrust.bc.ca>
Subject: Feral Goat Winery

Dear Saturna Island Local Trust Committee,
I am in favour of the proposed lounge and outdoor patio area brought forward by the Feral Goat Winery.
I think these additions would create jobs and be an asset for tourism on Saturna. I hope that the proposal will be allowed to proceed.
Best regards,

Mike Nielsen
[REDACTED]

Saturna

Sent: Monday, May 9, 2022 9:48 AM

To: SouthInfo <SouthInfo@islandstrust.bc.ca>

Subject: APPLICATION FOR A NEW LOUNGE LICENSE - Feral Goat Winery

I am writing to express my support for the Feral Goat Winery application for a New Lounge License.

All the best,

Rob

Robert Barrs

[REDACTED]
Saturna Island, BC

REQUEST FOR DECISION

To: Local Trust Committees **For the Meeting of:** October 21, 2021

From: David Marlor, Director, Local Planning Services **Date Prepared:** September 15, 2021

SUBJECT: New Fee Bylaws

RECOMMENDATION:

That the Saturna Local Trust Committee request Staff to draft a new Fee Bylaw based on the model fee bylaw attached to Trust Council Policy “5.6.1 Application Processing Services.”

DIRECTOR COMMENTS:

The recommendation will allow staff to draft a fee bylaw specific to each local trust committee’s needs based on the model fee bylaw adopted by Trust Council.

1 PURPOSE: To update all local trust committee fee bylaws to be consistent with the new Application Processing Services policy.

2 BACKGROUND:

At its regular business meeting in June 2021, Trust Council adopted a new Application Processing Services Policy that includes a model Fee Bylaw. Trust Council also passed the following resolution:

That Trust Council request all local trust committees to consider adoption of a new application processing fees bylaw based on the model fees bylaw attached to Policy 5.6.1 “Application Processing Services”.

The Trust Council application processing services policy has been amended to:

1. clarify more specifically the activities covered by the application fee to remove ambiguity;
2. remove the need for planners to determine the work required at the start of the process, which has been identified as practically impossible to implement;
3. establish an objective of 80 per cent of the average processing cost for cost recovery;
4. add more clarity around when cost recovery agreements are required, and what are considered extraordinary cost charges; and
5. add a model fees bylaw to the policy as an attachment.

A new model fees bylaw has been developed that:

1. has updated fees that better reflect the actual average cost of processing the various types of applications, designed to include the staff costs and the fixed costs, such as meeting expenses and advertising;
2. adds consideration for recovery of costs associated with First Nation site visits if required;
3. adds more robust fee refund policy to improve fairness;
4. adds an annual automatic increase of fees of two percent to reflect the estimated actual cost increases due to inflation and collective agreement increases for staff;
5. retains ability of local trust committees to reduce fees by up to 20 percent, intended to allow flexibility recognizing local factors affecting cost of application processing;
6. adds flexibility to allow for reduced temporary use permits fees for community benefits as defined by the local trust committee in its official community plan; and
7. adds a 20 per cent higher fee for applications where development began without a permit or permission to reflect the higher cost of processing such an application.

Each local trust committee has been asked by Trust Council to update its fee bylaw to be consistent with the model fee bylaw approved by Trust Council. If a local trust committee wishes to adjust fees in accordance with items 5 and 6 above, the local trust committee should include this request in the resolution to develop a draft fee bylaw. While a local trust committee is under no legislative obligation to amend its fees bylaw, Trust Council has developed the model fee bylaw to assist in assuring the fees charged better reflect the cost of processing applications using shared resources throughout the Islands Trust Area.

Please note that fees charged are to recover the average cost of processing that type of application. Fees cannot be used to be punitive, or to raise funds above the average cost of processing an application. Local trust committees cannot charge fees for building permit referrals or Crown land referrals as there is no authority provided to do so.

Local trust committees are authorized to charge fees for different types of applications as follows:

- **Section 462 of the *Local Government Act*** provides that a local government may, by bylaw, impose fees related to applications and inspections to recover the average costs of processing official community plan amendments, land use bylaw amendments, subdivisions bylaw amendments, heritage conservation bylaw amendments, issuance of a development permit, development variance permit, temporary use permit, heritage alteration permit, land use contract amendments, heritage revitalisation agreement amendments, board of variance orders, and inspection of works and services related to applications and permits, and subdivision applications;
- **Section 31(2)(b) of the *Islands Trust Act*** provides that a local trust committee may impose fees to recover the cost of processing siting and use permits;
- **Section 41 of the *Liquor Control and Licensing Act*** provides that a local government may, by bylaw, impose fees to recover the cost of processing liquor and liquor licensing referrals; and
- **Section 35 of the *Cannabis Control and Licensing Act*** provides that a local government may, by bylaw, impose fees to recover the cost of processing a referral for a license under that Act.

Section 462 of the *Local Government Act* also states that local governments must not impose a fee, charge a tax or require works or services to be provided unless authorized by this Act or any other Act. For this reason, fees are not charged for processing of building permit and Crown land referrals, as there is no authorization in any Act for local trust committees to recover these costs.

Fee bylaws are administrative bylaws. There is no requirement for public input. The local trust committee may consider first, second and third readings all at one meeting. The Executive Committee must approve the bylaw before the local trust committee can consider adoption.

Ideally, all local trust committees will have considered updating their bylaws by March 2022 so that the assumptions on revenue can be included in the next fiscal year budget process.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

Staff will draft a fee bylaw based on the model fee bylaw and bring back to a future local trust committee meeting for consideration.

FINANCIAL:

No financial implication from the recommendation.

POLICY:

Updating the Fee bylaw will be consistent with Trust Council Policy 5.6.1 Application Processing Services.

IMPLEMENTATION/COMMUNICATIONS:

Local planning staff assigned to the local trust committee will draft fee bylaw for local trust committee consideration.

FIRST NATIONS:

No First Nations implications from the recommendations.

OTHER:

No other implications from the recommendations.

4 RELEVANT POLICY(S):

Trust Council Policy 5.6.1 Application Servicing Process

5 ATTACHMENT(S):

Trust Council Policy 5.6.1 Application Processing Services

RESPONSE OPTIONS

Recommendation:

That the Saturna Local Trust Committee request Staff to draft a new fee bylaw based on the model fee bylaw attached to Trust Council Policy "5.6.1 Application Processing Services."

Alternative:

That the Saturna Local Trust Committee request Staff to draft a new fee bylaw based on the model fee bylaw attached to Trust Council Policy "5.6.1 Application Processing Services" with the following modifications: [list modifications].

Prepared By: David Marlор, Director, Local Planning Services

Reviewed By/Date: Julia Mobbs, Director, Administrative Services/August, 2021



Policy:	5.6.1
Approved By:	Trust Council
Approval Date:	June 9, 2021 Repeals policies 5.6.1, 5.6.2 and 5.6.3
Amendment Dates:	
Policy Holder:	Director of Local Planning Services

APPLICATION PROCESSING SERVICES POLICY

Purpose

This policy is intended:

- to identify the services provided by Islands Trust and the different levels of costs associated with these services;
- to provide direction for the preparation of Fees Bylaws and Schedules by Local Trust Committees (LTCs);
- to provide the principles by which cost recovery for extraordinary services beyond the standard fee can be negotiated and agreed to by an applicant and a LTC;
- to recover from applicants 100 per cent of the average cost of processing the development applications, while permitting consideration of lower cost recovery for environmental protection and community benefit.

A. Definitions

1. Application Processing Services include:

- 1.1 Bylaw Amendments to an official community plan, zoning bylaw, subdivision bylaw or other land use bylaws;
- 1.2 Development Application Requests for:
 - 1.2.1 Development Permits,
 - 1.2.2 Development Variance Permits,
 - 1.2.3 Temporary Use Permits,
 - 1.2.4 Soil Removal and Deposit Permits,
 - 1.2.5 Heritage Alteration Permits,
 - 1.2.6 Board of Variance Orders,
 - 1.2.7 Liquor Licensing Permits,
 - 1.2.8 Cannabis Licensing Permits,
 - 1.2.9 Siting & Use Permits,
 - 1.2.10 Land Use Contracts;
- 1.3 Agency Referral Responses and Comments on applications referred from other agencies.

2. Service Levels include:

- 2.1 Information Service that involves providing information to applicants and the general public at no cost, as a public service, and funded by property taxation revenues.
 - 2.2 Standard Application Processing Service that involves providing a specific service to applicants as a direct response to an application, whether directly to Islands Trust or through a referral from another agency, and primarily funded by established fees paid by an applicant.
 - 2.3 Extraordinary Processing Service is a service provided to the applicant that is beyond the standard processing service, with funding provided by the applicant as a deposit with the application fee or through a cost recovery agreement.
3. Costs:
- 3.1 General Service Costs 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.
 - 3.2 Estimated Direct Costs include advertisements, delivery of notices, hall rentals, minute taking at public hearings and community information meetings, and staff travel to attend public hearings and community information meetings.
 - 3.3 Extraordinary Processing Costs include costs beyond the standard processing service such as additional community information meetings, review of technical reports provided by specialists hired by the applicant, and specific legal services such as the preparation and registration of legal documents and the acquisition of legal advice.
4. Community Benefit:
- 4.1 Community benefit is the provision of an amenity that is of value to the community, and identified in the Official Community Plan as a community benefit or amenity.

B. Policy

1. Standard Application Processing Services

Applicants are responsible for paying different rates based on the level of service. The details involved in each level of a standard application processing service are identified below.

1.1 Information Service – No Fee Required

Information services are considered a public service and include:

- 1.1.1 ***providing information*** on application process requirements including a meeting with staff;
- 1.1.2 ***providing assistance*** to complete an application;
- 1.1.3 ***determination*** of applicable fees;

1.1.4 **identification** of readily identifiable issues to be addressed.

1.2 Application and Processing Service – Included in Application Fee

For rezoning applications, temporary use permit applications, development variances, development permits, liquor and cannabis retail license applications, and strata conversion applications, the application fee covers the following services:

- 1.2.1 comprehensive staff assessment including site visit where required;
- 1.2.2 staff reports;
- 1.2.3 discussion between planners and applicant throughout process;
- 1.2.4 review of archaeological data;
- 1.2.5 staff referral to other agencies, advisory planning commissions, and analysis of their comments;
- 1.2.6 bylaw or resolution drafting, including review for compatibility with Trust Object and policies and the relevant Official Community Plan;
- 1.2.7 staff report with recommendation for Local Trust Committee (LTC) approval consideration;
- 1.2.8 processing bylaws through Executive Committee for approval consideration, if necessary;
- 1.2.9 forwarding to Minister of Municipal Affairs and Housing for approval consideration, if necessary;
- 1.2.10 adoption of all bylaws or issuing of permits as required.

1.3 Public Hearing – Included in Application Fee

Services related to a Public Hearing that will be provided to an applicant who has paid an application fee include:

- 1.3.1 conducting one public hearing with staff present (includes staff time, staff travel costs and estimated direct costs such as meeting place rental, newspaper notice of public hearing, minute taker fee, and delivery of notices when needed).

1.4 Community Information Meeting – Included in Application Fee

Services related to a Community Information Meeting that will be provided to an applicant who has paid an application fee include:

- 1.4.1 conducting one community information meeting with staff present (includes staff time, staff travel costs, and estimated direct costs such as meeting place rental and delivery of notices when needed).

2. Extraordinary Processing Services – additional fees required

Extraordinary Processing Services are services provided to the applicant that are beyond the standard processing services identified in 1.1- 1.4. Applicants are responsible for paying additional fees for extraordinary processing services.

2.1 Role of LTC in Determining Necessity for Extraordinary Services

- 2.1.1 Local trust committees (LTCs) can determine the necessary requirements for processing applications. These requirements may necessitate extraordinary processing services, where the actual or estimated processing service level costs are in excess of the costs of a standard application fee for a similar process because:
 - 2.1.1.1 of additional requirements such as additional public consultation, complex covenant requirements or extensive staff time; or,
 - 2.1.1.2 the processing requirements include services obtained from professions outside Islands Trust such as special technical assistance and/or specific legal services; or,
 - 2.1.1.3 the processing requirements include First Nations site visit(s).
- 2.1.2 The Regional Planning Manager is responsible for assisting LTCs in identifying and costing extraordinary processing service requirements and advising the LTCs of the options available to handle these requirements.
- 2.1.3 The Regional Planning Manager is responsible for ensuring that complex service requirements include terms of reference which outline detailed criteria and parameters for the extraordinary services that are required.

2.2 Provision of Extraordinary Processing Services

- 2.2.1 Extraordinary processing services can be provided by Islands Trust via a cost recovery agreement, with costs to be paid by the applicant, in addition to the applicable standard fee.
- 2.2.2 A resolution of the LTC following the recommendation of the Regional Planning Manager is required to proceed.
- 2.2.3 When extraordinary processing service requirements have been identified, the applicant should be advised by staff that the application cannot be processed until additional funds are provided by the applicant and a cost recovery agreement with the Islands Trust is signed and a security deposit has been received.

3. Extraordinary Services Cost Recovery Agreements

3.1 Extraordinary Services Cost Recovery – Principles

- 3.1.1 Cost Recovery Agreements reflect a service level which includes the extraordinary services needed to undertake the approval process for a complex application.
- 3.1.2 Cost Recovery Agreements will endeavour to recover all costs of processing that exceed the standard costs of processing services.
- 3.1.3 The existence of a Cost Recovery Agreement will not fetter a LTC's discretion with respect to an application before the committee.
- 3.1.4 Authority for negotiating Cost Recovery Agreements is provided within the respective LTC Fees Bylaws.
- 3.1.5 Cost Recovery Agreements will proceed only by resolution of the LTC after consultation with the Regional Planning Manager, except in situations where an applicant is seeking to discuss an issue directly with Islands Trust legal advisors, in which case the Director of Local Planning Services may approve the Cost Recovery Agreement.
- 3.1.6 The Cost Recovery Agreement letter will be submitted, together with the recommendation of the Regional Planning Manager and the LTC resolution, for approval by the Director of Local Planning Services (or designate) prior to final agreement with the applicant.

3.2 Services Requiring Extraordinary Services Cost Recovery Agreement

The services identified below are considered to be beyond the scope of standard processing services. These services require payment, in addition to standard application fees established in the Fees Bylaw, of additional fees based on a cost recovery agreement between the Islands Trust and an applicant:

- 3.2.1 staff time required for covenant development;
- 3.2.2 staff time to attend more public consultation meetings than that already covered by the standard application fee, including community information meetings, advisory planning commission meetings, and public hearings;
- 3.2.3 technical assessments or studies as required by the local trust committee;
- 3.2.4 retaining special technical assistance required by the local trust committee;
- 3.2.5 additional legal counsel services required for the application not covered under the estimated direct costs of the Fees Bylaw;
- 3.2.6 process agreement negotiation;
- 3.2.7 First Nations site visits;
- 3.2.8 other resources and/or services required by the local trust committee to process the application not covered by the Fees Bylaw.

4. Funding Basis and Fee Adjustments

- 4.1 Application processing services are funded primarily through fees, as per a LTC's Fees Bylaw. Local trust committees should adopt a Fees Bylaw consistent with the model Fees Bylaw in Attachment 1.
- 4.2 Standard fees in Fees Bylaws are to be based on average processing costs, as per Section 462 of the *Local Government Act*, Section 31(2)(b) of the *Islands Trust Act*, Section 41 of the *Liquor Control and Licensing Act*, and Section 35 of the *Cannabis Control and Licensing Act*. Standard fees are calculated as the product of staff labour costs multiplied by processing time (including Planner and administrative support). Standard application fees include estimated direct costs.
- 4.3 A local trust committee may enact variances of up to 20% below what is indicated in the Trust Council's Model Fees Bylaw when adopting a LTC Fees Bylaw. The following criteria must be considered when evaluating a fee variance:
 - 4.3.1 the level of community/environmental benefit offered by the type of application;
 - 4.3.2 variances in direct costs (e.g. hall rental); and,
 - 4.3.3 an amendment to an approved application occurring within 6 months of the approval date.
- 4.4 Variance to a Fees Bylaw must be adopted by bylaw amendment. All LTC Fees Bylaws and Fees Bylaw amendments must be approved by the Executive Committee before adoption by a LTC.
- 4.5 Where the model fees bylaw permits reduced fees for temporary use permits that have a community benefit and are small scale, the local trust committee fees bylaw must specify the actual community benefit to which the fee applies, and should be supported by policies in the official community plan on what are considered amenities to the community.
- 4.6 Applications for development that begin without a permit or bylaw authorisation are subject to a 20 per cent surcharge to recover the additional cost in processing these types of applications.

5. Application Fee Sponsorship

- 5.1 If eligible, as identified in [Trust Council Policy 4.1.13 Guidelines for Executive Committee Sponsored or Local Trust Committee Initiated Development Applications](#), the applicant may apply for development application fee sponsorship.

6. Development Approval Information

- 6.1 The Development Approval Information (DAI) Bylaw provides a mechanism to ensure that the LTC receives appropriate reports and documentation (such as reports from engineers, biologists, hydrogeologists, and geotechnical specialists) from applicants to support rezoning, temporary use permit, and development permit applications.
- 6.2 DAI bylaws reduce operational costs by ensuring that applications are complete and the information provided is appropriate.
- 6.3 Local trust committees should adopt a development approval information bylaw.
- 6.4 The Regional Planning Committee should develop a model Development Approval Information bylaw for addition as Attachment 2 to this policy.

C. Legislated References

Local Government Act, S.462

Local Government Act, S.486

Liquor Control and Licensing Act, S.41

Cannabis Control and Licensing Act, S.35

D. Attachments/Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

- 1. Model Fees Bylaw

[INSERT LTC NAME] LOCAL TRUST COMMITTEE

BYLAW NO. [XX]

A bylaw to prescribe fees for amending bylaws, issuing permits, examining applications for subdivision, and examining other referrals and applications. Model fees reflect the cost recovery for application processing.

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, **[DENMAN AND HORNBY ONLY and Section 31(2)(b) of the Islands Trust Act provides that a local trust committee may impose a fees to recover the cost of processing siting and use permits]** ;

NOW THEREFORE the **[Insert LTC Name]** Local Trust Committee, being the Local Trust Committee having jurisdiction in respect of the **[Insert LTC Name]** 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 "[Insert LTC Name] Local Trust Committee Fees Bylaw, No. [XX]".

Interpretation

2.1 In this bylaw:

"Applicant" means:

2.1.1 the person authorized under the _____ Island Local Trust Committee Procedures Bylaw No. ____, _____ 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*.

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

“Community Benefit” refers to an application that results in provision of an amenity that is of value to the community, and identified in the Official Community Plan as a community benefit.

[NOTE: This is in relation to temporary use permits for a use under a specified size that provides a community benefit. The local trust committee would define community benefit here based on its official community plan definition of community benefit]

“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 meetings 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
1. Major (e.g. change to density or land use designation)	\$7,800
2. Minor (e.g. policy change without changing density or land use designation not requiring an OCP amendment)	\$4,600

TABLE 2 – Permits	
Column 1: Development Permit in Respect of:	Column 2: Fee
1. Protection of Natural Environment, Ecosystems and Biological Diversity	\$1,000
2. Protection of Development from Hazardous Conditions	\$1,000
3. Protection of Farming	\$1,000
4. Objectives for Form and Character	\$1,700
5. Objectives to Promote Energy Conservation	\$1,000
6. Objectives to Promote Water Conservation	\$1,000
7. Objectives to Promote the Reduction of Greenhouse Gas Emissions	\$1,000
8. Development Permit Amendment	\$1,000

Type of Development Variance Permit	
9. Development variance permit (commercial, industrial or institutional development)	\$1900
10. Development variance permit (residential development)	\$1900
Type of Temporary Use Permit	
11. Temporary Use Permit (residential/commercial/industrial)	\$2150
12. Temporary Use Permit for residential uses and commercial uses under 95 square metres that provide community benefit..	\$1000
13. Temporary Use Permit Renewal	\$700
14. Temporary Use Permit Renewal (Community Benefit)	\$350
Other Permits	
15. Siting and Use Permit	\$250
16. Heritage Alteration Permit	\$1,700
Combination Applications	
17. Development Permit in respect of a protection area or water and energy conservation in combination with a companion application for a Development Variance Permit	\$2,500
18. Development Permit in respect of form and character in combination with a companion application for a Development Variance Permit	\$3,000

TABLE 3 – Subdivision Referrals	
Column 1	Column 2: Fee
1. Application for Subdivision Review – base fee	\$1,000
2. Application for Subdivision Review – per additional lot created	\$100
3. Application for Subdivision Review – parcel line adjustments only, creating no additional parcels	\$500

TABLE 4 – Other Applications	
Column 1: Type of Application	Column 2: Fee
1. Board of Variance	\$2,200
2. Land Use Contract amendment	\$2,000
3. Liquor & Cannabis Regulation Branch – Retail License Application and Process	\$1,500
4. Liquor & Cannabis Regulation Branch – Temporary License Change	\$500
5. Strata Conversions	\$1,500

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 rated 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 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.

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 covenant 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 less 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.

- 7.1 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 (Insert LTC Name) will maintain a record of annual 2% increases and make that record available for public inspection.

- 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.

- 9.1 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.

- 10.1 “[Insert LTC Name] Local Trust Committee Fees Bylaw No. [XX]” 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.



File No.: GL-6500-20
(OCP and LUB Minor
Review)

DATE OF MEETING: May 19, 2022
TO: Saturna Island Local Trust Committee
FROM: Brad Smith, Island Planner
Southern Team
COPY: Robert Kojima, Regional Planning Manager
SUBJECT: Saturna Island Minor OCP and LUB Minor Review Project
– Bylaw No. 133 and No. 134

RECOMMENDATIONS

1. That the Saturna Island Local Trust Committee proposed Bylaw No. 133, cited as “Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 01, 2021”, be read a second time.
2. That the Saturna Island Local Trust Committee Bylaw proposed No. 134, cited as “Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2021”, be amended by replacing the reference to 2.16 with 2.15 in Section 15.1, Subsection 15.1.38.
3. That the Saturna Island Local Trust Committee Bylaw proposed No. 134, cited as “Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2021”, be read a second time as amended.
4. That the Saturna Island Local Trust Committee direct staff to schedule a Public hearing for proposed Bylaws No. 133 and No. 134 to be held on July 21, 2022.
5. That the Saturna Island Local Trust Committee direct staff to schedule a community information meeting in conjunction with the public hearing for proposed Bylaws No. 133 and No. 134.

REPORT SUMMARY

The purpose of this report is to provide results of agency and First Nation referrals to the Saturna Island Local Trust Committee (LTC) for proposed Bylaws No. 133 and No. 134, and to seek direction on next steps.

The above recommendations are supported as:

- The amendments are minor in nature and do not significantly change the intent or the scope of the bylaws;
- Agency and First Nation referrals did not flag any major concerns or issues with the proposed bylaws; and,
- Proceeding to a community information meeting and public hearing will allow for additional community input prior to consideration of third reading and executive committee/ministerial approval.

BACKGROUND

The purpose of this project is to undertake minor amendments to the Saturna Island Official Community Plan No. 70, 2000 (OCP) and the Saturna Island Land Use Bylaw No. 119, 2018 (LUB) that will improve clarity of the bylaws and address some longstanding inconsistencies with respect to zoning and land use designations.

At the February 17, 2022 meeting, staff presented draft amending bylaws No 133 and No. 134 to the LTC for consideration of next steps. At that meeting, the LTC gave the draft bylaws first reading and directed staff to complete bylaw referrals.

Additional project information, including the project charter, and previous staff reports, is located here:

<https://islandstrust.bc.ca/island-planning/saturna/projects/>

ANALYSIS

Additional Amendment to Bylaw 134

Section 15.1 (Interpretation) Subsection 15.1.38 references section 2.16 when it should reference 2.15. To fix this, staff recommend the following amendment (as included in the attached version of proposed Bylaw 134):

2.4.2.5. -Section 15.1 (Interpretation) Subsection 15.1.38 is amended by replacing the reference to “2.16” in the last sentence of the definition with “2.15” such that it reads “For this purpose, a cottage used as short term vacation rental shall be considered an accessory home occupation subject to the regulations established in section 2.15.”

Agency Referrals

Staff have sent proposed Bylaw No. 133 and No. 134 to the following agencies:

- CRD, Planning and Protective Services, Building Inspection
- CRD, Integrated Water Services
- CRD Parks
- Saturna Island Parks and Recreation Commission
- Mayne Island Local Trust Committee
- North Pender Island Local Trust Committee
- South Pender Island Local Trust Committee

CRD, Integrated Water Services provided the following response:

The property proposed to be changed from Watershed to Open Space land use and Watershed to Community Park zoning designation is part of the watershed for Money Lake which is the raw drinking water source for the Lyall Harbour Boot Cove Water Service. CRD Integrated Water Services does not object to the changes as long as the protection of the watershed for the supply of raw drinking water is not compromised.

Staff are of the view that there is no impact on watershed protection from the proposed new land use designation.

North Pender and South Pender Island LTCs both responded indicating their interests are unaffected. No other agency referral responses were received.

First Nations Referrals

Staff have referred proposed Bylaw No. 133 and No. 134 to the following First Nations:

- Cowichan Tribes
- Halalt First Nation
- Lake Cowichan First 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

No responses were received during the referral process.

Statutory Requirements

In accordance with regular statutory requirements, a public hearing would be required as part of the bylaw amendment process. Staff recommend that the LTC schedule a public hearing for proposed Bylaw No. 133 and No. 134 to be held on the same day as their next regularly scheduled meeting on July 21, 2022.

Should proposed Bylaw No. 133 and No. 134 proceed to public hearing, public hearing notice would be posted as per statutory and bylaw requirements in advance of any public hearing.

CIM

In this case, given the proposed amendments are largely minor in nature, staff recommend holding a CIM in conjunction with the public hearing on July 21, 2022.

ALTERNATIVES

1. Propose additional amendments

The LTC could provide additional amendments or revisions.

Resolution:

That the Saturna Island Local Trust Committee direct the planner to add the following additional or amended provisions to Bylaw No. 133 and/or 134.

2. Request further information

The LTC could ask for more information.

Resolution:

That the Saturna Island Local Trust Committee request that the planner provide further information on...

3. Receive for information

The LTC could receive the report for information.

Resolution:

That the Saturna Island Local Trust Committee receive the report for information.

4. Proceed no further

The LTC could decide to proceed no further with the project.

Resolution:

That the Saturna Island Local Trust Committee proceed no further with the OCP and LUB Minor Amendments project.

NEXT STEPS

With LTC direction, staff will schedule a public hearing and CIM at the July 21, 2022 regular LTC meeting and initiate statutory notifications.

Submitted By:	Brad Smith, Island Planner	May 11, 2022
Concurrence:	Robert Kojima, Regional Planning Manager	May 12, 2022

Attachments

1. BL 133
2. BL 134 with proposed amendment

PROPOSED

SATURNA ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 133

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, 2021".

2. SCHEDULES

Saturna Island Official Community Plan 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	17 TH	DAY OF	FEBRUARY	2022.
PUBLIC HEARING HELD THIS	_____	DAY OF	_____	20____
READ A SECOND TIME THIS	_____	DAY OF	_____	20____
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 MUNICIPAL AFFAIRS THIS	_____	DAY OF	_____	20____
ADOPTED THIS	_____	DAY OF	_____	20____

CHAIR

SECRETARY

**SATURNA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 133**

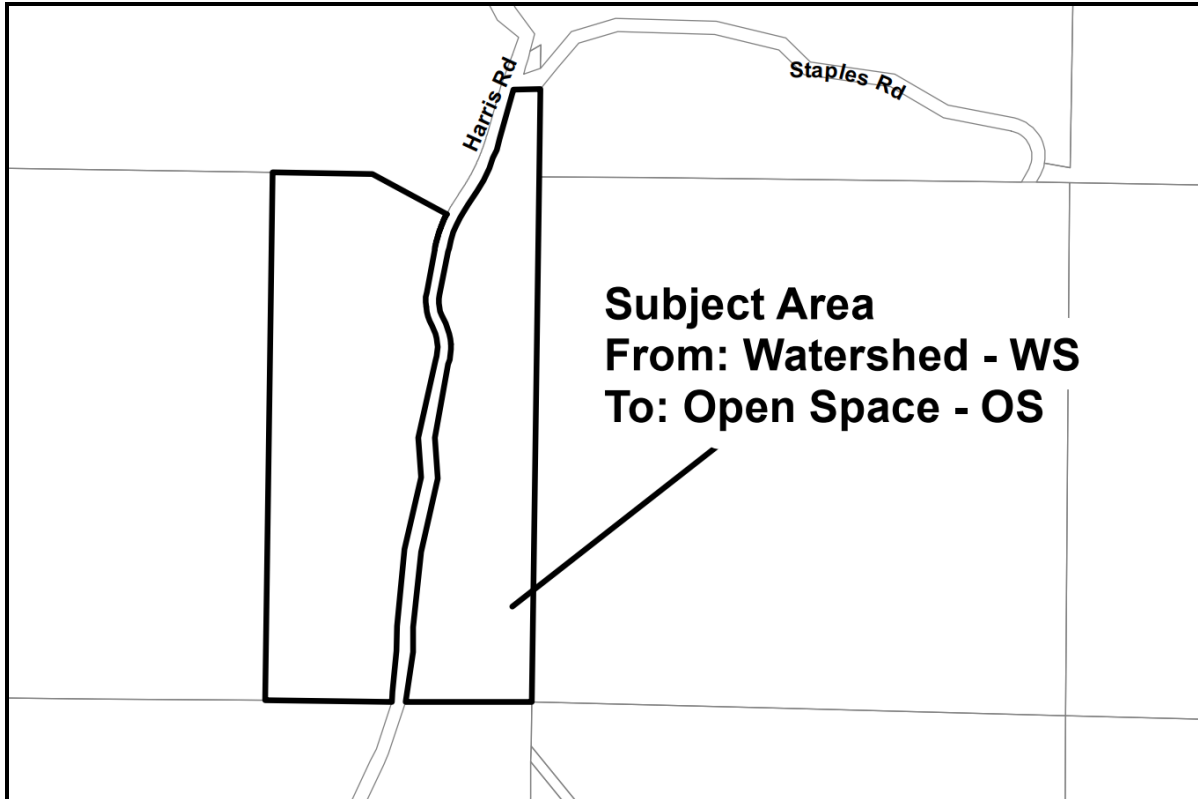
SCHEDULE 1

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

1. Schedule "B" – Land Use Designation Map, is amended by changing the land use designation of the land parcel legally described as *Fractional Section 8 Saturna Island Cowichan District Except, 1) West 1/2 Of The Se 1/4 Thereof, 2) Sw 1/4 Thereof, and 3) Those Parts in Plans 2755, 8220, 15123, 18277, 18592, 19557, 19752, 21813, 32473, 40064, 44888, VIP67333, VIP84109, EPP34443 and EPP70279* from Watershed (WS) to Open Space (OS), as shown on Plan No. 3 attached to and forming part of this bylaw, and by making such alterations to Schedule "B" of Bylaw No. 70 as are required to effect this change.
2. Schedule "B" – Land Use Designation Map, is amended by changing the land use designation of the land parcel legally described as *Lot 52, Cowichan District, Containing 1.16 Acres, More Or Less* from Wilderness Reserve (WR) to Rural (R), as shown on Plan No. 3 attached to and forming part of this bylaw, and by making such alterations to Schedule "B" of Bylaw No. 70 as are required to effect this change.

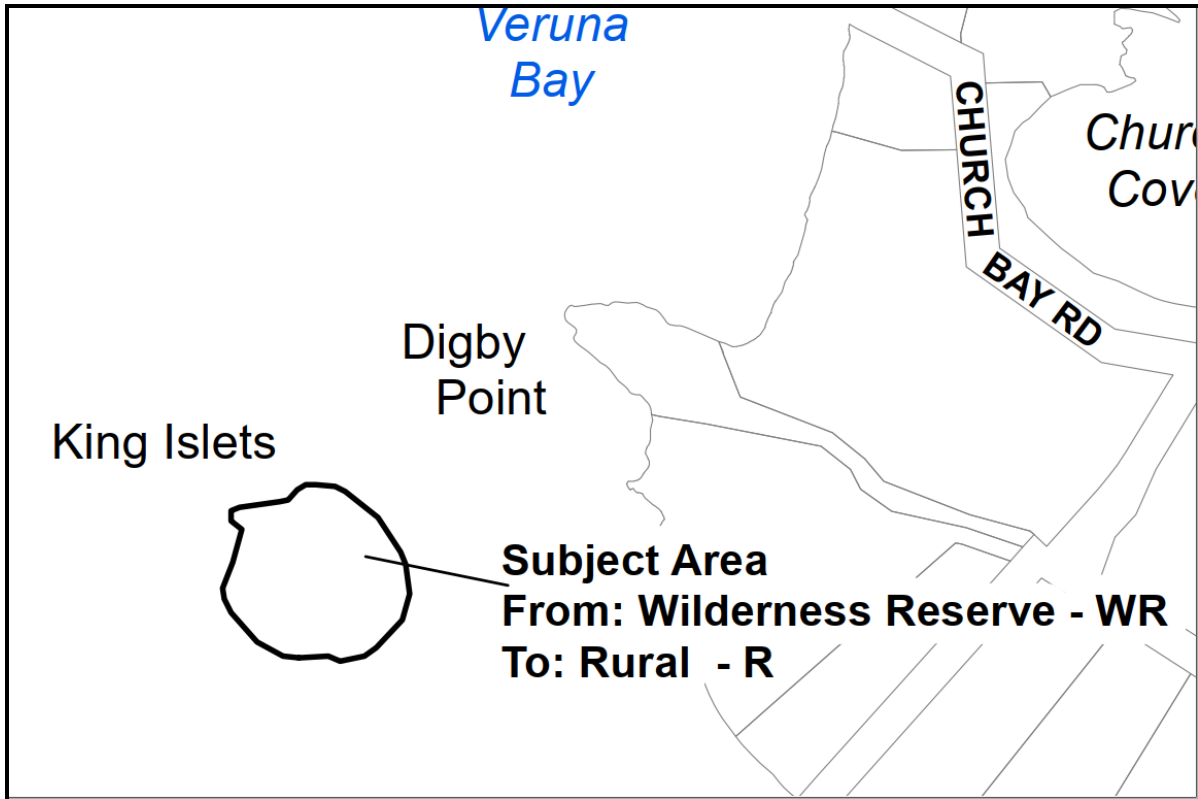
SATURNA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 133

Plan No. 1



SATURNA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 133

Plan No. 2



PROPOSED

SATURNA ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 134

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. 1, 2021”.

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

2.1. Part 11 (Water Zoning Regulations) Section 11.5 (Open Waters Zone), Subsection 11.5.1 (Permitted Uses) is amended by inserting a new Article 11.5.1(6) that reads “Hydrophone research facilities” immediately following Article 11.5.1(5).

2.2. Part 12 (Subdivision Regulations) Section 12.7 (Lot Width) is amended by inserting “exclusive of any panhandle access strip” such that it reads “No lot may have a width less than one third of its depth exclusive of any panhandle access strip.”

2.3. Section 15.1 (Interpretation) Subsection 15.1.34 is amended by inserting “excluding cisterns and other associated water storage infrastructure uses except for pumps and necessary pipes.” such that it reads “ “pumphouse” means a subordinate building or structure not exceeding 9.3 square metres (100 sq. ft.) in area, separated from and located on the same parcel as the main building, that is used for water or sewage pumping facilities excluding cisterns and other water storage infrastructure uses except for pumps and necessary pipes.”

2.4. Section 15.1 (Interpretation) Subsection 15.1.33 is amended by deleting “solid waste disposal,” such that it reads “ “public service uses” means a use providing for the essential servicing of Saturna Island with water, sewer, electricity, telephone, cablevision, and similar services.”

2.5. Section 15.1 (Interpretation) Subsection 15.1.38 is amended by replacing the reference to “2.16” in the last sentence of the definition with “2.15” such that it reads “For this purpose, a cottage used as short term vacation rental shall be considered an accessory home occupation subject to the regulations established in section 2.15.”

2.6. Schedule “B” – Zoning Map, is amended by changing the zoning classification of the land parcel legally described as *Lot 30, Section 17, Saturna Island, Cowichan District, Plan 7360* from Rural General (RG) to Community Services (CS), 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.

2.7. Schedule "B" – Zoning Map, is amended by changing the zoning classification of the land parcel legally described as *Fractional Section 8 Saturna Island Cowichan District Except, 1) West 1/2 Of The Se 1/4 Thereof, 2) Sw 1/4 Thereof, and 3) Those Parts in Plans 2755, 8220, 15123, 18277, 18592, 19557, 19752, 21813, 32473, 40064, 44888, VIP67333, VIP84109, EPP34443 and EPP70279* from Watershed (W) to Community Park (CP), 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.

2.8. Schedule "B" – Zoning Map, is amended by changing the zoning classification of the land parcel legally described as *Lot 52, Cowichan District, Containing 1.16 Acres, More Or Less* from Wilderness Reserve (WR) to Rural Residential (RR), as shown on Plan No. 3 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.

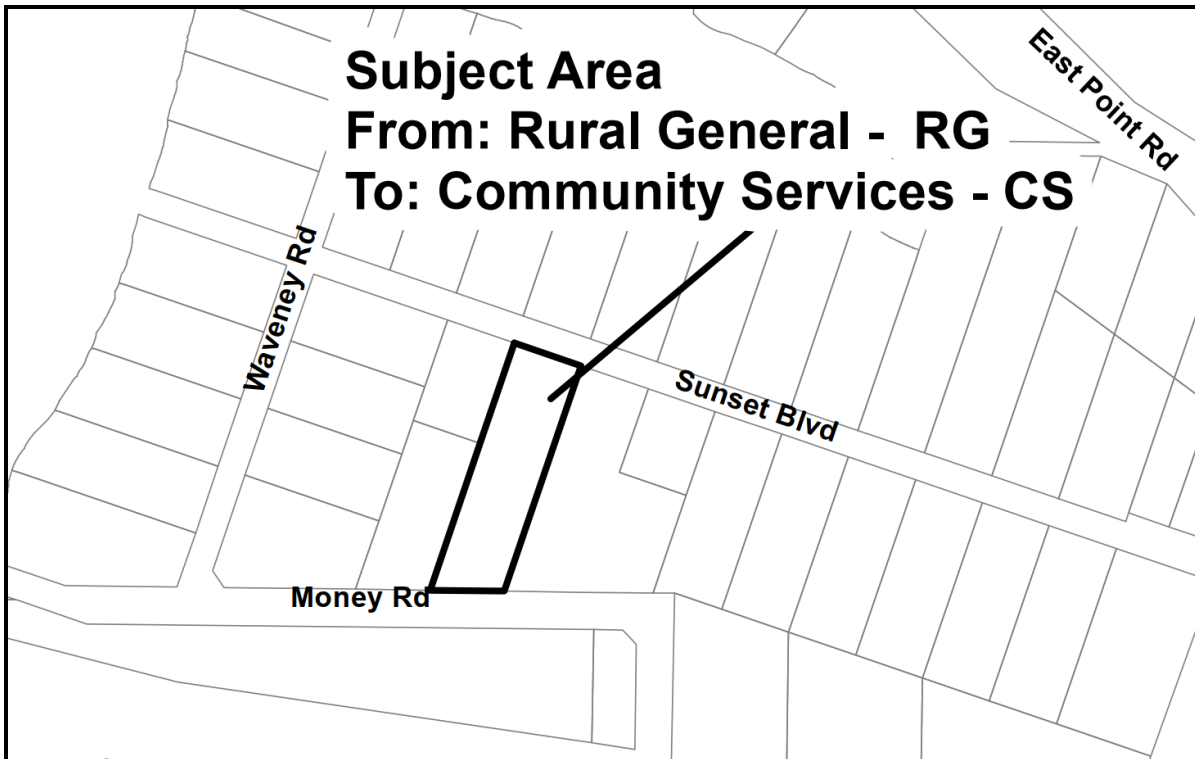
READ A FIRST TIME THIS	17 TH	DAY OF	FEBRUARY	2022.
PUBLIC HEARING HELD THIS	_____	DAY OF	_____	20____
READ A SECOND TIME THIS	_____	DAY OF	_____	20____
READ A THIRD TIME THIS	_____	DAY OF	_____	20____
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	20____
ADOPTED THIS	_____	DAY OF	_____	20____

CHAIR

SECRETARY

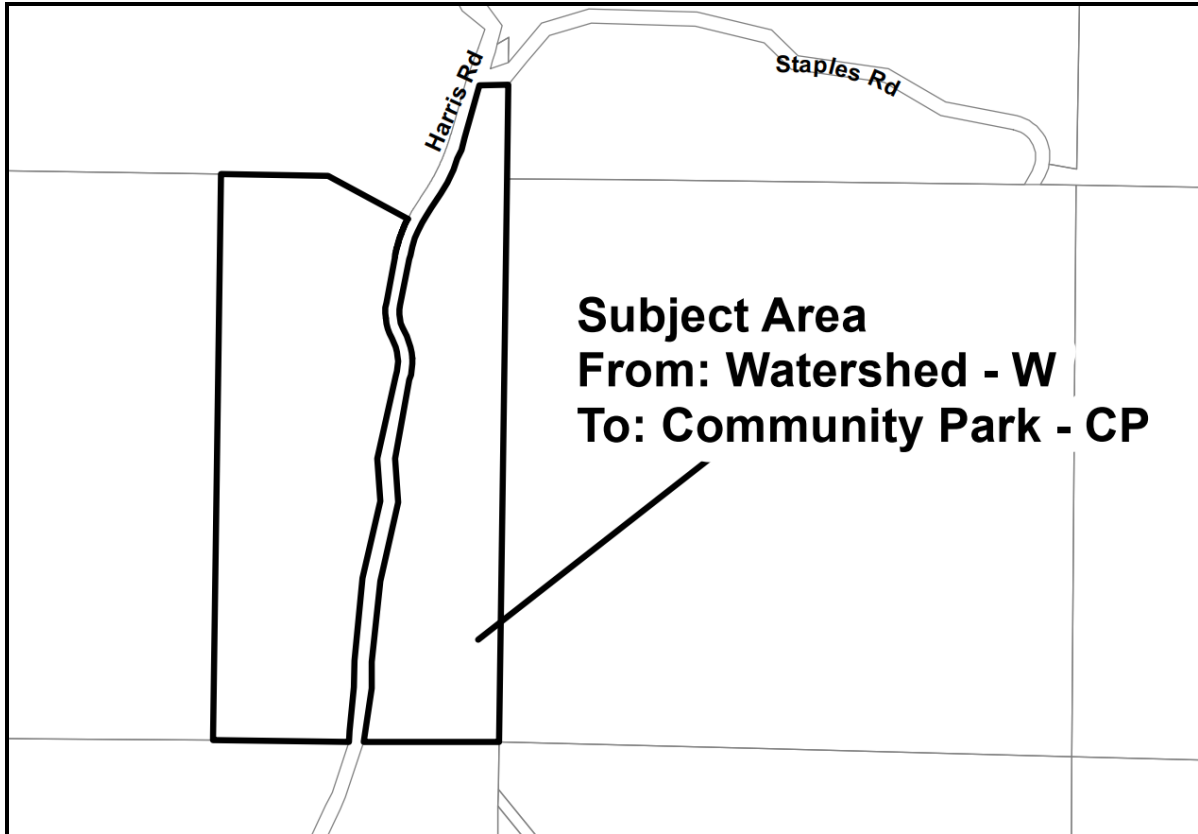
SATURNA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 134

Plan No. 1



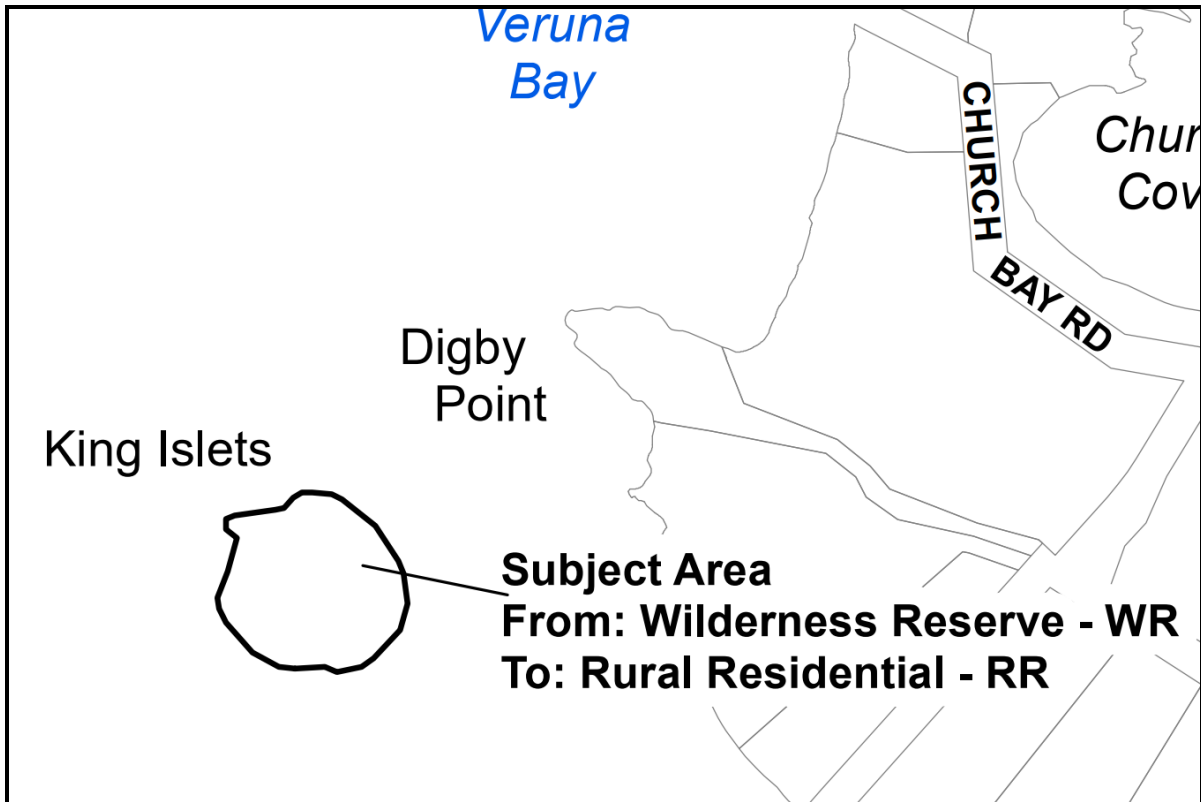
SATURNA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 134

Plan No. 2



SATURNA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 134

Plan No. 3



Top Priorities Report

Saturna Island

2. LUB/OCP Minor Amendments

Responsible

Dates

1. To consider a number of minor amendments to the OCP and LUB

Brad Smith

Rec'd: 20-May-2021
Target: 30-Sep-2022

Projects Report

Saturna Island

1. *Shoreline Review*

Responsible

Date Received

17-Jun-2016

2. *Groundwater Sustainability Project*

Responsible

Date Received

Phase 1 report pending review



Applications

Liquor Control Branch

File Number	Applicant Name	Date Received	Purpose
SA-LCB-2022.1	Feral Goat Winery Ltd.	16-Feb-2022	Application for Lounge Area Endorsement

Planner: Brad Smith

Planning Status

Status Date: 12-May-2022

Staff report on May 19 LTC agenda

Status Date: 11-May-2022

LTC has decided to opt back in to comment - CIM scheduled for May 19, 2022

Status Date: 22-Mar-2022

Sent Application Refund Request to Nancy Roggers for processing.

Subdivision

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

Planner: Brad Smith

Planning Status

Status Date: 10-Feb-2022

Applicant still working on proof of water

Status Date: 14-Oct-2021

Applicant still seeking proof of potable water for subdivision approval

Status Date: 12-May-2021

Planner has emailed applicant seeking status update



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

Status Date: 10-Feb-2022

Applicant still considering options

Status Date: 14-Oct-2021

Applicant still considering options

Status Date: 12-May-2021

Planner has emailed applicant seeking status update

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: 18-Mar-2022

Applicant advised that layout plan does not comply with zoning and to revise. MoTI advised of delayed response so applicant can revise plan

Status Date: 01-Mar-2022

Advised Owen Page at MoTI that we have received payment and barring any issues we will respond by the end of March.

Status Date: 01-Mar-2022

Sent application package to Saturna LTC for their review and copied Brad, Jas and Robin.

Islands Trust
LTC EXP SUMMARY REPORT F2022
Invoices posted to Month ending March 2022

660 Saturna	Invoices posted to Month ending March 2022	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-660	LTC "Trustee Expenses"	118.00	0.00	118.00
LTC Local				
65200-660	LTC - Local Exp - LTC Meeting Expenses	2,169.00	502.74	1,666.26
65210-660	LTC - Local Exp - APC Meeting Expenses	370.00	0.00	370.00
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>3,083.00</u>	<u>502.74</u>	<u>2,580.26</u>
Projects				
73001-660-2012	Saturna OCP/LUB	<u>2,000.00</u>	<u>0.00</u>	<u>2,000.00</u>
TOTAL Project Expenses		<u>2,000.00</u>	<u>0.00</u>	<u>2,000.00</u>



Standing Resolutions Log

Saturna Island

Resolution Number	Action	Date
2021-007 (Standing)	Carried	21-Oct-2021
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.		
2020-006 (Standing)	Carried	14-Feb-2020
Whereas the waters of the Saturna Island Local Trust area extend to the US border in Boundary Pass and Georgia Strait, the Saturna Island Local Trust Committee resolves that in the waters of the Local Trust area commercial whale watching boats be regulated and or licensed to mirror the regulatory regime under development in the adjacent waters of Washington State.		
2020-005 (Standing)	Carried	14-Feb-2020
Be it resolved that the Saturna Island Local Trust Committee fully supports the interim sanctuary zone for the recovery of Southern Resident Killer Whales (SRKWs) in the waters of the Saturna Island Local Trust Area.		
2019-047 (Standing)	Carried	18-Jul-2019
Be it resolved that in the waters of the Saturna Local Trust Area we support large commercial vessel speed reduction initiatives as part of the Southern Resident Killer Whale 2019 Conservation agreement signed between Canada and shipping industry stakeholders. We acknowledge voluntary speed reduction efforts in the Local Trust Waters and view the requirement to reduce transit speeds in support of SRKW recovery to be the equivalent of a voluntary bylaw in the Saturna Local Trust Area».		
2019-036 (Standing)	Carried	09-May-2019
that the Saturna Island Local Trust Committee only authorize enforcement against unlawful short term vacation rentals, unless one of the following circumstances exists: 1. There is more than one complainant from the immediate neighbourhood; 2. The complaint is made by a representative of an improvement district and it concerns overuse of water; 3. The complaint concerns use of a common driveway servicing at least two separate lots; 4. There is a written complaint by owners or residents in the immediate neighbourhood about bona fide nuisance issues such as noise or parking congestion related to the STVR.		



Standing Resolutions Log

Saturna Island

Resolution Number	Action	Date
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
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



HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY MARCH 15TH, 2022 BOARD SPECIAL MEETING (OPEN PORTION)

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

1. ORGANIZATION UPDATES/TEAM

- The Islands Trust Conservancy (ITC) continues to have a vacancy for one Ministerial appointment to the ITC Board. There has been no news from the Crown Agencies and Board Resourcing Office regarding posting of the position.
- ITC Board is preparing to add a 0.6 FTE Fund Development Specialist and a summer Co-op Student to the team in the Spring/Summer, as per the approved 2022/23 Islands Trust Budget.
- ITC Board received verbal updates from the ITC Chair and Vice Chair about the Islands Trust Governance Review the final 2022/23 Islands Trust Budget and the Policy Statement Review Process.

2. STRATEGIC PLANNING/ADMINISTRATION

- The ITC Five-Year Plan concludes at the end of 2022 and ITC Board considered steps for developing the next Plan. A Project Charter was approved that included allocation of staff time and funding for First Nations engagement. The ITC Five-Year Plan is a requirement under the *Islands Trust Act* and is reviewed and approved by the Minister of Municipal Affairs.
- ITC Board requested that Executive Committee forward the correspondence received at Trust Council (item 17.2) about Coastal Douglas-fir to the delegate David Dunnison regarding his presentation to Trust Council dated March 8, 2022 entitled, "Islands Trust Biodiversity".
- Chair Stamford updated the Board regarding a presentation that she and Trustee Smith provided at the pan-Canadian Parks and Protected Areas Research e-Summit in February 2022.
- ITC Board directed staff to review Policy 1.7 Donations and Fundraising Policy to clarify the process of allocation of large undesignated donations

3. COVENANT AND PROPERTY ACQUISITIONS

- ITC Board authorized the Chair to sign a covenant over the whole of Brooks Point Regional Park (South Pender Island) in favour of Islands Trust Conservancy and Habitat Acquisition Trust.
- The Public Acquisitions and Covenants reports were accepted by the ITC Board.



ISLANDS TRUST CONSERVANCY

ISLANDS TRUST CONSERVANCY REPORT TO LOCAL TRUST COMMITTEES AND BOWEN ISLAND MUNICIPALITY

4. COVENANT AND PROPERTY MANAGEMENT

- ITC Board approved a Climate Change Research proposal from UBC Conservation Decisions Lab for up to ten years in the McFadden Creek Nature Sanctuary (Salt Spring Island) and S'ul-hween X'pey (Elder Cedar) Nature Reserve (Gabriola Island)
- ITC Board accepted an addendum to the ITC NAPTEP Covenant Monitoring Report 2021 to reflect the monitoring of Owl's Call NAPTEP Covenant (Salt Spring Island).
- ITC Board endorsed moving forward with the Operational Planning Phase of the Sidney Island Ecological Restoration Project, followed by the implementation of the Forest Restoration Strategy and the Fallow Deer Removal.
- ITC Board received an update regarding research and restoration work occurring in partnership with Capilano University in ITC Nature Reserves on Gambier Island.

5. COMMUNICATIONS AND OUTREACH

- ITC Board receive information on the March 16, 2022 Species at Risk workshop; highlighting registration is currently at 93 attendees, including a great diversity of participants.
- ITC Board was informed that the ITC Rack card has been update and is available for communications purposes. Trustees who wish to receive copies are requested to get in touch with the ITC Administrative Assistant.

6. FUNDRAISING AND CONSERVANCY SUPPORT

- ITC Board received a donation of \$100,000 from the "Bloom Canadian Alter Ego Trust 2020" and allocated the donation to the Opportunity Fund, earmarking up to \$50,000 for projects on Salt Spring Island to reflect the conservation interests of the donor.
- ITC Board discussed a letter from island conservancies regarding the Islands Trust Policy Statement that was submitted to Trust Council. The ITC Manager advised this document was provided to Trust Council as part of their Policy Statement review process.

To find out more about Islands Trust Conservancy and our current goals, to donate to our Opportunity Fund, or to subscribe to email updates, visit our website: <https://islandstrust.bc.ca/conservancy/>

Shortcuts of interest:

- **Goals:** <https://islandstrust.bc.ca/conservancy/conservation-planning/>
- **Opportunity Fund:** (context) <https://islandstrust.bc.ca/conservancy/supporting-local-conservancies/opportunity-fund-grants/> ; (to donate online) <https://islandstrust.bc.ca/donate-to-conservancy/>
- **Request key updates via email:** <https://islandstrust.bc.ca/subscribe/> (NB: by scrolling down, you may also add your home address for a free hardcopy of the Heron newsletter, published three times per year)

Saturna Island Local Trust Committee

The Saturna Island Local Trust Committee (SAILTC) held four regular business meetings in the 2021/22 fiscal year.

Work for this period focused on completion of SAILTC priorities to update its Official Community Plan (OCP) to include recognition of First Nations and to amend its OCP and Land Use Bylaw (LUB) to designate and zone National Park Reserve lands. The SAILTC also adopted a new procedures bylaw to permit electronic meetings, and advanced its priorities of implementing minor OCP and LUB amendments and adopting a new fees bylaw.

From April 1, 2021 to March 31, 2022, the SAILTC received and considered applications for two development permits.

During the same time period staff also reviewed 12 building permit referrals and one subdivision.