

ADOPTED

Saturna Island Local Trust Committee

Minutes of Regular Meeting

Date: April 24, 2025

Location: Saturna Recreation and Cultural Centre
104 Harris Road, Saturna Island, BC

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

Staff Present: Robert Kojima, Regional Planning Manager (electronic)
Brad Smith, Island Planner
Warren Dingman, Bylaw Compliance & Enforcement Manager (electronic)
Lisa Millard, Meeting Administrator / Recorder (electronic)

Others Present: There were approximately six (6) members of the public present.

1. CALL TO ORDER

Chair Maude called the meeting to order at 11:30 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Maude acknowledged that the meeting was held on the territory of the Coast Salish First Nations.

3. APPROVAL OF AGENDA

The following addition to the agenda was presented for consideration:

17.3 BC Parks Foundation Discussion

By general consent the agenda was adopted as amended.

4. TRUSTEE REPORT

Trustee Middleton reported attendance at a recent meeting with BC Parks Foundation regarding requirements for the transfer of densities to the community from the Ron Hall properties.

Trustee Boland reported participation in a tiny homes on wheels working group which convened a technical panel that explored options to regulate tiny homes as dwellings and the technical group presented a report at the Association of Vancouver Island and Coastal Communities conference.

5. CHAIR'S REPORT

Chair Maude reported attendance at the March Trust Council meeting during which the annual budget was adopted ongoing attendance at Trust Programs Committee meetings to advance work on the draft Policy Statement.

6. ELECTORAL AREA DIRECTOR'S REPORT - None

7. TOWN HALL AND QUESTIONS

A member of the public asked what items had been cut from the budget.

- Chair Maude indicated multiple expenditures were cut over a period of months leading up to Trust Council
- The local trustees both noted they voted against the budget due to the process
- The largest expenditure is staffing
- the amount of overall budget in which Trustees have input is limited
- the request to the Provincial Governments to undertake a governance review includes looking at the funding model
- Islands Trust was originally a provincial agency embedded within the government and was initially fully funded; however, approximately only 2% of funding is now provided by the province

A member of the public asked if the Policy Statement refers to the preserve and protect mandate or the policies that come from the mandate.

- A Trustee clarified the Policy Statement is similar to a regional growth strategy and speaks to how the Trust is managed according to the mandate

A member of the public requested the budget document be republished to include comparative numbers so areas of increased budget can be identified, and asked how many years Islands Trust would be able to function using reserve funds?

- A Trustee indicated any funds that were allocated to projects and not spent at year end go into the surplus fund to be drawn from the following year
- The Chair said he will provide feedback about the published budget documents to finance staff and noted the documents provided to Trustees for the purpose of budget considerations are very detailed

8. COMMUNITY INFORMATION MEETING

8.1 Short Term Vacation Rentals Policy – Options

The Bylaw Compliance and Enforcement Manager provided a summary of the short-term vacation rental policy options and highlighted the following:

- Circumstances that would cause enforcement against short-term vacation rentals include: no resident owner or operator living on the property, non permitted dwellings being used for a short-term rental, a complaint made by a representative of an improvement district regarding overuse of water, written complaints by neighbourhood residents regarding nuisance issues such as noise or parking, and overuse of a septic system
- There are no open bylaw enforcement files on Saturna regarding short-term vacation rentals

- The policies proposed would be used by the Local Trust Committee when considering enforcement against short-term vacation rentals
- The Local Trust Committee has an annual option to opt into the provincial residency requirement

Discussion ensued and the following comments and clarifications were recorded:

- The Bylaw Policy is not a bylaw and the Local Trust Committee can amend the policy at any time
- If an owner is not living on the property a complaint can be made to the Bylaw Enforcement office and the policy document would come into effect
- The Land Use Bylaw currently states a requirement of 24 hours notice of inspection and the Bylaw Policy has a 30-day notice period; however, if the 30-day period is written into the Bylaw without exceptions, and something of an urgent nature comes up, action cannot be taken
- The Land Use Bylaw requirement of 24 hours notice can be amended by putting the item on the Future Projects List or amending the bylaw within another Land Use Bylaw project
- If a bylaw complaint is issued against a resident the bylaw office can send the policy document to the resident which indicates the inspection notice period is 30 days
- The Local Trust Committee can include exceptions to the 30-day notice period within the policy document

9. PUBLIC HEARING - None

10. MINUTES

10.1 Adopted Saturna Island Local Trust Committee Minutes Dated January 16, 2025 (for Information)

Received for information.

10.2 Section 26 Resolutions-without-meeting Report Dated March 2025

Received for information.

11. BUSINESS ARISING FROM THE MINUTES

11.1 Follow-up Action List Dated April 2025

Received for information.

12. DELEGATIONS -None

13. CORRESPONDENCE

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

14. APPLICATIONS AND REFERRALS

14.1 PL-DVP-2025-0121 (Litke) - Staff Report

Island Planner Smith summarized the staff report and highlighted the following:

- The application seeks a Development Variance Permit to permit a new lot to be created through subdivision resulting in the width of one of the parcels to be less than one third of its depth thereby requiring a variance
- The variance is not impactful to neighbours or the natural environment
- The correspondence received regarding the application spoke to drainage on the roadway or wetland and it was clarified that the application is not connected to any physical changes to the land

The Trustees had no comments or questions regarding the application.

SA-2025-009

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee approve issuance of Development Variance Permit application NP-PL-DVP-2025-0121 (Litke).

CARRIED

14.2 PL-DP-2025-0087 (Litke) - Staff Report

Island Planner Smith summarized the staff report and highlighted the following:

- The application seeks a permit in Development Permit Area 2 – Bluffs (DPA 2) in relation to the proposed property subdivision to create one new residential lot and one lot for not-for-profit conservation purposes and to waive the 10% perimeter requirement of the *Local Government Act* for Lot 1
- A development permit is required when a subdivision results in the creation more than one lot within a DPA 2
- The Development Permit Area guidelines have been met
- The permit ensures future driveway construction will minimize encroachment within the Development Permit Area
- There will be no new construction within the Development Permit Area part of the property resulting in no impacts or disturbance to habitat

Trustees indicated support for the application and conservation efforts and had no questions for the Planner or applicant.

SA-2025-010

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee approve issuance of Development Permit SA-DP-2025-0087 (Litke).

CARRIED

SA-2025-011

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee exempt Remainder Lot 1 of the proposed subdivision of Lot 1, Section 5, Saturna Island, Cowichan District, Plan 25360 (PID: 002-614-383) from the 1/10 perimeter provision of Section 512 of the *Local Government Act*.

CARRIED

15. LOCAL TRUST COMMITTEE PROJECTS

15.1 Minor Housing Review Project - Staff Report

Island Planner Smith summarized the staff report and highlighted the following:

- Draft Bylaw No. 143 was presented at the January, 2025 Local Trust Committee meeting for consideration of next steps, and during the same meeting the Local Trust Committee gave direction to staff to provide options for initiating a project to develop subdivision regulation standards for water supply
- While worthwhile to pursue, the development of water supply subdivision regulations is complex, and would require several months to get the project underway
- There was a concern that funding may not be available, and the project would likely not complete during the current term

Discussion ensued and the following comments and clarifications were recorded:

- The data set for secondary suite mapping has been updated with new salt water intrusion data resulting in several new properties being identified as having a lower risk of salt water intrusion
- The data was reinterpreted by provincial hydrologists and the mapping was updated based on that data
- The recommendation for cistern storage for all properties on the island was not supported by the Local Trust Committee and the Planner clarified there could potentially be a requirement for cisterns where new mapping identifies salt water intrusion
- The bylaw should be amended to refer to cistern storage requirements of 18,000 litres
- The secondary suite map is to be changed as presented with 61 new properties
- Trustees determined to continue to only require cisterns at East Point, and to amend the minimum cistern volume requirement to 18,000 litres

SA-2025-012

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee amend Bylaw No. 143 by deleting reference to removing schedule C and update minimum cistern volume requirements to read 18000 litres.

CARRIED

SA-2025-013

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee direct staff to provide a staff report with options of incorporating the recommended Bylaw Enforcement Policy into the Saturna Island Land Use Bylaw and related administrative bylaw.

CARRIED

SA-2025-014

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee direct staff to add a review of Saturna Island Land Use Bylaw Subdivision Regulations to the Future Projects List.

CARRIED

16. REPORTS

16.1 Work Program Reports

16.1.1 Active Projects Report Dated April 2025

16.1.2 Future Projects Report Dated April 2025

16.2 Applications Report Dated April 2025

16.3 Trustee and Local Expense Report Dated Feb 2025

16.4 Adopted Policies and Standing Resolutions

16.5 Local Trust Committee Webpage

16.6 Islands Trust Conservancy Report Dated Feb 2025

Items 16.1 to 16.6 were received for information.

Item 17.3 was heard after Item 16.6

17. NEW BUSINESS

17.1 2024/25 Annual Report - Request for Decision

There were no amendments to the recommended text for inclusion in the 2024/25 Annual Report.

SA-2025-015

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee approves the attached text for inclusion in the 2024/25 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.

CARRIED

17.2 Saturna Island Bylaw Compliance and Enforcement Policy – Staff Report

Bylaw Compliance and Enforcement Manager Dingman summarized the staff report and noted that the Bylaw Compliance and Enforcement Policy document incorporates all current standing resolutions for compliance and enforcement into a single document and establishes priorities for enforcement.

Trustees stated overall satisfaction with the policy document and discussed if it should be a stand-alone policy document or be integrated into the Land Use Bylaw and staff will provide a report for the Local Trust Committee's consideration.

17.3 BC Parks Foundation Discussion

Discussion ensued and the following comments were noted:

- The BC Parks Foundation Board are amenable to releasing the densities from the Ron Hall properties to the Community Amenity Density Reserve
- There is opportunity to informally write to the Foundation asking them to identify any concerns about, or issues with, transferring the densities and what would be necessary for them to feel comfortable doing so
- The Local Trust Committee would like to use the densities for housing and could look at amending the Official Community Plan to create a new category of density or broaden the allowances within the Community Amenity Density Reserve
- A community discussion is required to determine if the densities might be used for housing or if they are to remain in the density bank for ecological and environmental purposes
- The BC Parks Foundation owns the densities and if they are given to the community it needs to be ensured that they are used in a manner that works within the BC Parks Foundation mandate
- The priority is to secure receipt of the densities and then have a community conversation about how they will be allocated

18. UPCOMING MEETINGS

18.1 Next Regular Meeting Scheduled for July 24, 2025 at the Saturna Recreation and Cultural Centre Hall, Saturna Island

19. TOWN HALL - None

20. CLOSED MEETING (Distributed Under Separate Cover)

20.1 Motion to Close the Meeting

SA-2025-016

It was MOVED and SECONDED,

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

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

(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

AND that the recorder and staff attend the meeting.

CARRIED

The regular meeting was closed to the public at 2:16 p.m. and was adjourned during the in-camera meeting at 3:02 p.m.

20.2 Recall to Order

20.3 Rise and Report

Chair Maude will rise and report at the next scheduled regular business meeting.

21. ADJOURNMENT

By general consent the meeting was adjourned at 3:02 p.m.

David Maude, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder