



Islands Trust

**SATURNA ISLAND LOCAL TRUST COMMITTEE
BUSINESS MEETING AGENDA
12:30 PM, WEDNESDAY, APRIL 27, 2011
AT THE SATURNA ISLAND COMMUNITY HALL
105 EAST POINT ROAD, SATURNA ISLAND, B.C.**

*Approximate time is provided for the convenience of the public only and is subject to change without notice.

	Page #	*Approx. Time*
1. CALL TO ORDER		12:30 pm
2. APPROVAL OF AGENDA		
2.1 Additions/Deletions		
2.2 Questions from public on Agenda Items		
3. COMMUNITY INFORMATION MEETING - none		
4. PUBLIC HEARING - none		
5. PREVIOUS MEETINGS		12:45
5.1 Adopted Local Trust Committee Minutes - for information only	1	
5.1.1 Adopted Minutes of March 18, 2011 Local Trust Committee Business Meeting (attached)		
5.2 Public Hearing Records and Community Information Meeting Notes - none		
5.3 Section 26 Resolutions-without-meeting (attached)	11	
5.4 Advisory Planning Commission - none		
6. BUSINESS ARISING FROM THE MINUTES		
6.1 Follow-up Action Report (attached)	12	
7. DELEGATIONS -none		1:00

8.	CORRESPONDENCE (attached) <i>[correspondence received concerning applications and/or projects is considered with the application]</i>	
8.1	J. Savage (Saturna Island Fire Protection) letter dated April 3, 2011 re: ESB2 Covenant - Staff recommends that the LTC direct staff to contact the Saturna Island Fire Protection Society	13
8.2	B. Ziegler letter dated April 8, 2011 re: Landscaping at ESB 2 Meeting on April 26, 2011 - Staff recommends that the LTC direct staff to contact B. Ziegler	15
8.3	D. Cheslow, Saturna Parks & Recreation Commissioner letter dated April 15, 2011 re: Sensitive ecosystem designation in Thomson Park (TUP) - Staff recommends that the LTC direct staff to contact the Saturna Islands Parks and Recreation Commission and advise them of their options.	16
9.	APPLICATIONS, PERMITS, BYLAWS AND REFERRALS - none	1:30
10.	LOCAL TRUST COMMITTEE PROJECTS	
10.1	Park Zoning (pending)	
10.2	Water Catchment and storage for Accessory Buildings (pending)	
10.3	Groundwater Workshop – May 7, 2011	
11.	REPORTS	2:45
11.1	Work Program Reports – for information	
	11.1.1 Saturna Island Local Trust Committee Work Program Report dated April, 2011 (attached)	17
	11.1.2 2008-2011 Trust Council Strategic Plan (will only be circulated quarterly, following Trust Council) (attached)	19
11.2	Applications Report – for information	
	11.2.1 Saturna Island Applications Report dated April, 2011 (attached)	35
11.3	Bylaw Enforcement Report – none	
11.4	Expense/Budget Reports	
	11.4.1 Trustee and Local Expenses – March, 2011 (attached) – for information	37
11.5	Policies and Standing Resolutions Report (attached) – for information	38

11.6	Saturna Island LTC Web Page (attached) – for information	40
11.7	Chair’s Report	
11.8	Trustee Report	
12.	OTHER BUSINESS	
12.1.	Next Business Meeting scheduled for 12:30 pm, June 29, 2011, Saturna Island Recreation Centre Lounge	
12.2	Options for Adopting In Camera Minutes (attached)	42
12.3	Islands Trust Display Space at the Library – discussion	
12.4	Saturna Car Stop Program – discussion	
13.	TOWN HALL MEETING	3:15
14.	MOTION TO CLOSE MEETING THAT, pursuant to Section 90(1)(d) of the Community Charter, the Saturna Island Local Trust Committee resolves to close the meeting to the public for the purpose of adopting In Camera Minutes of March 18, 2011 and further that Planner, Gary Richardson and Recording Secretary Jenna Foster remain present.(distributed under separate cover)	
15.	RECALL TO ORDER	3:30
15.1	Rise and Report from Closed Meeting	
16.	ADJOURNMENT	3:45

ADOPTED

5.1.1

**MINUTES OF THE SATURNA ISLAND
LOCAL TRUST COMMITTEE MEETING
HELD FRIDAY, MARCH 18, 2011, AT 12:30 P.M.,
AT THE SATURNA ISLAND RECREATION CENTRE, LOUNGE,
SATURNA ISLAND, B.C.**

PRESENT:	Peter Luckham	Chairperson
	Beverley Neff	Local Trustee
	Dian Johnstone	Local Trustee
	Gary Richardson	Island Planner
	Jenna Foster	Minute Taker

There were seventeen (17) members of the public in attendance at the start of the meeting.

1. CALL TO ORDER

Chair Luckham called the meeting to order at 12:30 p.m.

2. APPROVAL OF AGENDA

2.1 Additions and Deletions

Trustee Neff requested that the following correspondence be added to the agenda:

- Dave Payton email dated March 7, 2011 re: Bylaw 99 – Capital Regional District (CRD) Water Catchment

The agenda as amended was approved by consensus.

2.2 Questions from public on Agenda Items

None

3. COMMUNITY INFORMATION MEETING

None

4. PUBLIC HEARING

None

5. PREVIOUS MEETINGS

5.1 Adopted Local Trust Committee Minutes

5.1.1 Adopted Minutes of December 1, 2010 Local Trust Committee Business Meeting.

Presented for information

5.2 Public Hearing Records and Community Information Meeting Notes

None

5.3 Section 26 Resolutions-without-meeting

Planner Richardson reviewed the list advising that there were four Resolutions-without-meeting since the last Local Trust Committee (LTC) meeting.

5.4 Advisory Planning Commission

None

6. BUSINESS ARISING FROM THE MINUTES

6.1 Follow-up Action Report

Planner Richardson gave a verbal report.

7. DELEGATIONS

None

8. CORRESPONDENCE

8.1 Saturna Island Property Owners Assoc. email dated February 8, 2011 re: Water Issues at East Point

Saturna Island Property Owners Association email dated February 8, 2011 re: Water Issues at East Point; received as information by LTC.

Planner Richardson recommended further discussion on this topic.

8.2 John Money letter dated February 18, 2011 re: More CRD Building Input

Planner Richardson was asked by the LTC to follow up with the Manager of CRD Building Inspections and prepare a report for the next meeting.

8.3 Dave Payton email dated March 7, 2011 re: Bylaw 99 – CRD Water Catchment

Planner Richardson stated that he will follow up with Mr. Payton.

9. APPLICATIONS, PERMITS AND REFERRALS

9.1 SA-DVP-2011.1 (Rutherford and Picciotto)

Planner Richardson summarized the proposed development variance permit. He said he visited the site and assessed that there was no major conflict with the building in question. Planner Richardson recommended approving the permit.

Trustees Johnstone and Neff expressed their support for approval.

Resolution SA-LTC-01-2011

It was Moved and Seconded that Saturna Island Local Trust Committee Development Variance Permit, SA-DVP-2011.1 (Rutherford and Picciotto) be approved.

CARRIED

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Groundwater Workshop Planning Session

Chair Luckham invited the public to participate in the discussion and summarized the objectives for the planning session.

10.1.1 Staff Report

Planner Richardson reviewed the report dated February 23, 2011 regarding Resolution SA-LTC-61-2010 directing staff to assist in the designing of a groundwater workshop.

10.1.2 Discussion with Community Groups and Resources Agenda

Trustee Neff recommended that the committee invite input from the public at this time.

Brian Dixon-Warren commented that there are areas around the whole island that have been identified as vulnerable.

Ron Monk supported looking at the whole island with a focus on East Point.

Bill Douglass said the focus needs to be on East Point.

Janet Land reiterated that a focus on East Point was important as well as finding a way to involve all East Point property owners.

Al Sewell cautioned that getting ahead of provincial government changes to regulations may not serve the community well. He suggested a cooperative approach with land owners to solve immediate problems.

John Money commented that the problem at East Point is pressing and the solution should involve expertise on the island including large land owners who know their land well.

John Hamer said the current situation is difficult and creates fear for land owners who are currently building.

Ilio Bertolami stressed looking only at the areas of the island identified as having water challenges.

Susie Washington-Smyth stated that she was confused about the workshop objectives. She wanted to see the resources spent effectively and for her that meant some consensus on East Point problems.

Priscilla Ewbank commented that clarity was needed around the function of the Local Trust Committee and their authority. She stated that education is important as well as arriving at workable solutions.

Trustee Neff highlighted the need for residents to have general information about groundwater protection on Saturna as the first step. Secondly, it would be important to discuss next steps with experts present.

Trustee Johnstone supported the focus on enhancing general knowledge especially regarding new legislation/regulations.

Jo Holland encouraged sharing information about water catchment.

Judith Rees-Thomas suggested the role of the LTC could be to facilitate the community process.

Chair Luckham summarized the points made so far.

John Money added that the Capital Regional District needs to be involved in the discussion.

Wayne Quinn stated that the information needs to be given in an equitable and inclusive manner.

Al Sewell wanted to invite an expert on the costs of different solutions and suggested a Conservation society be set up.

Priscilla Ewbank spoke about the importance of both broad and more specific perspectives including the environmental one.

Susie Washington-Smythe asserted that a one day workshop is time-limited. She suggested that some of the information be available before the workshop so people can come prepared.

Sheila Wallace maintained that the workshop be open to all but with a focus on East Point challenges.

Brian Dixon-Warren spoke to the need for education to be ongoing and for the workshop to be open to anyone who uses groundwater. He suggested that the Waterscape project would be useful for some baseline education.

Ron Monk suggested that broad information could be the focus for the first half of the workshop and the latter portion could look at specifics.

Priscilla Ewbank highlighted the Marine Safety Forum as an effective format involving knowledge enhancement and public debate. She congratulated the LTC on getting the funds for the workshop and wondered if it could go for two (2) days.

Wayne Quinn asserted that accurate data was vital and installing water usage meters on some residences would be useful.

Chair Luckham thanked everyone for their input and summarized the main points. He said that the workshop was an opportunity to build common knowledge and increase understanding of potential solutions. He suggested that a groundwater advisory committee could be an outcome of the workshop.

Trustee Johnstone reinforced the need for education and dissemination of information to help alleviate fear and anger over this issue. The costs she said need to be equitable and based on hard facts.

Trustee Neff emphasized that the priority was for everyone to have necessary information first and then to look at solutions.

Susie Washington-Smyth added that she also wanted to see some consensus defining the problems at East Point.

Ron Monk observed that given the number of issues it would need to be sorted out which people want to focus on what.

Janet Land agreed that the workshop should focus on education and raised the question of preserving the information so it can be made available to all.

John Money commented that solutions will not be quick and the process will be long.

Chair Luckham proposed the plan for a one day workshop open to all community members that would enhance understanding of water challenges with both professional and local experts present.

John Money stressed inviting representatives from CRD, provincial, environmental, and local.

Al Sewell reinforced the need for regional and provincial input at the workshop.

Planner Richardson outlined the agencies that have been discussed so far:

Pat Lapcevic, Ministry of Environment
Diane Allen, SFU
Michael Payne of Payne Engineering Geology
Mary Cooper, Mayne Island
Ministry of Transportation Infrastructure, Approving Officer
Vancouver Island Health Authority
Water rights Representative, Ministry of Environment

Brian Dixon-Warren asked that a rep from the local Water Conservation Committee be included.

More discussion ensued regarding the details of the groundwater protection workshop as well as the need for a facilitator and a working group for further planning.

Resolution SA-LTC-02-2011

It was Moved and Seconded that Saturna Island Local Trust Committee direct staff to hire Ron Monk as Facilitator to work with the Local Trust Committee on planning a full day workshop on groundwater issues with a focus on East Point and including guest speakers and a forum covering the topics of hydrology, environment and regulation.

CARRIED

11. REPORTS

11.1 Work Program Reports

11.1.1 Saturna Island Local Trust Committee Work Program Report dated March, 2011

There was discussion regarding the ongoing priorities and projects.

The Saturna Island Local Trust Committee asked Planner Richardson to bring a report on the third priority, for further discussion at the next meeting.

Resolution SA-LTC-03-2011

It was Moved and Seconded that Saturna Island Local Trust Committee Projects List be amended by removing item numbers 3, 4, 7 and 8.

CARRIED

Resolution SA-LTC-04-2011

It was Moved and Seconded that Saturna Island Local Trust Committee Work Program item 1, as identified on the Top Priorities List as “East Point Water” be renamed to “Prepare for and schedule community water workshop” and change the description of item number 3, to “Water catchment requirement for storage buildings” also change the activity to “Draft report and amend bylaw”.

CARRIED

11.1.2 2008-2011 Trust Council Strategic Plan

The report was received as information.

11.2 Applications Report

11.2.1 Saturna Island Applications Report dated March, 2011

The report was received as information.

11.3 Bylaw Enforcement Report

None

11.4 Expense/Budget Reports

11.4.1 Trustee and Local Expenses – January and February, 2011

The report was received as information.

11.5 Policies and Standing Resolutions Report

The report was received as information.

11.6 Saturna Island LTC Web Page

Trustee Neff requested that the trustee report and recent documents be moved to the top of the page. She also asked that bulleted lists have the most recent additions at the top and not at the bottom.

Trustee Johnstone agreed that the web page needed updating.

11.7 Chair's Report

Chair Luckham reported on the quarterly council meeting and noted that there were ongoing issues of marine advocacy.

11.8 Trustee Report

Trustees Neff and Johnstone gave brief reports.

12. NEW BUSINESS

12.1 Next Business Meeting scheduled for 12:30 pm, April 27, 2011, Saturna Island Community Hall.

12.2 Appointment of Advisory Planning Commission Secretary

Resolution SA-LTC-05-2011

It was Moved and Seconded that Saturna Island Local Trust Committee appoints Jenna Foster as Secretary to the Advisory Planning Commission.

CARRIED

12.3 Community Stewardship Award nominations

Trustee Neff encouraged nominations of any local volunteers who have demonstrated outstanding community stewardship.

12.4 Exploring Food Security in the Islands Trust Area

Chair Luckham invited everyone to read the attached report.

13. TOWN HALL SESSION

Priscilla Ewbank remarked that during meetings it would be helpful if the chair would state out loud which page in the agenda package they are referring to.

She expressed her support of the LTC and suggested there would be benefits to the committee hiring a publicist to handle difficult and emotionally charged issues as experienced with the Proposed Bylaw 102.

Chair Luckham thanked Priscilla for her support. He said the Islands Trust has identified communications as a priority and allocated funds.

Judy Tipple suggested that the Saturna Island Local Trust Committee purchase a subscription to the Saturna Island Scribbler.

John Money expressed concerns about the vitality of the Saturna Island community and sees that the LTC has a mandate to preserve and protect all aspects of the community.

Saturna Island Local Trust Committee asked Planner Richardson to purchase a 10 year subscription to the Saturna Island Scribbler.

14. MOTION TO CLOSE MEETING

Resolution SA-LTC-06-2011

It was Moved and Seconded that, pursuant to Section 90(1)(a) of the Community Charter, the Saturna Island Local Trust Committee resolves to close the meeting to the public for the purpose of considering Advisory Planning Commission appointments; and further that Planner, Gary Richardson and Recording Secretary, Jenna Foster remain present.

CARRIED

15. RECALL TO ORDER

Resolution SA-LTC-07-2011

It was Moved and Seconded that the Saturna Island Local Trust Committee meeting be re-opened to the public at approximately 4:05 p.m.

CARRIED

15.1 Rise and Report from Closed Meeting

Resolution SA-LTC-08-2011

It was Moved and Seconded that Saturna Island Local Trust Committee appoint Hubertus Surm, Tony Green, Harvey Janszen, and Charles Reif to the Advisory Planning Commission for a two (2) year term.

CARRIED

16. ADJOURNMENT

Chair Luckham agreed to **John Money's** request to present one last item.

Mr. Money said he was speaking on behalf of a local holding that he is making recommendations to regarding the property on the corner of East Point and Boot Cove roads. He requested feedback from the LTC about their interest in the property being used as a public amenity.

There was brief discussion and Planner Richardson stated that he would look into relevant regulations and follow up if needed.

Resolution SA-LTC-09-2011

It was Moved and Seconded that Saturna Island Local Trust Committee meeting be adjourned at 4:16 p.m.

CARRIED

RECORDER

CHAIR



Islands Trust

RWM From: March 08, 2011 To: April 20, 2011

Print Date: Apr-20-2011

Saturna Island

Resolution #	Action	Resolution Description	Resolution Date
2011-04	In Favour	THAT Saturna Island Local Trust Committee Minutes of March 18, 2011 be Adopted.	Apr 19, 2011



Islands Trust

Follow Up Action Report w/ Target Date

Saturna Island Mar-18-2011

No.	Activity	Responsibility	Target Date	Status
1	CRD requirements for water catchment systems - see Letter from John Money Feb 18, 2011. GR to meet with CRD to determine building permit requirements regarding water catchment systems. GR to report back to LTC at next Mtg.	Gary Richardson		On Going
2	GR to invite CRD director Ken Hancock to next two LTC meetings.	Gary Richardson		Done
3	SA-DVP-2011.1 (Rutherford and Picciotto) to be issued as drafted.	Kathy Jones		Done
4	Arrange meeting for May 7, 2011 to have Groundwater workshop 1) arrange hall 2) facilitator 3) prepare agenda 4) refreshments 5) invite presentors 6) arrange transportation (water taxi) 7) prepare budget	Sharon Lloyd-deRosario Gary Richardson		On Going
5	Amend work program top priorities (see minutes)	Gary Richardson		Done
6	Appoint 4 APC members (see minutes)	Sharon Lloyd-deRosario		Done
7	Amend Saturna Island LTC web page (see minutes)	Kathy Jones		Done

Kathy Jones

From: Gary Richardson
Sent: April-18-11 4:52 PM
To: Kathy Jones
Subject: FW: SATURNA ISLAND FIRE PROTECTION SOCIETY - EMERGENCY SERVICES BUILDING #2 ("ESB#2")

From: Beverley Neff [mailto:bneff@islandstrust.bc.ca]
Sent: Sunday, April 03, 2011 7:59 PM
To: John Savage - Savage Consultants Inc.
Cc: Gary Richardson; Saturna Island Local Trust Committee
Subject: Re: SATURNA ISLAND FIRE PROTECTION SOCIETY - EMERGENCY SERVICES BUILDING #2 ("ESB#2")

Thank you for your phone call and this letter, John. As I told you, this will need to be fully discussed by the local trust committee in a public meeting. I am copying this reply to our planner, Gary Richardson, with a request that the issue be put on the agenda of the next meeting on April 27, 2011.

Regards,

Beverley Neff
Saturna Island Trustee
250.539.3775

On 2011-04-03, at 6:28 PM, John Savage - Savage Consultants Inc. wrote:

Dian and Beverley:

I have spoken briefly with each of you regarding this issue.

As you know, ESB #2 has a covenant that requires "...a vegetative buffer..." be established "... around the perimeter of the Land...to create a visual screen between the Land and abutting properties (the "Landscaping"), to the satisfaction of the Trust Committee, as evidenced in writing."

SIFPS is now in the process of finalizing its landscaping plan for ESB#2. It has spoken with some of the relevant property owners and will be speaking with others at their earliest convenience.

An issue has arisen. The property owner that abuts on the east side of ESB#2 desires a fence for 100 feet, rather than a "...vegetative buffer..." SIFPS would look forward to erecting the fence desired by the neighbour. Clearly that is in the spirit of the understanding behind the establishment of the landscaping covenant – this was first discussed during the rezoning Public Information Session, when SIFPS stated its intent to be a 'good neighbour' and the neighbours in attendance stated their support for the establishment of ESB#2.

However, SIFPS also understands that it is the Trust Committee that must, at the end of the day, give written notification of its satisfaction that SIFPS has complied with the covenant. The specific wording of the covenant says "...vegetative buffer..." and therefore, SIFPS hereby requests the preliminary written assurance of the Trust Committee that its erection of a fence, as requested by the neighbour, in place of vegetation for that portion of the perimeter, will be considered to be in accordance with the covenant.

We are not now requesting that the Trust Committee give its final written satisfaction with the landscaping at ESB#2 – we are just requesting clarification on the fence. We understand that the landscaping will have to be finalized and the other parts of the covenant must also be met (e.g. height, width), before the Trust Committee provides its final written satisfaction.

We look forward to your early decision on this matter, as we hope to finalize and implement the landscaping plan as soon as possible, for the betterment of all concerned.

Regards,

JOHN SAVAGE
President, SIFPS

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Kathy Jones

From: Gary Richardson
Sent: April-18-11 5:15 PM
To: Kathy Jones
Subject: FW: Landscaping at Saturna ESB#2
[Saturna Agenda](#)

Begin forwarded message:

From: Bernie Ziegler <ziegler@saturnanet.net>
Date: April 8, 2011 6:27:58 PM PDT
To: Dian Johnstone <dianjohnstone@gmail.com>, Beverley Neff <bneff@islandstrust.bc.ca>
Subject: Fw: Landscaping at Saturna ESB#2

As you may recall, the Saturna Island Fire Protection Society (SIFPS) agreed, as a condition of receiving a building permit for Saturna's Emergency Service Building #2 (ESB#2) at 466 East Point Road, to create a visual buffer for the building in consultation with the immediate neighbours.

We have asked the neighbors of ESB #2, to attend a meeting on Tuesday, April 26, 2011, at 2:00 P.M. at ESB #2 to discuss landscaping options for a vegetative buffer around the perimeter of the land to create a visual screen between the land and the abutting properties. We would like to take advantage of the approaching spring weather to get this project underway as soon as possible.

We thought it would be appropriate to invite you, our Saturna trustees, to this meeting, since you will have to make the ultimate decision on whether our efforts meet the requirements of the covenant on the building permit.

Please let us know whether you will be able to attend.

Bernie Ziegler
Chair, SIFPS Communications Committee

Kathy Jones

From: Gary Richardson
Sent: April-18-11 4:39 PM
To: Kathy Jones
Subject: FW: sensitive ecosystem designation in Thomson Park, Saturna
[Saturna Agenda](#)

From: David Cheslow [mailto:david@cheslow.net]
Sent: Friday, April 15, 2011 4:43 PM
To: Gary Richardson
Cc: Beverley Neff; Ingrid Gaines; Allen & Ilka Olsen; Graeme Bregani; Shiela Wallace; Michel Bourassa; David Cheslow
Subject: sensitive ecosystem designation in Thomson Park, Saturna

Hi Gary;

Beverley Neff tells me that you are the best person to answer my questions, below.

I am a Parks and Recreation commissioner on Saturna Island. Saturna Island Parks and Recreation Commission is in the process of locating a picnic shelter in Thomson Park, on the South side of the island. We had chosen a site that all the commissioners agreed was the "best spot," (or at least "acceptable") near the existing outhouse along the main road into the park and within site of the beach area.

The chosen site was recently "nixed" because the Islands Trust has designated the area as a sensitive ecosystem. We have identified a few other possible locations and I, personally, find them all considerably less desirable than the original location that the commission selected. I am definitely opposed to building any structure in a truly sensitive ecosystem, but I've examined the area in question and, to my untrained eye, cannot figure out why that location is particularly sensitive.

My question to you is "how do we go about getting the Islands Trust to reassess the location in question?"

As some of the commissioners are keen to move ahead, can you also tell me "how long will such a re-assessment likely take?"

Thank you very much, in advance,

=dave=

David A. Cheslow, PhD.
PO BOX 190
SATURNA ISLAND BC V0N 2Y0

(250) 539-3703



Top Priorities

Saturna Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	East Point Water Conservation	Prepare for and schedule a community water workshop	Aug-25-2010	Gary Richardson	May-07-2011	On Going
2	Park Zoning	Amend zoning and OCP designations on parklands	Aug-25-2010	Gary Richardson	May-07-2011	On Going
3	Water catchment requirement for storage buildings	prepare report and amend bylaw	Dec-01-2010	Gary Richardson		On Going



Projects

Saturna Island

No.	Description	Activity	Received/Initiated	Status
1	Implementation of provincial Riparian Area Regulations	1) Review DPA mapping and provisions 2) Recommend amendments to bring DPA into compliance with RAR	Feb-25-2009	On Going
2	Sensitive Ecosystem Mapping and DPA review	1. Complete Sensitive Ecosystem Mapping 2. Consider options for implementing sensitive ecosystem protection, including DPA	Feb-25-2009	On Going
3	Geological Hazard Mapping		Feb-25-2009	On Going
4	Raptor Nest Mapping		Feb-25-2009	On Going



Islands Trust

Preserving Island
communities, culture
and environment

Our Provincial Mandate

“to preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia”

– Islands Trust Act



Islands Trust Council - Strategic Plan 2008-2011

Adopted: September, 2009 – Updated: April 4, 2011

The Trust Area

The Trust Area covers the islands and waters between the British Columbia mainland and southern Vancouver Island, including Howe Sound and as far north as Comox. This is a unique and special place composed of 13 major islands and more than 450 smaller islands covering approximately 5200 square kilometres.

The beauty, tranquility, and unique natural environment of the islands in the Strait of Georgia and Howe Sound have given the area national recognition.

The islands support strong communities characterized by a mix of lifestyles, livelihoods and individuals. Island residents bring unique skills, viewpoints and sense of place together to sustain a tradition of community involvement.

Our Council

The Islands Trust Council is made up of the 26 locally-elected officials of the Trust Area who are responsible for land use decisions in their island communities. Our Council has a unique mandate from the province to protect the unique environment and amenities of the islands. It meets quarterly to make decisions about overall policy, staff resources and budget. Our current Council was elected for a 3-year term during BC Local General Elections in November 2008. The current term will end in December 2011.

A Strategic Plan for our 2008-2011 term

Since December 2008, we have worked hard to identify the most important goals for the current term. By identifying these goals and developing a strategic plan to achieve them, we can focus finite resources and measure progress. Through adoption of a Strategic Plan, we have confirmed the following focus areas for our 2008-2011 term:

Goal 1 Ecosystem Preservation and Protection

We can create a legacy for the future by preserving and protecting the most significant parts of our natural environment:

- We will identify and protect our most significant riparian areas.
- We will improve the identification and protection of island biodiversity, as well as our most sensitive environments, and significant natural areas.
- We will work to reduce greenhouse gas emissions, both by managing our internal operations and by fostering energy-efficient communities in our land use decisions.

Goal 2 Stewardship of Island Resources

We will work to steward island resources, and to ensure that the scale, rate and type of development is compatible with the maintenance of island ecosystems.

- We will use land use planning tools to address the sustainability and quality of freshwater resources.
- We will support initiatives to achieve reliable, adequate and sustainable funding for the Trust Fund Board, our conservation land trust.
- We will take steps to advance good management of coastal areas, by encouraging landowner stewardship and by considering new planning tools.

Goal 3: Sustain Island Character and Healthy Communities

We recognize that the health of our communities is improved if our islands are safe and secure, if there is strong public involvement in decision-making, and if we accommodate people of differing age groups and income levels.

- We will work to support and restore socio-economic diversity with strategies for affordable, accessible and appropriate community housing.
- We will work to understand and minimize the negative effects that climate change could have on island communities.
- We will cultivate community engagement and participation in land use planning.

Goal 4 Organizational Effectiveness

Our island communities need effective and efficient government services:

- We will continue our work to provide services on an increasingly cost-effective basis.
- We will encourage recognition and support of the Islands Trust object by our communities and by other agencies and levels of government.

(Italics indicate significant changes since last Trust Council meeting; shaded text represents actions in past and future years)

*** See last page for key to abbreviations used in this document**

Goal 1: Ecosystem Preservation and Protection...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status changes since last TC meeting</i>
1.1 To identify and protect riparian areas	1.1.1 Implement Riparian Area Regulations throughout the Trust Area	<u>FY 2009/10</u> 1.1.1.1 Review watershed mapping by UBC	LPC	Funded by 09/10 program budget	By whether watershed mapping contract is complete.	Complete
		<u>FY 2010/11 & 2011/12</u> 1.1.1.2 Obtain MOE designation of RAR watersheds	LPC	Funded by base budget	By whether MOE designation of RAR watersheds is complete	Designation for 11 LTAs in progress
		<u>FY 2010/11</u> 1.1.1.3 Establish application processing procedures compliant with RAR	LPC	Funded by base budget	By whether all applications are processed compliant with RAR	Complete
		<u>FY 2010/11 & 2011/12</u> 1.1.1.4 Develop bylaws re RAR requirements, subject to MOE's RAR designation	LTCs***/BIM*	Funded by program budget	By whether all islands are RAR compliant through bylaw development	Two islands are RAR compliant through bylaw development. Model staff report to LTCs is with planners.
		<u>FY 2010/11 & 2011/12</u> 1.1.1.5 Develop communications materials about RAR for use in LTC meetings	LPC	Funded by program budget	By whether staff have developed RAR communications materials	QEP presentation made to Trust Council in Sept 2010. <i>Presentations to LTCs underway</i>
		<u>FY 2010/11 & 2011/12</u> 1.1.1.6 Utilize RAR communication materials in LTC meetings	LTCs***	Funded by program budget	By whether LTCs have utilized RAR communications materials	Underway
	1.1.2 Integrate riparian area protection into Regional Conservation Plan	<u>FY 2009/10 & 2010/11</u> 1.1.2.1 Within the Regional Conservation Plan, set targets and develop implementation plan for riparian area protection where mapping is completed.	TFB**	Funded by base budget	By whether the 2011-2015 Regional Conservation Plan and implementation plan is complete	Complete
		<u>FY 2011/12</u> 1.1.2.2 Implement riparian area protection strategy	TFB**	Subject to funding	To be determined (by objectives set in RCP)	Not started
		1.1.2.3 Mapping of non-RAR watercourses and riparian areas	TFB**	Subject to funding	By whether mapping of non-RAR watercourses and riparian areas is complete	Not started
	1.2 To improve the identification and protection of biodiversity,	1.2.1 Continue improvements to mapping data (i.e. ecosystem maps)	<u>FY 2009/10</u> 1.2.1.1 Complete DEM acquisition & implementation programs for Trust Area	LPC	Funded by 09/10 program budget	By whether DEM program is complete
<u>FY 2010/11 & 2011/12</u> 1.2.1.2 Complete SEM acquisition and implementation programs for Trust Area			LPC	Funded by program budget	By whether SEM program is complete	On track for completion this term
		<u>FY 2009/10</u>	TFB**	Funded by	By whether mapping is finalized	Complete

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS Italics indicate status changes since last TC meeting	
environmentally sensitive areas and significant natural sites, features and landforms		1.2.1.3 Finalize TEM mapping for Howe Sound		09/10 program budget			
	1.2.2 Develop 2011-2015 Regional Conservation Plan (RCP)	<u>FY 2009/10 & 2010/11</u> 1.2.2.1 Complete first draft of RCP	TFB**	Funded by 09/10 program budget	By whether first draft is complete	Complete	
		<u>FY 2010/11</u> 1.2.2.2 Community consultation re RCP	TFB**	Funded by base budget	By whether consultation has been completed	Complete	
		1.2.2.3 Finalize RCP	TFB**	Funded by base budget	By whether plan is finalized	Complete	
		<u>FY 2011/12</u> 1.2.2.4 Implement RCP	TFB**	LTCs***	May be subject to funding	By whether plan has been implemented	Council planning session <i>complete</i>
	1.2.3 Protect sensitive and significant land through land use planning decisions	<u>2008-2011 term</u> 1.2.3.1 Optimize opportunities to protect land	LTCs***/BIM*		Funded by base budget	By the hectares of land that have been protected	Awaiting opportunities and LTC decisions. (e.g. Denman Provincial Park). LTCs are developing relevant OCP policies on several islands.
	1.2.4 Monitor and enforce LTC conservation covenants	<u>FY 2009/10 & 2010/11</u> 1.2.4.1 Establish management plan for LTC conservation covenants	LPC		Funded by base budget	By whether a management plan has been finalized	Covenant inventory complete. Covenant monitoring report to Trust Council in Mar/11.
		<u>FY 2011/12</u> 1.2.4.2 Implement management/monitoring program for LTC conservation covenants	LPC		Funded by base budget	By whether the management plan has been funded and implemented	Not started
	1.2.5 Improve protection & planning for 'executive' islands	<u>FY 2009/10</u> 1.2.5.1 Develop work program for 'Executive' Islands	EC	LPS	Funded by base budget	By whether a work program for Executive Islands protection has been approved.	Complete
		<u>FY 2010/11 & 2011/12</u> 1.2.5.2 Develop new bylaws for 'Executive' islands	EC	LPS	<i>Funded by 11/12 program budget</i>	By whether new bylaws have been developed.	<i>OCP drafts under review</i>
	1.2.6 Finalize Crown land profiles (including ID of environmentally sensitive areas, etc.)	<u>FY 2009/10 & 2010/11</u> 1.2.6.1 Finalize Bowen and Gambier profiles	TPC		Funded by program budget	By whether Bowen and Gambier Crown land profiles are complete	Bowen – pending Parks Canada proposal Gambier – scope under review
		<u>FY 2009/10</u> 1.2.7.1 Approach Comox Valley RD	TPC		Funded by base budget	By whether Comox Valley RD has been formally contacted to discuss NAPTEP	Complete

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	1.2.7 Expand NAPTEP program to entire Islands Trust Area	<u>FY 2010/11</u> 1.2.7.2 Roll out to Comox Valley RD	TFB**		Funded by 10/11 program budget	By whether NAPTEP program is in place in Comox Valley RD.	Complete
		<u>FY 2010/11</u> 1.2.7.3 Approach Powell River RD	TPC		Funded by base budget	By whether Powell River RD has been formally contacted to discuss NAPTEP	Complete Outreach begun
	1.2.8 Seek legislative change to NAPTEP to expand to island municipalities	<u>FY 2009/10 & 2010/11</u> 1.2.8.1 Monitor/advocate with MCRD re legislative changes for 2010	EC		Funded by base budget	By whether legislative changes have been made.	Complete
		<u>FY 2011/2012</u> 1.2.8.2 Roll out on Bowen (develop tax impact models, agreements & revised promotional materials)	TAS	TFB**	<i>Funded by 11/12 program budget</i>	By whether NAPTEP is in place in Bowen Island Municipality	<i>Not started</i>
	1.2.9 Acquire land for conservation	<u>FY 2009/10 & 2010/11</u> 1.2.9.1 Complete Fairy Fen Crown land Acquisition (Bowen)	TAS	TFB**	Funded by base budget	By whether Fairy Fen Crown land has been acquired.	Complete
		<u>FY 2010/11 & 2011/12</u> 1.2.9.2 Initiate action on Lasqueti Crown land acquisition	TFB**		Funded by donors	By whether funding is in place for acquisition.	Pending TFB priorities for Crown land acquisition
		1.2.9.3 Initiate FN consultation re Lasqueti Crown land acquisition (if acquisition funding in place).	TAS	TFB**	Funded by base budget	By whether consultation is complete	In progress
	1.2.10 Develop and implement plans to ensure safety and ecological integrity of protected areas	<u>FY 2009/10</u> 1.2.10.1 Hire property manager	TFB**		Funded by base budget	By whether property manager has been hired	Complete
		<u>FY 2010/11 & 2011/12</u> 1.2.10.2 Implement high priority management recommendations from Risk Management Assessment	TFB**		Funded by base budget	By the number of high priority risk management tasks completed	Completed 4 out of 6 high priority tasks
		<u>FY 2010/11 & 2011/12</u> 1.2.10.3 Implement medium and low priority management recommendations from Risk Management Assessment	TFB**		Funded by base budget and donors	By the number of medium and low priority risk management tasks completed	Completed 9 out of 10 medium priority tasks
1.3 To reduce greenhouse gas emissions	1.3.1 Make Islands Trust organizational operations carbon neutral by 2012	<u>FY 2009/10</u> 1.3.1.1 Collect data regarding organizational GHG emissions	TAS		Funded by 09/10 program budget	By whether data have been collected	Complete
		<u>FY 2009/10</u> 1.3.1.2 Develop strategy to reduce GHG or purchase offsets.	TAS		Funded by 09/10 program budget	By whether a strategy has been developed	Complete

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		FY 2009/10 to 2011/12 1.3.1.3 Implement the staff education program and GHG reduction strategies and actions related to transportation, building energy use, and paper consumption set out in our 2008 Corporate Climate Action Plan	ADMIN		Funded by base budget	By whether the 2008 Corporate Climate Action Plan has been implemented.	In progress
		FY 2011/12 1.3.1.4 Develop policy regarding carbon neutrality and purchase of carbon offsets	TAS	FPC	Funded by 11/12 budget	By whether a policy regarding carbon neutrality and carbon offset purchase is complete	Initial research and training begun. Council workshops planned for June 2011
		FY 2012/13 1.3.1.5 Purchase carbon offsets for remaining corporate emissions	ADMIN		Subject to funding (12/13 budget)	By whether IT operations are carbon neutral.	Not started. Pending policy development
		FY 2012/13 1.3.1.6 Initiate on-going corporate emissions reporting	ADMIN		Subject to funding (future budgets)	By whether we have a program for on-going reporting of corporate emissions.	Initial planning started
	1.3.2 Provide information on community GHG emissions for each island	FY 2010/11 & 2011/12 1.3.2.1 Finalize community GHG emissions inventories	TPC	LPC	GB LTA <i>funded by 11/12 budget</i>	By whether GHG emissions inventories have been prepared for each LTA/IM.	Complete except for GB LTA assoc islands
		1.3.2.2 Review inventories at Trust Council workshop	TPC	LPC	Funded by 09/10 program budget	By whether Council has reviewed GHG emission inventories.	Complete
		FY 2010/11 1.3.2.3 Establish and fund a strategy for ongoing reporting of community GHG emissions	TPC		May be subject to funding	By whether we have developed and funded an on-going strategy to report community GHG emissions.	Complete (Province will provide 2007 baseline + 2010 and every 2 years thereafter)
		FY 2012/13 1.3.2.4 Evaluate and respond to 2012 provincial reports regarding GHG emissions	LPC		Subject to funding (12/13 budget)	By whether community GHG emissions reductions are reducing	Not started
	1.3.3 Recommend emission reduction targets and provide model policies and actions for consideration in island OCP amendments	FY 2009/10 1.3.3.1 Hold Council workshop on GHG emission reduction, with advice about targets and a 'menu' of model policies and actions for inclusion in OCPs	TPC		Funded by 09/10 program budget	By whether we have held a Trust Council workshop and provided recommended targets, model policies and actions by Sept 09.	Complete
		FY 2009/10 1.3.3.2 Develop communications tools to assist LTCs in including GHG emission reduction targets, policies and actions in OCPs.	TPC		Funded by 09/10 program budget	By whether communications tools have been distributed to LTCs.	Complete

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	1.3.4 Amend OCPs to include emission reduction targets, policies and actions (TPAs)	<u>FY 2009/10</u> 1.3.4.1 LPS staff to attend ministry workshops for planners re TPAs	LPS	Funded by base budget	By whether relevant staff have attended workshops	Complete
		1.3.4.2 Develop a Trust-wide work program to include targets, policies and actions for GHG emission reduction in all island OCPs by legislated deadline (May 31/10)	LPC	Funded by base budget	By whether LTCs and BIM have focused work programs to include targets, policies and actions for GHG emission reduction in their OCPs.	Complete
		<u>FY 2010/11 & 2011/12</u> 1.3.4.3 Establish targets, policies, and actions in OCPs by legislated deadline (May 31/10)	LTCs***/BIM*	<i>Completion funded by base budget</i>	By whether all OCPs have been amended to include GHG emission reduction targets, policies and actions by May 31/10	Targets, policies and action included in eighteen OCPs submitted for ministerial approval. One planned for 11/12.
	1.3.5 Foster energy-efficient communities through land use planning decisions	<u>FY 2009/10</u> 1.3.5.1 Develop relevant information on a Trust-wide basis that will serve all LTCs	LPC	Funded by program budget (09/10 budget)	By whether we have developed tools to assist LTCs/IMs in reducing GHG emissions through land use decisions	Complete
		<u>FY 2010/11</u> 1.3.5.2 Consider the inclusion of the information provided by the LPC into appropriate bylaws and processes	LTCs***/BIM*	Funded by 10/11 program budget	By whether GHG emission reduction is achieved in LTC land use decisions	All future OCP reviews must address GHG emissions reduction
	1.3.6 Foster energy efficient communities through public education	<u>FY 2009/10</u> 1.3.6.1 Place relevant links on IT website	TAS	Funded by base budget	By whether relevant links are on IT website	Webpage complete Addition of new links on-going
		<u>FY 2010/11</u> 1.3.6.2 Develop new public education tools in addition to website.	LTCs***	Funded by program budget	By whether new public education tools have been funded and developed	GHG Communications Plan being implemented regionally. Staff training re GHG emission reduction scenarios complete
		<u>FY 2011/12</u> 1.3.6.3 Continue development of new public education tools	TPC and LTCs***	<i>Subject to grant funding</i>	<i>By whether new public education tools have been funded and developed</i>	<i>In progress</i>

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Goal 2: Stewardship of Island Resources...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
2.1 To increase the sustainability and quality of freshwater resources	2.1.1 Include new policies and regulations as OCPs and LUBs are amended	<u>FY 2009/10</u> 2.1.1.1 Provide trustees and planning staff with Groundwater Bylaws Toolkit	TAS	Funded by base budget	By whether Groundwater Bylaws Toolkit has been circulated.	Complete
		<u>FY 2009/10</u> 2.1.1.2 OCP/LUB reviews underway on selected islands	LTCs***	Funded by 09/10 program budget	By the number of LTCs/IM with new policies and regulations for protection of freshwater resources	Reviews continuing in 10/11
		<u>FY 2010/11 & 2011/12</u> 2.1.1.3 OCP/LUB reviews underway on selected islands	LTCs***	Funded by program budget		Reviews underway or planned to begin in 11/12
		<u>FY 2010/11 & 2011/12</u> 2.1.1.4 Advocate for provincial regulation of island groundwater	TAS	Funded by base budget	By whether submissions to the provincial review have been made	First and second submissions complete
2.2 To establish reliable, adequate and sustainable funding for TFB to meet Regional Conservation Plan goals and stewardship requirements for protected lands	2.2.1 Identify and implement strategies for long-term funding	<u>FY 2009/10 & 2010/11</u> 2.2.1.1 Analyze options and develop a long term funding strategy	TFB**	Funded by 09/10 program budget	By whether a strategy has been adopted	Compete
		2.2.1.2 Prepare implementation plan including the development of a business case in support of the long-term funding strategy	TFB**	Funded by 10/11 program budget	By whether the implementation plan and business case have been developed	Received advice from Province to focus on specific properties and on building public profile
		<u>FY 2010/11 and beyond</u> 2.2.1.3 Execute the implementation plan. Evaluate and adjust plan as required – Develop strategy for name change	TFB**	<i>Funded by base budget</i>	In early stages: by whether initial reaction to the long-term funding strategy is positive. Later on: by whether we have secured source(s) of long-term funding.	Action Plan to TFB in July 2010 to include seeking champions and identifying specific properties to acquire <i>Council has endorsed name change request</i>
		<u>FY 2011/12</u> Seek legislative change re new name	TFB**	Funded by base budget	By whether legislation has been changed	<i>Initial meeting held with ministry</i>
		<u>FY 2012/13</u> 2.2.1.4 Implement name change strategy IF any required legislative change is in place	TFB	Subject to funding	By whether a name change strategy has been implemented	Not started
2.3 To advance the stewardship of coastal areas and marine shore lands	2.3.1 Provide stewardship information about waterfront lands to community members	<u>FY 2009/10</u> 2.3.1.1 Host a landowner workshop on one island	TFB**	Funded by base budget	By whether one workshop has been hosted	Complete (workshop on Pender held)
		<u>FY 2009/10 & 2010/11</u> 2.3.1.2 Update website links regarding existing shoreline stewardship information	TPC	Funded by base budget	By whether website links have been updated	Content being developed in cooperation with TFB and LPS

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
2.3.2 Develop and implement new land use planning tools for shoreline and marine protection		FY 2011/12 2.3.1.3 Circulate stewardship information to shoreline property owners	LPC	Subject to budget or grants	By whether stewardship information has been circulated	See item 2.3.2.4
		FY 2009/10 2.3.2.1 Develop integrated shoreline and watershed protection mapping for one island to assist OCP process (joint UBC/IT project)	LPC	Funded by 09/10 program budget	By whether mapping is complete	Complete
		FY 2009/10 to 2011/12 2.3.2.2 Thetis Island LTC – consider the use of integrated shoreline & watershed protection into OCP review process	LTC***	Funded by program budget	By whether OCP has been amended to include new forms of protection	Background shoreline research complete OCP review underway
		FY 2010/11 2.3.2.3 Provide recommendations to the Trust Council regarding a Trust –wide adoption of an integrated shoreline & watershed protection approach for OCP processes	LPC	Funded by base budget	By whether recommendations have been provided to TC.	Complete
		FY 2011/12 2.3.2.4 Initiate Green Shores for Homes project: Extend integrated shoreline & watershed protection approach to Islands Trust Area	EC LTC***/BIM*	External and internal funding in place	By whether integrated shoreline and watershed protection mapping is complete	Work underway

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Goal 3: Sustain Island Character and Healthy Communities...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
3.1 To support socio-economic diversity of island communities	3.1.1 Support/restore socio-economic diversity through land use planning strategies about affordable/accessible/appropriate housing	<u>FY 2009/10</u> 3.1.1.1 Provide recommendations and guidance for LTCs with respect to relevant options for land use planning decisions to advance affordable housing	LPC		Funded by 09/10 program budget	By whether recommendations/guidance has been provided.	Complete
		<u>FY 2010/11 & 2011/12</u> 3.1.1.2 Consider implementing land use planning decisions to advance affordable housing	LTCs***		Funded by program budget	By the number of LTCs have implemented land use planning decisions regarding affordable housing.	Being taken into consideration in current OCP reviews
		<u>FY 2011/12</u> 3.1.1.3 Measure and report on island housing affordability	TAS	LPS	TBD	TBD	Completed for SSI&GB May be included in indicators program
	3.1.2 Support local food security	<u>FY 2009/10</u> 3.1.2.1 Support public education by creating IT resource webpage (e.g. with SSI area farm plan) and encouraging community gardens	TAS	LPS	Funded by base budget	By whether IT resource webpage with food security links have been created	Complete
		<u>FY 2009/10</u> 3.1.2.2 Provide trustees with current BC documents about local government's role in food security	TAS		Funded by base budget	By whether relevant documents have been provided to trustees	Complete
		<u>FY 2010/11 & 2011/12</u> 3.1.2.3 Complete a second area farm plan (Denman)	LTC***		Initially funded by 10/11 programs budget. <i>Completion funded by 11/12 program budget</i>	By whether a second area farm plan is complete	Denman Agricultural Strategy posted on-line. Matching funding received.
		<u>FY 2010/2011</u> 3.1.2.5 Trust Council workshop about local government role in food security	TPC	LPC	Funded by base budget	By whether a workshop has been held	Complete. Council endorsed recommendations Dec/10
		<u>FY 2011/12</u> 3.1.2.6 Amend internal protocols to address food security	EC		Funded by base budget	By how many protocols have been amended to address food security	Not started
		<u>FY 2009/10 to 2011/12</u> 3.1.3.1 Address in OCP reviews underway on selected islands	LTC***		Funded by program budget	By the number of LTCs/IMs with new policies and regulations related to food security	Food security toolkit complete OCP/LUB reviews underway
	3.1.3 Include new policies and regulations about food security in OCPs and LUBs as they are reviewed						

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS	
3.2 To minimize the impact of climate change upon islands and communities	3.2.1 Research and communicate about expected climate change impacts	<u>FY 2009/10</u> 3.2.1.1 Apply for funding	TPC	N/A	By whether funding has been obtained.	No funding sources identified	
		<u>FY 2011/12</u> 3.2.1.2 Conduct Trust Area vulnerability assessment and risk assessment (part of adaptation planning framework) and communicate results	TPC	Funded by base budget	By whether assessments have been completed	Not started. Provincial studies may be sufficient. Some staff training underway.	
	3.2.2 Develop climate change adaptation plan	<u>FY 2011/12</u> 3.2.2.1 Initiate implementation of existing adaptation planning framework, including establishment of Adaptation Planning Working Group	TPC	LPC	Subject to funding (grant or partnership with others)	TBD	Not started. May be delayed.
		<u>FY 2012/13</u> 3.2.2.2 Continue implementation of adaptation planning framework.	TPC	LPC	Subject to funding	TBD	Not started. May be delayed.
	3.2.3 Integrate climate change adaptation into land use planning and regulatory decisions	<u>FY 2012/13</u> 3.2.3.1 Continue implementation of adaptation planning framework	LTCs***/BIM*		Subject to funding	TBD	Not started. May be delayed.
3.3 To cultivate community engagement and participation in land use planning	3.3.1 Develop new tools and strategies to encourage community engagement in land use planning processes	<u>FY 2009/10</u> 3.3.1.1 Develop new tools and strategies to encourage community engagement in land use planning processes	LPC		Funded by base budget	By whether information about new tools and strategies has been circulated to trustees and staff.	'World Café demo held during June TC Staff training planned Info circulated as part of Climate Wise Islands materials and regarding sensitive ecosystems. Sensitive ecosystems webpage developed
		<u>FY 2010/11 & 2011/12</u> 3.3.1.2 Consider new tools and strategies to encourage community engagement in land use planning processes	LTCs***		Funded by base budget	TBD	Developing public portal for IT mapping data Affordable housing webpage planned Food security toolkit complete
	3.3.2 Enable greater diversity of trustee candidates	<u>FY 2009/10</u> 3.3.2.1 Develop process and budget for review of trustee remuneration	FPC		Funded by base budget	By whether a process has been designed and a budget approved	Complete
		<u>FY 2010/11</u> 3.3.2.2 Complete review of trustee remuneration	FPC		Funded by 10/11 programs budget	By whether a review is complete	Complete

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
		<u>FY 2010/11</u> 3.3.2.3 Develop policy regarding trustee remuneration	FPC	Funded by base budget	By whether trustee remuneration policy has been developed	Complete
		<u>FY 2011/12</u> 3.3.2.4 Amend Trustee Remuneration bylaw in accordance with policy	FPC	<i>Funded by 11/12 base budget</i>	By whether a trustee remuneration bylaw has been adopted in accordance with policy	<i>Remuneration bylaw adopted – to take effect Dec/11</i>
3.4 To foster good relations with First Nations	3.4.1 Develop a strategic approach to First Nations relations	<u>FY 2011/12</u> 3.4.1.1 Develop a First Nations Relationship Strategy and Policy– identify overlapping interests, treaty process schedules, priorities and resource requirements for protocol agreements, referral practices, etc.	EC	<i>Funded by 11/12 program budget</i>	By whether a strategy has been completed	<i>Not started</i>
		<u>FY 2012/13</u> 3.4.1.2 Acquire or identify sufficient staff capacity to implement First Nations Relationship Strategy and Policy	EC	Subject to budget (12-13 budget)	By whether sufficient staff capacity(or work program adjustment/training) has been identified and/or acquired to implement strategy	Not started

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Goal 4: Organizational Effectiveness...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?*	IS FUNDING IN PLACE OR REQUIRED?	HOW WOULD WE MEASURE SUCCESS?	STATUS	
4.1 To provide services on an increasingly effective basis	4.1.1. Develop cost effective bylaw enforcement tools	<u>FY 2009/10 & 2010/11</u> 4.1.1.1 Establish a Bylaw Dispute Adjudication System for the Islands Trust	LPC	Funded by base budget	By whether a Bylaw Dispute Adjudication System is established.	Regulatory adjustments approved by province for six islands. Ministerial approval of North Shore agreement received	
		<u>FY 2009/10 to 2011/12</u> 4.1.1.2 Consider bylaw amendments to allow Bylaw Dispute Adjudication System	LTCs***	Funded by base budget	By the number of islands where a Bylaw Dispute Adjudication System is in place	<i>Two</i> LTCshave given 3 rd reading to implementing bylaw. Model bylaw <i>received</i> by LPC.	
	4.1.2 Organizational review and improvements to corporate secretary/legislative services functions	<u>FY 2009/2010</u> 4.1.2.1 Review responsibilities and capacity in existing positions re: corporate services and consider establishment of corporate secretary/ legislative services (records management, FOIPP, administrative procedural certainty and consistency, policies, legislation, inter-agency agreements and elections)	EC	MGMT	Funded by base budget	By whether the review is complete and presented to EC	Complete
		<u>FY 2010/11</u> 4.1.2.2 Hiring, orientation and transfer of functions from senior managers to legislative services manager position	MGMT		Funded by base budget	By whether a new position has been created/filled and functions transferred	Complete
		<u>FY 2010/11 & 2011/12</u> 4.1.2.3 Develop strategies for further improvement of corporate secretary/legislative services functions	MGMT		Funded by base budget	By whether there is a greater capacity and consistent delivery of corporate secretary/legislative services functions and a greater capacity for delivery of core services by senior managers.	Improvements underway
	4.1.3 Seek alternate forms of funding (i.e. grants)	<u>FY 2009/10</u> 4.1.3.1 Develop and implement policy and procedures for seeking funding and awards.	TAS		Funded by base budget	By whether a policy is in place and implemented (e.g. on-line data base)	Complete Grant revenue is now 10 times that in 2008/09
	4.1.4 Improve records management systems	<u>FY 2009/10 to 2011/12</u> 4.1.4.1 Develop records management procedures 4.1.4.2 Staff/trustee training 4.1.4.3 Destroy unneeded records	ADMIN		<i>Funded by 11/12 program budget</i>	By whether records management bylaw and manual is in place By whether staff/trustee training is complete By whether unneeded records have been culled	<i>Bylaw approved by Trust Council. Training and implementation underway.</i>

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?*		IS FUNDING IN PLACE OR REQUIRED?	HOW WOULD WE MEASURE SUCCESS?	STATUS
		<u>FY 2011/12</u> 4.1.4.4 Develop and implement auditing of records handling 4.1.4.5 Evaluate and revise 4.1.4.6 Evaluate RM software	ADMIN		Funded by base and program budgets	By whether RM procedures are in place	Not started
		<u>FY 2012/13</u> 4.1.4.7 Purchase RM software 4.1.4.8 Incorp. RM software procedures 4.1.4.9 Staff training on new procedures	ADMIN		Subject to budget and staffing (12/13 budget)	By whether software has been purchased and procedures incorporated. By whether staff have been trained.	Not started
	4.1.5 Develop new TC/LPC/FPC/TPC meeting procedure bylaw regarding electronic meetings	<u>FY 2009/10</u> 4.1.5.1 Amend TC meeting procedure bylaw or committee Terms of Reference as necessary	EC		Funded by base budget	By whether bylaw and/or committee terms of reference have been amended.	Complete
	4.1.6 Develop new TFB meeting procedure bylaw regarding electronic meetings	<u>FY 2009/10 and 2010/11</u> 4.1.6.1 Prepare and adopt amendments to meeting procedure bylaw	TFB**		Funded by base budget	By whether the meeting procedure bylaw has been adopted	Complete
	4.1.7 Ensure Trust Council policies are current and consistent	<u>FY 2009/10</u> 4.1.7.1 Amend administrative fairness policies	EC		Funded by base budget	By whether administrative fairness policies have been reviewed and amended.	Three policies amended in 2009.
		<u>FY 2010/11 & 2011/12</u> 4.1.7.2 Select policies for review and amendment	EC		Funded by base budget	By whether selected policies have been reviewed and amended.	Review of policies begun.
		<u>FY 2010/11 & 2011/12</u> 4.1.7.3 Develop and implement a regular maintenance schedule for Islands Trust Council Policy Manual and Procedures Manual	EC		Funded by base budget	By whether the Islands Trust Policy Manual is being regularly maintained to keep policies current and consistent	Initial inventory in development.
	4.1.8 Review of devt application fee levels and cost recovery mechanisms	<u>FY 2011/12</u> 4.1.8.1 Develop terms of reference and identify budget and data needs for review of application fees	FPC	LPC	Funded by base budget	By whether terms of reference has been developed and any necessary budget and data needs have been identified.	<i>Joint FPC/LPC task force approved by Trust Council Mar/11</i>

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?*		IS FUNDING IN PLACE OR REQUIRED?	HOW WOULD WE MEASURE SUCCESS?	STATUS
		FY 2011/12 4.1.8.2 Review of application fees, development of amendments to model fees bylaw and related policies	FPC	LPC	Funded by base budget	By whether application fees and cost recovery mechanisms have been reviewed, policies have been amended and a model fees bylaw has been developed.	Not started
		4.1.8.3 Adoption of amended fees bylaws	LTCs***		Funded by base budget	By whether all LTCs have adopted amended fees bylaws	Not started. May be delayed.
4.2 To encourage recognition and support of the Island Trust object in policies and programs of other levels of government and agencies	4.2.1 Advocacy to influence other levels of government (federal/provincial/RD)	FY 2009/10 4.2.1.1 Maintain existing levels of advocacy (e.g. UBCM resolutions, letters to relevant jurisdictions as issues arise and staff capacity permits)	EC		Funded by base budget	By whether current levels of advocacy are maintained.	EC meeting with provincial government re PMFL Act. UBCM resolution re ferries. EC attendance at UBCM Chair correspondence
		FY 2010/11 to 2012/13 4.2.1.2 Maintain enhanced levels of advocacy (e.g. UBCM resolutions, letters to relevant jurisdictions as issues arise and staff capacity permits) with a high priority on marine advocacy.	EC		Funded by base budget	By whether enhanced levels of advocacy are maintained, and progress is made in protection of the marine environment	UBCM workshop and resolutions complete re derelict vessels and NMCA. More frequent Chair correspondence. Meeting with provincial agencies. Enhanced advocacy re marine issues approved by Trust Council
		FY 2010/11 4.2.1.3 Repeat 2004 Ipsos Reid poll regarding public support for preservation and protection of Islands Trust Area	EC		Funded by base budget	By whether the 2004 Ipsos Reid poll has been repeated	<i>Complete</i>
4.3 To promote understanding and support of the Islands Trust and its object in island communities	4.3.1 Develop new tools to communicate about organizational successes	FY 2009/10 to 2011/12 4.3.1.1 Finalize Indicators Program reports	TPC		Funded by base budget	By whether Indicators Program reports are complete	Staff meeting and trustee survey complete. Agricultural indicators complete. Economic dependency underway. Housing is next.
		4.3.1.2 Develop plans/strategies/related budgets for new communications tools	EC		Funded by base budget.	TBD	Considering use of social media – staff training on-going. Some pilot projects underway.
		FY 2011/12 4.3.1.3 Implement new communication tools. Add Advocacy sections to web-site	EC		<i>Funded by 11/12 program budget</i>	TBD	Marine advocacy page complete Further work pending website upgrades.

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?*	IS FUNDING IN PLACE OR REQUIRED?	HOW WOULD WE MEASURE SUCCESS?	STATUS
	4.3.2 Develop new tools to communicate about the history and role of the Islands Trust	<u>FY 2009/10 & 2010/11</u> 4.3.2.1 Develop presentations for delivery at TC meetings/LTC meetings/professional conferences in 2009 (35 anniversary)	EC	Funded by base budget	By whether presentations have been created/delivered	Complete
		<u>FY 2010/11 & 2011/12</u> 4.3.2.2 Develop video re interviews with former trustees	EC	Subject to external funding	By whether funding is received and a video is created	Funding approved Video history project advisory group meetings underway
	4.3.3 Develop new tools and use plain language to communicate to communities about relevance of land use planning and conservation	<u>FY 2009/10 – 2011/12</u> 4.3.3.1 Continue delivering approved communications strategy	EC	Funded by base budget	By whether approved priorities are delivered	On track (e.g. e-news, annual reports) Nineteen staff attended a 'plain language' webinar
		<u>FY 2009/10</u> 4.3.3.2 Develop presentation/display for use at public meetings to explain the linkage between GHG emissions and land use/conservation	EC	Funded by base budget	By whether a presentation has been developed and delivered	Complete
	4.3.4 Review and redesign website	<u>FY 2009/10</u> 4.3.4.1 Develop plans and strategies and related budgets	EC	Funded by base budget	By whether a plan and related budget is in place to review and redesign website	Initial plans and budget estimates complete.
		<u>FY 2010/11</u> 4.3.4.2 Develop business case and proposed budget	EC	Funded by base budget	By whether a business case and proposed budget is complete	Complete
		<u>FY 2011/12</u> 4.3.4.3 Review and redesign website	EC	<i>Funded by 11/12 program budget</i>	By whether website has been reviewed and redesigned	<i>Initial meetings and public survey underway</i>
	4.3.5 Develop new tools to enhance administrative fairness practices	<u>FY 2009/10</u> 4.3.5.1 Hold legal session and develop checklist for trustees	EC	Funded by base budget	By whether a legal session and checklist have been prepared	Complete
		4.3.5.2 Develop staff checklist and hold staff workshop regarding administrative fairness	EC	Funded by base budget	By whether a staff checklist and workshop are complete	Complete
		<u>FY 2011/12</u> 4.3.5.3 Develop focused training for orientation of new trustees in December 2011	EC	Funded by base budget	By whether new trustee orientation session includes a focus on administrative fairness	Not started

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?*		IS FUNDING IN PLACE OR REQUIRED?	HOW WOULD WE MEASURE SUCCESS?	STATUS
4.3.6 Review and update Islands Trust Policy Statement		FY 2010/11 & 2011/12 4.3.6.1 Initial scoping of Policy Statement review topics and process	TPC (PSSC)		Funded by base budget	By whether an initial scoping exercise is complete	Topic review inventory to Dec Trust Council. Task Force final report due June 2011. Assembly and evaluation of information about previous reviews is planned.
		FY 2011/12 4.3.6.2 Preliminary research and design of review process	EC	TPC	Subject to external grants	By whether preliminary research is complete and review process has been designed	Review process <i>approved</i> by Council Mar/11
		FY 2012/13 4.3.6.3 Public, agency and First Nations consultation regarding Policy Statement update and development of draft amendments	EC	TPC	Subject to budget (12/13 budget) or external grants	By whether consultation is complete and draft amendments prepared	Not started
		FY 2013/14 4.3.6.4 Adoption of revised Policy Statement bylaw	EC	TPC	Subject to budget (13/14 budget)	By whether an amended Policy Statement bylaw is adopted	Not started

Abbreviations:

ADMIN – Administrative Services
 BIM – Bowen Island Municipality
 DEM – Digital Ecosystem Mapping
 EC – Executive Committee
 FN – First Nations
 FPC – Financial Planning Committee
 FY – Fiscal Year
 GHG – Green House Gases
 ID -- Identification
 IM – Island Municipality
 IT – Islands Trust
 LPC – Local Planning Committee
 LPS – Local Planning Services

LTA – Local Trust Area
 LTC – Local Trust Committee
 LUB – Land Use Bylaw
 MCSC – Ministry of Community and Rural Development
 MGMT – Management Team
 NA – Not Applicable
 NAPTEP – Natural Area Protection Tax Exemption Program
 OCP – Official Community Plan
 PSSC – Policy Statement Sub Committee
 PMFL – Private Managed Forest Land
 RAR – Riparian Area Regulations
 RCP – Regional Conservation Plan
 RD – Regional District

RFD – Request for Decision document
 RM – Records Management
 SEM – Sensitive Ecosystem Mapping
 SSI – Salt Spring Island
 TAS – Trust Area Services
 TEM – Terrestrial Elevation Mapping
 TBD – To Be Determined
 TC – Trust Council
 TFB – Trust Fund Board
 TPA – Targets, Policies and Actions (re GHG emission reduction)
 TPC – Trust Programs Committee
 UBC – University of British Columbia
 UBCM – Union of BC Municipalities

For more information, contact

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 Islands Trust Council
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 Islands Trust
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Visit our website at
www.islandstrust.bc.ca

Colour Key for fourth column:

Colour	Potential committee/unit/body taking lead for strategy/activity
Local Planning (through Local Planning Committee, Local Planning Services staff, Local Trust Committees or Bowen Island Municipality)	
Trust Programs Committee or Trust Area Services staff	Financial Planning Committee/Administrative Services staff
Executive Committee/CAO's office	Management team
	Trust Fund Board or Islands Trust Fund staff

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Applications w/ Status - Saturna Island Status: Open

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
SA-DVP-2009.4	Tracy/John Logan/Hogg Planner: Gary Richardson	Sep-22-2009	variance required for garage, deck and additions

Planning Status

Status Date: Jul-07-2010

Recent communication with applicant has revealed that a geotechnical report for the site dated June 23, 2010 has been completed. Applicant is still waiting to hear from the archaeologist regarding a final report.

Status Date: Jan-25-2010

On November 9, 2009, applicant stated that an archaeologist was coming to do a site visit that month and that the islands Trust would be informed of findings. No word from applicant since.

Status Date: Oct-08-2009

Archaeological site identified (RAAD) on property. Applicant has been notified and has spoken to the planner.

Subdivision

File Number	Applicant Name	Date Received	Purpose
SA-SUB-2010.1	Nancy Angermeyer Planner: Gary Richardson	Jan-28-2010	204 NARVAEZ BAY RD To create 2 new lots

Planning Status

Status Date: Jun-24-2010

Response Seb to MOTI June 24/10

Status Date: Apr-20-2010

Staff reviewing application.

Status Date: Mar-22-2010

Received Title from applicant; sent copy of app. to trustees and forwarded file to planner.

Kathy Jones

From: Nancy Roggers
Sent: March-31-11 8:50 AM
To: Beverley Neff; David Marlor; Dian Johnstone; Gary Richardson; Peter Luckham; Kathy Jones; Sharon Lloyd-deRosario
Cc: Craig Elder
Subject: Saturna expense report - March/11

		Budget	Spent	Balance
Invoices posted to March 22, 2011				
660 Saturna	65000 Trustee Expense	1,000.00	250.14	749.86
660 Saturna	65200 LTC Meetings	3,000.00	983.86	2,016.14
	65210 APC Meetings		432.03	(432.03)
	65220 Communications		110.28	(110.28)
	65230 Special Projects		150.00	(150.00)
	65240 Miscellaneous			-
	TOTAL LTC Local Expense	3,000.00	1,676.17	1,323.83
660 Saturna	72300 OCP/LUB Expense	-		-

Thanks!

Nancy Roggers
 Finance Officer

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Preserving *island* communities, culture and environment

Please consider the environment before printing this email.

Saturna Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

No	Meeting Date	Resolution No.	Issue	Policy
	May 16/07	SA-LTC-16-07	Travel Trailer or Camper	<p>It was Moved and Seconded that staff be directed to not take enforcement action against property owners when a travel trailer or camper is located on a lot when:</p> <ul style="list-style-type: none"> The travel trailer or camper is being used for recreational purposes by the owners of the lot and; The travel trailer or camper is being used intermittently and for short periods not exceeding two months. <p>Not withstanding this direction, staff is to take action to prevent the recreational use of travel trailers or campers on inappropriately zoned land if:</p> <ul style="list-style-type: none"> The travel trailer or camper is being used as a second residence or; The trailer or camper is situated within the setbacks for a structure or; There are serious safety issues, unsightliness, noise, or health problems related to the use or; A complaint based on the above three items is received from a person who owns neighboring property. <p>Nothing in this direction should be interpreted by a property owner as giving permission to violate the Land Use Bylaw and the Saturna Island Trust Committee may change this policy at any time and may give direction to enforce the Bylaw at any time.</p>
1.	August 20/08	SA-LTC-43-08	Bylaw Enforcement: Short Term Vacation Rentals	<p>It was Moved and Seconded THAT given finite resources available for enforcement activities and in order to ensure the most effective results for enforcement activities, STVRs not permitted by Section 2.16.10 of the Saturna Island Land Use Bylaw No. 78 that have one or more of the following characteristics will be subject to enforcement:</p> <ol style="list-style-type: none"> 1. They are advertised on the internet, newspapers or other media; 2. They are not managed by the property owner; <p>More than one STVR per constructed residence on the lot is simultaneously made available for STVR;</p>

				<p>4. While the property is rented persons are also staying in tents, trailers, or RV's;</p> <p>5. There are issues related to health and safety;</p> <p>6. There is a written complaint by owners or residents about bona fide nuisance issues such as noise or parking congestion related to the STVR;</p> <p>7. The owner of the property uses more than one property on Saturna Island as an unpermitted STVR.</p> <p>And THAT nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the Saturna Island Local Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time.</p>
2.	February 25/09	SA-LTC-09-09	Adopt LTC Minutes by RWM	<p>It was Moved and Seconded that the Saturna Island Local Trust Committee draft minutes be adopted by Resolution without meeting within 14 days of the meeting and posted to the website.</p>

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Population:

Approximately 359

Size:

3422 hectares (8,455 acres)

Location:

27 kilometres south-east of the Swartz Bay ferry terminal on Vancouver Island.

[Land Use Planning](#)

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Saturna Island Local Trust Committee

Latest News

In this section you will find current news items that are relevant to your Local Trust Area and your community. [Subscribe](#) to the Saturna Island Latest News updates and receive the latest information on official community plan reviews, staff reports, notifications and other documents published in the latest news section.

April 2011

- [Groundwater Information & Planning Session Workshop - Saturday, May 7, 2011](#)

October 2010

- [2007 Community Energy and Emission Inventory Reports \(CEEIs\) now available](#)
- [New Islands Trust GHG Emission Inventories webpage posted](#)

Saturna Island Local Trust Committee Projects

Planner Office Hours on Saturna Island

- No Office Hours scheduled at this time

General

- [Policies and Standing Resolutions Chart](#)

Climate Change Action

- [Adopted Bylaw No. 101](#)
- [Staff Report - May 11, 2010](#)
- [Staff Report - March 11, 2010](#)
- [Newsletter - December 2009](#)
- [Staff Report - November 2009](#)
- [Staff Report - October 2009](#)
- [Community Engagement Tools](#)
- [Table of Potential Official Community Plan Amendments](#)
- [Climate Wise Islands](#)

Ecosystem Mapping Webpage

East Point Water

- [Bylaw No. 99 \(Adopted\)](#)
- [Staff Report - October 21, 2010](#)
- [Staff Report - June 10, 2010](#)
- [Ministry of Environment Report - January 2010](#)
- [Groundwater Conservation \(East Point\) Staff Report - October 20, 2009](#)
- [Results of the Groundwater Geochemistry Study on Saturna Island, BC - Allen and Suchy 2001](#)
- [A Preliminary Assessment of Groundwater Conditions on Saturna Island - July 1985](#)

Affordable Housing

- [APC Terms of Reference](#)
- [Affordable Housing Background Report - August 21 2009](#)
- [Subdivision Potential Map](#) (Please note that this map is a representation of

Committee Links

- [Committee Home](#)
- [Trustee Membership](#)
- [Contact Trustees](#)
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- [Planning Bylaws](#)
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- [Land Use Application Forms](#)

potential subdivision under the current zoning. It does not account for limitations on future subdivision, including covenants, access, availability of water and other services, topography, etc)

- [Community Housing Tool Kit](#)

Riparian Area Regulation Implementation

- [Saturna Island Riparian Areas Regulation Stream Identification](#)

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Memorandum

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Date April 13, 2011 File Number SA/09

To Saturna Island Local Trust Committee

From Kathy Jones
Planning Clerk
Local Planning Services

Re Adoption of In Camera Minutes

This memo is in response to some concerns raised by the LTCs about having to go in camera at every meeting to adopt previous In Camera Minutes. I spoke our Legislative Manager, Carmen Thiel, who informed me that she has sought legal advice in the past on this subject and that advice was "all In Camera minutes must be adopted in a closed meeting".

The options on how LTCs may adopt their In Camera Minutes are:

- Option 1 Adopt at each LTC Meeting. This would mean the LTC would have to have an In Camera meeting at each LTC meeting.
- Option 2 Adopt when there are other reasons to close a meeting i.e. if the In Camera minutes to be adopted contain detailed information that LTC might want to discuss before adoption; receipt of legal advice; bylaw enforcement; consideration of APC members; etc.

If there is no other reason to close a meeting, the minutes could be adopted annually (last meeting of the year).

Further on this topic, Carmen has been asked by the Executive Committee to write a policy covering all issues surrounding closed meetings; the adoption of in camera minutes will be addressed in that policy.

In the interim the LTC could consider passing a Standing Policy Resolution to adopt one of the above options.

pc Gary Richardson, Planner