



Islands Trust

**SATURNA ISLAND LOCAL TRUST COMMITTEE
BUSINESS MEETING AGENDA
12:30 PM, WEDNESDAY, JUNE 3, 2009
AT THE SATURNA ISLAND COMMUNITY HALL
105 EAST POINT RD., SATURNA ISLAND, B.C.**

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

| | Page # | *Approx. Time* |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------------|
| 1. CALL TO ORDER | | 12:30 p.m. |
| 2. APPROVAL OF AGENDA | | |
| 2.1 Questions on Agenda Items | | |
| 2.2 Town Hall Session | | |
| 3. COMMUNITY INFORMATION MEETING - none | | |
| 4. PUBLIC HEARING -none | | |
| 5. PREVIOUS MEETINGS | | 12:50 pm |
| 5.1 Local Trust Committee Minutes for Adoption | | |
| 5.1.1 Minutes April 29, 2009 Local Trust Committee Business Meeting (attached) | 1 | . |
| 5.2 Public Hearing Records and Community Information Meeting Notes - none | | |
| 5.3 Section 26 Resolutions-without-meeting - none | | |
| 5.4 Advisory Planning Commission - none | | |
| 6. BUSINESS ARISING FROM THE MINUTES | | 1:10 pm |
| 6.1 Follow-up Action Report (attached) | 12 | |
| 7. DELEGATIONS -none | | |
| 8. CORRESPONDENCE (attached) | | 1:20 pm |
| 8.1 Jim Campbell letter dated April 11, 2009 re: Dedication of Quarry Trail - Staff recommends that the LTC instructs staff to follow up with Mr. Campbell's concerns. | 14 | |

| | | |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 9. | APPLICATIONS, PERMITS, BYLAWS AND REFERRALS | 1:30 pm |
| 9.1 | Consideration of Draft Bylaw No. 97 cited as “Saturna Island Local Trust Committee Advisory Planning Commission Bylaw, 2005, Amendment No. 1, 2009” (attached) | 18 |
| 9.2 | SA-SUB-2007.1 (Gaines Enterprises Ltd.) (attached) | 20 |
| 10. | LOCAL TRUST COMMITTEE PROJECTS | 2:00 pm |
| 10.1 | Affordable Housing – Draft Terms of Reference (attached) | 21 |
| 11. | REPORTS | 2:30 pm |
| 11.1 | Work Program Reports – for information | |
| 11.1.1 | Saturna Island Local Trust Committee Work Program - Report dated May, 2009 (attached) | 24 |
| 11.1.1.i | Work Program Priorities – for discussion | |
| 11.1.2 | Strategic Plan (attached) | 26 |
| 11.2 | Applications Report – for information | |
| 11.2.1 | Saturna Island Applications Report dated May, 2009 (attached) | 29 |
| 11.3 | Bylaw Enforcement Report - none | |
| 11.4 | Expense/Budget Reports | |
| 11.4.1 | Trustee and Local Expenses (attached) – for information | 30 |
| 11.5 | Policies and Standing Resolutions Report (attached) – for information | 34 |
| 11.6 | Saturna Island LTC Web Page (attached) – for information | 36 |
| 11.7 | Chair’s Report | |
| 11.8 | Trustee Report | |
| 12. | NEW BUSINESS | 3:00 pm |
| 12.1 | Next Business Meeting: 12:30 p.m., Wednesday, September 2, 2009 – Saturna Island Community Hall | |
| 12.2 | Accessory Building Review - Update | |

13. TOWN HALL MEETING

3:20 pm

14. ADJOURNMENT

4:00 pm

**MINUTES OF THE SATURNA ISLAND
LOCAL TRUST COMMITTEE MEETING
HELD ON WEDNESDAY, APRIL 29, 2009, AT 12:30 P.M.
AT THE COMMUNITY HALL, SATURNA ISLAND, B.C.**

DRAFT

| | | |
|-----------------|------------------------|----------------------|
| PRESENT: | Peter Luckham | Chair |
| | Beverley Neff | Local Trustee |
| | John Money | Local Trustee |
| | Gary Richardson | Planner |
| | Sheila Perret | Minute Taker |

There were approximately sixteen (16) members of the public in attendance at the meeting.

1. CALL TO ORDER

Chair Peter Luckham called the meeting to order at 12:36 p.m. and introduced the members and minute taker.

2. APPROVAL OF AGENDA

2.1.1 Questions on Agenda Items

Chair Luckham asked for any amendments to the agenda.

Added under New Business, item 12.4 - Mapping at Monarch Head

Add item 12.5 - Local Trust Committee (LTC) letter in support of Volunteer Fire Department application for a disaster mitigation grant.

The amended agenda was approved by consensus.

2.1.2 Town Hall Session from previous meeting February 29, 2009

There were no public comments or questions.

3. COMMUNITY INFORMATION MEETING

None

4. PUBLIC HEARING

None

5. PREVIOUS MEETINGS

5.1 Local Trust Committee Minutes for Information

5.1.1 Minutes of February 25, 2009 Local Trust Committee Business Meeting were received as information

5.1.2 Minutes of February 25, 2009 Saturna Island Local Trust Committee In-Camera Meeting were received as information

5.2 Public Hearing Records and Community Information Meeting Notes

None

5.3 Section 26 Resolutions-without-meeting

Planner Richardson reported that there were two Resolutions Without Meetings.

5.4 Advisory Planning Commission

None

6. BUSINESS ARISING FROM THE MINUTES

6.1 Follow-up Action Report

Planner Richardson reported on the Follow-up Action Report

Chair Luckham asked for questions and comments.

Trustee Money, (referring to item 2 on the Follow-Up Action Report, re the Quarry Trail dedication) inquired if Mr. Campbell had been approached again for other information regarding the road to the Saturna Winery, and whether it had yet been verified that the BC Ministry of Transport (MoT) committed to take the road dedication.

Trustee Neff noted that MoT will not assume the project until hearing from the LTC.

Trustee Money asked for future follow-up, and suggested that perhaps MoT staff may not be aware of a previous commitment since the current staff are not the same as those who were working when the project was initiated.

Chair Luckham suggested the item goes to the Project List for the Saturna Island Work Program.

Resolution: SA-LTC-11-2009

It was Moved and Seconded that item 2 of the Follow-Up Action Report regarding the road to the Winery (Quarry Trail) is to be put on the Project List for the Saturna Island Work Program.

CARRIED

The report was received by consensus.

7. DELEGATIONS

7.1 Parks Canada

Parks Canada representatives, Wayne Burke and Carolyn Stewart addressed the meeting. Ms Stewart is the Park Planner and the Community Park Coordinator with the responsibility of facilitating the development of intra-management guidelines, i.e. to evaluate the state of the Park in relation to the 2006-2011 five-year plan. She works with nature groups, facilitates an interface and liaison with Islands Trust fund re cooperation among agents re Park protection issues. She referred to experience with the Action Plan for Winter Cove and Narvaez Bay, reviewed accomplishments and hands-on work, mapping, visitor assistance, importance of cultural heritage sensitivity, public education outreach, and priority programming for 2009/10. She circulated copies of the '2008-09 Gulf Islands National Park Reserve Annual Report & Interim Management Guidelines / Implementation Summary', the '2009 Gulf Islands Visitor Guide', the new 'Gulf Islands Hiking and Camping pamphlet (with Narvaez Bay ref)', and the 'Gulf Islands National Park Reserve Local Trust Committee Presentation – 2009'.

Trustee Money commented on the need for discussion on what will be done with Park Land zoning before getting on with the Community Plan.

Ms Stewart said Wendy Scholefield is working on a feasibility study for the establishment of a National Marine Conservation Area.

Wayne Burke spoke about current understanding that 'submerged lands' are now called 'Marine zones', that the Strait of Juan de Fuca and Strait of Georgia are a provincial jurisdiction and that 'offshore' is a federal jurisdiction, therefore the province is responsible for the sea-bed and the federal government controls the water and what's in it. Reference was made to how the Tsawassen Treaty resulted in clarification of tribal rights to fish and harvest around Saturna and Galiano islands.

8. CORRESPONDENCE

8.1 Mary Cooper, Mayne Island Integrated Water System Society dated December 15, 2008

– Staff recommends that the LTC determine if they are going to purchase the report

It was agreed by consensus to refer this matter to item 11.4 - Budget Preparation.

9. APPLICATIONS, PERMITS AND REFERRALS

9.1 SA-DVP-2009.1 (Keith) – for decision

Planner Richardson reported that the property was previously zoned 'Industrial'. He noted that there was a notice on the title regarding limits to construction without a building permit. Further reference was made that the notice of the variance application was circulated, according to the regulations, to neighbouring property owners and that only one comment was received, and specifically no objection was received. He referred to the Building Inspector's comments that the spatial separations of the buildings constituted a potential fire hazard.

Trustee Money stated that he had no problem with receiving the application; he considered the work an improvement to the property.

Trustee Neff stated a concern about the large foot print on land and on water. She said that this application would not have been allowed had it come forward as a new application.

Applicant/Owner Keith stated that in 2002 the property designation changed from 'Industrial' to 'Residential'. He also pointed out that the hot tub is located on the existing site of the original mill. He noted that his intentions were to actually clean up the property with this work, and make it nice and aesthetically pleasing - something his children could enjoy in the future. He also stated that he was not notified the zoning was changed from 'Industrial' to 'Residential'. He also noted that he thought the contractor had the building permits in place and only found out afterwards that that was not the case.

Chair Luckham noted for the Committee, a reminder that variance approval of this application does not obligate the LTC to approve similar applications. He commented that it has been confirmed by the owner that this property has no industrial purpose, there will be no industrial or commercial activities on the site and that a building permit is in the works.

Architect Quiring for Keith property, assured the committee that the building code had been looked at with regard to the fire regulations and all were satisfied that they could achieve a solution.

Applicant/Owner Keith, noted that the work had been going on for 5-6 years, and began with the construction of the garage and installation of the hot tub and open enclosure.

Chair Luckham noted that home owners must ensure that contractors get appropriate permits; he asked for public comments.

Priscilla Ewbank noted the set back regulation was to protect the shoreline, that the building is such a short distance from the water, on a ridge over an inlet and that she liked to think that variances are to consider

important applications that have broader community appeal, that shoreline should be kept back so that shoreline protection is not abused.

Sandra Ghan (?sp) commented on the cement pad that was on the property from a previous structure and suggested that the owner should be able to build whatever they want on that space as long as they protected the area and were sensitive to the environment.

Planner Richardson referred to his comments in the Staff Report regarding the DVP saying that a variance is required even though the buildings may have non-conforming status and that it is difficult to determine if the buildings are within the same envelope of the previous buildings.

Trustee Neff commented that she would have been happier about the application if the hot tub could have been further away as it stands out, she said that we need to be careful with development permits.

Chair Luckham noted that there is a subtle difference in that this is not a development variance permit application for a new project. Because the footprint has been inherited this is a different matter, and if this was a new project it's likely he would not get approval for the application.

Resolution: SA-LTC-12-2009

It was Moved and Seconded that the Saturna Island Local Trust Committee approve the application for a Development Variance Permit SA-DVP-2009.1 (Keith) with the amendment of additional Appendix B which will include height restrictions limiting the structural heights of the buildings on the property to what presently exists at this time.

CARRIED

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Affordable Housing Memo

Planner Richardson referred to colleague Kojima's recommendations for an updated process for the LTC to consider regarding options for amending bylaws to support and encourage the possible creation of Affordable Housing, such that the LTC would direct staff to provide a background report summarizing the available housing information and trends specific to Saturna Island, that the LTC identify an advisory group to provide LTC with recommendations on affordable housing, and that the LTC direct staff to prepare for the LTC to review a suitable terms of reference for the advisory group.

The Staff report re Affordable Housing was Received for information by Consensus.

11. REPORTS

11.1 Work Program Reports

11.1.1 Saturna Island Local Trust Committee Work Program - Report dated April 2009

Planner Richardson presented the three items:

- i) Affordable Housing
- ii) National Park Reserve Designations & Zoning, and
- iii) Implementation of Provincial Riparian Area Regulations.

Chair Luckham suggested a motion was needed to direct Staff to undertake a new Top Priority in order to accommodate the three recommendations (item 10.1 above) regarding Affordable Housing.

Trustee Money wants the Affordable Housing Committee to work with the Planning Commission (Saturna Community Housing Society) so there is a liaison with APC

Chair Luckham suggested that once we have the housing info report, the task can be passed to the APC, and that terms of reference should be included.

Resolution: SA-LTC-13-2009

It was Moved and Seconded that the Saturna Local Trust Committee direct staff to prepare a background report regarding housing trends, that they direct the APC to provide recommendations to the LTC with respect to Affordable Housing and that staff prepare a Terms of Reference.

CARRIED

Chair Luckham suggested that Part 2 (page 23 - Kojima Staff Report) re LTC identifying an 'appropriate advisory group' which will provide LTC with recommendations on affordable housing" needs to wait for Terms of Reference until we pass it.

Trustee Money clarified the Quarry Trail road issues need to be made right, having the letter regarding the previous understood commitment would be helpful to have in order to provide information about meetings that happened with the Ministry of Transportation and Infrastructure.

Chair Luckham stated that if the letter doesn't exist or cannot be found then we should attempt a meeting with the Ministry of Transportation and Infrastructure.

Trustee Money commented that the rezoning criteria was that short piece of road allowance would be given to Highways, Trustees were told this has been done and registered.

Planner Richardson said LTC needs to know if the Ministry of Transportation and Infrastructure is interested in dealing with dedication of this section of road, and he agreed to talk to Mr. Campbell before proceeding with the matter.

Chair Luckham said first must confirm with Mr. Campbell the existence of the letter or correspondence he said he has from six or seven years ago that referred to point of farm rezoning for the winery; second, Planner Richardson will set up a meeting with the Ministry of Transportation and Infrastructure to discuss options; and third, requested that this item come to the next meeting, and acknowledged that this is on the Follow-up Action list for Planner Richardson.

Trustee Money noted this is top priority as it was a piece of business from previous LTC list that wasn't finished properly and having the letter would help.

Resolution: SA-LTC-14-2009

It was Moved and Seconded that the Saturna Island Local Trust Committee Top Priorities List, item 2 - National Park Reserve Designations and Zoning, be removed and replaced with this item regarding resolution of the legal status of the Quarry Trail extension with the Ministry of Transportation and Infrastructure.

CARRIED

Resolution: SA-LTC-15-2009

It was Moved and Seconded that the Saturna Island Local Trust Committee move the National Park Reserve Designations and Zoning from the Priorities List moved to the first item on the Saturna Island LTC Project List and the other existing items are to be re-numbered sequentially.

CARRIED

11.1.2 Strategic Plan

Planner Richardson noted items on the Projects List need to be considered in relation to the Strategic Plan.

11.2 Applications Report

11.2.1 Saturna Island Applications Report dated April 2009

After Planner Richardson reviewed the Applications Report.

The Applications Report was Received for information by consensus.

11.3 Bylaw Enforcement Report

None

11.4 Expense/Budget Reports

11.4.1 Trustee and Local Expenses

The Trustee and Local Expenses Report was Received for information by consensus.

It was noted that there was a request from Craig Elder for a 'draft budget'.

Chair Luckham noted we don't have to create a budget, and could just follow a budget based on the previous year. The Chair also noted any budget items not spent go back into surplus.

11.5 Policies and Standing Resolutions Report

Chair Luckham noted that this Report is included just as a reminder of our responsibilities.

11.6 Saturna Island LTC Web Page

Trustee Neff asked why the Islands Trust web page only contains a certain number of years' of Trust Committee Minutes.

Planner Richardson noted he will follow-up with this question.

11.7 Chair's Report

Chair Luckham reported that he originates from Thetis Island, and travels to Chair Saturna, North Pender, and Lasqueti local trust committees, and sees Strategic Planning as a priority. He sees the need to encourage discussion in all levels of Trust Council in order to deal effectively with Strategic Plan issues, and that we need to be realistic about Strategic Plan items.

11.8 Trustee Reports

Trustee Neff reported that there is an IT art competition happening with Islands Trust, offering three (3) one thousand dollar (\$1000) prizes. She asked Island artists for work that can be used to promote Islands Trust

values; she encouraged island residents to use the web site for meetings and press release notifications.

Trustee Money noted no nominations have yet been received by the original Community Stewardship Awards deadline, and are still welcome.

12. NEW BUSINESS

12.1 Accessory Buildings discussion

Planner Richardson reported that a number of owners have applied for a permit to build accessory buildings prior to building larger principle buildings, a sequence the current bylaw prohibits; this is being brought to the Trustees' attention for possible review.

Trustee Money suggested Planner Richardson could be asked to draft an amendment to the Land Use Bylaw to forward to the APC and then circulate to the LTC in a Staff Report

Chair Luckham noted this would require an amendment to revise the Staff Project list.

Trustee Money suggested the need for a motion to ask Planner Richardson to write a report reviewing regulations regarding construction of accessory buildings built prior to the construction of a principal dwelling and refer the report to the APC.

It was agreed that the matter of Accessory Buildings and management of Top Priorities be on the next meeting Agenda.

12.2 Possibility of having all regular meetings at the Community Hall

There was discussion about lay-out difficulties with the shape of the Recreation Centre Lounge meeting space, the advantage of having meetings closer to other community services, and the current arrangement which alternates the use of both buildings.

Trustee Neff noted seating is easier to arrange at the Community Hall.

Trustee Money said he had received verbal input from six other Saturna islanders and notes general community desire seems to favour the status quo of alternating the meetings between the Recreation Centre and the Community Hall.

It was to continue alternating the LTC meetings between the Recreation Centre Lounge and the Community Hall.

12.3 Next Business Meeting

Next Business Meeting: 12:30 p.m. Wednesday, June 3, 2009 at the Saturna Island Recreation Centre Lounge.

12.4 Mapping at Monarch Head

Planner Richardson referred to the mapping problem between adjacent properties, that are owned by Mr. Hall, and the Monarch Head part of the Park land; that the property lines between the two are not accurate or clear to the public.

Chair Luckham asked staff to let LTC know when the Saturna Island mapping will be complete with respect to this issue. If the mapping completion is not imminent, how much work will be required to resolve the Hall and Parks Canada property boundary clarification.

2.5 Fire Protection Society matter

Chair Luckham noted for the record, the receipt of a letter from Trustees Neff and Money in support of the Saturna Island Protection Society funding application for a government Disaster Mitigation Grant.

12.6 Mayne Island Water Report

Trustee Neff has a letter from Mary Cooper re Island Water issues.

Resolution: SA-LTC-16-2009

It was Moved and Seconded that the Saturna Island Local Trust Committee direct staff to send one hundred and fifty dollars (\$150) to the Mayne Island Integrated Water Society for a copy of their workshop report.

CARRIED

13. TOWN HALL MEETING

Charles Reif asked for clarification regarding the Affordable Housing Report budget funding, and suggested the example of other Islands Trusts being funded for Affordable Housing work for items such as printing and meeting space rental.

Note: This part of the meeting finished at 3:32 p.m.

14. MOTION TO CLOSE MEETING

Resolution: SA-LTC-17-2009

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 an Advisory Planning

Commission appointment, and further that Planner, Gary Richardson and Minute Taker, Sheila Perret remain present.

CARRIED

15. RECALL TO ORDER

15.1 Rise and Report from Closed Meeting

Resolution: SA-LTC-18-2009

It was Moved and Seconded that the Saturna Island Local Trust Committee move out of In Camera, and re-open the meeting.

CARRIED

Note: Chair Luckham re-opened the meeting at 3:48 p.m.

Chair Luckham reported that LTC chose to not make an appointment to the APC at this time and will refer the matter of appointments to a future meeting. He reported that there had been discussion regarding the limited number of seats on the APC, so referral to another meeting is pending possible amendments to the APC appointment bylaws.

Trustee Money noted we need more help than one appointment could handle especially because of the work coming up with the Affordable Housing matter.

There was discussion on the merits of possible amendments to the APC Bylaws regarding APC appointments.

Resolution: SA-LTC-19-2009

It was Moved and Seconded that Saturna Island Local Trust Committee direct staff to draft amendment(s) to the APC Bylaws to include up to eight (8) appointed members, and to extend the term of appointments to a maximum of two (2) years, from the current maximum of one (1) year.

CARRIED

16. ADJOURNMENT

Resolution: SA-LTC-20-2009

It was Moved and Seconded that the Saturna Island Local Trust Committee meeting be adjourned at 3:58 p.m.

CARRIED

RECORDER

CHAIR



Follow Up Action Report w/ Target Date

Saturna Island Feb-25-2009

| No. | Activity | Responsibility | Target Date | Status |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------|----------|
| 1 | LTC requested staff to prepare an amendment to the fees bylaw in order to reduce the fee for a Heritage Alteration permit from \$1100.00 to \$500.00. | Gary Richardson | Sep-01-2009 | On Going |

Apr-29-2009

| No. | Activity | Responsibility | Target Date | Status |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------|----------|
| 2 | Follow-up on Quarry Trail dedication issue: 1) contact Jim Campbell 2) search files for related documents 3) contact/meet with MoT | Gary Richardson | Jun-30-2009 | On Going |

| | | | | |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------|----------|
| 3 | SA-DVP-2009.1 (Keith) - Permits issued as amended | Kathy Jones | May-05-2009 | Done |
| 4 | Affordable Housing: 1) Staff to prepare background report summarizing the available housing information and trends specific to Saturna Island. 2) Saturna APC to review matter and provide LTC with recommendations on affordable housing. 3) Staff to prepare for the LTC review a suitably worded terms of reference for the APCs review of the matter. | Robert Kojima | May-12-2009 | On Going |

| | | | | |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------|------|
| 5 | Amend work program by: 1) Removing priority two - National Park Reserve Designations and Zoning and replacing it with Quarry Trail dedication. 2) Placing National Park Reserve Designations and Zoning on the top of the projects list and renumbering the remaining items as required. | Gary Richardson | May-12-2009 | Done |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------|------|

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|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------|------|
| 6 | Determine if minutes of LTC meetings from last 3 years can be placed on the Islands Trust website. | Kathy Jones | May-19-2009 | Done |
| 7 | Staff to forward accessory building matter to APC for review and recommendation. | Gary Richardson | May-14-2009 | Done |
| 8 | Trustee Money request: have the topic of "work program priorities" to be put on next agenda for discussion. | Gary Richardson | May-14-2009 | Done |
| 10 | Monarch Head Mapping 1) determine when will cadastral information is scheduled to be corrected. 2) determine how much staff time it will take to correct mapping alignment in Monarch Head area. | Gary Richardson | May-22-2009 | Done |
| 11 | Prepare amended APC Bylaw for LTCs consideration. | Kathy Jones | May-22-2009 | Done |

RECEIVED

MAY 06 2009

ISLANDS TRUST
VICTORIA BCJ.M. Campbell
102 Quarry Road, Saturna B. C.
April 11, 2009.

ATTENTION

Gary Richardson

To Trustee John Money
Saturna B.C.

Dear John,

I am sorry that it has taken so long to respond to your request for information on the matter of resort zoning for the Winery. It has taken time to collect the supporting documents to support a case to have this driveway made public. It is clear that the road was not to be made public in the current circumstances. The Ministry of Transportation and Highways say it does not meet their standards. More importantly is that its use is contrary to the requirements of a Water Access Only development.

I am confident about most of the substance of my notes in this letter. I may not be correct on the members of the LTC at various times or the sequence of events but those are really not the issue. It is clear the conditions for the rezoning were not met. Highway's officials are certain of that.

The issue for me is this. There has been a significant wrongful zoning and the community has not got the benefit to which it is entitled. What is the proper action to be taken? To take no action makes a farce of the Trust. To understand this, a somewhat sordid history follows. You may know much of it but it needs to be on the record.

We start with the creation of a numbered company developing the remainder of section 5. Al Sewell was the developer. Mrs. Page was one of the inverters in the company. Mr Sewell made it clear to me that Larry Page was the final authority for some issues in the process. I do not suggest he was aware of all Sewell's tactics or intentions. He was party to the establishment of the surveyed driveway which is discussed later in this letter. In this process he covenanted the use of the part of the driveway which passed through lot 32 to the 31 other owners of strata lots.

The subdivision was to be a classed as Water Access Only. The cost of a road over the pass would be very high and it would also mean all roads in the subdivision would have to be paved and built to a higher standard than for WAO

The developer managed to save on road construction costs by way of much lower standards for a WAO development. Without the potential traffic on a subdivision connected to the provincial highways the traffic will be much lower. Standards for quality of surface, drainage, grade and width etc. both for original construction and future care are much lower. 'Water access only' standards saved money for the developer and reduces future maintenance costs for Highways. This future cost saving benefit to Highways is lost if the general public has access to the public roads in the development. A valid WAO development would only have enough cars or trucks to meet the needs of the residents on site..

Initially access for construction equipment to the lands was by water, by landing at Saturna Beach or by boat to our floats as well as overland through other private properties. Pedestrian access was provided by Harris Road and a publicly maintained trail called "Quarry Trail" connected to the end of Harris Road at the boundary of section 5

A subdivision in 1949 to create Lot 1 in the eastern portion of section 5 required dedication of a surveyed road from the boundary at S4 through Lot 1 and through the remainder of S5 to the boundary of Block A, S5. Harris Road entered Block A from section 8. Most of this was on land not suited to easy road construction.

The developer purchased Block A of section 5 through which a 66ft highway had been surveyed previously and dedicated as Harris Road. This went through Block A section 5 to section 8 to the north. Much of this was not suited to easy road building.

The developer built a private driveway to the top of the valley. The driveway started at Quarry trail at the bottom. It passed through part of lot 32 and common lands of the strata corporation.. It entered the 66ft Harris road at the boundary of Block A. It stayed within its boundaries up to near the top. It turned to the east out of Harris Rd and back in a few yards on.. It ended alongside the built portion of Harris Road at the top. He then applied for a driveway permit to access Harris Road at the top. This provided legal access for Strata members from Harris Rd to the parking lot at the bottom end of the driveway. Use of this driveway was covenanted to all the owners of strata lots.

I was concerned that we could end up with the owners of the 32 lots having the right to drive to our back door from the public highway system while we could be denied access to Harris road. We had

been content to rely on the trail and our boat as we had done for many years. The road over was going to change our lives but without any certainty. I raised this with Highways. To re-assure me on this matter, Mr. Neville Hope, the manager for the Vancouver Island Highways system, visited me on site. He said there would be a barrier and stairs at the end of the parking lot. It would not be possible for anything to be transported past the barriers by a car, truck or other vehicle. Once the development was completed and no further work road construction was needed a barrier and a flight of stairs was to be installed. This would validate it as a WAO subdivision. The lot owners arriving by car or truck would park in the parking lot and proceed on foot to their lot or would have their own vehicles on Quarry road or have some commonly owned transportation equipment. I asked how Highways would enforce this. He said that taking down the barrier would be breaking the law. He was confident that no one would break the law. This was what Mr. Hope sincerely expected because it was the commitment of the developer. By definition it was the only way that the subdivision could qualify as WAO.

When Highways left the scene gates were installed but without barriers. The driveway was used by the strata owners who had keys to drive directly onto Quarry Trail.(or road). We used the road and later I was given a key. It was not long before keys and padlocks vanished.

The driveway permit was granted on the expectation that an effective physical barrier to vehicular traffic was established and maintained between the bottom end of the driveway and Quarry Trail. Mr. Sewell stated in his application for the driveway permit "We further confirm that no vehicle connection to Quarry Trail will be allowed." At some time later Block A of section 5 on which most of the driveway was built was sold. The change of ownership cancelled the permit. I do not know if it has been renewed.

Later the Winery applied for Farm resort zoning. There was strong concern about such zoning in a location not accessed with a public road. Furthermore there is only trail access to our community park and the national park. The community wanted the right to drive to these amenities

That became the prime condition for granting the rezoning at the public hearing stage and the LTC set it as a limiting condition for passing the bylaw. With a clearly negative response from Highways the LTC moved to proceed no further.

The winery again applied for rezoning to Farm resort. After the public hearing the LTC set the same limiting condition as expected from the public hearings. As time passed it became a common belief that the condition of public access to the Winery must have been granted by Highways. I found Highways had ruled to reject any proposal to connect these two roads. In spite of that I found that the bylaw had been passed.

I met with Gary Richardson and a staff member in charge of documents. We found two e-mails that were in the Farm resort zone file in the Trust's office. One was to Gerry Hamblin the planner for Saturna at the time. It was from Mike Donald, an official of MOTh. It stated "Larry's lawyers have been very helpful" and suggested that it would be OK to proceed. Hamblin emailed Tom Johnstone the same day;

"Kathy will be e-mailing you an RMW to approve Bylaw 66 for the winery. This approval is based the attached note from Mike Donald that the agreement involving the road will be dealt with."

The planner could not tell me the date the bylaw was passed.

There was no other information available since the whole file on the rezoning was stored in some other location. I suggested to Planner Richardson that he obtain the rest of the file, go over it, and report to a senior staff person and the LTC since this was a very serious matter. I do not know what steps he took. I raised the issue at the end of a LTC meeting some months ago and left copies of the emails with the trustees. I remember discussing it briefly with you. You were disturbed and surprised. I think you had withdrawn from taking part in Winery issues. Tom Johnstone told me that day it was the first time he had heard that the road had not been made public. He told me later that a high official had approved the road proposal. I have no details. Richardson does not seem to have raised this issue with his trustees

Bill Sheffield made the motion to proceed no further with the first application. At the time of the second application Tom Johnstone had replaced Bill and you were still standing aside from Winery issues. Following my public exposure of this serious failure of staff to adequately brief trustees nothing appears to have happened. Since you asked me for information I have a letter from Gary Richardson asking for information. He has had all the written material I have for a long time.

The tricky way of having the less expensive WAO subdivision with an overland highway connection at the other end made Highways rejection easy to understand..

It would be in everyone's interest to have this road made public. We need a better case than rezoning the winery. We should be making that case on its own merits. Our LTC should revoke the resort status as soon as possible for two reasons.

First by following the principle of fairness

Within the framework of an OCP, changes of use are permitted but required to meet defined standards and public expectations. When we look at it thoughtfully, rezoning simply involves trading specific rights of use for the applicant for some meaningful benefit to the community as a whole. It is very much like any trade of cash for goods or service. These are simply trade items. Both parties must be honestly satisfied. Acceptance of the trade item by the first party without delivering the other trade item to the second party even by error, does not validate or close the deal. There was a significant error. We can speculate unproductively about which of several was most at fault without finding the solution.

Second by bringing all parties to the same cause

It was a reasonable agreement. Both parties must be satisfied. If the road issue was solved as required and the SILTC then failed to proceed with the bylaw it would not be acting in good faith. There is no reason for either party to be entitled to its benefit without delivering the compensating benefit to the other. It was an agreement understood and made in good faith by both parties. If the winery loses its farm resort zoning we will all be on the same side working together for the common good.

The SILTC has a duty and a right to act on the failure to meet the agreed conditions for this zoning. It approved the bylaw in good faith but with faulty information. No written agreement exists between the parties but the process was public and widely understood. We must believe it was between an honorable man and an honorable local trust committee. Neither is expected to profit from the error of the other.

It should be possible by resolution simply to revoke the zoning. If not, it would be proper to prepare another bylaw to revoke Farm resort status to the winery. Such a down zoning is well within the mandate of the Islands Trust. It would simply proceed through the due process and give the Winery an opportunity to make another case for keeping the zoning or to find a way to have highways accept the road.

Before those steps are taken it would most proper to directly request the applicant to accept the fact that his commitment has not been met. The error in communication resulted in a mistaken belief that the road transfer had been made. The zoning bylaw was passed but his obligation was not fulfilled. Request that he agree to accept suspension of the bylaw for a period such as six months. Should the road be accepted by MOTH by then the bylaw would be restored. If not a public hearing would be held to determine if Farm resort zoning without public access is acceptable to the community.

What are we asking Moth to do? Simply to accept title as a dedicated road, lands which enclose the portion of the asbuilt paved driveway joining Quarry road to the western extremity of the dedicated road where it turns before it meets Harris road in Lot I of Block A. This is about 325 meters. (See attached plan and photo)

There are options for the gated area at the top that need discussion.

I have several documents that reveal much of the failure of MOTH to administer this Bare Land Strata Plan for the public good or even for its own credibility.

I need to get this out of my computer. I will collect the supporting documents and send them along.

From Jim

April 29/09

Copy to Beverly Neff

Random notes for future use

Larry Page insisted that he had nothing to do with the Numbered Company that funded the development. However his wife was a shareholder. On several occasions Al Sewel made it clear that he took instructions from Larry. In reality this makes Larry a party to the process. Since he was a party to the scheme to have WAO with highway access he might could return some of those savings to his own needs. A public road would be of real benefit to the community as a whole. Public access to the National Park from Trueworthy Road and the Community Park would be an asset to everyone. The benefit to the Vineyard is not likely to be important to Highways considering how the developers have behaved. For the road to be made public a case needs to be made on the basis of public benefit. I believe as well that there may be a need for some work done which will make the road somewhat less below highway standards. Some comparisons in the grades and conditions of northern parts of Harris Road might be helpful in making a case for relaxing some standards. The big hill above the dam was built by Highways since they had allowed the flooding of the original road.

Several members of the staff of the Ministry of Transportation and Highways have turned a blind eye to a reasonable interpretation of the term Access by Water Only or Water Access Only.

They have allowed the developer to build a paved road on a dedicated portion of highway and so structure it so that it provides exclusive highway access to a Bare Land Strata Plan. The Ministry requested the Plan bear the notation "Access By Water Only".

The developer claims that approximately \$75,000 had been spent building a private driveway over a portion of the unbuilt Highway Right of Way on Harris Road. He gives assurance that the public will not have use of this Highway Right of Way. It is for the private use of the owners of 379112B.C.



Memorandum

200 - 1627 Fort Street Victoria BC V8R 1H8

Telephone (250) 405-5151 FAX: (250) 405-5155

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC 1.800.663.7867

information@islandstrust.bc.ca www.islandstrust.bc.ca

Date May 14, 2009 File Number SA-BL-97

To Saturna Island Local Trust Committee

From Kathy Jones
Planning Clerk
Local Planning

Re Saturna Island APC Bylaw Amendment

At the April 29, 2009 LTC Meeting, a resolution was passed asking staff to draft an amendment to Saturna Island Bylaw No. 88 cited "Saturna Island Local Trust Committee Advisory Planning Commission Bylaw, 2005".

In response to this request, the attached amendment Bylaw No. 97 was drafted. This bylaw increases the APC Membership from "seven" members to "eight" members. It also increases the term of membership from "one" year to "two" years.

pc

SATURNA ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 97

DRAFT

A bylaw to amend the Saturna Island Local Trust Committee
Advisory Planning Commission Bylaw

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

1. Saturna Island Local Trust Committee Advisory Planning Commission Bylaw, 2005 is amended as follows:
 - a. Section 2 - **Appointment of Members**, Subsection (a), is amended by changing "seven" members to "eight" members.
 - b. Section 2 – **Appointment of Members**, Subsection (c), amended by changing "one" year term to "two" year term.

2. This bylaw may be cited as "Saturna Island Local Trust Committee Advisory Planning Commission Bylaw, 2005, Amendment No. 1, 2009".

| | | |
|---------------------------------------------------------------|--------|--------|
| READ A FIRST TIME THIS | DAY OF | , 2009 |
| READ A SECOND TIME THIS | DAY OF | , 2009 |
| READ A THIRD TIME THIS | DAY OF | , 2009 |
| APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS | DAY OF | , 2009 |
| ADOPTED THIS | DAY OF | , 2009 |

CHAIR

SECRETARY

K:\LTC\Saturna\Bylaws\Administrative\APC\Amendments\Draft Bylaw No. 97.doc



Memorandum

Suite 200, 1627 Fort Street Victoria, B.C. BC V8R 1H8

Telephone (250) 405-5151 FAX: (250) 405-5155

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC 1.800.663.7867

information@islandstrust.bc.ca www.islandstrust.bc.ca

Date May 27, 2009 File Number SA-SUB-2007.1

To Saturna Island Local Trust Committee

From Gary Richardson
Island Planner
Local Planning Services

Re Highway Parcel Frontage Waiver – Proposed Lot 2 of Proposed Subdivision of PID: 000-376-850, The Fractional ½ of the North West ¼ of Section 17, Saturna Island, Cowichan District, Except Parts in Plans 3196 RW, VIP 66483 and VIP 78516: PID: 000-346-179, Lot A, Section 17 and 18 Saturna Island, Cowichan District, Plan 35420, Except those Parts in Plans 37061, 41841, 50984, VIP 61897 and VIP 69504

This proposed subdivision shows one of the lots (Lot 2) having less than 10% of its perimeter fronting East Point Road. The perimeter of proposed Lot 2 is 772 metres which requires a road frontage of 77.2 metres, the proposed frontage is shown as being 48.6 metres.

The LTC is being asked to consider a resolution to waive the requirement under s. 944 of *Local Government Act* that the minimum highway frontage for all lots created by subdivision be greater than 10% of the perimeter. Section 944(2) establishes that a local government may exempt a parcel from this requirement by resolution.

The intent of the statutory provision is presumably to give local governments control over a proliferation of panhandle lots, along with a general control over odd-shaped lots. The lot frontage of this proposed subdivision is consistent with the requirements of the Land Use Bylaw; waiving of the statutory requirement for a 10% perimeter in this instance would appear to create no negative effect on neighbours or on future residents of the new lots.

Based on the above considerations, I would recommend issuance of the variance and adoption of a resolution waiving the 1/10th perimeter requirement for proposed Lot 2.

Recommendation:

1. THAT pursuant to Section 944(2) of the *Local Government Act*, the Saturna Island Local Trust Committee grant exemption from the 10% perimeter provisions of Section 944(1) of the *Local Government Act* for proposed Lot 2 of subdivision application SA-SUB-2007.1.

pc David Marlor, RPM



Islands Trust

MEMORANDUM

Date: May 26, 2009

File No.: SA-04

To: Saturna Island Local Trust Committee

From: Robert Kojima
Island Planner
Local Planning Services

CC: David Marlor, Regional Planning Manager
Gary Richardson, Island Planner

Re: AFFORDABLE HOUSING – DRAFT TERMS OF REFERENCE

The Local Trust Committee has identified Affordable Housing as a Top Priority on its Work Program. At the last meeting, the LTC identified the Advisory Planning Commission as the body best suited to provide input on the issue. Staff were directed to begin work on a report on providing context and background. To assist the APC in providing comment and recommendations on the issue, staff have prepared a draft Terms of Reference. The LTC should review the terms of reference and if satisfied, direct staff to refer it to the APC along with relevant supporting information on affordable policy.

RECOMMENDATIONS:

1. THAT the Saturna Island Local Trust Committee review and endorse the draft Terms of Reference attached to the staff memo of May 26, 2009.
2. THAT the Saturna Island Local Trust Committee direct staff to refer the terms of reference along with background material to the APC.



Islands Trust

SATURNA ISLAND LOCAL TRUST COMMITTEE

TERMS OF REFERENCE FOR ADVISORY PLANNING COMMISSION AFFORDABLE HOUSING ASSESSMENT

Introduction

The Saturna Island Local Trust Committee (LTC) has identified the need for affordable as being a top priority on its Work Program. In order to obtain further advice and background on this issue, the LTC has resolved to refer the issue to its advisory planning commission (APC). The APC has been asked to examine the topic in more detail and make specific suggestions and recommendations to the LTC.

1. The objectives the Terms of Reference are provide direction to research the topic, obtain community comment on the issue, and to report to the Local Trust Committee and the Islands Trust with recommendations, options and comments.
2. Specifically the APC should consider the following aspects of this issue:
 - a. Identify the difficulties experienced by residents in accessing affordable housing on Saturna;
 - b. Identify anticipated housing needs over a 5 – 10 year time horizon; and
 - c. Review and comment on the potential form, type and location of affordable housing that is appropriate to Saturna Island.
3. The APC should seek to provide recommendations that can be implemented by the LTC through its policies and regulations, or which can be endorsed or adopted by the LTC as broad advocacy objectives.
4. The APC Chair should provide the Islands Trust with a summary budget of any extraordinary costs anticipated to be associated with the project. A summary budget of costs may be approved by the LTC and Islands Trust staff.

5. Local Trustees may attend and participate in any meeting, at the discretion of the trustees. Islands Trust staff may be available to serve as a resource at any meeting, at the discretion of staff.
6. The Chair should ensure, to the best of the Chair's knowledge and ability, that any options or recommendations are consistent with:
 - a. The Object of the Islands Trust;
 - b. The policies of the Islands Trust Policy Statement;
 - c. The statutory authority of the Local Trust Committee; and
 - d. Generally accepted good planning principles.
7. The Chair should remind the APC that the Local Trust Committee is under no obligation to implement any recommendations. By law the Local Trust Committee has absolute and unfettered discretion to amend its bylaws.
8. A written report should be provided by the Chair by October 1, 2009, briefly summarizing the discussion and issues raised at the meetings(s), and providing options and/or recommendations where there was a consensus or majority view. Any minority or dissenting views should also be reported. The report shall be addressed to the Saturna Island Local Trust Committee and copies are to be delivered to the offices of the Islands Trust for filing and distribution.



Top Priorities

Saturna Island

| No. | Description | Activity | Received/Initiated | Responsibility | Target Date | Status |
|-----|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------|-----------------|-------------|----------|
| 1 | Affordable Housing | To consider options for amending bylaws to support and encourage the creation of affordable housing | Feb-25-2009 | Robert Kojima | Mar-31-2010 | On Going |
| 2 | Quarry Trail Dedication | Review winery rezoning files and discuss dedication process with Ministry of Transportation and Infrastructure | Apr-29-2009 | Gary Richardson | Dec-01-2009 | On Going |
| 3 | 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 | Robert Kojima | Dec-01-2009 | On Going |



Projects

Saturna Island

| No. | Description | Activity | Received/Initiated | Status |
|-----|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------|
| 1 | National Park Reserve Designations and Zoning | Amend zoning and OCP designations on National Park Reserve Lands. | Apr-29-2009 | On Going |
| 2 | Development Approval Information Bylaw | 1) Review recently developed DAI bylaws and adapt for Saturna DPA. 2) Readings, Trust Council, EC | Feb-25-2009 | On Going |
| 3 | Climate Change Mitigation and Adaptation | 1) Amend OCP to include targets for GHG reductions and policies for achieving reductions 2) consider amendments to regulations to achieve reductions in emmissions and to mitigate impacts of climate change | Feb-25-2009 | On Going |
| 4 | 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 |
| 5 | Build-out potential review | Undertake analysis of current build-out potential, review Community Amenity Density Reserve | Feb-25-2009 | On Going |
| 6 | Protection of Archaeological Resources | | Feb-25-2009 | On Going |
| 7 | Geological Hazard Mapping | | Feb-25-2009 | On Going |
| 8 | Raptor Nest Mapping | | Feb-25-2009 | On Going |

Standing Item

Strategic Plan Approved March 2007, Updated Mar 2008

(NOTE: Edited to identify responsibilities of LTCs only. This is not the complete Strategic Plan)

Islands Trust Council Strategic Plan 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 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 2005. The current term will end in December 2008.

Our Priorities

Our Council met for the first time in December 2005. Individual trustees identified some of the issues they felt the Islands Trust should address during the 2005-8 term. In March 2006, after internal discussions at the committee level, trustees participated in another workshop to consider organizational priorities. The table on the following pages outlines Trust Council's plan to achieve its objectives and identifies priority focus areas for 2005-8. In some cases, achievement of these objectives has required new staff and resources. Trust Council will confirm details of its strategic plan as it approves its annual operating budget in March of each year.

Part 1 Sustainable Environment

We can create a legacy for the future by protecting our natural environment:

- We will identify areas in greatest need of protection and use the information to protect these areas through covenants, acquisitions and other tools.
- We will consider regulatory tools to protect the most sensitive environments.
- We will find ways to encourage environmental sustainability and stewardship through education and incentives.

Part 2 Healthy Communities

Our island communities need effective and efficient government services:

- We will foster healthy, complete and livable island communities
- We will manage growth in the Trust Area in a manner that respects our provincial mandate and the wishes of island communities.
- We work to strengthen citizen participation in local government.

Part 3 Excellence in Governance

We will strive for excellence in governing the Islands Trust Area:

- We will provide leadership in seeking sustainable and fair forms of political representation for the Islands Trust Area.
- We will provide good value, implement fair taxes and fees and seek new and diversified funding sources to support special initiatives.



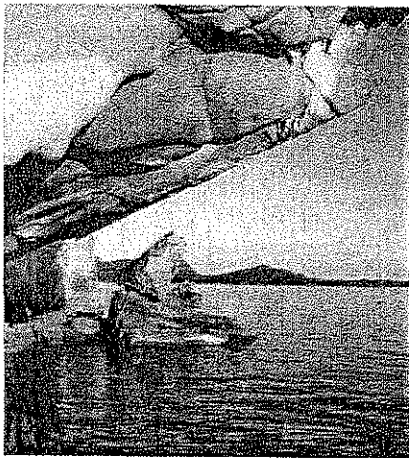
Islands Trust

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



- We will strive for excellence in public service and work to attract and retain a strong and skilled workforce.

Sustainable Environment

| *Indicates change from last quarter | FOCUS AREA | WHO | HOW WILL WE MEASURE SUCCESS? | TARGET(S) | CURRENT STATUS |
|----------------------------------------------------|-----------------------------------------------------------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|----------------------------------------------------------------------------------------------------|
| Protect and enhance the natural environment | | | | | |
| | Adopt soil removal and deposit bylaw | LTCs/IMs | By the number of LTAs/IMs with adopted bylaws | 2008-9 - (1 - SSI) | 1 st reading given SSI community consultation on-going |
| * | Adopt bylaws to manage tree removal | LTCs/IM | By whether a model bylaw has been developed By the number of LTAs/IMs with new bylaws for tree protection | 2007-8 2007-8(1) NP | Incorporated into model bylaw for sensitive ecosystem protection Completed (NP OCP adopted) |
| | Integrate new precautionary principles into local planning procedures | LPC/LTCs/IM | By whether a model DAI bylaw is complete By the number of LTAs/IMs with new precautionary principles integrated into bylaws | 2006 2008-9 - (1) (NP) | Completed Subject to LTC initiative and LPS budget proposals for 08-09 |
| * | Monitor and enforce LTC conservation covenants | LTC | By whether a process has been designed to identify, monitor and enforce LTC covenants | 2008-9 | \$10,000 in 08-09 budget to hire a co-op student |
| | | LTC | By whether resources are in place for monitoring and enforcement | 2009-10 | Subject to budget in 09-10 |

Healthy Communities

| OBJECTIVE | FOCUS AREA | WHO | HOW WILL WE MEASURE IT? | TARGET | CURRENT STATUS |
|-----------------------------------------------|---------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Foster healthy and livable communities | | | | | |
| | Local strategies for affordable housing | LTCs/IMs | By whether a model housing agreement has been completed By the number of new covenants or housing agreements in place to guide housing affordability By the number of new OCPs that have an updated strategy for affordable housing | 2006-7 -1(SS1) 2007-8 - 2 (SSI) 2008-9 - 1(SS1) | Completed One complete One in final development In development through SSI OCP |
| | Local strategies to manage tourism | LPC/LTCs/IM | By the number of new OCPs with strategies to manage tourism | 2008-9 - (1 - SSI) | Tourism policies in SSI OCP to be reviewed |
| | Coordinate planning efforts with Gulf Islands National Park Reserve | LPC/LTC | By whether staff attended meetings with GINPR By the number of bylaws amended to reflect Parks Canada holdings | 2006-7 (1) 2006-7(1) 2008-9 (5) | Completed NP (assoc) completed Planned |



Islands Trust

Applications w/ Status - Saturna Island Status: Open

Applications

Subdivision

| File Number | Applicant Name | Date Received | Purpose |
|---------------|-----------------------------------------------------------|---------------|----------------------|
| SA-SUB-2007.1 | Gaines Enterprises LTD Planner: Gary Richardson | Aug-29-2007 | To create 2 new lots |

Planning Status

Status Date: Feb-17-2009

PLA extention granted which expires Feb 11, 2010.

Status Date: Feb-12-2008

Response sent to MoT Dec 4/07

Status Date: Feb-11-2008

Received PLA subject to conditions

Kathy Jones

From: Nancy Roggers
Sent: Friday, April 24, 2009 4:08 PM
To: David Marlor; Gary Richardson; Kathy Jones
Cc: Craig Elder
Subject: Saturna LTC expenses to March 31/09 - final year end figures
Attachments: saturna local exp.pdf; saturna trustee exp.pdf

LTC REPORT (TRIAL
 BALANCE ONLY)
 Final Fiscal 2009 Year End
 report to March 31, 2009

| Island | | Saturna |
|------------------------|------------------------|------------|
| | Location Number | 660 |
| Trustee Expense | Total Budget | 1,100.00 |
| | Spent | 357.36 |
| | Balance | 742.64 |
| Local Expense | Total Budget | 3,000.00 |
| | Spent | 2,780.01 |
| | Balance | 219.99 |
| OCP/LUB Expense | Total Budget | 0.00 |
| | Spent | 0.00 |
| | Balance | 0.00 |

Nancy Roggers
 Finance Officer
 Islands Trust
 #200 1627 Fort Street
 Victoria, B.C. V8R 1H8
 Phone: (250) 405-5154
 Fax: (250) 405-5155
www.islandstrust.bc.ca

Preserving *island* communities, culture and environment

Please consider the environment before printing this email.

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Include Accounts With No Activity [No]
 From Period [01] To [12]
 For Year [2009]
 Sort By [Account No.]
 From Account No. [65200660] To [65200660]
 From Account Group [] To [ZZZZZZZZZZ]
 Last Year Closed 2008
 Last Posting Sequence 1176
 Use Rolled Up Amounts [No]

| Account Number/ Prd. | Source | Date | Description/ Reference | Posting Seq. | Batch-Entry | Debits | Credits | Net Change | Balance |
|-------------------------------------------------------|--------|------------|------------------------------------------------------------|-----------------|-------------|-----------------|-------------|-----------------|-----------------|
| 65200-660 | | | LTC - Local Exp - LTC Meeting Expenses | | | | | | 0.00 |
| 01 | AP-IN | 4/26/2008 | BEVERLEY NEFF | 825 | 837-10 | 355.96 | | | |
| | | | 2008-0016-APR26/08 | | | | | | |
| | | | Net Change and Ending Balance for Fiscal Period 01: | | | | | 355.96 | 355.96 |
| 02 | AP-IN | 5/28/2008 | BEVERLEY NEFF | 835 | 847-2 | 276.73 | | | |
| | | | 05/28/08 | | | | | | |
| 02 | AP-IN | 5/27/2008 | MAYNE ISLAND INTEGRATED WATER SYSTEMS : | 836 | 848-21 | 200.00 | | | |
| | | | SA-LTC-13-2008 | | | | | | |
| | | | Net Change and Ending Balance for Fiscal Period 02: | | | | | 476.73 | 832.69 |
| 03 | AP-IN | 6/28/2008 | BEVERLEY NEFF | 865 | 877-19 | 105.05 | | | |
| | | | 2008-0016-JUN23/08 | | | | | | |
| | | | Net Change and Ending Balance for Fiscal Period 03: | | | | | 105.05 | 937.74 |
| 05 | AP-IN | 8/20/2008 | BEVERLEY NEFF | 912 | 925-32 | 224.02 | | | |
| | | | 2008-0016-AUG20/08 | | | | | | |
| | | | Net Change and Ending Balance for Fiscal Period 05: | | | | | 224.02 | 1,161.76 |
| 06 | AP-IN | 9/12/2008 | BRIAN HOLLINGSHEAD | 931 | 945-95 | 100.00 | | | |
| | | | T9355 | | | | | | |
| 06 | AP-IN | 9/30/2008 | MINISTER OF FINANCE | 949 | 963-30 | 11.44 | | | |
| | | | 639724 | | | | | | |
| 06 | AP-IN | 9/27/2008 | BEVERLEY NEFF | 949 | 963-32 | 245.81 | | | |
| | | | SEP 27/08 | | | | | | |
| | | | Net Change and Ending Balance for Fiscal Period 06: | | | | | 357.25 | 1,519.01 |
| 08 | AP-IN | 11/27/2008 | ISLAND TIDES PUBLISHING LTD | 1031 | 1046-20 | 189.00 | | | |
| | | | 8312 | | | | | | |
| 08 | GL-JE | 11/30/2008 | REC RWM07-2008 SA-RZ-2008.1 SATURNA ISL FIF | 1037 | 1052-17 | 1,000.00 | | | |
| | | | BA1-17 | | | | | | |
| | | | Net Change and Ending Balance for Fiscal Period 08: | | | | | 1,189.00 | 2,708.01 |
| 10 | AP-IN | 1/5/2009 | ISLAND TIDES PUBLISHING LTD | 1042 | 1057-53 | 72.00 | | | |
| | | | 00008348 | | | | | | |
| | | | Net Change and Ending Balance for Fiscal Period 10: | | | | | 72.00 | 2,780.01 |
| Totals: LTC - Local Exp - LTC Meeting Expenses | | | | | | 2,780.01 | 0.00 | 2,780.01 | 2,780.01 |

| Account Number/ Prd. Source | Date | Description/ Reference | Posting Seq. | Batch-Entry | Debits | Credits | Net Change | Balance |
|--------------------------------|------|---------------------------|-----------------|-------------|----------|---------|------------|----------|
| Report Totals: | | | | | | | | |
| | | | | | 2,780.01 | 0.00 | 2,780.01 | 2,780.01 |

1 account printed

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Include Accounts With No Activity [No]
 From Period [01] To [12]
 For Year [2009]
 Sort By [Account No.]
 From Account No. [65000660] To [65000660]
 From Account Group [] To [ZZZZZZZZZZ]
 Last Year Closed 2008
 Last Posting Sequence 1176
 Use Rolled Up Amounts [No]

| Account Number/ Prd. | Source | Date | Description/ Reference | Posting Seq. | Batch-Entry | Debits | Credits | Net Change | Balance |
|-----------------------------------------------------|--------|-----------|----------------------------------|-----------------|-------------|--------|---------|------------|---------|
| 65000-660 | | | LTC "Trustee Expenses" | | | | | | 0.00 |
| 01 | AP-IN | 4/26/2008 | TOM JOHNSTONE T6900 | 815 | 825-6 | 69.62 | | | |
| 09 | AP-IN | 12/1/2008 | BRIAN HOLLINGSHEAD BH11/26/08 | 1028 | 1043-2 | 54.59 | | 69.62 | 69.62 |
| 09 | AP-IN | 12/1/2008 | BRIAN HOLLINGSHEAD BH11/26/08 | 1028 | 1043-2 | 101.61 | | | |
| 09 | AP-IN | 2/25/2009 | JOHN MONEY JM022609 | 1104 | 1120-16 | 131.54 | | 156.20 | 225.82 |
| Net Change and Ending Balance for Fiscal Period 01: | | | | | | | | | |
| Net Change and Ending Balance for Fiscal Period 09: | | | | | | | | | |
| Net Change and Ending Balance for Fiscal Period 11: | | | | | | | | | |
| Totals: LTC "Trustee Expenses" | | | | | | 357.36 | 0.00 | 357.36 | 357.36 |
| Report Totals: | | | | | | 357.36 | 0.00 | 357.36 | 357.36 |

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> |

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|----|----------------|--------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | <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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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.

- No items at this time

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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.

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Projects, Bylaw Reviews and Reports

In this section you will find current Local Trust Committee projects specifically related to the island area.

General

- [Policies and Standing Resolutions Chart](#)
- [Southern Gulf Islands Accommodation Inventory & Accommodation Policy Assessment Report - 2005](#)

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