



File No.: 6500-20-Secondary Suite  
Review

DATE OF MEETING: June 14, 2018  
TO: Saturna Island Local Trust Committee  
FROM: Gary Richardson, Island Planner  
Southern Team  
SUBJECT: Secondary Suite Review  
Location: Saturna Island Local Trust Area

## RECOMMENDATION

1. That Saturna Island Local Trust Committee Draft Bylaw No. 122 cited as “Saturna Official Community Plan Bylaw No. 70, 2000, Amendment No.2, 2018” be read a first time.
2. That Saturna Island Local Trust Committee Draft Bylaw No. 123 cited as “Saturna Island Land Use Bylaw No. 78, 2002, Amendment No.2, 2018” be read a first time.
3. That the Saturna Island Local Trust Committee directs staff to schedule a public hearing for Bylaw No. 122 cited as “Saturna Official Community Plan Bylaw No. 70, 2000, Amendment No.2, 2018” and Bylaw No. 123 cited as “Saturna Island Land Use Bylaw No. 78, 2002, Amendment No.2, 2018”
4. That the Saturna Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 122 cited as “Saturna Official Community Plan Bylaw No. 70, 2000, Amendment No.2, 2018” and Bylaw No. 123 cited as “Saturna Island Land Use Bylaw No. 78, 2002, Amendment No.2, 2018” are not contrary or at variance with the Islands Trust Policy Statement.

## REPORT SUMMARY

The purpose of this report is to present the Saturna LTC with an OCP amendment and an LUB amendment that would allow secondary suites within residences within the Saturna Island Local Trust Area. The LUB amendment excludes areas that are known to have a problem with the quality or quantity of the supply of fresh water.

## BACKGROUND

This issue was identified as a Work Program Priority by Resolution-Without-Meeting November 22, 2017.

A project charter was endorsed March 8, 2018.

The LTC passed the following resolution at its April 27, 2018 LTC Meeting:

**SA-2018-017**

**It was MOVED and SECONDED,**

**That** the Saturna Island Local Trust Committee request staff to prepare a draft bylaw to amend Saturna Island Official Community Plan Bylaw No. 70, 2000 to allow secondary suites within residences, within the Saturna Island Local Trust Area.

**SA-2018-018**

**It was MOVED and SECONDED,**

**That** the Saturna Island Local Trust Committee request staff prepare a draft bylaw to amend Saturna Island Land Use Bylaw No 78, 2002 to allow secondary suites within residences, within the Saturna Island Local Trust Area.

**Consultation**

A community information meeting is recommended as part of the bylaw review process.

The public hearing notice will be posted in the newspaper, website, mailed and hand delivered to surrounding property owners, and posted on notice boards as per statutory requirements in advance of the public hearing.

The following agencies and First Nations have been identified for referring the draft bylaw for comment; the LTC may also direct staff to include other agencies not listed. Additionally, the LTC may choose to refer the draft bylaw to the Advisory Planning Commission.

- Ministry of Transportation and Infrastructure
- Island Health
- FLNR – Pat Lapsevic
- Agricultural Land Commission
- CRD, Building Inspection Services
- North Pender Island Local Trust Committee
- South Pender Island Local Trust Committee
- Mayne Island Local Trust Committee
- Cowichan Tribes
- Halalt First Nation
- Lake Cowichan First Nation
- Pauquachin First Nation
- Penelakut Tribe

- Semiahmoo First Nation
- Stz'uminus First Nation
- Tsartlip First Nation
- Tsawout First Nation
- Tsawwassen First Nation
- Tseycum First Nation
- Lyackson First Nation
- Malahat First Nation

### **Rationale for Recommendation**

- Staff is recommending secondary suites be permitted in all zones that permit a residence and that one suite be permitted per residence. This seems reasonable as zones permitting multiple residences are large lots which would minimize the impact of each dwelling having a secondary suite.
- Secondary suites should not have a floor area larger than 90 m<sup>2</sup> (968 ft<sup>2</sup>), be on the ground floor of a building, and have a separate entrance to the outside. This is to be consistent with the BC building code.
- That secondary suites not be permitted on East Point or Saturna Beach areas. This is due to groundwater concerns in those areas.
- Permitting secondary suites on all areas of the island will allow property owners and the market to determine where suites will be constructed. This gives flexibility and opportunity for all residential land owners to have equal opportunity to construct a suite.
- Due to the small size of the secondary suites and due to them being constructed within the footprint of an existing dwelling they should not impact the aesthetic, environmental and social balance on the island beyond what an existing residence would do.
- Allowing secondary suites could assist the community in addressing its perceived housing diversity and affordability issues.
- The housing can be created without public expenditures or the involvement of community organizations.
- Experience on other islands that have permitted secondary suites is that the uptake on the building of suites is very slow and gradual.

- The general manager planning and protective services at the Capital Regional District has confirmed to Islands Trust staff that the CRD will not issue a building permit for a secondary suite without it meeting all requirements of servicing. Confirmation that there is capacity in both the water supply and sewer system is required before a building permit is issued. If the LTC permits secondary suites in zoning, they will still need to be approved through the building permit process.

**ALTERNATIVES**

**1. Request amendments**

LTC can request bylaws to be amended prior to proceeding.

**2. Proceed No Further**

If the LTC determines that these bylaws should not proceed a resolution to proceed no further should be passed.

**NEXT STEPS**

- 1) Schedule a CIM
- 2) Refer Draft Bylaws to First Nations and Agencies
- 3) Schedule a Public Hearing

Submitted By:	Gary Richardson, Island Planner	June 5, 2018
Concurrence:	Robert Kojima, RPM	June 5, 2018

**ATTACHMENTS**

1. Draft Bylaw 122
2. Draft Bylaw 123
3. Policy Statement Checklist