



Saturna Island Local Trust Committee Regular Meeting Agenda

Date: September 16, 2016
Time: 12:30 pm
Location: Saturna Recreation and Cultural Centre
104 Harris Road, Saturna Island, BC

	Pages
1. CALL TO ORDER	12:30 PM - 1:15 PM
2. APPROVAL OF AGENDA	
3. TOWN HALL AND QUESTIONS	
4. COMMUNITY INFORMATION MEETING	
none	
5. PUBLIC HEARING	
none	
6. MINUTES	
6.1 Local Trust Committee Minutes Dated June 17, 2016 (for Adoption)	4 - 11
6.2 Section 26 Resolutions-without-meeting Report Dated September 2016	12 - 12
6.3 Advisory Planning Commission Minutes	
none	
7. BUSINESS ARISING FROM THE MINUTES	1:15 PM - 2:00 PM
7.1 Follow-up Action List Dated September 2016	13 - 14
8. DELEGATIONS	
none	
9. CORRESPONDENCE	
<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>	
none	

10.	APPLICATIONS AND REFERRALS	
10.1	North Pender Island Local Trust Committee Bylaws No. 203 & 204 Referral (for response)	15 - 17
10.2	Mayne Island Local Trust Committee Bylaw 170 Referral (for response)	18 - 20
10.3	SA-DVP-2016.1 (Henry) - Staff Report	21 - 35
11.	LOCAL TRUST COMMITTEE PROJECTS	2:00 PM - 3:00 PM
	none	
12.	REPORTS	
12.1	Work Program Reports (attached)	
12.1.1	<u>Top Priorities Report dated September 2016</u>	36 - 36
12.1.2	<u>Projects List Report Dated September 2016</u>	37 - 37
12.2	Applications Report Dated September 2016 (attached)	38 - 38
12.3	Trustee and Local Expense Report Dated July 2016 (attached)	39 - 39
12.4	Adopted Policies and Standing Resolutions (attached)	40 - 41
12.5	Local Trust Committee Webpage	
12.6	Chair's Report	
12.7	Trustee Report	
12.8	Trust Fund Board Report	
	none	
13.	NEW BUSINESS	3:00 PM - 3:15 PM
13.1	2017-18 Budget: LTC Project Funding Requests - Staff Memo	42 - 46
14.	UPCOMING MEETINGS	
14.1	Next Regular Meeting Scheduled for October 20, 2016, at the Recreation & Cultural Centre, Saturna Island (Community Roundtable)	
14.2	2017 Saturna LTC Meeting Schedule	47 - 48
15.	TOWN HALL	3:15 AM - 3:45 PM

16. CLOSED MEETING (Distributed Under Separate Cover)

16.1 Motion to Close the Meeting

That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s. 90(1)(a) & (d) for the purpose of considering:

- *Adoption of In-Camera Meeting Minutes Dated October 8, 2015*
- *Appointment of APC Members*

AND that the recorder and staff attend the meeting.

16.2 Recall to Order

16.3 Rise and Report

17. ADJOURNMENT

3:45 PM - 3:45 PM



DRAFT

Saturna Island Local Trust Committee Minutes of Regular Meeting

Date: June 17, 2016
Location: Saturna Recreation and Cultural Centre
104 Harris Road, Saturna Island, BC

Members Present George Grams, Chair
Paul Brent, Local Trustee
Lee Middleton, Local Trustee

Staff Present Gary Richardson, Island Planner
Regina Robinson, Recorder

Public: There were four (4) members of the public present.

1. CALL TO ORDER

Chair Grams called the meeting to order at 12:30pm. He acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. TOWN HALL AND QUESTIONS

none

4. COMMUNITY INFORMATION MEETING

none

5. PUBLIC HEARING

none

6. MINUTES

6.1 Local Trust Committee Minutes Dated May 21, 2016 (for Adoption)

By general consent the Local Trust Committee meeting minutes of May 21, 2016 were adopted as presented.

6.2 Local Trust Committee Adopted Minutes Dated April 21, 2016

For information

6.3 Section 26 Resolutions-without-meeting Report Dated June 2016

For information

6.4 Advisory Planning Commission Minutes

none

7. BUSINESS ARISING FROM THE MINUTES

7.1 Follow-up Action List Dated June 2016

Planner Richardson noted one outstanding item; March Community Roundtable minutes are in progress.

8. DELEGATIONS

none

9. CORRESPONDENCE

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

none

10. APPLICATIONS AND REFERRALS

10.1 Mayne Island Local Trust Committee Bylaw Nos. 165 & 166 Referral

SA-2016-009

It was MOVED and SECONDED,

that the Saturna Island Local Trust Committee considered Mayne Island Local Trust Committee Bylaws No. 165 & 166 and decided its Interests are Unaffected.

CARRIED

10.2 Mayne Island Local Trust Committee Bylaw No. 167 Referral

SA-2016-010

It was MOVED and SECONDED,

that the Saturna Island Local Trust Committee considered Mayne Island Local Trust Committee Bylaw No. 167 and decided its Interests are Unaffected.

CARRIED

10.3 Mayne Island Local Trust Committee Bylaw Nos. 168 & 169 Referral

SA-2016-011

It was MOVED and SECONDED,

that the Saturna Island Local Trust Committee considered Mayne Island Local Trust Committee Bylaws No. 168 & 169 and decided its Interests are Unaffected.

CARRIED

10.4 South Pender Island Local Trust Committee Bylaw Nos. 113 & 114 Referral

Planner Richardson reviewed some of the proposed changes.

SA-2016-012

It was MOVED and SECONDED,

that the Saturna Island Local Trust Committee considered South Pender Island Local Trust Committee Bylaws No. 113 & 114 and decided its Interests are Unaffected.

CARRIED

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Density Transfer - Memo

Planner Richardson provided background and noted there was a slight amendment to the Terms of Reference; there is an in camera meeting to appoint the Advisory Planning Commission (APC) members later on in the agenda.

There was discussion regarding the optimal and/or minimal number of APC representatives. The trustees agreed that there needs to be more than 2 members for the project to move forward.

Planner Richardson noted that the APC cannot have any more members added without amending the bylaw.

Trustee Middleton noted that other Local Trust Committees expressed interest in the results of this project.

Trustee Brent noted that there is a Density Transfer application on Denman and the staff will be working on a similar project.

The Trustees suggested another meeting or an educational session with Southern Planning Manager Robert Kojima or Planning Director David Marlor may assist the group in gaining a better understanding of density transfer to be able to make a change to the project charter before the next business meeting.

Planner Richardson discussed meeting logistics and dates.

SA-2016-013

It was MOVED and SECONDED,

that the Saturna Island Local Trust Committee discuss density transfer project options at a Special Meeting or at the next scheduled Community Roundtable.

CARRIED

11.2 Community Profile - Memo

Planner Richardson spoke to the memo.

Chair Grams reviewed the two options in the memo.

SA-2016-014

It was MOVED and SECONDED,

that the Saturna Island Local Trust Committee store the data in its present form and use it to guide Local Trust Committee decisions on future projects and applications.

CARRIED

12. REPORTS

12.1 Work Program Reports (attached)

12.1.1 Top Priorities Report dated June 2016

Planner Richardson reviewed the current list: continuing with density transfer, community profile (now complete), Diana Allen's presentation about groundwater is in August.

Trustees discussed the details of Diana Allen's presentation, and confirmed that it was a public meeting:

- George Grams thought that Mary Winspear would be the best location if there was interest from the other communities, otherwise the real value would be to the decision makers in their local trust areas.
- It was agreed the best location would be Salt Spring – both trustees from Saturna will attend and possibly members from the public.
- Planner Richardson and the Trustees suggested the LTC move forward with this priority at the next meeting after the presentation.

Planner Richardson reviewed options to update the top priorities list suggesting that the Land Use Bylaw could use some minor revisions.

Trustees Brent and Middleton discussed several priorities as options and Chair Grams suggested making a short list from the discussion that includes:

- Shoreline zoning/docks
- Land Use Bylaw update
- Secondary suites
- Amenity Zoning

SA-2016-015

It was MOVED and SECONDED,

that the Saturna Island Local Trust Committee update the top priority list to include amenity zoning review and land use bylaw technical review and to remove community profile.

CARRIED

12.1.2 Projects List Report Dated June 2016

The projects list was discussed including a question about the proliferation of docks and how to deal with non-conforming docks was posed.

Chair Grams clarified that illegal docks is a bylaw enforcement issue.

SA-2016-016

It was MOVED and SECONDED,

that the Saturna Island Local Trust Committee update the projects list to reflect the following in order: shoreline zoning review, secondary suites, and geological hazard mapping.

CARRIED

12.1.3 Active Saturna Bylaws - Staff Report

Planner Richardson reviewed the report and proposed that a number of bylaws that have been to public hearing proceed no further.

There was discussion about bylaws and the top priorities; trustees noted concern over losing work that has been completed if the LTC does not proceed. Planner Richardson confirmed that all of the project history remains.

SA-2016-017

It was MOVED and SECONDED,

that the Saturna Island Local Trust Committee proceed no further with Bylaws 105, 112, 113, 114, 115, and 116.

CARRIED

12.2 Applications Report

none

12.3 Trustee and Local Expense Report

none

12.4 Adopted Policies and Standing Resolutions (attached)

For information

12.5 Local Trust Committee Webpage

12.6 Chair's Report

Chair Grams updated on the following:

- Trust Council attendance and activities

- Intergovernmental Policy Advisor position interviews are ongoing
- Ministry of Transportation Roads report should be published shortly – this will be significant in the Salt Spring Island incorporation review
- Salt Spring Island Watershed Protection/Diane Allen upcoming talk mentioned previously.
- Affordable housing workshop organized by Justine Starke through the Local Planning Committee; there was a request for the handouts from the forum and the final summary report to be posted online.

12.7 Trustee Reports

Trustee Middleton attended and reported on the following:

- Community solar project meeting; he confirmed there is a lot of support in this community, they will meet again in late July.
- Tsawout Nation meeting in Saanich for information sharing.
- Trust Council (TC) on Pender Island – one outcome being the desire for TC members to come together and create a vision to guide the future of the trust and begin working on that during the September meeting.

Trustee Brent shared that staff did a visioning as well and reported that:

- Trust Council is sending a letter to the Prime Minister for a moratorium on anchorages until baseline research is done.
- He attended a financial planning committee meeting report from Urban Systems for financial impact on the trust if Salt Spring Island incorporates.
- He attended the review of Victoria office location meeting to look at moving the southern planning team closer to the islands, but it is not a good idea at this time.
- CAO hiring committee group; Russ has passed his probation.
- He could not attend the affordable housing workshop in Cowichan Bay as the Chair of the Local Planning Committee but there was good feedback.

12.8 Trust Fund Board Report Dated May 2016

For information

Trustee Middleton updated that Hoops Harrison who lives in Winter Cove is a candidate.

13. NEW BUSINESS

13.1 Tsawout First Nation

Trustee Middleton updated that the community will be notified and engaged through the ratepayers association and the community club, and outlined plans that include sustainable logging with a multi-year horizon being developed by external consultants. The Tsawout are intending to consult in the spirit of being good neighbors and returning to their traditional lands.

Trustee Brent updated that a letter will be sent to all tax payers with a FAQ sheet of their plans.

SA-2016-018

It was MOVED and SECONDED,

that the Saturna Island Local Trust Committee direct staff to prepare a letter to both Tsawout Chief and Council expressing support for an integrated planning approach on their traditional lands on Saturna Island.

CARRIED

13.2 Invitation from Salt Spring Island Watershed to Attend a Presentation by Diana Allen

"Estimating Groundwater Recharge to the Gulf Islands: Challenges and Progress"

Discussed earlier in the meeting under agenda item 12.1.1 Top Priorities

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for July 16, 2016, at 11:00 am at the Community Hall, Saturna Island

Trustees discussed finding an alternate date for the July Community Round Table LTC meeting.

SA-2016-019

It was MOVED and SECONDED,

that the Saturna Island Local Trust Committee meeting of July 16, 2016 be changed to July 23, 2016.

CARRIED

15. TOWN HALL

John Hutchinson posed questions about the issue of water regarding the proposal for First Nations land and the location of Anson Road referenced in the bylaw referral on page 25 of the agenda.

Trustees raised the issue of water scarcity in the meeting with the Tsawout and confirmed the complete extent of plans for the land are unknown at this point; there was discussion about the details of the application for the CRD dock on Mayne Island.

Janet Land asked if anyone from the ministry is involved with the Diana Allen workshop. Chair Grams responded that no one will be there from the ministry.

Priscilla Ewbank commented on: work the other LTC groups are doing; including cottage sizes and proof of potable water requirements, keeping a strong local hand in density transfer discussions through use of the APC, her support of the office move from Victoria to the islands so staff have a comprehension of island issues, and her appreciation for the First Nations relationship.

Trustee Middleton noted that the LTC have no jurisdiction on the Tsawout land but the opportunity and invitation to work with the Nations as good neighbors is a positive opportunity to encourage and be a resource for sound ecological practices.

16. CLOSED MEETING (Distributed Under Separate Cover)

The closed meeting was not required.

SA-2016-020

It was MOVED and SECONDED,

that the Saturna Island Local Trust Committee respond to the unsuccessful applicants to thank them for their interest and inform them that the Density Transfer Special Advisory Planning Committee is not moving forward.

CARRIED

17. ADJOURNMENT

By general consent the meeting was adjourned at 2:24 pm.

George Grams, Chair

Certified Correct:

Regina Robinson, Recorder



Islands Trust

Print Date: September 9, 2016

Resolutions Without Meeting

Saturna Island

Resolution #	Action	Resolution Description	Resolution Date
2016-01	In Favour	THAT_Saturna Island Local Trust Committee Meeting minutes of April 21, 2016, be adopted	18-May-2016
2016-02	In Favour	THAT_Saturna Island Local Trust Committee Meeting of July 23, 2016, be canceled.	11-Jul-2016

Follow Up Action Report

Saturna Island

17-Jun-2016

Activity	Responsibility	Target Date	Status
LTC Minutes of May 21, 2016 adopted as drafted.	Regina Robinson		Done
Mayne Island Local Trust Committee bylaws 165, 166, 167, 168 and 169 the Saturna LTCs interests are unaffected.	Sharon Lloyd-deRosario		Done
South Pender Island LTC bylaws 113 and 114 the Saturna LTCs interests are unaffected.	Sharon Lloyd-deRosario		Done
The Saturna LTC work program is amended by amending the top priorities to read as follows: 1) Review Density Transfer Mechanisms 2) LUB Technical Review 3) Amenity Zoning Review 4) Water Resource Protection To amend the project list to read as follows: 1) Shoreline Review 2) Secondary Suite Review 3) Geological Hazard Mapping	Gary Richardson		Done
Contact the applicants for the Special Density Transfer APC and advise them the initiate to create the APC is no longer proceeding.	Gary Richardson		Done
Staff is to contact Diana Allen and advise her a special meeting on Saturna is no longer required as the Local Trustees will attend her presentation on Salt spring on Aug 19.	Gary Richardson		Done
Cancel the LTC Roundtable meeting scheduled for July 16, 2016	Regina Robinson		Done



Follow Up Action Report

Close and file Saturna LTC Bylaws 105, 112, 113, 114, 115, and 116 as the LTC has decided to proceed no further with the bylaws.	Sharon Lloyd-deRosario	Done
Arrange LTC meeting for July 23, 2016 (not required)		Done
Arrange Density Transfer Discussion meeting with LTC, RK and GR present.		On Going



Islands Trust

BYLAW REFERRAL FORM

Suite 200, 1627 Fort Street
Victoria, B.C. BC V8R 1H8
Ph: (250) 405-5151
Fax: (250) 405-5155
information@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: North Pender Island Local Trust Area Bylaw No.: 203 & 204 Date: August 17, 2016

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

N/A

PURPOSE OF BYLAW:

The purpose of Bylaw 203 is to amend the North Pender Island Official Community Plan Bylaw 171 to enable short term vacation rentals as accessory uses in Residential zones and to adopt guidelines for short term vacation rentals to be permitted by Temporary Use Permits.

The purpose of Bylaw 204 is to amend the North Pender Island Land Use Bylaw 103 to permit short term vacation rentals as an accessory use in residential zones under the home business regulations. This approach requires an owner or operator of the home business to reside on the property where the short term vacation rental takes place.

Please see the attached staff report, presented at consideration of First Reading. Background information and staff reports are available on the North Pender Island webpage: www.islandstrust.bc.ca/npender/housing

GENERAL LOCATION:

North Pender Island Local Trust Area

LEGAL DESCRIPTION:

N/A

SIZE OF PROPERTY AFFECTED:

N/A

ALR STATUS:

N/A

OFFICIAL COMMUNITY PLAN DESIGNATION:

N/A

OTHER INFORMATION:

Additional information, including the current bylaws, is available at: www.islandstrust.bc.ca/npender/housing

Please fill out the Response Summary on the back of this form. If your agency's interests are "Unaffected", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.

Justine Starke

(Signature)

Name: Justine Starke

Title: Island Planner
Contact Info: Tel: 250-405-5189
Email: jstarke@islandstrust.bc.ca

This referral has been sent to the following agencies:

Federal Agencies

N/A

Provincial Agencies

BC Assessment Authority

Non-Agency Referrals

North Pender Island Advisory Planning Commission

BC Assessment Authority

BC Ferry Services

Islands Trust – Bylaw Enforcement

Outer Gulf Islands RCMP

Magic Lake Estates Water District

Regional Agencies

Capital Regional District – Electoral Area Director

Capital Regional District – Building Inspection

Capital Regional District – Infrastructure Engineering

Capital Regional District – Environmental Resource Management

Island Health

North Pender Island Fire Rescue

Adjacent Local Trust Committees and Municipalities

Galiano Island Local Trust Committee

Mayne Island Local Trust Committee

Saturna Island Local Trust Committee

South Pender Island Local Trust Committee

Salt Spring Island Local Trust Committee

First Nations

Cowichan Tribes

Halalt First Nation

Lake Cowichan First Nation

Lyackson First Nation

Malahat First Nation - TE'Mexs Treaty Association

Pauquachin First Nation

Penelakut Tribe

Semiahmoo First Nation

Songhees Nation

Stz'uminus First Nation

Tsartlip First Nation

Tsawout First Nation

Tsawwassen First Nation

Tseycum First Nation

BYLAW REFERRAL FORM RESPONSE SUMMARY

Approval Recommended for Reasons Outlined Below

Approval Recommended Subject to Conditions Outlined Below

Interests Unaffected by Bylaw

Approval Not Recommended Due to Reason Outlined Below

North Pender Island Local Trust Area

(Island)

(Signature)

(Date)

203 & 204

(Bylaw Number)

(Name and Title)

(Agency)



Islands Trust

BYLAW REFERRAL FORM

Suite 200, 1627 Fort Street
Victoria, B.C. BC V8R 1H8
Ph: (250) 405-5151
Fax: (250) 405-5155
information@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Mayne Island Local Trust Area Bylaw No.: 170 (LUB) Date: August 8, 2016

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Mayne Island Resort Ltd.

PURPOSE OF BYLAW:

The Mayne Island Resort has made application to amend Mayne Island Land Use Bylaw No. 146. There are two separate amendments being requested.

The first amendment being requested is that the Commercial Tourist Accommodation C2(b) zoning for Strata Lots 13-20 be amended by adding residential use, including employee housing use as permitted uses. The units are presently permitted to be used as tourist accommodation units only.

The second amendment being requested is that the C2(b) zone be amended to allow additional commercial retail space to allow for kayak and sporting equipment rental, groceries and sundries for guests and neighbouring residents.

Proposed Bylaw 170 has been prepared to implement these requested amendments to the Mayne Island Land Use Bylaw.

Professional reports and staff reports are available on the Mayne Island webpage: <http://www.islandstrust.bc.ca/islands/local-trust-areas/mayne/current-applications/>

GENERAL LOCATION:

Mayne Island Local Trust Area

LEGAL DESCRIPTION:

SIZE OF PROPERTY AFFECTED:

ALR STATUS:

OFFICIAL COMMUNITY PLAN DESIGNATION:

n/a

OTHER INFORMATION:

Additional information, including the current bylaws, is available at: www.islandstrust.bc.ca

Please fill out the Response Summary on the back of this form. If your agency's interests are "Unaffected", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.

Name: Gary Richardson

(Signature)

Title: Island Planner
Contact Info: Tel: 250-405-5157
Email: grichardson@islandstrust.bc.ca

PLEASE TURN OVER

This referral has been sent to the following agencies:

Federal Agencies

Provincial Agencies

Ministry of Transportation & Infrastructure

Non-Agency Referrals

Regional Agencies

Capital Regional District – Building Inspection
Island Health

Adjacent Local Trust Committees and Municipalities

Galiano Island Local Trust Committee
North Pender Island Local Trust Committee
Saturna Island Local Trust Committee
Salt Spring Island Local Trust Committee

First Nations

BYLAW REFERRAL FORM RESPONSE SUMMARY

Approval Recommended for Reasons Outlined Below

Approval Recommended Subject to Conditions Outlined Below

Interests Unaffected by Bylaw

Approval Not Recommended Due to Reason Outlined Below

Mayne Island Local Trust Area

(Island)

170

(Bylaw Number)

(Signature)

(Name and Title)

(Date)

(Agency)

September 2, 2016

File No.: SA-DVP-2016.1
(Henry)

To: Saturna Island Local Trust Committee
For LTC Meeting: September 16, 2016

From: Gary Richardson, Island Planner

CC: Robert Kojima, Regional Planning Manager

Re: Development Variance Permit – 114 Boot Cove Road

Owner: Brian and Rosemary Henry
Applicant: same
Location: 114 Boot Cove Road

THE PROPOSAL:

The proposal is for a variance to Subsection 4.2.9 of the Saturna Island Land Use Bylaw No. 78, 2002 which states:

No building or structure or part thereof except a fence or pumphouse shall be located within 3 metres (10 feet) of any interior side lot line...

The variance is to allow for an existing retaining wall to be sited within 0 metres of an interior side lot line.

A copy of the proposed Development Variance Permit is attached.

BACKGROUND:

The retaining wall was constructed in order to allow for driveway access to the building site which is located on the lower waterfront portion of the subject lot. The specific route of the driveway was designed and constructed in order to allow for two large fir trees to remain. The location of the two large trees, the gravel driveway and the retaining wall is shown on Figure Two.

The property owners are building a new dwelling on the subject lot in the area close to the water.

SITE CONTEXT:

The property is a 0.14 ha. (0.35 acre) waterfront property located at 114 Boot Cove Road on Boot Cove. The zoning is shown as **RG- Rural General** in the Saturna Island Land Use Bylaw and the primary permitted use for the property is residential.

The subject property slopes from Boot Cove Road toward the water. The steepest area of the lot is the narrow section used for the driveway access closest to Boot Cove Road. The Lot is vacant except for a small shed and outhouse. An existing dwelling was demolished and a new dwelling is being constructed close to the waterfront.

Surrounding properties in the neighborhood are of a similar size and the primary permitted use in the immediate area is residential. The exception to lot size is the property across Boot Cove Road which is larger in area.

Figure One: Subject Property

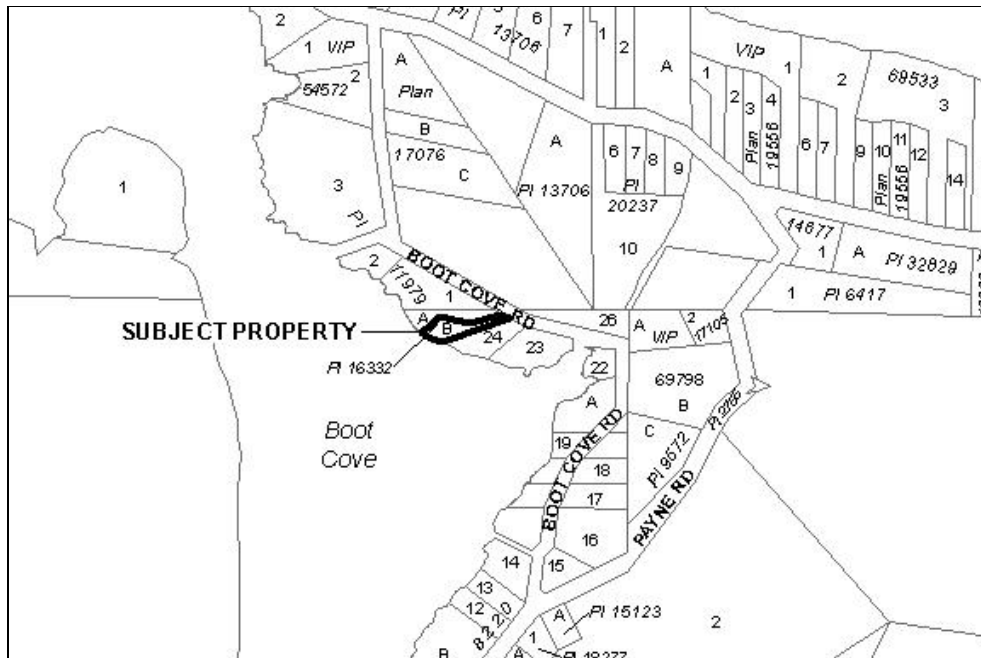


Figure Two: Site Plan

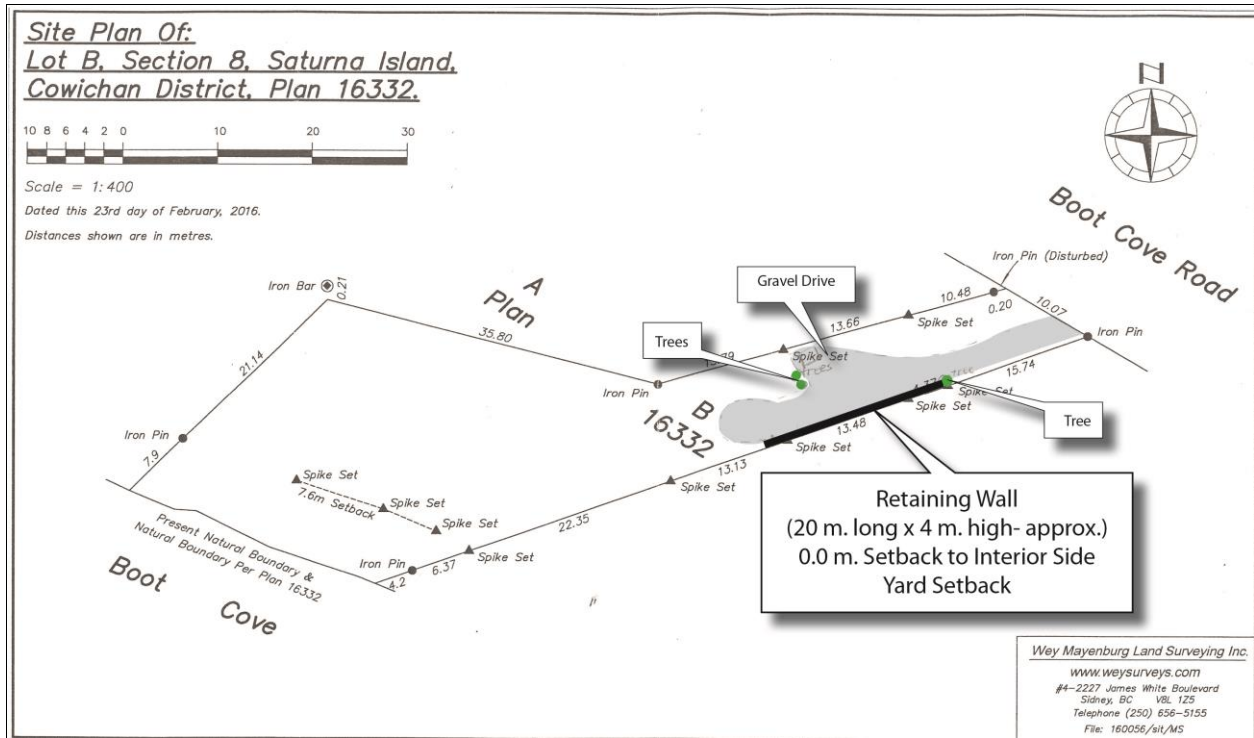


Figure Three: Orthophoto of Property



Figure Four: Orthophoto of Area

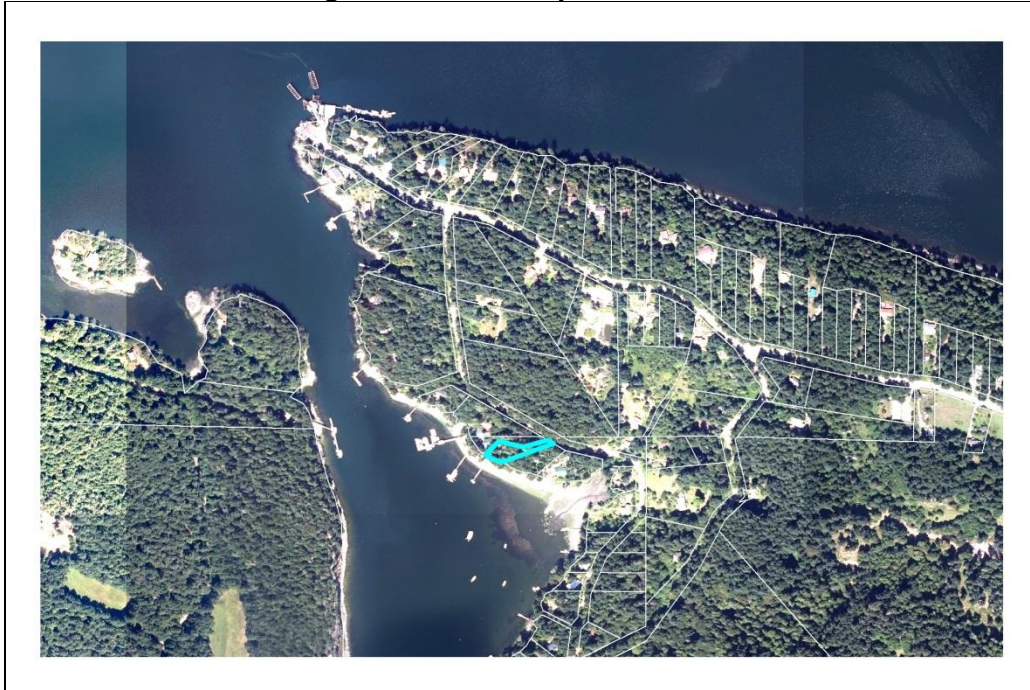


Figure Four: Photo of Retaining Wall (view from subject property)



Figure Five: Photo of Retaining Wall (view from adjacent property)



CURRENT PLANNING STATUS OF SUBJECT LANDS:

Islands Trust Policy Statement:

Relevant Islands Trust Policy Statement policies include:

5.1 Aesthetic Qualities

5.1.3 *Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area,*

5.2 Growth and Development

5.2.3 *Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.*

Official Community Plan

The subject property is designated as Rural in the Saturna Island Official Community Plan No. 70, 2000.

Relevant OCP policies include:

C.3.4 *In considering development proposals, the Saturna Island Local Trust Committee shall require the mitigation of adverse impacts on the aesthetic resources of the Area. Setbacks, screening, or other means are to be used to abate visual impacts.*

D.1.3 *Development criteria relating to minimum lot area, such as setbacks, depth to width ratio, and site coverage, should be specified in regulatory bylaws for each type of*

residential use and each form of commercial, commercial recreation and accommodation, and industrial use.

There are no Development Permit Areas designated on the property.

Land Use Bylaw

The property is zoned as Rural General (RG) in the Saturna Island Land Use Bylaw No. 78, 2002.

Subsection 4.2.9 of the Bylaw states:

No building or structure or part thereof except a fence or pumphouse shall be located within 3 metres (10 feet) of any interior side lot line...

Islands Trust Fund:

There are no Trust Fund properties or covenants in proximity to the subject property

Regional Conservation Plan:

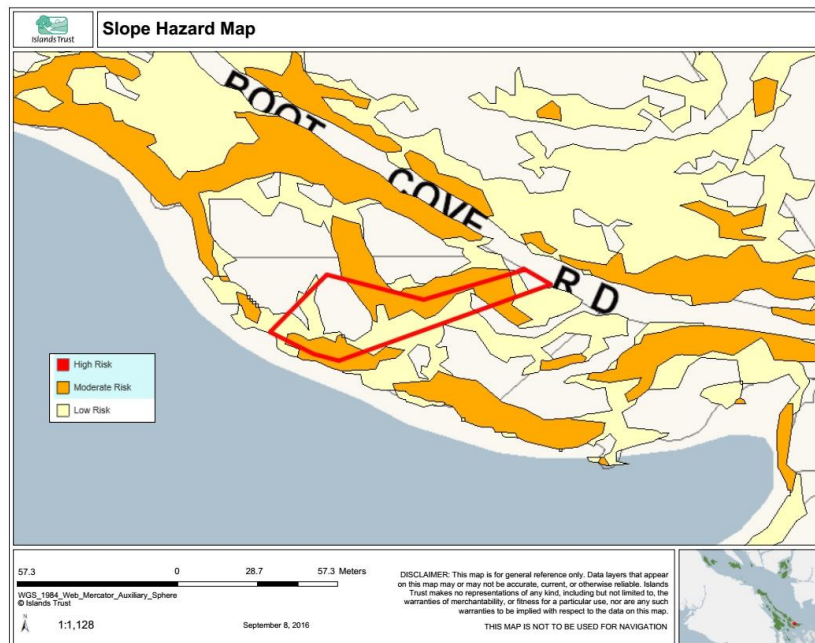
The goals and objectives of the Islands Trust regional conservation plan are unaffected by this application.

Sensitive Ecosystems and Hazard Areas:

Sensitive ecosystem mapping indicates that there are no sensitive ecosystems on the subject property.

There are areas of low and moderate risk areas shown on hazard mapping. See figure 6 below.

Figure Six: Slope Hazard Map



Archaeological Sites:

There is an archaeological site listed on the Provincial RAAD database for the subject property in the vicinity of the proposed dwelling. This CRD was advised of this prior to issuing the building permit for the dwelling.

The area that contains the driveway and retaining wall is listed on the Provincial RAAD database as having archeological potential.

Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the *Heritage Conservation Act*. This would most likely be indicated by the presence of areas of dark-stained soils containing conspicuous amounts of fire-stained or fire-broken rock, artifacts such as arrowheads or other stone tools, or even buried human remains. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a *Heritage Conservation Act* permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.

Covenants:

There are no LTC or Trust Fund Covenants on or near the subject property.

There is a CRD covenant on the property regarding the retaining wall registered on the title on July 26, 2016. The covenant releases the CRD from any claims brought against them as a result of issuing a building permit on the land.

Bylaw Enforcement:

There are no Bylaw Enforcement files for this property.

Climate Change Mitigation and Adaptation

The removal of the existing dwelling and replacing it with a new dwelling subject to increased building code requirements for energy efficiency will likely result in reduced energy consumption.

Other:

The CRD requested a geotechnical assessment of the subject lot for the retaining wall and single family residence. The report concludes the following regarding the retaining wall:

Since we did not have the opportunity to review the wall construction process we ultimately cannot provide certification of the construction.

This resulted in a covenant being placed on the property regarding the retaining which releases the CRD from any claims brought against them as a result of issuing a building permit on the land.

COMMUNITY INFORMATION MEETING(S):

There is no community information meeting associated with the development variance permit application as they are not a requirement.

RESULTS OF CIRCULATION:

Notices were circulated to surrounding property owners and residents. The notification period will end at 4:30 p.m. on September 15, 2016. The proposed variance notice and permit was forwarded to CRD Building Inspection for comment.

At the writing of this report, there had been no public submissions or CRD comments received as a result of the notification and referral.

Any additional public submissions will be forwarded to the LTC and presented at the Saturna Island Local Trust Committee meeting on September 16, 2016.

ISSUES SUMMARY:

Applicant's stated rationale for the proposed variance.

The owner's stated reasons are as follows:

- The driveway retaining wall is only 2 feet from the property line in order to save two very large trees in the middle of the driveway access area.
- Due to the irregularity of the driveway access area the owners inherited a steep slope at a particular angle to the road.
- The driveway design was agreed to by the affected neighbor as it was their request to save the trees.

The overall intent of the regulation being varied:

- Limiting the visual impact of development on adjacent properties and the public roadway.
- Minimizing impacts on adjacent properties related to shading, aesthetic, and privacy concerns.
- Protection of the privacy of neighboring residents.
- Protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
- Maintaining a rural character.
- Establishing certainty with respect to residential development by maintaining consistent siting and height regulations.

Visual impact of the retaining wall

As can be seen on Figure Four and Figure Five the visual impact of the retaining wall is prominent on the adjacent lot and minimal on the subject lot. Figure Four shows the wall from the subject property and Figure Five shows the wall from the adjacent lot.

The Islands Trust Policy Statement suggests that OCPs address policies related to aesthetic impacts of development. The OCP suggests that development proposals require the mitigation of adverse aesthetic impacts and that setbacks, screening, or other means are to be used to abate visual impacts.

The LUB does contain setbacks to provide for separation between structures to reduce visual impacts. In this case if the retaining wall was set back the 3 metres as required by the LUB the visual impact would be reduced; however, the wall would still have a substantial visual impact on the adjacent lot.

Planting a hedge or building a fence would reduce the visual impact on the adjacent property. It is not clear exactly how much room there is between the retaining wall and the interior side lot line. The application and plan shows 0.6 metres between the wall and the adjacent lot which

would be sufficient space for screening. The applicant will be providing a survey prior to the September 16 LTC meeting to confirm the exact location of the wall.

Stability of the retaining wall

As referenced, the CRD requested a geotechnical assessment of the retaining wall prior to the approval of a building permit. The Geoscientist carrying out the assessment was not able to provide certification of the construction of the wall as it had been constructed prior to the assessment.

As a result of this the CRD requested a covenant to be registered on title be the property regarding the retaining wall, which releases the CRD from any claims brought against it as a result of issuing a building permit on the land.

The hazard mapping (Figure 6) shows moderate risk in the area of the retaining wall and driveway.

Potential impacts of granting a variance.

Granting a variance can potentially create an expectation in the community with regard to future applications. As variances consider the unique circumstances pertaining to a particular situation that may warrant the relaxation of a specific zoning regulation, it is unlikely to generate expectations for other landowners. Each application is evaluated on its own merits.

STAFF COMMENTS:

There is sufficient space to allow the driveway and retaining wall to be sited and constructed in a manner that complies with setback regulations; however two large trees would have had to be cut down. Even if the retaining wall and driveway were built in a way that met setback requirements the visual impact may not be reduced.

The application suggests that the driveway location and the retaining wall were built in consultation with the adjacent property owner who is subject to the highest portion of the exposed retaining wall (Figure 5).

Had this variance proposal come to staff prior to the retaining wall being constructed staff would have been suggested that alternate designs be investigated; however the wall has been constructed and mitigating the impacts of it seem more appropriate than having it removed.

Removing the wall would be costly, disrupt the slope, could still have the same visual impact and could result in the removal of two very large fir trees.

Minimizing the visual impacts seems most appropriate. This could be done by either building a fence or planting a hedge or other vegetation along the retaining wall where it is most visible. Once the survey of the wall is prepared it can be determined if there is room on the subject property for screening.

Development variance permits do not allow for conditions to be put in an approval; therefore mitigation measures such as screening and backfilling cannot be made a condition of approval. The LTC could delay its decision on issuing the variance until screening is provided along the most visible side of the retaining wall.

Options:

- 1) The LTC not approve the requested variance. The property owner would then need to rebuild the driveway and remove the retaining wall structure from within the setback area.
- 2) Approve the variance as requested. This would allow the driveway and retaining wall to remain as constructed.
- 3) Defer the consideration of the variance until adequate screening is put in place along the most visible section of the wall.

RECOMMENDATION:

THAT Development Variance Permit SA-DVP-2016.1 (Henry) be considered once screening of the retaining wall is provided.

OPTION:

THAT Development Variance Permit SA-DVP-2016.1 (Henry) be approved.

Prepared and Submitted by:

Gary Richardson

Gary Richardson
Island Planner

September 9, 2016

Date

Concurred in by:



Robert Kojima
Regional Planning Manager

September 9, 2016

Date

Attachments: Proposed Permit SA-DVP-2016.1 (Henry) and notice

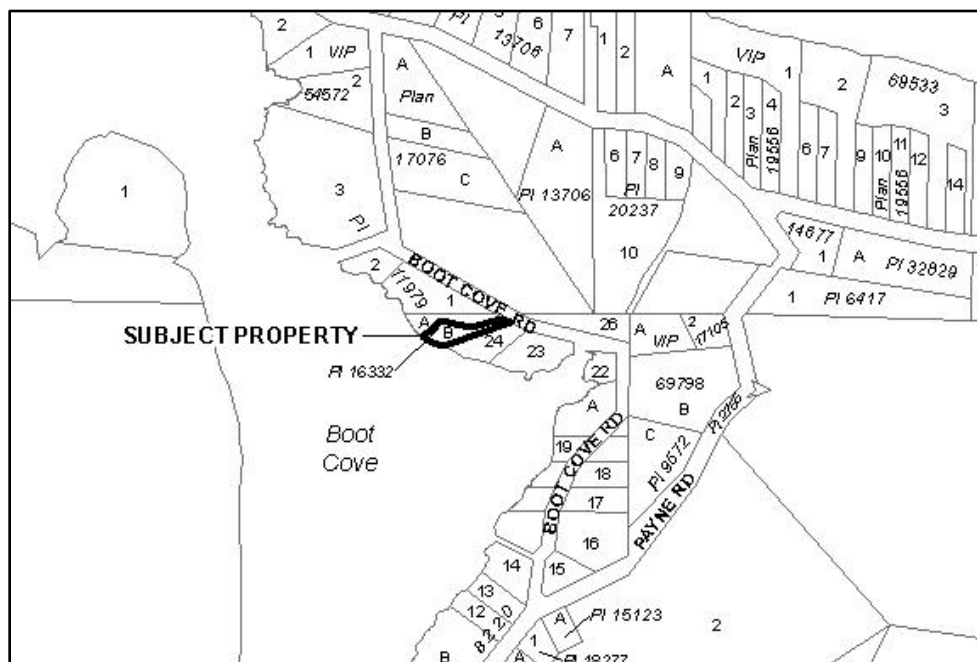
NOTICE
SA-DVP-2016.1
SATURNA ISLAND LOCAL TRUST COMMITTEE

NOTICE is hereby given that the Saturna Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit, pursuant to Section 499 of the *Local Government Act*. The proposed permit would vary the Saturna Island Land Use Bylaw No.78, 2002, by varying:

Subsection 4.2.9 which states that no building or structure or part thereof shall be located within 3.0 metres (10 feet) of any interior side lot line is varied to permit the **construction of a retaining wall (structure)** within **0.0 metres** of an interior side lot line.

The property is located at 114 Boot Cove Road and is legally described as Lot B, Section 8, Saturna Island, Cowichan District, Plan 16332 (PID: 004-113-641).

The general location of the subject properties is shown on the following sketch.



A copy of the proposed permit may be inspected at the Islands Trust Office, 200 - 1627 Fort Street, Victoria, B.C. V8R 1H8 between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday inclusive, excluding statutory holidays, commencing **September 2, 2016** and continuing up to and including **September 15, 2016**.

For the convenience of the public only, and not to satisfy Section 499 (2) (c) of the *Local Government Act*, additional copies of the Proposed Permit may be inspected at various Notice Boards on Pender Island.

Enquiries or comments should be directed to Gary Richardson, Island Planner at (250) 405-5157, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: information@islandstrust.bc.ca before 4:30 pm, **September 15, 2016**.

The Saturna Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the regular business meeting starting at **12:30 p.m., September 16, 2016**, at the **Recreation & Cultural Centre** on Saturna Island.

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



Islands Trust

PROPOSED

SATURNA ISLAND LOCAL TRUST COMMITTEE

DEVELOPMENT VARIANCE PERMIT

SA-DVP-2016.1

To: Rosemary and Brian Henry

1. This Development Variance Permit applies to the land described below:

Lot B, Section 8, Saturna Island, Cowichan District, Plan 16332
(PID: 004-113-641)

2. Saturna Island Land Use Bylaw 78, 2002 is varied as follows:

- a) Subsection 4.2.9 which states that no building or structure or part thereof shall be located within 3.0 metres (10 feet) of any interior side lot line is varied to permit the **construction of a retaining wall (structure)** within **0.0 metres** of an interior side lot line.

The development shall be consistent with Schedules 'A,' 'B' and 'C' which are attached to and form part of this permit.

3. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of "Saturna Island Land Use Bylaw 78, 2002" and to obtain other approvals necessary for completion of the proposed development, including approval of the Capital Regional District and Ministry of Transportation and Infrastructure.

AUTHORIZING RESOLUTION PASSED BY THE SATURNA ISLAND LOCAL TRUST COMMITTEE THIS ##th DAY OF MONTH, YEAR.

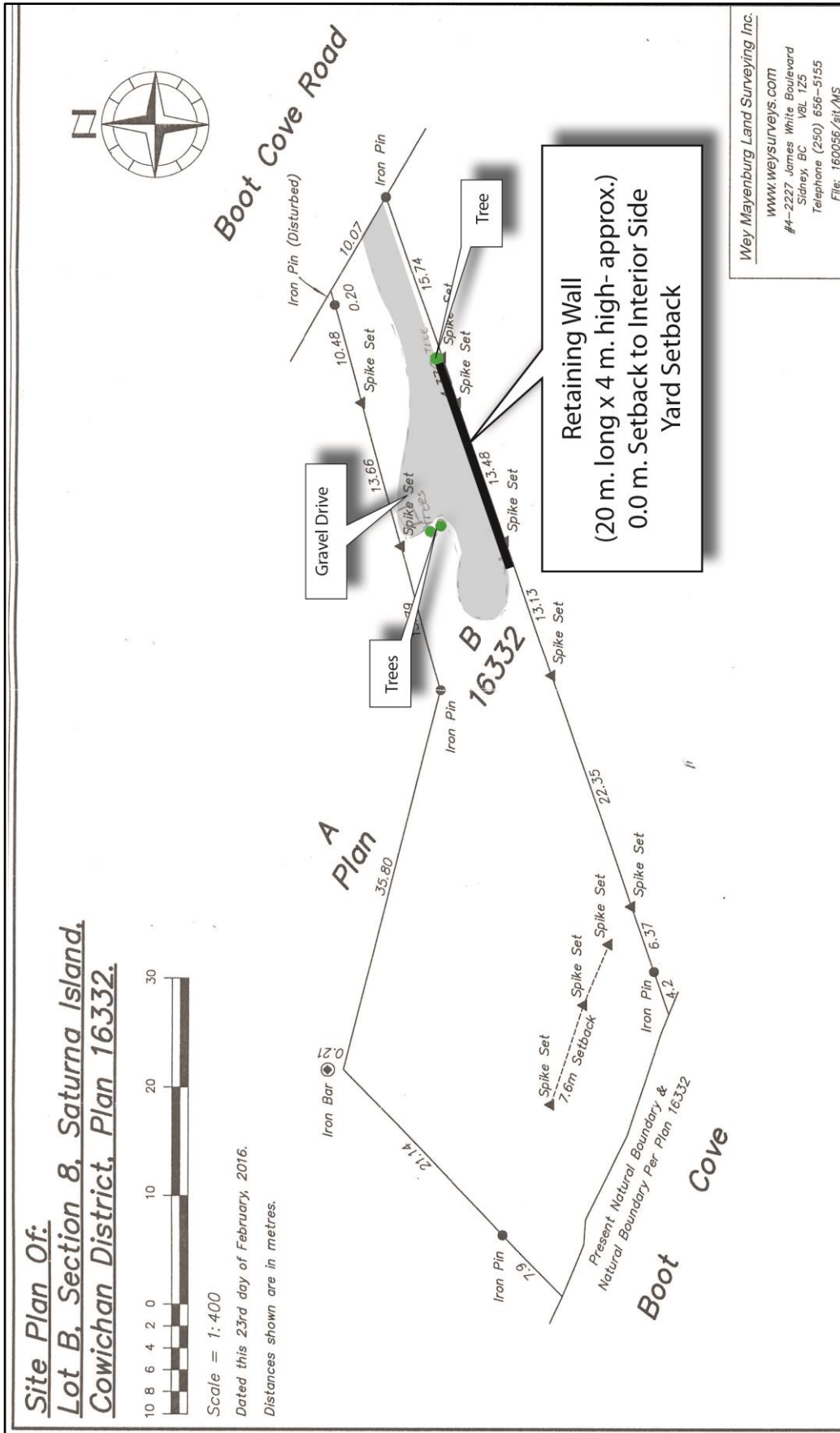
Deputy Secretary, Islands Trust

Date of Issuance

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE ##th DAY OF MONTH, YEAR, THIS PERMIT AUTOMATICALLY LAPSES.

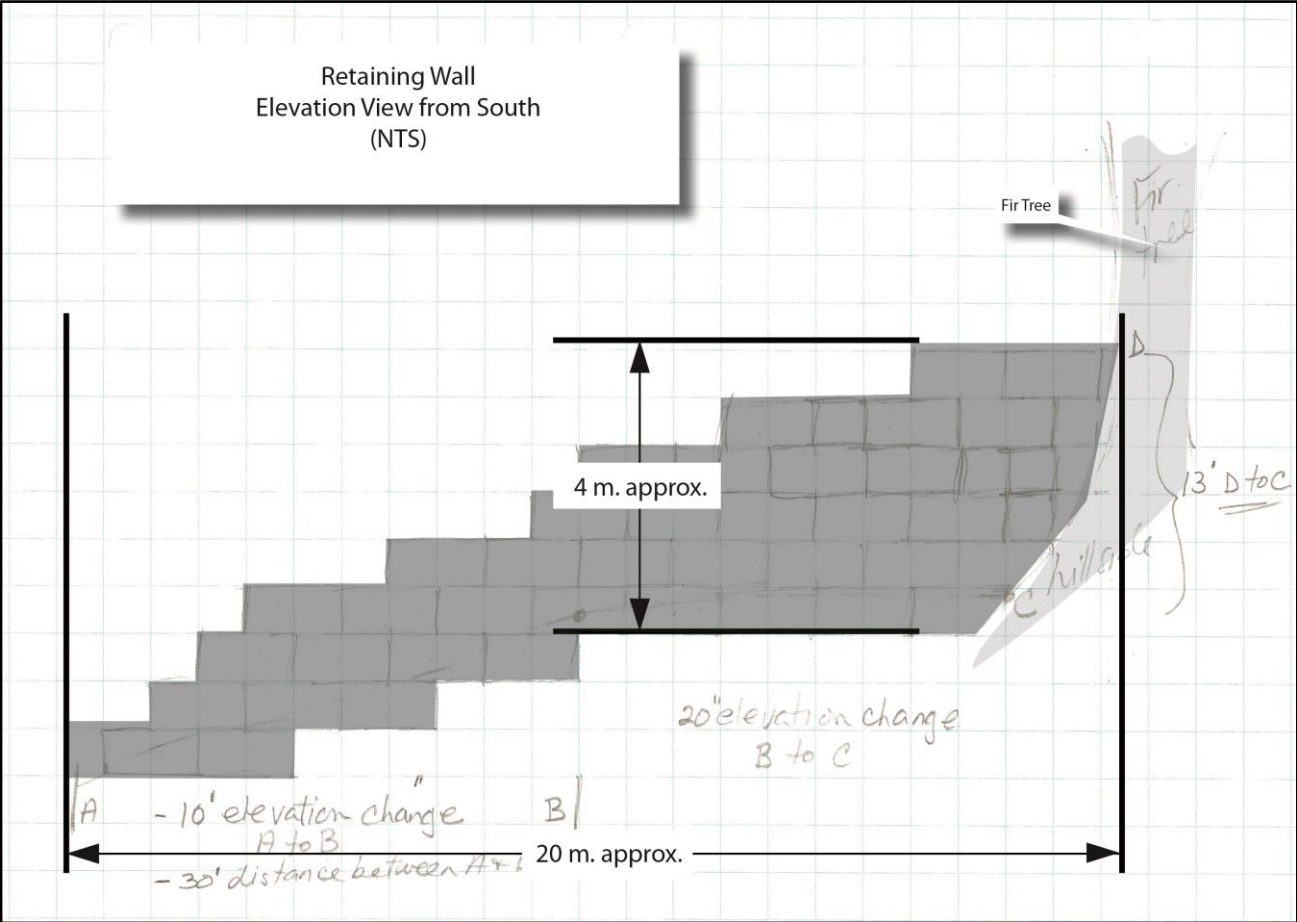
**SATURNA ISLAND LOCAL TRUST COMMITTEE
SA-DVP-2016.1**

**SCHEDULE 'A'
SITE PLAN**



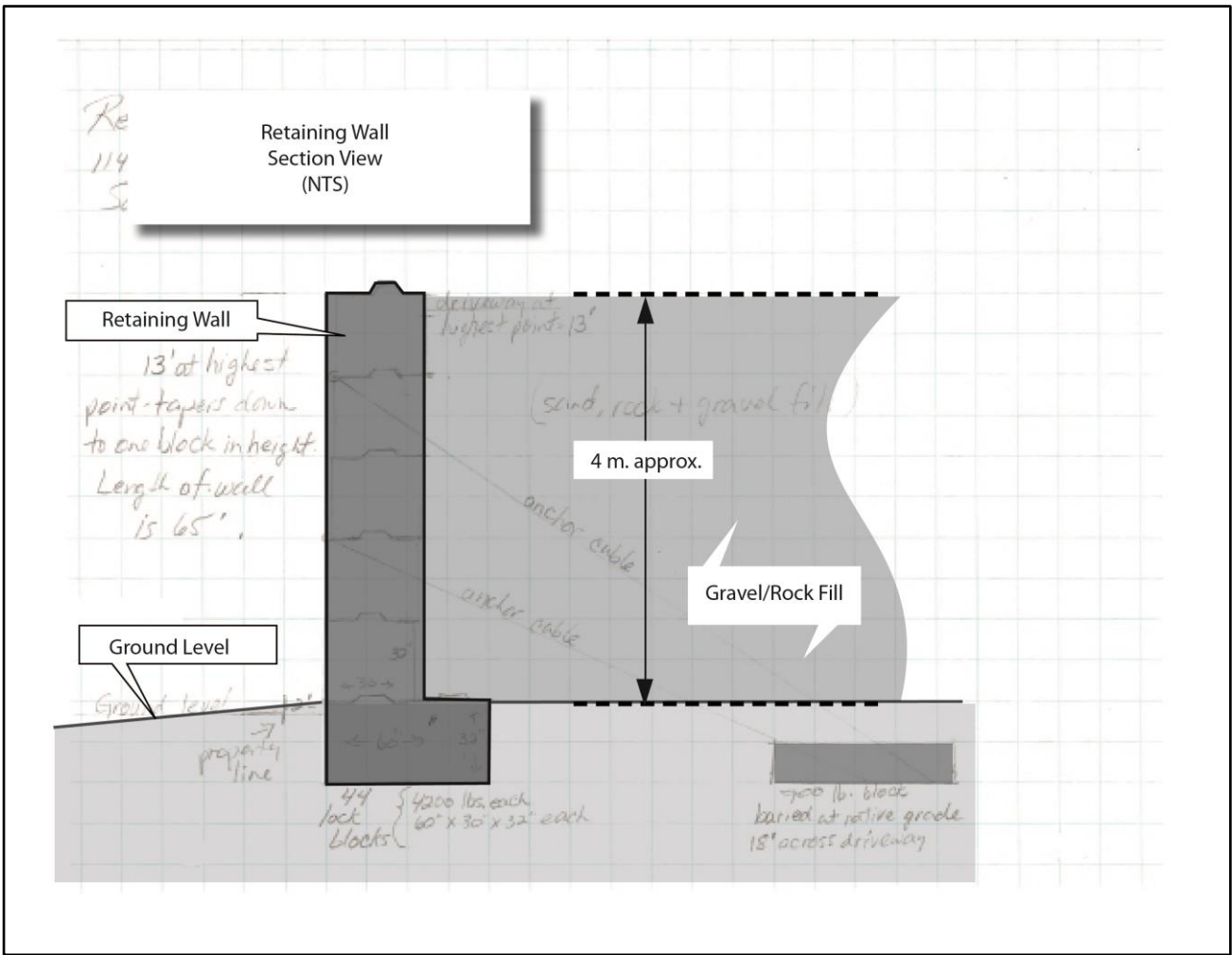
SATURNA ISLAND LOCAL TRUST COMMITTEE
SA-DVP-2016.1

SCHEDULE 'B'
ELEVATION



SATURNA ISLAND LOCAL TRUST COMMITTEE
SA-DVP-2016.1

SCHEDULE 'C'
SECTION





Top Priorities

Saturna Island

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Review of density transfer mechanisms	LTC to undertake working session with staff to review options	09-Jun-2015	Gary Richardson	
2	Water Resource Protection	Local Trustees to attend workshop on August 19th on Salt Spring	08-Oct-2015	Gary Richardson	
3	Amenity Zoning	Review of amenity zoning tools	17-Jun-2016		
4	LUB Technical Review	Staff to prepare project charter, initiate technical and legal review.	17-Jun-2016		



Islands Trust

Print Date: September 9, 2016

Projects

Saturna Island

Description	Activity	R/Initiated
Shoreline Review		17-Jun-2016
Geological Hazard Mapping		25-Feb-2009
Secondary Suite Review		23-Apr-2015



Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
SA-DVP-2016.1	HENRY, ROSEMARY	21-Jun-2016	114 BOOT COVE RD Variance for driveway retaining wall setback

Planner: Gary Richardson

Planning Status

Status Date: 09-Sep-2016

Notification done, staff report and draft permit prepared for LTC consideration at its September 16, 2016 LTC Mtg.

Status Date: 21-Jun-2016

File opened and forwarded to planner and LTC

Islands Trust

LTC EXP SUMMARY REPORT F2017
Invoices posted to Month ending July 2016

660 Saturna	Invoices posted to Month ending July 2016	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-660	LTC "Trustee Expenses"	750.00	0.00	750.00
LTC Local				
65200-660	LTC - Local Exp - LTC Meeting Expenses	2,500.00	817.42	1,682.58
65210-660	LTC - Local Exp - APC Meeting Expenses	500.00	100.00	400.00
65220-660	LTC - Local Exp - Communications	300.00	0.00	300.00
65230-660	LTC - Local Exp - Special Projects	500.00	325.35	174.65
TOTAL LTC Local Expense		<u>3,800.00</u>	<u>1,242.77</u>	<u>2,557.23</u>
Projects				
73001-660-4017	Saturna Density Review	3,000.00	0.00	3,000.00
73001-660-4069	Saturna Integrated Sustainability Plan	3,000.00	0.00	3,000.00
TOTAL Project Expenses		<u>6,000.00</u>	<u>0.00</u>	<u>6,000.00</u>

Saturna Island Local Trust Committee POLICIES AND STANDING RESOLUTIONS

No	Meeting Date	Resolution No.	Issue	Policy
1.	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: 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> <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: 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> <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>
2.	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; More than one STVR per constructed residence on the lot is simultaneously made available for STVR; 4. While the property is rented persons are also staying in tents, trailers, or RV's; 5. There are issues related to health and safety; 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>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>
3.	February 25/09	SA-LTC-09-09	Adopt LTC Minutes by RWM	It was Moved and Seconded that the Saturna Island Local Trust Committee draft minutes be adopted by Resolution without meeting within 30 days of the meeting and posted to the website.
4.	June 22/11	SA-LTC-	Adopting In Camera Minutes	It was Moved and Seconded that the Saturna Island Local Trust Committee adopt a Standing Resolution to direct staff to place the in camera minutes on the agenda when there is a need to close the meeting or at least once a year.
5.	February 9/12	SA-LTC-11-12	Adopt SOL policy	It was Moved and Seconded that where a Liquor Control and Licensing Branch Special Occasion Licence referral relates to a property where Saturna Island Land Use Bylaw No. 78, 2002 permits public assembly uses, such as halls, recreation facilities or restaurants, and where there have been no issues related to parking or past complaints for the preceding three years, planning staff may approve the Special Occasion License without referral to the Local Trust Committee. All other Special Occasion License referrals are to be referred to the Local Trust Committee for consideration



STAFF REPORT

Date: July 20, 2016

File No.:

To: Local Trust Committees

From: Robert Kojima
Regional Planning Manager

CC: Island Planner

Re: 2017-2018 Budget Requests

Purpose

Local trust committees have been requested to submit project budget requests for the next fiscal year (2017-18).

Local Trust Committee Expense Budgets:

A budget for the Local Expense Account has been developed based on the current budget (2016/17) and expenditures – copy attached. Local Trust Committees may request changes to this allocation, however, consideration should be given to historical spending and a rationale provided for making such a request.

A small amount of funding is included in the Special Projects line item in the Local Trust Committee Expense Account. This funding is intended to support local planning initiatives at the discretion of the local trust committee (a local trust committee resolution is required to use these funds).

LTC Projects Budgets:

The Local Trust Committee will need to make funding requests to support anticipated project work in the next fiscal year.

Special Consideration:

Projects planned for the current fiscal (2016/17) which are not completed should be considered as a new project for the 2017/18 fiscal year with resources allocated to support that work.

Budget Request Timeline:

July Regional Planning Managers develop detailed budget estimates for consideration by Local Trust Committees

July to Sept	Local Trust Committees review and approve budget requests at LTC meeting
Sept	Budget requests submitted to the Director of Local Planning Services
Oct	Management finalizes budget recommendations to FPC
Oct 19	FPC reviews and discusses first draft of the Budget
Nov 16	FPC approves a draft Budget and principles to be submitted to December Trust Council
Dec 9	Trust Council debates and endorses budget principles and preliminary budget

LTC Budget Requests

I have prepared a draft LTC project budget using the following approach:

- On-going Top Priority projects that are not anticipated to be completed in the current fiscal year with an estimated amount sufficient to complete the projects; where project charters have been endorsed, budgets noted in those documents have been used;
- Other projects from the Projects list that are anticipated become Top Priorities in next fiscal year have been identified in a general way, with an amount sufficient to commence a typical project. There is the option for this budget to be re-allocated to an appropriate alternate administratively after adoption of the budget.

The LTC should review the draft budget requests and:

1. delete any projects included in the draft budget request it does not consider a priority
2. identify any other projects it currently considers a priority for the next term and add them to the budget request (and the work program if necessary),
3. identify any additional expenses associated with any of the projects.

Resolution Wording

1. THAT the _____ Island Local Trust Committee approve and forward the draft 2017-18 LTC Project Budget Request to the Financial Planning Committee as presented; or
2. THAT the _____ Island Local Trust Committee revise the draft 2017-18 LTC Project Budget Request by including/deleting _____ with a budget of \$____ and forward to Financial Planning Committee as revised.

Prepared and Submitted by:



Robert Kojima
Regional Planning Manager

July 20, 2016

Date

Attachments:

1. Draft 2017-18 LTC expense budget
2. Summary table of LTC project budget requests

2017/18 LTC EXPENSE BUDGET

Total 2017/18

	615-Denman	620-Gabriola	625-Galiano	630-Gambier	635-Hornby	640-Lasqueti	645-Mayne	650-N.Pender	655-Salt Spring	660-Saturna	665-S.Pender	670-Thetis	EC as LTC	
population	1095	4050	1258	313	1074	359	1112	1996	9780	359	236	372		22004
	5%	18%	6%	1%	5%	2%	5%	9%	44%	2%	1%	2%		
LTC EXPENSES **														
LTC Meeting Expenses	4,500	4,750	5,500	4,750	2,750	1,250	1,500	4,000	7,000	2,500	2,000	1,000		41,500
APC Meeting Expenses	600	600	500	500	500	500	500	600	1,500	500	500	500		7,300
Communications	500	1,250	500	1,000	1,000	1,000	1,000	500	1,250	300	300	1,000		9,600
Special Projects	500	1,000	500	500	500	500	500	500	1,000	500	500	500	500	7,500
SUB-TOTAL EXPENSES	6,100	7,600	7,000	6,750	4,750	3,250	3,500	5,600	10,750	3,800	3,300	3,000	500	65,900
Program	0	0	0	0	0	0	0	24,000	0	0	0	0	0	24,000
TOTAL	6,100	7,600	7,000	6,750	4,750	3,250	3,500	29,600	10,750	3,800	3,300	3,000	500	89,900
	7%	8%	8%	8%	5%	4%	4%	33%	12%	4%	4%	3%		

PROJECT CODE	SATURNA	Project	Budget	Strategic Plan	Prov. Requirement	Continuation of existing OCP/LUB	Newly Adopted Policy in OCP	Notes
		LUB Technical Review	\$ 6,000.00					to review and update references in LUB
		Amenity Zoning and Density Transfer Review	\$ 6,000.00		x			continuation of current projects
		TOTAL PROJECTS	\$ 12,000.00					

Southern Planning Team
DRAFT 2017 LTC Regular Meeting Schedule

CHAIR	LB	GG	GG	GG	PL	
Date	Galiano (GL)	Mayne (MA)	North Pender (NP)	Saturna (SA)	South Pender (SP)	Conflict
January		30	26	49		
February	6	27	23	9	14	
March	6	27	30	18++		
April	3	24	27	20	11	
May	1	XX 23?	25	20 (or 13)		
June	5	26	29	15	13	
July	10	24	27	20		
August	28					
September		18	28 21	24 11	19	
October	2	30	26	19		
November	6	27	23	XX	14	
December	4					
Frequency:	Monthly (10/year)	Monthly (10/year)	Monthly (10/year)	Monthly (10/year)	Bi-monthly (5/year)	
Designated day:	1st Monday	Last Monday	Last Thursday ++Evening Meetings	3 rd Thursday ++ 3 Saturday Meetings *RT=roundtable	2nd Tuesday	
Start Time:	12:30 pm	1:00 pm	9:45 am	12:30 pm	10:00 am	
Location:	South Hall	Ag Hall	Community Hall	Alternates	Fire Hall	
Total Mtgs	10	10	10	10	5	

Rationale for 2017 Draft Schedule

- Saturday meetings for Saturna were chosen as follows – 3rd Thursday was already scheduled for:
 Jan – if mtg needed
 March – TC
 May – LGMA
- Feb 9 instead of Feb 16 for SA LTC – LPC conflict
- May XX?23 (Tuesday) instead of May 29 for MA LTC – TPC Conflict (not many options in May)
- July 10 instead of July 3 for GL LTC – Canada Day weekend
- August 28 instead of September 4 for GL LTC – Labour Day weekend
- September 21 instead of 28 for NP LTC – UBCM conflict
- September 18 instead of September 25 for MA LTC – UBCM conflict
- September 19 instead of September 12 for SP LTC – Trust Council conflict
- Nov XX instead of November 16 for SA LTC and LPC conflict

Key Dates

Stat Holidays	Jan 1; Feb 13; Apr 14, 17; May 22; July 1; Aug 7; Sept 4; Oct 9; Nov 11; Dec 25, 26
LGLA	Feb 1-3
SD (46,61, 63, 68,71,79) Spring Break	Mar 13-24; Mar 20-24; Mar 17-31
Trust Council	March 14-16
AVICC	April 7-9

LGMA Conference	May 16-18
PIBC	May 30 - June 2
Trust Council	June 20-22
Trust Council	Sept 12-14
UBCM	Sept 25-29
Trust Council	Dec. 5-7
TPC Dates	Feb 20, May 29, Aug 21, Nov 6
LPC Dates	Feb 16, May 24, Aug 17, Nov 16
FPC Dates	Jan 17, Feb 28, May 31, Aug 23, Oct 18, Nov 18
EC Dates	Jan 18, Feb 8 Mar 1, April 5+26, May 17, June 7, July 12, Aug 2+30, Oct 4 and 25, Nov 8
SSI LTC Dates	Jan 12, Feb 9, Mar 2+23, Apr 13, May 4, Jun1, Jul 6, Aug 3, Sep 7, Oct 5, Nov 2+30,

Trustee Conflicts

Busheikin	EC, LPC, FPC
Luckham	EC, FPC, TPC, LPC
Crumblehulme	TPC
Brent	FPC, LPC
Masselink	FPC, TPC
Grams	EC, TPC
Harris	FPC
Middleton	LPC
Pottle	LPC
Scholefield	LPC
McConchie	TPC

* [use asterisk to note where a meeting has been rescheduled because of a conflict].

Regular Meeting Scheduling Criteria:

1. Start with *designated day*. Proposals to alter *designated day* should:
 - a. Consider trustee, planner and minute-taker scheduling conflicts
 - b. Avoid Wednesdays (conflicts with staff and EC meeting days)
 - c. Avoid overlapping meetings or agenda deadlines
2. Start times are based on ferry schedules
3. Locations can be altered for specific meetings in the LTC meeting notice based on space availability or preferences to use alternating locations
4. Adjust by a week for statutory holidays (whichever way would result in longest time between meetings)
5. No meetings should be scheduled in first two to three weeks of January (Christmas office closure and cancellations due to weather and power outages)
6. No meetings should be scheduled in August (staff and trustee vacations) (adjust SP and SA meetings to minimize length of time between meetings)
7. No meetings should be scheduled after second week of December (weather, power outages, and Christmas office closure)
8. Adjust meetings to avoid UBCM (3rd week of September – check to confirm), AVICC and LGLA training
9. Adjust meetings to avoid conflicts with Trust Council, EC meetings, Council committee meetings, TFB meetings, and Ballenas-Winchelsea LTC meetings (EC as LTC)
10. Review other team LTC meetings and consider rescheduling where there would be a Chair conflict (or arrange for alternate Chair if available)
11. Consider adjusting for Chair preferences (e.g. to schedule or avoid back-to-back meetings)
12. Where LTCs or Planners require additional meetings these should be scheduled as special meetings (i.e. for projects based on an adopted project charter, public hearings and community information meetings, or due to application load or timing).