

ADOPTED
MINUTES of the SALT SPRING ISLAND
LOCAL TRUST COMMITTEE REGULAR BUSINESS MEETING
Thursday, August 2, 2012 - 9:30 AM
Lions Club, Hart Bradley Hall - 103 Bonnet Avenue

Members Present:

Sheila Malcolmson, Chair
George Grams, Local Trustee
Peter Grove, Local Trustee

Staff Present:

Linda Adams, Chief Administrative Officer (CAO)
David Marlor, Director of Local Planning Services
Leah Hartley, Regional Planning Manager (RPM)
Justine Starke, Island Planner
Stefan Cermak, Planner 2
Caitlin Brownrigg, Planner 1
Kathryn Luttin, Recorder

Others Present:

Wayne McIntyre, Capital Regional District (CRD) Director
Approximately 4 members of the public – a.m.
Approximately 12 members of the public – p.m.

These minutes follow the order of the agenda even though the sequence may have varied.

1. CALL TO ORDER

Chair Malcolmson called the meeting to order at 9:32 a.m. She welcomed everyone, introduced herself, the Trustees and staff and explained the meeting procedures. She acknowledged that the Local Trust Committee is meeting in the traditional territory of the Coast Salish People.

2. APPROVAL OF AGENDA

The agenda was adopted by general consent with the following additions: supplemental to Item 13.1 – SS-DVP-2012.3 – 156 Alders Road – Correspondence from E. Best, G. Best and P. Best dated August 1, 2012; supplemental to Item 14.6 – Local Trust Committee Work Program Budget – Staff Report.

It was noted that the morning session of the meeting would not be audio recorded due to an administrative error.

3. MINUTES AND RESOLUTIONS WITHOUT MEETING

3.1 Draft Minutes of the SSI LTC Regular Business Meeting of July 7, 2012

The following corrections were made to the draft minutes: under Item 5.4 – replace the word “Proposed” with “Draft” in the Item title and in resolutions SSI-142-12 and SSI-143-12; under Item 13.3, last paragraph, replace the words “versus a prescribed one”

with “so there is a half”; under Item 14.1, second paragraph, replace the words “noted that future referrals should” with “requested that future referrals”.

The minutes were adopted as amended by general consent.

3.2 Draft Minutes of the Advisory Environment Committee Meeting of July 11, 2012

The minutes were received for information.

3.3 Draft Minutes of the Advisory Design Panel Meeting of July 11, 2012

The minutes were received for information.

3.4 Draft Minutes of the Agriculture Advisory Committee Meeting of July 12, 2012

The minutes were received for information.

3.5 Draft Minutes of the Advisory Planning Commission Meeting of July 12, 2012

The minutes were received for information.

3.6 Resolution Without Meeting Report

The report was received for information.

4. BUSINESS ARISING FROM MINUTES

4.1 Follow-Up Action List

It was noted that the following items’ status should show as done and should remain on the list for the next meeting: under June 7, 2012, items 1, 4 and 5; under July 5, 2012, items 2, 7, 9, 10 and 16.

5. LOCAL TRUST COMMITTEE PROJECTS

5.1 Audio Recording Terms of Reference

RPM Hartley reviewed the staff report dated July 26, 2012 regarding an outline for audio recording of Local Trust Committee meetings.

By general consent, the audio recording requirements included in the staff report were amended as follows: under section 2 – Scope, Item 11, change the words “at the discretion of the Islands Trust” to “at the discretion of the Salt Spring Island Local Trust Committee”; under section 2 – Scope, add Item 14 to include a disclaimer to be published with the audio segments that would state the following: “The views and opinions expressed by individuals at this meeting, unless explicitly stated otherwise, are those of the speaker or author and are not endorsed, approved or certified by the Islands Trust. This recording is not an official record of the meeting and is provided for convenience of the public”.

SSI-163-12

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee dedicates up to \$3500 from the Local Expense Account (65230) to support audio recording and web posting of its general business meetings to be held up to April 2013. **CARRIED**

SSI-164-12

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee requests staff to initiate a contract for audio recording and production of its Local Trust Committee general business meetings to be held up to April 2013. **CARRIED**

5.2 Advisory Committee Terms of Reference

Island Planner Starke reviewed the staff report dated July 25, 2012 regarding the objectives of the Advisory Committee Terms of Reference review and outcome from the advisory committee meetings of July 11 and 12, 2012.

Discussion included the following topics: community involvement for this project; advisory committee meeting schedules; specific vs. broad scope referrals; advisory committee brainstorming sessions.

The Local Trust Committee requested an update at the next regular business meeting on the options and scope of a community consultation.

5.3 Industrial Task Force Recommendations: Proposed Scope of Work as a Work Program Priority

Planner Cermak provided a verbal update, noting two areas omitted from the Industrial Task Force report: an industrial needs assessment and review of waste management sites.

Trustee Grams reported on the work of the Economic Development Commission and the Solid Waste Committee that may precede Islands Trust work.

6. CORRESPONDENCE

6.1 SSI Water Council – Request for Funding Assistance – Jul 18, 2012

The correspondence was received regarding a request for funding assistance for a hydrogeological study of groundwater resources on Salt Spring Island.

SSI Water Council Coordinator Peter Lamb was present and spoke to the letter. Discussion included the following topics: the relevance of this study to Local Trust Committee decisions; the expected outcome of this study; deadlines for funding assistance.

The following resolution was made during the course of the meeting affecting this request:

SSI-165-12

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee, with regard to the Salt Spring Island Water Council request for financial assistance for a hydrogeological study of groundwater resources on Salt Spring Island, requests a staff report with: specific deliverables essential to inform subsequent land use decisions; staff opinion on whether the data from this study would provide those deliverables; confirmation that the Local Trust Committee can afford to fund the proposal without compromising funding for the top five priority items already identified.

CARRIED

6.2 GI Marine Rescue Society – July 23, 2012

The correspondence was received. It was noted that both Trustees provided support through individual response letters.

The Chair called for a recess at 11:22 a.m. The meeting reconvened at 12:02 p.m. Audio recording commenced at this time.

Chair Malcolmson welcomed the members of the public and thanked them for coming. She introduced the Trustees and staff and noted that the afternoon session was being audio recorded, but the morning session was not recorded due to an accidental error. She noted that posting of the audio track on the Islands Trust website may be delayed due to staff holidays. The Chair thanked CRD Director Wayne McIntyre for joining the meeting.

7. TRUSTEE REPORTS

Trustee Grams reported that: he continues to meet with constituents; he attended the advisory committees' Terms of Reference meetings; he visited the Schools of Architecture and Landscape Architecture at the University of British Columbia regarding their possible involvement in Salt Spring Island's village regeneration project and thanked Zwanette Pereboom for her assistance with these meetings; he met with Peter Grove and Hugh Greenwood about a possible groundwater study; he attended a presentation by the Channel Ridge developments consultant; he attended the Advisory Planning Commission and Advisory Environment Committee meetings regarding secondary suites; he attended a meeting with the CRD, the fire department and North Salt Spring Waterworks District regarding fire mains on Salt Spring Island; he attended the first meeting with provincial bodies regarding St. Mary Lake and noted, at this meeting, that the province is unlikely to fund sewage infrastructure upgrades that became required as a result of poor development planning.

Trustee Grove reported that: he attended the advisory committees' Terms of Reference meetings and appreciated Sebastian Moffatt's facilitation; he attended the monthly fire department meeting and noted that no new information on the proposed new hall was shared; he met with the Robinson Road and Channel Ridge developers to hear their plans; he attended the Advisory Planning Commission and Advisory Environment Committee meetings regarding secondary suites; he attended a Salt Spring Island Water Council meeting; he met with the watershed working group; he had preliminary discussions with CAO Adams regarding the Islands Trust tools for lake protection; he initiated discussion about how to include outlying islands under the Salt Spring Island Local Trust Committee jurisdiction.

8. CHAIR'S REPORT

Chair Malcolmson reported that: the electronic portion of the public input for the Trust Council strategic plan closed on July 31, 2012; however, she advised that the public can still submit input before the September Trust Council meeting via the Islands Trust office or by email to strategicplan@islandstrust.bc.ca . She spoke of an upcoming oil spill response information session at Islands Trust Council's September 11, 2012 meeting on Bowen Island; and that the National Marine Conservation Area initiative that would include Salt Spring Island is still under discussion.

9. CRD DIRECTOR'S REPORT

CRD Director McIntyre reported that: the grant application for baseball and soccer fields at Fernwood Elementary School was not approved, but has been resubmitted; there is a Union of BC Municipalities conference scheduled in September; the Small Water Systems Working Group is writing a letter to the province regarding groundwater legislation; construction for the North Ganges Village Transportation Management Plan will likely begin this summer; the CRD has submitted a provincial grant application regarding a cycling infrastructure partnering plan; the CRD strategic plan is now complete; the Community Economic Development Strategy project is underway and the public can access information at www.saltspringstrategy.ca.

10. 2012 ISLANDS TRUST COMMUNITY STEWARDSHIP AWARD – Anne Macey

Trustee Grove presented the 2012 Islands Trust Community Stewardship Award to Anne Macey. He described Ms. Macey's contributions to the Salt Spring Island Area Farm Plan and the Salt Spring Island Agricultural Alliance. Ms. Macey expressed her appreciation and commented on the importance of local food production to other areas of the Trust Council strategic plan.

11. DELEGATIONS

11.1 Dr. Varzeliotis – Local Government Should be Locally Located

Dr. Varzeliotis suggested that the location of the Islands Trust headquarters be moved to Salt Spring Island. In addition to his written submission dated August 2, 2012 about the location of the Islands Trust headquarters, Dr. Varzeliotis also provided written submissions dated August 2, 2012 and entitled; "Trust colonialism – a gross anachronism"; and "Tom's Town Hall Placard".

12. TOWN HALL

Chair Malcolmson opened the Town Hall at 12:50 p.m. and explained the guidelines. Some members of the public expressed their views on: remarks under Item 7 of the Aqion Water Technologies Ltd. report dated April 30, 2012 (SS-DP-2011.6); the St Mary Lake information brochures; public input on the Advisory Committee Terms of Reference review; audio recording of Local Trust Committee meetings.

The Chair called for a recess at 1:01 p.m. The meeting reconvened at 1:08 p.m.

13. APPLICATIONS, PERMITS, BYLAWS AND REFERRALS

13.1 SS-DVP-2012.3 – D. McKerrell - 156 Alders Road

Planner Brownrigg reviewed the staff report dated July 25, 2012 regarding a variance for an interior lot line setback in an Industrial zone. She reviewed the responses from the public. The applicant was present.

Discussion included the following topics: the differences between a Temporary Use Permit and a Development Variance Permit; esthetics of structures within the setback area; the road allowance; the vegetative screen; the lack of legislation to enable temporary options.

SSI-166-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee approves issuance of proposed Development Variance Permit SS-DVP-2012.3 to David McKerrell at 156 Alders Avenue, Lot A, Section 20, Range 4 East, North Salt Spring Island, Cowichan District, Plan 8350. **CARRIED**

13.2 SS-RZ-2011.2 – D. Henshall for Board of Education School District # 64 – 232 Rainbow Road

RPM Hartley reviewed the staff report dated July 26, 2012, on behalf of Planner Aasen, regarding a high school use on the split zoned property of Gulf Islands Secondary School. She indicated that all requirements have been met and the proposed bylaws are ready for adoption. The applicant was not present.

SSI-167-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee adopts Proposed Bylaw No. 455, cited as “Salt Spring Island Official Community Plan Bylaw No. 434, 2008, Amendment No. 3, 2011,” (Board of Education of School District #64, 232 Rainbow Road, SS-RZ-2011.2). **CARRIED**

SSI-168-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee adopts Proposed Bylaw No. 454, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 5, 2011” (Board of Education of School District #64, 232 Rainbow Road, SS-RZ-2011.2). **CARRIED**

13.3 SS-DP-2011.6 - E. Booth – Swanson’s Pond, Park Drive

Planner Cermak reviewed the staff report dated July 19, 2012 regarding a proposed 33 unit multi-family development. He reviewed the background of the application and noted that this proposal replaces the lapsed permit associated with application SS-DP-2005.7. The applicant was present.

SSI-169-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee requires that the applicant for Development Permit SS-DP-2011.6 (Salt Spring Ventures Inc., Park Drive) provides an unconditional irrevocable Letter of Credit to the Islands Trust in the amount of \$254,874.15. **CARRIED**

SSI-170-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee approves Development Permit SS-DP-2011.6 (Salt Spring Ventures Inc., Park Drive) and directs the Deputy Secretary to issue Development Permit SS-DP-2011.6 (Salt Spring Ventures Inc., Park Drive) on receipt of an unconditional irrevocable letter of credit in the amount of \$254,874.15. **CARRIED**

The Chair called for a recess at 1:56 p.m. The meeting reconvened at 2:06 p.m.

14. REPORTS

14.1 Application Summary Report

The report was received.

14.2 Applications with Status Report

The report was received. It was noted that the Trustees will receive an orientation on strata conversion applications.

14.3 Work Program Top Priorities Report

The report was received and discussed.

14.4 Projects Report

It was noted that the project report included in this agenda package did not provide the correct information. A different project report will be provided at a future meeting.

14.5 Information on Procurement Policy

RPM Hartley reviewed the staff memorandum dated June 29, 2012 on behalf of Planner Brownrigg.

SSI-171-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee requests that the Financial Planning Committee explore the procurement policy to note that the Local Trust Committee should be provided with a list of potential bidders at time of considering scope of work of a contract. **CARRIED**

14.6 Work Program Budget

RPM Hartley reviewed the staff report dated July 31, 2012 regarding updates to the work program budget. She explained that these updates reflect the new work program priorities.

SSI-172-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee requests approval of Local Trust Area project budget reallocations as presented in Table 2 of the staff report dated July 31, 2012. **CARRIED**

It was noted that an outreach letter to the outer islands is to be added to the next agenda.

14.7 SSI LTC Covenant Monitoring Report

RPM Hartley reviewed the staff report dated July 26, 2012 regarding the conservation covenant on the five properties located on Salt Spring Island to which the Local Trust Committee is a party. She indicated that the properties are clustered into two areas: L'Île A l'Ancre and Collins Road. One of the landowners was present.

It was noted that the words "and staff" should be inserted after "The Local Trust Committee" in the first sentence of the second paragraph of the staff report. It was also noted that staff will ask for two separate reports next year, one for each area.

SSI-173-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee receives the attached site monitoring report dated June 22, 2012 respecting Lots 1, 2, 12 and 30 (Collins Road) and Strata Plan VIS 6994 (L'Île A l'Ancre) for the year 2012. **CARRIED**

15. **NEW BUSINESS**

15.1 **Strategic Plan – Trust Council wants to hear from you**

It was noted that the deadline has passed for the online survey and discussion board. The public may still submit input up to August 22, 2012 to be included in the upcoming Trust Council agenda package.

The Chair called for a recess at 3:09 p.m. The meeting reconvened at 3:15 p.m.

16. **CLOSED MEETING RESOLUTION**

SSI-174-12 At 3:15 p.m., it was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee closes this meeting to the public subject to Section 90(1)(g) of the Community Charter regarding litigation or potential litigation affecting the Islands Trust, and that staff are invited to remain. **CARRIED**

17. **OPEN MEETING RESOLUTION**

SSI-175-12 At 3:37 p.m., it was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee re-opens this meeting to the public subject to Section 89 of the Community Charter. **CARRIED**

18. **RISE AND REPORT - none**

19. **UPCOMING MEETINGS**

The next regular business meeting of the Local Trust Committee is scheduled for 9:30 a.m. on Thursday, August 30, 2012 at the Lion's Club, Hart Bradley Hall, 103 Bonnet Ave, Salt Spring Island.

20. **ADJOURNMENT**

There being no further business, the meeting adjourned at 3:37 p.m.

Sheila Malcolmson, Chair

Kathryn Luttin, Recorder