

**ADOPTED**  
**MINUTES of the SALT SPRING ISLAND**  
**LOCAL TRUST COMMITTEE REGULAR BUSINESS MEETING**  
**Thursday, November 8, 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:**

Miles Drew, Bylaw Enforcement Manager  
Justine Starke, Acting Regional Planning Manager (A/RPM)  
Stefan Cermak, Planner 2  
Kristin Aasen, Planner 1  
Caitlin Brownrigg, Planner 1  
Kathryn Luttin, Recorder

**Others Present:**

Wayne McIntyre, Capital Regional District (CRD) Director  
Approximately 11 members of the public – a.m.  
Approximately 10 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.

**2. APPROVAL OF AGENDA**

The agenda was adopted by general consent with the following additions: Item 6.1 – Advisory Committee Terms of Reference – Correspondence from M. Leichter dated September 7, 2012; Item 6.3 – SSI Water Council Proposals – Correspondence from S. Nitikman dated November 7, 2012.

**3. MINUTES AND RESOLUTIONS WITHOUT MEETING**

**3.1 Draft Minutes of the SSI LTC Regular Business Meeting of October 11, 2012**

The following correction was made to the draft minutes: in Item 5.1, the paragraph following resolution *SSI-210-12*, replace the words “focus on a discussion” with “include a discussion on”.

The minutes were adopted as amended by general consent.

**3.2 Adopted Minutes of the October 4, 2012 Agriculture Advisory Committee Meeting**

The minutes were received for information.

**3.3 Adopted Minutes of the October 18, 2012 Advisory Planning Commission Meeting**

The minutes were received for information.

**3.4 Resolution Without Meeting Log Report – none**

**4. BUSINESS ARISING FROM MINUTES**

**4.1 Follow-up Action List**

The list was reviewed.

**5. REPORTS**

**5.1 Applications with Status Report**

The report was reviewed.

**5.2 Work Program Top Priorities Report**

The report was reviewed.

**5.3 Projects List**

The list was reviewed.

**5.4 Expense Report – Posted to October 31, 2012**

The report was received.

**5.5 Requests for Funding – For Consideration of Trustee Attendance at Water Conference**

Trustee Grams provided a verbal report. By general consent, LTC requested staff advice on an expenditure of \$340 for Trustee attendance at the Source Water Protection Course run by the British Columbia Water and Waste Association.

**5.6 Covenant Monitoring Report Recommendations**

Planner Brownrigg reviewed the staff memorandum dated October 23, 2012 regarding the covenant monitoring report recommendations.

**5.7 Salt Spring Island Local Trust Committee 2013 Regular Business Meeting Schedule**

A/RPM Starke reviewed the staff report dated October 29, 2012 regarding the Salt Spring Island Local Trust Committee Regular Business Meeting proposed schedule for the 2013 calendar year.

SSI-215-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee approve the proposed meeting schedule for 2013 as presented in Schedule 1 of the October 29, 2012 staff report to establish the schedule as required by the Salt Spring Island Meeting Procedures Bylaw No. 391. **CARRIED**

SSI-216-12 It was **MOVED** and **SECONDED** that wherever possible staff consider alternate locations that may be appropriate. **CARRIED**

## **6. LOCAL TRUST COMMITTEE PROJECTS**

### **6.1 Advisory Committee Terms of Reference**

A/RPM Starke reviewed the staff report dated October 31, 2012 regarding the Advisory Committee Terms of Reference.

SSI-217-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee direct staff to meet with the advisory committee chairs to assess the ideas in Table 1 (Appendix 1 of the staff report dated October 31, 2012) as proposed reforms to the Advisory Committee practices with consideration of the volunteerism of advisory committee members as well as the budget allocations, priorities, and work program of staff and the Local Trust Committee.

**CARRIED**

SSI-218-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee direct staff to bring forward a subsequent staff report with recommendations for practical reforms to advisory committee practices that address the issues raised in Table 1 (Appendix 1 of the staff report dated October 31, 2012) after discussion with the advisory committee chairs.

**CARRIED**

SSI-219-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee direct staff to organize an end of year appreciation lunch for the volunteer members of the Local Trust Committee's advisory committees and advisory planning commission.

**CARRIED**

SSI-220-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee dedicate \$700 from the Local Expense Budget to support an appreciation lunch for its advisory committee volunteers.

**CARRIED**

SSI-221-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee direct staff to schedule a Special Business Meeting of the Local Trust Committee with the Advisory Planning Commission and advisory committee chairs.

**CARRIED**

### **6.2 Scope of Work, Watershed Management**

A/RPM Starke reviewed the staff report dated October 29, 2012 regarding the revised scope of work for watershed management.

SSI-222-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee allocate up to \$3500 of the 2012/2013 Official Community Plan/Land Use Bylaw budget to support the St. Mary Lake Watershed Working Group in seeking solutions, including a review of land use regulations, to the water quality problems of St. Mary Lake and request the St. Mary Lake Watershed Working Group to submit an outline of activities and deliverables that illustrates how the funds would be employed.

**CARRIED**

SSI-223-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee dedicate up to \$3500 from the 2012/2013 Official Community Plan/Land Use Bylaw budget to support an interagency educational event on septic systems and water, focusing in part on community engagement about current regulations and the role of the Local Trust Committee in regulating septic disposal systems. **CARRIED**

### 6.3 SSI Water Council Proposals

A/RPM Starke reviewed the memorandum dated October 29, 2012 regarding offers from the Salt Spring Island Water Council Society to assist in the delivery of watershed management initiatives.

A Salt Spring Island Water Council Society representative spoke to the funding request.

SSI-224-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee dedicate up to \$3000 from the 2012/2013 Local Trust Committee Special Projects budget to support the Salt Spring Island Water Council Society in hosting a community information meeting that informs residents of the issues related to the water quality problems of St. Mary Lake and to begin community discussion about options to be pursued. **CARRIED**

### 6.4 Proposed Industrial Land Needs Assessment & Industrial Working Group

Planner Cermak reviewed the staff report dated October 30, 2012 regarding; the budget and project management implications of including an Industrial Lands Needs Assessment in the scope of work; the draft Terms of Reference for an Industrial Definitions and Zoning Classification Working Group; the draft call for submissions of expressions of interest; and the draft letter to industrial land owners and tenants.

SSI-225-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee approve, in principle, the implementation of the Industrial Task Force recommendations work program as amended and presented in the staff report dated October 30, 2012. **CARRIED**

SSI-226-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee create a Special Advisory Planning Commission, an "Industrial Advisory Planning Commission," for a term of one year from November 2012 to November 2013. **CARRIED**

SSI-227-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee approve, in principle, the draft Terms of Reference for an Industrial Advisory Planning Commission as presented in the staff report dated October 30, 2012. **CARRIED**

SSI-228-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee direct staff to work with the Industrial Advisory Planning Commission to draft a Terms of Reference for an Industrial Lands Needs Assessment. **CARRIED**

SSI-229-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee approve an increase in Official Community Plan budget allocation from \$10,000 to

\$14,500 for implementation of Industrial Task Force recommendations to include initiating an Industrial Lands Needs Assessment. **CARRIED**

## **6.5 Pilot Mapping Riparian Areas Regulation Consultation**

Planner Cermak provided a verbal update.

The Chair called for a recess at 11:24 a.m. The meeting reconvened at 12:00 p.m.

Chair Malcolmson welcomed the members of the public and thanked them for coming. She introduced the Trustees and staff and reviewed the audio recording practices. The Chair thanked CRD Director Wayne McIntyre for joining the meeting. She acknowledged that the Local Trust Committee is meeting in the traditional territory of the Coast Salish People.

## **7. TRUSTEE REPORTS**

Trustee Grams reported the following: he met with an applicant to visit a proposed affordable housing site; he attended a Salt Spring Island Community Economic Development Commission meeting and a Salt Spring Island Solid Waste Advisory Committee meeting; he met with the Ministry of Community, Sports and Cultural Development in Victoria regarding the Salt Spring Island Governance Study; he met with the Fire Department and North Salt Spring Waterworks District; he met with the Agricultural Land Commission staff in Burnaby and heard a presentation on their recent changes. He also participated in a teleconference with BC Hydro regarding a proposed new power line from Salt Spring Island to Pender Island. On October 26<sup>th</sup> he attended an all-day session with Parks Canada regarding the Strait of Georgia National Marine Conservation Area. He attended a Trust Programs' Committee meeting in Ladysmith. He went to a Gulf Island Secondary School presentation on affordable housing. He attended a Trust meeting in Victoria where renewable heating options and fees for land use applications were discussed.

Trustee Grove reported the following: he met with the St. Mary Lake Watershed Working Group; he met with applicants regarding land use projects, including affordable housing; he attended the Advisory Planning Commission meeting regarding 151 Rainbow Road (SS-RZ-2012.1, Eric Booth); he attended the Salt Spring Island Community Economic Development Commission meeting; he met with the Ministry of Community, Sports and Cultural Development in Victoria regarding the Salt Spring Island Governance Study; he attended a Channel Ridge development meeting; he participated in a teleconference with BC Hydro regarding a proposed new power line from Salt Spring Island to Pender Island; he attended the Chamber of Commerce business awards event; he attended a training session with staff regarding Development Permit Applications; he attended an Agriculture Advisory Committee meeting regarding Riparian Areas Regulation mapping; he spent time with a community member trying to resolve a neighborhood dispute; he attended a Financial Planning Committee meeting in Victoria regarding next year's budget; he attended a meeting with the Agricultural Land Commission staff in Burnaby to hear about what they do and how they operate.

## **8. CHAIR'S REPORT**

Chair Malcolmson reported attending a workshop on Pender Island with the Pender Islands Conservancy Association and Parks Canada regarding seawall construction. She commented on the BC Ferries and Kinder Morgan public consultations and

encouraged the public to attend these meetings. She noted that Islands Trust Council will be meeting on Salt Spring Island on December 4 – 6 and will include a session on the Green Shores project, a presentation from the Agricultural Land Commission, and a presentation of the draft budget.

## **9. CRD DIRECTOR'S REPORT**

CRD Director McIntyre noted that it is CRD budget time and they are now going through the community survey results. He mentioned the CRD's involvement in emergency services. He attended a Salt Spring Island Solid Waste Advisory Committee meeting, and noted that there are two vacancies on this committee. He spoke of his involvement with the St. Mary Lake Working Group and reviewing the watershed management model at the Regional District of Nanaimo. He met with the Salt Spring Island Ferry Advisory Committee. He spoke about a School District 64/CRD affordable housing project on Drake Road. He reported that the Salt Spring Island Community Economic Development Commission will be hosting an event on November 29<sup>th</sup> at the Salt Spring Island Golf and Country Club. He mentioned that he was a judge for the Chamber of Commerce business awards event.

## **10. DELEGATIONS**

### **10.1 Dr. Varzeliotis - We Need a New RAR Start**

Dr. Varzeliotis spoke about the Riparian Areas Regulation, and suggested that lawyers should be brought in to assist with its interpretation. He provided an additional written submission titled "Tom's Town Hall Placard" dated November 8, 2012.

## **11. TOWN HALL**

Chair Malcolmson opened the Town Hall at 12:51 p.m. and explained the guidelines.

Some members of the public expressed their views on:

- a recent exclusion application to the Agricultural Land Commission that was denied - the speaker encouraged the Local Trust Committee to move quickly with the industrial lands issue in order to assist this application;
- the need for a clear definition of "industrial";
- all levels of government responses to global warming;
- cougar sightings near the Rainbow Road pool;
- the placing of schools near agricultural areas that attract cougars.

The Chair called for a recess at 1:03 p.m. The meeting reconvened at 1:10 p.m.

## **12. APPLICATIONS, PERMITS, BYLAWS AND REFERRALS**

### **12.1 SS-SC-2012.1 – Jewall - 121 Corbett Road – Strata Conversion**

Planner Brownrigg reviewed the staff report dated October 23, 2012 regarding the proposal to convert an existing two-family dwelling to a building strata.

SSI-230-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee approve application SS-SC-2012.1 to convert 121 Corbett Road to a building strata (Kassandra Jewall, Lot 5, Section 3, Range 3 East, North Salt Spring Island, Cowichan District, Plan 10588, Except That Part In Plan 1285) subject to the following conditions:

1) formal CRD Building Inspection confirmation that both dwelling units comply with the British Columbia Building Code, and 2) submission of a final strata plan. **CARRIED**

**12.2 SS-RZ-2011.5 – Bylaw No. 460 – Tottman – 127 Rainbow Rd – Bylaw Adoption**

Planner Aasen reviewed the staff report dated October 31, 2012 regarding the proposal to amend the Land Use Bylaw to permit commercial uses at 127 Rainbow Road (Stitches Quilt Shop). The applicant was present.

SSI-231-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee adopt Proposed Bylaw No. 460, cited as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 4, 2012” (Tottman, 127 Rainbow Road, SS-RZ-2011.5). **CARRIED**

**12.3 SS-RZ-2012.2 – Bull – 147 Swanson – Rezoning to multifamily**

Planner Aasen reviewed the staff report dated November 1, 2012 regarding the proposal to rezone an R6 (Residential 6) zoned parcel to multifamily residential in order to permit five affordable housing units.

The applicant was present and spoke to her application.

SSI-232-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee refer application SS-RZ-2012.2 to the Capital Regional District Housing Secretariat, the Capital Regional District Building Inspection, the Capital Regional District Ganges Sewer Committee, the Vancouver Island Health Authority, and the North Salt Spring Waterworks District (Bull, 147 Swanson Road, SS-RZ-2012.2). **CARRIED**

SSI-233-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee direct staff to prepare a bylaw to amend Land Use Bylaw No. 355 for Strata Lots 1 & 2, Section 3, Range 3 East, North Salt Spring Island, Cowichan District, Strata Plan VIS 6325 together with an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as Shown on Form V, from R6 to a zone permitting a multifamily use, once the applicant has provided a confirmation of the servicing capacity by relevant public agencies, and a draft housing agreement from an appropriate body (Bull, 147 Swanson Road, SS-RZ-2012.2). **CARRIED**

**13. CORRESPONDENCE**

**13.1 Agricultural Land Commission – October 4, 2012 - SS-ALR-2011.1 – 240 Atkins Road – Commission Decision**

The correspondence was received.

**13.2 Landworks Consultants – October 23, 2012 – SS-ALR-2011.1 – 240 Atkins Road- Industrial Lands Needs Assessment Support**

The correspondence was received.

**13.3 Agricultural Land Commission – October 9, 2012 – SS-ALR-2011.2 – 2163 Fulford-Ganges Road – Commission Decision**

The correspondence was received.

**13.4 Ministry of Transportation and Infrastructure – October 29, 2012 - B.C. Coastal Ferries Consultation and Engagement**

The correspondence was received.

**13.5 E. Nickson – October 29, 2012 – Litigation**

The correspondence was received.

**14. NEW BUSINESS – None**

**15. CLOSED MEETING RESOLUTION**

SSI-234-12 At 2:00 p.m. it was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee close 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**

**16. OPEN MEETING RESOLUTION**

SSI-235-12 At 3:07 pm it was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee re-open this meeting to the public subject to Section 89 of the Community Charter. **CARRIED**

**17. RISE AND REPORT**

Chair Malcolmson reported that in the closed meeting, the following resolutions were made:

- that the Salt Spring Island Local Trust Committee do not authorize an appeal of the decision in Salt Spring Island Local Trust Committee v. Westcoast Vacations Inc. British Columbia Supreme Court Action No. S11728, Vancouver Registry;
- that the Salt Spring Island Local Trust Committee request a staff report on options regarding short term vacation rental enforcement policies;
- that the Salt Spring Island Local Trust Committee direct staff to develop communications about the Salt Spring Island Local Trust Committee decision regarding short term vacation rentals.

**18. UPCOMING MEETINGS**

**18.1** The next regular business meeting of the Salt Spring Island Local Trust Committee is scheduled for 9:30 a.m. on Thursday, November 22, 2012 at the Lions Club, Hart Bradley Hall, 103 Bonnet Ave, Salt Spring Island.

**19. ADJOURNMENT**

There being no further business, the meeting adjourned at 3:10 p.m.



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Sheila Malcolmson, Chair

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Kathryn Luttin, Recorder