

ADOPTED
MINUTES of the SALT SPRING ISLAND
LOCAL TRUST COMMITTEE REGULAR MEETING
Thursday, November 14, 2013 - 9:30 AM
Lions Club, Hart Bradley Hall - 103 Bonnet Avenue, Salt Spring Island

Members Present:

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

Staff Present:

Leah Hartley, Regional Planning Manager (RPM)
Carmen Thiel, Legislative Services Manager (LSM)
Linda Adams, Chief Administrative Officer (CAO) (by telephone)
Justine Starke, Island Planner
Stefan Cermak, Planner 2
Kelly Gesner, Contract Planner
Kathryn Luttin, Recorder

Media and Others Present:

Gulf Islands Driftwood Reporter
Wayne McIntyre, Capital Regional District (CRD) Director
Approximately 4 members of the public – a.m.
Approximately 19 members of the public – p.m.

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

1. CALL TO ORDER

Chair Malcolmson called the meeting to order at 9:30 a.m. She introduced herself, the Trustees and staff. She acknowledged that the Local Trust Committee is meeting in the traditional territory of the Coast Salish People.

2. APPROVAL OF AGENDA

The following changes were made to the agenda:

- supplemental to Item 5.1 – correspondence – M. Leichter – dated November 11, 2013 – concerning SSI LTC Meeting Procedures Bylaw No. 391;
- supplemental to Item 14.2 – correspondence – S. Bywater – dated November 7, 2013 – concerning application SS-RZ-2012.2 – 147 Swanson Road;
- supplemental to Item 14.3 – correspondence – M. Wilson, Bullock Lake Farm – dated November 11, 2013 – concerning application SS-RZ-2013.5 – 315 Robinson Road.

By general consent the agenda was approved, as amended.

3. MINUTES AND RESOLUTIONS WITHOUT MEETING

3.1 Draft Minutes of the October 24, 2013 SSILTC Regular Meeting

By general consent the Salt Spring Island Local Trust Committee Regular Meeting minutes of October 24, 2013 were adopted, as presented.

3.2 Draft Minutes of the October 31, 2013 Industrial Advisory Planning Commission Meeting

The minutes were received for information.

3.3 Draft Minutes of the September 5, 2013 Advisory Planning Commission

The minutes were received for information.

3.4 Draft Minutes of the September 19, 2013 Advisory Planning Commission

The minutes were received for information.

3.5 Resolutions-Without-Meeting Report

The report was received.

4. LOCAL TRUST COMMITTEE PROJECTS

4.1 Industrial Land Use Bylaw Update – Work Program Update

Planner Cermak reviewed the staff report dated November 4, 2013 regarding amendments to the Industrial Project Charter and to the Industrial Advisory Planning Commission Terms of Reference.

Further to discussion, the following resolution was introduced:

SSI-254-13

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee approve the amended Industrial Advisory Planning Commission Terms of Reference as proposed and dated November 5, 2013. **CARRIED**

Members of the Local Trust Committee expressed great appreciation for the work of the Industrial Advisory Planning Commission to date.

5. NEW BUSINESS

5.1 SSILTC Meeting Procedures Bylaw No. 391

LSM Thiel reviewed the staff report dated November 5, 2013 regarding draft options for consideration of inclusion in the Salt Spring Island Local Trust Committee (SSI LTC) Procedures Bylaw to address Delegation and Town Hall content and to allow for electronic participation by members at a Local Trust Committee meeting.

The following notes were made regarding Appendix 2 (Option 2 for amending SSI LTC Procedures Bylaw):

- in the Order and Decorum section, include section 27 from Option 1;
- in the Public Participation section, note that priority will be given to those speaking to items on the agenda;
- clarify the language regarding “individual” versus “delegation”;
- the deadline for written delegation requests will be in the week prior to the meeting;
- staff may direct the delegation requests to a meeting at which the item is scheduled on the agenda.
- procedures will provide guidance to delegations concerning matters within the jurisdiction of Trust Council or to matters of general community interest.

Further to discussion, the following resolution was introduced:

SSI-255-13

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee direct staff to prepare a bylaw, based on option 2 as discussed, to amend "Salt Spring Island Local Trust Committee Meeting Procedures Bylaw No. 391, 2004" in order to incorporate requested amendments. **CARRIED**

5.2 Salt Spring Island Local Trust Committee 2014 Regular Meeting Schedule

The staff report dated November 1, 2013 regarding the proposed Salt Spring Island Local Trust Committee Regular Meeting Schedule for the 2014 calendar year was reviewed.

By general consent the following changes were made to the meeting schedule:

- change June 20 to June 24;
- change Nov 27 to Dec 18;
- delete the entire second paragraph of the “Notice” that begins “Starting at noon...”.

Further to discussion, the following resolution was introduced:

SSI-256-13

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee approve the proposed 2014 regular meeting schedule as amended and as presented in Schedule 1 of the November 1, 2013 staff report in order to establish a meeting schedule as required by the Salt Spring Island Meeting Procedures Bylaw No. 391. **CARRIED**

5.3 BC 84th Youth Parliament – Student Funding

The staff memorandum dated October 31, 2013 was reviewed.

Further to discussion, the following resolution was introduced:

SSI-257-13

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee dedicate \$270.00 from the Salt Spring Island Local Expense Account (65230-655) to the Gulf Island Secondary School for a Youth Parliament Planning Presentation to be scheduled at a regular meeting in February or March 2014. **CARRIED**

5.4 Islands Trust Council Strategic Plan for SSI Local Trust Committee Input

CAO Adams reviewed the staff briefing dated October 3, 2013.

Further to discussion, the following resolutions were introduced:

SSI-258-13

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee recommend that Trust Council amend Strategic Plan Item 2.3.2 to add more staff support and budget to better understand the implication of National Marine Conservation Area implementation. **CARRIED**

SSI-259-13

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee recommend that Trust Council amend the Strategic Plan to remove any reference to Salt Spring Island from Item 1.3.4. **CARRIED**

SSI-260-13

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee recommend that Trust Council amend the Strategic Plan at Item 1.3.6 to read "...and Salt Spring." and remove reference to Salt Spring in Item 1.3.7. **CARRIED**

SSI-261-13

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee recommend that the Trust Council Strategic Plan reflects the Salt Spring Island Local Trust Committee Land Use Bylaw Industrial Lands Update and Ganges Village Planning Work Program items in Section 4. **CARRIED**

SSI-262-13

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee recommend that Strategic Plan Item 6.4.1 remains a priority but will not be completed in this fiscal year. **CARRIED**

It was noted that for Item 1.7.1, the status column should be changed to reflect that the Piers Island work is on the Projects List but not the 2013 Work Program.

6. REPORTS

6.1 Work Program Top Priorities Report

The report was reviewed.

6.2 Projects List

The list was received.

6.3 Applications with Status Report

The report was reviewed.

6.4 SSI Local Trust Committee Work Program Quarterly Report

RPM Hartley reviewed the staff report dated November 4, 2013 regarding work program measures during a period of staff changes.

Further to discussion, the following resolutions were introduced:

SSI-263-13

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee accept the revised Project Schedules as shown in Appendix 1 of the Work Program Quarterly Report dated November 4, 2013. **CARRIED**

6.5 Expense Summary Report – Month Ending October, 2013

The report was reviewed.

Chair Malcolmson called for a recess at 11:13 a.m. The meeting reconvened at 11:17 a.m.

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-Up-Action-List

The list was reviewed.

8. CORRESPONDENCE

8.1 Letter dated October 8, 2013 from Roger Charron & Val Perkins to Islands Trust regarding Salt Spring Metal Recycling

The letter was received.

8.2 Letter dated October 20, 2013 from UBCM to Islands Trust regarding 2013/14 C2C Forum

The letter was received. It was noted that staff will prepare invitations.

8.3 Letter dated October 10, 2013 from Islands Trust Fund to SSILTC regarding Annual Monitoring Visit for Lot 31 Covenant

The letter was received.

8.4 Letter dated October 10, 2013 from Islands Trust Fund to SSILTC regarding Annual Monitoring Visit for Shacum Covenant

The letter was received.

8.5 Letter dated October 10, 2013 from Islands Trust Fund to SSILTC regarding Annual Monitoring Visit for Manzanita Ridge Nature Reserve Covenant

The letter was received.

8.6 Letter dated November 6, 2013 from Cameron Chalmers to SSILTC regarding Bullock Lake Cottages Community Information Meeting

The letter was received.

It was noted that staff will respond to the letter.

Chair Malcolmson called for a recess at 11:51 a.m. The meeting reconvened at 12:07 p.m. At that time, she welcomed the members of the public and thanked them for coming. She introduced the Trustees, staff, and CRD Director Wayne McIntyre and reviewed the audio recording practices.

9. TRUSTEE REPORTS

Trustee Grams reported that he attended the following: three Salt Spring Island Governance Study Committee meetings; an Industrial Advisory Planning Commission meeting; meetings with constituents; a Trust Programs Committee meeting; and a seminar on shellfish farming issues. He noted the following: the upcoming Salt Spring Island Governance Study public meeting on November 29; the appointments to the Technical Advisory Committee of the Salt Spring Island Watershed Protection Authority; and the Remembrance Day ceremonies.

Trustee Grove reported that he attended the following: the Salt Spring Island Governance Study Committee forums; two Islands Trust Financial Planning Committee meetings; an Industrial Advisory Planning Commission meeting; a Salt Spring Island Community Economic Development Commission meeting with representatives from the Southern Gulf Islands; the Vancouver Island Health Authority open house on Salt Spring Island; and the Remembrance Day ceremonies.

10. CHAIR'S REPORT

Chair Malcolmson reported on the following: the deadline for public submissions on British Columbia's *Water Act*; the upcoming Trust Council meeting in Victoria, which will include sessions on economic sustainability tools; the upcoming BC Ferries public consultation meeting on Salt Spring Island on December 7; and her upcoming meetings with the province regarding ferry issues.

11. CRD DIRECTOR'S REPORT

CRD Director McIntyre spoke about the following: the Remembrance Day ceremonies; playing fields on Salt Spring Island; his presentation to the Rotary Club regarding a review of CRD activities; the current CRD budget reviews; the Salt Spring Island Public Library strategic planning review; the recent Salt Spring Island Emergency Operation Commission meeting; the Salt Spring Island Community Economic Development Commission joint planning session with the Southern Gulf Islands; grants approved at the last CRD board meeting; the regional transportation plan; approval of the draft

budget for the Capital Regional Hospital Board; kitchen scrap waste management; and the Union of British Columbia Municipalities Small Water Systems Working Group.

12. **DELEGATIONS**

Chair Malcolmson reviewed the guidelines for Delegations, the Town Hall, and the audio recording practices.

T. Varzeliotis gave a verbal presentation regarding his delegation material. He provided a written submission dated November 14, 2013 titled "The SSI LTC at its Second Anniversary – A Report to Society".

13. **TOWN HALL**

Chair Malcolmson opened the Town Hall at 12:33 p.m. Members of the public expressed the following:

- lack of support for rezoning application SS-RZ-2012.2 (S. Bull, 147 Swanson Road);
- lack of support for the practice of reviewing an application for a property that is not currently in compliance with the Land Use Bylaw;
- request for more immediate bylaw enforcement on Salt Spring Island;
- lack of support for rezoning application SS-RZ-2013.5 (Cameron Chalmers Consulting, 315 Robinson Road);
- role of the Salt Spring Island Metal Recycling business.

Chair Malcolmson called for a recess at 12:59 p.m. The meeting reconvened at 1:04 p.m.

14. **APPLICATIONS, PERMITS, BYLAWS AND REFERRALS**

14.1 **SS-DVP-2013.6 – Polaris Land Surveying (Skywater Capital Corp & Chandra Hershey-Lear) – 1611 Musgrave Road, 344 Anna's Drive, Mt. Tuam Road**

Contract Planner Gesner reviewed the staff report dated October 31, 2013 regarding the Development Variance Permit associated with subdivision application SS-SUB-2006.12 to create three split zoned lots.

The applicant was present and was invited to speak.

Further to discussion, the following resolution was introduced:

SSI-264-13

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee approve issuance of Development Variance Permit SS-DVP-2013.6 for the Southeast 1/4 of Section 44 and the Northeast 1/4 of Section 37, All of South Salt Spring Island, Cowichan District (Polaris Land Surveying, Anna's Drive/Musgrave Road/Mount Tuam Road).

CARRIED

14.2 **SS-RZ-2012.2 – S. Bull – 147 Swanson Road**

Contract Planner Gesner reviewed the staff report dated November 6, 2013 regarding the request to permit an accessory residential dwelling unit in each of the existing

principal dwellings (duplex units). She also gave a verbal update since the date of the staff report.

The applicant was not present.

Further to discussion, the following resolution was introduced:

SSI-265-13

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee direct staff to proceed no further with application SS-RZ-2012.2 (Sheena Bull, 147 Swanson Road). **CARRIED**

14.3 SS-RZ-2013.5 – Cameron Chalmers Consulting - 315 Robinson Road

Island Planner Starke reviewed the staff report dated November 6, 2013 regarding the request for “Extraordinary Processing Services,” pursuant to Trust Council Policies 5.6.ii and 5.6.iii and the Extraordinary Cost provisions of the Salt Spring Island Planning Application Fees Bylaw.

The applicant was present and was invited to speak. He provided an additional correspondence addressed to the Salt Spring Island Local Trust Committee from C. Chalmers dated November 14, 2013.

It was noted that the applicant volunteered this extraordinary processing service.

Further to discussion, the following resolution was introduced:

SSI-266-13

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee invite the applicant of SS-RZ-2013.5 (315 Robinson Road) to return with a request for extraordinary services and cost recovery in order to peer review its technical reports, following receipt of a revised proposal for a Land Use Bylaw and Official Community Plan amendment, and following a staff report that includes policy analysis of the revised proposal. **CARRIED**

14.4 SS-RZ-2013.2 – Bylaw 470 for consideration of 2nd Reading – 250 Collins Road

RPM Hartley reviewed the staff report dated November 4, 2013 regarding a proposal to amend the Land Use Bylaw to change the Shoreline 7 (S7) zone along a portion of shoreline abutting the subject property to Shoreline 6 (S6) in order to permit the use of private docks or floats associated with upland residential use.

The applicant was present and was invited to speak.

Further to discussion which included review of the maximum dock size in a covenant, the following resolutions were introduced:

SSI-267-13

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee request written staff advice before the Public Hearing on covenant dock size options (SS-RZ-2013.2, 250 Collins Road). **CARRIED**

SSI-268-13

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee direct staff to schedule a Public Hearing for Bylaw No. 470, cited as Salt Spring Island Land Use Bylaw, 1999, Amendment No. 4, 2013 (SS-RZ-2013.2, 250 Collins Road).

CARRIED

15. UPCOMING MEETINGS

The next regular business meeting of the Salt Spring Island Local Trust Committee is scheduled for 9:30 a.m. on Thursday, December 12, 2013 at the Harbour House Hotel, Orchard Room, 121 Upper Ganges Road, Salt Spring Island.

16. ADJOURNMENT

By general consent the meeting adjourned at 2:07 p.m.

Sheila Malcolmson, Chair

CERTIFIED CORRECT:

Kathryn Luttin, Recorder