



Salt Spring Island Local Trust Committee Minutes of Regular Meeting

Date: Thursday, October 10, 2024

Location: Electronic Meeting (Zoom) and
Public Viewing at Meaden Hall 120 Blain Road, Salt Spring Island

Members Present: Timothy Peterson, Chair
Jamie Harris, Local Trustee
Laura Patrick, Local Trustee

Staff Present: Chris Hutton, Regional Planning Manager (RPM)
Warren Dingman, Bylaw Enforcement and Compliance Manager
Oluwashogo Garuba, Planner 1
Rob Pingle, Legislative Clerk
Sarah Shugar, Recorder

Others Present: Gary Holman, Capital Regional District (CRD) Salt Spring Island Electoral Area Director
Earl Rook, Capital Regional District (CRD) Salt Spring Island Local Community Commission (LCC) Chair
There was 1 member of the public in attendance in person and 3 members of the public in attendance on Zoom

1. CALL TO ORDER

“Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change.”

Chair Peterson called the meeting to order at 11:00 a.m. and introduced Trustees and staff. He acknowledged that the meeting was held on the territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- 14.3 Draft Portlock Park Site Master Plan Referral from Capital Regional District
- 15.1 Complete Communities Community Engagement Update

By general consent, the agenda was adopted as amended.

3. PENELAKUT CHIEF CHAKEENAKWAUT (PAM) JACK

Penelakut Chief Jack spoke to representation of her elders, Penelakut Council and community, declared their interest to work with the Salt Spring Island LTC and the Salt Spring Island community and stated that Salt Spring Island is on the unceded territory of the Penelakut people.

Chief Jack acknowledged Penelakut has not been involved with the Islands Trust and has not taken an active role in the Salt Spring Island community and expressed interest to work with the LTC to ensure the Penelakut people have a strong foundation on their ancestral land. Chief Jack recognized the importance of maintaining harmonious relationships with stakeholders and for commitment to engage in open and constructive dialogue to find mutually beneficial solutions to build a future where the Penelakut people can thrive on the land they have sustained for generations.

4. TOWN HALL AND QUESTIONS

A member of the public spoke on behalf of the Positively Forward group, stated Positively Forward supports the Islands Trust mandate and is interested in Housing and the OCP/LUB update project. The speaker expressed concern that the month of December is not a good time to hold the OCP/LUB update project community engagement meetings as there may be snow or icy roads, people are busy over the holidays and people may be away travelling. The speaker expressed concern that there was short notice for the Complete Communities meetings that are scheduled for next week and it may exclude people that would like to attend.

The applicant for application PLDVP20240082 stated there has been conflicting information and errors in the application process, advised they sent a letter to Chair Peterson and staff and asked whether the application could be paused. RPM Hutton advised a motion would be required to defer the application as the DVP notice stated the application would be considered at the October 10, 2024 meeting.

5. DELEGATIONS

5.1 CRD Rural Housing Program Presentation from Justine Starke, CRD

Justine Starke presented an update on the CRD Rural Housing Program. The CRD is designing a Rural Housing Program through the development of a pilot project that will take place on the Southern Gulf Islands and SSI Electoral Areas. The Rural Housing Program will prototype various housing solutions that are better suited to the rural context including to develop a framework to provide financial assistance for homeowners to build secondary suites and cottages in exchange for commitments to affordable rents; build a program to invest pre-development funding in affordable housing projects; and support the coordination of activities through additional capacity available to non-profit housing providers. J. Starke requested the LTC to consider increasing the floor area for cottages to be large enough to house a small family; that floor area for cottages should be standardized across the Islands Trust area; to allow strata-titling, and noted there are a number of additional areas the LTC can support the CRD Rural Housing Program.

In discussion the following comments were noted:

- Chair Peterson expressed support for the CRD Rural Housing Program presentation to be presented to Trust Council;
- A Trustee expressed support for flexible housing agreements and asked if letters of support would be helpful. J. Starke suggested working with CRD Director Holman on collaboration on advocacy. CRD Director Holman expressed support for the LTC to provide letters of support for the CRD Rural Housing Program;

- A Trustee highlighted the need to update the square footage of cottages and accessory dwelling units, and to increase workforce housing.

6. TRUSTEE REPORTS

Trustee Patrick presented the following report:

- Trust Council passed a second resolution to request the Province to review the Islands Trust mandate, governance and structure. Trustee Patrick expressed support for the review and advised when the Province conducted the Islands Trust review in 1987, it resulted in significant changes to the Islands Trust Act; sparked actions to prepare the first Islands Trust Policy Statement, development of numerous inter-agency protocol agreements and Islands Trust procedures and policies;
- Trustee Patrick spoke to the lack of cohesion between the various agencies that have jurisdiction on Salt Spring Island and noted the “2022 Situation and Options Analysis for Watershed Protection” and the “10-square meter accessory buildings exemption” as examples of how agencies could do a better job at working together;
- Attended the Salt Spring Foundation Funders Table meeting regarding housing;
- Attended the celebration to acknowledge MLA Adam Olsen;
- Attended the 2024 Union of BC Municipalities (UBCM) Convention;
- Attended Trust Council Committee of the Whole meetings regarding the Islands Trust Policy Statement;
- Attended CAO Hiring Committee meetings.

7. CHAIR'S REPORT

Chair Peterson presented the following report:

- Attended Trust Council in September and noted several items were deferred to the December Trust Council meeting including: further public consideration of Section 3 object, strategic planning update, meeting procedures and a code of conduct review;
- Attended a presentation by former Snuneymuxw Chief Doug Whyte on Gabriola Island;
- Attended several CAO Hiring Committee meetings;
- Attended the UBCM Convention and highlighted the following:
 - A Province-wide Community to Community event co-hosted by the First Nations Leadership Council and UBCM;
 - Islands Trust staff met with Ministry of Municipal Affairs staff regarding engagement with First Nations and the request to the Province for the review of the Islands Trust Act;
 - Islands Trust staff met with Ministry of Housing staff;
 - Islands Trust staff met with Ministry of Forests staff regarding wildfire planning in communities living in the forest interface;
 - Attended sessions regarding strengthening responsible conduct, addressing systemic racism and advancing reconciliation in BC;
 - Attended a workshop regarding mental health for elected officials and local leaders;
 - Met with BC Ferries staff;
 - Attended a meeting regarding approvals for rainwater catchment for multi-family dwellings;
 - Attended a meeting with Advocacy BC regarding accessibility;

- Learned about the Hope Air program that provides support for medical transportation costs.

8. CRD DIRECTOR'S REPORT

CRD SSI Local Community Commission (LCC) Chair Earl Rook presented the following report:

- There is an LCC evening meeting on October 10, 2024 that will include next steps for reviewing CRD bylaws;
- The LCC approved a provisional 2025 budget;
- The LCC is in the process of completing a lease agreement with School District 64 for the former Phoenix School property on Drake Road and is considering the best use of the property;
- The LCC is considering how it can contribute to harbour management;
- A next regular LCC meeting will be held October 17, 2024 and an Integrated Housing Strategy for SSI and Transportation are items on the agenda;
- The next LCC and the LTC joint meeting will be held in November 2024.

CRD SSI Electoral Area Director Gary Holman presented the following report:

- Attended a Penelakut drumming event at Fernwood Dock on September 30, 2024, the National Day for Truth and Reconciliation;
- Expressed concern regarding how the outcome of the Provincial Election could potentially impact the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and legislation regarding UNDRIP;
- Acknowledged Penelakut Chief Jack for her remarks;
- Acknowledged Justine Starke for the CRD Rural Housing Program presentation and recommended that the presentation be made at the inter-agency housing meeting;
- Expressed support for mapping to identify the number of properties that are zoned for suites and cottages;
- The CRD provisional 2025 budget includes a feasibility study for repurposing the Ganges Fire Hall;
- Attended the Salt Spring Foundation Funders Table meeting regarding housing;
- Planning to attend the next Ferry Advisory Committee meeting regarding the Vesuvius Terminal upgrade project;
- The compost facility located at Burgoyne Valley Community Farm is operational.

9. PREVIOUS MEETINGS

9.1 Draft Minutes of the Salt Spring Island Local Trust Committee

9.1.1 Draft Minutes of the September 12, 2024 SSI LTC Regular Meeting

By general consent, the minutes of September 12, 2024 Salt Spring Island Local Trust Committee Regular meeting were adopted.

9.2 Resolutions Without Meeting Report- None

9.3 Draft Minutes of the Advisory Planning Commissions - None

10. CORRESPONDENCE

10.1 J. McClean to LTC - Dated September 18, 2024 - Regarding zoning for Woodland Drive

10.2 F. Attorp to LTC - Dated September 23, 2024 - Regarding Official Community Plan Update Project

10.3 M. Sinclair to LTC - Dated September 23, 2024 - Regarding zoning for Woodland Drive

The correspondence items were received.

11. BUSINESS ARISING FROM MINUTES

11.1 Follow-Up Action List - Report dated October 2024

The report was received.

12. COMMUNITY INFORMATION MEETING - None

13. PUBLIC HEARING – None

14. APPLICATIONS AND REFERRALS

14.1 PLDVP20240082 - J. Braun - 220 Canvasback Place, SSI - Staff Report

There was a question regarding whether the applicant asked for the application to be deferred. Applicant R. Helem spoke to the application and advised his preference is for the application to proceed.

RPM Hutton presented a staff report regarding a development variance permit application to relax the setback for accessory buildings from 3.0 meters to 0.0 meters for an existing accessory building located on the subject property.

SS-2024-111

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee approve issuance of Development Variance Permit PLDVP20240082 (220 Canvasback Place).

CARRIED

14.2 PLDVP20240185 - B. Fossen - 1155 Mountain Road - Staff Report

Planner Panahifar presented a staff report regarding a development variance permit application for the proposed siting of a new sewage disposal field within the required 30-meter setback of the natural boundary of the sea.

SS-2024-112

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee approve issuance of Development Variance Permit application PLDVP20240185 (1155 Mountain Road).

CARRIED

The meeting recessed for a break at 1:03 p.m. and reconvened at 1:13 p.m.

14.3 Draft Portlock Park Site Master Plan Referral from Capital Regional District

Planner Garuba presented a staff report regarding a CRD referral for the draft Portlock Park Site Master Plan.

SS-2024-113

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request staff to respond to the referral from the Capital Regional District (CRD) for Portlock Park Site Master Plan, indicating that the Salt Spring Island Local Trust Committee supports the Portlock Park Site Master Plan.

CARRIED

15. LOCAL TRUST COMMITTEE PROJECTS

15.1 Complete Communities Community Engagement Update

RPM Hutton presented an update on the Complete Communities Community Engagement process. In person public engagement sessions will be held October 16 and 18, 2024, 1:30 p.m. to 3:30 p.m. at the SSI Library and a SSI Complete Community Assessment Survey is available on the Islands Trust website and at the SSI Library.

A Trustee expressed support to extend the community engagement period and for staff or the consultant to release information/article to provide context to the community regarding the Complete Community Assessment. A Trustee expressed concern regarding participation in the public engagement process and that it would be unlikely to hear from more than ten percent of the community.

16. NEW BUSINESS

16.1 Dark Sky Principles Adoption Advocacy - Staff Briefing

A briefing dated August 19, 2024 regarding Dark Sky Principles Adoption Advocacy was received.

16.2 Work Program Update Staff Report - None

16.3 2025/2026 Budget Staff Report - None

16. REPORTS

16.1 Policy and Standing Resolutions List

Received for information.

16.2 Future Projects Report dated October 2024

Received for information.

16.3 Active Projects List dated October 2024

Received for information.

16.4 Applications with Status Report dated October 2024

Received for information.

A Trustee asked whether the LTC received a referral from the Province regarding the properties on Baker Road and Quarry Road that have applied for a Licence of Occupation for Green Shores work at Booth Bay. RPM Hutton reported the LTC has received a crown lease referral for the application.

16.5 Expense Reports - None

16.6 Islands Trust Conservancy Board Report - None

17. CLOSED MEETING

17.1 Motion to Close the Meeting

SS-2024-114

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee close this meeting to the public subject to Community Charter Section 90 (1) (f) for law enforcement issue that council considers disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment, and that staff be invited to remain.

CARRIED

The meeting recessed at 1:43 p.m. for the closed meeting and reconvened at 2:17 p.m.

17.2 Rise and Report

The draft minutes of the September 12, 2024 Salt Spring Island Local Trust Committee In Camera meeting were adopted and the LTC received a bylaw enforcement report.

18. UPCOMING MEETINGS

SS-2024-115

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee reschedule the November 14, 2024 Regular meeting to start at 12:30 p.m.

CARRIED

The next regular meeting of the Salt Spring Island Local Trust Committee is scheduled on November 14, 2024 at 12:30 p.m. at the Salt Spring Legion, Meaden Hall, 120 Blain Road. Please see the meeting calendar on the Islands Trust website at www.islandstrust.bc.ca for current meeting information and location.

19. ADJOURNMENT

By general consent the meeting adjourned at 2:18 p.m.

Timothy Peterson, Chair

CERTIFIED CORRECT:

Sarah Shugar, Recorder