



Salt Spring Island Local Trust Committee Minutes of Regular Meeting

- Date:** Thursday, March 7, 2024
- Location:** Meaden Hall
120 Blain Road, Salt Spring Island
- Members Present:** Peter Luckham, Alternate Chair
Jamie Harris, Local Trustee
Laura Patrick, Local Trustee
- Staff Present:** Chris Hutton, Regional Planning Manager (RPM)
Jason Youmans, Island Planner
Charly Caproff, Planner 1 (Zoom)
Warren Dingman, Bylaw Compliance and Enforcement Manager (BCEM)
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 Salt Spring Island Local Community Commission (LCC) Chair
Approximately 6 members of the public

These minutes follow the order of the agenda although the sequence may have varied. The electronic meeting was live streamed and recorded.

1. CALL TO ORDER

Alternate Chair Luckham called the meeting to order at 9:38 a.m. He welcomed everyone to the meeting of the Salt Spring Island Local Trust Committee and introduced himself, the Trustees and staff. Chair Luckham humbly stated gratitude to live and work in Coast Salish First Nations territory.

2. APPROVAL OF AGENDA

By general consent, the agenda was adopted.

3. TOWN HALL AND QUESTIONS

Alternate Chair Luckham opened the town hall at 9:42 a.m.

CRD Southern Gulf Islands (SGI) Electoral Area Alternate Director Robert Fenton advised he represents a client who is being evicted out of a trailer and is planning to move due to lack of available housing. Alternate CRD SGI Director Fenton suggested that trailers are providing

affordable housing during the housing crisis and Trustees should acknowledge trailers are being used as such. CRD SGI Director Fenton strongly urged the LTC to take action and offered support to help with the issue.

Transition Salt Spring Board Chair Bryan Young presented a submission entitled “Transition Salt Spring Position on Staff Report and Appendices being considered by LTC on March 7, 2024 LTC File Number 6500-20: SSI OCP LUB Update Project” and highlighted that Transition Salt Spring commends staff for work done on this complex project, supports an Official Community Plan update rather than a wholesale review, and recommends that housing should be considered interdependent with First Nations interests, ecosystem integrity and climate change resiliency. Transition Salt Spring made several recommendations regarding the consultation and engagement phase and requested the LTC review the submission and ensure that civil society plays an important role in the Official Community Plan / Land Use Bylaw update review project process.

Clean and Safe Harbours Initiative (CASHI) representative Glen Stevens requested the LTC to make clean and safe harbours a priority project as harbours fit within the Islands Trust mandate to preserve the environment and protect amenities. Mr. Stevens reported CASHI made recommendations to the LTC in June 2023, the LTC directed staff to conduct a review and the review has not been completed.

A member of the public asked whether the LTC is aware of bylaw enforcement against bed & breakfast short-term vacation rentals operated out of seasonal cottages despite the fact that the Land Use Bylaw includes a provision for seasonal cottages to be used as home based businesses. The member of the public requested the LTC to provide clarity to bylaw enforcement on how to interpret the bylaws.

4. DELEGATIONS - None

5. TRUSTEE REPORTS

Trustee Patrick presented the following report:

- Trustee Patrick presented a Ruth Bader Ginsburg quote “Women belong in all places where decisions are being made” in honour of International Women’s Day on March 8th;
- Acknowledged the SSI Film Festival Board and screening committee for bringing interesting movies to the island. Trustee Patrick spoke to the **CELÁÑENS TFE TETÁCES (WSÁNEĆ** Homelands of the Southern Gulf Islands) film’s message of reconcili-action;
- Reported the LTC directed staff to enter into interim protocol agreements with First Nations for meaningful and respectful engagement and develop an indigenous relations approach for the OCP/LUB update project in March 2023. Trustee Patrick expressed gratitude to staff for work on laying the groundwork for reconciliation within the highly complex jurisdiction of islands. The Province provided \$150,000 to support the entire Islands Trust area in First Nations reconciliation;
- Regional Planning Committee advanced a Project Charter to Executive Committee regarding resolving bylaw enforcement matters efficiently and with minimal conflict by reviewing and amending Islands Trust bylaw enforcement policies and procedures to be administratively fair, reasonable and transparent with the aim of restoring public confidence;
- Attended CAO Hiring Committee meetings regarding CAO Hotsenpiller’s retirement and an RFP for a recruiting consultant to assist with the CAO hiring process;

- Attended Finance Committee meetings regarding draft budget recommendations;
- Attended Governance Committee meetings regarding the Governance Review report;
- Attended an LTC special meeting with the agricultural community and noted the LTC needs to follow up on a letter from the SSI Agricultural Alliance received in July 2022;
- Attended a meeting with SS chapter of the Canadian Federation of University Women;
- Attended a meeting with Earl Rook regarding items of mutual interest;
- Attended a presentation hosted by Culturally Connected on Remembering Keegan: a BC First Nations Case Study Reflection;
- Attended a meeting with the BC Chapter of Tiny Homes that continues to lobby for building codes for tiny homes.

6. CHAIR'S REPORT

Alternate Chair Luckham reported the next Trust Council meeting will be held March 12 to 14, 2024 in Nanaimo.

Trustee Harris left the meeting at 9:58 a.m.

7. CRD DIRECTOR'S REPORT

CRD Salt Spring Island LCC Chair Earl Rook presented the following report:

- The LCC finalized the 2024 draft budget;
- The LCC has adopted a 2024 meeting schedule that includes one evening meeting and one daytime meeting each month;
- The Ganges Harbourwalk Steering Committee has been reconstituted and will have first meeting on March 11, 2024;
- The LCC is working on the Portlock Park Master Plan;
- LCC is hosting an all-stakeholders meeting regarding housing on April 8, 2024;
- Chair Rook thanked the LTC for requesting regular meetings with the LCC;
- The LCC has reached out to the Islands Trust regarding potential office space for the Islands Trust office at the Salt Spring Island Multi Space (SIMS) building.

Trustee Harris returned to the meeting at 10:08 a.m.

CRD Salt Spring Island Electoral Area Director Gary Holman presented the following report:

- There is a CRD service working on improving harbour management;
- Central Saanich decided against entering into a license of occupation for Brentwood Bay/Saanich Inlet area due to liability concerns;
- The CRD 2024 draft budget proposes a 7% tax requisition increase due to inflation and consumer price index, wages and salaries, Salt Spring Island Multi Space (SIMS) building operating costs and services impacted by the COVID pandemic such as Transit and the Rainbow Road Indoor Pool;
- Salt Spring Island's share of CRD regional costs were reduced based on reduced property tax assessment values;
- The LCC directed staff to review co-locating government office space in the SIMS building. The CRD and Islands Trust pay combined commercial rent of approximately \$140,000 annually for their office spaces and the rental costs could offset operating costs for the SIMS building;

- The LCC is planning a stakeholder meeting regarding housing on April 8, 2024;
- The CRD alternate approval process for 85 million dollar Regional Housing First Borrowing Bylaw for affordable housing was approved;
- Ten properties on SSI are designated or zoned for affordable housing that has not yet been built;
- An announcement regarding the Drake Road supported housing project is expected soon;
- ASK Salt Spring will host Director Holman and LCC Chair Rook on March 8, 2024;
- The Province announced 10 million funding to North Salt Spring Waterworks District (NSSWD) to fund raising the St. Mary Lake weir to store more water. Raising the St. Mark Lake weir could impact the NSSWD moratorium on new water connections and the housing issue.

8. PREVIOUS MEETINGS

8.1 Draft Minutes of the Salt Spring Island Local Trust Committee

8.1.1 Draft Minutes of the February 15, 2023 SSI LTC Regular Meeting

The following items were presented for consideration:

- Replace “At the 2023 Union of BC Municipalities (UBCM) Housing Summit, the Province announced plans to improve housing in every community in BC although Salt Spring Island was not included in the new legislation” with “At the 2023 Union of BC Municipalities (UBCM) Housing Summit, the Province announced plans to improve housing in every community in BC”;
- Replace “Trustees expressed support to include Salt Spring Island in Bill 44” with “Trustees expressed support to include Salt Spring Island in the density provisions in Bill 44”;
- Remove “It was noted that the CRD and Islands Trust presented.”;
- Replace “LOCAL TRUST COMMITTEE” with “Local Trust Committee”.

By general consent, the minutes of February 15, 2023 Salt Spring Island Local Trust Committee Regular meeting were adopted as amended.

8.2 Resolutions Without Meeting Report – None

8.3 Draft Minutes of the Advisory Planning Commissions - None

9. CORRESPONDENCE

9.1 M. Chandler to LTC - Dated 8 Feb 2024 - Regarding affordable housing grant

9.2 B. Houser to LTC - Dated 9 Feb 2024 - Regarding potential rezoning of 130 Blackburn Road

9.3 A. Water to LTC - Dated 14 Feb 2024 - Regarding Cannabis Cultivation and Processing License Submission Notice

9.4 Transition Salt Spring Native Plant Stewardship Group to CRD - Dated 14 Feb 2024 - Regarding the future of Invasive Plant Drop-Offs

The correspondence items were received.

10. BUSINESS ARISING FROM MINUTES

10.1 Follow-Up Action List dated February 2024

In discussion the following items were noted:

- RPM Hutton reported the Islands Trust office will be closed on Wednesdays due to staff shortages and preparations for the upcoming move of the Islands Trust office;
- A Trustee expressed concerns that motions with incomplete actions have dropped off the Follow Up Action List (FUAL). RPM Hutton reported the FUAL report has a 6-month timeline and a full FUAL report is due to be presented to the LTC;
- A Trustee spoke to issues in Centennial Park including loose dogs and drinking in the park and expressed support to make Ganges Harbour a priority;
- A Trustee expressed concern that the Proof of Water – Subdivision Project should not be a priority when there is a housing crisis and a crisis in Ganges Harbour;
- Trustees expressed a collaborative inter-agency approach to harbour management as vessels move to new areas.

The report was received.

The meeting moved in camera at 10:43 a.m. and returned to the regular meeting at 11:20 a.m. See item 17. The meeting recessed for a lunch break at 11:23 a.m. and reconvened at 12:00 p.m.

11. COMMUNITY INFORMATION MEETING - None

12. PUBLIC HEARING – None

13. APPLICATIONS AND REFERRALS

13.1 SS-DVP-2023.18 - B. Reeve - 103 Tantramar Drive, SSI

Planner Caproff presented a staff report dated March 7, 2024 regarding a development variance permit application to reduce the minimum front lot line setback of 7.5 meters to permit an existing garage, stairs, and a rock wall extension within 0.0 m meters of the front lot line; reduce the natural boundary of the sea setback to permit existing deck, stairs, and bench; and reduce the natural boundary of the sea setback to permit an existing septic field replacement.

Applicant Bryan Reeve spoke to the application.

SS-2024-016

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee approve issuance of SS-DVP-2023.18 (103 Tantramar Drive).

CARRIED

13.2 SS-SUB-2024.1 - K. Ferguson - 1001 Fulford-Ganges Road, SSI

Planner Caproff presented a staff report dated March 7, 2024 regarding a partial discharge of S. 219 Restrictive Covenant and S. 218 Statutory Right of Way Agreement FA101951 for 457.8 m2 of land adjacent to Fulford-Ganges Road for the purposes of land acquisition and road dedication by the Ministry of Transportation and Infrastructure.

SS-2024-017

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee support partial discharge of S. 219 Conservation Covenant and S. 218 Statutory Right of Way Agreement FA101951 and designate a Trustee of the Salt Spring Island Local Trust Committee to attend to the execution of the Application to Deposit Plan EPP134116 (1001 Fulford-Ganges Road).

CARRIED

SS-2024-018

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request that the applicant provide Salt Spring Island Local Trust Committee with the final plan of subdivision once received (1001 Fulford-Ganges Road).

CARRIED

14. LOCAL TRUST COMMITTEE PROJECTS

14.1 Official Community Plan - Land Use Bylaw: Project Terms of Reference

Planner Youmans presented a staff report dated February 27, 2024 regarding the Terms of Reference for the project.

In discussion the following items were presented:

- Increasing Housing and housing equity is the priority and will be within the context of Indigenous reconciliation, ecosystem integrity and climate change resiliency;
- The project will build on the content of the existing Official Community Plan (OCP) and Land Use Bylaw (LUB);
- A Trustee expressed support to prioritize amending the housing section of the OCP to provide housing as soon as possible;
- A Trustee noted one of the goals is to provide confidence in the process and the LTC has the opportunity to ensure the full community is represented;
- A Trustee expressed concerns that updating existing development permit areas and considering new development permit areas should not be included in the project scope as it would potentially make it more difficult to increase housing;
- A Trustee expressed support for a project-based Advisory Planning Commission to build confidence in the project;
- A Trustee expressed support for staff to do the work and not have an advisory body for the OCP/LUB project update as an Advisory Body would slow the process down;

- There was discussion regarding First Nations advisory to coordinate First Nations engagement. A Trustee spoke to a past resolution that allocated project funding to develop an indigenous relations approach. Planner Youmans reported the Ministry of Municipal Affairs and Housing response on First Nations engagement is to engage early, and throughout the process and demonstrate to the Province that the LTC has addressed the issues or demonstrate that the LTC engaged to address the issues. The Province suggested that timelines should accommodate the needs of the First Nations. RPM Hutton added that staff would engage the Ministry early in the project process regarding First Nations engagement strategy. A Trustee noted First Nations coordination is important to set the project up to succeed. For example, the letter received from Cowichan Nation Alliance dated May 11, 2021 regarding Ganges Village Planning is important to consider early in the project;
- A Trustee noted a procurement schedule is missing from the project timeline;
- A Trustee noted the public engagement plan needs to be communicated early;
- A Trustee expressed support for a suitable land analysis;
- A Trustee thanked staff for the level of detail in the staff report.

SS-2024-019

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee create a new special Advisory Planning Commission for the OCP-LUB Update Project.

CARRIED
Trustee Harris Opposed

SS-2024-020

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee direct staff to provide a draft Project Charter based on the discussions on the Terms of Reference in Appendix 1.

CARRIED
Trustee Harris Opposed

SS-2024-021

It was MOVED and SECONDED,

That the Salt Spring Island Trust Committee direct staff to provide a draft scope of services for review and comment for a planning consultant to undertake the work specified in the Terms of Reference in Appendix 1 as discussed and the OCP-LUB Update Project Business Case.

CARRIED
Trustee Harris Opposed

SS-2024-022

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee direct staff to provide a draft community engagement strategy for the OCP-LUB Update Project.

CARRIED
Trustee Harris Opposed

14.2 Official Community Plan - Land Use Bylaw: Complete Communities Assessment

Planner Youmans presented a memorandum dated February 27, 2024 regarding Complete Communities Assessment Project Engagement.

In discussion the following items were noted:

- A Trustee noted the Complete Communities Assessment is the beginning of the OCP/LUB project update and needs to be communicated clearly;
- A Trustee expressed support to define what is a complete community within an island context;
- A Trustee expressed support to use community groups, possibly a survey and for language that fits our island community.

The meeting recessed at 2:09 p.m. and reconvened at 2:13 p.m.

14.3 Proposed Bylaw No. 537 - Accessory Dwelling Units

RPM Hutton presented a staff report dated February 28, 2024 regarding Proposed Bylaw No. 537 – Accessory Dwelling Units.

In discussion the following items were noted:

- A Trustee asked for clarification regarding a letter sent to the Tsawout First Nation dated July 12, 2023. Trustee Patrick reported she sent a letter to Tsawout First Nation to congratulate Chief Pelkey and attended a meeting where there was a suggestion to host a feast with all thirteen First Nations that have interests in the Local Trust Area. RPM Hutton reported the LTC received \$150,000 grant for First Nations relationship building;
- Trustee Harris requested that it be recorded that he did not participate in the letter sent to the Tsawout First Nation dated July 12, 2023 and did not approve for the LTC to host a potlatch. Chair Luckham advised he will set the record straight with the Tsawout First Nation;
- Trustees expressed support to schedule a meeting with Tsawout Chief and Council prior to adoption of Bylaw 537;
- A Trustee expressed support to defeat Bylaw 537 as it does not go far enough to increase housing and bring back Bylaw 530 with a new Bylaw number.

SS-2024-023

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request staff to schedule a meeting with the LTC and Tsawout First Nation Leadership.

CARRIED
Trustee Harris Opposed

15. NEW BUSINESS - None

16. REPORTS

16.1 Policy and Standing Resolutions List

SS-2024-024

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request staff to draft a revision to the standing resolution on Unlawful Dwellings on page 133 of the agenda package.

CARRIED

The report was received.

16.2 Future Projects Report dated March 2024

The report was received.

16.3 Active Projects Report dated March 2024

The report was received.

16.4 Applications with Status Report dated March 2024

The report was received.

16.5 Expense Report dated January 2024

The reports were received.

16.6 Islands Trust Conservancy Board Report – None

17. CLOSED MEETING

17.1 Motion to Close the Meeting

SS-2024-025

At 10:43 a.m., **It was MOVED and SECONDED**, the Salt Spring Island Local Trust Committee close this meeting to the public subject to Community Charter Section 90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following: (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act; and that staff be invited to remain.

CARRIED

SS-2024-026

At 11:22 a.m., **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

17.2 Rise and Report

The draft minutes of November 16, 2023 and December 14, 2023 were adopted and bylaw enforcement files SS-BE-2021.110 and SS-BE-2021.96 were closed.

18. UPCOMING MEETINGS

The next regular meeting of the Salt Spring Island Local Trust Committee is scheduled on April 11, 2024 at 9:30 a.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 3:00 p.m.

Peter Luckham, Acting Chair

CERTIFIED CORRECT:

Sarah Shugar, Recorder