

ADOPTED

**MINUTES OF THE SATURNA ISLAND
LOCAL TRUST COMMITTEE BUSINESS MEETING
HELD ON THURSDAY, FEBRUARY 13, 2014, AT 12:30 P.M.
AT THE SATURNA COMMUNITY HALL
105 EAST POINT ROAD, SATURNA ISLAND, B.C.**

PRESENT:	Ken Hancock	Chair
	Paul Brent	Local Trustee
	Pam Janszen	Local Trustee
	Gary Richardson	Island Planner
	Beverley Neff	Minute Taker

There were seven (7) members of the public in attendance when the meeting began.

1. CALL TO ORDER

The meeting was called to order at 12:38 p.m. Chair Hancock acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations. Trustees and staff were introduced.

2. APPROVAL OF AGENDA

The agenda was approved by general consent.

2.1 Questions from Public on Agenda Items

None

3. COMMUNITY INFORMATION MEETING

None

4. PUBLIC HEARING

None

5. PREVIOUS MEETINGS

5.1 Local Trust Committee Minutes

5.1.1 Saturna Island Local Trust Committee (LTC) Adopted Meeting Minutes of November 14, 2013

For information only

5.2 Public Hearing Records and Community Information Meeting Notes

None

5.3 Section 26 Resolutions-without-meeting (RWM)

5.3.1 RWM Report dated February 2014

For information only

5.4 Advisory Planning Commission Minutes

None

6. BUSINESS ARISING FROM THE MINUTES

6.1 Follow-up Action Report

Island Planner Richardson reported that all items were completed other than the ongoing authorization of the Chair to execute covenants associated with SA-SUB-2012.2

7. DELEGATIONS

None

8. CORRESPONDENCE

None

9. APPLICATIONS, PERMITS, BYLAWS AND REFERRALS

9.1. Referral of Mayne Island Local Trust Committee Proposed Bylaws No. 159 and 160

Staff was directed to make sure referred bylaws were sent to the minute taker as they are no longer included in agenda packages.

SA-2014-001

It was MOVED and SECONDED, that the Saturna Island Local Trust Committee interests are unaffected by Mayne Island Local Trust Committee Proposed Bylaw No. 159 cited for all purposes as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2013” and Bylaw No. 160 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No.2, 2013”.

CARRIED

9.2. SA-ALR-2013.2 (Deanovic and Kuzyk)

As this property is located within the Agricultural Land Reserve (ALR), approval to subdivide is required from the Agricultural Land Commission (ALC) prior to approval from the Ministry of Transportation and Infrastructure Approving Officer. A subdivision application will be provided if the ALC is in support of the two-lot subdivision proposal. Although this is an application to the ALC it is filed with the local government and the application may not proceed without LTC authorization.

Island Planner Richardson reviewed his report.

SA-2014-002

It was MOVED and SECONDED, that the Saturna Island Local Trust Committee direct staff to request further information from the applicant as to the rationale for the Section 946 subdivision application.

CARRIED

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Community Amenity Density Review (CADR)

Island Planner Richardson explained that the CADR needs to be provided with residential density and subdivision density for it to function. The removal of density through downzoning of private lands does not often take place and it's only through this type downzoning that the CADR can be provided with density. Draft Bylaw 112 to amend the Saturna Official Community Plan has been prepared to remove some of the obstacles that prevent the CADR from functioning as intended. It contains nine amendments that are explained in the Staff Report.

Island Planner Richardson went over the draft amendments and suggested that # 7 needs clarity that it will be in effect in perpetuity and the public process defined.

SA-2014-003

It was MOVED and SECONDED, that the Saturna Island Local Trust Committee direct staff to add "without an amendment to the Official Community Plan" to the end of the first sentence of Appendix A 2 I).

CARRIED

The discussion was opened to the public and the following comments, among others, were received:

- concerns that the LTC can keep adding density whenever it wishes;
- concerns that with the removal of reference to the object of the Islands Trust, the new definition of amenity is wide open;
- more latitude needed for the use of shared property;
- suggestion that the new definition gives that latitude, even if the reference to the object of the Islands Trust is left in;
- removing that reference to the object seems dangerous to some people.

It was agreed that this discussion would continue as the public process proceeds.

SA-2014-004

It was MOVED and SECONDED, that the Saturna Island Local Trust Committee refer the Staff Report and Draft Bylaw No.112 to the Advisory Planning Commission for comment.

CARRIED

SA-2014-005

It was MOVED and SECONDED, that the Saturna Island Local Trust Committee direct staff to establish a March date for a weekend Community Information Meeting for all three work projects on today's agenda.

CARRIED

Staff will prepare a strike-through version of the bylaw changes.

10.2 Secondary Suites

Island Planner Richardson explained that the OCP amendments in Draft Bylaw No. 113 support the establishment of secondary suites in most zones that allow residential use in the Land Use Bylaw (LUB). The Multiple Family Residential designation and designations that allow for a caretaker residence were not identified as designations appropriate for secondary suites.

Draft Bylaw No. 114 amends the Land Use Bylaw in the following ways:

- establishes a secondary suite section within the general regulations section of the LUB. This new section contains regulations regarding the permitted size of the suite, the general configuration of the suite, and availability of potable water. The size and configuration is consistent with regulations in the BC Building Code regarding secondary suites;
- amends the Rural Residential, Rural General, Farmland, Forest General, and Wilderness Reserve zones to allow for one secondary suite per lot;
- amends the Rural Comprehensive Development zone and the Forest

Residential zone to allow for one secondary suite per primary residence;

- the Rural Comprehensive Development zone and the Forest Residential zone are permitted one secondary suite per residence instead of one secondary suite per lot as in the other zones listed as it's a designation that applies to large lots that are permitted multiple residences.

After a discussion with members of the public, it was agreed that "ground oriented" be struck from the Secondary Suite Fact Sheet.

SA-2014-006

It was MOVED and SECONDED, that the Saturna Island Local Trust Committee refer Draft Bylaw No. 113 cited for all purposes as "Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 2, 2013" and Bylaw No. 114 cited as "Saturna Island Land Use Bylaw 78, 2002, Amendment No. 1, 2013," to the Advisory Planning Commission for comment.

CARRIED

These bylaws will also be discussed at the Community Information Meeting to be held on a weekend in March.

Members of the public expressed concerns about, how adequate water supply would be determined, and whether secondary suites would be used for Short Term Vacation Rentals (STVR).

10.3 Short Term Vacation Rental (STVR) Review

Island Planner Richardson explained that if the LTC were to amend the OCP to include guidelines for Temporary Use Permits (TUP) for vacation rentals in other residences, the current home occupation option would remain as an outright permitted use. In order to provide certainty with respect to the existing cottage option, staff has amended the proposed TUP guidelines to use a different terminology, "commercial vacation rental". The definition of commercial vacation rental will be included in the TUP guidelines.

Draft Bylaw No. 115 amends the current OCP TUP guidelines to bring Part H (TUPs) into conformity with current legislation and include guidelines specifically for commercial vacation rental.

Island Planner Richardson stated that enforceability could be a problem. Once a TUP is issued, it can't be withdrawn before the permit expires.

Chair Hancock invited comments from the public. Questions were raised, including the following:

- What was the purpose of the bylaw: to legitimize current use, to encourage more STVRs?
- How many do we have now?
- Court costs prohibit enforcement, how would TUPs be enforced?

There was also discussion about reducing the fees for such a TUP.

SA-2014-007

It was MOVED and SECONDED, that the Saturna Island Local Trust Committee refer Draft Bylaw No.115 cited as “Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 3, 2013” to the Advisory Planning Commission for comment.

CARRIED

This bylaw would also be included in the March Community Information meeting being planned.

SA-2014-008

It was MOVED and SECONDED, that the Saturna Island Local Trust Committee direct staff to prepare a draft fee amendment bylaw that would establish a \$500 application fee for TUP applications for commercial vacation rentals.

CARRIED

11. REPORTS

11.1 Work Program Reports

No changes

11.2 Applications Report

Island Planner Richardson reviewed the status of the applications.

11.3 Expense/Budget Reports

The report shows a surplus, which will be reduced by the cost of the community outreach for the draft bylaws. There will be a direct mail out, off and on island, which will include a summary of the bylaws, fact sheets, and an invitation to comment.

11.3.1 Trustee and Local Expenses

For information only

11.4 Bylaw Enforcement

None

11.5 Policies and Standing Resolutions Report

Presented for information

11.6 Saturna Island LTC Web Page

Staff was directed to change the webpage by posting reports, the draft bylaws, the date of the CIM and adding a link to Trust Program's work on water.

11.7 Chair's Report

Chair Hancock spoke of preparing for Trust Council's meeting in early March. There will be the adoption of a budget for 2014-2015. Trust Council has filed for commentator status at the Kinder Morgan pipeline hearings, so there will be a discussion of how best to do that. Islanders are filing comments and copying them to the Islands Trust. The Agricultural Land Reserve (ALR) core services review is also on the agenda.

11.8 Trustee Reports

Trustee Janszen reported that she was looking forward to visiting Hornby Island for Trust Council. She missed the Local Planning Committee meeting recently but she reported that they passed the water report for Trust Council's approval.

Trustee Brent spoke of the Community Stewardship Awards coming up and the ongoing work advocating for fair service from BC Ferries. There is discussion on the Program's Committee about the Island Trust's ability to continue its advocacy programs and how to get the resources needed for them. The Financial Planning Committee is recommending a budget with no increase in taxes this year. He reported that the January 30 Southern Gulf Islands Economic Development conference by the CRD was well attended.

12. OTHER BUSINESS

12.1. Next Business Meeting

The next regular meeting of the Saturna Island Local Trust Committee will be held April 17, 2014, at 12:30 pm, at the Saturna Island Recreation Centre (lounge).

There will also be a Community Information Meeting at a date to be announced in March.

13. TOWN HALL MEETING

Chair Hancock opened the Town Hall session for comments and questions.

John Hutchinson commented that he was impressed that there would be no tax increases and pleased to see the review of advocacy. He had questions about funding for the upcoming election and other expenditures.

Trustee Janzsen gave Trustee Brent a lot of credit for the proposed budget and commented on the difficulty of setting boundaries on advocacy when there are so many current issues that are relevant and important to the islands.

Janet Land thanked the Islands Trust and Trust Council for all the advocacy work they are doing and asked if the Islands Trust is able to give tax receipts for donations. She remarked that many islanders do not realize what is being done on our behalf.

John Robertson asked about the statutory requirements for legal notices.

14. ADJOURNMENT

SA-2014-009

It was MOVED and SECONDED, that the Saturna Island Local Trust Committee meeting be adjourned at 3:05 p.m.

CARRIED

RECORDER

CHAIR