

Adopted



Saturna Island Local Trust Committee

Minutes of Regular Meeting

Date: October 4, 2018
Location: Saturna Recreation and Cultural Centre
104 Harris Road, Saturna Island, BC

Members Present: George Grams, Chair (via Phone)
Paul Brent, Local Trustee (Acting Chair)
Lee Middleton, Local Trustee

Staff Present: Gary Richardson, Island Planner
Maple Hung, Planning Team Assistant/ Recorder

Public: There were four (4) members of the public present.

1. CALL TO ORDER

Acting Chair Brent called the meeting to order at 12:34 p.m. He acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

Trustee Brent was nominated to be the Acting Chair.

Chair Grams attended the meeting by phone and was put on speaker.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

Add 13.4 New Business Item: Request for Funding for a First Nations Initiative.

By general consent the agenda was adopted as amended.

3. TOWN HALL AND QUESTIONS

John Hutchinson had questions about items 13.1 and 13.3.

Discussions confirm that item 13.1 is globally for the Islands Trust Region. The philosophy and elements for the Conservation Plan are meant to guide Saturna Island.

Discussions confirm that report 13.3 was too long and had many pages, therefore wasn't attached.

Acting Chair Brent opens the floor to the public.

4. COMMUNITY INFORMATION MEETING

None

5. PUBLIC HEARING

None

6. MINUTES

6.1 Local Trust Committee Minutes Dated June 14, 2018 (for Adoption)

The following amendments to the minutes were presented for consideration:

Acting Chair Brent reads out a correspondence from Morgan Yates and confirms to make changes on the minutes to read: "Morgan Yates expresses satisfaction and appreciation for the secondary suites bylaw and sensitivity to areas of high density".

Trustee Middleton mentioned 11.2 Secondary Suites regarding Bylaws 222 and 223 should say Bylaws 112 and 113 instead.

It was confirmed these are the June 14, 2018 Minutes and not the July, 28, 2018 Minutes. This is due to administrative hold backs at Islands Trust.

Islands Trust Staff will send the July 28, 2018 Minutes to the Chair and Trustees by Resolution Without Meeting (RWM).

By general consent the minutes were adopted as amended.

6.2 Section 26 Resolutions-without-meeting Report

None

6.3 Advisory Planning Commission Minutes

None

7. BUSINESS ARISING FROM THE MINUTES

7.1 Follow-up Action List Dated September 2018

Planner Richardson provided update on follow up report.

8. DELEGATIONS

None

9. CORRESPONDENCE

Correspondence received concerning current applications or projects is posted to the LTC webpage

None

10. APPLICATIONS AND REFERRALS

10.1 SA-DVP-2018.1 (Wood) - Staff Report

Planner Richardson gave an update on the variance application and the details of the accessory building (storage building).

SA-2018-047

It was Moved and Seconded,

that the Saturna LTC approves issuance of Development Variance Permit SA-DVP-2018.1 (Wood).

CARRIED

Acting Chair Brent opens the floor to the public.

John Hutchinson mentions about page 13 and wondered where “Lot 8 & 13” is.

Planner Richardson explains some of the lots were consolidated.

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Secondary Suites - Staff Report

Planner Richardson directs everyone to look at the map on pg. 32 (agenda package) from the Simon Fraser University “Aquifer Vulnerability to Saltwater Intrusion - Saturna Island.” He recommends having water catchment systems in not all, but in some areas where there is a high or moderate probability of salt water intrusion. He had a resolution to direct him to re-draft bylaws 122 and 123.

Joan Combes comments about historical information 24 years ago on East Point.

SA-2018-048

It was Moved and Seconded,

that the Saturna Island Local Trust committee direct staff to prepare amendments to Proposed bylaw No. 122 cited as “Saturna Official Community Plan Bylaw No. 70, 2000, Amendment No. 2, 2018” and Proposed Bylaw No. 123 cited as “Saturna Island land Use Bylaw 78, 2002, Amendment No. 2, 2018” for the Local Trust Committees consideration, in order to allow secondary suites in all residences within the Saturna Island Local Trust Committee area and to require water catchment and storage systems for secondary suites in areas identified as having moderate, moderately high, and high vulnerability to saltwater intrusion, unless those areas are served by a community water system.

CARRIED

Trustee Middleton puts forward an amendment to say, “subject to the compatibility with the intensity principle of the Official Community Plan.”

Acting Chair Brent opens the floor to the public.

John Hutchinson questions about volume of the storage capacities of water catchment.

Discussions are made of the research being done and they come up with the best answer.

Joan Combes questions about issues on the amount of water being collected. Her second question asks if having a secondary suite and catchment tank requires a CRD permitted process.

11.2 Land Use Technical Review - Staff Report - Bylaw No. 119

Acting Chair Brent is happy and Trustee Middleton is satisfied in all the work and input that was done to this bylaw.

SA-2018-049

It was Moved and Seconded,

that the Saturna Island Local Trust Committee Proposed Bylaw No.119, 2018 be adopted.

CARRIED

12. REPORTS

12.1 Work Program Reports (attached)

12.1.1 Top Priorities Report Dated September 2018

Trustee Middleton mentions about the increase of Short Term Rentals. Add a permit process and information on Short Term Rentals. STVR Reviews should be put under projects.

Received and reviewed.

12.1.2 Projects List Report Dated September 2018

Acting Chair Brent proposes to add “Review Density Transfer Mechanisms” and replace it with “STVR Review”

Trustee Middleton mentions to replace “Amenity Zoning Review” with “Amenity Zoning and Accessible Housing Review”.

Received and reviewed.

12.2 Applications Report Dated September 2018

Received and reviewed.

12.3 Trustee and Local Expense Report July 2018

Acting Chair Brent mentions Saturna has the lowest LTC expenses.

Received and reviewed.

12.4 Adopted Policies and Standing Resolutions

Received and reviewed.

12.5 Local Trust Committee Webpage

Trustee Middleton mentions being impressed with the webpage being informative.

12.6 Chair's Report

George mentions via phone he was absent from Trust Council.

Acting Chair Brent comments on his action at Trust Council. He read a letter to abolish 33 anchorage vessels that are at the call of ports in the Salish Sea.

Potential changes are happening with the core groups of planners based on a Local Planning South Review.

12.7 Trustee Report

Acting Chair Brent mentions of having talks with a water specialist.

Trustee Middleton was absent from the last Trust Council meeting.

Discussions are made of proposed bylaw changes as there's a new term coming up.

12.8 Islands Trust Conservancy Report Dated July 2018

Acting Chair Brent gave updates about the Islands Trust Conservancy.

13. NEW BUSINESS

13.1 Islands Trust Conservancy, Incorporating the Regional Conservation Plan Into Land Use Planning - Staff Briefing (attached)

Discussions were made that this is used for guidance and information, perhaps a resource for the future.

Received for information.

13.2 Retail Cannabis Licensing - Staff Report

The process of the retail cannabis license report is made so each LTC doesn't create their own policies.

Discussions are confirmed that retail sales are part of zoning and not home occupations.

Acting Chair Brent and Trustee Middleton approved the guidelines.

SA-2018-050

It was Moved and Seconded,

that the Saturna Island Local Trust Committee adopt the standing resolution with respect to the processing of non-medical cannabis retail license applications as contained in the staff report dated September 2, 2018.

SA-2018-051

It was Moved and Seconded,

that the Saturna Island Local Trust Committee request that staff prepare a draft bylaw to amend the fees bylaw to specify a separate fee for Liquor and Cannabis Regulation Branch non-medical cannabis retail license applications in the amount of \$825.00.

13.3 Housing Needs Assessment Report - Staff Report

Received for information.

13.4 Request for Funding - First Nations Initiative

Acting Chair Brent is happy about this initiative.

Dawn Wood suggests there could be a luncheon, so the translation work and dictionaries are given to the school and library.

SA-2018-052

It was Moved and Seconded,

that the Saturna Island Local Trust Committee supports the Islands Trust History Heritage and Conservation fund to pay for a portion of this initiative in the amount of \$1000.00.

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for November 1, 2018, at the Recreation & Cultural Centre, Saturna Island

Discussions are made of Secondary Suites and bylaw readings being done by Resolution-without-meeting (RWM).

SA-2018-053

It was Moved and Seconded,

that the Saturna Island local Trust Committee are cancelling the November 1, 2018 meeting due to the new election of Trustees this year. A RWM will be implemented.

CARRIED

15. TOWN HALL

Acting Chair Brent opens the floor to the public.

John Hutchinson is impressed and thanks the trustees for thoroughly reading the minutes in such great detail.

Acting Chair Brent closes the public meeting at 2:07 p.m. to start the in-camera meeting.

16. CLOSED MEETING (Distributed Under Separate Cover)

16.1 Motion to Close the Meeting

SA-2018-054

It was Moved and Seconded,

that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3 s. 90(1) (a, d & i) for the purpose of considering:

- *Adoption of In-Camera Meeting Minutes Dated March 8, 2018*
- *Legal Advice*
- *BOV Memberships*

AND that the recorder and staff attend the meeting.

16.2 Recall to Order

16.3 Rise and Report

There was no reporting out from the In-Camera session.

17. ADJOURNMENT

By general consent the meeting was adjourned at 2:15 p.m.

Paul Brent, Trustee / Acting Chair

Certified Correct:

Maple Hung, Recorder