

**MINUTES OF THE THETIS ISLAND LOCAL TRUST COMMITTEE BUSINESS MEETING
HELD AT 1:30 P.M. ON WEDNESDAY, FEBRUARY 8, 2012
AT THE THETIS ISLAND COMMUNITY CENTRE
FORBES HALL, MAIN ROOM,
NORTH COVE ROAD, THETIS ISLAND, BC**

PRESENT

Ken Hancock	Chair
Peter Luckham	Local Trustee
Sue French	Local Trustee
Courtney Simpson	Island Planner
Chris Jackson	Regional Planning Manager
Miles Drew	Bylaw Enforcement Coordinator
Janice Young	Recorder

There were two (2) members of the public in attendance.

1. CALL TO ORDER

Chair Hancock called the meeting to order at 1:34 pm, welcomed the members of the public and introduced himself, Local Trustees Sue French and Peter Luckham, Islands Trust Planner Courtney Simpson, Regional Planning Manager Chris Jackson, Bylaw Enforcement Officer Miles Drew and Recorder Janice Young

Trustee French introduced Thetis Island Residents and Ratepayer President Ernie Hunter to Chair Hancock.

2. APPROVAL OF AGENDA

The agenda was adopted by consensus, with the following amendments:

- Item 7 Correspondence
- Add 7.3 Correspondence: email dated February 6, 2012 from John Rowlandson, Velo Village, Salt Spring Island
- Insert as Item 15– In Camera Session and renumber remaining items accordingly.

3. TOWN HALL

Ernie Hunter spoke regarding public input throughout the meeting as permitted by the previous Chair and asked if this would continue.

Chair Hancock responded that he would take his cues from the Local Trustees regarding comments from the public throughout the meeting.

4. MINUTES

4.1 Local Trust Committee Special Meeting Minutes of December 5, 2011

The minutes were adopted by consensus with the following amendment:

- In Item 1. Call to Order, third paragraph, second line that “support and re-election” be replaced with “support in the re-election”

4.2 Section 26 Resolutions Without Meeting Log dated January 30, 2012

Received for information.

4.3 Advisory Planning Commission Meeting Minutes

None.

5. BUSINESS ARISING FROM MINUTES

5.1 Follow-up Action List dated January 30, 2012

Presented by Planner Simpson; discussion followed.

5.2 Cowichan Valley Regional District and Islands Trust Joint Enforcement Project – Staff Report dated January 26, 2012

Presented by Bylaw Enforcement Coordinator Drew; Trustee Luckham added some background information; discussion followed.

TH-001-2012

It was **MOVED** and **SECONDED** that the Thetis Island Local Trust Committee direct the Bylaw Enforcement Coordinator to work with Cowichan Valley Regional District staff to develop recommendations for a joint proactive enforcement project to ensure that the provisions of the Valdes Land Use Bylaw, the Ruxton Island Land Use Bylaw, and the Cowichan Valley Regional District Building Regulations Bylaw are complied with by property owners on Ruxton, Valdes, Reid and Pylades Island; and that the proposed enforcement plan be brought back to the Thetis Island Local Trust Committee for approval before it is implemented.

CARRIED

6. DELEGATIONS – none declared

7. **CORRESPONDENCE**

- 7.1 *Copy of Letter dated November 2, 2011 to Laurie Gourlay, President, Mid-Island Sustainability and Stewardship Initiative from Sheila Malcolmson, Chair, Islands Trust Council regarding Green Gateways to Vancouver Island Proposal.*

Letter received; Trustee Luckham provided some background information on the letter, which is addresses a Trust Council issue.

- 7.2 *Post Public Hearing Correspondence regarding Thetis Island Official Community Plan Bylaw No. 88, 2011 and Thetis island Land Use Bylaw No.89, 2011.*

Received for information.

- 7.3 *Email dated February 6, 2012 from John Rowlandson, Velo Village, Salt Spring Island regarding cycling infrastructure in rural communities.*

Received for information; this issue can be further considered by Trust Council.

8. **APPLICATIONS AND PERMITS – none**

9. **LOCAL TRUST COMMITTEE PROJECTS**

- 9.1 *Thetis Island Sustainability Guide*

Trustee French presented her recommended changes; discussion followed.

TH-002-2012

It was **MOVED** and **SECONDED** that the Thetis Island Local Trust Committee direct staff to work with the Local Trustees on the Sustainability Guide to bring a new draft back to the Local Trust Committee at a future meeting for discussion.

CARRIED

10. **REPORTS**

- 10.1 *Work Program Reports*

10.1.1 Memorandum dated January 9, 2012

Presented by Planner Simpson and Regional Planning Manger Jackson. Discussion followed.

Planner Simpson will submit a report for the next meeting regarding creating an Official Community Plan and Land Use Bylaw for Ruxton Island.

TH-003-2012 It was **MOVED** and **SECONDED** that the Thetis Island Local Trust Committee amend the Projects List by striking Item 2. "Pamphlet on Building Permits for Mail Out" and replacing with "Joint Proactive Enforcement with the Cowichan Valley Regional District".

CARRIED

TH-004-2012 It was **MOVED** and **SECONDED** that the Thetis Island Local Trust Committee amend the Projects List Item 6 to be renamed "Potential Land Use Bylaw amendments" and that "rainwater storage requirements" be added.

CARRIED

10.1.2 Top Priorities Report and Projects Report dated January 30, 2012

Received for information.

*10.2 Applications Log -
Report dated January 30, 2012*

Received for information.

10.3 Trustee and Local Expenses

- 10.3.1 Expenses report posted to December 21, 2011*
- 10.3.2 Expenses report posted to January 23, 2012*

Received for information.

10.4 Chair's Report

Chair Hancock reported that, at the Trust Council level, work is being done on the budget as well as review of the Trust Policy Statement. He added that he was looking forward to getting to know Thetis Island.

10.5 Trustees' Report

Trustee Luckham reported that he continues to work with the Thetis Island Marine Association.

10.6 Advisory Planning Commission Report - None

11. NEW BUSINESS

11.1 *Proposed Local Trust Committee Meeting Schedules 2012*

TH-005-2012 It was **MOVED** and **SECONDED** that the future meetings of the Thetis Island Local Trust Committee be held on April 18, 2012; May 23, 2012; August 1, 2012; October 3, 2012; and November 21, 2012.

CARRIED

11.2 *Advisory Planning Commission Vacancies*

TH-006-2012 It was **MOVED** and **SECONDED** that staff contact the Advisory Planning Commission members whose terms recently expired to see if they are interested in serving for another term; and, advertise for letters of interest from people interested in new appointments.

CARRIED

The Local Trust Committee discussed options for enabling a Ruxton Island focused Advisory Planning Commission.

TH-007-2012 It was **MOVED** and **SECONDED** that the Thetis Island Local Trust Committee ask staff to bring back an amendment to the Advisory Planning Commission Bylaws to create more than one Advisory Planning Commission.

CARRIED

11.3 *Galiano Bylaw Referral – Proposed Bylaw 233 (OCP) cited as Galiano Island Official Community Plan Bylaw No. 108, 1995.*

11.4 *Galiano Island Bylaw Referral – Proposed Bylaw No. 234 (LUB) cited as Galiano Island Land Use Bylaw NO. 127, 1999, Amendment No. 4, 2011.*

TH-008-2012 It was **MOVED** and **SECONDED** that the Thetis Island Local Trust Committee advise the Galiano Local Trust Committee that in regards to Proposed Bylaws 233 and 234, their interests are unaffected.

CARRIED

11.5 *Riparian Areas Regulation- to be considered during in camera session.*

11.5.1 *Email dated September 27, 2011 from Ian Ralston regarding Meadow Valley Strata*

11.5.2 *Letter dated September 27, 2011 to Ian Ralston from Planner Simpson regarding Riparian Areas Regulation Implementation for Ralston Watershed - CVRD*

11.6 *Affordable and Special Needs Housing Documents Memorandum dated August 8, 2011 regarding Housing Agreements on Salt Spring Island and the Island Trust Application Guide for Affordable and Special Needs Housing.*

Received for information.

11.7 *Bylaw Enforcement Notice Bylaw – Appointment of Screening Officers, Adoption of Cancellation Policies and Draft Bylaw Violation Notice*

11.7.1 *Staff Report dated January 26, 2012*

Presented by Bylaw Enforcement Coordinator Drew; discussion followed.

TH-009-2012

It was **MOVED** and **SECONDED** that the Thetis Island Local Trust Committee appoints the Bylaw Enforcement Assistant, the Bylaw Enforcement Coordinator and the Regional Planning Manager as Screening Officers pursuant to Thetis Island Local Trust Area Bylaw Enforcement Notification Bylaw, No. 90, 2011.

CARRIED

TH-010-2012

It was **MOVED** and **SECONDED** that the Thetis Island Local Trust Committee adopt the Bylaw Enforcement Notice Bylaw Screening Officers' Powers and Duties Policy attached to staff report dated January 26, 2012.

CARRIED

TH-011-2012

It was **MOVED** and **SECONDED** that the Thetis Island Local Trust Committee stipulates that the attached Bylaw Violation Notice is the form of Violation Notice to be used pursuant to the Thetis Island Local Trust Area Bylaw Enforcement Notification Bylaw, No. 90, 2011.

CARRIED

11.7.2 *Bylaw Enforcement Investigations Reports Briefing dated January 26, 2012*

Presented by Bylaw Enforcement Coordinator Drew.

12. BYLAWS - None

13. ISLANDS TRUST WEBSITE

13.1 *Thetis Page*

No changes noted.

14. TOWN HALL DISCUSSION

Ernie Hunter asked for clarification of the Development Approval Information Bylaw.

Steve Frankel asked how the Development Approval Information Bylaw works and how does this relate to Riparian Areas Regulation.

Staff responded.

15. CLOSED MEETING

TH-011-2012 It was **MOVED** and **SECONDED** that the Thetis Island Local Trust Committee close the next part of the February 8, 2012 business meeting to discuss matters pursuant to Legal Advice Section 90 (1) (i) of the *Community Charter*, the receipt of advice that is subject to solicitor/client privilege, including communications necessary for that purpose, and that staff and the recording secretary be asked to stay.

CARRIED

Chair Hancock closed the meeting to the public at 4:20 pm.

Chair Hancock re-opened the meeting to the public at 4:40 pm.

16. RISE AND REPORT

Review of Item 11.5 *Riparian Areas Regulation* followed.

TH-012-2012 It was **MOVED** and **SECONDED** that the Thetis Island Local Trust Committee ask the Executive Committee to release the legal opinion dated January 30 and January 31, 2012 at the earliest possible date.

CARRIED

TH-013-2012 It was **MOVED** and **SECONDED** that the Thetis Island Local Trust Committee direct staff to contact Ian Ralston and reassure him that the Local Trust Committee is still working on the Riparian Areas Regulation.

CARRIED

17. NEXT MEETING DATES

The next business meeting date for the Thetis Island Local Trust Committee is April 18, 2012 at 1:30 pm at the Thetis Island Community Center, Forbes Hall, North Cove Road, Thetis Island.

Chair Hancock extended thanks to Planner Simpson, Regional Planning Manager Jackson and Bylaw Enforcement Coordinator Drew for attending the meeting.

18. ADJOURNMENT

The Thetis Island Local Trust Committee Meeting of February 8, 2012 was adjourned at 5:00 pm.

Chair

Recorder