

ADOPTED



Saturna Island Local Trust Committee

Minutes of Regular Meeting

Date: January 17, 2019
Location: Saturna Recreation and Cultural Centre
104 Harris Road, Saturna Island, BC

Members Present: Laura Patrick, Chair
Paul Brent, Local Trustee
Lee Middleton, Local Trustee

Staff Present: Gary Richardson, Island Planner
Warren Dingman, Bylaw Enforcement Officer
Maple Hung, Recorder / Planning Team Assistant
Ruth Daber, Recorder

Public: There were approximately (6) members of the public.

1. CALL TO ORDER

Chair Patrick called the meeting to order at 12:57 p.m. She acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

Chair Patrick introduces the staff members and mentions that comments should be directed to the staff members. She mentions the public can speak at the Town Hall portion of the meeting.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- Add item **13.3 Trust Fund Board Climate Change** under “New Business”.

By general consent the agenda was adopted as amended.

3. TOWN HALL AND QUESTIONS

Chair Patrick opened the floor to the public.

Janet Land spoke about an email from January 7, 2019 which she wrote regarding ground water relating to secondary suites. It wasn't included in the agenda.

Cy Tordiffe mentions he is the current Chair of the Board of Trustees for the shared water system, Saturna Shores Improvement District (SSID). He gave recommendations for improvements to use Temporary Use Permits (TUP) for Short Term Vacation Rental (STVR) applications.

4. COMMUNITY INFORMATION MEETING

none

5. PUBLIC HEARING

none

6. MINUTES

6.1 Local Trust Committee Adopted Minutes, Dated July 28 & October 4, 2018 (for information)

The Local Trust Committee (LTC) meeting minutes of July 28, 2018 and October 4, 2018 were received.

6.2 Section 26 Resolutions-without-meeting Report Dated January 2019

none

6.3 Advisory Planning Commission Minutes

none

7. BUSINESS ARISING FROM THE MINUTES

7.1 Follow-up Action List Dated January 2019

Planner Richardson gave an update.

8. DELEGATIONS

none

9. CORRESPONDENCE

Trustee Brent mentions the correspondence received from Janet Land. The letter will be put on the website under the secondary suite project.

10. APPLICATIONS AND REFERRALS

10.1 Mayne Island Local Trust Committee Bylaws No. 174 & 175 Referral

Planner Richardson explained Bylaws No. 174 & 175.

SA-2019-001

It was Moved and Seconded,

that the Saturna Local Trust Committee's interests were unaffected by Mayne Bylaws No. 174 & 175.

CARRIED

10.2 North Pender Island Local Trust Committee Bylaw No. 220 Referral

Planner Richardson explained Bylaw No. 220.

SA-2019-002

It was Moved and Seconded,

that the Saturna Local Trust Committee will no longer receive referral bylaws from the adjacent islands.

CARRIED

SA-2019-003

It was Moved and Seconded,

that the Saturna Local Trust Committee's interests were unaffected by the North Pender Bylaw No. 220.

CARRIED

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Secondary Suite Review - Staff Report

Planner Richardson presented a report on secondary suites. He mentions talking with Pat Lapsevic, a ministry water specialist, and our water specialist, William Shulba regarding this project.

Trustee Brent and Trustee Middleton support secondary suites as a good solution for affordable housing.

Options regarding groundwater issues were discussed and includes: hiring a hydrologist, requiring water catchment systems and regulating wells.

Planner Richardson mentions William Shulba (Islands Trust, Water Specialist) can attend a LTC meeting to answer questions regarding groundwater and saltwater intrusion.

SA-2019-004

It was Moved and Seconded,

that Saturna Island Local Trust Committee Draft Bylaw No. 124 cited as "Saturna Official Community Plan Bylaw No. 70, 2000, Amendment No.3, 2018" be read a first time.

CARRIED

SA-2019-005

It was Moved and Seconded,

that Saturna Island Local Trust Committee Draft Bylaw No. 125 cited as “Saturna Land Use Bylaw No. 119, 2019, Amendment No.1, 2018” be read a first time.

CARRIED

SA-2019-006

It was Moved and Seconded,

that the Saturna Island Local Trust Committee directs staff to schedule a public hearing for Bylaw No. 124 cited as “Saturna Official Community Plan Bylaw No. 70, 2000, Amendment No.3, 2018” and Bylaw No. 125 cited as “Saturna Island Land Use Bylaw No. 119, 2019, Amendment No.1, 2018”.

CARRIED

SA-2019-007

It was Moved and Seconded,

that the Saturna Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 124 cited as “Saturna Official Community Plan Bylaw No. 70, 2000, Amendment No.3, 2018” and Bylaw No. 125 cited as “Saturna Island Land Use Bylaw No. 119, 2019, Amendment No.1, 2018” are not contrary or at variance with the Islands Trust Policy Statement.

CARRIED

SA-2019-008

It was Moved and Seconded,

that the Saturna Island Local Trust Committee direct the island planner to develop a draft amendment that would create a Development Permit Area for groundwater protection, in currently excluded areas, including guidelines for permitting secondary suites in the Development Permit Area.

CARRIED

11.2 Short Term Vacation Rental Review - Staff Report

Planner Richardson mentioned STVR’s at this time can happen if a TUP is granted. The LTC has requested TUP guidelines regarding STVR’s similar to those in place on other Island OPC’s.

Cy Tordiffe spoke of STVR water usage, it’s 3 to 4 times more than regular residential use.

Trustee Brent makes suggestions for the STVR and TUP costs to be kept on the island for use towards affordable housing, instead of being used to advertise notices in the Driftwood.

Warren Dingman commented that complaints regarding STVRs are rare on Saturna Island. Currently, enforcement is initiated if the Islands Trust bylaw enforcement office receives a complaint.

Warren Dingman stated that if the LTC wished to change the current standing resolution on Short Term Vacation Rentals and what initiates enforcement, they could do so. The LTC was given an example from a previous Mayne Island standing resolution on STVR enforcement that stated that enforcement would begin, if there were two written complaints received about a Short Term Vacation Rental.

Trustee Brent stated that he wanted the new enforcement policy to address concerns the local improvement districts may have regarding excessing water use and shared driveways with Short Term Vacation Rental operations.

SA-2019-009

It was Moved and Seconded,

that Saturna Island Local Trust Committee recommends a drafting of a new Short Term Vacation Rental bylaw enforcement policy and resolution based on the conversations which occurred at the LTC meeting on January 17, 2019.

CARRIED

SA-2019-010

It was Moved and Seconded,

that Saturna Island Local Trust Committee endorse the project charter, regarding the review of temporary use permit guidelines for short term vacation rentals, dated January 2019.

CARRIED

12. REPORTS

12.1 Work Program Reports

12.1.1 Top Priorities Report dated January 2019

Top priorities were discussed.

Received for information.

12.1.2 Projects List Report Dated January 2019

Trustee Middleton mentions National Park Zoning and projects regarding it. Need cooperative engagement with Parks Canada.

Trustee Brent mentions he is Chair of Parks and Recreation.

Received for information.

12.2 Applications Report Dated January 2019

Planner Richardson updated the Trustees and Chair on current applications.

12.3 Trustee and Local Expense Report Dated November 2018

Trustee Brent mentions that expenses are kept low, which is good.

12.4 Adopted Policies and Standing Resolutions

Received for information.

12.5 Local Trust Committee Webpage

Received for information.

12.6 Chair's Report

Chair Patrick mentions the budget has been released and that a survey will be coming out for the community to have a say about it. She gave an update on the Islands Trust website.

12.7 Trustee Report

Trustee Brent is on the Financial Planning Committee (FPC) for the 8th year.

Trustee Middleton mentions being on the parks liaison committee. Through Trust Council he is hoping to see more inclusiveness with First Nations. He mentions at Trust Council he felt honoured as a witness when Fiona MacRaild was given a blanket from the Squamish Nations.

12.8 Electoral Area Director's Report

Laura Patrick will follow up with Director David Howe for future reports.

12.9 Islands Trust Conservancy Reports Dated September & November 2018

Received for information.

13. NEW BUSINESS

13.1 Protection of the Coastal Douglas Fir - Staff Report & Tool Kit

Trustee Brent mentions it came from a consultant and its good read.

The document equips people to do the right first steps.

Received for information.

13.2 Unlawful Dwelling Policy - Mayne Policies & Standing Resolutions Table

Trustee Brent commented on Saturna LTC's Policies & Standing Resolutions to be parallel with what Mayne Island has in their Policies and Resolutions Table, regarding unlawful dwellings.

SA-2019-011

It was Moved and Seconded,

that the Saturna Island Local Trust Committee directs staff to take enforcement action against unlawful dwellings only if one of the following conditions exists: There is a complaint from an immediate neighbour; or there is a referral from an agency responsible for health and safety issues that is doing concurrent enforcement. Nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the Saturna Island Local Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time.

CARRIED

13.3 Trust Fund Board (Climate Change)

Discussions were made of climate change and we haven't been doing enough.

Trustee Brent mentions it is on our radar screen.

Chair Patrick mentions about Sea Level Rise workshops.

Discussions were made regarding green shores.

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for March 7, 2019 at the Recreation Center, Saturna Island

15. TOWN HALL

Cy Tordiffe asks about contacting people who are doing STVR and secondary suites.

Warren gives explanation on written complaints and how they are processed.

Janet Land had questions about TUP's used for STVRs and asked what happens if requirements are not met.

Planner Richardson mentions a TUP can't be discontinued, instead they just won't be renewed again. The conditions in the TUP can be enforced.

Janet Land mentions that Saturna is still having issues with STVR's and asks the Saturna LTC members if they should reconsider a notification and fine system.

Trustee Brent doesn't believe it's necessary as Saturna Island is well behaved.

Warren Dingman mentions it would be hard to make cases for the Bylaw Notice (BEN) system as there are such few bylaw enforcement files for Saturna Island.

Trustee Middleton thanked Warren Dingman for coming in and gives thanks to the bylaw team.

16. CLOSED MEETING (Distributed Under Separate Cover)

16.1 Motion to Close the Meeting

SA-2019-012

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) for the purpose of considering:

- *Adoption of In-Camera Meeting Minutes Dated October 4, 2018*
- *APC Secretary*
- *Bylaw Enforcement File Update*

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 3:35 p.m.

Laura Patrick, Chair

Certified Correct:

Maple Hung, Recorder