

**ADOPTED  
MINUTES of the SALT SPRING ISLAND  
LOCAL TRUST COMMITTEE REGULAR BUSINESS MEETING  
Thursday, January 5, 2012 – 9:30 AM  
Lion’s Club, Hart Bradley Hall, 103 Bonnet Avenue**

**PRESENT**

Sheila Malcolmson, Chair  
George Grams, Local Trustee  
Peter Grove, Local Trustee  
Leah Hartley, Regional Planning Manager  
David Marlor, Director of Local Planning Services  
Justine Starke, Island Planner  
Stefan Cermak, Planner 2  
Kristin Aasen, Planner 1  
Mary Hughes, Recorder

**1. CALL TO ORDER**

The Chair called the session to order at 9:30 AM. There were 8 members of the public present. The Chair welcomed everyone, introduced herself, the Trustees and Staff and explained the meeting procedures.

**2. APPROVAL OF AGENDA**

The agenda was adopted by general consent with the following changes and additions:  
7.2.1 – Town Hall Design – added; 12.7 – SS-RZ-2011.1 – Proposed Bylaw No. 452 – 125 Rainbow Road – M. Ogilvie, Staff Report dated Jan. 4, 2012 added; 13.1 – Work Program – Riparian Areas Regulation – Staff Report dated Jan. 3, 2012 added.

**3. MINUTES AND RESOLUTIONS WITHOUT MEETING**

**3.1 Draft Minutes of the Salt Spring Island Local Trust Committee Business Meeting of November 3, 2011**

The following corrections were made to the draft minutes: Item 9.1, delete the words “Home Based Business” and insert “Bed and Breakfast” to correctly name the brochure; Item 14.4 insert “from the existing Development Permit” after “outstanding conditions”; Item 15.8, in resolution SSI-229-11, delete the words at the end of the motion, “through Resolution without Meeting if needed.”

The minutes were adopted as amended by general consent, noting that Trustees’ Grove and Grams were not present at the November Local Trust Committee Business meeting.

**3.2 Adopted and Draft Minutes of the Advisory Planning Commission Meetings of October 20, November 17 and 24, 2011**

The minutes were received for information.

**3.3 Adopted and Draft Minutes of the Agriculture Advisory Committee Meetings of October 20, November 17 and December 1, 2011**

The minutes were received for information.

**3.4 Draft Minutes of the Advisory Design Panel Meeting of November 17, 2011**

The minutes were received for information. Trustee Grams requested Staff follow up with the Advisory Design Panel Chair on a question of panel conduct.

**3.5 Adopted and Draft Minutes of the Advisory Environment Committee Meetings of October 20 and November 24, 2011**

The minutes were received for information.

**3.6 Section 26 Resolutions-Without-Meeting Log Report - Received**

**4. CORRESPONDENCE**

**4.1 S. Rowlandson-O'Hara - October 4, 2011 - Received**

RPM Hartley spoke about the student trustee program. The Trustees asked Staff to respond to Ms. Rowlandson-O'Hara saying they wish to continue with the student trustee program.

**4.2 Islands Trust Fund – Covenant Monitoring - October 27, 2011 – Received for Information.**

**4.3 R. Volquardsen – Access to Mount Maxwell – November 23, 2011 – Received**

The Trustees asked Staff to respond to Ms. Volquardsen advising her to write to the relevant provincial minister, the Hon. Murray Coell, and to include contact information.

**4.4 D. Guenette – Ferry Advisory Committees – November 24, 2011**

SSI-001-12

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee wishes to convey to BC Ferries the Local Trust Committee's willingness to advise BC Ferries on community membership on the Ferry Advisory Committee and further, wishes to inquire whether the Local Trust Committee may delegate a member of the community to represent the Local Trust Committee on the Ferry Advisory Committee, and failing that, one Trustee will participate. **CARRIED**

**4.5 Gulf Islands Natural Park Reserve – Newsletter – November 2011 – Received information.**

**5. REPORTS**

**5.1 Application Summary Report – Received**

Trustee Grove wishes, if possible, to have the age of the files included in this report.

## 5.2 Annual Application Summary

The report comprised a summary from 2001 through 2011. Staff noted that rezonings and subdivisions are the bellwether of growth on Salt Spring Island. Trustee Grove made some suggestions regarding reformatting the report to draw attention to trends in these two types of applications.

## 5.3 Current Applications Report

The Trustees reviewed the report in detail and staff provided additional information regarding application status. Several of them are awaiting action from the applicants.

SSI-002-12

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee ask Staff to examine the viability of introducing a Quality Management system, as a pilot, into one specific development application process, which could be determined.

**CARRIED**

Trustee Grams will work with staff on this project and the Local Trust Committee will receive a report on a future agenda. Director of LPS David Marlor identified that Staff and financial resources would be needed, but added that such a system could have benefits for the entire Islands Trust.

## 5.4 Salt Spring Expense Report – posted to December 21, 2011

RPM Hartley explained that an additional \$14,000 has been allocated but not assigned, from the \$24,268 amount in the local expense budget, comprising \$2,000 for RAR mapping, and \$4,000 each for community housing, climate action and the Water Council.

## 6. BUSINESS ARISING FROM MINUTES

### 6.1 Top Priorities Report – Received for Information

### 6.2 Follow-up Action List - Received for information

## 7. NEW BUSINESS

Item 7.3 was dealt with at this point in the agenda.

### 7.3 Galiano Islands Trust Proposed Bylaws' No. 233 and No. 234

Island Planner Starke presented a Staff Report dated December 21, 2011.

SSI-003-12

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee direct Staff to respond to the Galiano Island Local Trust Area Bylaw Referral Form for Proposed Bylaw No. 233 and Proposed Bylaw No. 234 indicating that "interests are unaffected by the proposed bylaws".

**CARRIED**

### 7.1 Local Trust Committee Video Recording Pilot

RPM Hartley spoke to a Staff Report dated December 19, 2011 and added some information about research done since then into what 10 similar sized communities are

doing with reference to videotaping council meetings. Of the ten considered communities, half record meetings and half do not. A cost of \$900 per month was mentioned.

The Trustees agreed that the community wants a record of decision-making beyond what is provided by the Minutes. They favour keeping it simple, with one camera and audio supplied by the contractor.

The Chair observed that videorecording is a meeting expense not a community engagement initiative as identified in the \$15,000 Trust Council budget allocation to Salt Spring.

Further discussion on this item resumed at 4:45 PM following Item 13.4.

The Chair called for a brief recess for lunch at 11:45 AM. The meeting resumed at 12:00 Noon.

Chair Malcolmson welcomed members of the public. She introduced the Trustees and Staff and reviewed the practices regarding video recording. There were 70 members of the public present. The Chair recognized new CRD Director Wayne McIntyre, former CRD Director Holman, and former Trustees Ehring and Lamb.

**7.2 2012 Local Trust Committee Meeting Schedule – Reviewed following Item 13.4**

**7.3 Galiano Islands Trust Proposed Bylaws’ No. 233 and No. 234 – Reviewed before Item 7.1**

**8. TRUSTEES REPORT**

Trustee Grove expressed the trustees’ deep sadness at the circumstances around the death of Robin Wood in Mexico on January 3rd, 2012 and extended condolences to Wood’s family and friends.

He also outlined a list of initiatives in which the two trustees share common interests. Trustee Grove spoke of the valuable training session undertaken in conjunction with the quarterly Islands Trust Council meetings in December. He listed the projects he plans to pursue, including but not limited to a review of the advisory committees and of expense allocations, as well as videotaping meetings and pursuing a governance review.

While respecting the Trust’s preserve and protect mandate, Trustee Grams will also work for a provincially sponsored governance study and will seek to introduce a Quality Management system amongst other projects.

**9. CHAIR’S REPORT**

Chair Malcolmson said she is honoured to have been re-elected as Chair of the Islands Trust. Her priorities include a focus on planning and statutory responsibilities in light of the province’s withdrawal from various services, plus a review of the Islands Trust Policy Statement.

## 10. DELEGATIONS

### 10.1 Dr. A. Varzeliotis

Dr. Varzeliotis spoke about the inadequacy of current RAR mapping. Written materials were received.

### 10.2 Maxine Leichter

Ms. Leichter offered brief definitions to differentiate the following terms: public involvement, public information, public consultation and public participation or engagement. She is seeking more and better opportunities for public participation. Written materials were received.

## 11. TOWN HALL

The Chair called the Town Hall to order at 12:25 PM and explained the guidelines.

Some Members of the public spoke for and against the rezoning application SS-RZ-2011.3 concerning 440 Rainbow Rd.; about the merits of the downtown location for the fire hall; of the proposed Agricultural Land Reserve application SS-ALR-2011.3 for a new fire hall location and a funding referendum; the importance of having a capability to recycle auto parts; the videotaping project; the sighting of a blue throated humming bird; the loss of opportunities for young people to learn agriculture; and the removal of top soil from building sites. CRD Director McIntyre spoke about increased co-operation from the CRD on governance and economic development, and a final speaker proposed a revision of the Local Trust Committee business meeting agenda so that major items like the Riparian Areas Regulation report could be discussed when most of the public is present.

The Chair called for a brief recess at 1:15 PM. Members of the public left the hall. The Meeting reconvened at 1:25 PM.

## 12. APPLICATIONS, PERMITS, BYLAWS AND REFERRALS

### 12.1 SS-ALR-2011.1 – 240 Atkins Road – Landworks Consultants

Planner Aasen spoke to the Staff Report dated December 21, 2011. The applicant, Kelly Gesner was present saying the intent of the ALR (Agricultural Land Reserve) exclusion is to develop a light industrial business park on the property. Ms. Gesner added that they have consulted with the Agricultural Land Commission.

SSI-004-12

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee refer application SS-ALR-2011.1(Landworks Consultants, 240 Atkins Road) to the Agriculture Advisory Committee. **CARRIED**

### 12.2 SS-ALR-2011.2 – 2163 Fulford-Ganges Road – JG Consulting

Planner Aasen spoke to the Staff Report dated December 21, 2011 concerning non-farm use (strata road) on ALR. Applicants' Elizabeth White and Colin McNair spoke and noted that the application is a way of acquiring the capital needed to build infrastructure to enhance agricultural activity on the property.

SSI-005-12

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee forward application SS-ALR-2011.2 (JG Consulting Services Ltd., 2163 Fulford-Ganges Rd.) to the Agricultural Land Commission with support and the following comments and recommendations for the ALC to consider:

1. that suitable land may be included in the Agricultural Land Reserve of an area similar to that subject to the non-farm use;
2. the development of an irrigation pond be required;
3. a covenant restrict the removal or disturbance of existing vegetation and require the landowners to maintain sufficient vegetation in the residential area along the ALR boundary in order to buffer future residential uses from agricultural activities;
4. that a vegetated buffer be maintained along the portion of the strata road adjacent to the neighbouring property to the south east (2225 Fulford-Ganges Road);
5. that disclosure statements and information brochures be used to inform potential residential owners of the adjacent agricultural activities;
6. that the Salt Spring Island Agriculture Advisory Committee considers the development of the six strata lots "not to be a detriment to agriculture but will enhance the agricultural potential of the ALR farm as well as agriculture in the rural zone."

**CARRIED**

**12.3 SS-ALR-2011.3 – 135 Brinkworthy - SSI Fire Protection District, Board of Trustees**

Island Planner Starke spoke to the staff report dated December 20, 2011. Michael Schubart spoke for the Fire Protection District Board of Trustees saying that replacement of the obsolete downtown fire hall has been a priority for many years and that they welcome the donation of land, requiring non-farm use of ALR.

Because Land Use Bylaw 355 Section 5.7 has specific and detailed requirements for a drainage report to be commissioned and implemented prior to subdivision approval, the following motion was introduced:

SSI-006-12

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee rescind resolution SSI-205-11, passed on November 3, 2011, regarding the receipt of a drainage report prior to consideration of forwarding application SS-ALR-2011.3 for Parcel A of Lot 1, Sections 4 and 5, Range 2 east, North Salt Spring Island, Cowichan District, Plan 2296, to the Agricultural Land Commission for approval (SSI Fire Protection District, 135 Brinkworthy Road).

**CARRIED**

SSI-007-12

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee forward with support application SS-ALR-2011.3 for Parcel A of Lot 1, Sections 4 and 5, Range 2 east, North Salt Spring Island, Cowichan District, Plan 2296, to the Agricultural Land Commission for approval (SSI Fire Protection District, 135 Brinkworthy Road).

**CARRIED**

**12.4 SS-SUB-2011.7 – 641 Anna's Drive – C. Burns**

Planner Aasen spoke to the staff report dated December 21, 2011. The applicants were not present.

SSI-008-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee exempt proposed Strata Lot 33, Section 38, South Salt Spring Island, Cowichan District Plan VIS5021 from the 10% minimum lot frontage requirements of Section 5.3 of Salt Spring Island Land Use Bylaw No. 355 and Sections 944 of the Local Government Act for Gosset Bronzes Inc. and Robert McDougall/Carrie Burns (SS-SUB-2011.7, Anna's Drive).

**CARRIED**

Item 12.7 was discussed at this time.

**12.7 SS-RZ-2011.1 – Proposed Bylaw No. 452 – 125 Rainbow Road – M. Ogilvie**

Planner Aasen spoke to the staff report dated January 4, 2012.

SSI-009-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee adopts proposed Bylaw No. 452 cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 4, 2011" (Ogilvie, 125 Rainbow Road, SS-RZ-2011.1) .

**CARRIED**

The Chair called for a brief recess at 3:35 PM. The meeting resumed at 3:50 PM.

**12.5 SS-RZ-2011.3 – 440 Rainbow Road – J. Quesnel**

Planner Cermak spoke to the staff report dated December 20, 2011. The applicant, John Quesnel was present and spoke.

The Trustees agreed that this is a useful service which is beneficial to Salt Spring Island and that efforts should be made to identify a location where such an operation can take place. They also favour setting benchmarks for various aspects of the operation such as noise, run-off, etc. Planning staff noted that there is no appropriately zoned site on Salt Spring Island. The Trustees would like to obtain the recommendations of the advisory committees.

John Craveiro Manager of Environmental Resource Management for the Capital Regional District advised that there are four licensed waste transfer stations on Salt Spring Island of which three have legal non-conforming status. Provincial, regional and local regulations provide the desired operational measurements.

SSI-010-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee ask staff to work with the Capital Regional District and other appropriate consultancies to determine parameters which would be appropriate for a metal crushing and transfer station operation on Salt Spring Island.

**CARRIED**

Further action on this file is deferred pending provision of additional information including recommendations of advisory committees.

**12.6 SS-RZ-2011.4 - 154-164 King's Lane – Myles Wilson for 6512626 BC Ltd.**

Planner Cermak spoke to the staff report dated December 20, 2011 and advised that there was an error in the draft bylaw under section 1, subsection 2. The figure in the box should read 32.5 sq. meter floor area, not 350 sq. meters. The applicant, Myles Wilson, spoke briefly.

SSI-011-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee gives first reading to Draft Bylaw No. 456 cited as “ Salt Spring Island Land Use Bylaw, 1999, Amendment No. 1, 2012” (SS-RZ-2011.4, Wilson, 154-164 Kings Lane).

**CARRIED**

SSI-012-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee instructs Staff to refer Proposed Bylaw No. 456 cited as “ Salt Spring Island Land Use Bylaw, 1999, Amendment No. 1, 2012” (Application SS-RZ-12011.4 - Wilson, 154-164 Kings Lane) to public agencies for comment pending receipt of the Traffic Impact Assessment requested by the Ministry of Transportation.

**CARRIED**

**12.7 SS-RZ-2011.1 – Proposed Bylaw No. 452 – 125 Rainbow Road – reviewed after Item 12.4**

**13. LOCAL TRUST COMMITTEE PROJECTS**

**13.1 Work Program - Riparian Areas Regulation**

Planner Cermak spoke to the staff report dated January 3, 2012 which includes an update on stream mapping for Cusheon Lake and St. Mary Lake watersheds. Local Planning Services Director Marlor was also present to respond to questions from the Trustees.

SSI-013-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee directs Staff to include a quote for a Simple Assessment Report within the scope of work for Riparian Areas Regulation stream mapping for St. Mary Lake and Cusheon Lake watersheds.

**CARRIED**

The Trustees are satisfied with the direction given to staff by the previous Trust Committee. They hope the results of this work will be made available to residents through a public consultation process.

**13.2 Land Use Bylaw Background Report – Secondary Suites**

Island Planner Starke spoke to the Staff Report dated December 19, 2011, noting that legalizing secondary suites must comply with the (OCP) Official Community Plan, or the OCP would need to be amended. It was also noted that the BC Building Code has separate standards for existing suites. The Trustees agreed to take more time to study the report and discuss it at a future Local Trust Committee meeting.

**13.3 Work Program Summary**

RPM Hartley provided the quarterly update of the work program. Chair Malcolmson asked that the status of the Ganges Harbour Management Plan project be updated. The Trustees discussed holding a separate business meeting to discuss secondary suites and the work program.

**13.4 Review Local Trust Area Webpage – deferred to a future meeting**

## 7.1 Local Trust Committee Videotaping Pilot – discussion resumed

SSI-014-12

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee dedicates funds from the SSI LTC Local Expense Account for pilot video recording and evaluation. **CARRIED**

SSI-015-12

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee direct staff to contract a videographer to record two Local Trust Committee meetings and provide for web display on a pilot basis. **CARRIED**

Staff noted that when bids are received, if necessary, an amount could be specified by a Resolution-Without-Meeting. The Trustees would like to see the Staff Report dated November 1, 2011 on a future agenda.

## 7.2 2012 Local Trust Committee Meeting Schedule

The Trustees favour meeting more frequently than once a month and possibly separating the administrative sections, project work and applications' work. The current meeting location was found suitable. Staff will draft alternative schedules for the Trustees' consideration with options for hours, duration and frequency. A meeting schedule for the balance of 2012 could be dealt with by Resolution-Without-Meeting.

### 7.2.1 Town Hall Design

Trustee Grams favours initiating discussions with various community organizations with a view to partnering with them in forums, public meetings or perhaps as part of their meetings. He will develop this idea for consideration at a future meeting. Such linkages would not replace the Town Hall as it is, but he has some ideas for expanded town halls on focused topics. In the short term, he suggests that LTC retain the Town Hall at its noon time slot.

## 14. UPCOMING MEETINGS

14.1 The next regular business meeting of the Local Trust Committee will be Thursday, February 2, 2012 in the Hart Bradley Hall, Lion's Club, 103 Bonnet Avenue.

## 15. ADJOURNMENT

There being no further business, the meeting adjourned at 5:10 PM.

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Sheila Malcolmson, Chair

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Mary Hughes, Recorder