

ADOPTED
MINUTES of the SALT SPRING ISLAND
LOCAL TRUST COMMITTEE REGULAR BUSINESS MEETING
Thursday, November 22, 2012 - 9:30 AM
Lions Club, Hart Bradley Hall - 103 Bonnet Avenue

Members Present:

Sheila Malcolmson, Chair
George Grams, Local Trustee
Peter Grove, Local Trustee

Staff Present:

Leah Hartley, Regional Planning Manager (RPM)
Justine Starke, Island Planner
Stefan Cermak, Planner 2
Kathryn Luttin, Recorder

Others Present:

Approximately 4 members of the public – a.m.
Approximately 6 members of the public – p.m.

These minutes follow the order of the agenda even though the sequence may have varied.

1. CALL TO ORDER

Chair Malcolmson called the meeting to order at 9:30 a.m. She introduced herself, the Trustees and staff and explained the meeting procedures.

2. APPROVAL OF AGENDA

The agenda was adopted as presented by general consent.

3. CLOSED MEETING RESOLUTION

SSI-236-12 At 9:31 a.m. it was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee close this meeting to the public subject to Section 90(1)(g) of the Community Charter regarding litigation or potential litigation affecting Islands Trust and Section 90(1)(i) regarding the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose and that staff are invited to remain. **CARRIED**

4. OPEN MEETING RESOLUTION

SSI-237-12 At 10:20 a.m. it was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee re-open this meeting to the public subject to Section 89 of the Community Charter. **CARRIED**

The Chair called for a recess at 10:20 a.m. The meeting reconvened at 10:28 a.m.

5. RISE AND REPORT

5.1 Secondary Suites - Proposed Bylaw No. 461

The Local Trust Committee rose and reported from the morning in-camera meeting that information they received would be addressed during the discussion on secondary suites which would occur later in this regular business meeting agenda.

6. MINUTES AND RESOLUTIONS WITHOUT MEETING

6.1 Draft Minutes of the SSI LTC Regular Business Meeting of November 8, 2012

The minutes were adopted as presented by general consent.

6.2 Draft Minutes of the Advisory Planning Commission meeting of October 25, 2012

The minutes were received for information.

6.3 Draft Minutes of the Advisory Environment Committee meeting of October 25, 2012

The minutes were received for information.

6.4 Draft Minutes of the Agriculture Advisory Committee meeting of October 25, 2012

The minutes were received for information.

6.5 Resolution Without Meeting Log Report – none

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List

The list was reviewed.

8. REPORTS

8.1 Applications with Status Report

The report was reviewed.

Trustee Grove requested that application SS-RZ-2011.3 (440 Rainbow Road) be brought back for consideration in the January 2013 regular business meeting agenda.

8.2 Work Program Top Priorities Report

The report was reviewed.

8.3 Projects List

The report was reviewed.

8.4 Request for Funding - Source Water Protection Course

Trustee Grams spoke to the submitted information dated November 15, 2012 concerning a request for a training opportunity on source water protection.

SSI-238-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee authorize the expenditure of up to \$500.00 from the Local Expense Budget to support Trustee Grams to receive Level 1 Training by attending the BC Water & Waste Association Source Water Protection Course, in accordance with the Islands Trust Policy Manual Policy 6.12.i. **CARRIED**

9. LOCAL TRUST COMMITTEE PROJECTS

9.1 Secondary Suites - Proposed Bylaw No. 461 – For Consideration of 1st and 2nd Reading

Island Planner Starke reviewed the staff report dated November 14, 2012 regarding the results of community consultation and the agency referral process.

Members of the public spoke on the following topics:

- monitoring of suites;
- use of the scientific method for community surveys;
- rainwater requirements for suites;
- floor area requirements for suites;
- bed & breakfasts in suites;
- suites in the Maxwell Lake watershed area;
- individual water meters for suites;
- parking space requirements for suites.

The Chair called for a recess at 11:50 a.m. The meeting reconvened at 12:05 p.m. Items 10 – 14 were then addressed before the resumption of Item 9.1.

The Chair called for a recess at 1:06 p.m. The meeting reconvened at 1:15 p.m.

The proposed bylaw was discussed and amended in the following ways:

By consent, in Appendix 2a, under 3.15.9, Information Note, change the words “proof of potable water” to “specific amounts of potable water be demonstrated”.

By consent, in Appendix 2a, under 1.10, insert the words “where permitted” after the words “secondary suites”.

By consent, in Appendix 2a, under 1.11, insert the words “where permitted” after the words “secondary suites”.

The Chair called for a recess at 1:34 p.m. The meeting reconvened at 1:45 p.m.

SSI-239-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust amend Proposed Bylaw No. 461 (Secondary Suites) to reflect the changes proposed in Appendix 2a of the staff report dated November 14, 2012 with the three additional changes reached by consent and recorded in the regular business meeting minutes of November 22, 2012. **CARRIED**

SSI-240-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee give Second Reading to Proposed Bylaw No. 461 (Secondary Suites), as amended, cited as Salt Spring Island Land Use Bylaw, 1999, Amendment No. 5, 2012. **CARRIED**

SSI-241-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee direct staff to bring a staff report for consideration that proposes a plan for the monitoring and evaluation of Proposed Bylaw No. 461 Plan No. 1 as a pilot area for Secondary Suites and that this report be received by the Local Trust Committee prior to public hearing. **CARRIED**

SSI-242-12 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee direct staff to schedule a Public Hearing for Proposed Bylaw No. 461. **CARRIED**

By consent, a staff report with discussion of issues was requested on the following areas before the Public Hearing:

1. section 3.15.2 - owner occupancy requirement;
2. section 3.15.3 - bed & breakfasts in secondary suites;
3. section 3.15.3 - versus an information note about short-term vacation rentals.

9.2 Pilot Mapping – Riparian Areas Regulation – Special Business Meeting

Planner Cermak provided a verbal update on the Special Business Meeting held on November 21, 2012 which focused on the Riparian Areas Regulation pilot stream mapping review.

At this time, Chair Malcolmson welcomed the members of the public and thanked them for coming. She introduced the Trustees and staff and reviewed the audio recording practices. She acknowledged that the Local Trust Committee is meeting in the traditional territory of the Coast Salish People.

10. TRUSTEE REPORTS

Trustee Grams reported that he met with: constituents regarding island governance issues and the Capital Regional District (CRD) Director and Trustee Grove to work on the Terms of Reference for the Governance Study Committee. He attended CRD Economic Development Commission events regarding sustainable tourism and village development and a BC Ferries small group consultation meeting. He also spoke about the special business meeting held on November 21st regarding the Riparian Areas Regulation pilot stream mapping review.

Trustee Grove acknowledged the annual Remembrance Day event organized by the Royal Canadian Legion. He noted ongoing meetings with Trustee Grams and CRD Director Wayne McIntyre regarding the Governance Study Committee. He attended: a Financial Planning Committee meeting in Victoria; two meetings for BC Ferries; CRD Economic Development Commission round table events; a 2012 Winter Agencies

meeting regarding emergency and winter services. He also spoke to 60 children at the Salt Spring Middle School about the Islands Trust. He mentioned the November 2 special business meeting regarding the Riparian Areas Regulation pilot stream mapping review.

11. CHAIR'S REPORT

Chair Malcolmson spoke about the upcoming December 4 to 6, 2012 Trust Council meeting on Salt Spring Island. She noted that nearly all of this meeting will be open to the public and will include: a session on the Green Shores project; a presentation from the Agricultural Land Commission; a presentation on the draft 2013-14 Islands Trust budget. The Strait of Georgia National Marine Conservation Area will be discussed and the Ministry of Transportation consultation on ferry service and affordability will be addressed.

12. CRD DIRECTOR'S REPORT - none

13. DELEGATIONS - none

14. TOWN HALL

Chair Malcolmson opened the Town Hall at 12:21 p.m. and explained the guidelines. Some members of the public expressed their views on:

- secondary suites – language regarding the requirement for CRD building permits;
- secondary suites – number of required parking spaces;
- Riparian Areas Regulation – amount of public education, mapping, advertising of community information meetings, publication of written contributions from the public.

Written submissions entitled “Invited to Fritz to “Have Your Say” and then be Censored,” dated November 22, 2012 and “Special Edition for the Trusts RAR educational At the Fritz, After Dark” dated November 21, 2012 were received from Dr. Varzeliotis.

15. APPLICATIONS, PERMITS, BYLAWS AND REFERRALS - none

16. CORRESPONDENCE – none

17. NEW BUSINESS

17.1 Proposed Bylaw No. 237 – Galiano Island Land Use Bylaw Update - Various amendments per adopted changes to the Official Community Plan

RPM Hartley reviewed the staff memorandum dated November 9, 2012 regarding a number of amendments to the Galiano Land Use Bylaw as a result of the adopted changes to the Official Community Plan.

SSI-243-12

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 237 indicating that “interests are unaffected by the bylaw.”

CARRIED

18. UPCOMING MEETINGS

- 18.1** The next regular business meeting of the Salt Spring Island Local Trust Committee is scheduled for 9:30 a.m. on Thursday, December 13, 2012 at the Harbour House Hotel, 121 Upper Ganges Road, Salt Spring Island.

19. ADJOURNMENT

There being no further business, the meeting adjourned at 2:01 p.m.

Sheila Malcolmson, Chair

Kathryn Luttin, Recorder