

ADOPTED
MINUTES of the SALT SPRING ISLAND
LOCAL TRUST COMMITTEE REGULAR BUSINESS MEETING
Thursday, January 31, 2013 - 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)
David Marlor, Director of Local Planning Services
Justine Starke, Island Planner
Stefan Cermak, Planner 2
Caitlin Brownrigg, Planner 1
Chris Larson, Planner 1
Kathryn Luttin, Recorder

Others Present:

Approximately 5 members of the public – a.m.
Approximately 32 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 following changes to the agenda were presented for consideration:

- New Correspondence - Item 13.1 – Tom Varzeliotis – January 26, 2013, to the Local Trust Committee;
- New Correspondence – Item 13.2 – L. Hartley – January 28, 2013, Submission to November 21, 2012 LTC Meeting;
- Supplemental to Item 6.1 – Proposed Bylaw No. 461 – Secondary Suites – Referral Responses and Supplemental Correspondence;
- Supplemental to Item 6.2 – Advisory Committee Terms of Reference – Supplemental Correspondence;
- Supplemental to Item 6.3 – Industrial Land Needs Assessment Terms of Reference – Staff Report;
- Supplemental to Item 12.1 – SS-DVP-2012.5 – 175 Don Ore Road – P. Campbell and T. Barber – Supplemental Correspondence;
- Supplemental to Item 12.3 – SS-DP-2012.1 – 128 Cottonwood Road – Ryzuk Geotechnical – Staff Email;

- Supplemental to Item 12.5 – SS-RZ-2011.3 – 440 Rainbow Road – J. Quesnel - Supplemental Correspondence;

By general consent the agenda was approved, as amended.

For the record: Items 4 and 5 were addressed after Item 6; Item 12.5 was addressed prior to Item 12.1; Item 14.3 was addressed prior to Item 14.2.

3. MINUTES AND RESOLUTIONS WITHOUT MEETING

3.1 Draft Minutes of the January 10, 2013 SSI LTC Regular Business Meeting

The following changes to the minutes were introduced: Item 12.4 – replace the second paragraph with “Staff noted that ‘RAR-designated watershed’ is a colloquial term that describes watersheds that have been identified by the Ministry of Environment as being potentially fish supporting.”

By general consent the Salt Spring Island Local Trust Committee Minutes of January 10, 2013 were adopted, as amended.

3.2 Draft Minutes of the January 17, 2013 Industrial Advisory Planning Commission Meeting

The minutes were received for information.

3.3 Draft Minutes of the January 17, 2013 Advisory Environment Committee Meeting

The minutes were received for information.

3.4 Resolutions-Without-Meeting Log Report

The report was received.

4. BUSINESS ARISING FROM MINUTES

4.1 Follow-Up Action List

The list was reviewed.

By general consent the 10th item from the January 10, 2013 activity list regarding a request to the Capital Regional District concerning secondary suites is considered “Done”.

5. REPORTS

5.1 Work Program Top Priorities Report

The report was reviewed.

5.2 Projects List

The list was reviewed and the following resolution was introduced:

SSI-024-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee request staff to advise on the process required to amend the Land Use Bylaw to remove the requirement to refer farmworker housing matters on Agricultural Land Reserve land to the Agricultural Land Commission. **CARRIED**

6. LOCAL TRUST COMMITTEE PROJECTS

6.1 Proposed Bylaw No. 461 - Secondary Suites

Island Planner Starke reviewed the staff report dated January 22, 2013 regarding Proposed Bylaw 461 (Secondary Suites).

After discussion, the following resolution was introduced:

SSI-025-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee direct staff to schedule a Special Business Meeting prior to the Public Hearing for Proposed Bylaw No. 461. **CARRIED**

6.2 Advisory Committee Terms of Reference

Island Planner Starke reviewed the staff report dated January 21, 2013 and additional correspondence received regarding draft revisions to Advisory Planning Commission Bylaw No. 427 that provides a framework for amalgamation of advisory committees.

After discussion, the following resolutions were introduced:

SSI-026-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee direct staff to include as part of the operating guidelines that the chair be elected each year, bearing in mind that the chair may be re-elected. **CARRIED**

SSI-027-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee direct staff to prepare bylaw language that retains the Agriculture Advisory Committee as a separate Agricultural Advisory Planning Commission, and prepare operating guidelines that provide for a delegate of the new Agricultural Advisory Planning Commission to attend the meetings of the Advisory Planning Commission. **CARRIED**

SSI-028-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee direct staff to prepare a bylaw amendment to Advisory Planning Commission Bylaw No. 427 that reflects the changes suggested in the staff report dated January 21, 2013 and reflects the direction given above to retain the Agriculture Advisory Committee as a separate Advisory Planning Commission. **CARRIED**

SSI-029-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee direct staff to keep the membership at nine when preparing a bylaw amendment to Advisory Planning Commission Bylaw No. 427. **CARRIED**

SSI-030-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee refer the staff report dated January 21, 2013 to the Advisory Planning Commission, the Environmental Advisory Committee, the Agricultural Advisory Committee and the Advisory Design Panel for review and feedback. **CARRIED**

SSI-031-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee direct staff to work with the Legislative Services Manager (Corporate Secretary) at the Islands Trust on improving procedures as detailed in the staff report dated January 21, 2013 under "Other Matters." **CARRIED**

Chair Malcolmson called for a recess at 10:30 a.m. The meeting reconvened at 10:35 a.m.

6.3 Industrial Land Needs Assessment Terms of Reference

Planner Cermak reviewed the staff report dated January 25, 2013 regarding the draft Industrial Land Needs Assessment Terms of Reference.

After discussion, the following amendments were proposed to the draft Terms of Reference:

- section 2, first sentence, replace the words "assist in the preparation of" with "prepare";
- section 2, delete the second to last paragraph;
- section 3, under "Demand", delete the word "economic";
- section 3, under "Need", delete the words "targeted forms of";
- section 3, under "Supply", insert the words "to meet demand" after the word "land" and delete the word "basic";
- section 3, under "Community Engagement", first sentence, delete the words "sought throughout the study process".

It was also noted that additional changes were identified, arising from the January 30, 2013 Industrial Advisory Planning Commission meeting.

SSI-032-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee direct staff to amend the January 25, 2013 Industrial Land Needs Assessment Terms of Reference as discussed, and return to the Local Trust Committee to adopt by Resolution-Without-Meeting. **CARRIED**

Chair Malcolmson called for a recess at 11:39 a.m. The meeting reconvened at 12:00 noon. At that time, she 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.

7. TRUSTEE REPORTS

Trustee Grove reported that he attended the following: a Kinder Morgan presentation; a Town Hall with Elizabeth May, MP; two Industrial Advisory Planning Commission meetings; an Advisory Environment Committee meeting; a Community Economic Development Commission meeting; two Governance Study Committee meetings; and a Structured Decision Making training session with Dr. Robin Gregory. He reported

meeting with: Adam Olsen, prospective Green Party MLA; zoning applicants; and Dr. David Rapport, of EcoHealth Consulting.

Trustee Grams reported that he attended the following: a Kinder Morgan presentation; an Industrial Advisory Planning Commission meeting; an Advisory Environment Committee meeting; a Governance Study Committee meeting; an Agriculture Advisory Committee meeting; and a Structured Decision Making training session with Dr. Robin Gregory. He reported meeting with: Adam Olsen, prospective Green Party MLA; constituents; staff; the CRD Alternate Director Peter Lake; and Dr. David Rapport of EcoHealth Consulting.

8. CHAIR'S REPORT

Chair Malcolmson spoke about: ferries and derelict vessels advocacy; Trust Council budget consultation; Agriculture Advisory Committees; and the upcoming Trust Council meeting.

9. CRD DIRECTOR'S REPORT - none

10. DELEGATIONS

Chair Malcolmson reviewed the guidelines for the Delegations and Town Hall, and the audio recording practices.

10.1 St. Mary Lake Watershed Group – Katherine Trajan – St. Mary Lake Workshop Results

Ms. Trajan spoke about the St. Mary Lake Watershed Workshop of December 1, 2012. She submitted the final report for this event titled "Lake Water Quality and St. Mary Lake: Community Dialogue and Expert Panel" dated December 1, 2012.

10.2 Dr. Varzeliotis – Booth Canal Inlet in Decline

Dr. Varzeliotis presented his concerns regarding Booth Canal. He provided pictures and a written submission titled "Tom's Town Hall Placard: A delegation supplement – January 31, 2013".

SSI-033-13

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee request staff advice on jurisdiction in relation to the Booth Canal rehabilitation as proposed by Dr. Varzeliotis. **CARRIED**

11. TOWN HALL

Chair Malcolmson opened the Town Hall at 12:34 p.m. and explained the guidelines. Members of the public expressed their views on Rezoning Application SS-RZ-2011.3 (Quesnel - 440 Rainbow Road).

Chair Malcolmson called for a recess at 1:06 p.m. The meeting reconvened at 1:13 p.m.

12. APPLICATIONS, PERMITS, BYLAWS AND REFERRALS

12.1 **SS-DVP-2012.5 – 175 Don Ore Road – P. Campbell & T. Barber – Development Variance Permit**

Planner Brownrigg reviewed the staff report dated January 21, 2013 regarding the application to vary a setback from a front lot line from 7.5 metres to 2.5 metres. The applicant was present.

After discussion, the following resolution was introduced:

SSI-034-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee approve issuance of proposed Development Variance Permit SS-DVP-2012.5 to Terry Barber and Patricia Campbell at 175 Don Ore Road, Lot 10, Section 17, Range 4 East, North Salt Spring Island, Cowichan District, Plan 23236. **CARRIED**

12.2 **SS-DP-2012.4 – 149 Fulford-Ganges Road – Shane Moore – DP3 Shoreline Development Permit**

Planner Brownrigg reviewed the staff report dated January 21, 2013 regarding the application to construct shoreline stabilization works.

After discussion, the following resolution was introduced:

SSI-035-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee approve issuance of Development Permit SS-DP-2012.4 to Ganges Harbour Properties Ltd for Lot 1, District Lot 318, and Section 1, Range 4 East, North Salt Spring Island, Cowichan District, Plan 39259 (149 Fulford-Ganges Road). **CARRIED**

12.3 **SS-DP-2012.6 – 128 Cottonwood Road – Ryzuk Geotechnical – DP3 Shoreline Development Permit**

Planner Larson reviewed the staff report dated January 17, 2013 regarding the application to construct shoreline stabilization works.

It was noted that on page 5 of the report, section E.3.4.22, last paragraph, the word “existing” should be changed to read “proposed”.

The applicant was present and spoke to the application.

After discussion, the following resolution was introduced:

SSI-036-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee approve issuance of Development Permit SS-DP-2012.6 to Teresa Compton, Jacqueline Wilson and Linda Roth for Lot 3, Section 16, Range 6 East, North Salt Spring Island, Cowichan District, Plan 17317 (128 Cottonwood Road). **CARRIED**

12.4 **SS-SC-2012.1 – 121 Corbett Road – K. Jewall – Strata Conversion**

Planner Brownrigg reviewed the staff report dated January 21, 2013 regarding the application to convert an existing two-family dwelling to a building strata.

The applicant was present.

After discussion, the following resolution was introduced:

SSI-037-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee approve Strata Conversion Application SS-SC-2012.1 to convert 121 Corbett Road to a building strata (Kassandra Jewall - Lot 5, Section 3, Range 3 East, North Salt Spring Island, Cowichan District, Plan 10588, Except That Part In Plan 1285). **CARRIED**

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

Planner Cermak reviewed the staff report dated January 23, 2013 regarding the Official Community Plan and Rezoning Application for Salt Spring Island Metal Recycling.

The applicant was present and spoke to the application. He submitted photographs and additions to a petition addressed to the previous Honorable Minister Ida Chong of the Ministry of Community, Sport and Cultural Development regarding his application.

Chair Malcolmson called for a recess at 2:09 p.m. The meeting reconvened at 2:25 p.m.

After discussion, the following resolutions were made:

SSI-038-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee direct staff to prepare a draft Official Community Plan amendment bylaw and a draft Land Use Bylaw amendment to permit the use as requested and to include noise mitigation measures for those uses in Rezoning Application SS-RZ-2011.3 (Quesnel - 440 Rainbow Road). **CARRIED**

SSI-039-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee direct staff to initiate consultation with referral agencies for Rezoning Application SS-RZ-2011.3 (Quesnel - 440 Rainbow Road). **CARRIED**

SSI-040-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee request the Salt Spring Chamber of Commerce to consider facilitating a meeting with industrial and business stakeholders to propose solutions that would facilitate the ongoing operations of Salt Spring Metal Recycling in a legal manner. **CARRIED**

13. **CORRESPONDENCE**

13.1 **Tom Varzeliotis – January 26, 2013, to the Local Trust Committee**

The correspondence was received.

13.2 L. Hartley – January 29, 2013, Submission to November 21, 2012 LTC Meeting

The correspondence was received.

After discussion, the following resolution was made:

SSI-041-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee amend the Special Business Meeting Minutes of November 21, 2012, adopted on December 13, 2012, by adding the following statement before the last paragraph under item 3(c) on page 4: “Dr. A.N.T. Varzeliotis submitted a written statement titled ‘Tom’s Town Hall Placard’, dated November 21, 2012”; and that the minutes, as amended, be adopted. **CARRIED**

14. LOCAL TRUST COMMITTEE PROJECTS (CONTINUED)

14.1 Delegation of Authority

RPM Hartley reviewed the staff memorandum dated January 22, 2013 regarding Delegation Authority in relation to Heritage Alteration Permits.

14.2 OCP Budget

RPM Hartley reviewed the staff memorandum dated January 22, 2013 regarding a budget projection for the end of the 2012/13 fiscal year.

14.3 Transition Salt Spring Proposal – Climate Action Community Event

RPM Hartley reviewed the staff report dated January 22, 2013 regarding the proposal to deliver a climate action community event in March of 2013.

The letter writers were present and spoke to their request.

After discussion, the following resolution was made:

SSI-042-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee dedicate \$3700 from the 2012/13 Official Community Plan/Land Use Bylaw budget 73001 655 4008 – Salt Spring Climate Change Outreach/Research to support a climate action community event as outlined in the proposal by Transition Salt Spring received on January 10, 2013. **CARRIED**

Chair Malcolmson called for a recess at 3:23 p.m. The meeting reconvened at 3:30 p.m.

15. NEW BUSINESS

15.1 Islands Trust Council 2011-2014 Strategic Plan – December 2012 Update

The update was received for information.

16. **UPCOMING MEETINGS**

16.1 **Amendment to the SSILTC 2013 Regular Business Meeting Schedule**

RPM Hartley reviewed the staff report dated January 23, 2013 regarding a revised date and location for the February 28, 2013 scheduled meeting. A change of date for the September 19th scheduled meeting was discussed.

The following resolutions were introduced:

SSI-043-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee approve that the Regular Business Meeting scheduled for February 28, 2013 be rescheduled to February 26, 2013 and be held at the Harbour House Hotel, 121 Upper Ganges Road, Salt Spring Island. **CARRIED**

SSI-044-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee approve that the Regular Business Meeting scheduled for September 19, 2013 be rescheduled to September 6, 2013 with location to be confirmed. **CARRIED**

17. **ADJOURNMENT**

By general consent the meeting adjourned at 3:42 p.m.

Sheila Malcolmson, Chair

Kathryn Luttin, Recorder