

ADOPTED
MINUTES of the SALT SPRING ISLAND
LOCAL TRUST COMMITTEE REGULAR BUSINESS MEETING
Thursday, February 26, 2013 - 9:30 AM
Harbour House Hotel – 121 Upper Ganges Road

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
Chris Larson, Planner 1
Geoff Kinnear, Bylaw Enforcement Officer
Cindy Shelest, Administrative Services Director
Mary Hughes, Recorder

Others Present:

Approximately 6 members of the public – a.m.
Approximately 17 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:

- Deletion of Item 5.2 from the agenda
- Addition of Item 14.2 – Fall Fair Parking

By general consent the agenda was approved as amended.

3. MINUTES AND RESOLUTIONS WITHOUT MEETING

3.1 Draft Minutes of the January 31, 2013 SSI LTC Regular Business Meeting

By general consent the Salt Spring Island Local Trust Committee Minutes of January 31, 2013 were adopted as circulated.

3.2 Draft Minutes of the January 30, 2013 Industrial Advisory Planning Commission Meeting

The minutes were received for information.

3.3 Draft Minutes of the January 24, 2013 Agriculture Advisory Committee Meeting

The minutes were received for information.

3.4 Draft Minutes of the February 14, 2013 Advisory Planning Commission Meeting

The minutes were received for information.

3.5 Draft Minutes of the February 14, 2013 Advisory Environment Committee Meeting

The minutes were received for information.

3.6 Resolutions-Without-Meeting Log Report

The report was received. It was noted that 3 resolutions-without-meeting were introduced in January and February 2013.

4. BUSINESS ARISING FROM MINUTES

4.1 Correspondence from Chair, Sheila Malcolmson to Dr. A.N.T. Varzeliotis dated August 17, 2010

The correspondence was received for information.

4.2 Follow-Up Action List

The report was received.

By general consent, the Trustees asked that the next staff report on Riparian Area Regulations include the material presented by Dr. A.N.T. Varzeliotis and handed in by him on November 21, 2012 and secondly, that a letter be sent to Dr. Varzeliotis explaining why this material is not posted to the Islands Trust website.

5. LOCAL TRUST COMMITTEE PROJECTS

5.1 Secondary Suites: Proposed Bylaw 461

Island Planner Starke presented a staff report dated February 18, 2013.

SSI-045-13

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee amend Proposed Bylaw No. 461 cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 5, 2012" by removing the information note on bed and breakfasts and home-based businesses that follows Subsection 3.15.3. of Proposed Bylaw No. 461.

CARRIED

SSI-046-13

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee amend Proposed Bylaw No. 461 cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 5, 2012" by inserting a new Subsection 1.8 as follows:

"1.8 By amending Article 3.13.8(2) to replace the phrase "*single-family dwelling*" with the phrase "*principal dwelling unit*" and by making sequential numbering alterations to effect this change."

CARRIED

SSI-047-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee amend Proposed Bylaw No. 461 cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 5, 2012" by removing Subsection 3.15.3 which prohibits a secondary suite to be used for commercial guest accommodation and add an information note which reads: "*Pursuant to other provisions of this Land Use Bylaw, short term vacation rentals are not permitted in residential areas*". **CARRIED**

Chair Malcolmson called for a recess at 10:20 a.m. The meeting reconvened at 10:30 a.m.

SSI-048-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee seek staff advice on how proposed Bylaw No. 461 might be revised to facilitate the full time residency of a caretaker in the secondary suite or in the principal dwelling unit. **CARRIED**

5.3 Audio Recording Service

RPM Hartley presented a staff memorandum dated February 15, 2013 regarding the audio recording service of the Salt Spring Island regular business meetings.

5.4 Watershed Working Group

RPM Hartley presented a staff report dated February 18, 2013. It was noted that the suggested Local Trust Committee action had occurred by Resolution-Without-Meeting, this being to forward to Trust Council for its consideration the "Request for Decision" dated February 12, 2013 regarding delegation of Trust Council powers to the Salt Spring Island Local Trust Committee.

Chair Malcolmson called for a recess at 11:15 a.m. The meeting reconvened at 12:00 Noon.

6. TRUSTEE REPORTS

Trustee Grams reported that since January 31st, he has attended the following: an Islands Trust Programs Committee meeting; a Salt Spring Island Fire Department meeting; an Advisory Planning Commission meeting; a Governance Study Committee meeting; a seminar on good committee practice and structure; a Skype conference with the Capital Regional District (CRD) Watershed Management staff on the Watershed Working Group; and a solid waste advisory committee meeting. He advised that the Watershed Working Group may seek to establish a Technical Review Committee. Trustee Grams also met with Dr. D. Rapport regarding St. Mary's Lake.

Trustee Grove attended the following: a Governance Study Committee meeting; a meeting with staff reviewing alternatives for the Salt Spring Metal Recycling company; a meeting of the Advisory Planning Commission; a retreat held by the Economic Development Commission; a meeting at the Farmer's Institute to hear Lana Popham; a meeting of the Climate Action Council; a meeting with members of the community regarding a housing development project; and a seminar on good committee practice and structure.

7. CHAIR'S REPORT

Chair Malcolmson reported on the upcoming Trust Council meetings scheduled for March 5 to 7, 2013. She advised that topics will include the adoption of a proposed budget that includes a 1.3% increase to property taxes; as well as presentations on derelict vessels and on the Islands Trust Conservancy. She also reported on a recent presentation to the Regional District of Nanaimo, at their invitation, concerning oil spill preparedness. Upcoming meetings include the San Juan Island Marine Managers Conference and the Association of Vancouver Islands Coastal Communities convention for which Trust Council is proposing a resolution urging action on derelict vessels.

8. CRD DIRECTOR'S REPORT

CRD Director McIntyre congratulated Jean Gelwicks on receiving a BC Community Achievement Award. He noted the appointment of Bob Lapham as the new CRD CAO as well as Larissa Hutchison to CRD Parks. He spoke of the CRD budget process. He attended numerous meetings including; an electoral area committee; an Economic Development Commission round table on tourism; a Solid Waste Management Planning session; the local Royal Canadian Mounted Police (RCMP) on speed and safety; the Union of British Columbia Municipalities Small Water Systems Group; via a conference call with UBC and the University of Guelph regarding options for St. Mary Lake. He also reported on; a request for proposals for an upgrade to the Beddis water system; the Burgoyne Liquid Waste Management process under study; a draft cycling master plan; the proposed Trans-Canada Trail; and the ongoing affordable housing project for Drake Road.

9. DELEGATIONS

9.1 Dr. Varzeliotis

Dr. Varzeliotis spoke to his November 21, 2012 submission concerning the Riparian Areas Regulation and requested that it be posted to the Islands Trust website. He also spoke to his delegation presentation concerning Booth Canal.

10. TOWN HALL

Members of the public spoke in support of the Watershed Working Group's request to transfer power from Trust Council to the Salt Spring Island Local Trust Committee. They also addressed the rezoning application for 440 Rainbow Road. Issues of safety and congestion regarding Fall Fair parking were raised and this was added to the agenda as an item of new business.

11. **APPLICATIONS, PERMITS, BYLAWS AND REFERRALS**

11.1 **SS-ALR-2012.2 - Polaris Land Surveying – 570 Beddis Rd.**

Planner Larson reviewed the staff report dated February 13, 2013 regarding a boundary adjustment subdivision in the Agricultural Land Reserve. The applicant was present and spoke to the application.

After discussion the following resolution was introduced:

SSI-049-13

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee forward application SS-ALR-2012.2 (570 Beddis Road) for subdivision and inclusion in the Agricultural Land Reserve with support to the Agricultural Land Commission. **CARRIED**

11.2 **SS-ALR-2012.1 – J. Erickson – 201 McLennan Dr.**

Planner Larson reviewed the staff report dated February 13, 2013 regarding an application for “non-farm use” of land in the Agricultural Land Reserve. The applicant was not present.

After discussion the following resolution was introduced:

SSI-050-13

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee forward application SS-ALR-2012.1 (201 McLennan Drive) for non-farm use in the Agricultural Land Reserve with strong support to the Agricultural Land Commission. **CARRIED**

11.3 **SS-SUB-2011.10 – Polaris Land Surveying Inc. - 367A Robinson Rd.**

RPM Hartley reviewed the staff report prepared by Planner Brownrigg, dated February 13, 2013 regarding an application for an exemption to the 10% lot frontage provisions. The applicant was present and spoke to the application.

After discussion the following resolution was introduced:

SSI-051-13

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee exempts proposed Lot A of that part of Parcel D (DD 47530i) of Section 8, Range 2 East, and of Sections 5, 6, 7, 8, and 9, Range 3 East, North Salt Spring Island, Cowichan District, lying within said Section 8, Range 2 East, and Sections 8 and 9, Range 3 East except part in Plan VIP67771, from the 10% minimum lot frontage requirements of Section 5.3 of Salt Spring Island Land Use Bylaw No. 355 and Section 944 of the Local Government Act for Polaris Land Surveying (SS-SUB-2011.10, 367A Robinson Road). **CARRIED**

11.4 SS-SUB-2011.10 - Polaris Land Surveying Inc. - 367A Robinson Rd.

RPM Hartley reviewed the staff report prepared by Planner Brownrigg, dated February 15, 2013 regarding an application to register a water control covenant and to modify a density covenant. The applicant was present and spoke to the application.

After discussion the following resolution were introduced:

SSI-052-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee accept a water control covenant under section 219 of the Land Title Act from the registered owner of the land on Salt Spring Island legally described as that part of Parcel D (DD475301) of Section 8, Range 2 East and of Sections 5-9, Range 3 East, North Salt Spring Island, Cowichan District, lying within said Section 8, Range 2 East and Sections 8 & 9, Range 3 East except Part in Plan VIP67771 (Polaris Land Surveying, SS-SUB-2011.8, Robinson Road). **CARRIED**

SSI-053-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee accept modification to the density covenant EM87925 under section 219 of the Land Title Act from the registered owner of the land on Salt Spring Island legally described as That Part of Parcel D (DD475301) of Section 8, Range 2 East and of Sections 5- 9, Range 3 East, North Salt Spring Island, Cowichan District, lying within said Section 8, Range 2 East and Sections 8 & 9, Range 3 East except Part in Plan VIP67771 (Polaris Land Surveying, SS-SUB-2011.8, Robinson Road). **CARRIED**

RPM Hartley provided a release-from-covenant document removing a covenant from the two lots. The document was received as a late addition.

SSI-054-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee accept the partial release of the modified density covenant EM87925 against proposed Lots A and B (Polaris Land Surveying, SS-SUB-2011.8 - 367A Robinson Road) **CARRIED**

SSI-055-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee designate any member of the Salt Spring Island Local Trust Committee to sign the covenants (Polaris Land Surveying, SS-SUB-2011.8 – 367A Robinson Road). **CARRIED**

11.5 SS-RZ-2012.2 – S. Bull - 147 Swanson Rd

Planner Larson reviewed the staff report dated February 15, 2013 regarding an application to rezone the property from R6 to multifamily residential, to permit five affordable housing units. The applicant was not present.

After discussion the following resolution was introduced:

SSI-056-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee direct staff to obtain from the applicant the necessary reports on service provisions and on affordable housing provisions in sufficient time to be received by staff for reporting to the Local Trust Committee in May 2013 (Bull, 147 Swanson Road, SS-RZ-2012.2). **CARRIED**

11.6 SS-DP-2012.8 – Robert Barnard Design Ltd. - 445 Walker’s Hook Rd

Planner Larson reviewed the staff report dated February 14, 2013 regarding an application in the Development Permit Area 3. The applicant was present.

After discussion the following resolution was introduced:

SSI-057-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee approve issuance of Development Permit SS-DP-2012.8 to Trisha and Harold Hoffman for Lot 2, Section 12, Range 3 East, North Salt Spring Island, Cowichan District, Plan 7865 (445 Walker’s Hook Road). **CARRIED**

11.7 SS-DP-2012.8 – Robert Barnard Design Ltd. - 445 Walker’s Hook Rd.

Planner Larson reviewed the staff report dated February 15, 2013 regarding an application for a flood plain exemption.

After discussion the following resolution was introduced:

SSI-058-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee exempt Lot 2, Section 12, Range 3 East, North Salt Spring Island, Cowichan District, Plan 7865 from Salt Spring Island Land Use Bylaw No.355 (Section 4.4 – Setbacks from Water Bodies – Flood Protection) and Section 910 of the Local Government Act for Trisha and Harold Hoffman (445 Walker’s Hook Road), in accordance with the conditions of Development Permit SS-DP-2012.8. **CARRIED**

Chair Malcolmson called for a recess at 2:05 p.m. The meeting reconvened at 2:08 p.m.

12. REPORTS

12.1 Work Program Top Priorities Report

The report was reviewed.

12.2 Projects List

After discussion the following resolution was introduced:

SSI-059-13 It was **MOVED** and **SECONDED** that “Village Area Planning” be moved further up the list of projects to follow OCP & LUB Review – Housing for Farm Workers. **CARRIED**

12.3 Expense Report – Posted to January 31, 2013

The report was received.

12.4 Applications with Status Report

The report was received.

13. **CORRESPONDENCE**

13.1 **M. Larmour – January 19, 2013**

The correspondence was received.

13.2 **Parks Canada Coastal BC Field Unit – January 11, 2013**

The correspondence was received.

14. **NEW BUSINESS**

14.1 **SSI Board of Variance Appointments**

A staff report dated February 14, 2013, prepared by Planning Clerk Pauline Brazier, was presented. It was noted that the Board of Variance has not received any applications over the past six years.

SSI-060-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee direct staff to seek confirmation from current members that they are willing to be reappointed to the Salt Spring Island Board of Variance for a three-year term effective April 2013

CARRIED

SSI-061-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee invite applications for up to three positions on the Board of Variance for the Salt Spring Island Local Trust Area and direct staff to advertise for expressions of interest.

CARRIED

14.2 **Fall Fair Parking**

A resident had asked what permissions were needed to offer parking on their property during the Fall Fair. The application fee sponsorship policy was discussed. Further information on the policy can be obtained at the Islands Trust office.

15. **UPCOMING MEETINGS**

15.1 The next regular business meeting of the Salt Spring Island Local Trust Committee is scheduled for 9:30 a.m. on Thursday, March 21, 2013 at the Lion's Club, Hart Bradley Hall, 103 Bonnet Ave., Salt Spring Island.

16. **ADJOURNMENT**

There being no further business, the meeting adjourned at 2:25 PM.

Sheila Malcolmson, Chair

Mary Hughes, Recorder