

ADOPTED
MINUTES of the SALT SPRING ISLAND
LOCAL TRUST COMMITTEE REGULAR MEETING
Thursday, August 22, 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)
Justine Starke, Island Planner
Stefan Cermak, Planner 2
Kathryn Luttin, Recorder

Media and Others Present:

Wayne McIntyre, Capital Regional District (CRD) Director
Gulf Islands Driftwood Reporter
Approximately 13 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 9:32 a.m. She introduced herself, the Trustees and staff.

2. APPROVAL OF AGENDA

The following changes were made to the agenda:

- supplemental to Item 8.6 – District of West Kelowna to the Agriculture Advisory Planning Commission – Supplemental Correspondence – District of West Kelowna Agriculture Advisory Planning Committee to their Mayor and Council – Dated July 9, 2013;
- remove Item 14.5 – SS-RZ-2012.2 – S. Bull – 147 Swanson Road – Rezoning to Multi-Family – Verbal Update;
- add Item 15.2 – Salt Spring Island Local Trust Committee Procedures Bylaw.

SSI-163-13

It was **MOVED** and **SECONDED** that the agenda be amended by removing the objectionable delegation material from agenda Item 12.1 entitled “Groyne-o-Rrhea NonScientifica” for the reason that it contains offensive, objectionable content which is contrary to the Islands Trust’s obligation to provide a respectful workplace.

CARRIED

Chair Malcolmson noted the following:

Due to the Islands Trust’s obligation to ensure a respectful workplace for its employees, the Salt Spring Island Local Trust Committee will not accept any further delegations or

correspondence at its meetings that are slanderous to staff and regrets that such material has been published with the agenda. The Trust Committee is also requesting staff not to publish documents that are defamatory or harassing and to exclude them from the agenda in future.

By general consent the agenda was approved, as amended.

3. MINUTES AND RESOLUTIONS WITHOUT MEETING

3.1 Draft Minutes of the July 25, 2013 SSI LTC Regular Business Meeting

By general consent the Salt Spring Island Local Trust Committee Regular Business Meeting minutes of July 25, 2013 were adopted, as presented.

3.2 Adopted Minutes of the July 18, 2013 Industrial Advisory Planning Commission Meeting

The minutes were received for information.

3.3 Draft Minutes of the August 8, 2013 Advisory Planning Commission Meeting

The minutes were received for information.

3.4 Draft Minutes of the August 8, 2013 Agriculture Advisory Planning Commission Meeting

The minutes were received for information.

3.5 Resolution-Without-Meeting

The report was received.

4. LOCAL TRUST COMMITTEE PROJECTS

4.1 Industrial Land Needs Assessment – V. Philip Boname, President, Urbanics Consultants Ltd.

Planner Cermak introduced Philip Boname and Bill Aubé of Urbanics Consultants Ltd.

Mr. Boname and Mr. Aubé presented a summary of their study. Discussion followed. Industrial Advisory Planning Commission members present in the audience were invited to ask questions of the consultants.

4.2 Industrial Land Needs Assessment

Planner Cermak reviewed the staff report dated August 14, 2013 regarding the Industrial Land Needs Assessment submitted by Urbanics Consultants Ltd.

SSI-164-13

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee receive the report “Salt Spring Island Industrial Land Needs Assessment” by Urbanics Consultants Ltd, dated August 2013. **CARRIED**

Chair Malcolmson called for a recess at 11:01 a.m. The meeting reconvened at 11:10 a.m.

4.3 Riparian Areas Regulation Interim Report

Planner Cermak reviewed the staff report dated August 13, 2013 regarding the scope of work for stream mapping the remaining watersheds, budget allocation for mapping and application of the Riparian Areas Regulation on Prevost Island.

SSI-165-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee approve the scope of work for further stream mapping within Riparian Areas Regulation designated watersheds as presented in the staff report dated August 13, 2013.
CARRIED

SSI-166-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee request that \$30,000 be released from the Islands Trust Technical Services funds to support stream mapping within Riparian Areas Regulation designated watersheds on Salt Spring Island as presented in the staff report dated August 13, 2013.
CARRIED

SSI-167-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee direct staff to draft a scope of work for a third party review of stream mapping feedback as presented in the staff report dated August 13, 2013.
CARRIED

SSI-168-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee present to the Ministry of Environment that it considers the current level of stream protection to provide a level of protection that is comparable to or exceeds the Riparian Areas Regulation on Prevost Island.
CARRIED

5. NEW BUSINESS

5.1 2014/15 Local Planning Programs Budget

The staff report dated August 15, 2013 was reviewed. Discussion ensued on the Annotated Housing Agreement benefitting all not only Salt Spring Island but all Local Trust Committees.

SSI-169-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee amend the budget as provided by staff in the report dated August 15, 2013 by removing the Annotated Housing Agreement amount for \$4000.
CARRIED

SSI-170-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee approve and forward the amended 2014-15 Salt Spring Island Program Budget submission to Financial Planning Committee.
CARRIED

SSI-171-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee strongly recommend to the Financial Planning Committee that the Annotated Housing Agreement as described on page 108 of the staff report dated August 15, 2013 be supported by the Financial Planning Committee.
CARRIED

SSI-172-13

It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee advise the Director of Administrative Services that a Budget Proposal will be submitted prior to the November 2013 Financial Planning Committee meeting to support Salt Spring Island Watershed Management coordination services that would apply delegated powers from Trust Council. **CARRIED**

5.2 BC Hydro woodpole test and treat program

The briefing was reviewed.

It was noted that Trustee Grams will forward to the Trust Area Services Director a statement encouraging caution by BC Hydro regarding splashing of preservatives on vegetation.

6. REPORTS

6.1 Work Program Top Priorities Report

The report was reviewed.

6.2 Projects List

The list was reviewed.

6.3 Applications with Status Report

The report was reviewed.

6.4 Expense Report – Posted to July 31, 2013

The report was reviewed.

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-Up Action List

The list was reviewed.

8. CORRESPONDENCE

8.1 Islands Trust to J. Treewater – June 27, 2013 – Concerning the Community Stewardship Awards

The correspondence was received for information.

8.2 Islands Trust to the SSI Water Preservation Society – June 27, 2013 – Concerning the Community Stewardship Awards

The correspondence was received for information.

8.3 The Honorable Minister S. Thomson, Ministry of Forests, Lands and Natural Resource Operations – July 16, 2013 – Concerning Grace Islet

The correspondence was received for information.

8.4 E. Booth – Concerning the LTC meeting of July 25, 2013 – July 16, 2013

The correspondence was received for information.

8.5 Growing Forward – Aug 1, 2013 – Concerning a Federal Provincial Territorial Initiative

The correspondence was received for information.

8.6 District of West Kelowna to the Agriculture Advisory Planning Commission – July 19, 2013 & Staff Memorandum – August 13, 2013

The staff memorandum and correspondence were received.

Chair Malcolmson called for a recess at 11:44 a.m. The meeting reconvened at 12:03 p.m. At that time, she welcomed the members of the public and thanked them for coming. She introduced the Trustees, staff and CRD Director Wayne McIntyre. She acknowledged that the Local Trust Committee is meeting in the traditional territory of the Coast Salish People.

9. TRUSTEE REPORTS

Trustee Grove reported attending meetings with the following: the SSI Water Council; the SSI Governance Study Committee; the Industrial Advisory Planning Commission; the Advisory Planning Commission; the Agricultural Advisory Planning Commission; the SSI Community Economic Development Commission; the Financial Planning Committee; the developer for the Bullock Lake rezoning application (SS-RZ-2013.5 - 315 Robinson Road); and the proponent of the Juniper Road application (SS-DVP-2013.4 - 175 Juniper Road). He also reported attending the following: the opening ceremony of the SSI Public Library; a Fire Hall meeting; the opening ceremony of the electric vehicle charging station; and the SSI Governance Study forums. He noted that discussions continue regarding the Ganges boardwalk.

Trustee Grams reported attending meetings with the following: the communications coordinator for the SSI Governance Study; the Industrial Advisory Planning Commission; the developer for the Bullock Lake rezoning application (SS-RZ-2013.5 - 315 Robinson Road); the SSI Watershed Protection Authority; the Local Planning Committee; the Trust Programs Committee; the SSI Chamber of Commerce, CRD and staff, regarding the Ganges boardwalk; and Linda Adams, Chief Administrative Officer, SSI Governance Study forums. He noted that he was interviewed by Urban Systems, the consultants for the Salt Spring Island Governance Study.

10. CHAIR'S REPORT

Chair Malcolmson spoke about the upcoming Trust Council meeting on Lasqueti Island. She also spoke about the following events planned for the upcoming Union of British Columbia Municipalities convention: a derelict vessel clinic; and a breakfast meeting for

all Regional District Directors and Members of Legislative Assembly of areas overlapping Islands Trust jurisdiction.

11. CRD DIRECTOR'S REPORT

CRD Director McIntyre reported on the following: a recent CRD board meeting; the opening ceremony of the SSI Public Library; the Saturday Market; the urban designation of Salt Spring Island; the proposed transit system requisition increase; the new bus shelters near Country Grocer; the SSI Governance Study meetings; line painting and signage on roads; the downtown fire hall; pathways on Rainbow Road; the Burgoyne Bay liquid waste facility; and his interview with the SSI Governance Study consultants.

12. DELEGATIONS

Chair Malcolmson reviewed the guidelines for Delegations and the Town Hall. She noted the following:

- that it is the duty of the Chair to maintain order at a meeting and to reinforce rules related to order and decorum; that includes clapping – apologies to anyone who felt inhibited by clapping at last meeting;
- that it is the obligation of the Islands Trust to ensure a respectful workplace for staff;
- that all speakers are asked to be respectful, address their comments to the issues only and refrain from making personal remarks or questioning the motives of staff; otherwise they may be asked to be seated or in extreme circumstances, may be asked to leave the meeting.

12.1 Dr. Varzeliotis – entitled “Groyne-o-Rrhea NonScientifica”

Dr. Varzeliotis spoke about the removal of his delegation material. He provided a written submission titled “Tom’s Town Hall Placard: Pending RAR Business” dated August 22, 2013.

13. TOWN HALL

Chair Malcolmson opened the Town Hall at 12:37 p.m. Members of the public expressed their views on: the rezoning application for 147 Swanson Road (SS-RZ-2012.2); application fees for affordable housing proposals on Salt Spring Island; and Weston Lake environmental concerns.

Written submissions were received from J. McClean, dated August 21, 2013 and E. Booth dated August 22, 2013.

Chair Malcolmson called for a recess at 12:56 p.m. The meeting reconvened at 1:05 p.m.

14. APPLICATIONS, PERMITS, BYLAWS AND REFERRALS

14.1 SS-DVP-2013.4 - R. & S. McConnell – 175 Juniper Place - Development Variance Permit in Conjunction with Boundary Adjustment Application

RPM Hartley reviewed the staff report dated August 13, 2013 regarding the proposal to vary two provisions of Land Use Bylaw No. 355 in order to support a proposed boundary adjustment.

The applicant was present and was invited to speak.

SSI-173-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee approve issuance of Development Variance Permit SS-DVP-2013.4 for Lot 7 Section 2 Range 1 East North Salt Spring Island Cowichan District Plan VIP67092 and Lot 3 Section 2 Range 1 East North Salt Spring Island Cowichan District Plan VIP80776 (McConnell, 175 Juniper Place). **CARRIED**

14.2 SS-SUB-2012.2 - Wolfe-Milner Land Surveying Inc. – 135 Brinkworthy Road - Covenant Relating to Fire Station

RPM Hartley reviewed the staff report dated August 16, 2013 regarding the proposal to enter into a covenant in order to fulfill a condition for subdivision.

The applicant was not present.

SSI-174-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee accept a covenant restricting use of the lot to an emergency response station under section 219 of the Land Title Act from the registered owner of the land legally described as Lot 1 Section 4 Range 2 East North Salt Spring Island Cowichan District Plan EPP23826 (SS-SUB-2012.2, 135 Brinkworthy Road). **CARRIED**

SSI-175-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee designate any member to sign the covenant (SS-SUB-2012.2, 135 Brinkworthy Road). **CARRIED**

14.3 SS-RZ-2013.3 - E. Booth – Ashya Road - OCP Amendment and Rezoning from Forestry to Residential

RPM Hartley reviewed the staff report dated August 13, 2013 regarding the proposal to amend the Official Community Plan and Land Use Bylaw designations on the subject properties in order to permit affordable housing units.

The applicant and landowner were present and were invited to speak. The applicant provided a written submission.

SSI-176-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee refer application SS-RZ-2013.3 to the Advisory Planning Commission for comments (Ashya Properties Ltd., Ashya Road). **CARRIED**

By general consent it was requested that the referral include the applicant's submission.

14.4 SS-RZ-2003.5 – 176 Norton Road – NSE Holdings Ltd. – Norton Road Affordable Housing Agreement

Island Planner Starke reviewed the staff report dated August 12, 2013 regarding a proposed Housing Agreement and Section 219 Covenant (along with the associated Housing Agreement Bylaw No. 469), a proposed Memorandum of Understanding, and a letter of undertaking and additional Section 219 Covenant.

The applicant was present and was invited to speak specifically to issues in the staff report.

Chair Malcolmson called for a recess at 2:36 p.m. The meeting reconvened at 2:48 p.m.

SSI-177-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee direct staff to enter into an application processing cost recovery agreement with the applicant of application SS-RZ-2003.5 (T. O'Connor, 176 Norton Road), pursuant to Trust Council Policy and the Salt Spring Island Planning Application Fees Bylaw, to request Islands Trust legal counsel review the legal documents, submitted as conditions of final approval of Bylaw 407, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 3, 2005." **CARRIED**

SSI-178-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee direct staff to, pending an approved cost recovery agreement, administer a legal services request for review of the legal documents proposed as conditions of final approval of Bylaw 407, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 3, 2005" (SS-RZ-2003.5, applicant T. O'Connor, 176 Norton Road). **CARRIED**

15. **NEW BUSINESS (CONTD.)**

15.1 **Islands Trust to Trust Council – Recommended Policy Amendments Related to Trust Council Delegation Bylaw No. 154**

Island Planner Starke reviewed the staff briefing dated August 15, 2013 regarding amendment of Trust Council policies as a consequence of the delegation of additional powers to the Salt Spring Island Local Trust Committee regarding water resource protection.

SSI-179-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee recommend that the Executive Committee propose policy amendments to Trust Council in regards to Bylaw No. 154, as indicated in the attachments to the August 22, 2013 briefing by Linda Adams. **CARRIED**

15.2 **SSI LTC Procedures Bylaw**

SSI-180-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee request staff advice on Procedures Bylaw amendments to address Delegation and Town Hall content. **CARRIED**

16. **CLOSED MEETING**

16.1 **Motion to Close the Meeting**

SSI-181-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee close this meeting to the public subject to Community Charter section 90(1)(i) for the receipt of legal advice; and that staff be invited to remain. **CARRIED**

The Salt Spring Island Local Trust Committee closed the meeting at 2:55 p.m. and reconvened in open meeting at 3:28 p.m.

17. RISE AND REPORT

17.1 Salt Spring Island Watershed Protection Authority

SSI-182-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee appoint Trustee George Grams to liaise with the Salt Spring Island Watershed Protection Authority on behalf of the Local Trust Committee pursuant to Trust Council Bylaw No. 154 and s.8(2) of the Islands Trust Act. **CARRIED**

SSI-183-13 It was **MOVED** and **SECONDED** that the Salt Spring Island Local Trust Committee request review and endorsement of the Terms of Reference of the Salt Spring Island Watershed Protection Authority, with a view to ensuring they provide a reasonable framework for the coordination and assistance functions that have been delegated to the Salt Spring Island Local Trust Committee by Bylaw No. 154. **CARRIED**

18. UPCOMING MEETINGS

The next regular business meeting of the Salt Spring Island Local Trust Committee is scheduled for 9:30 a.m. on Friday, September 6, 2013 at the Lion's Club, Hart Bradley Hall, 103 Bonnet Ave., Salt Spring Island.

19. ADJOURNMENT

By general consent the meeting adjourned at 4:30 p.m.

Sheila Malcolmson, Chair

CERTIFIED CORRECT:

Kathryn Luttin, Recorder