

# ADOPTED

**MINUTES OF THE SATURNA ISLAND  
LOCAL TRUST COMMITTEE BUSINESS MEETING  
HELD ON THURSDAY, NOVEMBER 8, 2012, AT 12:30 P.M.  
AT THE SATURNA ISLAND COMMUNITY HALL,  
105 EAST POINT ROAD, SATURNA ISLAND, B.C.**

<b>PRESENT:</b>	<b>Ken Hancock</b>	<b>Chair</b>
	<b>Paul Brent</b>	<b>Local Trustee</b>
	<b>Pam Janszen</b>	<b>Local Trustee</b>
	<b>Gary Richardson</b>	<b>Island Planner</b>
	<b>Katie Jones</b>	<b>Minute Taker</b>

There were approximately twenty-five (25) members of the public in attendance.

## **1. CALL TO ORDER**

Chair Hancock acknowledged that the meeting was being held in the traditional territory of the Coast Salish People.

Chair Hancock called the meeting to order at 12:31 and introduced the panel.

## **2. APPROVAL OF AGENDA**

Chair Hancock asked for any amendments to the agenda. There being none, the agenda, as presented, was approved by consensus.

### **2.1 Questions from Public on Agenda Items**

**John Hutchinson** stated that he had questions about Priscilla Ewbank's letter, and asked when it would be appropriate to pose such questions.

Chair Hancock responded that Priscilla Ewbank's letter would be added to the agenda and that the Town Hall Meeting would be a better place to raise these questions.

**Wayne Quinn** said he wished to correct the record regarding section 8.1 of the September 6<sup>th</sup>, 2012 Saturna Island Local Trust Committee (SALTC) business meeting minutes. At the September 6<sup>th</sup> meeting the chair stated that eliminating the landscaping at the rear of the lot was a good compromise, and the adopted minutes inferred that Quinn agreed with that statement. However, his comment actually was that while the Saturna Island Fire Protection Society (SIFPS) has enough money, he'd prefer to spend it elsewhere instead of on redundant landscaping.

Chair Hancock extended his apologies and noted that while the minutes of the September 6<sup>th</sup> meeting had already been adopted, these minutes should have better reflected Quinn's statement. He wished to go on record that under 8.1 of

the September 6<sup>th</sup>, 2012 SALTC Business Meeting minutes it should say that Chair Hancock and Quinn “discussed a proposed compromise”.

**Robert Montgomery** asked if the committee had received his letter regarding Proposed Bylaw 109.

Chair Hancock stated that they had received the letter and that it would be recognized during the Community Information Meeting by Planner Richardson.

### **3. COMMUNITY INFORMATION MEETING**

#### **3.1 Proposed Bylaw No.109 (Riparian Areas Regulation)**

Chair Hancock closed the Business Meeting at approximately 12:38 pm to hold the scheduled Community Information Meeting.

See Notes of Community Information Meeting (CIM) of same date.  
Chair Hancock reopened the Business Meeting at 1:22 pm.

### **4. PUBLIC HEARINGS**

#### **4.1 Proposed Bylaw No. 109 (Riparian Areas Regulation)**

Chair Hancock closed the Business Meeting at 1:23 pm to hold the scheduled Public Hearing.

See separate Record of Public Hearing (PH) of same date.  
The LTC meeting reconvened at 1:28 pm.

### **5. PREVIOUS MEETINGS**

#### **5.1 Local Trust Committee Minutes for Adoption**

5.1.1 Adopted Minutes of September 6, 2012 Local Trust Committee Business Meeting

Presented for information

#### **5.2 Public Hearing Records and Community Information Meeting Notes**

5.2.1 Received Notes of September 6, 2012 Community Information Meeting

Presented for information.

5.2.2 Received Record of September 6, 2012 Public Hearing

Presented for information.

### **5.3 Section 26 Resolutions-without-meeting**

Chair Hancock gave a brief explanation.

### **5.4 Advisory Planning Commission -none**

## **6. BUSINESS ARISING FROM THE MINUTES**

### **6.1 Follow-up Action Report**

Planner Richardson briefly summarized the Follow-Up Action Report.

## **7. DELEGATIONS**

None.

## **8. CORRESPONDENCE**

### **8.1 P. Ewbank letter dated September 27, 2012 re:SA-RZ-2012.1**

Planner Richardson summarized Ewbank's letter and stated that her point was that parking is provided already, and more is not needed.

Chair Hancock added that parking contributes revenue.

Trustees Janszen and Brent said they'd take Ewbank's letter under consideration.

### **8.2 J. Ranger email dated September 4, 2012 re: Local Trust Committee Top Priorities**

Planner Richardson summarized Ranger's email and her concerns.

Trustee Brent stated that he has responded to Ranger's letter and said that water and water conservation are a priority for the Trust. He pointed out that the Saturna Island Local Trust Committee recently printed off a water conservation pamphlet, that currently the Trust is pursuing compliance with the Riparian Areas Regulation (RAR) and that the Trust's Strategic Plan focuses on water conservation.

## **9. APPLICATIONS, PERMITS, BYLAWS AND REFERRALS**

### **9.1 Proposed Development Variance Permit SA-DVP-2012.1 (Quaintance & Elling)**

Planner Richardson summarized the proposed Development Variance Permit (DVP). He noted that the applicants only became aware of the encroachment of

their stairs and accessory buildings when a survey was completed in April 2012, at which point the Capital Regional District (CRD) advised the applicants to petition the Local Trust Committee (LTC) for a DVP. Notices were sent to homes in the area; one comment was received from Cal Hollings who expressed concern as to how the applicant's house made it through the CRD process without the encroachments being noticed. Planner Richardson responded to Mr. Holling's e-mail. He explained that the CRD checks the setbacks and issues the permit; the LTC is not involved in this. Planner Richardson recommended that the accessory buildings be moved and/or lowered in order to reduce the building encroachments.

Trustee Brent said he understood that in the case of the house and stairs, it is a matter of .3 meters.

Planner Richardson confirmed this, and added that there is an exclusion for stairs. He said there is nowhere else on the site to put a set of stairs. The building on the interior side lot line would have the biggest impact if the neighbours decided to build.

Chair Hancock asked Robyn Quaintance, the applicant, for comment.

Ms. Quaintance explained her rationale for building the accessory buildings, and stated that at the time she had been unaware of the rules regarding road setbacks. She added that her neighbours are building further down the bank, and that she had spoken with the neighbours and they had no problems with accessory building on the interior side lot line.

Chair Hancock asked what is the recommendation of the Trustees.

Trustee Brent stated that he had no problem with the accessory buildings on the road set-back. He added that his view is changed given that the neighbours don't have a problem with the accessory building on the interior side lot line.

Trustee Janszen said she had no problem with the house stairs. She wanted to know if the Parks and Recreation Commission would have any problems with the two accessory buildings on the road set-back (C&D). She asked to forward this information to the Parks and Recreation Commission because these sheds are close to their water access.

Chair Hancock stated that he wished to defer consideration, and that the committee has no problem with buildings A (House stairs) and B (Interior Side Lot Line Woodshed).

He added that the Parks and Recreation Commission has a license to occupy the right-of-way, but their names aren't on the title; they are like a neighbour or a tenant and may want to comment. Chair Hancock moved to amend the recommendation in the report.

Resolution SA-LTC-65-2012

It was Moved and Seconded that Saturna Island Local Trust Committee defer consideration of SA-DVP-2012.1 Quaintance and Elling until such time the draft permit has been referred to Saturna Island Parks and Recreation Commission for comment.

**CARRIED**

**9.2 Proposed Development Variance Permit SA-DVP-2012.2 (Sewell)**

Planner Richardson reviewed the staff report which detailed several planning options for the LTC to consider. Planner Richardson summarized the applicant's stated rationale for the variance that this is the most reasonable way to divide the lot because it leaves the larger piece of agricultural land intact. He said that the Agricultural Land Commission (ALC) response has yet to be received, and that they may or may not approve it and that they may ask for a different configuration.

Al Sewell, the applicant, stated that he'd prefer to have a decision now, and if he had to pay the ALC a fee later, that was okay.

Resolution SA-LTC-66-2012

It was Moved and Seconded that the Saturna Island Local Trust Committee approve SA-DVP-2012.2 (Sewell).

**CARRIED**

**9.3 South Pender Island Bylaw No. 111 (LUB Amendment)**

Resolution SA-LTC-67-2012

It was Moved and Seconded that the Saturna Island Local Trust Committee's interests are unaffected by South Pender Island Local Trust Committee Bylaw No. 111.

**CARRIED**

**10. LOCAL TRUST COMMITTEE PROJECTS**

**10.1 Riparian Areas Regulation Bylaw No. 109**

The following two were resolutions were passed as a result of discussion in the Community Information Meeting.

Resolution: SA-LTC-68-2012

It was Moved and Seconded that the Saturna Island Local Trust Committee directing staff would produce a map that would show the Development Permit Area applicability on Mr. Montgomery's lot, lot 27.

**CARRIED**

Resolution: SA-LTC-69-2012

It was Moved and Seconded that the Saturna Island Local Trust Committee make an amendment to the Proposed Bylaw No. 109 that section G.1.7 exemptions have an addition t) that for a certainty includes cemeteries.

**CARRIED**

Chair Hancock said the Bylaw is now referred to as Bylaw No. 109 Amended and is presented for Second reading.

Resolution SA-LTC-70-2012

It was Moved and Seconded that Saturna Island Local Trust Committee proposed Bylaw No. 109 (as amended), cited as "Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 2, 2012" be read a Second Time.

**CARRIED**

Resolution SA-LTC-71-2012

It was Moved and Seconded that Saturna Island Local Trust Committee proposed Bylaw No. 109 cited as "Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 2, 2012" be read a Third time.

**CARRIED**

Resolution SA-LTC-72-2012

It was Moved and Seconded that the Saturna Island Local Trust Committee proposed Bylaw No. 109 cited as "Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 2, 2012" be forwarded to the Secretary of the Islands Trust for Executive Committee approval

**CARRIED**

Resolution SA-LTC-73-2012

It was Moved and Seconded that the Saturna Island Local Trust Committee proposed Bylaw No. 109 cited as “Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 2, 2012” be forwarded to the Minister of Community, Sport and Cultural Development for approval.

**CARRIED**

**10.2 Ocean Loop Geo-exchange Draft Bylaw No. 110 (LUB amendment)**

Planner Richardson summarized the staff report, and outlined the staff comments regarding the use of propylene glycol.

Chair Hancock stated that concerns came from the Advisory Planning Commission (APC) regarding the use of propylene glycol. In addition, the use of propylene glycol means installing lines that are above ground, are visible and are exposed to the elements.

Trustees Janszen and Brent said they had no issues with the use of propylene glycol.

Resolution SA-LTC-74-2012

It was Moved and Seconded that draft Bylaw No. 110, cited as “Saturna Island Land Use Bylaw 78, 2002, Amendment No. 2, 2012” be read a First time.

**CARRIED**

Resolution SA-LTC-75-2012

It was Moved and Seconded that the Saturna Island Local Trust Committee direct staff to schedule a public hearing for Proposed Bylaw No. 110, cited as “Saturna Island Land Use Bylaw 78, 2002, Amendment No. 2, 2012” .

**CARRIED**

**11. REPORTS**

**11.1 Work Program Reports**

11.1.1 Saturna Island Local Trust Committee Work Program Report dated November, 2012

Presented for information.

### 11.1.2 Islands Trust Council Strategic Plan 2011 –2014

Presented for information.

## **11.2 Applications Report**

### 11.2.1 Saturna Island Applications Report dated November, 2012

Presented for information.

## **11.3 Expense/Budget Reports**

Chair Hancock explained that the strategic plan is used for budget consideration.

### 11.3.1 Trustee and Local Expenses

Trustee Brent said that everything seems on track for the year.

## **11.4 Bylaw Enforcement**

None.

## **11.5 Policies and Standing Resolutions Report**

Presented for information.

## **11.6 Saturna Island LTC Web Page**

Trustee Janszen said she forwarded the November 2012 Scribbler article to Kathy Jones, Planning Clerk for posting.

Chair Hancock wanted to make a note in regards to the Scribbler article, and that is that there is no subdivision application underway. The committee is not working on a subdivision and he wouldn't want to give that impression.

## **11.7 Chair's Report**

Chair Hancock reported that he went to Port Townsend for an oil spill preparation workshop. He said that he was impressed with Washington State's level of preparedness, and he will write a report and share it with the Trustees.

## **11.8 Trustee Report**

Trustee Janszen reported that she also spoke with the oil spill people, and passed on some contacts to Dawn Wood, who is in charge of Emergency Services. She reported that she has met with the National Park Advisory Board,

and met their new planner from Winnipeg. She stated there will be a workshop next month on zoning in the park. She said she had attended a meeting of the Local Planning Committee where they discussed geothermal heating, the upcoming budget, and which objects from the Strategic Plan should be added to their work program. She also reported that the Local Planning Committee is advising Trust Council that the proposed Model Fee Bylaw not be adopted. Rather they are asking that the Trust Finance Committee investigate the need for all fees to be raised 10% to 15% in light of cost of living increases over the past several years.

Trustee Brent reported that he attended a Financial Planning Committee meeting and that currently forecast expenses in the next fiscal year were well above revenues and that the FPC instructed staff to recommend changes limiting prospective tax increases to the inflation rate. He reported that the LTC expenses appear to be exceeding the revenue and that staff has been advised to fix this. He reported that Chair Hancock had a good idea about bringing Regional Directors together to discuss economic development on the islands. He reported that there is an upcoming ferry consultation which the Trust is going to participate in; there are projected cuts to ferry service and increased fares.

## **12. OTHER BUSINESS**

### **12.1. Next Business Meeting – Proposed 2013 Draft Meeting Schedule**

Trustees Janszen and Brent approved of the proposed business meeting schedule.

The next business meeting is on February 14<sup>th</sup> at 12:30pm at the Saturna Community Hall

#### Resolution SA-LTC-76-2012

It was Moved and Seconded that the Saturna Island Local Trust Committee adopt the proposed Local Trust Committee meeting schedule for 2013 as presented.

**CARRIED**

### **12.2 Appointment of Advisory Planning Commission Secretary**

#### Resolution SA-LTC-77-2012

It was Moved and Seconded that the Saturna Island Local Trust Committee appoint Katie Jones as the secretary to the Saturna Island Advisory Planning Commission.

**CARRIED**

### 12.3 Advisory Planning Commission Memberships

Chair Hancock asked Trustees Janszen and Brent whether they agree with Kathy Jones' recommendations.

Trustees Janszen and Brent agree.

#### Resolution SA-LTC-78-2012

It was Moved and Seconded that the Saturna Island Local Trust Committee direct staff to draft a letter to present members of the Advisory Planning Commission asking if they would like to serve another term.

**CARRIED**

### 13. TOWN HALL MEETING

Chair Hancock opened the Town Hall meeting for comments and questions.

**John Hutchinson** said that as the Trustees have taken the two letters that were sent under advisement, he'd like to comment on Priscilla Ewbank's letter. At a previous meeting John Guy raised the issue of the area having a lack of parking and the sign at the lower stores indicates that it is Lighthouse Pub and Saturna Point Store parking only; if this is not the case, he recommended that Priscilla change the sign, and advertise daily and weekly parking. He stated that he was pleased that Trustee Brent responded to the second letter (J. Ranger) as he too did not get the impression of that from Trustee Brent's Scribbler article.

**John Money** stated that he was also confused about Priscilla Ewbank's letter.

Trustee Janszen said that the upcoming Trust Council Meeting is on Salt Spring Island.

**John Money** asked if there was protocol on how Parks Advisory Liason Committees are formed.

Trustee Janszen said yes. The Parks Advisory Board that she is a part of is as a member of the Trust Council.

Chair Hancock added that the Parks Advisory Board that Pam is on was a condition when the National Park was established, and that the Park Advisory requires a Trust Committee member to be there in order to have quorum. Chair Hancock stated that Wayne Bourque had retired, and that he did an exceptional job at Parks.

Trustee Janszen noted that in the future, the National Park may contract out more scientific research to universities.

**John Money** said he hoped that in the future the Local Trust Committee will have more reports on how the National Park is affecting the economy of the island.

**14. ADJOURNMENT**

Resolution SA-LTC-79-2012

It was Moved and Seconded that the meeting be adjourned at 3:27 pm.

**CARRIED**

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**RECORDER**

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**CHAIR**