

ADOPTED

**MINUTES OF THE SATURNA ISLAND
LOCAL TRUST COMMITTEE BUSINESS MEETING
HELD ON THURSDAY, NOVEMBER 14, 2013, AT 12:30 P.M.
AT THE SATURNA ISLAND COMMUNITY HALL
105 EAST POINT ROAD, SATURNA ISLAND, B.C.**

PRESENT:	Ken Hancock	Chair
	Paul Brent	Local Trustee
	Pam Janszen	Local Trustee
	Gary Richardson	Island Planner
	Robert Kojima	Regional Planning Manager
	Beverley Neff	Minute Taker

There were two (2) members of the public in attendance when the meeting began.

1. CALL TO ORDER

The meeting was called to order at 12:30 p.m. Chair Ken Hancock acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations. Trustees and staff were introduced.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved.

2.1 Questions from Public on Agenda Items

None

3. COMMUNITY INFORMATION MEETING

None

4. PUBLIC HEARING

None

5. PREVIOUS MEETINGS

5.1 Local Trust Committee Minutes

5.1.1 Saturna Island Local Trust Committee Meeting Minutes of September 26, 2013

For information only

5.2 Public Hearing Records and Community Information Meeting Notes

None

5.3 Section 26 Resolutions-without-meeting

5.3.1 RWM Report dated November 2013

For information only

5.4 Advisory Planning Commission Minutes

None

6. BUSINESS ARISING FROM THE MINUTES

6.1 Follow-up Action Report

6.1.1 FUAL Report dated November 2013

Island Planner Richardson reported that all items were completed.

7. DELEGATIONS

None

8. CORRESPONDENCE

None

9. APPLICATIONS, PERMITS, BYLAWS AND REFERRALS

9.1. 2013 - 10 04 Islands Trust Council Referral of Strategic Plan to LTC

The Islands Trust Strategic Plan was supported by the Saturna Island Local Trust Committee, with minor amendments.

Resolution SA-LTC-50-2013

It was Moved and Seconded by the Saturna Island Local Trust Committee that the Islands Trust Council Strategic Plan, at Strategy 4.3.1 under Status, be amended by inserting “and Saturna” after “Hornby”.

CARRIED

Resolution SA-LTC-51-2013

It was Moved and Seconded by the Saturna Island Local Trust Committee that the Islands Trust Council Strategic Plan, at Strategy 4.3.2. under Status, be amended by adding “Saturna considering amendment to allow secondary suites.”

CARRIED

9.2. SA-DP-2013.1 (Angermeyer/Schachte) Staff Report & Draft Permit

The purpose of the proposed development permit is to allow a two-lot subdivision at 104 Narvaez Bay Road. A portion of the subject property is in the Bluffs development permit area. Island Planner Richardson reported that the proposed development complies with the guidelines for the Bluff Development Permit Area as itemized on Schedule A of his report.

Resolution SA-LTC-52-2013

It was Moved and Seconded that the Saturna Island Local Trust Committee Development Permit SA-DP-2013.1 (Nancy Angermeyer and Henry Schachte) be approved.

CARRIED

9.3. SA-SUB-2010.1 (Angermeyer/Schachte) Memo re: 10% Frontage Request

Resolution SA-LTC-53-2013

It was Moved and Seconded that the Saturna Island Local Trust Committee, pursuant to Section 944(2) of the *Local Government Act*, and the 10% perimeter provisions of Section 944(1) of the *Local Government Act* for proposed Lots A and B of Subdivision Application SA-SUB-2010.1 (Nancy Angermeyer and Henry Schachte) be granted exemption.

CARRIED

9.4 SA-SUB-2012.2 (Money Family Projects) Memo re: 10% Frontage Request

Resolution SA-LTC-54-2013

It was Moved and Seconded that the Saturna Island Local Trust Committee, pursuant to Section 944(2) of the *Local Government Act*, and the 10% perimeter provisions of Section 944(1) of the *Local Government Act* for proposed Lot 1 of Subdivision Application SA-SUB-2012.2 (Money Family Projects Ltd.) be granted exemption.

CARRIED

9.5 SA-ALR-2013.1 (Money Family Projects)

The applicant is proposing to subdivide the parent parcel into two lots (4.07 ha and 9.59 ha respectively) in order to provide a lot for a family member. Island Planner Richardson explained the process, stating that if accepted by the ALR, the application will then be referred to the Saturna LTC to see if it is congruent with the Land Use Bylaw (LUB).

Resolution SA-LTC-55-2013

It was Moved and Seconded by the Saturna Island Local Trust Committee, pursuant to Section 25(3) of the *Agricultural Land Reserve Act*, that Subdivision Application SA-ALR-2013.1(Money) proceed.

CARRIED

Resolution SA-LTC-56-2013

It was Moved and Seconded that the Saturna Island Local Trust Committee appoint Chair Hancock to be signatory for covenants pursuant to SA-SUB-2012.2.

CARRIED

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Community Amenity Density Review (CADR)

Island Planner Richardson explained that the objective of the project is to amend the Saturna Island Official Community Plan (OCP) policies regarding the Community Amenity Density Reserve. The amendments are intended to place density in the reserve so that the reserve can function as intended.

Resolution SA-LTC-57-2013

It was Moved and Seconded that the Saturna Island Local Trust Committee directs staff to make the following changes to the Saturna Island Official Community Plan, Community Amenity Density Reserve Policies recommended in the staff report of November 1, 2013:

- C.1.4 Community Density Reserve; delete penultimate line from first paragraph: "Each transfer should accomplish some environmental or heritage policy objective of the Plan."
- SCHEDULE "E" Appendix A: Community Amenity Density Reserve (e): after "should include". Insert "but not be limited to"

CARRIED

Resolution SA-LTC-58-2013

It was Moved and Seconded that the Saturna Island Local Trust Committee directs staff to prepare a draft bylaw that would amend the Saturna Official Community Plan Community Amenity Density Reserve Policies as recommended in the amended staff report of November 1, 2013.

CARRIED

Resolution SA-LTC-59-2013

It was Moved and Seconded that the Saturna Island Local Trust Committee directs staff to change the final adoption target completion date in the Project Charter from November 2014 to October 2014.

CARRIED

Resolution SA-LTC-60-2013

It was Moved and Seconded that the Saturna Island Local Trust Committee endorses the amended Project Charter attached to the staff report of November 1, 2013.

CARRIED

It was agreed that the Project Charter Scope would be amended to reflect the motions passed at this meeting.

10.2 Short Term Vacation Rental Review

Regional Planning Manager Kojima explained that the objective of the Short Term Vacation Rental (STVR) project is to establish temporary use permit guidelines for the evaluation of STVR applications. Including specific STVR guidelines in the Official Community Plan (OCP) will provide greater certainty for applicants and future LTCs. Staff are recommending that the scope of the remainder of the project consist of the following: the review of policy options for addressing vacation rentals, preparation of amendments to the Temporary Use Permit (TUP) section of the OCP and potentially the fees bylaw, the formal process associated with amending the OCP, communications in the form of a fact sheet, and further consultation in the form of a community information meeting.

Staff was directed to change the final adoption target completion date in the Project Charter from November 2014 to October 2014.

Resolution SA-LTC-61-2013

It was Moved and Seconded that the Saturna Island Local Trust Committee directs staff to prepare a draft Official Community Plan amendment bylaw that would create Temporary Use Permit guidelines as outlined in the staff report of November 1, 2013; and that and that staff amend guideline A to specify that areas with known water issues must include measures to ensure an adequate water supply.

CARRIED

Resolution SA-LTC-62-2013

It was Moved and Seconded by the Saturna Island Local Trust Committee endorses the amended Project Charter attached to the staff report of November 1, 2013.

CARRIED

10.3 Secondary Suites Review

Island Planner Richardson explained that secondary suites are typically affordable, ground oriented and market based. Given the number of single-family residences on Saturna Island, and its aging population, the ability to provide legal secondary suites could assist the community in addressing its perceived housing diversity and affordability issues in appropriate locations. He went over the analysis of issues in the staff report.

The LTC recommended the following changes:

- #2: Replace “following residential zones: Rural Residential, Rural General, and Rural Comprehensive Development” with “anywhere residential use is permitted”
- #4: Replace “water catchment systems” with “adequate water supply”
- #5: Strike
- #10: Add “Staff will look into the use of 99-year leases.”
- Project Charter, under Stakeholders, Community Water System: change “System” to “Systems” and under Represented by: change “Operator (CRD)” to “Operators”.
- The final adoption date should be changed to October 2013

Resolution SA-LTC-63-2013

It was Moved and Seconded that the Saturna Island Local Trust Committee direct staff to prepare draft amendments to the Saturna Island Official Community Plan and Land Use Bylaw to allow for secondary suites as a permitted use.

CARRIED

Resolution SA-LTC-64-2013

It was Moved and Seconded that the Saturna Island Local Trust Committee endorses the amended Project Charter attached to the staff report of November 5, 2013.

CARRIED

11. REPORTS

11.1 Work Program Reports

11.1.1 Work Program Report dated November 2013

No changes

11.2 Applications Report

11.2.1 Application Report dated November 2013

Island Planner Richardson reviewed the status of the applications.

11.3 Expense/Budget Reports

11.3.1 Trustee and Local Expenses

For information only

11.3.2 Expense/Budget Reports

For information only

11.4 Bylaw Enforcement

None

11.5 Policies and Standing Resolutions Report

Presented for information.

11.6 Saturna Island LTC Web Page

Staff was directed to change the webpage by posting reports and updating to reflect today's decisions.

It was mentioned that the Islands Trust water page has been revamped and now has many helpful links on it.

11.7 Chair's Report

Chair Hancock spoke of the Trust Council meeting in Victoria in December. There will be a half-day session on economic development with politicians from all levels of government invited to attend.

11.8 Trustee Reports

Trustee Brent spoke of the BC Ferry advocacy meetings being held now and said that it was unlikely that the Southern Gulf Islands would have further cuts. He said that Finance Committee is paring down costs in the draft budget and he is pleased it seems to be heading towards a very limited tax increase.

Trustee Janszen reported that the Local Planning Committee (LPC) met last week and they will recommend to Trust Council that the LPC work program be cut back to what can realistically be accomplished in the remainder of this term of office. They had a very good presentation about Green Shores for Homes and what is being accomplished at this stage of the project in the Puget Sound region. Thetis Island has volunteered to be the trial island for the Trust's Greenshores Program. Finding incentives to stimulate engagement in the program is a challenge on both sides of the border.

12. OTHER BUSINESS

12.1. Next Business Meeting

The next meeting of the Saturna Island Local Trust Committee will be held on February 13, 2014, at the Saturna Island Community Hall 12:30 p.m.

12.2. Saturna Island Local Trust Committee Proposed 2014 Annual LTC Meeting Schedule

Staff will provide alternative dates for the April and November meetings; the schedule will approved by a Resolution-without-meeting.

13. TOWN HALL MEETING

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

John Hutchinson expressed his appreciation to staff for the many reports and timeline efficiencies.

Al Sewell remarked that there were a lot of First Nations decisions about land ownership in the news lately and wondered if the Islands Trust was keeping track of the issues.

Island Planner Richardson responded in the affirmative.

Charles Reif asked about Community Amenity Density Review (CADR): How can a LTC be able to add densities at any time in the future, "from time to time", without any limit or purpose?

Island Planner Richardson responded that 20 densities is the density cap and the first bullet is the mechanism by which to do it. If the balance reached zero, a future LTC could amend the CADR without having to amend the density cap.

John Money asked if Parks Canada was invited to the economic development Trust Council workshop in December, suggesting it would be a good idea.

Chair Hancock agreed and said he would follow through on the suggestion.

14. **ADJOURNMENT**

Resolution SA-LTC-65-2013

It was Moved and Seconded that the Saturna Island Local Trust Committee meeting be adjourned at 2:50 p.m.

CARRIED

RECORDER

CHAIR