



# ADOPTED

## Saturna Island Local Trust Committee Minutes of Regular Meeting

**Date:** December 3, 2015  
**Location:** Saturna Recreation and Cultural Centre  
104 Harris Road, Saturna Island, BC

**Members Present:** George Grams, Chair  
Paul Brent, Local Trustee  
Lee Middleton, Local Trustee

**Staff Present:** Gary Richardson, Island Planner  
Beverly Lowsley, Recorder

**Public and Media Present:** There were 14 members of the public present and no media.

### 1. CALL TO ORDER

Trustee Brent called the meeting to order at 10:40 a.m. and explained the Community Roundtable meeting process to be followed by a break at 12:00 noon then reconvene for the Saturna Island Local Trust Committee Regular Meeting at 12:30 p.m.

Note: Chair Grams and Planner Richardson were not in attendance for the Community Roundtable meeting portion.

### 2. COMMUNITY ROUNDTABLE

Trustee Brent explained the goal of the roundtable is to address whatever people want to discuss whereas the Town Hall segments in the Regular Meeting are more structured around what is on the agenda. The roundtable is for free and open exchange of ideas.

A roundtable was done so individuals could each identify priority items for discussion the main three being the following:

- scheduling and format/construct of meetings for community input;
- .proposal relating to the government dock (extension, application for kayak docking station);
- parking issues between the ferry dock and Boot Cove Road and need for alternative parking options.

It was agreed that suggested issues already on the regular business meeting agenda would be addressed during the regular meeting and during the roundtable discussions.

#### **Number, scheduling and types of meetings**

There was broad discussion which raised the following points:

- previous stand-alone roundtable meetings were well attended, promoted broad discussion, sharing of ideas, and were highly valued. When combined with a regular business meeting the available time for open discussion is constrained and the combined meeting makes for a very long day. Many people are not willing or able to give up this much time. Also, this format does not allow time to mull over issues raised prior to making decisions in the business meeting segment.
- moving to 10 business meetings relates to buildup of work items arising from community roundtable meetings. Our island wants to take a more research based approach to issues such as development of a community profile.
- allow time for those wanting to submit letters relating to specific issues raised at a roundtable discussion so they can be posted prior to the scheduled business meeting where they will be discussed. Community roundtable meetings are more important to have on Saturdays when more people can attend for maximum community input. Suggestion to have four roundtable meetings per year.
- Appreciation was expressed of the Local Trust Committee members for committing to the roundtable meetings and the value of open discussion opportunities as part of our community process.

### **Proposal to put a kayak storage facility adjacent to the government dock**

It was noted that the kayak storage facility proposal is a Capital Regional District (CRD) issue, not related to Islands Trust; however it is a community issue. This is part of a business plan to bring tourists from Victoria to Saturna to do kayak tours.

John Hutchinson and Fred Shadian described their understanding of the proposal, as many individuals in attendance were not familiar with it. The proponent is hoping to have the operation underway by Feb 2016. This will require Harbour Commission approval. The following issues were noted:

- commercial enterprise on a public dock, public access, possible liability, roles of different businesses, Harbour Commission involvement, perceived lack of transparency relating to process so far, with over-riding goal to meet community needs;
- the public dock is already used by a variety of businesses - school boat, mail boat, Harbour Air, various fishing boats, and it is a gas dock;
- this opportunity needs further exploration suggesting that a working group be established with a leader to explore the concept further including collaboration between Parks and Recreation Commission, Harbour Commission, local businesses and other impacted groups.

This issue will be addressed at the Saturna Community Club meeting on December 7.

### **Parking between ferry dock and Boot Cove Road**

This area is already congested and potentially "putting lives at risk" when trying to enter or exit property or parking spaces. Especially at issue are large vehicles using that area.

- need for alternate parking option nearby;

- short term solution may relate to additional signage as well as speaking directly to the users of that area who have large vehicles which block visibility;
- the community needs to develop a long term solution to accommodate public parking especially with increased economic development.

### 3. MEETING RECESSED

Roundtable segment of the meeting was recessed at 12:00 noon, to reconvene at 12:30 p.m.

### 4. MEETING RECONVIENED

Note: Chair Grams and Planner Richardson joined the meeting at 12:30 p.m.

Chair Grams called the Saturna Island Local Trust Committee meeting to order at 12:35 p.m. He acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

### 5. APPROVAL OF AGENDA

The following amendment to the agenda was presented for consideration:

Amendment to item 16.1.: change to “Report on Particularly Sensitive Sea Area” and eliminate “Presentation”.

**By general consent** the agenda was adopted as amended.

### 6. TOWN HALL AND QUESTIONS

**Janet Land** asked if there would be space for comments relating to the survey questionnaire when it comes up on the agenda.

Trustee Brent suggested that would be fine so the focus of this Town Hall could relate to issues not addressed later in the agenda.

**Janet Land** inquired, regarding the Trust Council list of priorities, and wondered if the Local Trust Committee had input and if there would be opportunity for the community to discuss them.

Chair Grams noted that each Local Trust Committee had input and their lists of priorities were incorporated into the strategic plan. The Local Trust Committee top priorities report will be addressed later in the meeting and input will be welcomed at that time.

**Priscilla Ewbank** noted that density transfers would be of interest and she would like to know what the approach will be and what Local Trustees assumptions and progression of thought put into it will be.

Trustee Brent explained that staff has been requested to provide a full scope of information about density transfer, foundational information of options, and what has worked elsewhere.

Trustee Middleton elaborated that this came up at a previous meeting at which applications offering amenity transfers were not able to move forward without further exploration. Wording in the Saturna Island Official Community Plan section relating to the original section on Community Amenity Density Reserve was vaguely worded. The report will be exploratory and will explain all options.

**David Osbourne** asked about implications for the rest of the islands if the Salt Spring Island incorporation goes ahead.

Chair Grams explained this is a local community issue not an Islands Trust Issue. If SSI chooses to incorporate they would still be a member of the Islands Trust Federation and would still have two trustees on Trust Council subject to the Preserve and Protect mandate of Islands Trust and all the OCP bylaws would be submitted to Trust Council but as a municipality they could appeal to the minister whereas an Islands Trust area can only apply to Trust Council. One study undertaken by Urban Systems on impact analysis on the Islands Trust would be a net loss of revenue of \$800,000.

There was further discussion relating to the financial impact. Further information on Salt Spring incorporation can be found at [www.ssi/incorporationstudy.com](http://www.ssi/incorporationstudy.com).

**Dawn Wood** commented that density transfer had been brought up in the previous year.

Planner Richardson indicated that he plans to go back through previous minutes and documents from that time.

## **7. COMMUNITY INFORMATION MEETING**

none

## **8. PUBLIC HEARING**

none

## **9. MINUTES**

### **9.1 Local Trust Committee Minutes Dated October 8, 2015 (for Adoption)**

**By general consent** the Local Trust Committee Minutes of October 8, 2015 were adopted.

### **9.2 Section 26 Resolutions-without-meeting Report**

none

### **9.3 Advisory Planning Commission Minutes (for Receipt)**

none

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

### **10.1 Follow-up Action List Dated November 2015**

**Pat Carney** pointed out that the request for history of zoning for the original pub application and provisions for parking at the pub was noted as done but in fact has not been provided. Also requested was a status update on the Peretz application.

Planner Richardson acknowledged that he did not have that information but will follow up on the pub zoning and the parking issue and will present at the next public meeting. The Peretz application is back in their court and so far no word has been received from them as to how they wish to proceed.

## **11. DELEGATIONS**

none

## **12. CORRESPONDENCE**

*Correspondence received concerning current applications or projects is posted to the LTC webpage*

### **12.1 Email Dated from M Paterson re Community Meetings.**

Received for information.

### **12.2 Email Dated October 22, 2015 from N. Wiens re Roundtable Discussion**

Received for information.

### **12.3 Email Dated October 24, 2015 from T. Higgins re Community Roundtable**

Received for information.

## **13. APPLICATIONS AND REFERRALS**

### **13.1 SA-HAP-2015.1 (Community Club) - Staff Report**

Planner Richardson reported on the application and his recommendations. The Community Hall is a designated heritage building and the application would have to comply with the heritage defining elements.

Community Club representative Richard Blagborne explained the background and goals of the project.

Trustee Brent acknowledged that there may be some issues which might slow down the process but he fully supports the proposal.

Trustee Middleton asked about the septic easement on the Saturna Point Holdings which has been there for many years.

Mr. Blagborne explained that the plan is to stay within the existing boundaries with a septic tank then to pump up to a new septic field.

**SA-2015-036**

**It was MOVED and SECONDED**

That the Saturna Island Local Trust Committee Heritage Alteration Permit SA-HAP-2015.1 as drafted, be Approved.

**CARRIED**

**13.2 SA-TUP-2015.1 (Fitzgerald) - Application Information**

Planner Richardson summarized his report on the recent application including timeline options for the local trustees' consideration with a staff report for January and consideration of issuance at the February meeting.

Trustee Brent expressed concerns that because this is a tourist facility which has already been discussed broadly in the community at the roundtable meetings and, because any delays on approval of the TUP would impact on the applicant's ability to be ready for the 2016 season, he would prefer to vote on the application at the January meeting.

Trustee Middleton for the best process for the committee and the applicant, the public review needs to occur so all are clear on the expectations prior to consideration of issuance of the permit.

**Pat Carney** repeated her request for the original zoning expressing concerns regarding parking issues and off-sales of liquor which she felt have not yet been addressed. She also noted that the Boot Cove/Lyall Harbour water system is at capacity and this has not been addressed. Others who have applied to be added to the system have been turned down. This may affect the timing of a decision on the application.

Trustee Brent pointed out that although the proposed application was discussed widely within the community the formal application for a temporary use permit has only recently been received.

**Janet Land** noted that Planner Richardson refers to camping spaces when "tenting" sites would be a more appropriate designation.

**SA-2015-037**

**It was MOVED and SECONDED** that the Saturna Island Local Trust Committee directs staff to organize a Community Information Meeting on January 21, 2015 regarding Application SA-TUP-2015.2.

**CARRIED**

**14. LOCAL TRUST COMMITTEE PROJECTS**

**14.1 Community Profile - Draft Survey**

Planner Richardson presented the revised questionnaire, the purpose of which is to provide baseline data about the community to help trustees make zoning decisions.

Trustee Middleton clarified that the purpose of the questionnaire was to collect broad base data not available from Statistics Canada.

There was discussion with several suggestions:

- a clear preamble identifying the purpose of the questionnaire;
- several wording revisions plus, moving item 2 later in the document;
- clarify ranges spent on housing;
- clarification regarding volunteerism (amount of time, what type of activity).

This feedback was noted by Planner Richardson, to be incorporated into the questionnaire, and will be sent back to the trustees for a resolution without meeting.

Processes of distribution were discussed considering electronic, mail drop and direct mail-out.

#### **SA-2015-037**

#### **It was MOVED and SECONDED**

That the Saturna Island Local Trust Committee direct staff to prepare the questionnaire using the questions provided in staff report dated November 25, 2015 as amended at this meeting and with a preamble be prepared for Resolution without Meeting.

**CARRIED**

## **15. REPORTS**

### **15.1 Work Program Reports (attached)**

#### **15.1.1 Top Priorities Report dated November 2015**

Ongoing

#### **15.1.2 Projects List Report Dated November 2015**

Water use on the islands - information has previously been discussed and put into practice on Saturna as well as Salt Spring islands. Issues related to water quality, water quantity, and how to conserve it.

Chair Grams requested Planner Richardson to obtain the Drought Analysis done by Dr. Don Hodgins and SSI Water Working Group and to post it on the Saturna section of the Islands Trust website.

Groundwater workshop on Pender Island focussed on the mechanics of water accumulation on islands surrounded by salt water. Trustee Middleton shared information presented by a hydrogeologist. These are complex issues with various perspectives and there is much to learn in

order to make sound decisions related to groundwater use and conservation. Importance of education was stressed.

**15.2 Applications Report Dated November 2015 (attached)**

All applications are in process.

**15.3 Trustee and Local Expense Report Dated October 2015 (attached)**

The LTC discussed the current spending and acknowledged that it will increase once the Community Profile Questionnaires are ready for distribution and analysis.

**15.4 Adopted Policies and Standing Resolutions (attached)**

For information.

**15.5 Local Trust Committee Webpage**

The Saturna Island Local Trust Committee website can be found at:  
[www.islandstrust.bc.ca/saturna](http://www.islandstrust.bc.ca/saturna)

**15.6 Chair's Report**

Chair Grams noted a busy two months with various meetings on the go including: Local Trust Committee meetings; two meetings with the new Chair of the Trust Fund Board to discuss possible renaming of the board and meeting to apprise him on the progress of the Salt Spring Island incorporation committee process. Chair Grams also attended a meeting in Victoria regarding increasing anchorages of freighters in the Salish Sea and discussion of creeping industrialization of the Salish Sea. He also attended a presentation by Malahat First Nations proposal of a LNG plant in the Saanich Inlet. Islands Trust does not have regulatory jurisdiction in this area but can take on an advocacy role.

**15.7 Trustee Report**

Trustee Brent commented on the Local Planning Committee focus on affordable housing strategies. The hiring committee search for the new Chief Administrative Officer has been successful. Also the committee to work on relocation of the Victoria Islands Trust office is progressing well. The Financial Planning Committee is proceeding with budget deliberations. He also attended the meeting on anchorages of freighters in the Salish Sea and noted that permanent buoys are an option to anchors damaging the sea bed but not popular among industry.

Trustee Middleton attended the Pender Water Conservation meeting which was discussed earlier and will discuss the particularly sensitive sea area.

## **15.8 Trust Fund Board Report Dated November 2015**

### **15.8.1 TFB Briefing - Coastal Douglas-fir & Associated Ecosystems Partnership Conservation Strategy Final & Attachments**

This presentation at the Bowen Island meeting was briefly described by Trustee Middleton.

## **16. NEW BUSINESS**

### **16.1 Report on Particularly Sensitive Sea Area - Trustee Middleton**

National Marine Conservation Area priority to establish boundaries as a starting point. Trustee Middleton suggested support of defining the areas and twinning the Saturna Island Research and Education Society (SIMRES) endeavours along with the fact that a large percentage of Saturna is National Park. Would like to have the Local Trust Committee support work to have this local area identified as a National Marine Conservation Area.

Trustee Brent offered several examples of positive efforts. He also noted we have zoning authority of local foreshore. He recommended supporting the particularly sensitive sea areas initiatives.

Chair Grams also noted that Trust Council has agreed to consider supporting UN Biosphere program options as more achievable.

### **16.2 Saturna Island Local Trust Committee Proposed Annual 2016 Regular Meeting Schedule & Memo (for Adoption)**

Community members have voiced support for 2-3 hour stand-alone Community Roundtable meetings quarterly on a Saturday and monthly LTC business meetings (January, February, and March to start with). Calendar not fully amended for adoption.

## **17. UPCOMING MEETINGS**

### **17.1 Next Regular Meeting Scheduled for 2016 - to be determined**

Suggest monthly business meetings on a Thursday and if not needed can be cancelled. Also, schedule quarterly Roundtable meetings on a Saturday (suggested March 12, May, July and the fourth to be determined).

## **18. TOWN HALL**

**David Osbourne re** Follow-up Action Report #4, prior discussion with Trustee Middleton regarding accessing the legal opinion and bringing it up for discussion at one of the open meetings.

**Priscilla Ewbank** suggested that use of the term amenity in the questionnaire should be defined because the definition may not be commonly understood as used by Islands Trust.

Trustee Brent recalled the long discussions last year about how the word amenity is defined.

**Janet Land** expressed concern regarding minutes. The last meeting was October 8, but the minutes were only available a week ago.

Trustee Middleton stated that the Trust protocol is 30 days so if there are monthly meetings it is unlikely that they will be available prior to one week before the next meeting.

**19. CLOSED MEETING**

none

**20. ADJOURNMENT**

**By general consent** the meeting was adjourned at 3:15 pm.

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George Grams, Chair

Certified Correct:

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Beverly Lowsley, Recorder