

ADOPTED



Saturna Island Local Trust Committee Minutes of Regular Meeting

Date: January 21, 2016
Location: Saturna Island Community Hall
105 East Point 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 30 members present and no media.

1. CALL TO ORDER

Chair Grams called the meeting to order at 12:32 pm, welcoming those in attendance to the first meeting of 2016. He then acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations

2. APPROVAL OF AGENDA

It was noted that an update on the community profile is not included on the agenda. Chair Grams indicated this will be addressed on the follow-up action list, item 7.1.

By general consent the agenda was adopted as amended.

3. TOWN HALL AND QUESTIONS

3.1 Guidance on Public Input at Regular LTC Meetings

Chair Grams read the document, "Guidance on Public Input at Regular SI LTC Meetings", which was also included in the agenda package for this meeting.

John Hutchinson expressed appreciation for this clarification of the protocol. He asked for further clarification regarding opportunities for local input during the Community Information Meeting (CIM) section of the meeting and the business session.

Chair Grams explained that the Community Information Meeting (CIM) purpose is to enable public input. The Island Planner presents the proposal followed by an

opportunity for the applicant to speak then, for community members to ask questions or offer input. The business section of a meeting is for formal discussion and related debate of business items by the Island Trustees. Questions and comments from the public during the business session will be by invitation of the Chair.

Trustee Brent also noted that the local trustees are only allowed to discuss Trust business in the context of the Local Trust Committee meetings.

Planner Richardson explained the temporary use permit (TUP) process.

4. COMMUNITY INFORMATION MEETING

4.1 Temporary Use Permit: SA-TUP-2015.2 (Saturna Point Holdings)

Planner Richardson reviewed highlights of the report dated January 7, 2016 regarding permit SA-TUP-2015.2. Potential issues were identified followed by a description of the proposal by the applicant.

Bob Fitzgerald, the applicant and General Manager of Saturna Point Holdings, spoke to the application while representing partners Priscilla Ewbank, Greg and Diane Robertson, and Krystine Hogan. He noted that the main issues addressed at prior community meetings (parking, security, and water use) have been incorporated into the proposal. The proposed tenting, shower, and laundry facility is a low impact development which will provide benefits to other community businesses as well as "value added" benefits to the applicants' business including providing employment on Saturna.

Priscilla Zimmerman, architect and planner, in her role as Economic Development Director for Saturna, also spoke to this proposal as synergistic with another separate proposal for extension of the government dock and a kayak docking/storage facility. She described rationale for her support of this proposal (low impact, sustainable, affordable and inviting of environmentally conscious visitors to the island).

There was extensive discussion of water resource access and utilization of the Lyall Harbour/ Boot Cove water system. It had previously been suggested that the system may not be able to support the additional water needs.

Dan Thachuk, Chair of the Lyall Harbour/Boot Cove Water Local Service Committee, noted that the system had been designed to accommodate the needs of all parcels within the existing service area, which would include the parcel under consideration. He also pointed out that not all existing lots have been connected to the system although they are eligible to do so. The Capital Regional District (CRD) is the planning authority for water use in this area, and after consultation with them, he indicated that they require submission of a

specific water use application beyond what already exists for the current business.

Trustee Brent read a CRD document related to "spare capacity" put forward last year when secondary suites were being discussed. The document appears to support the ability to meet the water needs of this project. In the absence of any further information from CRD he would be inclined to vote in favour of the application.

Trustee Middleton noted on the blueprint there is a water hook-up and meter identified at the property line. The applicant confirmed this and also pointed out that water utilization would be supplemented by installation of a cistern for extra water storage and use of grey water for toilets.

Both Trustees agreed that the water issue is not the purview of the Local Trust Committee.

Chair Grams, when asked, stated that he believes the Islands Trust does have responsibility for land use which would relate to water use and conservation although the Lyall Harbour/Boot Cove system is the responsibility of CRD water department.

Ian Rowe, pointed out that with the recent upgrades to the system, there is an abundance of water available to meet the needs of this proposal.

Other issues related to the application, raised by various members of the public in attendance related to:

- number of parking spaces and how they relate to current available parking in the general area (previously raised as inadequate); access for emergency vehicles if needed;
- clarification specific to designation as "tenting" spaces not camping which might imply motorized vehicles used for that purpose;
- potential fires - no campfires to be allowed; potential hazard of fuel tanks below the development area. Trustee Brent had discussed this with the local fire chief;
- potential security and noise issues raised at earlier meetings have been addressed in the proposal.

5. PUBLIC HEARING

None

6. MINUTES

6.1 Local Trust Committee Minutes Dated December 3, 2015 (for adoption)

By general consent the Local Trust Committee meeting minutes of December 3, 2015 were adopted.

6.2 Section 26 Resolutions-without-meeting Report Dated January 2016

For information

6.3 Advisory Planning Commission Minutes

None

7. BUSINESS ARISING FROM THE MINUTES

7.1 Follow-up Action List Dated January 2016

Planner Richardson reported that five of the six items have been completed. Item 4 - Community Profile Survey - in final form was submitted to the Scribbler today and will be mailed out next week. End date for return of the questionnaires is set for February 29, 2016.

With regard to item 6 - direction to research parking requirements for the pub - Staff have researched all available sources and found nothing documented in relation to this issue.

Planner Richardson will notify Pat Carney who made the request regarding this issue.

8. DELEGATIONS

None

9. CORRESPONDENCE

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

None

10. APPLICATIONS AND REFERRALS

10.1 SA-TUP-2015.2 (Saturna Pt. Holdings Ltd.) - Staff Report

Planner Richardson identified options for the Local Trust Committee's consideration.

Trustee Brent supported proceeding with amendments to water usage, a reduction of number of parking spaces, and term of the temporary use permit

(TUP). It was noted that the Official Community Plan is out of date regarding TUP terms. Current terms are 3 years with possible renewal for a second term.

Trustee Middleton expressed support of the 6 points highlighted in the planner's report and noted that the input of neighbours close to the proposed development needs to be respected.

Chair Grams indicated that based on evidence provided regarding water use, it would be reasonable to move ahead, also agreeing with a reduction in allocated parking spaces on site.

Suggested amendments were a reduction to nine (9) parking spaces, toilets to be fed by alternate water source, such as cistern, and that the TUP reflect the actual term of 3 years.

SA-2016-001

It was MOVED and SECONDED

THAT the Saturna Local Trust Committee direct staff to make amendments, as discussed, relating to number of parking spaces, alternate water source for toilets and that the Temporary Use Permit for application SA-TUP-2015.2 term be for 3 years.

CARRIED

SA-2016-002

It was MOVED and SECONDED

THAT the Saturna Local Trust Committee direct staff to advance SA-TUP-2015.2 to the February 18, 2016 LTC meeting in order to allow the LTC to consider issuance of the permit.

CARRIED

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Density Review - Verbal Update

Planner Richardson has developed a discussion paper outlining the included past history, what has been done on other islands, and what has worked. He suggested that it be submitted to the Trust Committee, then once approved, will be posted on the Islands Trust website to enable public consideration. It will then be put on the agenda of the February 18, 2016 meeting for discussion.

It was agreed that the density transfer mechanism has been cumbersome and needs to be addressed.

12. REPORTS

12.1 Work Program Reports

12.1.1 Top Priorities Report dated January 2016

All items on the list are on-going. Item number 3, Water Resource Protection has been looked at in the past. Researcher Diana Allen has done a new report which has been submitted to the Ministry and should be out soon.

Trustee Brent suggested waiting until the report is available.

Planner Richardson alluded to a Groundwater Protection Toolkit which might be useful.

Trustee Middleton spoke to the Water Sustainability Act; regulations have not yet been developed. Consideration to look at what Salt Spring Island has developed and see what might apply locally.

Chair Grams noted that analysis of sustainable supply and projected build out is the basis for a process.

There was general discussion of surface water and groundwater - how to best regulate whether catchment is needed. Education is important.

Trustee Brent also noted that there is a great deal of information on this topic available on the Islands Trust website.

Janet Land - the density review should include water protection as well as enforcement.

John Gaines - current subdivision regulations require proof of potable water, which implies a well. This is not necessarily appropriate as it puts increased demand on groundwater potentially leading to salt water intrusion. It also diminishes the likelihood of the property owner actually implementing water catchment.

Chair Grams indicated he will request Salt Spring Island water Committee chair to connect with the Planner regarding their background study.

12.1.2 Projects List Report Dated January 2016

All Projects are ongoing

12.2 **Application Report Dated January 2016**

For information only

12.3 **Trustee and Local Expense Report Dated December 2015**

For information only

12.4 Adopted Policies and Standing Resolutions (attached)

For information only

12.5 Local Trust Committee Webpage

The Saturna Island Local Trust Committee website can be found at:
www.islandstrust.bc.ca/saturna

It was noted that the drought document by Donald O. Hodgins, Ph.D. is available on the webpage.

12.6 Trustee Reports

Trustee Middleton reported that he has continued work on particularly sensitive sea areas and National Conservation Marine Areas. He is also working on process for addressing land use and planning issues in a more holistic, less reactive, manner. In relation to the community profile, he reported there have been 16 new internet connections in the last three and a half months. He views this as a barometer of population increase which may be the beginning of resurgence on Saturna.

Trustee Brent has been involved with the Financial Planning Committee and is working to communicate more on what is happening with budget especially actual budget compared with forecast. He is also on the committee responsible for reviewing the location of the Victoria Trust Office. This may raise union issues moving the southern planning team office to Sidney, more time in the field for planners and trustees, potential at home work where possible (decrease lease costs). Staff and trustees are working closely on this.

12.7 Chair's Report

Chair Grams reported that the final Trust Council meeting of 2015 was held in December and was the last meeting for retiring Chief Administrative Officer (CAO), Linda Adams. The new CAO is Russ Hotsenpillar. CAO Hotsenpillar plans to visit the islands in due course and will be attending an LTC meeting on Saturna to meet members of the community. Chair Grams continued noting that Trust Council has adopted a strategic plan with amendments and approved a proposal for Executive to come forward with recommendations on initial adaptation strategy for the Trust, if the Salt Spring Island incorporation goes through. Islands Trust Executive were asked to redesign the committee structure and perhaps form another committee specifically targeting marine issues. The incorporation study for Salt Spring has been delayed to allow time to gather relevant information on roads. Finally, Chair Grams met with Adam Olsen,

Interim Leader of the BC Green Party, to discuss issues of concern including First Nations and role of elected officials focussing on a multi-agency collaborative approach with other organizations which share the preserve and protect value of Islands Trust.

12.8 Trust Fund Board Report

None

13. NEW BUSINESS

13.1 Determine Remaining Annually Scheduled LTC Meeting Dates - Memo & Proposed Schedule

SA-2016-003

It was MOVED and SECONDED

THAT the Saturna Island Local Trust Committee proposed 2016 regular business meeting schedule be adopted as presented.

CARRIED

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for February 18, 2016 at the Recreation & Cultural Centre, 12:30 pm

15. TOWN HALL

Janet Land advised that the new Saturna Island Community website notice board is now available for posting community information updates and notices. This can be used for posting Local Trust Committee notices and meeting information as well as the usual local posting of notices.

Liam Husk reported on slippery conditions on the local dock which pose a danger to users, indicating that he had reported it to the dock manager and even offered to clean it if equipment was provided. Although not a Local Trust issue, both Trustees offered, as concerned residents, to contact appropriate responsible authority and/or assist in resolving this.

16. CLOSED MEETING (Distributed Under Separate Cover)

None

17. ADJOURNMENT

By general consent the meeting was adjourned at 3:30 pm.

George Grams, Chair

Certified Correct:

Beverly Lowsley, Recorder