



## **Salt Spring Island Local Trust Committee Minutes of Regular Meeting**

**Date:** Thursday, November 2, 2017  
**Location:** Lions Club, Hart Bradley Memorial Hall  
103 Bonnet Avenue, Salt Spring Island, BC

**Members Present:** Susan Morrison, Acting Chair  
Peter Grove, Local Trustee  
George Grams, Local Trustee

**Staff Present:** Stefan Cermak, Regional Planning Manager (RPM)  
Jennifer Eliason, Islands Trust Fund Manager  
Miles Drew, Bylaw Enforcement Manager (BEM)  
William Shulba, Senior Freshwater Specialist  
Rob Milne, Island Planner  
Justine Starke, Island Planner  
Jason Youmans, Island Planner  
Seth Wright, Planner 2  
Jaime Dubyna, Planner 1  
Claire Olivier, Legislative Clerk  
Daniela Murphy, Planning Team Assistant  
Sarah Shugar, Recorder

**Media and Others Present:** Capital Regional District Salt Spring Island Electoral Area  
Director Wayne McIntyre  
Gulf Islands Driftwood Reporter  
Approximately 13 members of the public - a.m.  
Approximately 27 members of the public - p.m.

These minutes follow the order of the agenda although the sequence may have varied.

### **1. CALL TO ORDER**

Acting Chair Morrison called the meeting to order at 9:30 a.m. She introduced herself, the Trustees and staff and acknowledged that the Local Trust Committee is meeting within Coast Salish Territory.

### **2. APPROVAL OF AGENDA**

The following additional items to the agenda were presented for consideration:

- 7.1 Affordable Housing – Cottages – Preliminary Staff Report
- 7.2.1 Attachment A3 – Technical Working Group Terms of Reference

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

### **3. PUBLIC HEARING**

#### **3.1 Recess for Public Hearing**

The meeting recessed at 9:32 a.m.

3.1.1 Proposed Bylaws No. 474-475 - SS-RZ-2013.6 - 2850 Fulford-Ganges Road, SSI - Fulford Landing Marina

#### **3.2 Recall to Order**

The meeting reconvened at 9:42 a.m.

### **4. PREVIOUS MEETINGS**

#### **4.1 Draft Minutes of the Salt Spring Island Local Trust Committee**

4.1.1 Draft Minutes of the October 5, 2017 SSI LTC Regular Meeting

**By general consent**, the Salt Spring Island Local Trust Committee Minutes of October 5, 2017 were adopted.

4.1.2 Draft Minutes of the October 5, 2017 SSI LTC Special Business Meeting

**By general consent**, the Salt Spring Island Local Trust Committee Special Business Meeting Minutes of October 5, 2017 were adopted.

#### **4.2 Resolutions Without Meeting Report**

The report was received.

#### **4.3 Draft Minutes of the Advisory Planning Commissions**

4.3.1 Draft Minutes of the October 19, 2017 Advisory Planning Commission Meeting

The minutes were received.

### **5. BUSINESS ARISING FROM MINUTES**

#### **5.1 Follow-Up Action List**

The report was received.

### **6. REPORTS**

#### **6.1 Policy and Standing Resolutions List**

The report was received.

## **6.2 Work Program Top Priorities Report**

The report was received.

## **6.3 Projects List**

The report was received.

## **6.4 Applications with Status Report**

The report was received.

## **6.5 Expense Report**

The report was received.

## **6.6 Trust Fund Board**

### **6.6.1 Trust Fund Board Report**

Chair Morrison presented the Trust Fund Board report dated October 2017.

### **6.6.2 Islands Trust Fund Five Year Plan**

Jennifer Eliason presented the Request for Decision dated October 12, 2017 regarding the Islands Trust Five Year Plan.

#### **SS-2017-159**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee receive the draft Islands Trust Fund Five Year Plan for information.

**CARRIED**

### **6.6.3 Regional Conservation Plan Referral to the Local Trust Committee**

A briefing dated October 11, 2017 regarding the referral of the draft Islands Trust Fund Regional Conservation Plan 2018-2027 was presented.

## **7. LOCAL TRUST COMMITTEE PROJECTS**

### **7.1 Affordable Housing - Cottages**

#### **7.1.1 Preliminary Staff Report - Late Item**

Planner Wright presented a staff report dated October 31, 2017 regarding Affordable Housing - Cottages.

**SS-2017-160**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee approve the Project Charter Affordable Rental Housing – Cottages, dated October 20, 2017.

**CARRIED**

**SS-2017-161**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee request staff to prepare draft bylaws for the Affordable Rental Housing – Cottages project in accordance with the staff report dated October 25, 2017.

**CARRIED**

**7.2 Watershed Management**

7.2.1 Watershed Management

7.2.1 Attachment A3 - Technical Working Group Terms of Reference - Late Item

Planner Starke and William Shulba presented a staff report dated October 25, 2017 regarding watershed management.

**SS-2017-162**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee respond to the Salt Spring Island Watershed Protection Authority that the Technical Working Group Terms of Reference as proposed in Attachment 3 of the staff report dated November 2, 2017, is approved as a draft for discussion.

**CARRIED**

**SS-2017-163**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee request Islands Trust staff to develop a project charter for an assessment on Freshwater Sustainability Methodologies for Watershed Reservoirs on Salt Spring Island as a literature review and detailed comparative analysis of freshwater research and regulation, with specific focus on the 2016 BC Water Sustainability Act and documents submitted to Salt Spring Island Watershed Protection Authority, North Salt Spring Waterworks District, and other water-related agencies on Salt Spring Island.

**CARRIED**

**SS-2017-164**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee request a special property tax requisition for up to \$98,500 from the Salt Spring Island Local Trust Area in the 2018/19 fiscal year, subject to Trust Council Policy 6.3.ii, in order to fund coordination of watershed management on Salt Spring Island, using the powers delegated to the Salt Spring Island Local Trust Committee by Trust Council Bylaw No. 154.

**CARRIED**

**SS-2017-165**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee direct staff to submit a Request for Decision to Trust Council requesting a special property tax requisition for up to \$98,500 from the Salt Spring Island Local Trust Area.

**CARRIED**

The meeting recessed at 10:39 a.m. and reconvened at 10:46 a.m.

**8. CORRESPONDENCE**

- 8.1 L. Reid, President, SSI Chamber of Commerce to the Local Trust Committee - Dated October 22, 2017 - Concerning Vacant Store Front Spaces - Ganges Village**

The correspondence was received.

- 8.2 S. Ridout on behalf of Citizens for Safe Technology to the Local Trust Committee - Dated October 24, 2017 - Concerning Microcell Resolution and Notice of Wireless Harm**

The correspondence was received.

**9. OTHER BUSINESS**

**9.1 New Business**

- 9.1.1 North Pender Local Trust Committee Referral of Proposed Bylaws No. 211-212 and Proposed Bylaws No. 214-215**

Trustee Grams presented a staff report dated October 19, 2017 regarding a bylaw referral from the North Pender Island Local Trust Committee.

**SS-2017-166**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee request staff to respond to the referral from the North Pender Island Local Trust Committee for Bylaws No. 211 and 212 indicating that interests are unaffected.

**CARRIED**

**SS-2017-167**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee request staff to respond to the referral from the North Pender Island Local Trust Committee for Bylaws No. 214 and 215 indicating that interests are unaffected.

**CARRIED**

**9.2 Bylaw Enforcement Update to Suites and Unlawful Dwellings Enforcement Policy**

BEM Drew presented a staff report dated October 19, 2017 regarding enforcement of unlawful suites and dwellings.

**SS-2017-168**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee rescinds Standing Resolution SS-2016-16 - Bylaw Enforcement of Unlawful Suites and Dwellings and replaces it with the following Standing Resolution for Bylaw Enforcement of Unlawful Suites and Dwellings:

The Salt Spring Island Local Trust Committee affirms its previous direction to delay enforcement on unlawful suites in single family dwellings and unlawful use of seasonal cottages until it has made a final decision on Proposed Bylaw No. 471 and directs staff to commence enforcement on all other unlawful dwellings in accordance with the following enforcement policy: a) Staff should put the highest priority on suite complaints concerning areas deemed to be environmentally sensitive, such as within watersheds, or suites which have serious health and safety issues, such as failing septic systems, over-taxed sewage treatment facilities, or suites that are unsafe. b) When speaking to property owners with unlawful dwellings, Islands Trust Bylaw Enforcement Officers should initially adopt a coaching technique with a view to helping the owners legalize their unlawful dwelling. People will be directed to Islands Trust planners or to the Capital Regional District Building Inspection and Capital Regional District Water and Sewage Commissions, who can explain the mechanisms for compliance. Tenants will also be directed to local agencies that can help find new housing if needed. c) Islands Trust Bylaw Enforcement Officers should place a priority on enforcement of unlawful dwellings that are also of concern to other agencies to ensure that all related issues are dealt with at the same time or if there is more than one unlawful dwelling on a lot. d) Recommendations to the Salt Spring Island Local Trust Committee for legal action to close a suite or unlawful dwelling should only be made if it has the active support and participation of other agencies, such as building inspection, health authorities or water and sewage treatment providers or if there is more than one unlawful dwelling on a lot.

**CARRIED**

### **9.3 Islands Trust 2016-2017 Annual Report**

The report was received.

The meeting recessed at 11:13 a.m. and reconvened at 12:02 p.m.

## **10. COMMUNITY STEWARDSHIP AWARD**

### **10.1 Bob Weeden of Salt Spring Island**

Trustee Grove and Trustee Grams presented Mr. Bob Weeden with the 2017 Community Stewardship Award. Christine Torgrimson, Executive Director of the Salt Spring Island Conservancy spoke to his accomplishments.

The meeting recessed at 12:19 p.m. and reconvened at 12:29 p.m.

## **11. TRUSTEE REPORTS**

Trustee Grams reported that he attended meetings with the following: the North Pender Island LTC; the Saturna Island LTC and the Mayne Island LTC. He reported the following highlights from the Salt Spring Island Watershed Protection Authority (SSIWPA) meeting: a SSI Groundwater Wells Inventory Survey; a Groundwater Wells Monitoring project; a SSI Community Wells Supply Survey and Consumption study; Aquifer Mapping and Monthly Groundwater Budget project; an Agricultural Land Use Inventory and Water Demand project; a peer review of a safe yield analysis of surface water resources; a review of the SSIWPA's Terms of Reference and a review of SSIWPA's Technical Working Group's Terms of Reference.

Trustee Grove reported that he attended meetings with the following: the Ferry Advisory Committee; CRD Community Economic Development Commission; the Water Preservation Society; the Channel Ridge Annual General Meeting; the Lady Minto Hospital Foundation Annual General Meeting. He participated in a multi-agency emergency response exercise; a presentation regarding the Canada 150 Expedition and the Farmland Trust Produce Centre open house event and a workshop regarding worker housing on Salt Spring Island.

## **12. CHAIR'S REPORT**

Acting Chair Morrison reported the next Trust Council meeting will be held December 5 to 7, 2017 in Victoria.

## **13. CRD DIRECTOR'S REPORT**

Capital Regional District (CRD) Salt Spring Island Electoral Area Director McIntyre reported that he attended meetings with the following: with senior staff of the Provincial Auditor General regarding Emergency Service Coordination on Salt Spring Island; a workshop regarding worker housing and the Electoral Area Services Committee budget review meeting on November 1, 2017. He reported the independent budget reviews are scheduled for each CRD Water and Sewer Commission and the Family Bike Park is

proceeding in partnership with the Lion's Club. The Ganges Sewer upgrade is scheduled to begin in April 2018 and the first phase of the Burgoyne Bay Liquid Waste facility upgrade is complete and next phase is removal of the storage tanks. He reported the Ganges Harbourwalk project is moving forward and noted the Right of Way Agreements with property owners are in progress; concerns of a multi-property owner have been addressed and the scope of work for structural and geotechnical engineering work is complete. Director McIntyre reported Keith Walstrom the CRD Electoral Area Engineer resigned from the CRD to work with the Tsawwassen First Nation and a new CRD Electoral Area Engineer has been hired and will be announced soon.

**14. DELEGATIONS - None**

**15. TOWN HALL AND QUESTIONS**

Acting Chair Morrison opened the Town Hall at 12:42 p.m.

A member of the public expressed concern regarding the Gulf Island Brewing Ltd. rezoning application that included concern for increased traffic and the public consultation process.

A member of the public spoke to the upcoming Ganges Harbourwalk project community information meeting to be held on November 4, 2017, and expressed concern for the proposed format of the meeting and suggested a "Town Hall" style meeting.

A member of the public asked the LTC to define "affordable housing" and asked for clarification regarding strategies to address affordable rental housing.

A member of the public expressed concern regarding application SS-TUP-2017.4.

A member of the public spoke to unlawful dwellings impact on affordable housing and the lack of bylaw enforcement and requested the Islands Trust to allocate staff time for enforcement. The member of the public also expressed support for application SS-TUP-2017.4.

A member of the public provided a written submission entitled "A Supplementary RARE Question", dated November 2, 2017.

**16. APPLICATIONS AND REFERRALS**

**16.1 SS-DP-2017.8 - T. Snow - 660 Walker's Hook Road, SSI**

Planner Dubyna presented a staff report dated October 19, 2017 regarding a Development Permit application authorizing the removal of trees and vegetation, to reconfigure the driveway and construct a sewage disposal system.



**SS-2017-169**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee approve issuance of Development Permit SS-DP-2017.8 (660 Walker's Hook Road).

**CARRIED**

**16.2 SS-DP-2017.12 - L. & D. Thornburn - 1171 Isabella Point Road, SSI**

Planner Wright presented a staff report dated October 26, 2017 regarding a Development Permit application for shoreline erosion works in Development Permit Area 3 - Shoreline.

**SS-2017-170**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee approve issuance of Development Permit SS-DP-2017.12 (1171 Isabella Point Road).

**CARRIED**

**16.3 SS-DVP-2015.10 - I. Clement - 145 Scott Point Drive**

RPM Cermak presented a staff report dated October 19, 2017 regarding a Development Variance Permit to reduce the setback from the interior side lot lines and natural boundary.

Applicant Ian Clement spoke to the application and presented a written submission entitled "Submission of Applicant" dated November 2, 2017.

**SS-2017-171**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee approve issuance of Development Variance Permit SS-DVP-2015.10 (145 Scott Point Drive).

**CARRIED**

**16.4 SS-TUP-2017.4 - E. Hroch - 223 Booth Canal Road**

RPM Cermak presented a staff report dated October 11, 2017 regarding the sales of products not produced on site through a home based business.

Applicant Ellis Hroch spoke to the application

**SS-2017-172**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee approve issuance of Temporary Use Permit SS-TUP-2017.4 (223 Booth Canal Road).

**CARRIED**

**16.5 SS-TUP-2017.5 - K. Plambeck - 215 Margolin Drive**

RPM Cermak presented a staff report dated October 11, 2017 regarding Temporary Permit Application for a Home Based Commercial Business.

Applicant Kristian Plambeck spoke to the application.

**SS-2017-173**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee approve issuance of Temporary Use Permit SS-TUP-2017.5 (215 Margolin Drive).

**CARRIED**

**16.6 SS-RZ-2013.6 - Island Marine Construction Services Ltd. - 2850 Fulford-Ganges Road, SSI**

Planner Youmans presented a staff report dated October 25, 2017 regarding OCP and Land Use Bylaw Amendment for Marina Expansion.

**SS-2017-174**

**It was MOVED and SECONDED,**

that Salt Spring Island Local Trust Committee Bylaw No. 474, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2013," be read a third time and forwarded to the Executive Committee for consideration of approval.

**CARRIED**

**SS-2017-175**

**It was MOVED and SECONDED,**

that Salt Spring Island Local Trust Committee Bylaw No. 475, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 6, 2013," be read a third time and forwarded to the Executive Committee for consideration of approval.

**CARRIED**

**SS-2017-176**

**It was MOVED and SECONDED,**

that Salt Spring Island Local Trust Committee Bylaw No. 474, upon approval by Islands Trust Executive Committee, be forwarded to the Minister of Municipal Affairs and Housing for approval.

**CARRIED**

**16.7 SS-RZ-2017.8 - Salt Spring Tennis Association - 805 Lower Ganges Road**

Planner Youmans presented a staff report dated October 26, 2017 regarding Amend PR3 (a) zoning to allow additional indoor tennis facility.

**SS-2017-177**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee amend draft Bylaw No. 509, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 7, 2017" by amending Section 2.1 (3) to read: The following additional uses are permitted: (a) Two indoor tennis courts or other similar sports facilities (b) an indoor squash facility (c) outdoor tennis courts; and by adding an Article 4 that reads: Article (3) does not prohibit the lawful siting of the uses identified on land zoned for active indoor and active outdoor recreation, or where they are otherwise permitted by the Salt Spring Island Land Use Bylaw; and by deleting Subsection 2.2 and Plan No 1.

**CARRIED**

**SS-2017-178**

**It was MOVED and SECONDED,**

that Salt Spring Island Local Trust Committee Bylaw No. 509, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 7, 2017" be read a first time.

**CARRIED**

**SS-2017-179**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee direct staff to refer proposed Bylaw No. 509, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 7, 2017" as amended to public agencies for comment.

**CARRIED**

**16.8 SS-RZ-2014.2 - SS Abattoir -1449 Fulford-Ganges Road, SSI**

A staff report dated October 20, 2017 regarding the Adoption of Bylaw No. 483 – Industrial 2 variant (Abattoir) was presented.

**SS-2017-180**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee Bylaw No. 483, cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 1, 2015" be adopted.

**CARRIED**

**17. CLOSED MEETING - None**

**18. UPCOMING MEETINGS**

The next regular meeting of the Salt Spring Island Local Trust Committee is scheduled for 9:30 a.m. on November 30, 2017 at the Hart Bradley Hall (Lions Club), 103 Bonnet Avenue, Salt Spring Island.

**19. ADJOURNMENT**

**By general consent** the meeting adjourned at 2:11 p.m.

---

Susan Morrison, Acting Chair

Certified Correct:

---

Sarah Shugar, Recorder