



Executive Committee Agenda

Date: Wednesday, January 14, 2026
Time: 9:15 a.m.
Location: Electronic Meeting, and a physical location to view the livestream of the meeting:
Islands Trust Victoria Office
#200 - 1627 Fort Street
Victoria, BC V8R 1H8

	Pages
1. CALL TO ORDER	
2. TERRITORIAL ACKNOWLEDGEMENT	
3. APPROVAL OF AGENDA	
3.1 Introduction of New Items	
3.2 Approval of Agenda	
3.2.1 Agenda Context Notes	
4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING	
Nothing to report.	
5. ADOPTION OF MINUTES	
For review and adoption.	
5.1 Draft Executive Committee Meeting Minutes of December 17, 2025	4 - 10
6. FOLLOW UP ACTION LIST AND UPDATES	
6.1 Follow Up Action List/Director/CAO Updates	11 - 17
6.2 Local Trust Committee Chair Updates and Reports on Local Advocacy Topics	
6.3 Islands Trust Conservancy Liaison Update	
7. BYLAWS FOR APPROVAL CONSIDERATION	
7.1 Bowen Island Municipality - Official Community Plan Bylaw Amendment Bylaw No. 675 - Request for Decision	18 - 26
1. THAT Executive Committee approve Bylaw No. 675, cited as "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No. 675, 2025" pursuant to Section 38 of the Islands Trust Act.	

7.2	Bowen Island Municipality - Official Community Plan Amendment Bylaw No. 693 - Request for Decision	27 - 37
	1. THAT Executive Committee approve Bylaw No. 693, cited as “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010 Amendment Bylaw No. 693, 2025” pursuant to Section 38 of the Islands Trust Act.	
7.3	Salt Spring Island Local Trust Committee - Bylaw No. 549 - Request for Decision	38 - 78
	1. THAT the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 549, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 5, 2025” and Bylaw No. 550, cited as “Salt Spring Island Housing Agreement Bylaw No. 550, 2025” in accordance with Section 27 of the <i>Islands Trust Act</i> .	
8.	TRUST COUNCIL MEETING PREPARATION	
8.1	Executive	
	8.1.1 December Post-Trust-Council Survey Results - Briefing	79 - 79
8.2	Planning Services	
8.3	Financial and Employee Services	
8.4	Trust Area Services	
8.5	Legislative and Information Services	
9.	COMMITTEE OF THE WHOLE MEETING PREPARATION - None	
10.	EXECUTIVE COMMITTEE PROJECTS	
10.1	Trust Council Initiated	
	10.1.1 Executive	
	10.1.2 Trust Area Services	
	10.1.2.1 2025/26 Annual Report Contents - Request for Decision	80 - 82
	THAT the Executive Committee approves the proposed table of contents for the 2025/26 Annual Report.	
	10.1.2.2 Communications on the 2026/27 Draft Budget - Briefing	83 - 91
	10.1.3 Planning Services	
	10.1.4 Financial and Employee Services	
	10.1.5 Legislative and Information Services	
10.2	Executive Committee Initiated	
	10.2.1 Executive	
	10.2.2 Trust Area Services	

	10.2.2.1 AVICC/UBCM Resolution Selection (Annual Item) - Request for Decision	92 - 102
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THAT the Executive Committee direct staff to draft a resolution and backgrounder on _____ for submission to the Association of Vancouver Island and Coastal Communities 2026 convention for Executive Committee’s consideration in January/February 2026.

- 10.2.3 Planning Services**
- 10.2.4 Financial and Employee Services**
- 10.2.5 Legislative and Information Services**

11. NEW BUSINESS

- 11.1 Executive/Trust Council**
- 11.2 Trust Area Services**
- 11.3 Planning Services**
- 11.4 Financial and Employee Services**
- 11.5 Legislative and Information Services**

12. CORRESPONDENCE (for information unless raised for action)

12.1	2026-01-06 Minister Neill - UBCM 2025 & Crown Land Agreements	103 - 103
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13. WORK PROGRAM

13.1	Review and amendment of current work program	104 - 107
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14. NEXT MEETING

The next Executive Committee meeting will take place electronically on Wednesday, February 4th, 2026 at 9:15 a.m.

15. CLOSED MEETING

THAT the meeting be closed to the public subject to Sections 90(1)(g) and (i) of the Community Charter in order to consider matters related to litigation or potential litigation affecting the municipality; the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and that staff attend the meeting.

16.	CO-GOVERNANCE PRESENTATION BY COWICHAN TRIBES	108 - 108
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Guests: Islands Trust Conservancy Board Members

17. ADJOURNMENT



Executive Committee Minutes of a Regular Meeting

Date: Wednesday, December 17, 2025
Location: Electronic Meeting, and a physical location to view the livestream of the meeting:
Islands Trust Victoria Office
#200 - 1627 Fort Street
Victoria, BC V8R 1H8

Members Present: Laura Patrick, Chair, Salt Spring Island Local Trust Area
Tobi Elliott, Vice-Chair, Gabriola Island Local Trust Area
David Maude, Vice-Chair, Mayne Island Local Trust Area
Timothy Peterson, Vice-Chair, Lasqueti Island Local Trust Area

Staff Present: David Marlor, Director, Legislative and Information Services and Acting Chief Administrative Officer
Stefan Cermak, Director, Planning Services
Clare Frater, Director, Trust Area Services
Joe Elliott, Senior Indigenous Relations Advisor
Alexandra Trifonidis, Executive Coordinator

Members of the public present: One member of the public was present.

1. CALL TO ORDER

The meeting was called to order at 9:15 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Patrick acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations. Trustees and staff were introduced.

3. APPROVAL OF AGENDA

3.1 Introduction of New Items

The following additions to the agenda were presented for consideration:

- 11.6 November 2026 Local Trust Committee Meeting Schedule – Discussion
- 15 In-camera session under section s.90(1)(g) and (i)
- 5.1 Draft Executive Committee Meeting Minutes of November 19, 2025

3.2 Approval of Agenda

By general consent the agenda was approved, as amended.

3.2.1 Agenda Context Notes - None

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4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

Chair Patrick reported that at their last meeting Executive Committee adopted the November 19, 2025 in-camera meeting minutes.

5. ADOPTION OF MINUTES

5.1 Draft Executive Committee Meeting Minutes of November 19, 2025

By general consent the Executive Committee minutes of November 19, 2025 were adopted as presented.

5.2 Draft Executive Committee Meeting Minutes of December 2, 2025

By general consent the Executive Committee minutes of December 2, 2025 were adopted as presented.

6. FOLLOW UP ACTION LIST AND UPDATES

6.1 Follow Up Action List/Director/CAO Updates

The Committee reviewed the follow up action list.

6.2 Local Trust Committee Chair Updates and Reports on Local Advocacy Topics

Local Trust Committee Chairs provided updates on recently attended and upcoming local trust committee meetings, as well as current local advocacy topics.

6.3 Islands Trust Conservancy Liaison Update

The Islands Trust Conservancy liaison provided an update.

7. BYLAWS FOR APPROVAL CONSIDERATION

7.1 Gabriola Island Local Trust Committee - Bylaws 318 and 319

The Director of Planning Services introduced the items.

EC-2025-155

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 318, cited as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2024” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

EC-2025-156

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 319, cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2024” in accordance with Section 27 of the *Islands Trust Act*.

8. TRUST COUNCIL MEETING PREPARATION

8.1 Roundtable Review of December 2-4 Trust Council Meeting – Discussion

The Executive Committee and staff engaged in a roundtable discussion regarding the December 2-4 Trust Council meeting held in Victoria.

The following remarks were noted:

- Overall, it was a successful meeting.
- The venue was well received and provided high quality food.
- Some attendees indicated that more time was needed for the budget discussion.
- A suggestion was made to schedule only one guest speaker to allow more time for business items.
- Islands Trust email experienced a brief outage on Thursday, which was not related to the venue.
- Discussion occurred regarding the process by which the Bowen Island Municipality Council considers its budget at Committee of the Whole meetings.
- It was noted that the format of budget materials and agendas could be improved.
- Tracking trustees' comings and goings was difficult to manage quorum.
- Cameras for electronic participants were turned off during the meeting, making it unclear whether they were present.
- A question was raised as to whether having guests or presenters seated at the table with trustees during question-and-answer periods was effective for the Executive Committee and Trust Council.

8.2 Executive

8.2.1 December Trust Council Highlights

The Committee reviewed the December Trust Council Highlights and requested the following amendments:

- Take out the adoption of the Trust Council 2026/27 meeting schedule section; and,
- Add a hyperlink to the Operational Review Report.

EC-2025-157

It was MOVED and SECONDED,

that Executive Committee request that the note about adoption of Islands Trust Council 2026/27 meeting schedule be removed from the Highlights of the December Quarterly Meeting.

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EC-2025-158

It was MOVED and SECONDED,

that Executive Committee approve the December Trust Council Highlights, as amended.

CARRIED

8.2.2 Trust Council Follow Up Action List

The Committee asked questions regarding two action items, and staff provided clarification.

By general consent the Trust Council Follow Up Action List was received for information.

8.3 Planning Services - None

8.4 Financial and Employee Services - None

8.5 Trust Area Services - None

8.6 Legislative and Information Services

8.6.1 Trust Council Public Notice Bylaw - Request for Decision

The Director of Legislative and Information Services spoke to the item and provided historical information, noting that the Public Notice Bylaw was presented for inclusion on the agenda for the March Trust Council Quarterly Meeting.

A suggestion was made to include examples of the types of public notices that would apply to Trust Council.

A comment was raised regarding the use of different fonts in the document. Staff confirmed that this would be corrected prior to the item being added to the agenda.

By general consent the Trust Council Public Notice Bylaw Request for Decision was forwarded to the March Trust Council Quarterly Meeting agenda.

9. COMMITTEE OF THE WHOLE MEETING PREPARATION - None

10. EXECUTIVE COMMITTEE PROJECTS - None

11. NEW BUSINESS

11.1 Executive/Trust Council

11.1.1 Barriers Project & Support for Local Governments - Discussion

Vice-Chair Elliott presented the item and provided background information, noting that the bystander training was offered at no cost. The Committee provided positive feedback on the training session.

Discussion ensued regarding the following:

DRAFT

- Staff's involvement to support the training session;
- Scheduling and timing of the session;
- Alignment with other Islands Trust training initiatives focused on fostering inclusive environments where diverse individuals and groups feel comfortable expressing their views;
- Connecting with the facilitator to clarify questions that arose prior to proceeding with scheduling the training; and
- Standards of respect and inclusivity at Islands Trust meetings.

It was determined that staff would work with trustees to gather additional information on the training prior to scheduling the session.

11.2 Trust Area Services

11.2.1 AVICC/UBCM Resolution Selection (Annual Item) - Request for Decision

The Director of Trust Area Services spoke to the item, noting that one resolution topic suggestion had been received since the last Executive Committee meeting.

Discussion ensued on:

- Joint resolutions involving two regional districts and Islands Trust, and the AVICC process;
- The fact that Islands Trust was not a member of the Federation of Canadian Municipalities and would therefore need to identify a member organization to submit a resolution; and
- Staff workload considerations.

By general consent item 11.2.1 AVICC/UBCM Resolution Selection (Annual Item) - Request for Decision was forwarded to the next Executive Committee meeting.

11.3 Planning Services

11.3.1 Innovation, Science and Economic Development (ISED) Canada Meeting - Trustee Report

Vice-Chair Peterson spoke to the item and highlighted two key areas of focus:

- Re-evaluating the pre-consultation process; and
- Severability in relation to protocols.

Staff provided information on process.

Discussion ensued on:

- Islands Trust language in policy;
- Conflicting information between Innovation, Science and Economic Development Canada (ISED) and Islands Trust policies;

DRAFT

- Federal government processes;
- Reviewing and updating the model bylaw;
- Staff workload considerations;
- The referral process; and
- Bringing the item forward to an Executive Committee agenda following completion of the federal level process in January.

By general consent the item was forwarded to a future Executive Committee meeting.

11.4 Financial and Employee Services - None

11.5 Legislative and Information Services – None

11.6 November 2026 Local Trust Committee Meeting Schedule – Discussion

Vice-Chair Maude spoke to concerns regarding the local trust committee meeting schedule for November 2026. Concern was raised about the ability of the incoming Executive Committee to manage travel expectations for all scheduled local trust committee meetings following November’s Trust Council Quarterly Meeting, as meetings are scheduled daily over a two-week period. A suggestion was made to change the meetings from in-person to electronic.

Staff clarified the intent of the meetings and explained that the schedule was designed to provide orientation for newly elected trustees as soon as possible following the election.

The Committee discussed the following:

- Chair appointments and Executive Committee members;
- Concerns regarding same-day local trust committee meetings;
- Concerns regarding in-person versus electronic meetings.

Staff summarized the concerns raised and indicated that they would report back to the Executive Committee after consulting with the Meeting Administrator.

12. CORRESPONDENCE

There was no correspondence.

13. WORK PROGRAM

13.1 Review and amendment of current work program

Received for information.

14. NEXT MEETING

The next Executive Committee meeting will take place electronically on Wednesday, January 14, 2026 at 9:15 a.m.

15. CLOSED MEETING

DRAFT

EC-2025-159

It was MOVED and SECONDED,

that the meeting be closed to the public subject to Sections 90(1)(g) and (i) of the Community Charter in order to consider matters related to litigation or potential litigation affecting the Islands Trust; the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose and that staff attend the meeting.

CARRIED

The meeting was closed to the public at 11:14 a.m. and reopened at 11:58 a.m.

16. ADJOURNMENT

By general consent the meeting adjourned at 11:58 a.m.

Laura Patrick, Chair

CERTIFIED CORRECT:

Alexandra Trifonidis, Executive Coordinator and Recorder

Minutes are not official until adopted at a subsequent meeting.

Follow Up Action Report

Executive Committee

Chief Administrative Officer

Progress	Activity	Responsibility	Dates	Status
75%	1 Explore future education/workshop sessions on decision-making to benefit trustees.	Rueben Bronee	Meeting: 24-May-2023 Target: 13-Mar-2026	In Progress
100%	2 Staff to amend the December Trust Council Highlights document by removing the note about adoption of Islands Trust Council 2026/27 meeting schedule before circulating and posting to the website.	Rueben Bronee	Meeting: 17-Dec-2025 Target: 19-Dec-2025	Completed

Director Legislative Services and Information Services

Progress	Activity	Responsibility	Dates	Status
0%	1 Investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings. DEFERRED: Not yet started. Trust Council December 2025 resolution to not start new work this term.	David Marlor	Meeting: 07-Oct-2021 Target: 03-Jun-2026	In Progress
50%	2 Staff to prepare a primer on principles of the meeting assembly based on the guidelines from the training session May 19, 2022 along with clarification on points of order.	David Marlor	Meeting: 15-Jan-2025 Target: 03-Mar-2026	In Progress
0%	3 Staff to draft options for an updated version of Policy 6.12.2 UBCM/AVICC MEMBERSHIP AND RESOLUTIONS. This will be undertaken as part of the Governance Committee on-going project to review and update TC policies.	David Marlor	Meeting: 17-Jun-2025 Target: 03-Mar-2026	In Progress
75%	4 Staff will review the Resolution Without Meetings (RWMs) policy further and report back with findings and recommendations. Being undertaken and will go to GC and then to EC and TC. Expected to TC in March 2026.	David Marlor	Meeting: 02-Jul-2025 Target: 03-Mar-2026	In Progress

Follow Up Action Report

Executive Committee

Director Legislative Services and Information Services

Progress	Activity	Responsibility	Dates	Status
50%	5 Staff to amend the Islands Trust Council Meeting Procedures Bylaw No.101 to reflect the fact that the Islands Trust is unable to proceed with its first Trust Council meeting of a new term until Bowen Island Municipality formally appoints two Bowen Island Municipality Councilors as Islands Trust Trustees, which occurs in the first couple weeks of November. Underway and will come to June 2026 Trust Council.	David Marlor	Meeting: 29-Oct-2025 Target: 02-Jun-2026	In Progress
50%	6 Staff to inform the Governance Committee that Executive Committee request Governance Committee that policy 6.12.2 UBCM/AVICC Membership and Resolutions be included in the policies queued for amendment updates before the end of the term.	David Marlor	Meeting: 19-Nov-2025 Target: 03-Mar-2026	In Progress
100%	7 Staff to forward the public notice bylaw to the March Trust Council agenda.	David Marlor	Meeting: 17-Dec-2025 Target: 11-Mar-2025	Completed

Follow Up Action Report

Executive Committee

Director of Planning Services

Progress	Activity	Responsibility	Dates	Status
66%	1 Staff to: a) evaluate the implications of a longer referral response window, and; b) consider how Trust Council and local trust committees (LTC's) might consult with First Nations to better understand what changes to the current referral process should be made to both improve communication and to further reconciliation, and report back to Trust Council.	Clare Frater Stefan Cermak	Meeting: 29-Jun-2023 Target: 31-Mar-2026	In Progress
0%	2 Staff to forward the Short Term Rental Accommodation - Principal Residence Opt-In Update Briefing to all local trust committees.	Stefan Cermak	Meeting: 03-Sep-2025 Target: 31-Dec-2025	In Progress
100%	3 Staff to inform the relevant staff members that Executive Committee approved Gabriola Island Local Trust Committee Bylaw No. 318, cited as "Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2024" in accordance with Section 27 of the Islands Trust Act; and, Executive Committee approved Gabriola Island Local Trust Committee Bylaw No. 319, cited as "Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2024" in accordance with Section 27 of the Islands Trust Act.	Stefan Cermak	Meeting: 17-Dec-2025 Target: 17-Dec-2025	Completed

Director, Financial and Employee Services

Progress	Activity	Responsibility	Dates	Status
51%	1 Staff to add to a future EC agenda: Honoraria for Indigenous elders providing welcomes or presentations at local trust committee meetings.	Clare Frater Julia Mobbs	Meeting: 20-Dec-2023 Target: 18-Mar-2026	In Progress
95%	2 Staff to forward the Enhanced Mental Health Benefits for Trustees - Request For Decision to the March Trust Council Quarterly Meeting agenda.	Julia Mobbs	Meeting: 19-Nov-2025 Target: 25-Feb-2026	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	<p>1 Staff to develop policy regarding s. 8 (2) (h.1) (iii) and (iv) of the Islands Trust Act. This request responded to changes to the Islands Trust Act to give Trust Council new discretionary powers relating to supporting and give financial assistance to others to</p> <p>(iii)engage in activities to gain knowledge about the unique amenities and environment of the trust area and to increase public awareness, understanding and appreciation of the unique amenities and environment;</p> <p>(iv)preserve and protect the unique amenities and environment of the trust area.</p> <p>Executive Committee has discussed there may be an opportunity to concurrently review the secretariat services, and grants in aid policies with the intention of identifying administrative efficiencies.</p>	Clare Frater	<p>Meeting: 12-Apr-2022</p> <p>Target: 31-Mar-2026</p>	In Progress
66%	<p>2 Staff to: a) evaluate the implications of a longer referral response window, and; b) consider how Trust Council and local trust committees (LTC's) might consult with First Nations to better understand what changes to the current referral process should be made to both improve communication and to further reconciliation, and report back to Trust Council.</p>	<p>Clare Frater</p> <p>Stefan Cermak</p>	<p>Meeting: 29-Jun-2023</p> <p>Target: 31-Mar-2026</p>	In Progress
51%	<p>3 Staff to add to a future EC agenda: Honoraria for Indigenous elders providing welcomes or presentations at local trust committee meetings.</p>	<p>Clare Frater</p> <p>Julia Mobbs</p>	<p>Meeting: 20-Dec-2023</p> <p>Target: 18-Mar-2026</p>	In Progress
15%	<p>4 Staff to develop a protocol agreement in cooperation with Snuneymuxw First Nation for Trust Council's consideration.</p> <p>ON HOLD at request of Snuneymuxw First Nation.</p>	Clare Frater	<p>Meeting: 05-Jun-2024</p> <p>Target: 31-Mar-2026</p>	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
25%	5 Implement the Executive Committee approved "The Role of the Trust" webinar project charter.	Clare Frater	Meeting: 05-Jun-2024 Target: 17-Oct-2026	In Progress
10%	6 Staff to develop a protocol agreement in cooperation with Quw'utsun (Cowichan) Nation for Trust Council's consideration.	Clare Frater	Meeting: 24-Jul-2024 Target: 08-Sep-2026	In Progress
0%	7 Staff to put on a future Executive Committee meeting agenda for Executive Committee to consider: "that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) request that the Executive Committee consider a policy on engagement and communication with First nations in the Trust area, to be developed with Local Trust Committees, with respect to standing resolutions on Reconciliation and engagement with local First Nations. "	Clare Frater Joe Elliott	Meeting: 18-Jun-2024 Target: 04-Feb-2026	In Progress
49%	8 Staff, with advice from Trustee Elliott, to draft a letter to Snuneymuxw First Nation to gauge their interest in a joint meeting and mention that there is an opportunity to jointly apply for up to a \$20,000 Union of BC Municipality Community to Community Grant. In preparation for a potential grant application with Snuneymuxw First Nation staff to estimate associated costs, and report back to Executive Committee. (ON HOLD)	Clare Frater	Meeting: 18-Dec-2024 Target: 31-Mar-2026	In Progress
100%	9 Staff to report back on provincial advocacy options concerning issuance of a 30-year subtidal aquaculture Licence of Occupation in a marine area where zoning does not permit aquaculture use. MARKED COMPLETED AS MET WITH MINISTER, DEPUTY AND MLA AT UBCM 2025 AND HAVE MET WITH STAFF. HAVE COMMITMENT TO WORK ON CROWN LAND REFERRAL AGREEMENTS.	Clare Frater	Meeting: 23-Apr-2025 Target: 17-Dec-2025	Completed

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
96%	10 Staff to coordinate the delivery of two professional development workshops focused on addressing Indigenous-specific racism for 20 participants comprised of at least 10 staff and up to 10 trustees (with priority to Chair, Vice-Chairs, Conservancy Chair and trustees in the Reconciliation Learning Group), with any spots not taken by trustees to be used by staff that will be engaging with First Nations.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 20-Feb-2026	In Progress
15%	11 Staff to cooperate with Tsartlip First Nation and Tseycum First Nation via the W_SÁNEC Leadership Council Society, to develop an agreement for Trust Council consideration.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 08-Sep-2026	In Progress
80%	12 Staff to apply for, and, if successful, manage a \$20,000 grant from the UBCM Community to Community grant program to support a relationship building event with Tsawout First Nation.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 03-Jul-2026	In Progress
2%	13 Staff to develop a protocol agreement in cooperation with Tsawout First Nation for Trust Council's consideration.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 03-Jul-2026	In Progress
51%	14 Trust Council Direction: Trust Council request Executive Committee to allocate \$1500 to communications explaining the draft 2026/27 budget.	Clare Frater	Meeting: 03-Dec-2025 Target: 30-Jan-2026	In Progress
100%	15 Staff to forward item 11.2.1 AVICC/UBCM Resolution Selection (Annual Item) - Request for Decision to the next Executive Committee meeting.	Clare Frater	Meeting: 17-Dec-2025 Target: 14-Jan-2026	Completed

Follow Up Action Report

Executive Committee

Senior Indigenous Relations Advisor

Progress	Activity	Responsibility	Dates	Status
0%	1 Staff to put on a future Executive Committee meeting agenda for Executive Committee to consider: "that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) request that the Executive Committee consider a policy on engagement and communication with First nations in the Trust area, to be developed with Local Trust Committees, with respect to standing resolutions on Reconciliation and engagement with local First Nations. "	Clare Frater Joe Elliott	Meeting: 18-Jun-2024 Target: 04-Feb-2026	In Progress
96%	2 Staff to coordinate the delivery of two professional development workshops focused on addressing Indigenous-specific racism for 20 participants comprised of at least 10 staff and up to 10 trustees (with priority to Chair, Vice-Chairs, Conservancy Chair and trustees in the Reconciliation Learning Group), with any spots not taken by trustees to be used by staff that will be engaging with First Nations.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 20-Feb-2026	In Progress
15%	3 Staff to cooperate with Tsartlip First Nation and Tseycum First Nation via the W_SÁNEC Leadership Council Society, to develop an agreement for Trust Council consideration.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 08-Sep-2026	In Progress
80%	4 Staff to apply for, and, if successful, manage a \$20,000 grant from the UBCM Community to Community grant program to support a relationship building event with Tsawout First Nation.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 03-Jul-2026	In Progress
2%	5 Staff to develop a protocol agreement in cooperation with Tsawout First Nation for Trust Council's consideration.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 03-Jul-2026	In Progress



DATE OF MEETING: January 14, 2026
 TO: Islands Trust Executive Committee
 FROM: Bruce Belcher, Planner 2
 SUBJECT: Bowen Island Municipality - Official Community Plan Bylaw Amendment Bylaw No. 675

RECOMMENDATION

- 1. THAT Executive Committee approve Bylaw No. 675, cited as “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No. 675, 2025” pursuant to Section 38 of the Islands Trust Act.**

IMPLICATIONS OF RECOMMENDATION

Organizational: None

Financial: None

Policy: None

Implementation/Communications: Communication to Bowen Island Municipality regarding Executive Committee’s decision by January 15th, 2026.

PURPOSE

The purpose of this request for decision (RFD) is to provide Executive Committee (EC) with a Bowen Island Municipality Official Community Plan (OCP) amending bylaw for consideration of approval.

BIM Bylaw No. 675 (Attachment 1) will amend the Official Community Plan (OCP) to enable the subdivision of the property by creating a new Rural Residential e1 (RS(e1)) designation, enabling a Land Use Bylaw amendment for the property to be rezoned to the Settlement Residential 1(c) (SR1(c)) zone for the creation of one additional lot.

Section 38 of the *Islands Trust Act* lays out island municipalities’ obligation to refer OCP bylaws to EC for approval.

Approval requirement for municipal bylaws

- 38** (1) The council of a municipality, all or part of which is in the trust area, must, before adoption, submit to the secretary for approval by the executive committee
- (a) all bylaws adopting official community plans that apply to land in the trust area, and
 - (b) all bylaws under Part 14 of the *Local Government Act* that apply to land in the trust area to which no official community plan applies.
- (2) A bylaw referred to in subsection (1) has no effect until it is approved
- (a) by the executive committee,
 - (b) on request under subsection (3), by the trust council, or
 - (c) on request under subsection (4), by the minister.
- (3) If the executive committee does not approve a bylaw submitted to it under subsection (1), the municipality may, by request delivered to the secretary, refer the bylaw to the trust council for approval.
- (4) If the trust council returns or refuses to approve a bylaw referred to it under subsection (3), the municipality may submit the bylaw to the minister for approval and, if this is done, section 16 (1) (a) and (b) applies to approval by the minister.

BACKGROUND

Under Schedule A of the Islands Trust/Bowen Island Municipality [Protocol Agreement](#), BIM OCP bylaws are referred to Islands Trust before public hearing for preliminary review by EC. After public hearing they are then returned to Islands Trust for consideration of approval by EC.

EC reviewed the subject bylaws at its regular meeting of June 4, 2025. At that time, it found that the bylaws were contrary to, or at variance with, the Islands Trust Policy Statement and passed the following resolutions:

EC-2025-066

It was MOVED and SECONDED,

that Executive Committee advise Bowen Island Municipality that Bylaw No. 673, cited as “Bowen Islands Municipality Lands Use Bylaw No. 57, 2002, Amendment Bylaw No. 673, 2024” and Bylaw No. 675, cited as “Bowen Islands Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No 675, 2025” may be contrary to, or at variance with, the following policies of the Islands Trust Policy Statement:

- 5.2.5 – Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
- 5.2.3 – Local Trust Committee and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.

CARRIED

EC-2025-067

It was MOVED and SECONDED,

that Executive Committee advise Bowen Island Municipality that Bylaw No. 673, cited as “Bowen Islands Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 673, 2024” and Bylaw No. 675, cited

as “Bowen Islands Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No. 675, 2025” may be reassessed for consistency with the Islands Trust Policy Statement by providing the following information:

- Confirmation of an acceptable community amenity contribution.
- Clarification of how undeveloped Cape Roger Curtis densities are tracked and whether they may still be applied to Cape Roger Curtis or elsewhere.

CARRIED

EC reviewed the subject bylaws a second time at the regular meeting of September 3, 2025, following the amendments made by the BIM staff in response to the June 4, 2025 EC motions. At this time EC found the bylaws not to be contrary to, or at variance with, the Islands Trust Policy Statement and passed this resolution:

EC-2025-115

It was MOVED and SECONDED,

that Executive Committee advise Bowen Island Municipality that Bylaw No. 673, cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 673, 2024” and Bylaw No. 675, cited as “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No. 675, 2025” are not contrary to, or at variance with, the Islands Trust Policy Statement.

CARRIED

Bowen Island staff reports related to this matter are available here:

- December 8, 2025 bylaws received third reading:
<https://bowenland.civicweb.net/document/336874/>
- November 25, 2025 public hearing agenda:
<https://bowenland.civicweb.net/filepro/document/336317/Public%20Hearing%20-%202024%20Nov%202025%20Agenda.html?splitscreen=true¬es=true&widget=true>
- October 14, 2025 bylaws received second reading:
<https://bowenland.civicweb.net/document/332344/>
- Jul 28, 2025 meeting staff report (includes response to EC motions):
<https://bowenland.civicweb.net/document/330723/>
- April 28, 2025 meeting (includes Islands Trust Policy Checklist) is available online at:
<https://bowenland.civicweb.net/document/327696/>
- March 10, 2025 meeting (results from committee referrals):
<https://bowenland.civicweb.net/document/325718/>
- October 15, 2024 meeting (application introduction) is available online:
<https://bowenland.civicweb.net/document/317559/>

Issues Relating to First Nation Interest

The BIM staff report does not indicate that any First Nations engagement occurred. The Islands Trust Policy Statement does not contain directive policies about engagement with First Nations.

Public Comments

As of the date of this Request for Decision (RFD), Islands Trust Staff have not received any public comments.

Bowen Island Municipality hosted a public hearing on the proposed bylaws on November 25, 2025. One letter was received in response to the Public Hearing notice, stating support for the proposed bylaws.

Staff Comments

Considering the following:

- EC previously found the bylaws to be consistent with the Policy Statement,
- The bylaws have not been amended subsequently, and
- No pertinent new information has been received,

Staff recommend approval of Bylaw No. 675 on the basis of EC's previous direction.

KEY ISSUES/CONCEPTS

- Referral of OCP Bylaw No. 675 under s.38 of the [Islands Trust Act](#).
- Written response to Bowen Island Municipality required by January 15, 2026 (within 30 days after date of receipt of the referral on Dec 15, 2025)
- In September 2025, EC resolved that BIM Bylaw No. 675 was not contrary to, or at variance with, the Policy Statement.

RELEVANT POLICY

- [Islands Trust Policy 1.3.1](#) [Policy Statement Implementation]
- [Bowen Island Municipality Letters Patent](#)
- [Islands Trust Council/Bowen Island Municipality Protocol Agreement, 2014](#)

ATTACHMENTS

1. BIM Bylaw 675 Third Reading (Dated December 8, 2025)

RECOMMENDATIONS

1. *THAT Executive Committee approve Bylaw No. 675, cited as "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No. 675" pursuant to Section 38 of the Islands Trust Act.*

ALTERNATIVES

Executive Committee may refuse to approve the bylaw, and may do so with either guidance to Bowen Island Municipality on what would be required to bring it into alignment with the Policy Statement, or simply reasons for the refusal.

1. *THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 675, cited as “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No. 675, 2025” is contrary to, or at variance with, the Islands Trust Policy Statement.*

NEXT STEPS

If Executive Committee approves Bylaw No. 675 staff will communicate this to Bowen Island Municipality.

If Executive Committee refuses to approve Bylaw No. 667 (OCP bylaw amendment) with reasons, this will trigger either further amendment to the bylaw by BIM, or referral by BIM of the bylaw to Islands Trust Council for its consideration, with notification to the Minister of Housing and Municipal Affairs. See OCP bylaw referral flow chart [here](#).

Submitted By:	Bruce Belcher, Planner 2, Planning Services	January 5, 2026
Reviewed By:	Stefan Cermak, Director, Planning Services	January 9, 2026
Reviewed By:	Clare Frater, Director, Trust Area Services	January 6, 2026



**Bowen Island Municipality
Bylaw No. 675, 2025**

A Bylaw to amend Official Community Plan Bylaw No. 282, 2010.

WHEREAS, “Bowen Island Official Community Plan Bylaw No. 282, 2010” establishes Present and Proposed Land Use Designations.

AND WHEREAS, Council wishes to amend “Bowen Island Official Community Plan Bylaw No. 282, 2010” to amend existing regulations on the property legally described as:

LOT 27 DISTRICT LOT 1334 PLAN 4620

THEREFORE be it resolved that the Council for Bowen Island Municipality in open meeting assembled enacts as follows:

1.0 Citation

- 1.1 This bylaw may be cited for all purposes as “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No. 675, 2025”.

2.0 Amendments

- 2.1 “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010” is amended by amending “Schedule C – Present and Proposed Land Use Designations” to rezone the lands outlined in heavy black outline on “Bowen Island Municipality Official Community Plan Amendment Bylaw No. 498, 2018. – Schedule A” as follows:
 - a) Area labelled ‘A’ to **RS(e1) – Rural Residential e1**
- 2.2 “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010” is amended by inserting Policy 143 and subsequent text: “In areas designated as Rural Residential e1 (exception) the average lot size is 0.4 hectare (0.98 acre) and a minimum lot size of 0.2 hectare (0.49 acre) provided that the lots are served by a community water system. If the lot is not served by a community water system, the average lot size is 0.5 hectares (1.24 acres).” All subsequent policies are to be renumbered.
- 2.3 “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010” is amended by amending “Schedule C – Present and Proposed Land Use Designations” to add the designation “RS(e1) – Rural Residential (0.4 ha)” to the legend.

READ A FIRST TIME this 28th day of April, 2025;

READ A SECOND TIME this 14th day of October, 2025;

PUBLIC HEARING held this 24th day of November, 2025;

READ A THIRD TIME this 8th day of December, 2025;

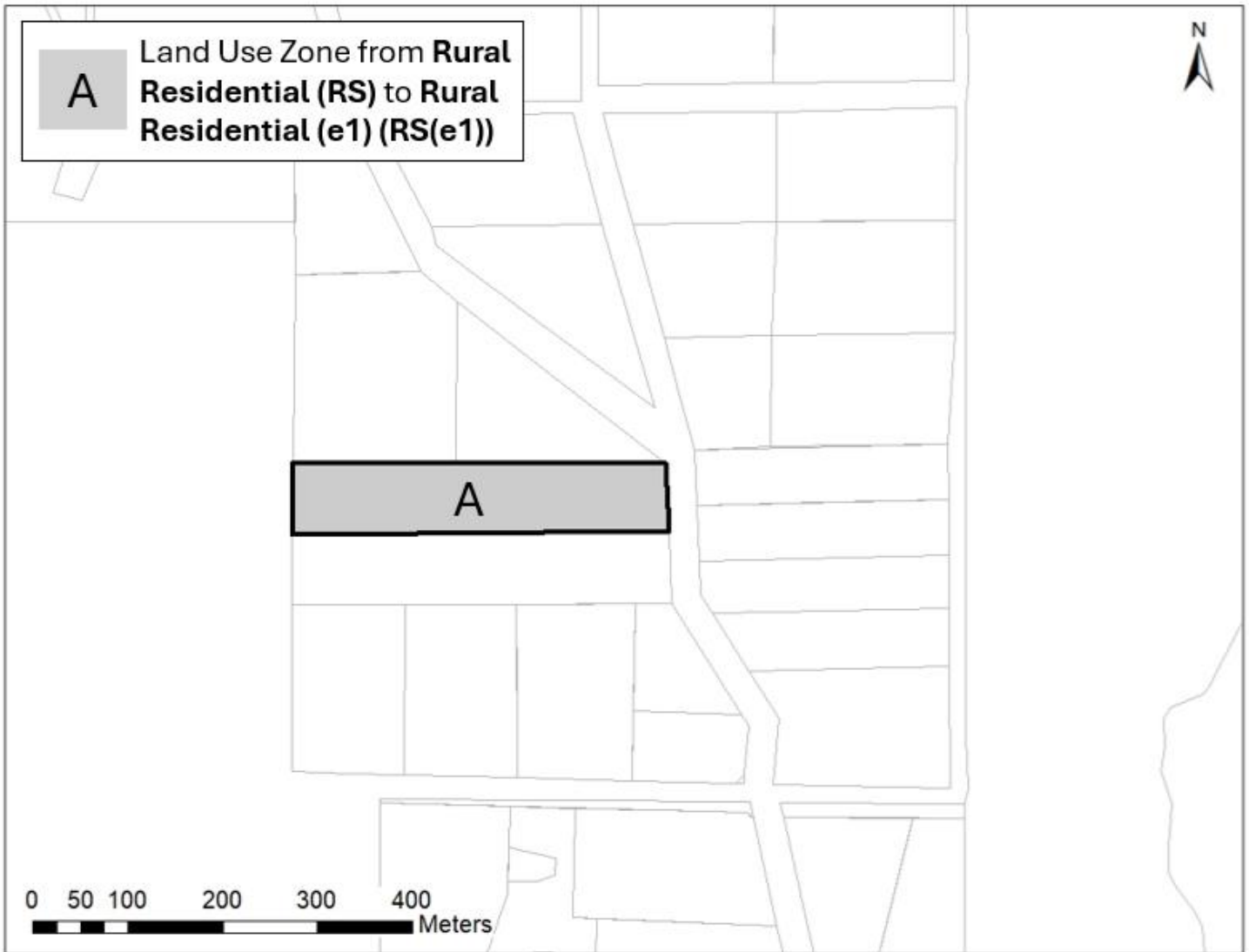
FINALLY ADOPTED this ____ day of _____, _____;

Andrew Leonard
Mayor

Sophie Idsinga
Corporate Officer

Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010

Amendment Bylaw No. 675, 2025 – Schedule A





REQUEST FOR DECISION

ISLAND MUNICIPALITY BYLAW SUBMISSION

08-3020-20-01

DATE OF MEETING: January 14, 2026
 TO: Islands Trust Executive Committee
 FROM: Trust Area Services
 SUBJECT: Bowen Island Municipality – Official Community Plan Amendment Bylaw No. 693

RECOMMENDATION

1. **THAT Executive Committee approve Bylaw No. 693, cited as “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010 Amendment Bylaw No. 693, 2025” pursuant to Section 38 of the Islands Trust Act.**

IMPLICATIONS OF RECOMMENDATION

Organizational: None

Financial: None

Policy: None

Implementation/Communications: Communication to Bowen Island Municipality (BIM) regarding Executive Committee’s decision by January 15 2025.

Other - None

PURPOSE

The purpose of this request for decision (RFD) is to provide Executive Committee (EC) with a Bowen Island Municipality official community plan (OCP) amending bylaw for consideration of approval.

Bowen Island Municipality Bylaw No. 693 (Attachment 1) would amend the OCP land use designation of two adjacent lots to enable their subdivision into three lots. The applicant is requesting an OCP amendment as the proposed lots will be served by an on-site water system, as opposed to the community water system connection that would otherwise be required under applicable OCP policies for lots of the proposed size.

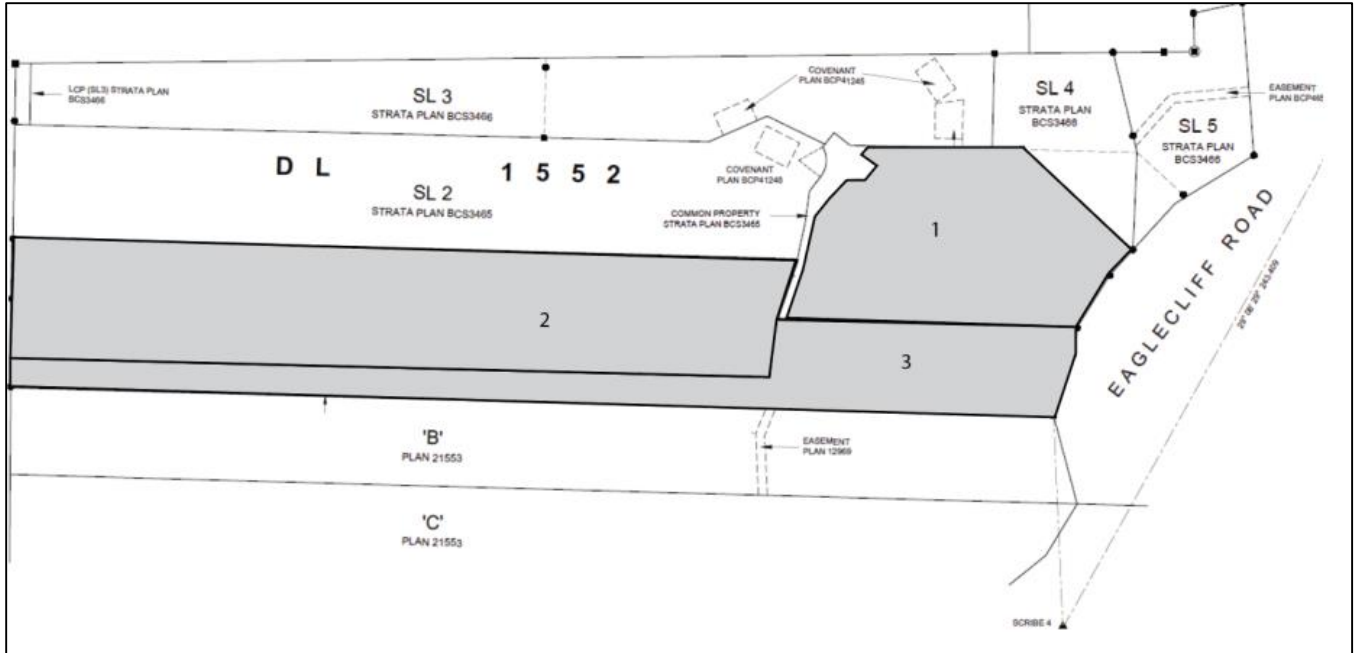


Image 1: Proposed plan of subdivision

Section 38 of the *Islands Trust Act* sets out island municipalities' obligation to refer OCP bylaws to EC for approval.

Approval requirement for municipal bylaws

- 38** (1) The council of a municipality, all or part of which is in the trust area, must, before adoption, submit to the secretary for approval by the executive committee
- (a) all bylaws adopting official community plans that apply to land in the trust area, and
 - (b) all bylaws under Part 14 of the *Local Government Act* that apply to land in the trust area to which no official community plan applies.
- (2) A bylaw referred to in subsection (1) has no effect until it is approved
- (a) by the executive committee,
 - (b) on request under subsection (3), by the trust council, or
 - (c) on request under subsection (4), by the minister.
- (3) If the executive committee does not approve a bylaw submitted to it under subsection (1), the municipality may, by request delivered to the secretary, refer the bylaw to the trust council for approval.
- (4) If the trust council returns or refuses to approve a bylaw referred to it under subsection (3), the municipality may submit the bylaw to the minister for approval and, if this is done, section 16 (1) (a) and (b) applies to approval by the minister.

BACKGROUND

Under Schedule A of the Islands Trust/Bowen Island Municipality [Protocol Agreement](#), BIM OCP bylaws are referred to Islands Trust before public hearing for preliminary review by EC. After public hearing they are then returned to Islands Trust for consideration of approval by EC.

EC reviewed the subject bylaw at its regular meeting of September 3, 2025. At that time, it found the bylaw to not be contrary to, or at variance with, the Islands Trust Policy Statement and passed this resolution:

EC-2025-116

THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 693, cited as “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010 Amendment Bylaw No. 693, 2025” is not contrary to or at variance with the Islands Trust Policy Statement.

At that September 3, 2025 meeting, EC also found a corresponding land use bylaw amendment for the subject rezoning application (Attachment 2) to not be contrary to, or at variance with, the Policy Statement.

EC-2025-117

THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 694, cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002 Amendment Bylaw No. 694, 2025” is not contrary to or at variance with the Islands Trust Policy Statement.

Bylaw No. 693 has not been amended since reviewed by EC in September and is now submitted by BIM for EC’s consideration of approval.

Islands Trust staff’s September 2025 RFD on the proposed bylaws is available [here](#).

Bowen Island staff reports related to the proposed bylaws are available as follows:

Public Hearing Staff Report

<https://bowenisland.civicweb.net/document/336883/#page=181>

Second Reading Staff Report October 1st meeting

<https://bowenisland.civicweb.net/document/332342/>

First Reading Staff Report July 28th meeting

<https://bowenisland.civicweb.net/document/330725/>

Application introduction meeting April 14th meeting

<https://bowenisland.civicweb.net/document/326421/>

Issues Relating to First Nation Interest

The BIM staff report does not indicate that any First Nations engagement occurred. The Islands Trust Policy Statement does not contain directive policies about engagement with First Nations.

Public Comments

As of the date of this Request for Decision (RFD), Islands Trust Staff have not received any public comments.

Bowen Island Municipality hosted a public hearing on the proposed bylaws on [November 24, 2025](#). No members of the public made verbal presentations at the public hearing, but seven pieces of correspondence were

received. Of primary concern to correspondents was whether Bluff Creek would be sufficiently protected through the creation of a new lot and impacts on the creek’s water users, as well as the wisdom of entertaining a spot rezoning in the midst of major project to update the island’s OCP.

Staff Comments

In its September review, staff found the proposed bylaws to not be contrary to, or at variance with, the Islands Trust Policy Statement, but nonetheless offered comments on a handful of aspects of the proposal. See staff comments in the [September 3, 2025 RFD](#).

KEY ISSUES/CONCEPTS

- Referral of OCP Bylaw No. 693 under s.38 of the [Islands Trust Act](#).
- Written response to Bowen Island Municipality required by January 15, 2025 (within 30 days after date of receipt of the referral on December 15, 2025)
- In September 2025, EC resolved that BIM Bylaw No. 693 was not contrary to, or at variance with, the Policy Statement.

RELEVANT POLICY

- [Islands Trust Policy 1.3.1](#) [Policy Statement Implementation]
- [Bowen Island Municipality Letters Patent](#)
- [Islands Trust Council/Bowen Island Municipality Protocol Agreement, 2014](#)

ATTACHMENTS

1. Bylaw No. 693, cited as “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010 Amendment Bylaw No. 693, 2025”
2. Bylaw No. 694, cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002 Amendment Bylaw No. 694, 2025”

RESPONSE OPTIONS

RECOMMENDATIONS

1. **THAT Executive Committee approve Bylaw No. 693, cited as “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010 Amendment Bylaw No. 693, 2025” pursuant to Section 38 of the Islands Trust Act.**

ALTERNATIVES

Executive Committee may refuse to approve the bylaw. It may do so with recommendations to BIM council to bring the bylaw into alignment with the Policy Statement, or simply reasons for the refusal. If EC intends to refuse the bylaw, it would pass the following resolution:

1. *THAT Executive Committee refuse approval of Bylaw No. 693, cited as “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No. 693, 2025” for the following reason:*

The subject bylaw is contrary to, or at variance with, the following directive policy of the Islands Trust Policy Statement . . .

NEXT STEPS

If Executive Committee approves Bylaw No. 693, staff will communicate this to Bowen Island Municipality.

If Executive Committee refuses to approve Bylaw No. 693 (OCP bylaw amendment) with reasons, this will trigger either further amendment to the bylaw by BIM, or referral by BIM of the bylaw to Islands Trust Council for its consideration, with notification to the Minister of Housing and Municipal Affairs. See OCP bylaw referral flow chart [here](#).

Submitted By:	Jason Youmans, Senior Policy Advisor	January 5, 2026
Reviewed By:	Clare Frater, Director, Trust Area Services	January 6, 2026
Reviewed By:	Stefan Cermak, Director, Planning Services	January 5, 2026

Bowen Island Municipality
Bylaw No. 693, 2025

A Bylaw to amend Official Community Plan Bylaw No. 282, 2010

WHEREAS, “Bowen Island Official Community Plan Bylaw No. 282, 2010” establishes Present and Proposed Land Use Designations;

AND WHEREAS, Council wishes to amend “Bowen Island Official Community Plan Bylaw No. 282, 2010” to amend existing regulations on the property legally described as:

STRATA LOT 1 DISTRICT LOT 1552 GROUP 1 NEW WESTMINSTER DISTRICT STRATA PLAN BCS3465 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V

AND

LOT 1 DISTRICT LOT 1552 GROUP 1 NEW WESTMINSTER DISTRICT PLAN BCP41244

THEREFORE be it resolved that the Council for Bowen Island Municipality in open meeting assembled enacts as follows:

1.0 Citation

- 1.1 This bylaw may be cited for all purposes as “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No. 693, 2025”.

2.0 Amendments

- 2.1 “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010” is amended by amending “Schedule C – Present and Proposed Land Use Designations” to rezone the lands outlined in heavy black outlined on “Bowen Island Municipality Official Community Plan Amendment Bylaw No. 694, 2025. – Schedule A” as follows:
- a) Area labelled ‘A’ to **RS(e1) – Rural Residential e1**
- 2.2 “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010” is amended by inserting Policy 143 and subsequent text: “In areas designated as Rural Residential e1 (exception) the average lot size is 0.4 hectare (0.98 acre) and a minimum lot size of 0.2 hectare (0.49 acre) provided that the lots are served by a community water system. If the lot is not served by a community water system, the average lot size is 0.5 hectares (1.24 acres).” All subsequent policies are to be renumbered.
- 2.3 “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010” is amended by amending “Schedule C – Present and Proposed Land Use Designations” to add the designation “RS(e1) – Rural Residential (0.4 ha)” to the legend.

READ A FIRST TIME this 28th day of July, 2025;

READ A SECOND TIME this this 14th day of October, 2025;

PUBLIC HEARING held this 24th day of November, 2025;

READ A THIRD TIME this 8th day of December, 2025;

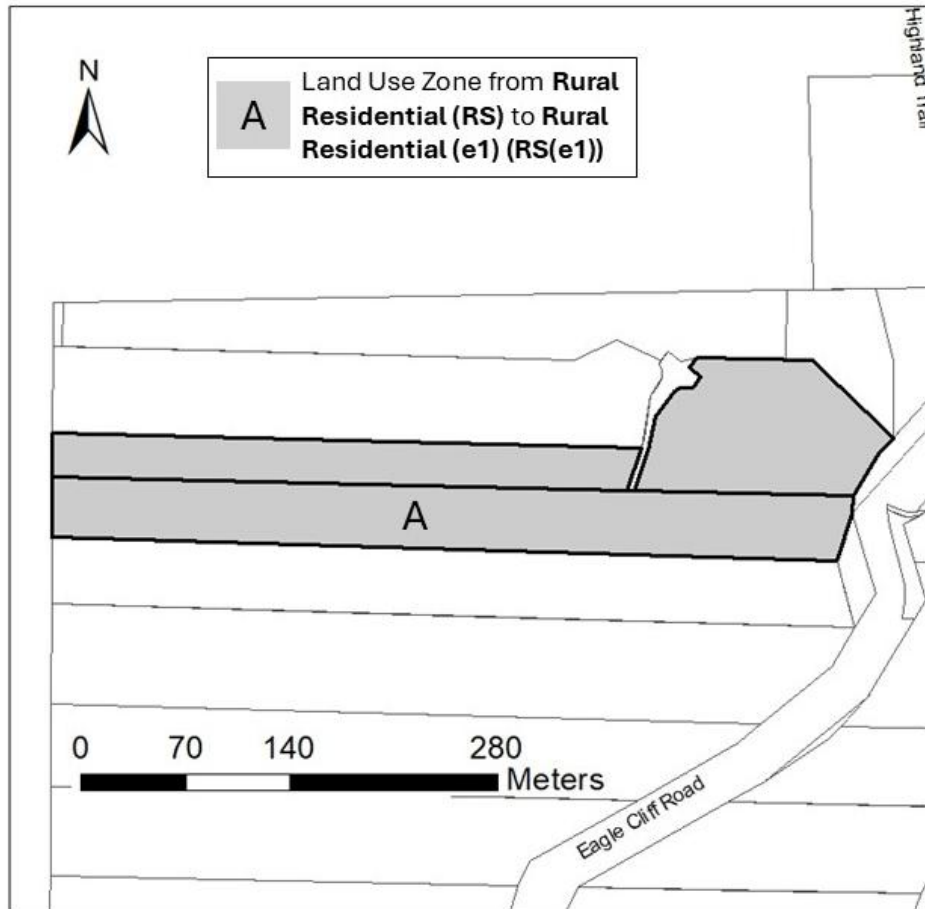
FINALLY ADOPTED this ____ day of _____, _____;

Andrew Leonard
Mayor

Sophie Idsinga
Corporate Officer

Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010

Amendment Bylaw No. 693, 2025 – Schedule A



**Bowen Island Municipality
Bylaw No. 694, 2025**

A Bylaw to amend Land Use Bylaw No 57. 2002

WHEREAS, “Bowen Island Land Use Bylaw No. 57, 2002” regulates the use of land, buildings, and structures within the Bowen Island Municipality

AND WHEREAS, Council wishes to amend “Bowen Island Land Use Bylaw No. 57, 2002” to amend existing regulations on the properties legally described as:

STRATA LOT 1 DISTRICT LOT 1552 GROUP 1 NEW WESTMINSTER DISTRICT STRATA PLAN BCS3465
TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF
THE STRATA LOT AS SHOWN ON FORM V

AND

LOT 1 DISTRICT LOT 1552 GROUP 1 NEW WESTMINSTER DISTRICT PLAN BCP41244

THEREFORE be it resolved that the Council for Bowen Island Municipality in open meeting assembled enacts as follows:

1.0 Citation

- 1.1 This bylaw may be cited for all purposes as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 694, 2025”.

2.0 Amendments

- 2.1 “Bowen Island Municipality Land Use Bylaw No. 57, 2002,” is amended at Section 4.5.4 – Exceptions in Particular Locations by inserting section 4.5.4 (9) to read as follows:
- 4.5.4. (9) *Zone variation SR 2(f)*
- (f) Despite Section 4.5.3, the average *lot* area for individual *lots* not served by *community water system* shall be 0.6
- 2.2 Schedule “B” to “Bowen Island Municipality Land Use Bylaw No. 57, 2002” is amended by changing the description of the lands labelled “A” on Schedule “A” to this Bylaw from Settlement Residential 2 (SR2) to Settlement Residential 2 (f) (SR2 (f))

READ A FIRST TIME this 28 day of July, 2025 _____;

READ A SECOND TIME this ____ day of _____, _____;

READ A THIRD TIME this ____ day of _____, _____;

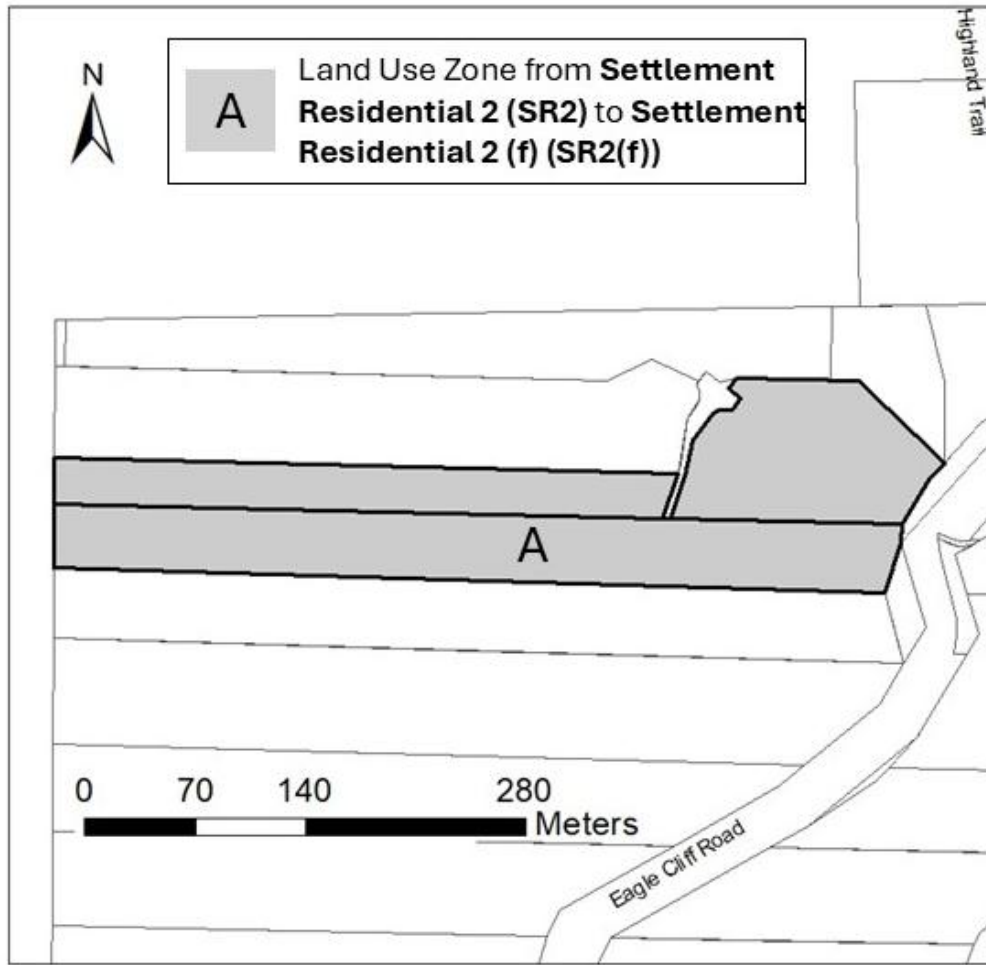
FINALLY ADOPTED this ____ day of _____, _____;

Andrew Leonard
Mayor

Sophie Idsinga
Corporate Officer

Bowen Island Municipality Land Use Bylaw No 57, 2002

Amendment Bylaw No. 694, 2025 – Schedule A





REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: 3900-04: SS-BL-549 & SS-BL-550

DATE OF MEETING: January 14, 2026

TO: Islands Trust Executive Committee

FROM: Oluwashogo Garuba, Planner 2

SUBJECT: Salt Spring Island Local Trust Committee – Bylaw No. 549

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 549, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 5, 2025” and Bylaw No. 550, cited as “Salt Spring Island Housing Agreement Bylaw No. 550, 2025” in accordance with Section 27 of the *Islands Trust Act*.**

DIRECTORS COMMENTS

Salt Spring Island Local Trust Committee (SS LTC) has referred Bylaw No. 549 and Bylaw No. 550 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaws as they are not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational

None

Financial

None

Policy

SS LTC have determined that Bylaw 549 is consistent with the Islands Trust Policy Statement Directives Only Checklist.

Implementation/Communications

Communication to Salt Spring Island Local Trust Committee regarding the Executive Committee decision by January 14, 2026.

First Nations

Communications to First Nations will be sent informing them if and when the LTC adopts the proposed bylaws.

Islands Trust Conservancy Board Referral:

The application was not referred to the Islands Trust Conservancy Board as neither the property or neighbouring property has a conservation covenant on it.

Other

None

PURPOSE

The purpose of Salt Spring Island Local Trust Committee Proposed Bylaw No. 549, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 5, 2025” (Attachment 5) is to rezone the property located at 154 Kings Lane Road and to permit the development of 50 units of affordable housing, general offices, child day care centre and reduced minimum lot size for potential subdivision in a proposed new Residential 13 (R13) zone. The Proposed Bylaw No. 550 cited as “Salt Spring Island Housing Agreement Bylaw No. 550, 2025” (Attachment 6) will ensure that the rents of the proposed development remain affordable.

BACKGROUND

Salt Spring Island Local Trust Committee Bylaw No. 549

Proposed Bylaw No. 549 was given First and Second Readings on October 16, 2025. The Salt Spring Island Local Trust Committee (SS LTC) determined that the proposed bylaws are not contrary to, nor at variance with, the *Islands Trust Policy Statement Directives Only Checklist* (see Attachment 4). Referrals were sent to government agencies, organizations, and First Nations in July 2025. Notice of first reading was published in the Driftwood on October 1, 2025. The proposed bylaw received Third Reading on December 11, 2025.

Salt Spring Island Local Trust Committee Bylaw No. 550

To ensure that the project remains affordable, a Housing Agreement has been prepared, reviewed by Islands Trust legal team and agreed to by the applicant. This Housing Agreement will be attached to the title of the property and the applicant/Gulf Islands Seniors' Residence Association (GISRA) will provide annual reports to the LTC to demonstrate that any rent increases are within the allowable Cost of Living increases and maintain the units as affordable as defined in the Housing Agreement. Housing Agreement Bylaw No. 550 was given a first, second and third reading at the December 11, 2025 LTC regular meeting.

Issues Relating to Provincial Interest and Other Agency Interest

Bylaw Nos. 549 was referred to the following agencies in July 2025:

Regional Agencies

- CRD – All Referrals
- CRD – Ganges Sewer Commission
- Vancouver Island Health Authority

- SSI Advisory Planning Commission
- SSI Agricultural Advisory Planning Commission

Adjacent Local Trust Committees and Municipalities

- Galiano Island Local Trust Committee
- Mayne Island Local Trust Committee
- North Pender Island Local Trust Committee
- Thetis Island Local Trust Committee
- Cowichan Valley Regional District

Provincial Agencies

- Agricultural Land Commission
- Ministry of Agriculture
- BC Assessment Authority
- Ministry of Municipal Affairs
- Ministry of Transportation & Infrastructure
- Front Counter BC

Non-Agency Referrals

- BC Ambulance Service
- RCMP
- SSI Fire-Rescue
- Salt Spring Island Coast Salish Society
- North Salt Spring Waterworks District

Staff received the following referral responses:

- NSSWD: approval recommended subject to the following conditions:
 - No connection permitted to NSSWD water main except for the purposes of fire suppression
 - Backflow prevention along with a secondary meter must be installed on the fire suppressions supply line
 - Fire suppression requirements must be confirmed with NSSWD staff
- CVRD: interests unaffected
- Thetis LTC: Approval recommended for the following reasons:
 - Support Salt Spring Island LTC's desire for more affordable housing
- MOTT: approval recommended for the following reason:
 - Roads and intersections are adequate for this proposal. All ministry specs will be required for any road
- Galiano LTC: Interests unaffected
- VIHA: approval recommended subject to the following conditions:
 - Sewage: it is our understanding that the parcel will be connected to the community sewage system (CRD Ganges) and therefore we have no objection to the reduced minimum lot sizes.

- Drinking Water:
 - It is our understanding that due to the moratorium on connections to the NSSWD water system, water would be supplied by two wells on the property. Note that any water supply system serving more than 1 single family residence (refer to latest version of the Drinking Water Officers' Guide - Province of British Columbia pg. 10 for definition of 'single family residence') is required to obtain necessary approvals/permits and meet the requirement for a drinking water system under the Drinking Water Protection Act (DWPA) and Section 8 of the Health Hazards Regulation which specifies minimum distances that wells must be from possible sources of contamination.
 - Note: There is an existing water system with approval under the DWPA located at 154 Kings Lane.
- Healthy Built Environment:
 - The proposal is aligned with healthy built environment principles through supplying affordable housing units to meet range of needs and with the location situated with nearby access to services, amenities, grocery store, and public transit.
 - At the development phase, consider opportunities
 - To improve linkages to nearby destinations (eg. transit stops, grocery stores, parks, schools) with safe, accessible, separated pathways and ensure safe crossings to support active modes of travel. Prioritizing safe and accessible active and public transportation routes are critical to improving equity and access to key destinations and daily needs for those who may not own vehicles or be able to drive and rely of these modes of travel.
 - To incorporate climate-resilient design features into building and site that promote and protect health. These features should support indoor thermal comfort and safety, maintain safe indoor air quality, and integrate natural elements to enhance well-being.
- Childcare:
 - It is noted that the zoning change would allow for a child daycare centre. Note that childcare facilities must meet the requirements of the Community Care and Assisted Living Act and Childcare Licensing Regulations.
- Ministry of Agriculture: Ministry staff encourage Islands Trust to require 30-meter setback of all residential buildings (15 meters for commercial buildings) from the ALR boundary and a 15-meter vegetated buffer within the setback area (8 meters for commercial buildings).
- CRD: 154 Kings Lane is currently not connected to the Ganges sewer system. The following will need to be completed for approval to proceed:
 - A sewer capacity study will need to be executed to determine the additional load of 50 units, general offices, medical centre, child day care centre, etc. can be absorbed into the sewer system capacity.
 - Sewer capacity study costs are born by the applicant
 - Results must be attained and approved by CRD before approval is finalized
 - Completion of "Local Services Water/Sanitary Service Application" form through the CRD
 - Completion of "CRD New Sewer Connection Process Requirements" through CRD

- Application fees and deposits paid.
- Mayne LTC: Interests unaffected
- North Pender LTC: Interests unaffected

Issues Relating to First Nation Interest

The proposed Bylaws were referred to Cowichan Tribes, Halalt First Nation, Lyackson First Nation, Malahat First Nation, Pauquachin First Nation, Penelakut Tribe, Semiahmoo First Nation, Stzuminus First Nation, Tsartlip First Nation, Tsawout First Nation, Tsawwassen First Nation, Snuneymuxw First Nation, Tseycum First Nation and Tsu'uubaa-asatx Nations for comment.

The following referral responses were received:

- Pauquachin First Nation: Defer to directly affected Nations.
- Ts'uubaa-asatx First Nation: Defer to directly affected Nations
- Tsawwassen First Nation: No concerns at this time, however all copies of interim and final reports have been requested.
- Malahat First Nation: Malahat Nation is concerned with changes regarding development permits for land especially with notifying nearby Nations. The notification to Nations still needs to be in place even in areas that are developed due to historical oversight of First Nations presence. Cultural monitors still need to be present with any ground disturbing activities.
- Tsawout First Nation: application supported subject to the following conditions:
 - Pre-construction walk through
 - Cultural monitoring during excavation, site preparation and any activity that involves soil disturbance

The applicant has agreed to have registered a covenant on title which will ensure that the conditions for which the application was supported will be satisfied.

Issues Relating to Resources and Enforcement

None

Public Comments

Executive Committee has not received any public comments concerning this application at the time of this briefing's publication.

Staff Comments

The Executive Committee is being asked to approve Salt Spring Island Local Trust Committee Bylaw No. 549 cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 5, 2025" and Bylaw No. 550 cited as "Salt Spring Island Housing Agreement Bylaw No. 550, 2025" in accordance with Section 27 of the *Islands Trust Act*.

Based on the foregoing, the recommendations on page 1 are supported as:

- The proposed bylaw has been determined to be consistent with the Islands Trust Policy Statement by the LTC.
- First Nation referrals were completed.
- Agency referrals were completed.

- Statutory processes have been completed.

RELEVANT POLICY

- Section 27 of the *Islands Trust Act*
- Islands Trust Policy Statement Directive Policies
- Islands Trust Policy 1.3.i [Policy Statement Implementation Policy]

ALTERNATIVE

1. Determine that the bylaw is contrary to the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise Salt Spring Island Local Trust Committee in writing

- *that the Executive Committee considers that Bylaw No. 549, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 5, 2025” is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Salt Spring Island Local Trust Committee on steps needed to address the specified issues.*

Submitted By:	Oluwashogo Garuba, Planner 2	December 15, 2025
Concurrence:	Stefan Cermak, Director, Planning Services	January 5, 2026

ATTACHMENTS

1. EC Submission Cover
2. Bylaw EC Policy Checklist
3. Bylaw Referrals Report
4. Islands Trust Policy Statement Directives Only Checklist
5. Bylaw No. 549
6. Bylaw No. 550



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Salt Spring Island Local Trust Committee

Bylaw No.: SS-549

Bylaw Type: Rezoning Bylaw & Housing Agreement

Date of resolution referring bylaw to Executive Committee: 11-December-2025

- Bylaw Submission Checklist attached
- Policy Statement Checklist attached*
* not required for administrative bylaws
- Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee _____

Director, LPS _____

Local Trust Committee _____

Planner _____

Planning Clerk _____

Executive Committee

Policy Checklist

Checklist Key:

- Consistent The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
- Contrary The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
- Not-Applicable The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

- Consistent i Bylaw is consistent with the object of the Trust
- Consistent ii Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
- Consistent iii Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
- Consistent iv Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

- Requires Resources Staff resources required to assist with administration.
- No Resources Required No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

- No Resources Required B.5 Bylaw is consistent with the object of the Trust
- No Resources Required B10 Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Britt Holowaty

Status

Date Resolution Referred to Exective Committee:
Reading: 11-December-2025

Agency / First Nation	Sent	Received
Cowichan Tribes Comments:	24 July 2025	
Halalt First Nation Comments:	24 July 2025	
Lyackson First Nation Comments:	24 July 2025	
Malahat Nation Comments: Malahat Nation is concerned with changes regarding development permits for land especially with notifying nearby Nations. The notification to Nations still needs to be in place even in areas that are developed due to historical oversight of First Nations presence.	24 July 2025	23 September 2025
Pauquachin First Nation Comments: Defer to the First Nation(s) whose traditional territory fronts this area.	24 July 2025	25 July 2025
Penelakut Tribe Comments:	24 July 2025	
Semiahmoo First Nation Comments:	24 July 2025	
Snuneymuxw First Nation Comments: defers comment	24 July 2025	25 April 2025
Stz'uminus First Nation Comments:	24 July 2025	
Ts'uubaa-Asatx First Nation Comments: Defer to the First Nation(s) whose traditional territory fronts this area	24 July 2025	25 July 2025
Tsartlip First Nation Comments:	24 July 2025	
Tsawout First Nation Comments: Prepared to support development,subject to the following conditions. 1. Pre-construction walk-through 2. Cultural monitoring	24 July 2025	

Agency / First Nation	Sent	Received
Tsawwassen First Nation Comments: No concerns regarding this file	24 July 2025	19 August 2025
Tseycum First Nation Comments:	24 July 2025	
Island Health Comments: See ATT 1	24 July 2025	18 September 2025
Ministry of Agriculture and Food Comments: See ATT2	24 July 2025	24 September 2025
CRD Comments: See ATT3	24 July 2025	26 September 2025
Ministry of Transportation and Transit Comments: All Ministry specs will be required for any road works	24 July 2025	4 September 2025
North Salt Spring Water Works Comments: See ATT4	24 July 2025	22 September 2025
Galiano Island Local Trust Committee Comments: Interested Unaffected by Bylaw	24 July 2025	9 September 2025
Mayne Island Local Trust Committee Comments: Interests Unaffected by Bylaw	24 July 2025	29 September 2025
North Pender Island Local Trust Committee Comments: Interests Unaffected by Bylaw	24 July 2025	3 October 2025
Thetis Island Local Trust Committee Comments: Interests Unaffected by Bylaw	24 July 2025	2 September 2025
Cowichan Valley Regional District Comments: Interest Unaffected by Bylaw	24 July 2025	31 July 2025
Agricultural Land Commission Comments:	24 July 2025	

From: Cranch, Jana [ISLH] <Jana.Cranch@islandhealth.ca>
Sent: Thursday, September 18, 2025 4:40 PM
To: Rob Pingle
Cc: Dhaur, Manpreet (Reet) [ISLH]
Subject: RE: Salt Spring Island Local Trust Committee Proposed Bylaw No 549 - For Response
Attachments: SS-BL-549_2025-07-24_ReferralForm - Island Health Response.pdf

Hello Rob,

Please see attached completed referral form and accompanying comments below:

Sewage

- It is our understanding that the parcel will be connected to the community sewage system (CRD Ganges) and therefore we have no objection to the reduced minimum lot sizes.

Drinking Water

- It is our understanding that due to the moratorium on connections to the NSSWD water system, water would be supplied by two wells on the property. Note that any water supply system serving more than 1 single family residence (refer to latest version of the [Drinking Water Officers' Guide - Province of British Columbia](#) pg. 10 for definition of 'single family residence') is required to obtain necessary approvals/permits and meet the requirement for a drinking water system under the *Drinking Water Protection Act* (DWPA) and Section 8 of the *Health Hazards Regulation* which specifies minimum distances that wells must be from possible sources of contamination.
- Note: There is an existing water system with approval under the DWPA located at 154 Kings Lane.

Healthy Built Environment

- The proposal is aligned with healthy built environment principles through supplying affordable housing units to meet range of needs and with the location situated with nearby access to services, amenities, grocery store, and public transit.
- At the development phase, consider opportunities
 - o To improve linkages to nearby destinations (eg. transit stops, grocery stores, parks, schools) with safe, accessible, separated pathways and ensure safe crossings to support active modes of travel. Prioritizing safe and accessible active and public transportation routes are critical to improving equity and access to key destinations and daily needs for those who may not own vehicles or be able to drive and rely of these modes of travel.
 - o To incorporate climate-resilient design features into building and site that promote and protect health. These features should support indoor thermal comfort and safety, maintain safe indoor air quality, and integrate natural

elements to enhance well-being.

Childcare

- It is noted that the zoning change would allow for a child daycare centre. Note that childcare facilities must meet the requirements of the *Community Care and Assisted Living Act* and *Childcare Licensing Regulations*.

Please let me know if you have any questions about the comments above. For any questions regarding on-site sewage or drinking water requirements, please reach out to Reet Dhaul (cc'd) – Environmental Health Officer for this area.

Kind Regards,

Jana Cranch, Environmental Public Health Consultant
Healthy Built Environments | Healthy Environments
tel: 250.507.3067 email: jana.cranch@islandhealth.ca



I respectfully acknowledge that the lands on which I live and work are the unceded territories of the Ləkʷəŋən (Songhees and Xwsepsum Nations) and WSÁNEĆ Peoples.

This e-mail and attachments are only for the use of the intended recipient and must not be distributed, disclosed, used or copied by or to anyone else. This e-mail and any attachments may be confidential, privileged or subject to the provisions of the Freedom of Information and Protection of Privacy Act. If you receive this in error, please contact me immediately and delete all copies of this e-mail and any attachments.

From: Rob Pingle <rpingle@islandstrust.bc.ca>
Sent: Wednesday, July 23, 2025 4:05 PM
To: 'mtippett@cprd.bc.ca' <mtippett@cprd.bc.ca>; Jas Chonk <jchonk@islandstrust.bc.ca>; Nadine Mourao <nmourao@islandstrust.bc.ca>; 'realestate@crd.bc.ca' <realestate@crd.bc.ca>; 'amanda.vanderkloof@bcas.ca' <amanda.vanderkloof@bcas.ca>; 'cathie.mcintyre@bcassessment.ca' <cathie.mcintyre@bcassessment.ca>; 'FrontCounterBC@gov.bc.ca' <FrontCounterBC@gov.bc.ca>; 'saltspring@rcmp-grc.gc.ca' <saltspring@rcmp-grc.gc.ca>; 'jholmes@saltspringfire.com' <jholmes@saltspringfire.com>; 'alc.referrals@gov.bc.ca' <alc.referrals@gov.bc.ca>; 'Reed.Bailey@gov.bc.ca' <Reed.Bailey@gov.bc.ca>; 'Jeffrey.Weightman@gov.bc.ca' <Jeffrey.Weightman@gov.bc.ca>; HBE (Healthy Built Environment) [ISLH] <HBE@islandhealth.ca>
Cc: Oluwashogo Garuba <ogaruba@islandstrust.bc.ca>
Subject: Salt Spring Island Local Trust Committee Proposed Bylaw No 549 - For Response

RE: Salt Spring Island Local Trust Committee Proposed Bylaw No 549 - For Response

Dear Referral Coordinators,

We are contacting you in regards to a referral of Bylaw No. 549 (attached), which proposes to amend the Land Use Bylaw to change the zoning from Residential 12 variant A (R12(a)) to Residential 13 to permit the development of 50 units of affordable housing, general offices, child day care centre and reduced minimum lot size for potential subdivision of the property at 154 Kings Lane, Salt Spring Island.

Staff reports and other materials related to the proposed bylaw can be viewed on our website at: <https://islandstrust.bc.ca/island-planning/salt-spring/current-applications/> as PLRZ20250220.

A reply is respectfully requested by **September 23, 2025**.

Should you have any questions, or require further information on the Proposed Bylaw, please contact Islands Trust Planner Oluwashogo Garuba at (250) 538-5603 or ogaruba@islandstrust.bc.ca and she would be happy to answer any questions you may have.

Referral responses should be addressed to myself at rpingle@islandstrust.bc.ca.

Thank you for your time and attention to this referral,

Rob Pingle

Legislative Clerk | Deputy Secretary

Islands Trust | Salt Spring Island

Phone: 250-538-5600 | www.islandstrust.bc.ca

You can also reach us toll-free via Service BC 1-800-663-7867 | 604-660-2421

The new Islands Trust office at 121 McPhillips Avenue, Salt Spring Island is not open to the public at this time. Staff will continue to provide services by phone and e-mail until the new office space opens

Preserving and protecting over 450 islands and surrounding waters in the Salish Sea

I respectfully acknowledge that the Islands Trust Area is located within the treaty lands and territories of the BOKÉĆEN, Cowichan Tribes, K'ómoks, Lyackson, MÁLEXEĒ, Qualicum, scəwáθən, səlilwətəʔ, SEMYOME, shíshálh, Skwxwú7mesh, Snaw-naw-as, Snuneymuxw, Songhees, Spune'luxutth', SÁÁUTW, Stz'uminus, ʔəʔəmen, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, WJOLEĒP, WSIKEM, Xeláltxw, Xwémalhkwu, Xwsepsum, and xʷməθkʷəy̓əm First Nations. Islands Trust is committed to reconciliation and to working together to preserve and protect this ecologically, culturally, and spiritually significant region in the Salish Sea.

BYLAW REFERRAL FORM RESPONSE SUMMARY

- Approval Recommended for Reasons Outlined Below
- Approval Recommended Subject to Conditions Outlined Below
- Interests Unaffected by Bylaw
- Approval Not Recommended Due to Reason Outlined Below

Please see comments in email dated 18-Sept-2025

Salt Spring Island Trust Area

(Island)



(Signature)

18 Sept. 2025

(Date)

549

(Bylaw Number)

Environmental Public Health Consultant

(Title)

Island Health

(Agency)

From: Cranch, Jana [ISLH] <Jana.Cranch@islandhealth.ca>
Sent: Monday, September 22, 2025 9:14 AM
To: Oluwashogo Garuba
Subject: RE: Clarification on Re-referral Requirement for Salt Spring Island Local Trust Committee Proposed Bylaw No 549 - 154 Kings Lane Road, SSI

Hello Oluwashogo,

Thank-you for providing this update and the amended draft bylaw. A re-referral of the application is not needed, recognizing the amended draft bylaw provides additional clarification and assurance with respect to servicing requirements for subdivision (for specified minimum lot size) with connection to a community sewer system and connection to either a community water system or adequate supply of potable water.

Best,

Jana Cranch, Environmental Public Health Consultant
Healthy Built Environments | Healthy Environments
tel: 250.507.3067 email: jana.cranch@islandhealth.ca



I respectfully acknowledge that the lands on which I live and work are the unceded territories of the Ləkʷəŋən (Songhees and Xwsepsum Nations) and WSÁNEĆ Peoples.

This e-mail and attachments are only for the use of the intended recipient and must not be distributed, disclosed, used or copied by or to anyone else. This e-mail and any attachments may be confidential, privileged or subject to the provisions of the Freedom of Information and Protection of Privacy Act. If you receive this in error, please contact me immediately and delete all copies of this e-mail and any attachments.

From: Oluwashogo Garuba <ogaruba@islandstrust.bc.ca>
Sent: Friday, September 19, 2025 4:30 PM
To: Cranch, Jana [ISLH] <Jana.Cranch@islandhealth.ca>
Subject: Clarification on Re-referral Requirement for Salt Spring Island Local Trust Committee Proposed Bylaw No 549 - 154 Kings Lane Road, SSI

Hello Jana,

I hope this message finds you well.

The Salt Spring Island Local Trust Committee previously referred a bylaw amendment application to you for your review. The application pertains to a proposed zoning amendment to permit the development of up to 50 dwelling units of affordable housing, general office use, a day care centre, and a reduced minimum lot size to facilitate potential subdivision at the property located on 154 Kings Lane Road.

RE: Clarification on Re-referral Requirement for Salt Spring Island Local Trust Committee Proposed Bylaw No 549 - 154 Kings Lane Road, SSI

Since the initial referral, the draft bylaw has been amended to more accurately reflect the zoning amendment being requested by the property owners.

Specifically, the amendment now clarifies the servicing requirements for subdivision within the Residential 13 zone. The updated subsection areas have been highlighted in the attached document.

I am seeking clarification from you as to whether this amendment constitutes a significant change that would require a re-referral of the application for your further review and comment. Please let me know whether you consider this change to require a re-referral, or if the amendment is minor enough that further review is not necessary at this time.

Thank you for your time and assistance.

Please don't hesitate to contact me if you require any additional information.

Kind regards,

Oluwashogo Garuba (she, her, hers)

Planner 2

Islands Trust

4 – 121 McPhillips Avenue | Salt Spring Island BC V8K 2T6

T 250-538-5603 | islandstrust.bc.ca

You can also reach us toll-free via Service BC 1-800-663-7867 | 604-660-2421

The Salt Spring Island Islands Trust office at 500 Lower Ganges Rd is now closed to in-person service. Islands Trust staff will continue to provide services by phone and e-mail until the new office space at 121 McPhillips Avenue opens. During the in-person office closure period, enquiries can be submitted by email at ssiinfo@islandstrust.bc.ca, or call 250.537.9144.

Protecting islands in the Salish Sea

I am humbly thankful to live and work in the treaty lands and territories of the BOKÉĆEN, K'ómoks, Lək'wəḡən, Lyackson, MÁLEXEL, Qualicum, Quw'utsun Tribes, scəwáəḡən məsteyəx'w, Scia'new, səllilwətaʔ, SEMYOME, shishálh, Skwxwú7mesh, Snaw-naw-as, Snuneymuxw, Spune'luxutth, SÁÁUTW, Stz'uminus, ʔaʔəmen, toq qaymux'w, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, WJOLÉLP, WSIKEM, Xeláltxw, Xwémalhkwu/ʔop qaymux'w, and x'wəḡk'əḡəm.

September 24, 2025

Rob Pingle
Legislative Clerk
Islands Trust – Salt Spring Island

Sent by email

Dear Rob:

Re: Bylaw 549 – Rezoning at 154 Kings Lane Road (PID: 003-106-756) – The Subject Property

Thank you for providing Ministry of Agriculture and Food (Ministry) staff the opportunity to comment on Bylaw 549 that proposes to rezone the Subject Property from Residential 12 variant A (R12(a)) to Residential 13 to permit the development of 50 units of affordable housing, general offices and a child day care centre. From an agricultural planning perspective, Ministry staff offer the following comments:

Setbacks and Buffers:

With respect to setbacks and buffers, the Ministry has published the [“Guide to Edge Planning”](#) (the ‘Guide’) which is a comprehensive document that promotes compatibility along the agricultural-urban edge. The Guide recommends that the minimum setback for residential buildings is 30 metres on the urban, non-agricultural side of the Agricultural Land Reserve (ALR) boundary. Within that 30 metre setback, the 15 metres immediately adjacent to the ALR boundary should be dedicated to a vegetated buffer. For commercial buildings, the Guide recommends a 15 metre setback from the ALR boundary and a 8 metre vegetated buffer.

As described in the Guide, the setbacks to buildings from the ALR boundary help create separation between agriculture and urban uses as well as decreasing the impact of farming activities on the occupants of buildings located outside of the ALR. Similarly, vegetated buffers play a critical role at mitigating potential land use conflicts between rural residents and farmers.

Likely because this is only a rezoning referral, Ministry staff note that an actual site plan depicting where future residential and commercial uses will be situation on the Subject Property did not accompany the application. In viewing the Subject Property on Google Earth however, it appears that the above noted setback distances for commercial and residential buildings could be accommodated given the dimensions of the Subject Property.

Existing Vegetation: In viewing the Subject Property on Google Earth, it appears that there are many trees on the portion of the Subject Property that is immediately adjacent to the ALR boundary to the west. As per recommendations in the Guide, for the benefit of both the current owner/prospective future farmer of adjacent ALR properties and the future inhabitants of the homes on the Subject Property, Ministry staff recommend that the existing trees are retained as part of the vegetated buffer and that any additional plantings are planted in concert with the retained trees.

Ultimately, Ministry staff encourage Islands Trust to require the above noted 30 metre setback of all residential buildings (15 metres for commercial buildings) from the ALR boundary and a 15 metre vegetated buffer within the setback area (8 metres for commercial buildings).

Buffer Design: The Guide contains detailed information on how to design a robust vegetated buffer through a Buffer Design Plan which should show:

- Existing and proposed grades;
- Extent of the buffer;
- Constructed barriers;
- Location, spacing, size and quantity of proposed and existing trees and shrubs; and
- List of the tree and shrub species to be planted.

Final Comment on Buffers: Within the context of the ever evolving nature of the agricultural sector, the importance of robust vegetated buffers between properties in the ALR and adjacent residential properties cannot be overstated. For instance, while the adjacent ALR property to the west appears to be predominately forested, the opportunity exists for this property to be developed into a working farm that may be associated with nuisance complaints from residents living in farming area such as an intensive livestock or tree fruit operation. Robust buffers between properties in the ALR and adjacent residential/commercial properties are extremely effective at preventing potential nuisance complaints from residents living in farming areas.

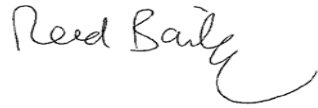
Proposed Rezoning:

Be advised that Ministry staff have no comment with respect to rezoning the Subject Property from Residential 12 variant A (R12(a)) to Residential 13 to permit the proposed residential/commercial development.

Please contact Ministry staff if you have any questions about the above comments.

Thank you for the opportunity to provide comments from an agricultural perspective with respect to this file.

Sincerely,

A handwritten signature in black ink that reads "Reed Bailey". The signature is written in a cursive style with a long, sweeping tail on the letter "y".

Reed Bailey
Team Lead – Land Use Planning
778-698-3455
Reed.Bailey@gov.bc.ca

Cc: Agricultural Land Commission – ALC.Referrals@gov.bc.ca



Making a difference...together

CAPITAL REGIONAL DISTRICT REFERRAL RESPONSE FORM

Referral Title/No.: PLR20250220; 154 Kings Lane Rd

To: Islands Trust

Date: 26/09/2025

	Comments
Corporate Services <i>Legislative Services</i> <i>Information Services</i> <i>Legal and Risk Management</i> <i>First Nations Relations</i> <i>Real Estate & Facilities Management</i>	Choose an item.
	NA
Electoral Area Services <i>Water Wastewater Services Operations</i> <i>Southern Gulf Islands Administration</i> <i>Salt Spring Island Administration</i> <i>Juan de Fuca Administration</i> <i>Building Inspection</i>	Choose an item.
	<p>154 Kings lane is currently not connected to the Ganges sewer system. The following will need to be completed for approval to proceed:</p> <ul style="list-style-type: none"> • A sewer capacity study will need to be executed to determine the additional load of 50 units, general offices, medical center, child day care center, etc. can be absorbed into the sewer system capacity. <ul style="list-style-type: none"> ○ Sewer capacity study costs are born by the applicant ○ Results must be attained and approved by CRD before approval is finalized • Completion of "LOCAL SERVICES WATER/SANITARY SERVICE APPLICATION" form through the CRD • Completion of "CRD NEW SEWER CONNECTION PROCESS REQUIREMENTS" through CRD <p>Application fees and deposits paid</p>
Executive Services <i>People Safety and Culture</i> <i>Corporate Communications and Engagement</i> <i>Corporate Initiatives and Administration</i>	Choose an item.
	NA
Finance & Technology <i>Arts and Culture</i> <i>Financial Services</i> <i>Corporate Finance</i> <i>Technology and Digital Transformation</i>	Choose an item.
	NA
Housing, Planning & Protective Services <i>Regional Planning and Transportation</i> <i>Health and Capital Planning Strategies</i> <i>Regional Housing</i> <i>Protective Services</i>	Choose an item.
	NA
Infrastructure and Water Services <i>Watershed Protection</i> <i>Infrastructure and Water Services</i> <i>Business Support Services</i> <i>Water Infrastructure Operations</i> <i>Infrastructure Planning and Engineering</i> <i>Wastewater Infrastructure Operations</i> <i>Corporate Capital Project Delivery Services</i> <i>Corporate Asset and Maintenance</i>	Choose an item. Choose an item.
	NA
Parks, Recreation & Environmental Services <i>Environmental Innovation</i> <i>Environmental Protection</i> <i>Environmental Resource Management</i> <i>Panorama Recreation</i> <i>Regional Parks</i> <i>SEAPARC</i>	Choose an item.
	NA

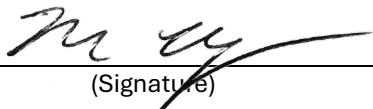
BYLAW REFERRAL FORM RESPONSE SUMMARY

- Approval Recommended for Reasons Outlined Below
- Approval Recommended Subject to Conditions Outlined Below
- Interests Unaffected by Bylaw
- Approval Not Recommended Due to Reason Outlined Below

NSSWD Comments:

- No connection permitted to NSSWD water main except for the purposes of fire suppression.
- Backflow prevention along with a secondary meter must be installed on the fire suppressions supply line.
- Fire suppression requirements must be confirmed with NSSWD staff.

Salt Spring Island Trust Area
(Island)


(Signature)

September 22, 2025
(Date)

549
(Bylaw Number)

Chief Administrative Officer
(Title)

North Salt Spring Waterworks District
(Agency)



PURPOSE

To provide staff with the Directives Only Checklist to highlight issues addressed in staff reports and as a means to ensure Local Trust Committees address certain matters in their official community plans and regulatory bylaws, Island Municipalities address certain matters in their official community plans, and to reference any relevant sections of the Policy Statement.

POLICY STATEMENT

The Policy Statement is comprised of several parts. Parts I and II outline the purpose, the Islands Trust object, and Council’s guiding principles. Parts III, IV and V contain the goals and policies relevant to ecosystem preservation and protection, stewardship of resources and sustainable communities.

There are three different kinds of policies within the Policy Statement as follows:

- Commitments of Trust Council which are statements about Council’s position or philosophy on various matters;
- Recommendations of Council to other government agencies, non-government organizations, property owners, residents and visitors; and
- Directive Policies which direct Local Trust Committees and Island Municipalities to address certain matters.

DIRECTIVES ONLY CHECKLIST

The Policy Statement Directives Only Checklist is based on the directive policies from the Policy Statement (Consolidated April 2003) which require Local Trust Committees to address certain matters in their official community plans and regulatory bylaws and Island Municipalities to address certain a matters in their official community plans in a way that implements the policy of Trust Council.

Staff will use the Policy Statement Checklist (Directives Only) to review Local Trust Committee and Island Municipality bylaw amendment applications and proposals to ensure consistency with the Policy Statement. Staff will add the appropriate symbol to the table as follows:

- ✓ if the bylaw is consistent with the policy from the Policy Statement, or
- ✘ if the bylaw is inconsistent (contrary or at variance) with a policy from the Policy Statement, or
- N/A if the policy is not applicable.

PART III: POLICIES FOR ECOSYSTEM PRESERVATION AND PROTECTION

CONSISTENT	No.	DIRECTIVE POLICY
	3.1	Ecosystems
✓	3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
N/A	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
N/A	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
N/A	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
N/A	3.3.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	Coastal and Marine Ecosystems
N/A	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
N/A	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: POLICIES FOR THE STEWARDSHIP OF RESOURCES

CONSISTENT	No.	DIRECTIVE POLICY
	4.1	Agricultural Land
N/A	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
✓	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
✓	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.
N/A	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture.
✓	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
N/A	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	4.2	Forests
N/A	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
N/A	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
CONSISTENT	No.	DIRECTIVE POLICY
	4.3	Wildlife and Vegetation

	4.4	Freshwater Resources
✓	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
N/A	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
N/A	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
N/A	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
N/A	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: POLICIES FOR SUSTAINABLE COMMUNITIES

CONSISTENT	No.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
✓	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
✓	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
✓	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
✓	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
N/A	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	Transportation and Utilities
N/A	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
N/A	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
N/A	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
✓	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
N/A	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.
CONSISTENT	No.	DIRECTIVE POLICY
	5.5	Recreation

N/A	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
N/A	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
N/A	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
N/A	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
N/A	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
N/A	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
N/A	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
✓	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

POLICY STATEMENT COMPLIANCE	
✓	<i>In compliance with Trust Policy</i>
	<i>Not in compliance with Trust Policy for the following reasons:</i>

PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 549

A BYLAW TO AMEND SALT SPRING ISLAND LAND USE BYLAW, 1999

The Salt Spring Island Local Trust Committee, being the Local Trust Committee having jurisdiction in respect of the Salt Spring Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 5, 2025”.

2. Salt Spring Island Local Trust Committee Bylaw No. 355, cited as “Salt Spring Island Land Use Bylaw, 1999,” is amended as follows:

2.1 Schedule “A” – Zoning Map, is amended by changing the zoning classification for LOT 2, SECTION 4, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 23507 from Residential 12 variant A (R12 (a)) to Residential 13 (R13), as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “A” to Bylaw No. 355 as are required to effect this change.

2.2 **Section 9.9 – RESIDENTIAL ZONES**, is amended by deleting the word “and” and adding the words “and Residential 13” as follows:

The regulations in the tables in this Section apply to land in the Residential 1 (R1), Residential 2 (R2), Residential 3 (R3), Residential 4 (R4), Residential 5 (R5), Residential 6 (R6), Residential 7 (R7), Residential 8 (R8), Residential 9 (R9), Residential 10 (R10), Residential 11 (R11), Residential 12 (R12) and Residential 13 (R13) Zones as indicated by the column headings.

2.3 **Section 9.9 – RESIDENTIAL ZONES**, Subsection 9.9.1 – Permitted Uses of Land, Buildings and Structures, is amended by inserting column R13 in the table as follows:

	R13
Principal Uses, Buildings and Structures	
<i>Single-family dwellings</i>	•
<i>Duplexes</i>	
<i>Duplexes constructed before July 31, 1990</i>	
<i>Multi-family dwellings</i>	•
Dental and medical office <i>services</i> for a maximum of two medical practitioners	
Elementary schools, pre-schools and <i>child day care</i> centres	
Hospitals and <i>public</i> health care facilities	
<i>Community halls</i>	

<i>Non-commercial outdoor active recreation</i>	
<i>Churches</i>	
<i>Agriculture, excluding intensive agriculture</i>	
<i>Public service uses</i>	
<i>Seniors' supportive housing complex</i>	
<i>Affordable housing dwelling units</i>	•
<i>Office</i>	•
<i>Child day care centre</i>	•
<i>Dental and medical offices</i>	•
Accessory Uses	
<i>Home-based businesses, subject to Section 3.13</i>	
<i>Seasonal cottages subject to Section 3.14</i>	
<i>Service club</i>	•

2.4 **Section 9.9 – RESIDENTIAL ZONES**, Subsection 9.9.2 – Size, Siting and Density of Permitted Uses, Buildings and Structures is amended by inserting column R13 in the table as follows:

	R13
Lot Coverage and Floor Area	
Maximum combined per cent <i>lot coverage</i> of all <i>buildings</i> and <i>structures</i>	33
Maximum <i>floor space ratio</i>	0.6
Maximum <i>floor area</i> of a <i>building</i> used for a <i>community hall, church, preschool, or day care centre</i> (square metres)	N/A
Maximum total <i>floor area</i> of <i>farm buildings</i> and <i>farm structures</i> (square metres)	N/A
Maximum average <i>floor area</i> of all units in a <i>seniors' supportive housing complex</i> or in any phase of a <i>seniors' housing complex</i> (square metres)	N/A
Maximum average <i>floor area</i> of all units in an <i>affordable housing</i> (square meters)	79
Maximum <i>floor area</i> of a <i>dwelling unit</i> (square metres)	N/A
Height	
Maximum <i>height</i> of a <i>dwelling unit</i> (metres)	13
Setbacks	
Minimum <i>exterior side lot line setback</i> (metres)	N/A
Minimum <i>rear lot line setback</i> (metres)	3.5
Number of Units and Minimum Site Areas	
Maximum number of <i>dwelling units</i> per ha, provided community sewage collection service is provided	N/A
Maximum number of <i>dwelling units</i> per <i>lot</i>	N/A
Maximum number of <i>dwelling units</i> per ha, provided housing agreement is provided	N/A
Minimum <i>lot area</i> required for more than one <i>dwelling unit</i> (ha) with the exception of <i>secondary suites</i> , where permitted	N/A
Minimum <i>lot area</i> required for a <i>child day care centre</i> (ha)	N/A

2.5 Section 9.9 – RESIDENTIAL ZONES, Subsection 9.9.3 – Subdivision and Servicing Requirements is amended by inserting column R13 in the table as follows:

	R13
Minimum Lot Areas and Servicing Requirements	
Minimum water service required for subdivision:	
Adequate supply of <i>potable</i> water	● ²
<i>Community water system</i>	● ²
Minimum sewage service required for subdivision:	
Individual on-site sewage treatment system per <i>lot</i>	N/A
<i>Community sewage collection system</i>	●
Minimum area of an individual lot that may be created through <i>subdivision</i> provided each <i>lot</i> has an individual onsite sewage treatment system and an adequate supply of <i>potable</i> water (ha)	N/A
Minimum area of an individual lot that may be created through <i>subdivision</i> provided each <i>lot</i> has an individual onsite sewage treatment system and connection to a <i>community water supply</i> (ha)	N/A
Minimum area of an individual lot that may be created through <i>subdivision</i> provided each lot has connection to a <i>community sewage collection system</i> and a <i>community water system</i> or adequate supply of <i>potable</i> water (ha)	0.11
Minimum average area of lots in a <i>subdivision</i> , provided each <i>lot</i> has an individual on-site sewage treatment system and an adequate supply of <i>potable</i> water (ha)	N/A
Minimum average area of <i>lots</i> in a <i>subdivision</i> , provided each <i>lot</i> has an individual on-site sewage treatment system and connection to a <i>community water system</i> (ha)	N/A
Minimum average area of lots in a subdivision , provided each lot has connection to a <i>community sewage collection system</i> and a <i>community water system</i> or adequate supply of <i>potable</i> water (ha)	0.6

²May be adequately serviced by one or the other, or combination of both, but must be adequately serviced by at least one.

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS 16TH DAY OF OCTOBER 2025

READ A SECOND TIME THIS 16TH DAY OF OCTOBER 2025

READ A THIRD TIME THIS 11TH DAY OF DECEMBER 2025

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
_____ DAY OF 20_____

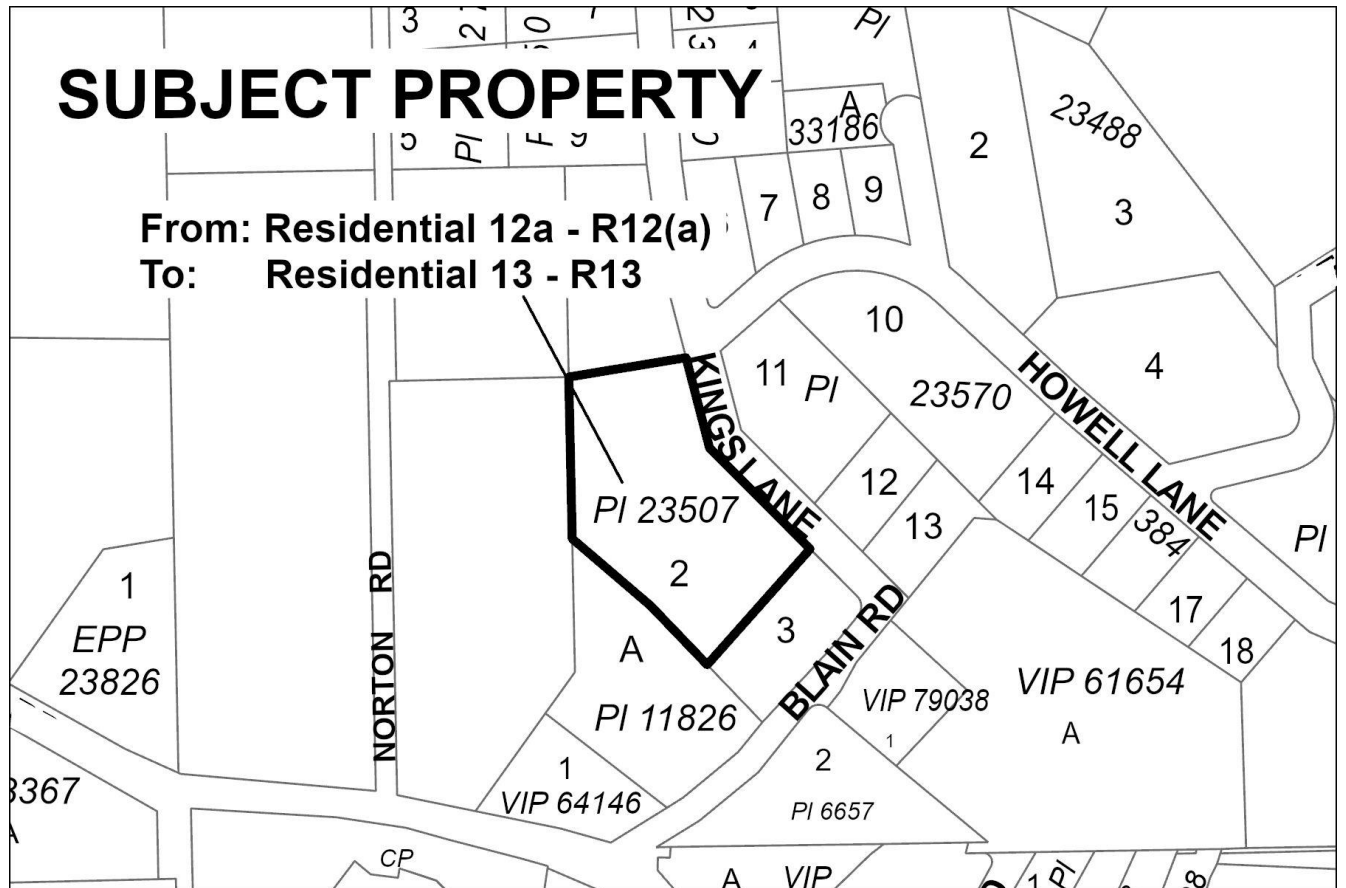
ADOPTED THIS _____ DAY OF 20_____

CHAIR

SECRETARY

SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 549

Plan No. 1



Housing Agreement and Section 219 Covenant

THIS AGREEMENT DATED FOR REFERENCE THE [day] OF [month], [year] is BETWEEN:

Gulf Islands Seniors Residence Association (GISRA), a society incorporated under the laws of the province of British Columbia under number S-38999 and having its office at 100-121 Atkins Road, Salt Spring Island, BC V8K 2X7.
(the “Owner”);

AND:

SALT SPRING ISLAND LOCAL TRUST COMMITTEE, a corporation under the *Islands Trust Act*, having an office at 200-1627 Fort Street, Victoria, B.C., V8R 1H8
(the “Trust Committee”)

WHEREAS:

- A. The Owner is the registered owner of the Lands situated at 154-164 Kings Lane on Salt Spring Island, British Columbia and legally described as: PID 003-106-756, Lot 2, Section 4, Range 3 East, North Salt Spring Island, Cowichan District, Plan 23507, commonly known as Kings Lane, (the “Lands”);
- B. The Lands have been rezoned by the Salt Spring Island Local Trust Committee by means of Salt Spring Island Land Use Bylaw 1999 Amendment No. 5, 2025 to permit the development of a multi-family affordable housing project;
- C. The Owner intends to rent the units on the Lands, by way of a rental agreement, at an affordable rate to Qualified Renters (as defined in section 1.1);
- D. The Trust Committee may, pursuant to Section 29 of the *Islands Trust Act* and Section 483 of the *Local Government Act*, enter into an agreement with an owner of land that includes terms and conditions regarding the occupancy, tenure and availability to specified classes of persons of dwelling units located on those lands;
- E. Section 219 of the *Land Title Act* permits the registration of a covenant of a negative or positive nature in favour of the Trust Committee in respect of the use of land or construction on land;
- F. The Owner and the Trust Committee wish to enter into this Agreement to provide affordable housing on the Lands on the terms and conditions of this Agreement to have effect as both a covenant under section 219 of the *Land Title Act* and a housing agreement under section 483 of the *Local Government Act*; and
- G. The Trust Committee has, by bylaw, authorized the execution of this Agreement and the Owner has duly authorized the execution of this Agreement.

THIS AGREEMENT is evidence that in consideration of \$1.00 paid by the Trust Committee to the Owner (the receipt of which is acknowledged by the Owner), and in consideration of the promises exchanged below, the Trust Committee and the Owner agree, as covenants granted by the Owner to the Trust Committee under Section 219 of the *Land Title Act*, and as a housing agreement between the Owner and the Trust Committee under Section 483 of the *Local Government Act*, as follows:

Article 1: Definitions and Interpretation

1.1 Definitions – In this Agreement:

“Affordable Housing Unit” means a Dwelling Unit on the Lands in respect of which the construction, tenure, rental and occupancy are restricted in accordance with sections 2.1 through 2.5 of this Agreement;

“Annual Household Income” means the combined gross income of all adult members of a Household, as shown on line 150 of the preceding year’s T1 General Income Tax and Benefit return.

“Business Days” means Monday to Friday inclusive except for those excluded days declared by lawful authority as holidays.

“CPI” means the All-Items Consumer Price Index for British Columbia as calculated by Statistics Canada, or its successor in function.

“Dwelling Unit” means a dwelling unit as defined in the Salt Spring Island Land Use Bylaw 1999, as amended or replaced from time to time.

“Household” means one or more individuals occupying the same Dwelling Unit.

“Lands” means that parcel of land legally described as PID 003-106-756, Lot 2, Section 4, Range 3 East, North Salt Spring Island, Cowichan District, Plan 23507.

“Qualified Renter” means a Household which meets the eligibility criteria for a residential tenancy of an Affordable Housing Unit, as set out in Section 2.2(b) of this Agreement.

“Residential Tenancy Act” means the *Residential Tenancy Act*, SBC 2002, c 78.

“Tenancy Agreement” means a tenancy agreement, lease, license or other agreement granting rights to occupy an Affordable Housing Unit.

“Yearly CPI Change” means the percentage change in CPI from the CPI for April of the immediately preceding calendar year, to the CPI for March of the then present calendar year.

1.2 Interpretation – Reference in this Agreement to:

- a. a “party” is a reference to a party in this Agreement;

- b. a particular numbered “article” or “section” or to a particular lettered “schedule” is a reference to the corresponding numbered or lettered article, section, or schedule of this agreement;
- c. an “enactment” is a reference to an enactment as defined in the *Interpretation Act* and is a reference to any revision, amendment or re-enactment of, or replacement for, that enactment;
- d. wherever the singular or the masculine is used in this Agreement, it shall be deemed to include the plural or the feminine, or the body politic or corporate, where the context or the parties so require;
- e. the Local Trust Committee includes a reference to its successors in function, including a municipality.

1.3 Headings – The division of this Agreement into articles, sections and schedules is for convenience of reference only and does not affect its interpretation. The article and section headings used in this Agreement are for convenience of reference only and do not affect the interpretation of this Agreement.

1.4 Entire Agreement – This is the entire agreement among the parties concerning its subject.

Article 2 – Affordable Housing

2.1 Agreement over the Lands – Pursuant to section 219 of the *Land Title Act*, the Owner covenants and agrees that:

- a. the Lands will not be developed, and no building or structure will be constructed on the Lands except expansion of the existing office building, unless, as part of and concurrently with the development on the Lands, the Owner also constructs and completes 50 Affordable Housing Units on the Lands;
- b. no building on the Lands may be subdivided by means of a strata plan without prior approval of the Trust Committee;
- c. the Owner will maintain the Affordable Housing Units in a satisfactory state of repair and fit for habitation and will comply with all laws, including health and safety standards applicable to the Lands.

2.2 Affordable rental housing eligibility – Pursuant to section 483 of the *Local Government Act* the Owner covenants and agrees not to rent or lease any Affordable Housing Unit except to a Qualified Renter and in accordance with the following additional requirements:

- a. the Affordable Housing Unit will be used or occupied only pursuant to a Tenancy Agreement;
- b. the Qualified Renter’s Annual Household Income at the time of signing the Tenancy Agreement does not exceed the median gross income of families on Salt Spring Island

according to Statistics Canada Census, adjust annually by the Yearly CPI Change for BC as per Statistics Canada;

- c. the Qualified Renter will occupy the Affordable Housing Unit as its permanent, principal, and sole residence;
- d. each Tenancy Agreement will include a clause prohibiting subletting including short-term vacation rentals, a clause requiring the Qualified Renter to comply with the use and occupancy restrictions contained in this Agreement, and a provision entitling the Owner to terminate the rental agreement in accordance with the *Residential Tenancy Act* in the event of any breach of these use and occupancy clauses;
- e. the Owner will deliver to the Trust Committee a true copy of every Tenancy Agreement entered into in respect of any Affordable Housing Unit within 10 Business Days of any request to do so;
- f. the Owner will include in every Tenancy Agreement notice of the existence of this Agreement and the occupancy restrictions applicable to the Affordable Housing Unit, and will provide to each Qualified Renter upon their request, a copy of this Agreement; and
- g. each Tenancy Agreement will provide that if one of the individuals comprising a Qualified Renter who rents an Affordable Housing Unit dies, that individual's spouse or adult child residing in the Affordable Housing Unit at the time of the Qualified Renter's death may continue to rent the Affordable Housing Unit.

2.3 Rental rates - The Owner covenants and agrees that it will:

- a. not charge any Qualified Renter a monthly rent, exclusive of utilities and excess water charges, that is greater than thirty (30%) percent of the total monthly household income of the Qualified Renter at the time the Qualified Renter and the Owner enter into the Tenancy Agreement, except that the Owner may, subject to the provisions of the *Residential Tenancy Act* increase the rent payable for the Affordable Housing Unit annually;
- b. not require any Qualified Renter to pay any extra charges or fees for use of any common area, or for sanitary sewer, storm sewer, water utilities (excluding excess water charges), property taxes and similar services. For clarity, this limitation does not apply to cablevision, telecommunications, laundry, or gas or electricity utility fees or charges.

2.4 No Sublease or Assignment – Except as set out in this Agreement, the Owner will not permit the interest in an Affordable Housing Unit to be subleased or a Tenancy Agreement to be assigned.

2.5 Monitoring and Reporting to the Local Trust Committee - The Owner must deliver to the Local Trust Committee once each year on or before July 1, a completed statutory declaration, substantially in the form attached as Schedule "A", sworn by the Owner. Additionally, the Local Trust Committee may request this statutory declaration up to four times in any calendar year,

and the Owner must complete and supply the completed statutory declaration within 10 Business Days of receiving a request from the Local Trust Committee. The Owner irrevocably authorizes the Local Trust Committee to make reasonable inquiries it considers necessary in order to confirm compliance with this Agreement.

Article 3 – General Terms

- 3.1 Order to Comply** - If the Owner is in default of the performance or observance of this Agreement, the Trust Committee may give the Owner a notice of default requiring the Owner to comply with this Agreement within the time stated in the notice. The Owner agrees that any breach or default in the performance of this Agreement on its part must be corrected, to the satisfaction of the Trust Committee, within the time stated on the notice of default provided to the owner by the Trust Committee.
- 3.2 Management** – The Owner covenants and agrees to furnish good and efficient management of the Lands and the Affordable Housing Units. If and when the Trust Committee has reasonable grounds to believe that a continuing breach of this Agreement exists, the Trust Committee may authorize its representatives to inspect the Lands at any reasonable time, subject to the notice provisions of the *Residential Tenancy Act* and subject to the concurrent delivery of such a notice to the Owner.
- 3.3 Society Standing** – If the Owner is a society, the Owner must maintain its standing as a society under the *Society Act* and must not amend its Constitution in any manner that would prevent, or adversely affect, the ability of the Society to perform its obligations under this Agreement.
- 3.4 Specific Performance of Agreement** – The Owner agrees that the Trust Committee is entitled to obtain an order for specific performance of this Agreement and a prohibitory or mandatory injunction in respect of any breach by the Owner of this Agreement, in view of the public interest in restricting the occupancy of the Affordable Housing Unit. The Owner further acknowledges that a breach of this Agreement may constitute a breach of the Trust Committee’s Land Use Bylaw, as amended from time to time.
- 3.5 Assignment** – The Owner acknowledges that the Trust Committee may delegate or assign the administration and management of this Agreement to a third party, and, in that event, any reference in this Agreement to the Trust Committee shall be interpreted as a reference to that party provided that the Trust Committee has so advised the Owner.
- 3.6 Indemnity** – The Owner covenants to indemnify and save harmless the Trust Committee and each of its elected officials, officers, directors, employees, and agents from and against all claims, demands, actions, loss, damage, costs, and liabilities for which any of them may be liable by reason of any act or omission of the Owner or its officers, directors, employees, agents or contractors or any other person for whom the Owner is at law responsible, including breaches of this Agreement. This clause will survive the termination of this Agreement.
- 3.7 Release** – The Owner releases and forever discharges the Trust Committee and each of its elected officials, officers, directors, employees, and agents and each of their heirs, executors, administrators, personal representatives, successors and assigns from all claims,

demands, damages, actions, or causes of action arising out of advice or direction respecting the ownership, lease, operation or management of the Land or the Affordable Housing Units which has been or at any time after the commencement of this Agreement may be given to the Owner by all or any of them. This clause will survive the termination of this Agreement.

- 3.8 Trust Committee Powers Unaffected** – This Agreement does not limit the discretion, rights, duties or powers of the Trust Committee under any enactment or the common law, impose on the Trust Committee any duty or obligation, affect or limit any enactment relating to the use or subdivision of the Lands, or relieve the Owner from complying with any enactment.
- 3.9 No Public Law Duty** – Wherever in this Agreement an act, determination, consent, approval or agreement of the Trust Committee is provided for, such act, determination, consent, approval or agreement may be done or made in accordance with the terms of this Agreement and no public law duty, whether arising from the principles of procedural fairness or the rules of natural justice shall have any application.
- 3.10 No Waiver** – No condoning, excusing or overlooking by the Trust Committee of any default under this Agreement, nor any consent, approval, or agreement whether written or otherwise shall be taken to operate as a waiver by the Trust Committee of any subsequent default or of the necessity for further consent, approval or agreement in respect of a subsequent matter requiring it under this Agreement, or in any way to defeat or affect the rights or remedies of the Trust Committee.
- 3.11 Arbitration** – Any matter in dispute between the parties under this Agreement, including any disputes as to whether a particular individual is eligible to occupy a Affordable Housing Unit, must be referred to a single arbitrator if the parties can agree on one, and otherwise to three arbitrators, one to be appointed by each of the parties and the third by those two so appointed, and the matter must be resolved in accordance with the provisions of the *Arbitration Act* (British Columbia).
- 3.12 Notice on Title** – The Owner acknowledges and agrees that this Agreement constitutes both a covenant under Section 219 of the *Land Title Act* and a housing agreement under Section 483 of the *Local Government Act*, the Trust Committee is required to file a notice of housing agreement in the Land Title Office against title to the Lands, and once such a notice is filed, this Agreement binds all persons who acquire an interest in the Lands as a housing agreement under Section 483 of the *Local Government Act*.
- 3.13 Covenant Runs with the Land** – Every obligation and covenant of the Owner in this Agreement constitutes both a contractual obligation and a covenant granted by the Owner to the Trust Committee in accordance with section 219 of the *Land Title Act* in respect of the Lands and this Agreement burdens the Lands and runs with it and binds the Owner's successors in title and binds every parcel into which it is consolidated or subdivided by any means, including, by subdivision or by strata plan.
- 3.14 Limitation on Owner's Obligations** – The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the Lands.
- 3.15 Amendment and Termination** – This Agreement may not be modified or amended except by

bylaw of the Trust Committee, upon an agreement in writing between the Trust Committee and the Owner.

- 3.16 Notices** – Any notice required to be given pursuant to this Agreement shall be in writing and shall be given to the Owner or the Trust Committee, as the case may be, at the address first above written, or to any other address of which either the Owner or the Trust Committee may advise the others in writing in accordance with this paragraph. Notice to the Trust Committee must be addressed to the Secretary of the Islands Trust. If given in person or by facsimile transmission, such notice will be deemed to be received when delivered and, if mailed, such notice will be deemed to be received only when actually received by the party to whom it is addressed.
- 3.17 Enurement** – This Agreement is binding upon and enures to the benefit of the parties and their respective successors and permitted assigns.
- 3.18 Remedies Cumulative** – The remedies of the Trust Committee specified in this Agreement are cumulative and are in addition to any remedies of the Trust Committee at law or in equity. No remedy shall be deemed to be exclusive, and the Trust Committee may from time to time have recourse to one or more or all of the available remedies specified herein or at law or in equity.
- 3.19 Severability** – If any term or provision of this Agreement, or its application to any person or circumstance shall to any extent be found to be invalid and unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and shall be enforced to the extent permitted by law.
- 3.20 Joint and Several** – In the case of more than one Owner, the grants, covenants, conditions, provisions, agreements, rights, powers, privileges and liabilities of the Owner shall be construed and held to be several as well as joint.
- 3.21 Further Acts** - The Owner will do everything reasonably necessary to give effect to the intent of this Agreement, including execution of further instruments.
- 3.22 Governing Law** – This Agreement shall be governed by and construed in accordance with the laws of the province of British Columbia.
- 3.23 Joint Venture** – Nothing in this Agreement shall constitute the Owner as an agent, joint venture or partner of the Trust Committee or give the Owner any authority or power to bind the Trust Committee in any way.
- 3.24 Time of Essence** – Time is of the essence in this Agreement.
- 3.25 Priority** – The Owner agrees to do everything necessary at the Owner's expense to ensure that this Agreement is registered against title to the Lands with priority over all financial charges, liens and encumbrances registered or pending at the time of application for registration of this Agreement.

3.26 Deed and Contract – By executing and delivering this Agreement each of the parties intends to create both a contract and a deed executed and delivered under seal.

As evidence of their agreement to be bound by the above terms, the parties each have executed and delivered this Agreement under seal by executing Part 1 of the *Land Title Act* Form C to which this Agreement is attached and which forms part of this Agreement.

SCHEDULE "A"
STATUTORY DECLARATION

CANADA
PROVINCE OF BRITISH COLUMBIA
IN THE MATTER OF A HOUSING AGREEMENT WITH
THE SALT SPRING ISLAND LOCAL TRUST COMMITTEE ("Housing Agreement")

TO WIT:

I, _____ of _____, British Columbia do solemnly declare that:

1. I am the _____ [director, officer, employee] of the Gulf Islands Seniors Residence Association, the owner of the land known as 154 Kings Lane, Salt Spring Island, legally described as: Lot 2, Section 4, Range 3 East, North Salt Spring Island, Cowichan District, Plan 23507 (the "Lands")
2. I make this declaration to the best of my personal knowledge.
3. This declaration is made pursuant to the Housing Agreement registered against the Lands.
4. For the period from _____ to _____, the Affordable Housing Units were used only by Qualified Renters (as defined in the Housing Agreement).
5. At no time during the last year were any of the Affordable Housing Units used as a short-term vacation rental.
6. The rental payments charged for the Affordable Housing Unit were in compliance with the Housing Agreement and are listed in the attached list.
7. No subletting of the Lands has been permitted.
8. I acknowledge and agree to comply with all of the Owner's obligations under the Housing Agreement, and other charges registered against the Lands and confirm that the Owner has complied with all of its obligations under these Agreements.
9. I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and pursuant to the *Canada Evidence Act*.

DECLARED BEFORE ME at _____,
British Columbia, this __ day of _____.

A Commissioner for taking Affidavits
in British Columbia

Signature of person making
declaration



BRIEFING

To: Executive Committee **For the Meeting of:** January 14, 2026
From: Executive Office **Date Prepared:** December 31, 2025
SUBJECT: December Post-Trust-Council Survey Results

PURPOSE:

To provide an overview of the results of the trustee survey conducted following the December 2-4, 2025 Trust Council meeting.

BACKGROUND:

At the conclusion of the December 2025 Trust Council quarterly meeting, all trustees were invited to complete an online survey providing feedback to improve planning and delivery of future Trust Council meetings.

Among the 16 survey respondents, there was a generally high level of satisfaction with all aspects of the meeting. Fourteen respondents rated their overall satisfaction with the December meeting as satisfied or very satisfied, with two respondents dissatisfied.

The majority indicated the agenda and meeting materials met their needs, although some comments expressed a sense that discussion on the budget was rushed and a concern that some trustee comments were cut short.

The majority rated chairing and management of the meeting as above average or excellent, with five respondents rating it average. All respondents said conduct in the meeting was usually or always respectful and appropriate, although one comment indicated the trustee did not feel their voice was always welcomed or valued.

Ratings on venue, catering and accommodation were all strong. All respondents who participated online felt the experience was above average or excellent.

ATTACHMENT(S):

N/A

FOLLOW-UP: Staff will consider the feedback as part of their continuous improvement approach in preparation for the next Trust Council meeting and consult with Executive Committee on any substantive changes in approach to the agenda or materials.

Prepared By: Executive Office

Reviewed By/Date: Chief Administrative Officer/December 31, 2025



REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** January 14, 2026
From: Trust Area Services **Date Prepared:** January 8, 2026
SUBJECT: 2025/26 Annual Report Contents

RECOMMENDATION: That the Executive Committee approves the proposed table of contents for the 2025/26 Annual Report.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The recommended proposed table of contents for the 2025/26 annual report recommendation aligns with the approach taken in recent years.

- 1. PURPOSE:** To seek endorsement from Executive Committee for the 2025/26 annual report format and outline of contents.
- 2. BACKGROUND:** The layout and design of the 2025/26 report will be consistent with annual reports produced in recent years. Staff will use the same templates for drafting committee reports as those used in 2024/25.

The proposed table of contents for 2025/26 Islands Trust Annual Report is listed in the attached document. This year, a new section includes the 2025-2028 Islands Trust Council Strategic Plan.

The *Islands Trust Act* requires that the Islands Trust Conservancy produce its own Annual Report to deliver to Trust Council. For efficient use of staff time and ease of reading, staff plan to place the Islands Trust Conservancy section of the Annual Report at the end of the document, as has been done in previous years. Once the Islands Trust annual report is finalized, Islands Trust Conservancy staff will produce a standalone Conservancy report, using the content provided to Trust Council.

3. IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: This annual project requires organization-wide support to meet established deadlines.

FINANCIAL: The graphic design, printing, and distribution of the annual report is expected to be approximately \$4,300, which will come from the Trust Area Services communications budget.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Upon Executive Committee's approval, staff will draft the annual report for Trust Council's approval in June 2026. Staff will use the proposed

table of contents, listed below, and will seek approval from Trust bodies as set out in the Annual Report policy.

FIRST NATIONS RELATIONS: None.

OTHER: None.

4. RELEVANT POLICY(S): [Annual Report Policy 6.10](#)

Section 19 of the *Islands Trust Act* requires the Islands Trust Council must prepare and file with the minister a report respecting the previous fiscal year that includes:

- (a) an audited balance sheet and statement of receipts and expenditures;
- (b) a report of the operations of the Trust Council, the Executive Committee, and the local trust committees;
- (c) the annual report of the Islands Trust Conservancy submitted to the Trust Council under section 46; and
- (d) other particulars required by the minister.

5. ATTACHMENT(S): Islands Trust 2025/26 Annual Report proposed table of contents

RESPONSE OPTIONS

Recommendation: That the Executive Committee approves the proposed table of contents for the 2024/25 Annual Report.

Alternative: Request that staff provide a revised or alternative format and outline of contents for Executive Committee's consideration on February 4, 2026.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Rueben Bronee, CAO/ January 8, 2026

Proposed Table of Contents for 2025/26 Annual Report

- 1. Reconciliation Declaration**
- 2. Territorial Acknowledgement**
- 3. Message from the Islands Trust Council Chair + Photo**
- 4. Message from the Chief Administrative Officer + Photo**
- 5. Islands Trust Area**
- 6. Organization and Responsibilities**
- 7. 2025/26 Key Accomplishments**
- 8. Islands Trust Council**
 - Role
 - Members
 - Reconciliation and Relationship Building
 - Advocacy
 - Climate Action
 - Delegations and Presentations to Islands Trust Council
 - Policy Statement Amendment Process and Islands 2050
- 9. Islands Trust Council Committees**
 - Executive Committee
 - Regional Planning Committee
 - Trust Programs Committee
 - Financial Planning Committee
 - Governance Committee
 - Accessibility Committee
 - Chief Administrative Officer Performance Evaluation Policy Committee
- 10. Local Trust Committees and Bowen Island Municipality**
 - Ballenas-Winchelsea Islands (Executive) Local Trust Committee
 - Bowen Island Municipality
 - Denman Island Local Trust Committee
 - Gabriola Island Local Trust Committee
 - Galiano Island Local Trust Committee
 - Gambier Island Local Trust Committee
 - Hornby Island Local Trust Committee
 - Lasqueti Island Local Trust Committee
 - Mayne Island Local Trust Committee
 - North Pender Island Local Trust Committee
 - Salt Spring Island Local Trust Committee
 - Saturna Island Local Trust Committee
 - South Pender Island Local Trust Committee
 - Thetis Island Local Trust Committee
- 11. Bylaw Compliance and Enforcement**
- 12. Legislative Services — Administrative Fairness and Freedom of Information**
- 13. Islands Trust Conservancy Annual Report**
- 14. Acknowledgement**
- 15. Reconciliation Declaration**
- 16. Islands Trust Conservancy**

Appendix A: Islands Trust Financial Statements

Appendix B: Islands Trust Conservancy Financial Statements



BRIEFING

To: Executive Committee **For the Meeting of:** January 14, 2026
From: Trust Area Services **Date Prepared:** January 7, 2026
SUBJECT: Communications on the 2026/27 Draft Budget

PURPOSE: To outline the proposed communications related to the draft 2026/27 Islands Trust budget.

BACKGROUND: At its quarterly meeting in December 2025, Islands Trust Council directed Financial Planning Committee not to proceed with public engagement on the Draft 2026/27 Islands Trust Budget. At the same meeting, Islands Trust Council directed staff to develop informative communications about the draft 2026/27 budget, and requested that Executive Committee allocate up to \$1,500 for the creation of communication materials.

Staff propose to update the Islands Trust [Budget](#) webpage with detailed information about Islands Trust tax levies, the projects proposed to be supported in 2026/27 through those tax levies, and what proposed tax increases may mean for residents in the Islands Trust Area. The information will be presented using a combination of graphics, and plain language text as far as is possible. A percentage of the allocated \$1,500 will be used to create graphics in alignment with Islands Trust identity guide. These graphics may be used on the Islands Trust website and adapted for other materials to support future communications related to the draft or approved budget, and potentially for inclusion the Property Tax Assessment Notice.

While it was not the intention of Trust Council to create a formal engagement opportunity with this communication, staff intend to include the following sentence at the end of the budget webpage: “To provide comment to Islands Trust Council on the draft 2026/27 budget, email budget@islandstrust.bc.ca.” Any correspondence received will be provided to Trust Council in the Trust Council March 2025 meeting agenda.

ATTACHMENT(S):

1. Sample Communications Materials

FOLLOW-UP: Staff will incorporate any comments or feedback from Executive Committee in proposed communication materials. Staff will continue to develop graphics to support communications on the draft budget. These may include spending trends for region-wide programs, land protection (Conservancy), and land use planning, as well as capital spending, and trends in revenue sources such as surplus funds, fees, grants, investment income etc. since 2023/24.

When the budget is approved staff will update/keep relevant graphics on the budget page along with information on the approved budget.

Prepared By: Morgana van Niekerk, Communications Specialist, Trust Area Services

Reviewed By/Date: Clare Frater Director, Trust Area Services, January 9, 2026
Rueben Bronee, CAO, January 9, 2026

Implementing the Preserve and Protect Mandate

Islands Trust works to preserve and protect the Islands Trust Area in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons, organizations, and the government of British Columbia.

The annual Islands Trust budget provides the resources needed to carry out this mandate through land use planning, region-wide programs, and land protection.

Land Use Planning

Land use planning contributes to preserving and protecting the environment, cultural heritage, and communities through the maintenance of 20 unique official community plans, hosting community information meetings to help islanders understand land use planning, rezoning, and application processing. Islands Trust also develops and delivers longer-term land-use planning projects to support strategic goals.

Region-wide Programs

The Islands Trust Council supports the preserve and protect mandate through region-wide programs, including public education sessions, stewardship education resources, updating of the Islands Trust Policy Statement, advocacy related to decisions and initiatives that affect the islands, ecosystem mapping, grant programs, and developing of agreements and hosting of meetings to promote cooperation with other governments, including First Nations.

Land Protection

The Islands Trust Conservancy is governed by a board made up of provincial appointees and Islands Trust trustees. Its mission is to protect special places in the Islands Trust Area by encouraging and assisting voluntary conservation initiatives. To date, 1,385+ hectares of land across 115 conservation properties have been protected, including 81 conservation covenants and 34 nature reserves.

Overview of the Draft 2026/27 Budget

Each year, Islands Trust Council must approve an annual budget. Before approval, Council develops and reviews a draft budget.

For 2026/27, a draft budget is being developed in alignment with the [2025–2028 Strategic Plan](#) and informed by the [CAO Operational Review Report](#). The review identified opportunities to identify and prioritize the most viable and impactful initial options to

Commented [MvN1]: The content on this webpage will be displayed using accordions which shortens the length of the content, until sections are expanded. Accordions are used throughout the Islands Trust website and improve readability, especially where there is a lot of text.

respond to operational challenges. Throughout the budget development process, Islands Trust Council has considered public feedback, through a [pre-budget public engagement process](#), legislative requirements and operational needs.

Strategic Guidance from the Operational Review

At its most recent quarterly meeting, Islands Trust Council reviewed an initial draft of the 2026/27 budget, informed by the [CAO Operational Review Report](#) and related briefing materials.

Key Themes in the Draft Budget

Key themes reflected in the Draft 2026/27 Budget include:

- Funding local elections in October 2026
- Better resourcing reconciliation and communications work
- Continuation of Trust Council’s Strategic Plan projects, and the development of a new Islands Trust Conservancy’s Five-Year Plan
- Support for land use planning projects, as well as generally maintaining current service levels

Trustees are reviewing how proposed resource allocations align with strategic priorities, legislative obligations, and expected service levels. The draft budget also responds to expected reductions in investment income and grants due to broader economic conditions

Full budget figures and line-by-line details are available in the briefing material, beginning on [page number] of the January 21, 2026 Financial Planning Committee meeting agenda package [here](#).

Key Projects in the Draft Budget

This draft 2026/27 budget would support Islands Trust work on various projects and programs, including:

[Land Use Planning Projects](#)

Funding requests approved by local trust committees total \$250,000 in the draft budget, including an allowance of \$36,500 for minor local trust committee projects.

- Denman Island Local Trust Area Official Community Plan and Land Use Bylaw Review
(include a little project info here and a link if available – content to come)

Commented [MvN2]: Descriptions about each project and a link to the project page will be included

- Gabriola Island Local Trust Area Official Community Plan and Land Use Bylaw Review
(include a little project info here and a link if available – content to come)
- Galiano Island Local Trust Area Official Community Plan Review
- Lasqueti Island Local Trust Area Official Community Plan and Land Use Bylaw Review
(include a little project info here and a link if available – content to come)
- Salt Spring Island Local Trust Area Official Community Plan and Land Use Bylaw Review
(include a little project info here and a link if available – content to come)

Trust Council's Region-Wide Projects

These funding requests reflect initiatives approved by Trust Council through its Strategic Plan and total \$268,000 in the draft budget (prior year: \$131,500).

- Reconciliation Action Plan (\$150,000)
(include a little project info here and a link if available – content to come)
- Policy Statement Amendment (\$37,000)
(include a little project info here and a link if available – content to come)
- Freshwater Sustainability Strategy (\$15,000)
(include a little project info here and a link if available – content to come)
- Trust Council Policy Review (\$6,000)
(include a little project info here and a link if available – content to come)

Land Protection Projects

Funding requests approved by the Islands Trust Conservancy Board total \$140,000 in the draft budget.

- Islands Trust Conservancy 5-year Plan (\$110,000)
(include a little project info here and a link if available – content to come)
- Data Management Software for Protected Areas Management (\$30,000)
(include a little project info here and a link if available – content to come)

During development of the draft 2026/27 budget Trust Council decided to remove \$550,000 in proposed funding for:

- Sponsorship of planning and NAPTEP applications
- Grants-in-aid
- Development of a climate action education plan

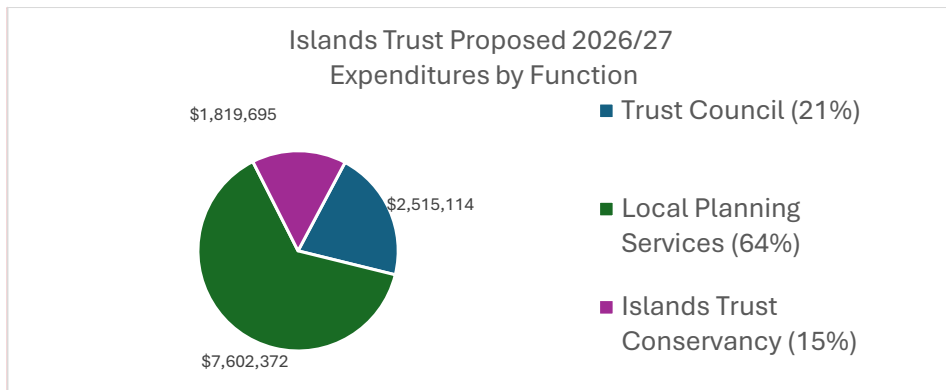
- Administrative support for coordination groups
- Implementation planning for the Freshwater Sustainability Strategy
- Development of a strategy to guide data/mapping layer acquisition and analysis and indicator development, monitoring and reporting to support assessment of ecosystem health and community resiliency and support implementation of the Islands Trust Policy Statement
- Galiano Island Official Community Plan review
- Salt Spring Island Groundwater Sustainability Strategy implementation, and Salt Spring Island Watershed Protection Alliance Plan coordination
- Biologist and Geographic Information Systems Analyst permanent staff positions

Islands Trust Budget 2025/26

In its Draft 2026/27 budget, Islands Trust Council is considering a budget that supports the Islands Trust mandate. The draft budget includes a total spending of \$XM, with \$XM directed to operations, \$XM directed to special projects, and \$XM directed to capital spending.

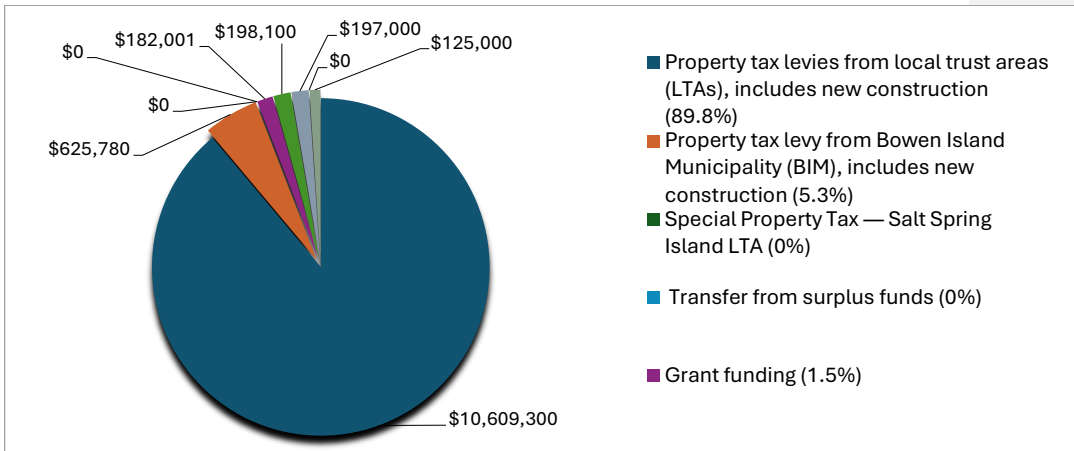
The proposed 13.9% general local trust area tax increase in the draft budget is comprised of:

- 7.1% to replace lost revenue streams
- 3.7% for elections and base staff wage increases
- 3.1% for discretionary spending/inflation

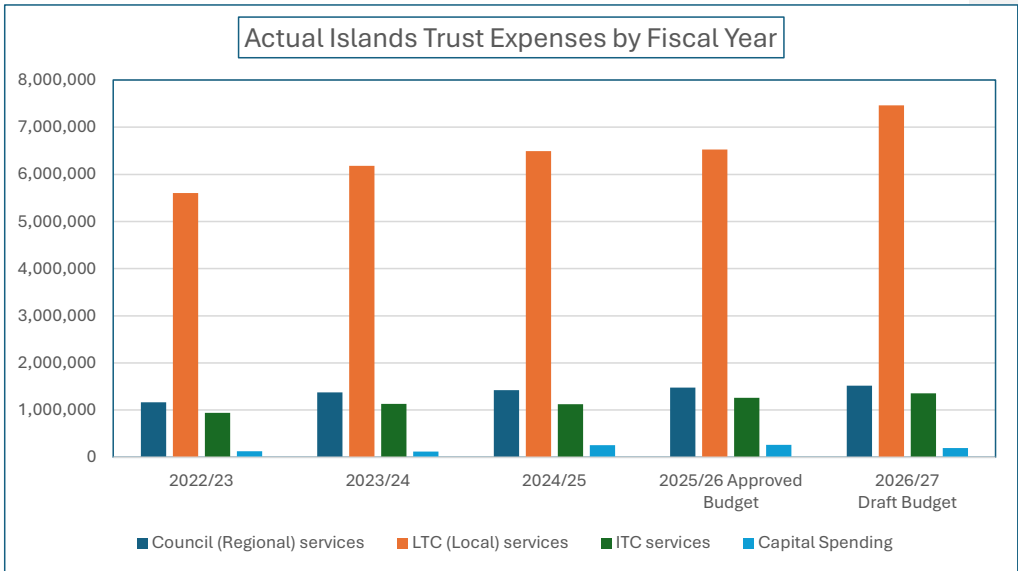


Commented [MvN3]: All graphics will be redesigned by a graphic designer inline with the Islands Trust identity guide, to improve the look and readability.

Anticipated Islands Trust Income for 2026/27



Actual Islands Trust Expenses by Fiscal Year



How could the Islands Trust Draft Budget Affect you?

If approved, the Islands Trust Budget for 2026/27 would increase Islands Trust property taxes by approximately X%. The exact impact on your tax bill depends on your property's assessed value. This levy applies only to properties within the Islands Trust Area.

For the Local Trust Areas (not including Bowen Island Municipality)

In 2026, this would result in a X increase* in property tax to Islands Trust.

2025

2026

Commented [MvN4]: A 2026 version of the "house" graphic will replace the 2025 graphic when draft numbers available



In 2025, as a result of a 5.8% general tax increase for Islands Trust, the average residential property owner in the Trust Area will pay \$425 in property tax to Islands Trust.

**Actual tax changes by individual LTA may vary based on distribution of property values within the Trust Area*

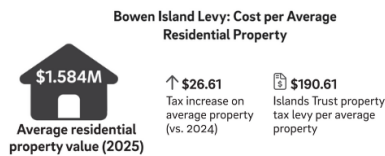
For Bowen Island Municipality

In 2026, this would result in a X increase** in property tax to Islands Trust.

2025

2026

Commented [MvN5]: A 2026 version of the "house" graphic will replace the 2025 graphic when draft numbers available



In 2025, as a result of a 17.6% tax increase for Islands Trust, the average residential property owner in the Bowen Island Municipality will pay \$190.21 in property tax to Islands Trust.

***Includes tax revenue from new development*

How is my property tax calculated?

Unlike other local governments, Islands Trust does not collect property tax directly. The Provincial Surveyor of Taxes sets the rates and collects the tax from Islands Trust Area tax payers based on the revenue that Trust Council requests after completing its annual budget process.

The amount of tax charged on an Islands Trust Area property depends on three factors: the **assessed value**, the **tax rate** and the **type of property**.

- **Assessed Value**
Each January, the BC Assessment notifies property owners of the property's assessed value, classification and applicable exemptions.
- **The Tax Rate**
Trust Council's requested revenue is divided by the total assessed value of properties within the Islands Trust Area to determine the tax rate. The tax rate represents the amount of tax payable per \$100 of assessed value and is applied consistently across the Islands Trust Area.
- **Property Type**
Property classification also affects the tax rate. In the Islands Trust Area, properties classified as residential, farm, recreation and supportive housing pay the same rate. Properties classified as business, managed forest, utilities and light and major industry pay more, based on multiples set by the Province.

A taxpayer in the Island Trust Area may pay more or less tax in 2026/27, depending on changes in assessed value, property classification, and shifts in property values. Even if you changed nothing on your property, your share of the revenue that supports Islands Trust may be affected by changes to other properties on your island or throughout the Islands Trust Area.

Next Steps in the Budget Process

Islands Trust Council will continue work on the draft 2026/27 budget, including further deliberations, and refinement of proposals. Islands Trust Council will work toward finalizing the budget in the early part of 2026, with the budget being on the agenda of the Financial Planning Committee, Committee of the Whole, and Islands Trust Council meetings. See the agendas, participate in or watch these meetings online [here](#).

To provide comment to Islands Trust Council on the draft 2026/27 budget, email budget@islandstrust.bc.ca.

All Islands Trust bodies that develop resolutions for consideration at AVICC and UBCM conventions must ensure that their resolutions address topics within their legislated jurisdiction and are consistent with the Islands Trust Policy Statement.

Executive Committee members should also consider that UBCM guidelines suggest that issues identified in resolutions should be relevant to other local government across the province. There was only one viable suggestion for an Islands Trust 2026 resolution:

Source	Topic	Rationale	Senior Staff Assessment
Tim Peterson	Requesting end of Transport Canada efforts to divest remote port facilities	Small island communities rely on their federal docks as lifelines to the rest of Canada, for access to everything from food to medical services. The ongoing efforts by Transport Canada to divest remote port facilities causes uncertainty for affected communities. This continued uncertainty appears unnecessary given the low likelihood of a viable transfer of remaining remote port facilities.	<p>This topic is not connected to a Policy Statement policy or a strategic plan initiative.</p> <p>If the resolution is to proceed to UBCM it would need to make clear it is more than a regional issue. It would be more likely to succeed if co-sponsored with a local government outside of the AVICC area using the same resolution and backgrounder.</p> <p>The resolution could be directed directly to Transport Canada or could be directed to BC Ministry of Transportation and Transit to work with/demand/request that... etc.</p> <p>Staff understand that this topic may also be advanced to the qathet Regional District Board for advocacy.</p>

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Drafting a resolution and preparing a one-page backgrounder will take up to one day of the Senior Policy Advisor’s time for each topic selected, and will require review by Director of Trust Area Services and CAO. It will also require some time from the Executive Assistant to send to AVICC and prepare for the information package given to Islands Trust delegates attending the conventions. Some topics may require legal advice, or research/review time by other staff in the organization.

FINANCIAL: None expected.

POLICY: No implications for existing policy.

IMPLEMENTATION/COMMUNICATIONS: If the Executive Committee selects a topic, staff will aim to provide a draft resolution(s) and backgrounder(s) on the January 14, 2026 or February 4, 2026 Executive Committee agenda. The resolution(s) must be submitted to AVICC by February 12, 2026.

FIRST NATIONS RELATIONS: The Director of Trust Area Services and/or Senior Policy Advisor will ensure that resolution wording aligns with Islands Trust Council’s Reconciliation Declaration.

OTHER: None.

4 RELEVANT POLICY(S):

- [Policy 6.12.ii - UBCM/AVICC Membership and Resolutions](#)

5 ATTACHMENT(S):

- 1) AVICC Resolutions Notice - Request for Submissions

RESPONSE OPTIONS

RECOMMENDATION: That the Executive Committee direct staff to draft a resolution and backgrounder on _____ for submission to the Association of Vancouver Island and Coastal Communities 2026 convention for Executive Committee's consideration in January/February 2026.

Alternative:

1. That the Executive Committee not propose a resolution to AVICC/UBCM.
2. That the Executive Committee select different resolutions for AVICC/UBCM.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Ruben Bronee, Chief Administrative Officer, December 11, 2025



2026 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2026 AGM and Convention that, subject to public health order restrictions, will be held in Victoria at the Victoria Conference Centre as an in-person event from **April 24-26, 2026**. Members are asked to submit resolutions that meet the requirements outlined in the following pages.

DEADLINE FOR RESOLUTIONS:

AVICC must receive all resolutions by: **4:30 pm, Thursday, February 12, 2026**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send a copy of the resolution as a **WORD DOCUMENT** by email to info@avicc.ca by the deadline. AVICC staff will confirm receipt of the submission via email. If confirmation is not received within 3 business days, the resolution sponsor should follow up by phone at 236-237-1202. A mailed hard copy of the resolution is no longer required.

AVICC's goal is to have resolutions that can be clearly understood and that have specific actions. If a resolution is endorsed, its "therefore clause" will form the basis for advocacy work with other levels of government and agencies. Detailed guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments and First Nations and must have been endorsed by the Board or Council of that member.
- **Each member may submit a maximum of three (3) resolutions (updated August 2025).**
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, in checking the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. If necessary, please contact AVICC staff for assistance in drafting the resolution.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a **single** resolution. Each resolution submitted must have a separate backgrounder; do not combine backgrounders into a single document. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions at the Convention. **Each sponsor will be given 2 minutes to introduce their resolution (updated August 2025)**
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution must have at least one "whereas" clause and **should not contain more than two "whereas" clauses**. Each whereas clause must have only one sentence.

LATE AND OFF THE FLOOR RESOLUTIONS

- A resolution submitted after the regular deadline is treated as a "Late Resolution". The Resolutions Committee **only** recommends Late Resolutions for debate if the topic was not known prior to the regular deadline date, or if it is emergency in nature.
- Late Resolutions must be received by AVICC by **noon on Wednesday, April 22nd, 2026**.
- Late Resolutions are not included in the Resolutions Package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- Off the Floor Resolutions are considered after all resolutions in the Resolutions Book and all Late Resolutions have been considered. Off the Floor Resolutions must be submitted in writing to the Chair of the Resolutions Session as soon as practicable, and copies must be made available to all delegates no later than 9:00 am on Sunday morning. Contact AVICC staff for more information about how to organize an Off the Floor Resolution for consideration.
- The full Convention Rules, including detailed information about the process for Late and Off the Floor Resolutions, will be published and distributed to members in advance of the Convention.

AVICC RESOLUTIONS PROCEDURES

UBCM urges members to submit resolutions to their Area Association for consideration. Resolutions endorsed at the AVICC annual meeting, except those that are considered to be regional in nature by UBCM, are submitted automatically to UBCM for consideration.

A resolution deemed by UBCM to be specific to the AVICC region is considered a Regional Resolution and if endorsed, it will not be automatically submitted to UBCM for consideration at the UBCM annual meeting, and instead will remain with AVICC, where it may be actioned.

UBCM has observed that submitting resolutions first to an Area Association results in better quality resolutions overall. Local governments may submit Council- or Board-endorsed resolutions directly to UBCM prior to **June 15th, 2025**. Detailed instructions are available on the UBCM website.

AVICC RESOLUTIONS PROCESS

1. Members submit resolutions to AVICC for debate. All resolutions submitted to AVICC are forwarded to UBCM staff for analysis, comment, and recommendations.
2. For some resolutions which focus on issues specific to the AVICC region, UBCM will indicate that they are considered a Regional Resolution and that it won't be admitted to UBCM for debate should it be endorsed. AVICC will work with local governments to address issues identified by UBCM staff to ensure the resolution reflects the intention of the local government.

3. The AVICC Resolutions Committee reviews and finalizes the recommendations, and the Resolutions Book is published and sent to members in advance of the annual meeting.
4. AVICC conveys any Regional Resolutions endorsed at their annual meeting to the appropriate level of government, or takes other action as determined by the AVICC Executive. AVICC will forward any response to the regional resolution sponsor.
5. AVICC submits all other resolutions endorsed at its Convention to UBCM.
6. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention. Please note that the UBCM Bylaws were updated at the 2025 UBCM Convention as included as **Appendix A** with this document.
7. Resolutions endorsed at the UBCM Convention are submitted by UBCM to the appropriate level of government for response.
8. UBCM will forward the response to the resolution sponsor for review.

UBCM BYLAW & RESOLUTIONS PROCESS UPDATE

At their 2025 UBCM Convention, members endorsed ***ER1: Extraordinary Resolution to Amend the UBCM Bylaws to Streamline the Resolutions Process***. The changes to UBCM's Bylaws will impact how resolutions endorsed at AVICC are considered after they are sent to the UBCM Resolutions Committee. Please note the following changes to the UBCM Bylaws [15.(c)]:

- The Resolutions Committee **shall determine which Annual Resolutions will be included for consideration by the membership at Convention;**
- **Any Annual Resolution that falls under one or more of the following criteria, as determined by the Resolutions Committee, will be excluded from consideration by the membership at Convention:**
 - **Resolution is existing UBCM policy (as set by the membership endorsing or not endorsing a previous resolution or policy paper);**
 - **Resolution is outside of the scope of BC local governments and member First Nations;**
 - **Resolution is within the scope of BC local governments and member First Nations, but does not meet UBCM criteria for format or clarity; or**
 - **Resolution is regional in focus.**

ER1 in its entirety and the rationale provided by the UBCM Executive has been included as **Appendix A** with this document.

The AVICC Executive is currently evaluating our own resolutions process. The 2026 Convention Rules & Procedures for handling Resolutions, including detailed information about the process for Late and Off the Floor Resolutions, will be published and distributed to members in advance of the Convention.

AVICC & UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble – the whereas clause(s) – and an enactment clause. The preamble describes **the issue** and the enactment clause outlines **the action being** requested of AVICC and/or UBCM. A resolution should answer the following three questions:

- a) **What is the problem?**
- b) **What is causing the problem?**
- c) **What is the best way to solve the problem?**

Preamble:

The preamble begins with "WHEREAS" and is a concise sentence about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain **no more than two "WHEREAS" clauses**. Supporting background documents can describe the problem more fully if necessary. **Do not add extra clauses.**

There should be only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "Therefore be it resolved" and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. **The enactment should propose a specific action by AVICC and/or UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action. Consider whether the resolution relates to all local governments, or is specific to municipalities, regional districts and/or First Nations, and use the appropriate language.

HOW TO DRAFT A RESOLUTION

1. Address one specific subject in the text of the resolution.

Because your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit.

2. For resolutions to be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC local governments. Local governments are welcome to submit resolutions that address issues specific to the AVICC region. A resolution that addresses a topic specific to the AVICC region may not be entered for debate during the UBCM Convention but may be actioned by the AVICC Executive if endorsed.

3. Use simple, action-oriented language.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution. Resolutions that are unclear or that address multiple topics may end up with amendments at the Convention.

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the Act or regulation.

5. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the intent of the resolution is fully understood for the purpose of debate and UBCM (or AVICC for Regional Resolutions) can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit a single backgrounder relating to multiple resolutions. The backgrounder may include links to other information sources and reports.

Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?>> :*

Therefore be it resolved that **AVICC and/or UBCM** << *specify here the **action(s)** that AVICC **and/or** UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses. For regional resolutions, only AVICC may take action, and for all other resolutions, AVICC and UBCM may take action* >>

- **If absolutely necessary**, there can be a second enactment clause (the “therefore” clause that specifies the action requested) with the following format:

And be it further resolved that **AVICC and/or UBCM** << *specify any additional specific actions needed to address the problem identified in the whereas clauses* >>

Section ER

ER1 **Extraordinary Resolution to Amend the UBCM Bylaws to Streamline the Resolutions Process**

UBCM Executive

Whereas the large number of resolutions submitted by UBCM members—more than 200 annually— results in a wide range of policy positions, rendering it challenging for UBCM to focus its advocacy efforts;

And whereas a reduction in the number and breadth of policy positions adopted annually by the membership would enable UBCM to advocate more effectively, by focusing time and resources on issues with significant province-wide impact on local governments and member First Nations:

Therefore be it resolved that Section 15(c) of the UBCM Bylaws be amended by adding the text in bold type as follows, to enable the Resolutions Committee to apply filters to determine which resolutions may be included for consideration by the membership at Convention:

15. COMMITTEES (Other than Nominating Committee):

(c) The Resolutions Committee:

- shall examine all Annual Resolutions regularly submitted to the Convention;
- **shall determine which Annual Resolutions will be included for consideration by the membership at Convention;**
- shall recommend in favour of or against the Annual Resolutions respectively;
- may correlate Annual Resolutions; and
- may recommend amendments.

Any Annual Resolution may be referred by the Convention to the Resolutions Committee either alone or with new resolutions for study and report to the Convention.

Any Annual Resolution that falls under one or more of the following criteria, as determined by the Resolutions Committee, will be excluded from consideration by the membership at Convention:

- **Resolution is existing UBCM policy (as set by the membership endorsing or not endorsing a previous resolution or policy paper);**
- **Resolution is outside of the scope of BC local governments and member First Nations;**
- **Resolution is within the scope of BC local governments and member First Nations, but does not meet UBCM criteria for format or clarity; or**
- **Resolution is regional in focus.**

UBCM Resolutions Committee Recommendation: **Endorse**

UBCM Resolutions Committee Comments:

The Resolutions Committee is seeking membership approval of this Extraordinary Resolution to reduce the volume of resolutions received and considered each year and improve the quality of resolutions considered.

Lens #1 - Resolutions that reaffirm existing policy

The Committee proposes that any resolution that aligns with resolutions already endorsed or not endorsed by the membership should be received rather than put forward for further consideration by the membership. The current intent of the Resolutions Committee is that a 5 year window would be adopted to establish existing policy under this lens.

Lens #2 - Resolutions outside of local government scope

The Committee suggests that limiting resolutions for consideration to those that directly relate to local government service delivery will strengthen the efficacy and credibility of UBCM's advocacy.

Lens #3 - Resolutions that are unclear or poorly formatted

UBCM staff and the Resolutions Committee currently expend considerable time working with the sponsors to help them to clarify and format their resolutions. Removing this function will encourage those drafting resolutions to meet established standards for clarity and better resolutions.

Lens #4 - Resolutions that are regional in focus

Resolutions for consideration at UBCM should have a province-wide focus. Resolutions that are regional in focus should be considered and acted upon by Area Associations.

The Committee proposes to include all resolutions captured by one or more of the lenses in an appendix of the Resolutions Book. While these resolutions are being published for transparency, these resolutions are not to be considered and are not available to be brought forward for consideration via a motion to vary the agenda.

The Committee would point out that section 14(d) of the UBCM Bylaws grants the UBCM Executive authority to bring forward to Convention a resolution on any matter at any time. This authority of the UBCM Executive enables UBCM to respond quickly to a changing policy or legislative environment, bringing forward issues or concerns that may fall within existing UBCM policy, but require immediate consideration.

Members are encouraged to read the accompanying backgrounder found in the Appendix of this Resolutions Book to learn more about the proposed Extraordinary Resolution.

Conference decision: Endorsed



Reference: 48423

January 6, 2026

VIA EMAIL: lpatrick@islandstrust.bc.ca

Laura Patrick, Chair
Islands Trust Council
200 – 1627 Fort Street
Victoria, British Columbia
V8R 1H8

Dear Laura Patrick:

Thank you for your letter of December 3, 2025, regarding UBCM Follow-Up – Joint Review of Crown Land Agreements.

The Ministry of Water, Land and Resource Stewardship would be pleased to engage with your staff to potentially consolidate agreements that guide referrals to Islands Trust.

To begin discussions on potential consolidation of referral agreements, please contact Shawn Meisner, Director of Resource Authorizations, Coast Area-Lands shawn.meisner@gov.bc.ca. Please provide a listing of the referral agreements currently active and the Divisions and Branches within the Ministry from whom referrals are commonly received. Shawn will then work to coordinate further discussions on the potential to consolidate the various agreements.

Again, thank you for writing and it was a pleasure to meet you at UBCM.

Sincerely,

Randene Neill
Minister

pc: Shawn Meisner, Director of Resource Authorizations, Coast Area-Lands,
Permitting Solutions Division

Active Projects Report

Executive Committee

1. *Finish and adopt Islands Trust Policy Statement in accordance with project work plans (Strategic Plan key initiative 1.1.1)*

Responsible

Dates

Activity:

Clare Frater

Rec'd: 26-Feb-2020

Project underway guided by Trust Council project charter. Anticipated project completion by November 2026.

Target: 01-Nov-2026

2. *Update and implement Reconciliation Action Plan (Strategic Plan 5.1.1)*

Responsible

Dates

Activity:

Clare Frater

Rec'd: 02-Sep-2020

Initiation timeline: Staff drafting underway

Target: 31-Mar-2026

3. *Guide the development and implementation of the Islands Trust Strategic Plan. New Strategic Plan approved by Trust Council March 2025.*

Responsible

Dates

Activity:

Rueben Bronee

Rec'd: 03-May-2023

Implementation underway.

Target: 31-Mar-2025

Future Projects Report

Executive Committee

1. <i>Pay Transparency Report Submission & Posting</i>	Responsible	Date Received
<p>The Pay Transparency Act became law on May 11, 2023. Under the legislation, beginning in 2026, Islands Trust must prepare and submit a Pay Transparency Report by November 1 annually. These reports must be posted publicly on the Islands Trust website.</p>	Julia Mobbs	11-May-2023
2. <i>Improve bylaw enforcement policies and procedures to be administratively fair, reasonable and transparent with the aim of restoring public confidence (Strategic Plan Initiative 1.2.3) (joint with RPC)</i>	Responsible	Date Received
<p>Trust Council endorsed Policy 5.5.1 and Best Practice Manual amendments. RPC to draft Implementation Plan and final amendments. Present to Trust Council for adoption and subsequent monitoring and reporting.</p>	Stefan Cermak	12-Mar-2025
3. <i>Explore new engagement models (virtual and in person forums) to reach more community members (Strategic Plan Initiative 1.2.2)</i>	Responsible	Date Received
<p>Initiation timeline TBD</p>	Clare Frater	12-Mar-2025
4. <i>Review all Trust Council and local trust committee agreements and where appropriate, amend, combine or rescind (Strategic Plan Initiative 1.2.6)</i>	Responsible	Date Received
<p>Initiation timeline: 2026/27: (May 2023 EC asked for priority to Ministry of Transportation and Infrastructure)</p>	Clare Frater Rueben Bronee	12-Mar-2025
5. <i>Design a plan to advocate to enhance community access to funding for housing in the Trust Area (Strategic Plan Initiative 2.3.2)</i>	Responsible	Date Received
<p>Initiation timeline: Priority for this Council term</p>	Clare Frater	12-Mar-2025

Future Projects Report

Executive Committee

<p>6. <i>Advocate for the development and implementation of a fallow deer strategy, including advocacy for deer harvesting (Strategic Plan Initiative 3.1.1)</i></p>	<p>Responsible</p>	<p>Date Received</p>
<p>Initiation timeline: Priority for this Council term</p>	<p>Clare Frater</p>	<p>12-Mar-2025</p>
<p>7. <i>Create a grant program to increase public understanding of the impact of climate change to the unique amenities and environment of the Islands Trust Area (Strategic Plan Initiative 4.2.2)</i></p>	<p>Responsible</p>	<p>Date Received</p>
<p>Initiation timeline: TBD</p>	<p>Clare Frater</p>	<p>12-Mar-2025</p>
<p>8. <i>Amend legislation to increase the percentage of NAPTEP to act as an incentive for the protection of forest cover for climate change (Strategic Plan Initiative 4.2.4)</i></p>	<p>Responsible</p>	<p>Date Received</p>
<p>Initiation timeline: Priority for this Council term</p>	<p>Clare Frater</p>	<p>12-Mar-2025</p>
<p>9. <i>Clarify opportunities for co-governance and co-management of the Trust Area (Strategic Plan Initiative 5.1.2)</i></p>	<p>Responsible</p>	<p>Date Received</p>
<p>Initiation timeline: Priority for this Council term</p>	<p>Clare Frater Rueben Bronee</p>	<p>12-Mar-2025</p>
<p>10. <i>Develop a schedule and plan for leader-to-leader meetings with Indigenous Governing Bodies (Strategic Plan Initiative 5.1.3)</i></p>	<p>Responsible</p>	<p>Date Received</p>
<p>Initiation timeline: 2026/27</p>	<p>Clare Frater Rueben Bronee</p>	<p>12-Mar-2025</p>
<p>11. <i>Develop tailored public engagement processes that acknowledge preferred engagement methods of Indigenous Peoples (Strategic Plan Initiative 5.2.2)</i></p>	<p>Responsible</p>	<p>Date Received</p>
<p>Initiation timeline: Priority for this Council term</p>	<p>Clare Frater</p>	<p>12-Mar-2025</p>

Future Projects Report

Executive Committee

12. <i>Implement activities assigned by the future Reconciliation Action Plan (2025-2028) implementation plan (To be assigned by TC) (Strategic Plan Initiative 5.1.5)</i>	Responsible	Date Received
To be determined. Staff is drafting new Reconciliation Action Plan and associated implementation plan for Trust Council approval.	Rueben Bronee	12-Mar-2025
13. <i>Implement activities assigned by the Freshwater Sustainability Strategy (2022-2032) implementation plan (To be assigned by TC) (Strategic Plan Initiative 2.1.3)</i>	Responsible	Date Received
To be determined. Regional Planning Committee is developing a Freshwater Sustainability Strategy Implementation Plan for Trust Council approval.	Clare Frater	12-May-2025



January 2026 Executive Committee

Co-Governance Presentation by Cowichan Tribes

1:30 p.m. – 3:00 p.m., Wednesday, January 14, 2026

- Purpose:** To share information about co-governance experiences of Cowichan Tribes
- Chair:** Laura Patrick, Chair, Islands Trust Council
- Guest Presenters:** Stephanie Atleo, Director of Governance, Cowichan Tribes
Eamon Gaunt, Treaty Negotiator, Cowichan Tribes
- Other Guests:** Islands Trust Conservancy Board members
- Resources:** Rueben Bronee, Chief Administrative Officer
Joe Elliott, Senior Indigenous Relations Advisor

1:30 p.m. – 1:40 p.m.	Introductions	Laura Patrick, Chair All
1:40 p.m. – 2:50 p.m.	Cowichan Tribes – Co-Governance Presentation and Questions	Stephanie Atleo, Director of Governance Eamon Gaunt, Treaty Negotiator
2:50 p.m. – 3:00 p.m.	Closing Remarks - Staying connected	Laura Patrick, Chair All
<p>References:</p> <ul style="list-style-type: none"> • Cowichan Tribes' Governance webpage: https://cowichantribes.com/tribes-governance • Map of Cowichan Tribe's Traditional Territory: https://cowichantribes.com/about-cowichan-tribes/land-base/traditional-territory • Cowichan Watershed Board Collaborative Governance webpage: https://cowichanwatershedboard.ca/partners/ • Xwulqw'selu (Koksilah) Watershed Collaborative Planning Process website: https://www.koksilahwater.ca/ 		