



Salt Spring Island Local Trust Committee Minutes of Regular Meeting

Date: Thursday, April 9, 2026
Location: Meaden Hall
 120 Blain Road, Salt Spring Island, BC

Members Present: Timothy Peterson, Chair
 Laura Patrick, Local Trustee
 Jamie Harris, Local Trustee

Staff Present: Chris Hutton, Regional Planning Manager
 Anthony Fotino, Island Planner (electronic)
 Peter Thicke, Island Planner
 Milad Panahifar, Planner 1
 Oluwashogo Garuba, Planner 2
 Lisa Millard, Meeting Administrator/Recorder (electronic)

Others Present: There were 7 members of the public in attendance

1. CALL TO ORDER

Chair Peterson called the meeting to order at 12:30 p.m. He introduced himself, the Trustees and staff and acknowledged that the Local Trust Committee is meeting in the territory of the Coast Salish First Nations including the Hul'qumi'num and SENĆOTEN speaking peoples.

2. APPROVAL OF AGENDA

By general consent the agenda was adopted.

3. PUBLIC PARTICIPATION

A member of the public, who is a member of the Project Advisory Planning Commission (PAPC), spoke to the work of the PAPC being limited to the terms of reference that were outlined at the outset of the project referral and the importance of not changing the terms of reference mid way through the project.

A member of public, representing Transition Salt Spring, spoke to concerns about the Official Community Plan / Land Use Bylaw project timelines and asked that work done to date be released to the public for review and discussion prior to draft bylaws being put forward for consideration.

4. DELEGATIONS - None

5. TRUSTEE REPORTS

Trustee Harris reported Trust Council passed a budget which will result in the effect of damaging the Salt Spring community's social and economic wellbeing and infrastructure.

Trustee Patrick reported the following:

- Thanked the Salt Spring Foundation for providing grants for the Truth and Reconciliation Day event led by Penelakut Tribes for the revitalization of the Fulford Sea Garden and for developing a new funding program to offset the costs of hosting Indigenous participants in non-profit community projects;
- Thanked the Farmland Trust for sponsoring the screening of a documentary about Tea Creek, an Indigenous-led farming initiative in northern BC;
- Chaired the Gabriola Local Trust Committee special meeting on their Freshwater Footprint Project;
- Chaired the Gambier Local Trust Committee meeting;
- Attended Mount Aerosmith Biosphere Region roundtable discussion about challenges and opportunities within the United Nation's Sustainable Development Goals;
- Attended joint Executive Committee and Bowen Island Municipality meeting;
- Attended Association of Vancouver Island Coastal Communities webinar on updates to the *Heritage Conservation Act*;
- Noted the Provincial Code of Conduct legislation had been tabled.

6. CHAIR'S REPORT

Chair Peterson reported the following:

- Attended Trust Council meeting and highlighted the passing of the budget, adoption of a new Trustee remuneration formula, approval of an updated Bylaw Compliance and Enforcement Policy, and endorsement of the Indigenous Relations Action Plan;
- The Trust Policy Statement Amendment Project will not be completed by the end of the current term and trustees will be considering feedback at a Committee of the Whole meeting in May;
- Attended Transport Canada Ocean Protection series forum;
- Upcoming attendance at the Association of Vancouver Island Coastal Communities conference.

Trustee Harris left the meeting at 12:45 p.m.

7. CRD DIRECTOR'S REPORT

Local Community Commission (LCC) Chair Rook reported the following:

- Upcoming LCC meeting will focus on housing and will feature several presentations;
- Upcoming regular meeting will include a roundtable discussion on harbour management;
- Will be finalizing the draft on the Integrated Housing Strategy in May;
- Garbage collection and portable toilets at local beaches have been put in place for the season.

Capital Regional District (CRD) Director Holman reported the following:

- The CRD budget will result in an approximate increase of 7.5%;
- Funding has been put toward an emergency room at Lady Minto Hospital, a new fire hall, 140 units of housing, securement of the SIMs building, refurbished Centennial Park and Maxwell Mountain Community Park, a new water treatment plant on St. Mary's Lake, a solar facility on Maxwell Lake, and upgrades to sewage treatment plants;

- Staff are reviewing the CRD noise bylaw to make recommendations;
- The building permit fee structure is being revised to consolidate construction, plumbing and wiring into one permit;
- The CRD will be digitizing its building permit system;
- The CRD will be considering recommendations by staff to rescind the CRD composting bylaw as it is redundant with the provincial wildfire regulation.

8. PREVIOUS MEETINGS

8.1 Draft Minutes of the Salt Spring Island Local Trust Committee

8.1.1 Draft Minutes of the January 20, 2026 SSI LTC Special Meeting

By general consent, the Salt Spring Island Local Trust Committee minutes of January 20, 2026 were adopted.

8.1.2 Draft Minutes of the February 26, 2026 SSI LTC Special Meeting

It was noted on page 4 of the minutes, item 3.6, second bullet point, a letter was sent to the Minister of Finance and a response has since been received.

By general consent, the Salt Spring Island Local Trust Committee minutes of February 26, 2026 were adopted.

Trustee Harris returned to the meeting at 1:03 p.m.

8.1.3 Draft Minutes of the March 19, 2026 SSI LTC Regular Meeting

By general consent, the Salt Spring Island Local Trust Committee minutes of March 19, 2026 were adopted.

8.2 Resolutions Without Meeting Report - None

8.3 Draft Minutes of the Advisory Planning Commissions - None

8.4 Local Trust Committee Public Hearing Record - None

9. CORRESPONDENCE

9.1 R. Sanden to LTC email - dated February 28, 2026 - Bicycle Parking Standard

Received for information.

9.2 J. Turner to LTC email - Gap Foundations - dated March 20, 2026

Received for information. The Regional Planning Manager noted they will follow up to ensure the letter is received by the Local Community Commission.

9.3 Chair T. Peterson to Minister Boyle Letter to Request Independent Housing Advisor for Salt Spring Island - Dated March 31, 2026

Received for information.

10. BUSINESS ARISING FROM MINUTES

10.1 Follow-Up Action List

Received for information.

The Regional Planning Manager indicated additional information had been received regarding the 355 Blackburn Road application, a report will be provided to the Local Trust Committee, which will be followed by the scheduling of a second Public Hearing.

11. WORK PROGRAM

11.1 Active Projects List

A Trustee noted Major Project – Water Sustainability – coordination with multiple jurisdictions should also coordinate with Trust Council’s motion that requested staff to retain all unspent special tax requisition funds in the special reserve until a project is brought forward to coordinate Actions 16–19 of the *Salt Spring Island Watershed Protection Plan (2023-2032)*.

SS-2026-038

It was MOVED and SECONDED

that Salt Spring Island Local Trust Committee request staff to link item number 3 Water Sustainability Action on Active Projects List to Trust Council resolution number TC-2025-131.

CARRIED

Trustee Harris opposed.

11.2 Future Projects List

Received for information.

12. COMMUNITY INFORMATION MEETING - None

13. PUBLIC HEARING - None

14. APPLICATIONS AND REFERRALS

14.1 PLRZ20250407 - L. Scagliati - 805 Lower Ganges Road, SSI

The Planner summarized the staff report and highlighted the following:

- The rezoning application seeks to permit liquor primary use on the subject property currently zoned Park and Reserve variant (PR3a) with the primary use being a 9-hole golf course;
- A non-farm use permit is not required from the Agricultural Land Commission.

The Local Trust Committee had no questions regarding the application.

SS-2026-039

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to proceed with processing application PLRZ20250407.

CARRIED

SS-2026-040

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to prepare a draft bylaw to amend Salt Spring Island Land Use Bylaw No. 355, 1999 to rezone:

- a. SECTION 6, RANGE 2 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, EXCEPT THE EASTERLY 6.75 CHAINS THEREOF; EXCEPT PARCEL B (DD 77036I), AND EXCEPT PART IN PLAN 14185, to add subsection seven (7) on Park and Reserve 3 (a) zone variant to allow liquor primary use with the maximum number of mobile beverage carts of one (1) cart.
- b. SECTION 5, RANGE 2 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, EXCEPT PART IN PLANS 2183 AND 39530 from Park and Reserve 3 (PR3) to Park and Reserve 3 variant B – PR3 (b) to allow liquor primary use with the maximum number of mobile beverage carts of one (1) cart.

CARRIED

Discussion ensued regarding referral to the Advisory Planning Commission (APC). The Regional Planning Manager noted it is within the Local Trust Committee's purview to refer items to APCs, and a referral would delay the work approximately one month.

SS-2026-041

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to notify and seek input from Salt Spring Island Agricultural Advisory Planning Commission and the Advisory Planning Commission, applicable agencies and First Nations that an application has been received to amend the Salt Spring Island Land Use Bylaw No. 355, 1999.

CARRIED

Trustee Harris opposed.

SS-2026-042

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to schedule a Community Information Meeting for at least two weeks prior to the meeting at which the draft bylaw file PLRZ20250407 is anticipated to be provided to the Local Trust Committee for first reading.

CARRIED

Item 14.3 was discussed following item 14.1.

14.2 PLRZ20250331 - E. FitzZaland - 230 Smith Road, SSI

The Planner summarized the staff report and highlighted the following:

- The application seeks rezoning to amend the Land Use Bylaw by including a land use definition for “retreat centre”, permit farm and retreat centre use on

the subject property, and increase the number of accommodation units for guests participating in retreats;

- The subject property consists of four lots with no proposed amendments requested for Lot 3 as it currently exists;
- The applicant seeks to remove future subdivision potential on Lots 1, 2, and 4 and has indicated the retreat centre will be operated as a not-for-profit;
- The application corresponds with the subdivision referral application received by the Ministry of Transportation and Transit.

The applicant was in attendance, spoke to the application, and requested that corrections to the staff report be made prior to it being sent for referral.

Discussion ensued and the following comments were noted:

- A Trustee supports bringing in a non-profit definition;
- There is interest in exploring options with First Nations on an engagement approach;
- The Regional Planning Manager noted staff can work with the applicant to address corrections to Table 2 prior to the referral process;
- A Trustee spoke to consequences of downzoning a property.

SS-2026-043

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to proceed with processing application PLRZ20250331.

CARRIED

SS-2026-044

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to prepare a draft bylaw to amend Salt Spring Island Land Use Bylaw No. 355, 1999 to rezone the properties identified in Table one of this report from current zoning identified in Table one to proposed zoning identified in draft Table two, such that zone boundaries reflects the proposed subdivision application PLSUB20260108 identified in PROPOSED SUBDIVISION PLAN OF: LOT 3, PLAN EPP115059; REMAINDER SOUTHWEST 1/4 SECTION 48; PARCEL A DD68167-i; AND REMAINDER FRACTIONAL NORTH 1/2 SECTION 46, ALL IN SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, certified by Jordan Elliot Litkey, BCLS 905, June 26, 2025.

CARRIED

SS-2026-45

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to refer the draft amendment bylaw for file PLRZ20250331 and other information to First Nations, and other applicable agencies to seek comment on the proposal to amend Salt Spring Island Land Use Bylaw No. 355, 1999.

SS-2026-046

It was MOVED and SECONDED

to amend the motion to include Advisory Planning Commission.

CARRIED

The following motion, as amended, was then called.

that the Salt Spring Island Local Trust Committee request staff to refer the draft amendment bylaw for file PLRZ20250331 and other information to the Advisory Planning Commission, First Nations, and other applicable agencies to seek comment on the proposal to amend Salt Spring Island Land Use Bylaw No. 355, 1999.

CARRIED

Trustee Harris opposed.

SS-2026-047

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to schedule a Community Information Meeting Bylaw No. 544, cited as “ Salt Spring Island Official Community Plan Bylaw No. 434, 2008, Amendment No. 1, 2025”.

SS-2026-048

It was MOVED and SECONDED

to amend the motion to read a Community Information Meeting for at least two weeks prior to the meeting at which the draft bylaw file PLRZ20250331 is anticipated to be provided to the Local Trust Committee for first reading.

CARRIED

The following motion, as amended, was then called

that the Salt Spring Island Local Trust Committee request staff to schedule a Community Information Meeting for at least two weeks prior to the meeting at which the draft bylaw file PLRZ20250331 is anticipated to be provided to the Local Trust Committee for first reading.

CARRIED

SS-2026-049

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to return with an updated report for file PLRZ20250331 for the May, 2026 meeting.

CARRIED

14.3 SS-RZ-2019.1 - N. Williams - 248 Upper Ganges Road, SSI

The Planner stated the proposed bylaws had been given third reading by the Local Trust Committee, approved by the Executive Committee, received Minister's approval on March 3, 2026, and are being presented for consideration of adoption.

SS-2026-050

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee Bylaw No. 544, cited as “Salt Spring Island Official Community Plan Bylaw No. 434, 2008, Amendment No.1, 2025” be adopted.

CARRIED

SS-2026-051

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee Bylaw No. 545, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 3, 2025” be adopted.

CARRIED

14.4 SS-RZ-2023.1 - C. Schmah - 104 Atkins Road, SSI

The Planner noted the application seeks rezoning of the subject property to permit continuation of existing land uses following the expiration of Land Use Contract Bylaw No. 10.

The applicant was in attendance.

The Local Trust Committee had no comments or questions.

SS-2026-052

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that draft Bylaw No. 552 cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 1, 2026” (104 Atkins Road) is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

SS-2026-053

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee draft Bylaw No. 552 cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 1, 2026”, be read a first time (SS-RZ- 2023.1, 104 Atkins Road).

CARRIED

SS-2026-054

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to refer the draft amendment bylaw and other information to First Nations, Advisory Planning Commission, Agricultural Advisory Planning Commission and other applicable agencies to seek comment on the proposal to amend Salt Spring Island Land Use Bylaw No. 355, 1999.

CARRIED

Trustee Harris opposed.

SS-2026-055

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to schedule a Community Information Meeting (CIM) prior to the meeting at which the proposed bylaw is anticipated to be provided to the Local Trust Committee for second reading.

CARRIED

14.5 PLRZ20250177 - P. Wheeler - 121 Upper Ganges Road, SSI

The Planner summarized the staff report and highlighted the following:

- The application seeks a to amend the current zoning of the subject property to increase the number of commercial guest accommodation units to 75 by adding 20 more units on the property;
- The proposed rezoning and development of 20 additional guest accommodation units does not seek to increase the density or intensity of land use;
- Development of the property is subject to Development Permit Guidelines within the Ganges Village Designation.

The applicant's representative was in attendance.

The Regional Planning Manager confirmed the Salt Spring CRD Local Community Commission would be included in the referrals.

SS-2026-056

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to proceed with processing application PLRZ20250177.

CARRIED

SS-2026-057

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to prepare a draft bylaw to amend Salt Spring Island Land Use Bylaw No. 355, 1999 to rezone LOT 1 SECTION 3 RANGE 3 EAST NORTH SALT SPRING ISLAND COWICHAN DISTRICT PLAN 11914 EXCEPT PARTS IN PLANS VIP56622 AND VIP59981, from the CA1 (f) zone to permit a maximum of 75 commercial guest accommodation units.

CARRIED

SS-2026-058

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to refer the draft amendment bylaw for file PLRZ20250177 and other information to First Nations, Advisory Planning Commission, Agricultural Advisory Planning Commission and other applicable agencies to seek comment on the proposal to amend Salt Spring Island Land Use Bylaw No. 355, 1999.

CARRIED

Trustee Harris opposed.

SS-2026-059

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to schedule a Community Information Meeting at least two weeks prior to the meeting at which the draft bylaw for file PLRZ20250177 is anticipated to be provided to Local Trust Committee for first reading.

CARRIED

14.6 PLRZ20250001 - S. Klaver - 120 Mansell Road, SSI

The Planner summarized the staff report and highlighted the following:

- The application seeks rezoning of the subject property to permit one single family dwelling and an additional dwelling unit up to 58 square metres within the proposed new Rural variant q zone;
- The proposed new zone variant permits one existing oversized seasonal cottage to be converted into full time dwelling units and makes the setback from the front lot line 0.95 meters for an existing building.

The applicant's representative was in attendance.

The Local Trust Committee had no questions or comments.

SS-2026-060

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to proceed with public notification as per Section 467 of the Local Government Act.

CARRIED

SS-2026-061

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to notify and seek input from Salt Spring Island Advisory Planning Commission, applicable agencies and First Nations that an application has been received to amend the Salt Spring Island Land Use Bylaw No. 355, 1999.

CARRIED

Trustee Harris opposed.

14.7 Telecommunications - Cypress Land Services - 1370 Musgrave Road, SSI

The Planner noted the report considers a request from Rogers Communication Inc. for an exemption from the public consultation requirements of the Salt Spring Island Antenna System Siting and Consultation Protocol for a proposed extension of an existing telecommunications tower on its current foundation, without excavation, from 37 metres to 55 metres in order to maintain wireless service coverage in the area due to an anticipated decommissioning of another tower.

The applicant was in attendance and spoke to the application.

Discussion ensued and the applicant confirmed they can provide notice to First Nations to advise them of the work being done and reiterated that no excavation will be undertaken.

SS-2026-062

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee waive the public consultation requirement for the proposed extension of the existing telecommunications antenna, in accordance with the Salt Spring Island Antenna System Siting and Consultation Protocol.

CARRIED

Item 14.2 was heard following item 14.7

The meeting was recessed for a break at 2:53 p.m. and reconvened at 3:10 p.m.

15. LOCAL TRUST COMMITTEE PROJECTS

15.1 OCP-LUB Project Update

The Planner provided a presentation and highlighted the following:

- The project consultant did not renew their contract at the end of March;
- Reports and materials received from the consultant will be reviewed by the Project Advisory Planning Commission and then brought forward for discussion;
- First Nations engagement is ongoing but may require additional time;
- The Local Trust Committee can consider engaging an alternate consultant to continue the project, continue the project in-house, or postpone policy development and focus on relationship building with the community, First Nations, and other stakeholders.

Discussion ensued and the following comments were noted:

- A Trustee suggested developing five to ten foundational principles that anchor the update of the Official Community Plan to provide direction for policy as per examples from local municipalities;
- A Trustee identified importance of developing policy direction for regulatory tools to prioritize water connection for housing;
- First Nations relationship building remains a priority;
- A Trustee indicated zoning for workforce housing, operated by housing authorities, should be the priority;
- The purpose of the overall project is about finding the right places to put housing.

Trustee Harris left the meeting at 4:20 p.m.

Discussion continued on what aspects of the project could be advanced during the remainder of the term.

SS-2026-063

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to provide reporting on

- a) Deliverables received from the project consultant;
- b) An updated project plan for the Official Community Plan/Land Use Bylaw project;

- c) Recommendations targeting Local Trust Committee endorsement for policy direction and regulatory options to prioritize allocation of water servicing within the Ganges Village area for housing forms that meet identified community needs, including affordable and workforce housing; and
- d) Further that staff ensure development of outcomes is informed by First Nations engagement and a First Nations engagement plan.

CARRIED

16. NEW BUSINESS - None

17. REPORTS

17.1 Policy and Standing Resolutions List

Received for information.

17.2 Open Applications Report

Received for information.

17.3 Expense Report

Received for information.

17.4 Islands Trust Conservancy Board Report – None

Item 19 was discussed following item 17.

18. CLOSED MEETING

18.1 Motion to Close the Meeting

SS-2026-064

It was MOVED and SECONDED

that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1) for the purpose of considering:

- (g) litigation or potential litigation affecting the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

and that the recorder and staff be invited to remain.

CARRIED

The meeting was recessed at 4:50 p.m. and adjourned following the in-camera session at 4:58 p.m.

18.2 Rise and Report

Chair Peterson will rise and report adoption of the March 19, 2026 in-camera meeting minutes at the next regular business meeting.

19. UPCOMING MEETINGS

The next regular meeting of the Salt Spring Island Local Trust Committee is scheduled for 12:30 p.m. on May 14, 2026 at the Legion Meaden Hall, 120 Blain Road, Salt Spring Island.

20. ADJOURNMENT

By general consent the meeting adjourned at 4:58 p.m.

Timothy Peterson, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder