



Salt Spring Island Local Trust Committee

Minutes of Regular Meeting

Date: Thursday, March 20, 2025
Location: Meaden Hall
120 Blain Road, Salt Spring Island

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

Staff Present: Chris Hutton, Regional Planning Manager
Milad Panahifar, Planner 1 (electronic)
Warren Dingman, Bylaw Compliance & Enforcement Manager
Rob Pingle, Legislative Clerk
Lisa Millard, Meeting Administrator/Recorder (electronic)

Others Present: There were approximately 6 members of the public present

1. CALL TO ORDER

SS-2025-028

It was MOVED and SECONDED

that Trustee Harris be admitted to the March 20, 2025 meeting and be permitted to participate as a voting member of the Salt Spring Island Local Trust Committee by electronic or other means.

CARRIED

Chair Peterson called the meeting to order at 9:35 a.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 SENĆOŦEN speaking peoples.

2. APPROVAL OF AGENDA

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

The following additions to the agenda were presented for consideration:

19.2 May 8, 2025 Salt Spring Island Local Trust Committee Meeting Time

By general consent the agenda was approved as amended.

3. TOWN HALL AND QUESTIONS

Peter Lloyd Jones, President, Salt Spring Island Accommodation Group, spoke in favour of opting into BC Provincial Bill 35 and expressed that the legislation will provide stronger tools for managing short-term vacation rentals, establish a provincial role for the management and regulation of such, and enforce the principal residency requirement. He indicated support is conditional on Bylaw Enforcement Bylaw sections 3.13.7 to 3:15

be revised to be in compliance to work with the legislation or be enforceable, and the existing standing resolution which enacts a moratorium on proactive enforcement of tourism accommodation should remain in place until Bylaw 355 is revised and approved.

A member of the public spoke to the interpretation of the object of Islands Trust as exclusively preserving and protecting the natural environment which does not reconcile with the needs of the community in terms of affordable housing.

A member of the public asked why Trustee Harris is not attending the meeting in person. Chair Peterson recommended the speaker contact Trustee Harris directly.

4. DELEGATIONS - None

5. TRUSTEE REPORTS

Trustee Harris reported attendance at Trust Council and congratulated Trustee Patrick for being elected Chair.

Trustee Patrick reported the following:

- Honoured to be elected Chair or Trust Council;
- Met with local contractors who expressed interested in working cooperatively to update the Soil Removal and Deposit Bylaws;
- Provided Chief Executive Officer Bronee a tour of Salt Spring Island;
- Attended February meeting of the Salt Spring Fire Department and highlighted discussion on expanding the network of catchment tank systems on the island;
- Attended joint meeting of the Local Trust Committee and Salt Spring Local Community Commission and Local Trust Committee;
- Attended "*Funding our Future Financing Conservation on Private Land*" workshop;
- Volunteered at the Salt Spring Film Festival;
- The Cortes Housing Society held webinar on methods of sharing land;
- The Rural Island Economic Partnership held a two-day forum on several topics including housing;
- Contacted the Ministry of Transportation and Transit Project Manager regarding limited notice provided to residents about tree cutting;
- Attended CAO Performance Evaluation Committee and Reconciliation Working Group meetings; and
- Attended meeting with San Juan County elected officials.

6. CHAIR'S REPORT

Chair Peterson reported the following:

- Congratulated Trustee Patrick for being elected Chair of Trust Council;
- Attended Trust Council and highlighted adoption of the 2025/26 budget, approval of core elements of the Strategic Plan, passing of amended Trust Council Local Trust Committee Meeting Procedure Bylaw No. 197, and discussion of Islands Trust use of social media;
- Attended Rural Islands Partnership Forum and a joint meeting with Salt Spring Local Community Commission; and
- Attended cross border conversation with San Juan County representatives and noted discussion on the potential to establish a cooperation taskforce.

7. CRD DIRECTOR'S REPORT – None

8. PREVIOUS MEETINGS

8.1 Draft Minutes of the Salt Spring Island Local Trust Committee

8.1.1 Draft Minutes of the November 19, 2024 SSI LTC Special Meeting

By general consent, the Salt Spring Island Local Trust Committee Minutes of November 19, 2024 were adopted.

8.1.2 Draft Minutes of the February 13, 2025 SSI LTC Regular Meeting

The following amendments to the minutes were presented for consideration:

Page 3 of the Minutes, Trustee Patrick's Report, 6th bullet point: correct spelling of the word "Conext".

By general consent, the minutes of the February 13, 2025 Salt Spring Island Local Trust Committee Regular Meeting were adopted as amended.

8.1.3 Draft Minutes of the February 28, 2025 SSI LTC & CRD Joint Special Meeting

It was noted that the Salt Spring Local Community Commission (LCC) chaired the meeting and made the motions related to their business, the Local Trust Committee did not vote on said motions, and the minutes format reflects the style used by the LCC.

Staff indicated they will address the matter with the Director of Legislative and Information Services to determine how to record the clarifications effectively.

SS-2025-029

It was MOVED and SECONDED,

that adoption of the draft minutes of the February 28, 2025 Salt Spring Island Local Trust Committee and Capital Regional District joint meeting be deferred for consideration of technical amendments.

CARRIED

8.2 Resolutions Without Meeting Report

Received for information.

8.3 Draft Minutes of the Advisory Planning Commissions - None

8.4 Local Trust Committee Public Hearing Record – None

9. CORRESPONDENCE

9.1 MP E. May to The Honourable A. Anand - Dated 10 February 2025 - Regarding Southern Gulf Islands Forum

Received for information.

9.2 T. Stafford to LTC - Dated 13 Feb 2025 - Regarding residency of trustees

Received for information.

9.3 M. Chandler to LTC - Dated 14 Feb 2025 - Regarding Salty Dog Kennel

Received for information.

9.4 A. Bronee - British Columbia Ferry Services to LTC - Dated 13 February 2025 - Regarding Long Harbour Terminal Update

Received for information.

9.5 G. Stevens to LTC w/ Trustee Patrick reply - Dated 25 February 2025 - Regarding Ganges Harbour

Received for information.

9.6 B Milne to LTC - Dated 3 March 2025 - Regarding referral to Agricultural Advisory Planning Commission

The Local Trust Committee received the correspondence for consideration. No direction given.

10. BUSINESS ARISING FROM MINUTES

10.1 Follow-Up Action List

Received for information.

10.2 Short Term Vacation Rental proactive management considerations

The Bylaw Compliance and Enforcement Manager summarized the staff report.

Discussion ensued and the following comments and clarifications were noted:

- The Local Trust Committee, in cooperation with the Local Community Commission, has undertaken engagement with stakeholders in a round table discussion;
- The Salt Spring Chamber of Commerce and Accommodation Group support opting into provincial regulations;
- Existing bylaw requires short-term vacation rentals be within a principal residence which align with provincial requirements; and
- Pro-active enforcement is not being undertaken unless the Local Trust Committee authorizes it, and the only enforcement that would proceed would be files currently under investigation or if a new complaint was received.

SS-2025-030

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee request the Minister of Housing, on behalf of the Lieutenant Governor in Council, apply the principal residence requirement to Salt Spring Island and that Salt Spring Island be removed from the exempt land as per s. 15 of the Short-Term Rental Accommodation Act by the March 31 deadline.

CARRIED

SS-2025-031

It was MOVED and SECONDED,

that Salt Spring Island Local Trust Committee request staff to undertake public communications on the principal residency requirement.

CARRIED

10.3 Joint Meetings with the Capital Regional District Salt Spring Island Local Community Commission – Verbal Discussion

Discussion ensued and it was noted that the Memorandum of Understanding, which will outline rules of engagement, conduct, and support of each organization's jurisdiction and work, requires updating.

SS-2025-032

It was MOVED and SECONDED,

that Salt Spring Island Local Trust Committee request staff to review Trust Council Bylaw No. 63 and to draft a protocol agreement between the Capital Regional District Board and the Salt Spring Island Local Trust Committee.

CARRIED

11. WORK PROGRAM

11.1 Active Projects List

Received for information.

11.2 Future Projects List

Received for information.

12. COMMUNITY INFORMATION MEETING -None

13. PUBLIC HEARING -None

The agenda was re-ordered and item 15 was heard before item 14.

The meeting was recessed for a break at 11:19 a.m. and reconvened at 12:00 p.m.

Item 14 was heard following the break and before discussion on item 15.2 resumed.

14. APPLICATIONS AND REFERRALS

14.1 PLDVP20240286 - M. Ogilvie - 116 Jackson Ave, SSI

The Planner summarized the staff report and highlighted the following:

- The application seeks to reduce setback requirements from the interior side lot line to 0.0 metres to accommodate the construction of concrete blocks and a water tank; and
- The variance is not anticipated to negatively impact surrounding properties and only one public response was received which indicated no issues with the application

The applicant was in attendance.

The Local Trust Committee had no questions or comments.

SS-2025-033

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee approve issuance of Development Variance Permit PLDVP20240286 (116 Jackson Avenue).

CARRIED

14.2 PLDVP20240267 - B. Gard - 132 Narrows West Road, SSI

The Planner summarized the staff report and highlighted the following:

- The application seeks to reduce setback requirements from the sea from 10 metres to 7.9 metres;
- An engineer has certified that the natural boundary is located on non-erodible materials; and
- The statutory notice of proposed variance was sent to neighbouring properties owners and tenants and no replies were received.

The applicant was in attendance and spoke to the application.

The Local Trust Committee had no questions or comment regarding the application.

SS-2025-034

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee approve issuance of Development Variance Permit PLDVP20240267 (132 Narrows West Road).

CARRIED

14.3 SS-RZ-2024.1 - BC Ferry Corporation - Vesuvius Bay Ferry Terminal, SSI

The Regional Planning Manager summarized the staff report and highlighted the following:

- The report provides a summary of the Advisory Planning Commission's review and recommendations on the ferry terminal redevelopment as well as updates regarding First Nations referrals; and
- The Tsawout First Nations has formally requested a thirty-day extension to review the application.

Discussion ensued and the following comments and clarifications were noted:

ADOPTED

- The environmental assessment report contains information that is problematic as it provides an inaccurate description of the Canadian Douglas Fir zone and this information should be redacted prior to providing the report to the Advisory Planning Commission;
 - It was clarified that the report had been already been provided to the Advisory Planning Commission, was not a staff report, and it would not be appropriate for the Local Trust Committee to correct a report written by a qualified professional and commissioned by the applicant;
- The Advisory Planning Commission expressed concern that the new terminal configuration would allow larger trucks that are not able to use the existing terminal;
- Requesting a traffic impact assessment is valid; however, there is a protocol agreement in place which limits the ability to regulate the use of the road and further analysis and policy would need to be undertaken in consideration of what might done;
- Late correspondence was received from the adjacent property owner and consideration of the correspondence has not been undertaken as yet;
- A Trustee said the property being referenced was the location of the Vesuvius pub and approving commercial zoning expediently is important; therefore, second reading should be provided at this time;

SS-2025-035

It was MOVED and SECONDED,

that Salt Spring Island Local Trust Committee Bylaw No. 538 cited as “Salt Spring Island Official Community Plan Bylaw No. 434 2008 Amendment No. 1 2024” be read a second time.

DEFEATED

SS-2025-036

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee request that the applicant submit to the Islands Trust a report from a qualified professional conducting an assessment of the following:

- A Traffic Impact Assessment;
- A Geological Hazard Assessment; and
- A Stormwater Drainage Assessment.

CARRIED

SS-2025-037

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee refer application SS-RZ-2024.1 - Vesuvius Ferry Terminal Redevelopment back to the Advisory Planning Commission for further review and comment following receipt of the additional required studies.

CARRIED

The agenda was re-ordered and item 15 was heard after item 13.

15. LOCAL TRUST COMMITTEE PROJECTS

15.1 Official Community Plan - Land Use Bylaw Update

The Regional Planning Manager provided an update on the status of the project and noted that a Request for Proposal deadline had been extended to March 27 and advertising for expressions of interest to join the Advisory Planning Commission, Agricultural Advisory Planning Commission, and Project Advisory Planning Commission for the Official Community Plan – Land Use Bylaw Update have been placed.

Discussion ensued and the following comments were noted

- The Local Trust Committee would like to have the new contractor's work plan provided to them;
 - The Regional Planning Manager indicated early deliverables, a project plan, and communication plan to identify tools to achieve the strategy will be the initial priorities provided to the contractor to ensure overall deliverables are on track;
- Timing of engagement is critical and the bulk of engagement can not occur during the summer months;
- A Trustee said the housing section of the Official Community Plan needs to be amended as soon as possible to allow for zoning for workforce ownership housing projects; and
- The consulting team and staff will need to identify the community voices that are typically not heard and determine how to engage with under represented groups.

15.2 Complete Community Report

The Regional Planning Manager stated that the structure of the report had been modified to better reflect the engagement process and technical nature of the project and the revised report more accurately represents the study's scope, findings, and role of public feedback.

Discussion ensued and it was noted that the summary references the engagement plan in the document and later describes what the engagement was and the two references do not match. It was suggested that a summary be attached to the report noting shortfalls outlined in the staff report.

SS-2025-038

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee receive the revised report titled "*Salt Spring Island Complete Communities Assessment: Final Report*" dated March 12, 2025 and authored by Qatalyst Research Group for information.

A Trustee noted that there was inaccurate information in the report related to the Coastal Douglas Fir ecosystem and requested time to locate said information.

SS-2025-039

It was MOVED and SECONDED,

that the motion SS-2025-038 be tabled.

CARRIED

ADOPTED

Following the break and discussion of item 14 the Local Trust Committee resumed discussion on item 15.2. A Trustee confirmed the misinformation previously referred to was related to a different unrelated report.

SS-2025-040

It was MOVED and SECONDED,

that the motion SS-2025-038 be taken from the table.

CARRIED

Trustee Harris stated the report does not accurately reflect the community and he is not prepared to receive it.

The question on the motion, as follows, was then called

SS-2025-038

that the Salt Spring Island Local Trust Committee receive the revised report titled "*Salt Spring Island Complete Communities Assessment: Final Report*" dated March 12, 2025 and authored by Qatalyst Research Group for information.

CARRIED

Trustee Harris opposed.

SS-2025-041

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee request staff prepare an executive summary to affix to "*Salt Spring Island Complete Communities Assessment: Final Report*".

CARRIED

Chair Peterson stated that the Local Trust Committee can forward to staff any specific elements they wish to have included in the summary.

16. NEW BUSINESS - None

17. REPORTS

17.1 Policy and Standing Resolutions List

17.2 Open Applications Report

17.3 Expense Report

17.4 Islands Trust Conservancy Board Report

All the reports were received for information.

The agenda was reordered and Item 19 was discussed following Item 17.

18. CLOSED MEETING

18.1 Motion to Close the Meeting

ADOPTED

SS-2025-042

It was **MOVED** and **SECONDED**,
that the meeting be closed to the public subject to Sections 90(1)(f) of the
Community Charter in order to consider matters of law enforcement and
that staff be invited to remain.

CARRIED

The regular meeting was closed to the public at 12:54 p.m.

The regular meeting was reconvened at 1:25 p.m.

18.2 Rise and Report

Chair Peterson rose and reported adoption of November 14, 2024 and February
12 2025 *in-camera* meeting minutes.

19. UPCOMING MEETINGS

19.1 Next Meeting

The next regular meeting of the Salt Spring Island Local Trust Committee is
scheduled for 9:30 a.m. on April 10, 2025 at the Legion Meaden Hall, 120 Blain
Road, Salt Spring Island.

19.2 May 8, 2025 Salt Spring Island Local Trust Committee Meeting Time

SS-2025-043

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

that the May 8, 2025 meeting of the Salt Spring Island Local Trust
Committee be rescheduled to 12:30pm at the Legion Meaden Hall, 120
Blain Road, Salt Spring Island.

CARRIED

20. ADJOURNMENT

By general consent the meeting adjourned at 1:26 p.m.

Timothy Peterson, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder