



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

**Date:** Tuesday, December 15, 2020

**Location:** Electronic Meeting  
200-1627 Fort Street, Victoria

**Members Present:** Peter Luckham, Chair  
Peter Grove, Local Trustee  
Laura Patrick, Local Trustee

**Staff Present:** Stefan Cermak, Regional Planning Manager (RPM)  
Jason Youmans, Island Planner  
Louisa Garbo, Island Planner  
Geordie Gordon, Planner 2  
Kristine Mayes, Planner 1  
Shayla Burnham, Administrative Assistant  
Sarah Shugar, Recorder

**Media and Others Present:** Gary Holman, Capital Regional District (CRD) Salt Spring Island Electoral Area Director  
Approximately 13 members of the public

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

### 1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:30 a.m. and welcomed everyone to an electronic meeting of the Salt Spring Island Local Trust Committee. Chair Luckham introduced himself, the Trustees and staff and acknowledged that the Local Trust Committee is meeting within Coast Salish Territory.

### 2. APPROVAL OF AGENDA

The following additional items were presented for inclusion in the agenda:

- 7.5 Greg Clayton to L. Patrick Dated November 24, 2020 – Concerning Renaming a Lake
- 11.1.8 Island Coastal Economic Trust
- 11.1.9 COVID and Island Travel

**By general consent**, the agenda was adopted as amended.

### 3. PREVIOUS MEETINGS

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

#### **3.1.1 Draft Minutes of the November 10, 2020 SSI LTC Regular Meeting**

**By general consent**, the minutes of the November 10, 2020 Salt Spring Island Local Trust Committee meeting were adopted.

#### **3.1.2 Draft Minutes of the November 5, 2020 SSI LTC Special Meeting**

**By general consent**, the minutes of the November 5, 2020 Salt Spring Island Local Trust Committee Special meeting were adopted.

### **3.2 Rise and Report - None**

### **3.3 Resolutions Without Meeting Report dated October 2020 - None**

### **3.3 Draft Minutes of the Advisory Planning Commissions - None**

### **3.4 Salt Spring Island Local Trust Committee Public Hearing Record – None**

## **4. TRUSTEE REPORTS**

Trustee Patrick presented the following report:

- Attended a North Pender Island Local Trust Committee meeting and two Community Information Meetings regarding the North Pender Island Land Use Bylaw Review project.
- Attended a meeting with the South Pender Island Local Trust Committee and the North Pender Island Local Trust Committee regarding residential floor area.
- Attended a Thetis Island Local Trust Committee meeting regarding advancing the Thetis Island draft Riparian Area Regulations to public hearing.
- Attended two Executive Committee meetings.
- Attended a Financial Planning Committee meeting regarding advancing the draft budget to Trust Council.
- Attended Trust Council on December 1 to 3, 2020 and acknowledged a delegation to Trust Council presented by Francine Carlin on behalf of the Salt Spring Island Community Economic Development Commission and Jessica Harkema on behalf of the Salt Spring Chamber of Commerce seeking support for the Ganges Village Planning project.
- Trust Council has approved an Islands Trust Governance and Management Review.
- Attended a meeting with the K'òmoks First Nation as a first step to building a relationship.
- The next meeting of the Salt Spring Island Watershed Protection Alliance is on December 17, 2020.
- The Coastal Douglas-fir and Associated Ecosystems project is fundamentally linked to the Ganges Village Planning and the Housing Challenges and Solutions project as the health of our ecosystems and the health of our society are connected.
- Please continue to follow the BC Health directives.

- Trustee Patrick expressed hope for gathering with family and friends in the New Year and to build a shared vision for Salt Spring Island.

Trustee Grove reported he attended a Financial Planning Committee meeting regarding the proposed 2021/22 budget and noted the draft budget proposes a 2.6% increase. He attended Trust Council on December 1 to 3, 2020 and expressed concern regarding the timing of the 2021 Islands Trust Governance and Management Review. Trustee Grove attended several meetings regarding housing and expressed optimism for the New Year and encouraged everyone to be kind and follow the BC Health directives over the holiday season.

## 5. CHAIR'S REPORT

Chair Luckham reported presented the following report:

- Expressed condolences to the family of former North Pender Island Trustee Gary Steeves.
- Attended a meeting with the K'òmoks First Nation regarding protection of cultural heritage sites.
- Attended a Financial Planning Committee meeting and a Trust Programs Committee meeting.
- Attended Trust Council on December 1 to 3, 2020 and noted meeting highlight would be posted on the Islands Trust website on December 16, 2020.
- Attended a panel hosted by Member of Parliament Alistair MacGregor regarding freighter anchorages.
- Attended a presentation regarding the Salt Spring Climate Action Plan 2.0 and noted there are 250 climate action recommendations in the plan.
- Attended a meeting with the Qathet Regional District.
- Attended a meeting with the Vancouver Island Coastal Communities Climate Leadership Committee regarding climate adaptation initiatives.
- Chair Luckham reported protection of Coastal Douglas-fir and Associated Ecosystems is an initiative across the Trust Area and the Salt Spring Island Local Trust Committee is taking the lead. He expressed support for all the voices to be heard on the issue.

## 6. CRD DIRECTOR'S REPORT

Director Holman presented the following report:

- He reported the Ministry of Jobs, Economic Recovery and Innovation has included the Juan de Fuca Electoral Area in the North Island-Coast Development Initiative Trust Act. The Salt Spring Island and Southern Gulf Island Electoral areas were not included. MLA Adam Olsen and CRD Director Holman will continue to advocate for inclusion.
- Electoral Areas have been allocated less COVID recovery funding. There is less risk to Electoral Areas as the Province collects and distributes the funds to the Electoral Area District.
- The CRD has received funds from BC Transit to assist with revenue shortfalls related to the COVID pandemic.
- The Salt Spring Island Transportation Committee will participate in the Ganges Village Area Planning and is considering hiring a consultant to develop a pedestrian and cycling safety plan for the Ganges Village Area.
- The Ganges Fire Hall is an important property in the Ganges Village and expressed support for the building to stay in community hands.

- Acknowledged new Salt Spring Island RCMP Sergeant Seabrook for his community outreach work. RCMP Sergeant Seabrook is working with the Ministry of Transportation and Infrastructure and EMCON Services to establish a protocol for towing abandoned vehicles.
- The Salt Spring Island Parks and Recreation Commission is proceeding with a detailed design for the Ganges Harbourwalk.
- Transition Salt Spring is taking the lead in coordinating agency participation in the Salt Spring Climate Action Plan 2.0.
- Director Holman continues to work on a community composting initiative.
- Director Holman spoke to correspondence item 7.4 and noted the funding request for the Weston Lake Sustainability Study. He noted the Weston Lake Sustainability Study is an important step in determining if there is capacity to legalize suites in the Fulford Village. He also noted the CRD is funding the Cedar Lane Water Availability Study and a rainwater rebate program for homeowners.

## 7. CORRESPONDENCE

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

### 7.1. Transition Salt Spring to LTC - Dated October 31, 2020 - Concerning invitation to CAP 2.0 Implementation

The correspondence was received.

### 7.2. M. Neff to LTC - Dated November 9, 2020 - Concerning purchase of 198 Saltspring Way by Salt Spring Island Community Services

The correspondence was received.

### 7.3. C. Kahn to LTC - Dated November 22, 2020 - Concerning Mt. Erskine's missing link

The correspondence was received.

### 7.4. G. Holman, Capital Regional District Salt Spring Island Electoral Area Director to LTC - Dated December 1, 2020 - Concerning Weston Lake Sustainability Study

The correspondence was received.

**SS-2020-180**

**It was MOVED and SECONDED,**

that Director Holman's request for funding of a Weston Lake Sustainability study be deferred until the Salt Spring Island Watershed Protection Alliance prepares a high level watershed protection plan which will advise the Local Trust Committee on the highest and best use of surplus funds as well as special tax requisition funds.

**CARRIED**

**7.5 G. Clayton to L. Patrick Dated November 24, 2020 – Concerning Renaming a Lake**

The correspondence was received.

**SS-2020-181**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee request staff to report back regarding the correspondence received from G. Clayton dated November 24, 2020.

**CARRIED**

**8. DELEGATIONS - None**

**9. TOWN HALL & QUESTIONS**

Chair Luckham opened the Town Hall at 10:23 a.m.

A member of the public expressed concerns regarding Bylaw No. 471 – Temporary Use Permits for Residential Uses including that the bylaw is not a meaningful or practical solution to affordable housing and requested the Local Trust Committee to proceed no further with the bylaw.

A member of the public expressed support for the Ganges Village Planning project. The member of the public expressed concerns regarding the notice for public participation on the Ganges Village Planning Task Force and noted the importance of stakeholder participation. The member of the public requested the deadline for applications be extended to February 15, 2021 and that a skills matrix be used for composition of the task force.

A member of the public expressed support for naming a lake commonly known as Rosemurgy's Dam as noted in correspondence item 7.5.

**10. APPLICATIONS AND REFERRALS**

**10.1 SS-RZ-2019.1 - N. Williams and E. Myers - 248 Upper Ganges Road, SSI**

Planner Gordon presented a staff report dated December 2, 2020 regarding a rezoning application to permit the continuance of a General Employment operation primarily engaged in boat and equipment repair, as well as continuation of personal services (a hair salon) that currently operates as a home based business.

Applicants Nick Williams and Emily Myers spoke to the application.

**SS-2020-182**

**It was MOVED and SECONDED,**

That the Salt Spring Island Local Trust Committee request that the applicant submit to the Islands Trust the following:

- a. A report from a Professional Engineer providing a water quality analysis that demonstrates that the surface water and groundwater from each proposed water supply source or well is potable or can be made potable (as defined in Schedule H of Land Use Bylaw No. 355 and Guidelines for Canadian Drinking Water Quality) with a treatment system customarily used in a single-family dwelling, and include a plan of the subject property indicating each well location where a water sample was taken, and a statement that the water samples upon which the water quality analysis was performed were unadulterated samples taken from the locations indicated on the plan.
- b. A report from a Professional Engineer providing a statement regarding the adherence to construction standards in the Groundwater Protection Regulation for each surface water supply source.
- c. A report from a Professional Engineer demonstrating a rainwater storage, treatment, and delivery system for potable water designed in accordance with Canadian Standards Association rainwater harvesting system standard CSA B805-18 capable of supplying potable water of an amount sufficient for all proposed General Employment uses.
- d. A report from a Professional Engineer commenting on compliance with, and implementation of all recommendations of the attached storm water management plan (2015). The updated report should include any further action necessary to address the possibility of hazardous material spill.
- e. An Assessment Report, completed by a Professional Engineer or Geoscientist, which identifies following aspects of the existing dug well:
  - i. Vulnerability to surface contamination;
  - ii. Distance and interference to other wells, surrounding land uses and waste water disposal fields;
  - iii. Potential impacts to groundwater;
  - iv. Sustainability on a year round basis;
  - v. Any other relevant information as determined by the professional (248 Upper Ganges Road).

**CARRIED**

**SS-2020-183**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee request staff to prepare a draft bylaw to amend the Salt Spring Island Official Community Plan Bylaw No. 434, 2008 to add Lot A, Section 4, Range 4 East, North Salt Spring Island, Cowichan District, Plan 42183 to Map 19 – Development Permit Area 2 – Non-Village Commercial and Industrial and to change the Designation from Residential Neighbourhoods to General Employment and Commercial Services (248 Upper Ganges Road).

**CARRIED**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee request staff to prepare a draft bylaw to amend the Salt Spring Island Land Use Bylaw No. 355, 1999, to rezone Lot A, Section 4, Range 4 East, North Salt Spring Island, Cowichan District, Plan 42183 from Residential 7 to a General Employment zone variant permitting at minimum, the following uses:

- a. Boat building, servicing and repairs;
- b. Rental, repair, sales, and service of equipment, machinery, boats, and vehicles;
- c. One accessory dwelling and one home based business accessory to the dwelling unit.

**SS-2020-184**

**It was MOVED and SECONDED,**

That item c be amended as follows: Replace “One accessory dwelling and one home based business accessory to the dwelling unit” with “One accessory dwelling and personal services business accessory to the dwelling unit” (248 Upper Ganges Road).

**CARRIED**

The question was called on the amended motion.

**SS-2020-185**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee request staff to prepare a draft bylaw to amend the Salt Spring Island Land Use Bylaw No. 355, 1999, to rezone Lot A, Section 4, Range 4 East, North Salt Spring Island, Cowichan District, Plan 42183 from Residential 7 to a General Employment zone variant permitting at minimum, the following uses:

- a. Boat building, servicing and repairs;
- b. Rental, repair, sales, and service of equipment, machinery, boats, and vehicles;
- c. One accessory dwelling and one personal services business accessory to the dwelling unit (248 Upper Ganges Road).

**CARRIED**

**10.2 SS-SUB-2019.3 - M. & J. Lucich - 143 Jennifer Way, SSI**

Planner Mayes presented a staff report dated November 20, 2020 regarding a Water Treatment and Section 514 Use Covenant as conditions of subdivision.

Applicants Mark Lucich and Julia Lucich spoke to the application.

**SS-2020-186**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee accept, in principal, a covenant under Section 219 of the Land Title Act requiring treatment of water from the registered owner of Lot A, Section 3, Range 5 East, North Salt Spring Island, Cowichan District, Plan 31729 and designate any member of the Local Trust Committee to sign the covenant (SS-SUB-2019.3, 143 Jennifer Way).

**CARRIED**

**SS-2020-187**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee accept, in principal, a covenant under Subsection 514(7) of the Local Government Act restricting use for Lot A, Section 3, Range 5 East, North Salt Spring Island, Cowichan District, Plan 31729 and designate any member of the Local Trust Committee to sign the covenant (SS-SUB-2019.3, 143 Jennifer Way).

**CARRIED**

**10.3 SS-DP-2020.12 and SS-DVP-2020.13 - Y. Simpson and D. Simpson - 188 Scott Point Drive, SSI**

Planner Mayes presented a staff report dated December 2, 2020 regarding a Development Permit application for DPA3 (Removal of Trees & Construction of a Float with an Area Greater than 35m<sup>2</sup>) and a Development Variance Permit application to Vary Siting of an Existing Single-Family Dwelling and Structures to the Natural Boundary of the Sea; Siting of an Existing Retaining Rock Wall within an Interior Side Lot Line Setback; Siting Between an Existing Accessory Building and Seasonal Cottage; and a Float with an Area Greater than 35m<sup>2</sup>. It was noted a piece of correspondence received on December 14, 2020 was forwarded to the Local Trust Committee the morning of December 15, 2020.

Applicants Donna Simpson and Yale Simpson spoke to the application.

The meeting recessed for lunch at 12:05 p.m. and reconvened at 12:37 p.m.

**SS-2020-188**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee defer applications SS-DP-2020.12 and SS-DVP-2020.13 to February 2021 LTC meeting (188 Scott Point Drive).

**CARRIED**

**SS-2020-189**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee request staff to provide a report on the correspondence received regarding applications SS-DP-2020.12 and SS-DVP-2020.13 and regarding the archaeological potential and permits (188 Scott Point Drive).

**CARRIED**

**10.4 SS-DP-2020.14 - Aqua-Tex Scientific Consulting Ltd. (C. Barraclough) - 2143 Fulford - Ganges Road, SSI**

Planner Mayes presented a staff report dated December 2, 2020 regarding a Development Permit application for installation of a septic line (forcemain) within DPA7 (Riparian Areas).

Applicant Cori Barraclough spoke to the application.



**SS-2020-190**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee approve issuance of Development Permit SS-DP-2020.14 (2143 Fulford-Ganges Road).

**CARRIED**

**11. OTHER BUSINESS**

**11.1 NEW BUSINESS**

**11.1.1 2021 Salt Spring Island Local Trust Committee Regular Meeting Schedule**

A staff report dated November 20, 2020 regarding the 2021 Salt Spring Island Local Trust Committee Regular Meeting Schedule was presented.

**SS-2020-191**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee approve the proposed 2021 Regular Meeting schedule as presented in Appendix 1 to establish a meeting schedule as required by Salt Spring Island Meeting Procedures Bylaw No. 391.

**CARRIED**

**11.1.2 Harmonizing Short Term Vacation Rental (STVR) Policies in the Southern Gulf Islands**

RPM Cermak presented a staff report dated November 23, 2020 regarding Short Term Vacation Rental (STVR) policy and regulation harmonization.

**SS-2020-192**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee reconfirm their direction to staff to work with staff from the Island Trust's Southern Region to set up a meeting between the Southern Gulf Island Trustees to discuss Short Term Vacation Rental (STVR) policies and regulations and communication strategies.

**CARRIED**

**11.1.3 North Pender Island Local Trust Committee Bylaw Referral - NP-BL- 222**

A staff report dated September 24, 2020 regarding a bylaw referral from the North Pender Island Local Trust Committee concerning amending the North Pender Island Official Community Plan to add new short term vacation rental temporary use permit guidelines.

**SS-2020-193**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee request staff to respond to the referral from the North Pender Island Local Trust Committee for Bylaw No. 222 indicating that interests are unaffected.

**CARRIED**

**11.1.4 Housing Needs Report**

RPM Cermak presented a memorandum dated November 24, 2020 regarding a Capital Regional District Housing Needs Report for Salt Spring Island.

**11.1.5 Islands Trust Conservancy 2020 Forest Conservation Outreach Campaign Completion**

A briefing dated November 12, 2020 regarding the 2020 Forest Conservation Outreach Campaign Completion was presented.

**11.1.6. SS-NAP-2020.1 - R. Leader - 626 Stewart Road, SSI**

A memorandum dated November 19, 2020 regarding an application for a NAPTEP Covenant was presented.

**11.1.7. SS-NAP-2020.2 - G. Young - 108 Moss Mountain, SSI**

A memorandum dated November 19, 2020 regarding an application for a NAPTEP Covenant was presented.

**11.1.8 Island Coastal Economic Trust**

Trustee Patrick reported the Juan de Fuca Electoral Area has been added to the Island-Coast Development Initiative Trust.

**SS-2020-194**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee direct staff to prepare a letter from the Chair to the Minister of Jobs, Economic Recovery and Innovation requesting the Salt Spring Island and Southern Gulf Island Electoral Areas be included within the Central and South Island Region in the North Island-Coast Development Initiative Trust Act.

**CARRIED**

**11.1.9 COVID and Island Travel**

Trustee Patrick reported the Galiano Island Local Trust Committee requested Trust Council to issue a press release requesting visitors to postpone their visits to the Trust Area until it is safe to do so.

**SS-2020-195**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee join the Galiano Island Local Trust Committee and request the Executive Committee to issue a press release that asks visitors to postpone their visits to the Trust Area until it is safe to do so.

**CARRIED**

**12. BUSINESS ARISING FROM MINUTES**

**12.1 Follow Up Action List dated December 2020**

The report was received.

**13. COMMUNITY INFORMATION MEETING - None**

**14. PUBLIC HEARING - None**

**15. REPORTS**

**15.1 Policy and Standing Resolutions List**

The report was received.

**15.2 Work Program Top Priorities Report dated December 2020**

The report was received.

**SS-2020-196**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee direct staff to draft a letter under the Chair's signature for public distribution providing update on the status of the Local Trust Committee's Coastal Douglas-fir Protection project and opportunities for engagement and that the letter be shared with Trustees prior to release.

**CARRIED**

**15.3 Projects List dated December 2020**

The report was received.

**15.4 Applications with Status Report dated December 2020**

The report was received.

**15.5 Expense Report dated October 2020**

The report was received.

**15.6 Islands Trust Conservancy Board Report - None**

**15.7 Salt Spring Island Watershed Protection Alliance (SSIWPA) Coordinator's Report**

The Salt Spring Island Watershed Protection Alliance statement of revenue and expenditures dated April 1, 2020 to September 30, 2020 was presented.

**16. LOCAL TRUST COMMITTEE PROJECTS**

**16.1 Proposed Bylaw No. 471 - Temporary Use Permits for Residential Uses**

Planner Youmans presented a staff report dated December 3, 2020 regarding proposed Bylaw No. 471 - Temporary Use Permits for Residential Uses.

**SS-2020-197**

**It was MOVED and SECONDED,**

that the Salt Spring Island Local Trust Committee request that further consideration of Bylaw No. 471 take place in the context of the Local Trust Committee's Housing Challenges and Solutions project.

**CARRIED**

**16.2 Water Sustainability Project**

Planner Youmans presented a memorandum dated December 2, 2020 regarding the Salt Spring Island Watershed Protection Alliance (SSIWPA) special tax requisition.

**16.3 Housing Challenges and Solutions Project**

Planner Garbo presented an update regarding the Housing Challenges and Solutions Project.

**16.4 Ganges Village Area Plan**

Planner Garbo presented an update regarding the Ganges Village Area Plan project. Trustee Grove read a statement from a member of the public regarding the Ganges Village Area Plan Task Force.

**17. CLOSED MEETING - None**

**18. UPCOMING MEETINGS**

The next regular meeting of the Salt Spring Island Local Trust Committee is scheduled on January 19, 2021 at 9:30 a.m. Please check the website at [www.islandstrust.bc.ca](http://www.islandstrust.bc.ca) for details regarding this meeting and other upcoming meetings.

**19. ADJOURNMENT**

**By general consent** the meeting adjourned at 3:15 p.m.

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Peter Luckham, Chair

**CERTIFIED CORRECT:**

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Sarah Shugar, Recorder