



Salt Spring Island Local Trust Committee

Regular Meeting Agenda

Date: Thursday, April 10, 2025
Time: 9:30 a.m.
Location: Meaden Hall
120 Blain Road, Salt Spring Island, BC

	Pages
1. CALL TO ORDER	9:30 AM - 9:35 AM
2. APPROVAL OF AGENDA	
3. TOWN HALL AND QUESTIONS	9:35 AM - 9:50 AM
4. DELEGATIONS	9:50 AM - 10:05 AM
4.1 Mark Boysen, CAO - North Salt Spring Waterworks District	4
Regarding proposed water treatment plant at Maxwell Lake	
5. TRUSTEE REPORTS	10:05 AM - 10:15 AM
Verbal Report	
6. CHAIR'S REPORT	10:15 AM - 10:20 AM
Verbal Report	
7. CRD DIRECTOR'S REPORT	10:20 AM - 10:25 AM
Verbal Report	
8. PREVIOUS MEETINGS	10:25 AM - 10:30 AM
8.1 Draft Minutes of the Salt Spring Island Local Trust Committee	
8.1.1 <u>Draft Minutes of the March 20, 2025 SSI LTC Regular Meeting</u>	17
For Adoption	
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 10:30 AM - 10:35 AM

Please visit the Applications and Projects pages on the Islands Trust website for recent public submissions.

For Applications, go to: <https://islandstrust.bc.ca/island-planning/salt-spring/current-applications/>

For Projects, go to: <https://islandstrust.bc.ca/island-planning/salt-spring/projects/>

9.1 P. Lloyd- Jones - Chair - Salt Spring Accommodation Group to LTC - Dated 14 March 2025 - Regarding short term rental legislation 27

For information

10. BUSINESS ARISING FROM MINUTES 10:35 AM - 10:40 AM

10.1 Follow-Up Action List 29

Report dated April 2025

11. WORK PROGRAM

11.1 Active Projects List 34

Report Dated April 2025

11.2 Future Projects List 37

Report Dated April 2025

12. COMMUNITY INFORMATION MEETING - NONE

13. PUBLIC HEARING - NONE

.....BREAK UNTIL 12:00 NOON.....

14. APPLICATIONS AND REFERRALS 12:00 PM - 1:00 PM

14.1 PLDVP20240244 - J. Oppmann - 321 Fernwood Road, SSI 39

Staff Report

14.2 SS-RZ-2019.1 - N. Williams & E. Myers - 248 Upper Ganges Road, SSI 52

Staff Report

15. LOCAL TRUST COMMITTEE PROJECTS - NONE

16. NEW BUSINESS

16.1 Salt Spring Island Annual Report 91

17. REPORTS

17.1	Policy and Standing Resolutions List	94
	For Information	
17.2	Open Applications Report	102
	Report dated April 2025	
17.3	Expense Report	121
	Report dated February 2025	
17.4	Islands Trust Conservancy Board Report	
	NONE	

18. CLOSED MEETING 1:00 PM - 2:00 PM

18.1 Motion to Close the Meeting

That the Salt Spring Island Local Trust Committee close this meeting to the public subject to Community Charter Section 90 (1) (a) to discuss personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality and that staff be invited to remain.

18.2 Rise and Report

19. UPCOMING MEETINGS

The next regular meeting of the Salt Spring Island Local Trust Committee is scheduled for 12:30 p.m. on May 8, 2025 at the Legion Meaden Hall, 120 Blain Road, Salt Spring Island.

20. ADJOURNMENT

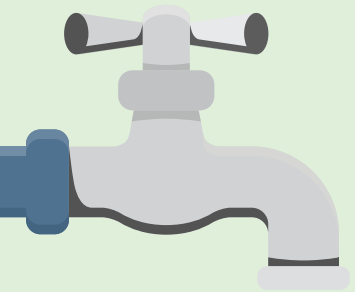


**NORTH
SALT SPRING
WATERWORKS
DISTRICT**

Maxwell Lake New Water Treatment Plant

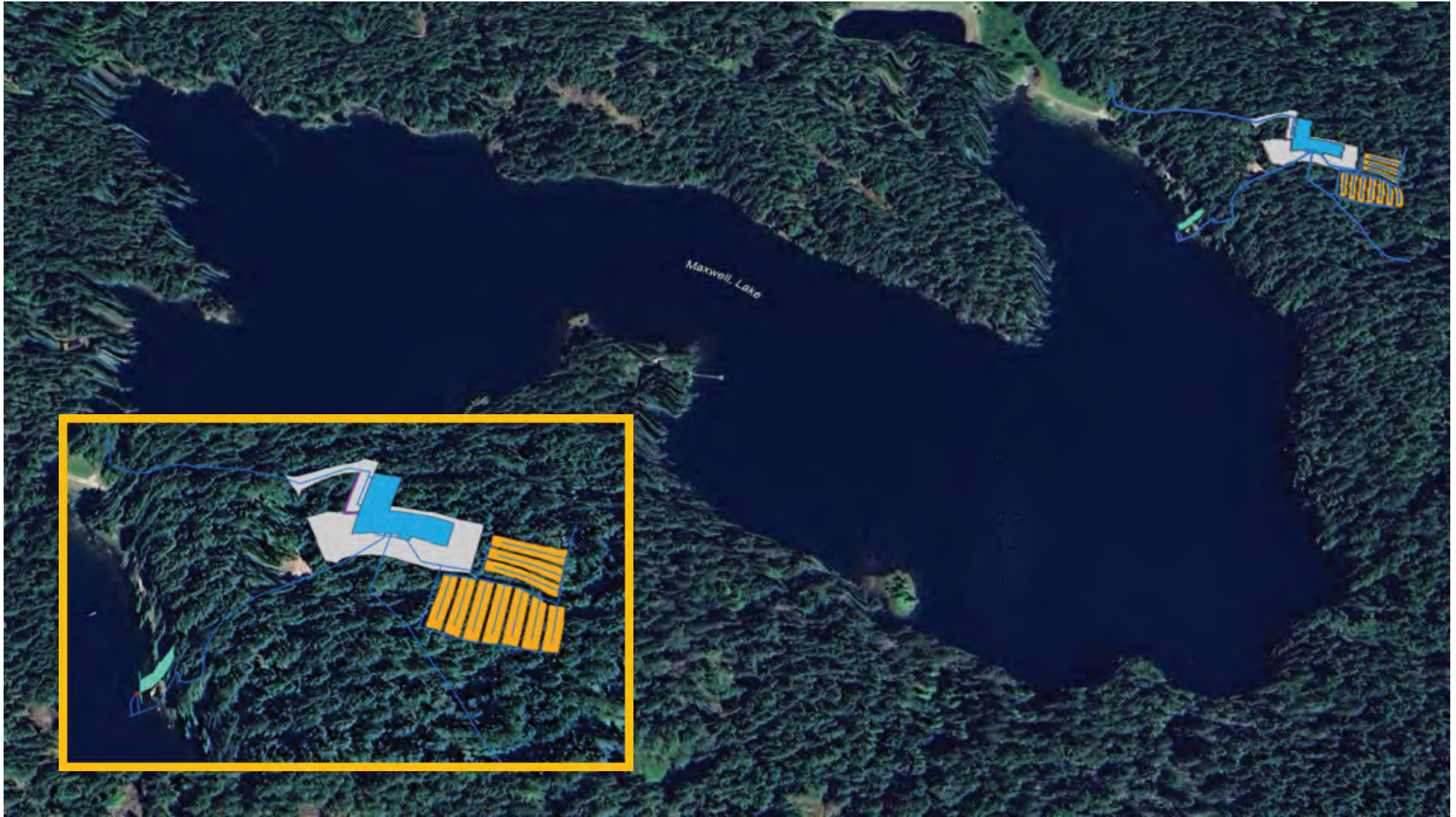
Public Engagement

Open House – Feb 11th and March 13th



Please provide your feedback by March 20th
projects@nsswaterworks.ca

Maxwell Lake WTP — Google Earth



Maxwell Lake WTP Renderings



Maxwell Lake WTP Project Objectives

Improve water quality:

Island Health Directive

Meet 4-3-2-1 Surface Water Objective

Upgrade from Chlorination

DAF, Filtration and Two-Stage Disinfection

Allow flexibility for future supply reliability

Minimize power consumption

Minimize waste disposal costs

May 8th



Ratepayer referendum vote to confirm loan authorization for \$11.7M to fund the new Water Treatment Plant (WTP).

NSSWD Building Resiliency Strategy

A series of system improvement projects, scheduled for completion by 2027, has potential benefits for improved supply across the whole system.

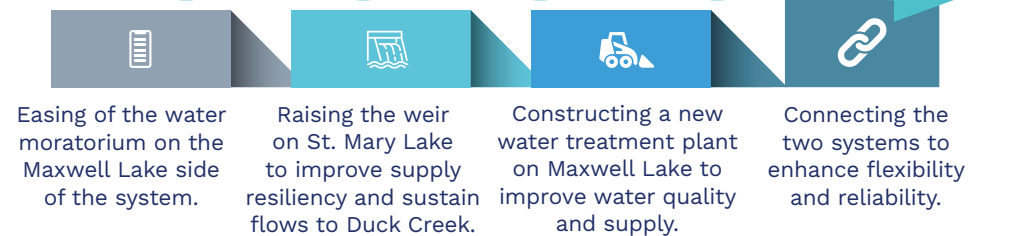
For 75 years, North Salt Spring Waterworks has been the primary steward of our most precious resource on Salt Spring Island — water.

Raising Weir at St. Mary Lake

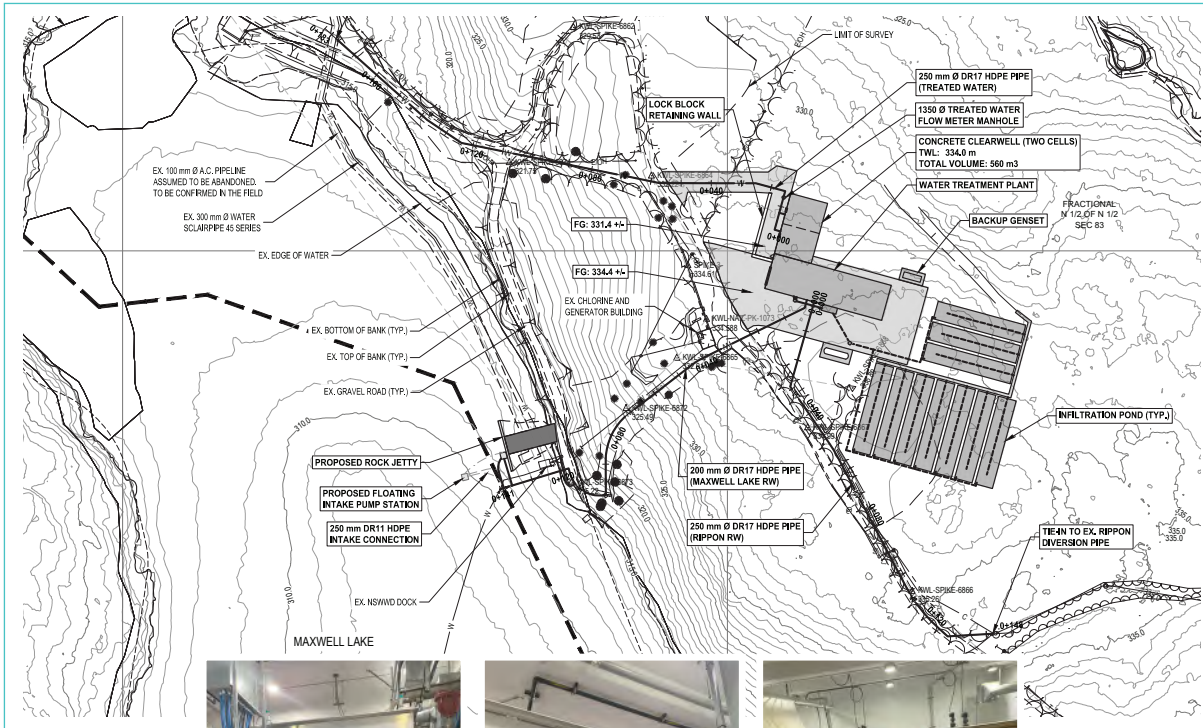
Joining of Systems at Crofton Transfer Station

Maxwell WTP Construction Utilizing Rippon Creek Diversion

Today, we're building a more resilient system to ensure a sustainable water supply for Salt Spring Island's future.



New DAF Water Treatment Plant at Maxwell Lake



Details:

Specifically mandated by Island Health, Dissolved Air Flotation (DAF) technology has a proven history of effectively treating surface water sources.

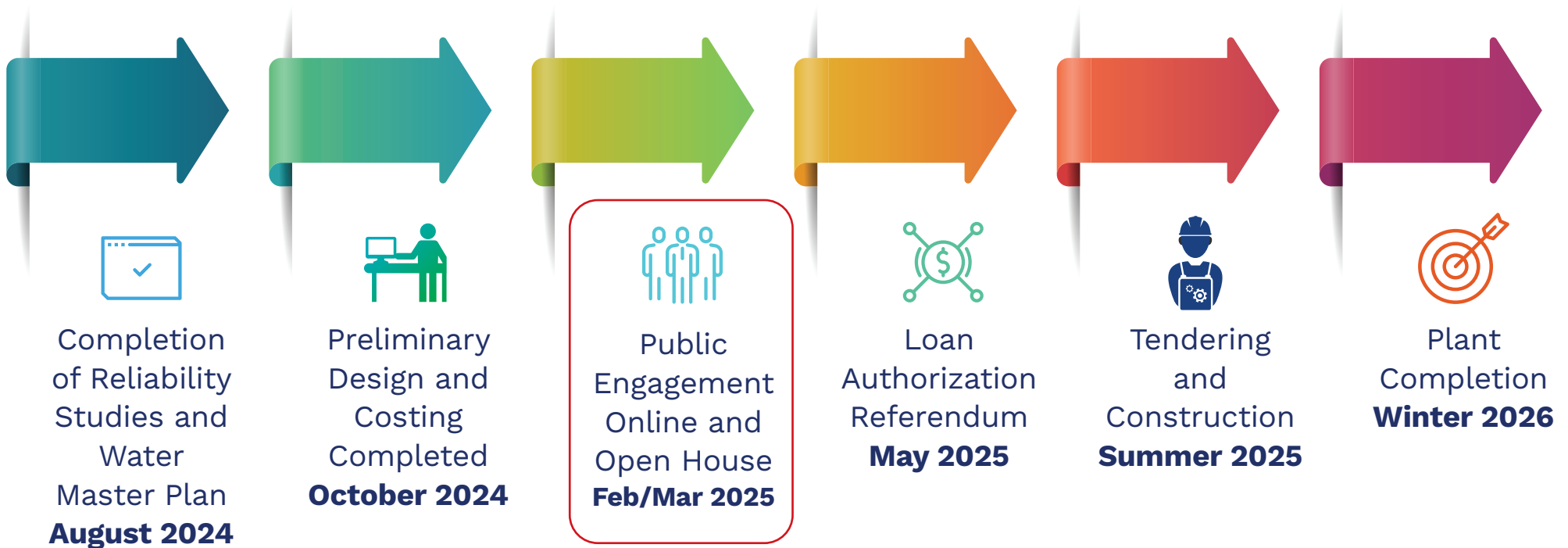
Plant cost preliminary estimate is \$12.7M plus contingency costs and an \$11.7M loan authorization is required from ratepayers.

Plant flow variability added:
production capacity increased
from 26L/s to 46L/s and allows for
lowest flow of 2.5L/s.

Infiltration ponds provide significant reduction in waste, transportation, and disposal costs.



Maxwell Lake WTP Project Timeline



September 2024 **Updated Schedule**

Phase	Task Name	2024			2025				2026			
		Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
A	Preliminary Design											
B	Detail Design											
C	Tendering & Construction											
D	Permits											
E	Archaeology											
F	Legal Survey				OPEN HOUSE DATES FEB 11 th + MAR 13 th , 2025							
G	Public Engagement											
H	Referendum											

Maxwell Lake Water Treatment Plant Project Timeline

LEGEND



Revised schedule based on change in scope

Revised unconfirmed schedule
(dependent on site findings/communication with others)

Provincial & Federal Permitting

Island Health

Archeological permit application moving forward

Water Sustainability Act

- Rippon seasonal supply - water license amendment
- Rock jetty – potential change approval

Land Act

- Potential Crown land tenure application for rock jetty

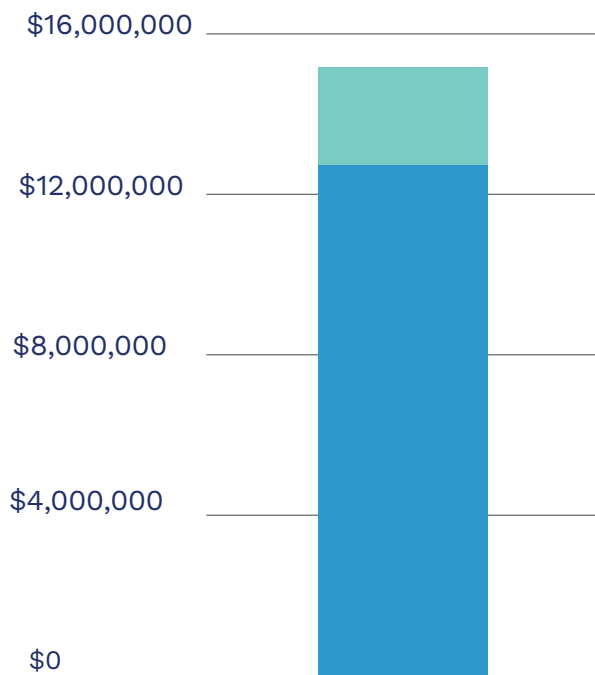
Liaise with Island Health, Fisheries and Oceans Canada, MOE and CRD

- DFO request for review
- Submit application with Preliminary Design
- Authorization under Fisheries Act, may or may not be required



Maxwell Lake WTP Funding Strategy

Estimated Costs



1. Current Funding Plan

Loan Authorization	\$11,700,000
Existing CEC Reserve	\$900,000
CECs (2025-2026)	\$2,000,000
Total Cost	\$14,600,000

2. Funding Plan with Grant

Loan Authorization	\$5,700,000
CHIF Grant	\$6,000,000
Existing CEC Reserve	\$900,000
CEC Revenue (2025/26)	\$2,000,000
Total Cost	\$14,600,000

Loan Payment Plan

1. Annual Loan Payment (20 yr)	\$888,000
Approved \$400 Surcharge (starting 2026)	\$845,600
2. Loan Payment with Grant (20 yr)	\$414,500
Approved \$300 Surcharge (starting 2025)	\$634,200

Staff propose that surplus funds in Option 2 (\$220,000/yr) are allocated to asset management and a 0% tax increase in 2026.

Funding Solutions Explained

2. Funding Plan with Grant	
Loan Authorization	\$5,700,000
CHIF Grant	\$6,000,000
Existing CEC Reserve	\$900,000
CEC Revenue (2025/26)	\$2,000,000
Total Cost	\$14,600,000

20-year loan from a financial institution, currently \$11.7M that could be reduced with CHIF Grant.

Unique grant opportunity from Federal Government to support housing infrastructure has been applied for.

Existing CEC reserve funds will be used to reduce loan amount.

The partial lift of the moratorium on the Maxwell Lake system will produce funds from Capital Expenditure Charges for new connections.

Other NSSWD Conservation Initiatives

Joining the Maxwell and St. Mary Systems in 2026

Grant Funding through CHIF

Water Conservation Demand Strategy

Development in Spring 2025

Raising St. Mary Lake Weir by 2027

\$10M in Provincial Funding

WaterSavers Rainwater Catchment Program

\$40,000 in rebates

CARL Watershed Project

\$250,000 over 5 years

NORTH SALT SPRING WATERWORKS DISTRICT WATER SAVERS REBATE PROGRAM

2024-2025

Up to \$750 for Non-Potable Rainwater Harvesting
For Salt Spring Island North Salt Spring Waterworks District Ratepayers

Transition Salt Spring

CLIMATE ACTION COACH

75th ANNIVERSARY NORTH SALT SPRING WATERWORKS DISTRICT

FUNDING PROVIDED BY:

Referendum Voting Approval Process

May 8th, 2025

→ Referendum (Ascent Voting)

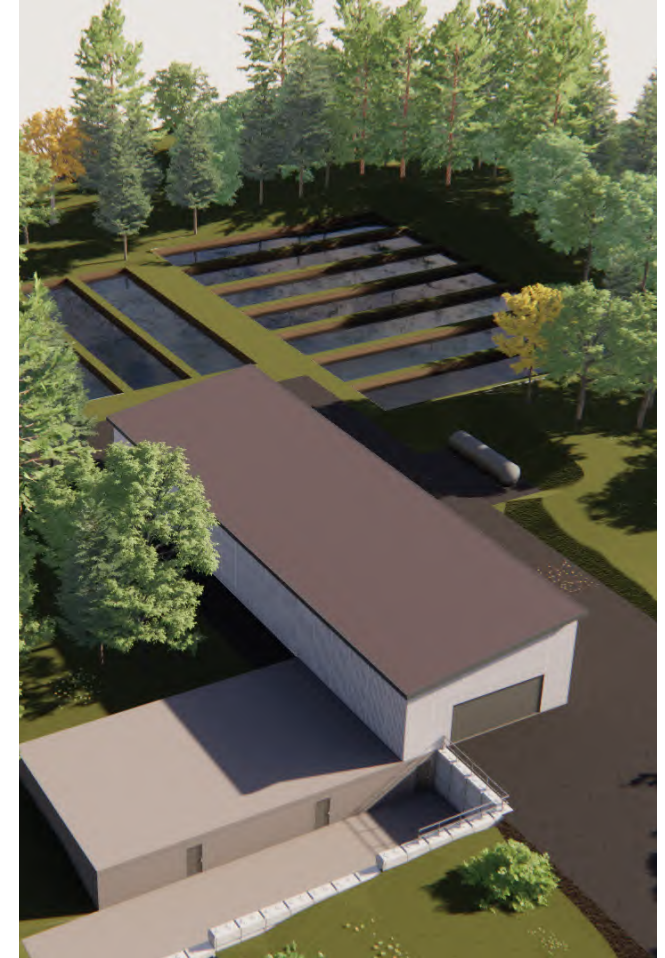
- Administered as an election process
- Will be held at the same time as trustee elections
 - Majority rules (50%+1)
- Same public notice requirements as election

→ Mail-In Voting

March 24th to May 6th

→ In-Person Voting at AGM

May 8th from 2pm-6pm





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 meeting is being held in the traditional territory of the Coast Salish First Nations.

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 industry stakeholders;
- 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:

- 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;
- 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;
- 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 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

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

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

From: Peter Lloyd-jones [REDACTED]
Sent: Friday, March 14, 2025 6:22 PM
To: Chris Hutton; SSInfo
Subject: Opting into Short Term Rental legislation
Attachments: Opting into BCs Short-Term Rental Legislation - .docx

Good evening

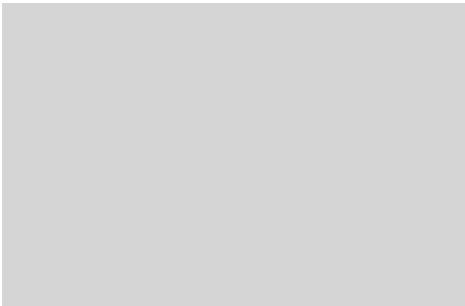
Please find attached our letter of support with caveats for the Salt Spring area LTC to opt into the BC Government Bill 35 (Short term rentals legislation) .

The Salt Spring Accommodation Group (SSAG) represents over 40 tourism accommodations on Salt Spring Island .

Best regards

Peter Lloyd- Jones
Chair -Salt Spring Accommodation Group

Peter Lloyd-jones



Subject: Opting into BC's Short-Term Rental Legislation (Bill 35)

In May 2024, the British Columbia government enacted the Short-Term Rental (STR) legislation (Bill 35). As part of this legislation, jurisdictions, including Local Trust Areas, have the option to "opt-in" to the province's principal residence requirement by passing a resolution before March 31 2025 . If opted in, the change will come into effect on November 1 st.

The primary goals of the new legislation are to:

- Provide stronger tools for managing short-term rentals, including significantly higher fines for non-compliance.
- Establish a new provincial role for the management and regulation of short-term rentals.
- Enforce the "principal residence requirement".

Under this legislation, short-term rentals are restricted to principal residences in communities with populations of 10,000 or more, as well as neighboring smaller communities where local zoning regulations allow STRs (such as Salt Spring Island). Currently, the Islands Trust area is exempt from some aspects of the legislation, including the principal residence requirement.

As a gesture of goodwill, the Salt Spring Accommodation Group (SSAG) supports opting into BC's STR legislation with the following conditions, which are yet to be implemented:

1. **Bylaw Revision:** Bylaw #355, which governs bed & breakfasts (Sections 3:13:7 – 3:15), should be revised in consultation with SSAG and other industry stakeholders to incorporate Short-Term Rentals as required by the new legislation.
2. **Standing Resolution Extension:** The existing Islands Trust (IT) Standing Resolution, which enacts a moratorium on proactive prosecution of tourism accommodation providers, should remain in place until Bylaw #355 is revised, approved, and implemented.
3. **Business Licensing System:** A business licensing system should be introduced on Salt Spring Island, with a proposed maximum annual fee of \$300 for B& B/ STR's.

We welcome a collaborative approach to revising the bylaw and look forward to working with the Local Trust Committee (LTC) to ensure the development of a fair and balanced set of STR regulations for Salt Spring Island.

Best regards

Peter Lloyd-Jones
Chair – Salt Spring Accommodation Group

Follow Up Action Report

Salt Spring Island

11-Apr-2024

Progress	Activity	Responsibility	Dates	Status
0%	1 Resolution No: SS-2024-029 Staff to report options to exercise authorities regarding Short-Term Rental Accommodations Act and relevant regulations. Updates: ·Jan. 2025: Staff will prepare follow-up report at February TLC based on coordination and engagement with governance partners. ·Dec. 2024: LCC agreed to host a Short Term Rental Roundtable ·Nov. 2024: Anticipated discussion with LCC at upcoming joint meeting. Staff report to be presented in December.	Chris Hutton	Target: 13-Dec-2024	In Progress
49%	2 Resolution No: SS-2024-30 Work with Tsawout First Nation staff to develop a MOU and report back to the LTC. Updates: Feb - Staff to provide update at Feb TLC meeting following Feb 7 meeting. Nov - Staff continue to work with Tsawout to determine attendees. TAS now supporting with resources. Jun - Leadership meeting held. Feast planning ongoing, Tsawout anticipates MOU after the feast with the Tsawout First Nation;	Chris Hutton Chris Buchan Clare Frater		In Progress

Follow Up Action Report

Salt Spring Island

12-Dec-2024

Progress	Activity	Responsibility	Dates	Status
0%	1 Resolution No: SS-2024-132 Staff to follow up with the sender of correspondence Item 9.1 . (Taylor to LTC - August 30, 2024 - Regarding Letter of Agreement between the Islands Trust Council and Ministry of Transportation and Infrastructure and report)	Chris Hutton		In Progress
0%	2 Resolution No: SS-2024-135 Staff to send a letter from the LTC Chair to the CRD Board indicating that the SSI LTC supports, in principle, the proposed approach presented in the 'What we heard summary report - April 30, 2024 regional workshop: Collaborative action to resolve boat-related issues in the Capital Region. 2025-02-07- Letter Drafted and in Review. anticipate to arrive in time for next Environmental Services Committee. 2025 -02-13 - Letter sent by email	Bhumika Joshi Chris Hutton Rob Pingle		Completed
0%	3 Resolution No: SS-2024-145 Staff to arrange a webinar for Trustees and the public on the City view program.	Bhumika Joshi Chris Hutton Kalyaan Selvakumar		In Progress

13-Feb-2025

Progress	Activity	Responsibility	Dates	Status
0%	1 Resolution No: SS-2025-027 Staff to consider moving the start time of the May Regular Meeting to 12:30 p.m. and report back at the next meeting.	Rob Pingle		Completed

Follow Up Action Report

Salt Spring Island

20-Mar-2025

Progress	Activity	Responsibility	Dates	Status
0%	1 Resolution No.: SS-2025-030 Short Term Vacation Rental proactive management considerations Staff to 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.	Chris Hutton Chris Buchan		In Progress
0%	2 Resolution No.: SS-2025-031 Short Term Vacation Rental proactive management considerations Staff to undertake public communications on the principal residency requirement .	Chris Hutton Morgana van Niekerk Oluwashogo Garuba		In Progress
0%	3 Resolution NO.: SS-2025-032 Joint Meetings with the Capital Regional District Salt Spring Island Local Community Commission 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 .	Chris Hutton		In Progress

Follow Up Action Report

Salt Spring Island

20-Mar-2025

Progress	Activity	Responsibility	Dates	Status
0%	4 Resolution No.: SS-2025-036 SS-RZ-2024.1 - BC Ferry Corporation - Vesuvius Bay Ferry Terminal, SSI Staff to 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.	Chris Buchan		In Progress
0%	5 Resolution No.: SS-2025-037 SS-RZ-2024.1 - BC Ferry Corporation - Vesuvius Bay Ferry Terminal, SSI Referral to the Advisory Planning Commission for further review and comment following receipt of the additional required studies.	Chris Buchan Kalyaan Selvakumar		In Progress
0%	6 Resolution No.: SS-2025-041 Complete Community Report Staff to prepare an executive summary to affix to "Salt Spring Island Complete Communities Assessment: Final Report".	Chris Buchan		In Progress

Follow Up Action Report

Salt Spring Island

20-Mar-2025

Progress	Activity	Responsibility	Dates	Status
0%	7 Resolution No.: SS-2025-029 Draft Minutes of the February 28, 2025 SSI LTC & CRD Joint Special Meeting Deferred for consideration of technical amendments. - Director Marlor has instructed staff not to duplicate the minutes for this meeting. When the CRD hosts the meeting it is OK for the LTC members to be guests and for Islands Trust not to create an agenda or minutes as the CRD is keeping those records. Staff will encourage the CRD to do the same when the LTC hosts the meeting.	Rob Pingle		Completed

Active Projects Report

Salt Spring Island

1. Extraordinary Project - OCP-LUB Update

Responsible

Dates

Activity:

2025-02-07 - Next Steps:

- Issue call for volunteers for OCP-LUB Project APC, along with APC, AAPC, and BOV.
- Deliver First Nations Outreach letters and initiate development of a First Nations Engagement Strategy.
- Evaluate Proposals and issue contract for Contracted services.

Chris Hutton

Rec'd: 01-Apr-2023

Chris Buchan

Target: 31-Mar-2026

2025-01-24 RFP Issued. Closes February 20, 2025

Most Recent:

2023-11: Ongoing First Nations Engagement, Terms of Reference approved by

Description:

There has been no comprehensive review of the SS OCP since its adoption in 2008, nor any review of the Land Use Bylaw since 1999. The need to update these bylaws is a priority in response to policy, social, and technological change and to address contemporary community challenges the current document no longer serves. Those challenges include a lack of affordable housing and housing options, growth pressures, climate resiliency planning, infrastructure issues (such as the water moratorium), workforce stability challenges, transportation networks, and First Nations Reconciliation. The SS OCP update is intended to provide a framework to guide the development of a complete community by diversifying and increasing housing options at appropriate locations, advancing First Nations Reconciliation, reducing infrastructure costs, reducing greenhouse gas (GHG) emissions, and improving walkability. The Land

Active Projects Report

Salt Spring Island

Use Bylaw update will improve land use planning regulation to ensure that regulations match the needs and expectations of land use in the community, in consideration of the OCP.

2. Minor Project - Housing Action Program - Implementation (Bylaw 537)

Activity:

2025-02-03 - Meeting of Tsawout and Islands Trust staffs to discuss a variety of matters (feast, ADU Bylaw referral response, OCP-LUB)
 2024-10-03 - Tsawout staff suggest that feast should occur prior to MOU and may impact timing of referral response.
 2024-09-19 - Referred to Tsawout

Responsible

Chris Hutton

Dates

Rec'd: 10-May-2022
 Target: 11-Sep-2025

3. Major Project - Water Sustainability - coordinate multiple jurisdictions in planning for water sustainability and watershed protection.

Activity:

Currently includes:

1. Coordination of SSIWPA;
2. Development of Proof of Water Bylaw:
 - To be brought forward following report out on well-monitoring
3. Weston Lake Water Availability Study:

Responsible

Chris Buchan
 William Shulba

Dates

Rec'd: 07-Jun-2012
 Target: 31-Mar-2025

Active Projects Report

Salt Spring Island

- Project completed, now working through follow-up resolutions.

4. Watershed Strategic Plan:

- May 14, 2024: Plan developed. Implementation process under consideration.

5. Ongoing well-monitoring:

May 14, 2024: Synthesizing data to target report out in next 4 months.

Sept. 6, 2022: Draft Lake Weston Study received, referred to various agencies and organizations; and to coordinate a discussion with POLIS and other groups for Water Sustainability Act considerations.

April 2022: Draft Weston Lake Study being reviewed by staff; Contract issued for phase 2 of Watershed Strategic Plan; staff seeking LTC direction on reduced SSIWPA budget.

Nov. 19, 2021: kick off meeting with Econics for phase 1 of Watershed Strategic Plan: a Situational Analysis

July 15, 2021: Signed MOU submitted to CRD for Weston Lake Study. RFP posted (Nov. 2021)

May 25, 2021: LTC approves project charter of Watershed Protection Plan

April 27, 2021: MOU approved for Weston Lake Assessment

March 11, 2021 - TC budget approve: \$75,500 special tax requisition for 2021/22 SSIWPA; up to \$80,000 from surplus funds to spend on a watershed strategic plan and Weston Lake Watershed Assessment

Future Projects Report

Salt Spring Island

1. OCP Amendments

Responsible

Date Received

- Review Piers Island OCP for compliance with legislative changes and make recommendations on how to manage policy. (Dec. 2015 (Rev.02/25))
- Marine Environment Protection (Foreshore Audit) (June 2016)
- Add public access to lake and marine shorelines as an eligible community amenity in Section H.3.2 of the Salt Spring Island Official Community Plan (Feb. 2022)

06-Oct-2020

2. Land Use Bylaw Amendments

Responsible

Date Received

- Staff to assess regulations to provide options for an accessory use without an established principal use. (Dec. 2016, Rev. 1 Feb, 2025)
- Technical and Minor Amendments (Mar. 2017)
 - Limit fence height to 2.4m; increase dock width from 1.2m to 1.5m; culverts as structures in waterbody setbacks
- Reduce Permitted Lot Coverage in Rural Upland Zones (Aug. 2018)
- Research and make recommendations to address commercial trucking and heavy equipment facilities regulation. (July 2020; Rev. 02/2025)
- Research and report on regulation of portable sawmills. (Nov. 2020; Rev. 02/2025)
- Review of the residential zoning of islets (Jul. 2022)

06-Oct-2020

Future Projects Report

Salt Spring Island

3. *Direct Bylaw Enforcement*

Responsible

Date Received

- Bylaw Enforcement Policies (Feb. 2015)
- Short Term Vacation Rentals (STVRs) (May 2017)

06-Oct-2020

4. *Administrative Processes and Procedures*

Responsible

Date Received

- Land Use Contracts (Feb. 2015)
- Soil Removal Bylaw update (Feb. 2015)
- Improving Communications (Mine permits for aggregate pits and quarries.) (Jan. 2020)
- Adding requirement for signs in the Development Procedures Bylaw (Sep 2020)
- including discriminatory remarks and inclusion and respectful conduct language to Sec 29 Order and Decorum of Bylaw 529 (Dec 2021)

06-Oct-2020

5. *Advocate*

Responsible

Date Received

- none listed

06-Oct-2020

File No.: PLDVP20240244
(X Ref. No.: SS-BE-2023.77)

DATE OF MEETING: April 10, 2025
TO: Salt Spring Island Local Trust Committee
FROM: Oluwashogo Garuba, A/Planner 2
Salt Spring Island Team
COPY: Chris Hutton, Regional Planning Manager
SUBJECT: PLDVP20240244
Applicant: Justin Oppmann
Location: 321 Fernwood Road, Salt Spring Island

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee approve issuance of Development variance Permit PLDVP20240244.

REPORT SUMMARY

The purpose of this report is to consider a Development Variance Permit (DVP) application to vary the Salt Spring Island Land Use Bylaw No. 355 (LUB) Section 4.3.1 (2) to relax the minimum setback from the rear lot line from 7.5 meters (25.0 feet) to 1.3 meters (4.3 feet) for structures located on the subject property. The proposed variance sought by the applicant would bring these structures into compliance with the LUB and other relevant regulations.

RATIONALE FOR VARIANCE

The 0.15 hectare (0.38 acre) property at 321 Fernwood Road, zoned Commercial 3 (C3) is a commercial property. It has a restaurant building with living quarters on the top floor as the principal use and accessory structures including a walk-in cooler, pizza oven and storage box. All of these structures are located within the rear lot line setback area and therefore not in compliance with the setback from lot lines requirements specified in the LUB. The applicant has applied for a variance to bring this in compliance with the LUB based on the reasons stated in the applicant's letter of rationale (Attachment 5).

BACKGROUND

Subsection 4.3.1 (2) of the LUB states that:

"Unless otherwise specified, no building or structure except a fence, pumphouse, public utility structure or underground utility may be constructed within the following setbacks from lot lines or road access easements:

(2) Setback from rear lot line: 7.5 m"

This application relates to an active bylaw enforcement case (**SS-BE-2023.77** on the subject property regarding the siting violation). These structures were found to be in violation of setback from rear lot line. The building permit

for the principal structure—the restaurant, issued in 1989 according to CRD records—did not comply with the Land Use Bylaw (LUB) in effect at the time and was in clear violation of the LUB. Specifically, according to Salt Spring Island Land Use Bylaw No. 123, 1988, the required setback from the rear lot line is 7.6 meters, but the building permit indicated a setback of only 3.69 meters. Additionally, the other structures, including the walk-in cooler, storage, and pizza oven, lack building permits and are therefore considered illegal. The bylaw enforcement officer notified the applicant of this situation and advised that the violations be addressed either by moving these structures to an alternate location or through a variance. Approval of the DVP by the SS LTC will bring these structures into compliance with the LUB.

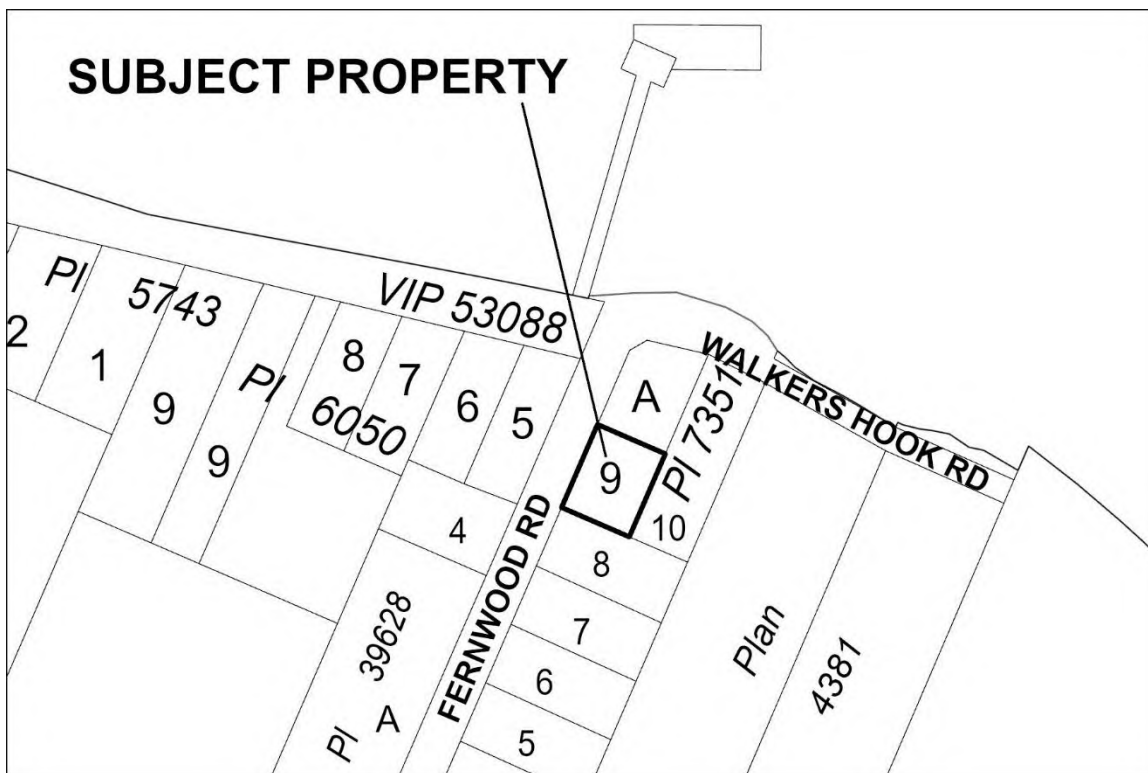


Figure 1: Subject Property Map

ANALYSIS

Intent of Regulations being varied

The overall purpose of setback from lot lines is to minimize impacts on adjacent properties related to:

- Limiting the visual impact of development on adjacent properties;
- Establishing a consistent development pattern within a local area;
- Protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area;
- Maintaining a rural character;
- Establishing certainty with respect to development by maintaining consistent siting regulations.

Land Use Bylaw:

The subject property is zoned **Commercial 3 - (C3)** in the LUB. Subsection 4.3.1 (2) provides general setback regulations applicable to rear property lines. Property setbacks are intended to limit visual impact of development

on adjacent properties, establish consistent development pattern, maintain rural character and protect the visual quality of the area. The approval of a variance will bring the structures into compliance with the LUB.

Official Community Plan:

The subject property is located in the Development Permit Area 2 (DPA 2) – Non-village Commercial and General Employment. The objective of the DPA 2 is to:

1. Ensure that the commercial and general employment businesses allowed in rural and residential neighbourhoods can develop with the least impact on neighbouring properties;
2. Avoid a level of design regulation that could affect the viability of small commercial and industrial businesses;
3. Protect nearby agricultural lands (including their water supplies) and to reduce the potential for conflicts between agricultural activities and higher density settlement areas.

The structures for which this DVP application is made for is not on the list of developments that require a development permit application as outlined in the DPA 2 guidelines in the OCP and also not in conflict with the objectives of the DPA.

Policy/Regulatory:

Section 498 of the *Local Government Act* enables the Local Trust Committee to issue (approve) a DVP in order to vary a siting regulation in the LUB. A DVP may not be used to vary density or land use. In this case, a variance to siting regulations is being sought.

Potential impacts of granting to variance

Granting a variance can potentially create an expectation in the community with regard to future applications. As variances consider the unique circumstances pertaining to a particular situation that may warrant the relaxation of a specific zoning regulation each application should be evaluated on its own merit(s).

Circulation

In accordance with Section 499(3) of the Local Government Act and Section 8 of the Salt Spring Island Development Procedures Bylaw No. 304, statutory notice of the proposed variance was mailed to all owners and tenants in occupation of properties within 100 metres (328.08 feet) of the subject property's boundaries on March 31, 2025. The notification period will end on April 9, 2025. No correspondence has been received at time of submission of this report. Staff will verbally indicate if any correspondence has been received subsequent to submission of this report at the SS LTC meeting.

First Nations

This application does not require First Nations referral.

The Islands Trust reviews all applications to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. As reviewed, the application is consistent with respect to LTC Standing Resolutions on reconciliation. Notwithstanding, to provide applicants with awareness regarding unknown archaeological areas, staff forwarded the Islands Trust Chance Find Protocol and the provincial Archaeological Branch guidelines on Heritage Act directly to the applicants with the initial application.

Rationale for Recommendation

Staff recommends that the Salt Spring Local Trust Committee (SS LTC) approve the variance based on the following reasons:

- 1. The structures are screened via existing vegetation at the rear lot line;
- 2. The form and character of the zone is not altered; and
- 3. The variance is not anticipated to negatively impact the surrounding neighbourhood.

ALTERNATIVES

The LTC may consider the following alternatives to the staff recommendation:

1. Request further information

The LTC may request further information prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

That the Salt Spring Island Local Trust Committee request that the applicant submit to the Islands Trust a [specify type of report], completed by a Professional [specify professional] which identifies the specific [identify concerns] (PLDVP20240244)

2. Deny the application

The LTC may deny the application. As a result, the applicant will be required to remove those structures and find alternative ways to provide cold storage necessary for the running of his restaurant. If this alternative is selected, the SS LTC should state the reasons for the denial. Recommended wording for resolution:

That the Salt Spring Island Local Trust Committee deny issuance of Development Variance Permit PLDVP20240244 for the following reasons: [list reasons].

Submitted By:	Oluwashogo Garuba, A/Planner 2	March 27, 2025
Concurrence:	Chris Hutton, Regional Planning Manager	March 31, 2025

ATTACHMENTS

- 1. Site Context
- 2. Maps, Plans, Photographs
- 3. Notice
- 4. Draft Development Variance Permit
- 5. Applicant Letter of Rationale

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	LOT 9, SECTION 13, RANGE 1 NORTH, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 7351, EXCEPT PART IN PLAN VIP53088
PID	004-645-472
Civic Address	321 Fernwood Road, SSI
Lot Size	0.15 ha (0.38 ac)

LAND USE

Current Land Use	Commercial 3 (C3) - Commercial
Surrounding Land Use	Commercial 3 (C3), Residential (R), and Residential 5 (R5)

HISTORICAL ACTIVITY

File No.	Purpose
SS-BP-2005.13	N/A
SS-BP-2016.56	Restaurant

POLICY/REGULATORY

Official Community Plan Designations	Salt Spring Island Official Community Plan Bylaw No. 434, 2008 - Rural Neighbourhood – RL Development Permit Areas: DPA 2 – Non-village commercial and General Employment
--------------------------------------	--

Land Use Bylaw	Salt Spring Island Land Use Bylaw No. 355, 1999 – Commercial 3 (C3)
Other Regulations	None
Covenants	None
Bylaw Enforcement	SS-BE-2023.77: Siting violations on the subject property

SITE INFLUENCES

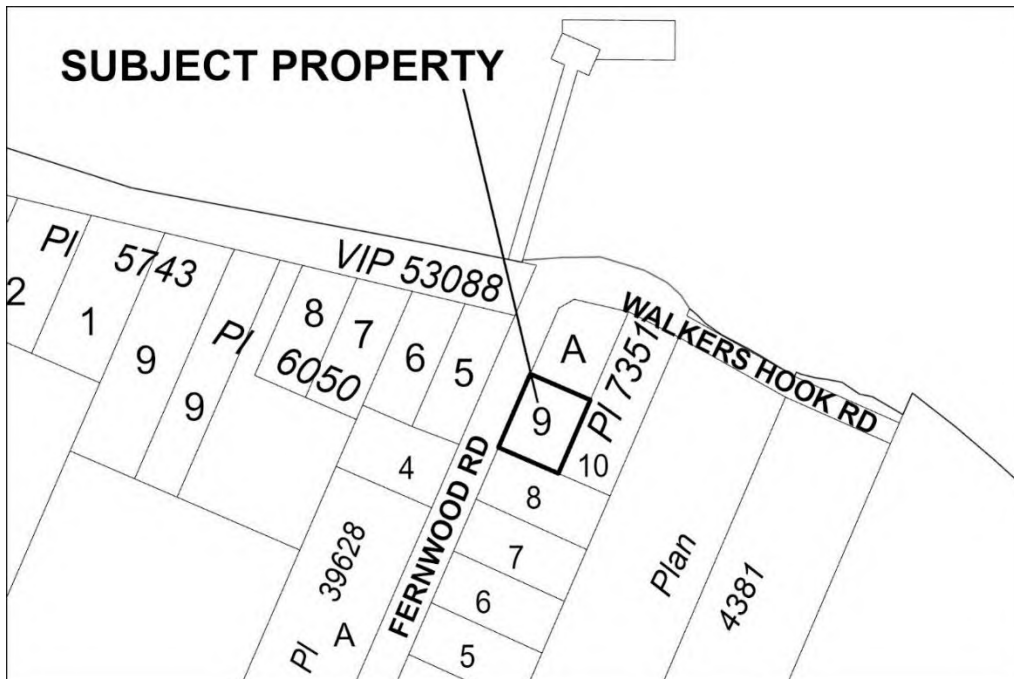
Islands Trust Conservancy	The Islands Trust Conservancy does not have an interest in any properties within 100 meters of the subject property.
Regional Conservation Strategy	This application has no considerations for the Regional Conservation Plan.
Species at Risk	None currently mapped
Sensitive Ecosystems	None
Hazard Areas	None
Archaeological Sites	Archaeological potential on subject property. Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the Heritage Conservation Act. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a Heritage Conservation Act permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.
Climate Change Adaptation and Mitigation	No additional impacts to GHG emissions anticipated as a result of this application
Shoreline Classification	N/A
Shoreline Data in TAPIS	N/A

ATTACHMENT 2 – MAPS, PLANS, DRAWINGS, PHOTOGRAPHS

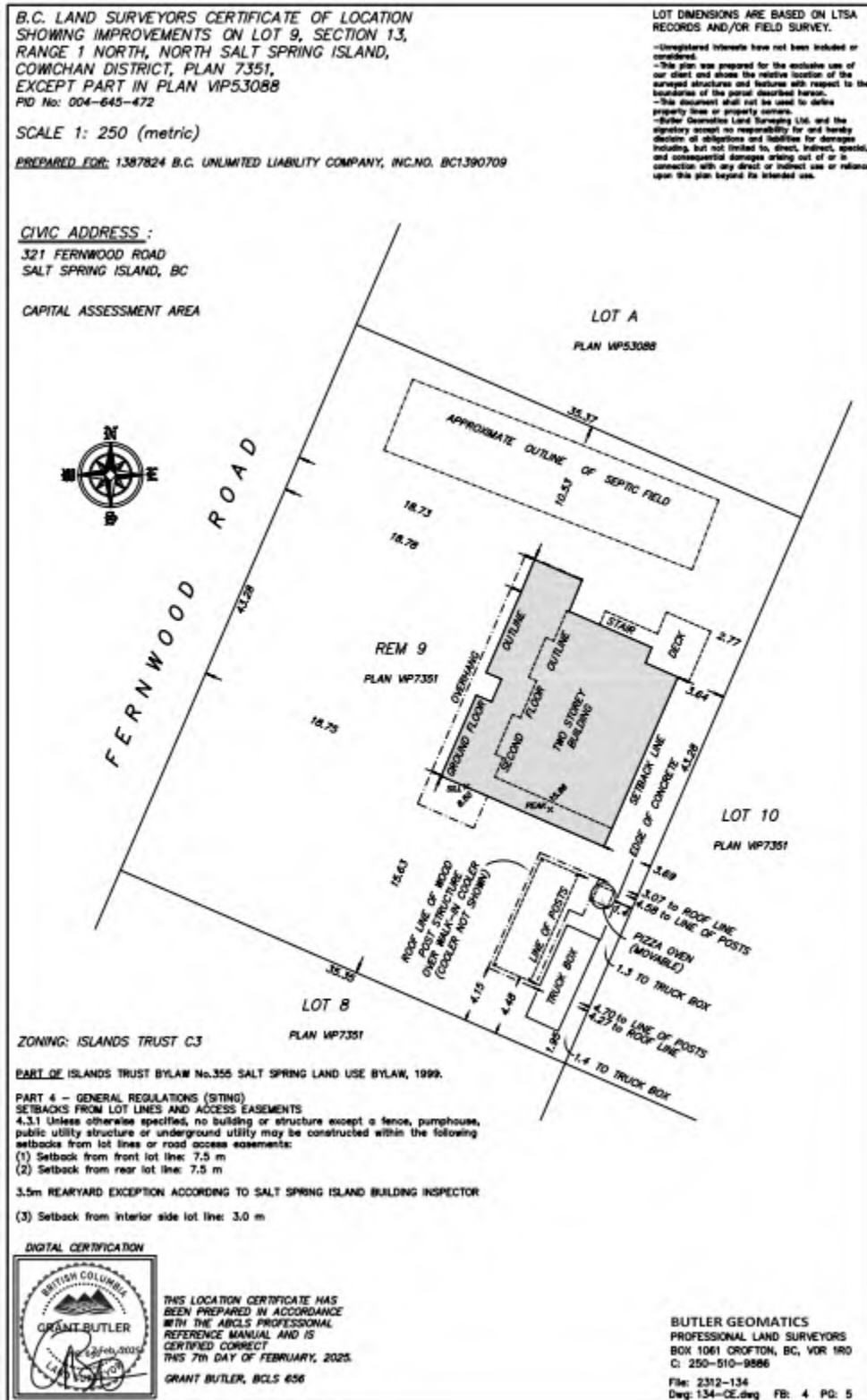
2.1 ORTHO



2.2 SUBJECT PROPERTY MAP



2.3 SITE PLAN OF SUBJECT PROPERTY



THIS DOCUMENT IS NOT VALID UNLESS DIGITALLY CERTIFIED.

2.4 ACCESSORY STRUCTURES — PIZZA OVEN, STORAGE BOX AND WALK IN COOLER



WALK-IN COOLER







PROPOSED
SALT SPRING ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT
PLDVP20240244

To: 1387824 BC UNLLC

1. This Development Variance Permit applies to the land described below:

LOT 9, SECTION 13, RANGE 1 NORTH, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 7351, EXCEPT PART IN PLAN VIP53088
(PID: 004-645-472)

2. Salt Spring Island Land Use Bylaw 355, 1999 is varied as follows:

- a) Subsection 4.3.1 (2) which states that: Unless otherwise specified, no *building* or *structure* except a fence, *pumphouse*, *public utility structure* or underground utility may be constructed within the following setbacks from *lot lines* or road access easements: (2) Setback from *rear lot line*: 7.5m

is varied to reduce the setback between *rear lot line* and the pizza oven, walk-in cooler and storage box from 7.5m to 1.3m.

- b) The development shall be consistent with Schedule 'A' which is attached to, and forms part of this permit.

3. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of Salt Spring Island Land Use Bylaw No. 355, 1999 and to obtain other approvals necessary for completion of the proposed development, including approval of the Capital Regional District and Ministry of Transportation and Infrastructure.

AUTHORIZING RESOLUTION PASSED BY THE SALT SPRING ISLAND LOCAL TRUST COMMITTEE THIS ##th DAY OF [MONTH], [YEAR].

Deputy Secretary, Islands Trust

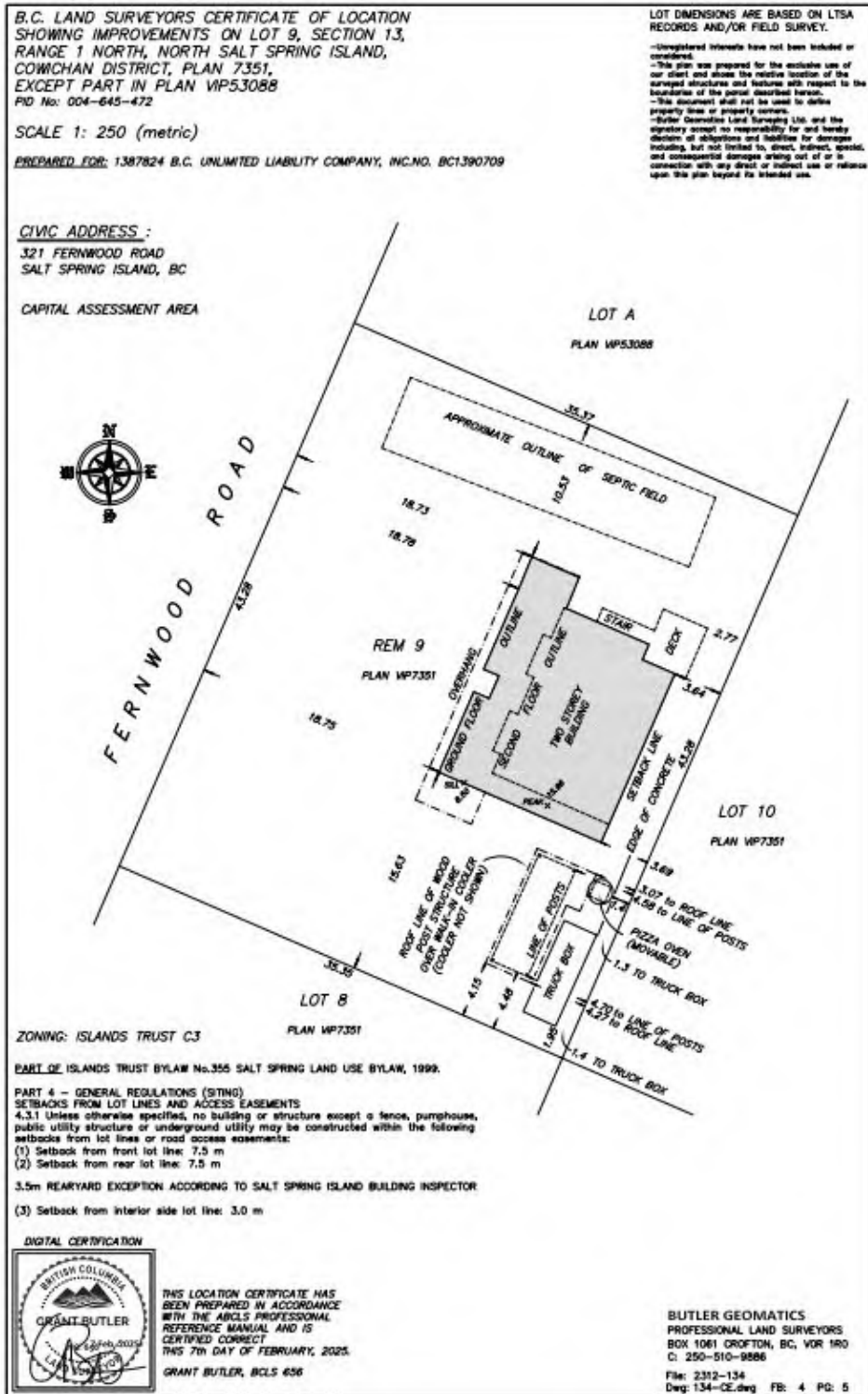
Date of Issuance

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE ##th DAY OF [MONTH], [YEAR] (2 YEARS FROM DATE OF ISSUANCE)] THIS PERMIT AUTOMATICALLY LAPSES.

SALT SPRING ISLAND LOCAL TRUST COMMITTEE
PLDVP20240244

SCHEDULE 'A'

[Site plan]





September 26, 2024

To Whom It May Concern;

I am applying for a developmental variance for my property at 321 Fernwood Road, Salt Spring Island, BC V8K 1C3, currently the location of Off The Hook Restaurant. We installed an external walk-in cooler, a piece of equipment necessary for cold storage for a restaurant of our size. The roof of the walk-in is not rated for snow load so we built a roof over it as protection. It is a simple sloped roof similar in design to a car port. I did not realize that we needed a permit to build such a basic structure.

I met with the Islands Trust inspector in December of 2023 to discuss the structure. During that meeting, he told me that the setbacks were 3.0m and 3.5m from the rear and side lot lines respectively. (I have this information in my notes from the meeting and the surveyor I engaged referenced this information in an email to the CRD at the time as well as on the site plan that he created. After engaging a surveyor, a draftsman and two different structural engineers (at a cost of thousands of dollars), I was informed by the Islands Trust that the setbacks are 7.0m and 7.5m.

As I mentioned above, this cold storage is necessary for the operation of my business. There is no other location on the property where the walk-in cooler can be located without being too close to a lot line or the building itself. Therefore, I am respectfully requesting a variance to allow me to obtain a building permit, bring the structure up to the building code and carry on with the operation of my business.

Should you require any further information, please do not hesitate to contact me.

Thank you for your consideration in the matter – sincerely,

Justin Oppmann
Owner
Off The Hook Restaurant and 1387824 BC ULC

File No.: SS-RZ-2019.1
X-Ref SS-TUP-2018.2

DATE OF MEETING: April 10, 2025
TO: Salt Spring Island Local Trust Committee
FROM: Oluwashogo Garuba, Planner 2
Salt Spring Island Team
COPY: Chris Hutton, Regional Planning Manager
SUBJECT: OCP Amendment and Rezoning
Applicant: Nick Williams & Emily Myers
Location: 248 Upper Ganges Road

RECOMMENDATION

1. 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 read a first time.
2. That the Salt Spring Island Local Trust Committee amend Draft Bylaw No. 545, cited as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 3, 2025” be read a first time.
3. That the Salt Spring Island Local Trust Committee request staff to refer Proposed Bylaw No’s. 544 and 545 to Advisory Planning Committee, First Nations, organizations, and agencies as identified in this staff report dated April 10, 2025 (SS-RZ-2019.1).
4. That the Salt Spring Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 544 cited as “Salt Spring Island Official Community Plan Bylaw No. 434, 2008, Amendment No. 1, 2025” is not contrary to or at variance with the Islands Trust Policy Statement.
5. That the Salt Spring Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 545 cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 3, 2025” is not contrary to or at variance with the Islands Trust Policy Statement.

REPORT SUMMARY

This staff report proposes amendments to the [Salt Spring Island Land Use Bylaw No. 355](#) and the [Salt Spring Island Official Community Plan No. 434](#) (OCP) to make lawful the General Employment operation – boat and equipment repair and personal services – a hair salon currently operating as a home based business. Staff recommends that the Salt Spring Island Local Trust Committee (SS LTC) consider first reading of the draft bylaws (Attachments No. 1 & 2), direct staff to refer them to agencies and First Nations and consider the application in relation to the Islands Trust Policy Statement.

BACKGROUND

This report follows a preliminary staff report to the December 15, 2020 meeting of the LTC where the following resolutions were passed (preliminary staff report including site context, photos, and correspondence can be found on the [Salt Spring Island Current Applications webpage](#)):

SS-2020-182

It was MOVED and SECONDED,

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

- a. A report from a Professional Engineer providing 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

SS-2020-184

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.

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

The applicant has since provided potable water assessment report, updated storm water management plan report and assessment report.

ANALYSIS

Policy/Regulatory

The SS LTC is unfettered in its consideration of an OCP amendment and rezoning and may choose to request more information, proceed more incrementally, or defer the application.

Islands Trust Policy Statement:

An assessment of the proposed application relative to the Islands trust Policy statement was undertaken and it was determined that it is consistent with the Policy statement. The Policy Statement Directives Only

Checklist, in accordance with section 1.9 of the “Policy Statement Implementation” portion of the Islands Trust Policy and Procedures Manual, can be found in Attachment 3.

Official Community Plan:

OCP Land Use Designations

See staff report of [December 02, 2020](#) for full discussion of proposal to amend the Land Use Designation of subject property from Residential Neighbourhood (RN) to General Employment (GE).

Applicable OCP Policies

See Appendix 3 of staff report of [December 02, 2020](#) for complete OCP policy review as it pertains to this application.

Development Permit Areas

Draft Bylaw 544 proposes including subject property in Development Permit Area 2 in order to reduce the potential conflicts between large new commercial and general employment development and neighbouring properties.

Land Use Bylaw:

See staff report of [December 02, 2020](#) for full discussion of proposal to vary the subject property zone from Residential 7 (R7) to General Employment 3 (GE3) zone variant that will permit the proposed uses.

Issues and Opportunities

See staff report of [December 02, 2020](#) for detailed discussion of issues and opportunities associated with this application. The applicant has provided documents that addressed the issues (mainly water quality and quantity) that were discussed in the previous staff report.

Consultation

No referrals have been conducted at time of this report; referral of bylaws to agencies and First Nations typically occurs at time of first reading such that there is a bylaw on which to provide comment.

This application also requires an OCP amendment. As per [Section 475](#) of the Local Government Act, the LTC must provide at least one opportunity for consultation with “persons, organizations and authorities it considers will be affected”. At time of consideration of this initial report, the LTC should determine if consultation should be early and ongoing – which would require additional consultation beyond that identified by staff. Staff have not identified any issues that would require additional consultation.

At time of this report, staff consider that all neighbours within 100 meters of the subject property as well as the following organizations and authorities may have interests affected by the proposal and should be included in the referral process:

First Nations

Cowichan Tribes
Halalt First Nation
Lyackson First Nation
Pauquachin First Nation
Penelakut Tribe
Semiahmoo First Nation
Stz'uminus First Nation
Ts'uubaa-Asatx First Nation
Tsartlip First Nation
Tsawout First Nation
Tsawwassen First Nation
Tseycum First Nation

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

BC Assessment Authority
Front Counter BC

Regional Agencies

Capital Regional District
CRD – SSI Building Inspection

Non-Agency Referrals

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

No correspondence has been received at the time of preparing this report, but may be received before or during the LTC meeting. Correspondence may be sent to ssiinfo@islandstrust.bc.ca.

Protocols

No protocols, Memorandums of Understanding (MOUs) or Letters of Understanding (LOU) have been identified as relevant to this application.

Rationale for Recommendation

As outlined in the December 12, 2020 staff report, the proposed OCP and LUB amendment is supported by various OCP policies. The applicant has also addressed the water quality and quantity issues discussed. Based on these, staff therefore recommend that the LTC read the proposed Bylaw Nos. 544 and 545 for a first time.

ALTERNATIVES

Offer feasible alternatives to the staff recommendation, noting any significant implications and recommended resolution wording. The LTC may consider the following alternatives to the staff recommendation:

1. Amend the Draft Bylaw Nos. 544 and 545

The SS LTC may wish to amend the draft LUB. If selecting this alternative, the SS LTC should describe the specific amendment. Recommended wording for resolution:

- a. *That Salt Spring Island Local Trust Committee amend Bylaw No. 545, cited as ""Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 3, 2025", by [list amendments...].*
- b. *That Salt Spring Island Local Trust Committee amend Bylaw No. 544, cited as ""Salt Spring Island Official Community Plan Bylaw No. 434, 2008, Amendment No. 1, 2025", by [list amendments...].*

- c. *That 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 read a first time, as amended.*
- d. *That 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 read a first time, as amended.*

2. Deny the application

The LTC may deny the application. If this alternative is selected, the LTC should state the reasons for denial. Recommended wording for the resolution is as follows:

That the Salt Spring Island Local Trust Committee deny application SS-RZ-2019.1 for the following reasons...

3. Receive for information

The LTC may receive the application for information.

NEXT STEPS

If the recommended resolutions are accepted, draft Bylaw Nos. 544 & 545 will be read a first time. The referral and public consultation will also be conducted and the application will return to SS LTC for further consideration, second and third reading.

Submitted By:	Oluwashogo Garuba, A/Planner 2	March 27, 2025
Concurrence:	Chris Hutton, Regional Planning Manager	April 2, 2025

ATTACHMENTS

1. Draft Bylaw 544 (OCP)
2. Draft Bylaw 545 (LUB)
3. Islands Trust Policy Statement Directive Policies
4. Groundwater protection report dated February 28, 2025
5. Spill containment drainage report dated January 15, 2025
6. Potable water assessment report dated January 2025

**SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 544**

**A BYLAW TO AMEND SALT SPRING ISLAND OFFICIAL COMMUNITY PLAN
BYLAW NO. 434, 2008**

The Salt Spring Island Local Trust Committee enacts in open meeting assembled as follows:

1. CITATION

This Bylaw may be cited for all purposes as “Salt Spring Island Official Community Plan Bylaw No. 434, 2008, Amendment No. 1, 2025”.

2. SCHEDULES

Salt Spring Island Official Community Plan No. 434, cited as “Salt Spring Island Official Community Plan Bylaw No. 434, 2008” is amended as shown on Schedule 1, attached to and forming part of this bylaw.

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	_____	DAY OF	_____	20____
PUBLIC HEARING HELD THIS	_____	DAY OF	_____	20____
READ A SECOND TIME THIS	_____	DAY OF	_____	20____
READ A THIRD TIME THIS	_____	DAY OF	_____	20____
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	20____
APPROVED BY THE MINISTER MUNICIPAL AFFAIRS AND HOUSING THIS	_____	DAY OF	_____	20____
ADOPTED THIS	_____	DAY OF	_____	20____

Chair

Secretary

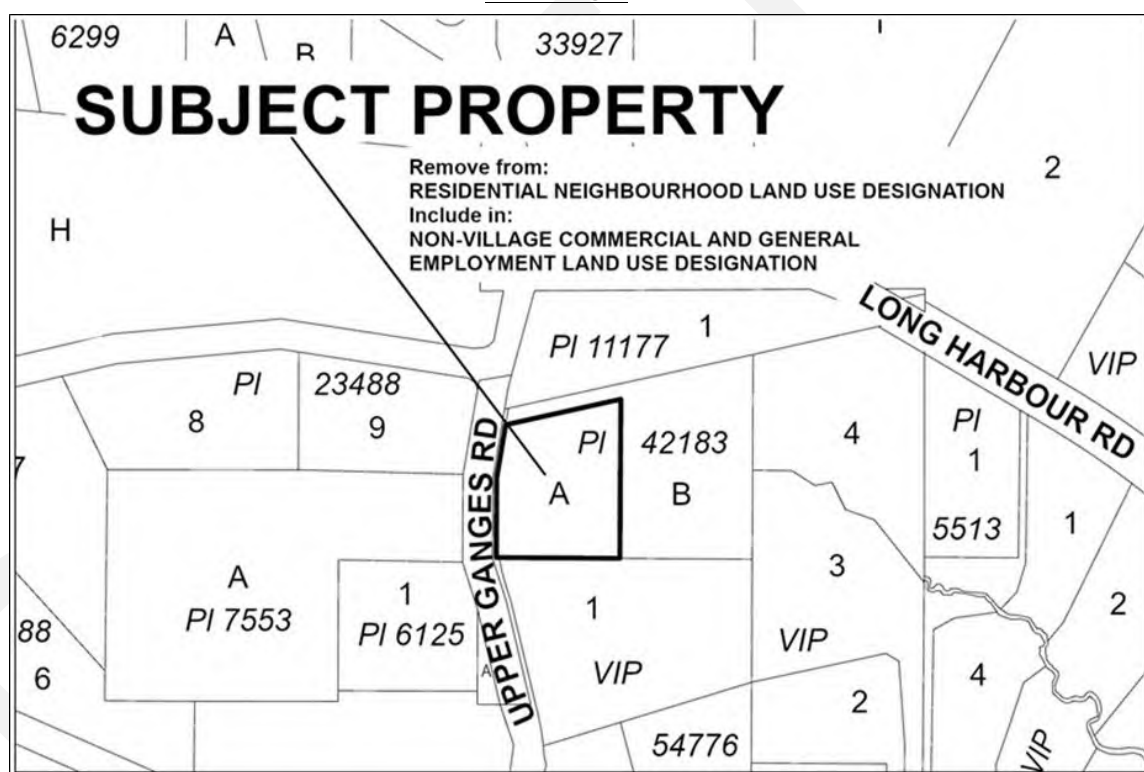
**SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 544**

SCHEDULE 1

1. Schedule "A", Volume 2 is amended as follows:

1.1 Map 1 – Plan Area with Land and Shoreline Use Designation is amended by including LOT A, SECTION 4, RANGE 4 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 42183, in the Non-Village Commercial and General Employment Land Use Designation as shown on Plan No. 1 of this bylaw.

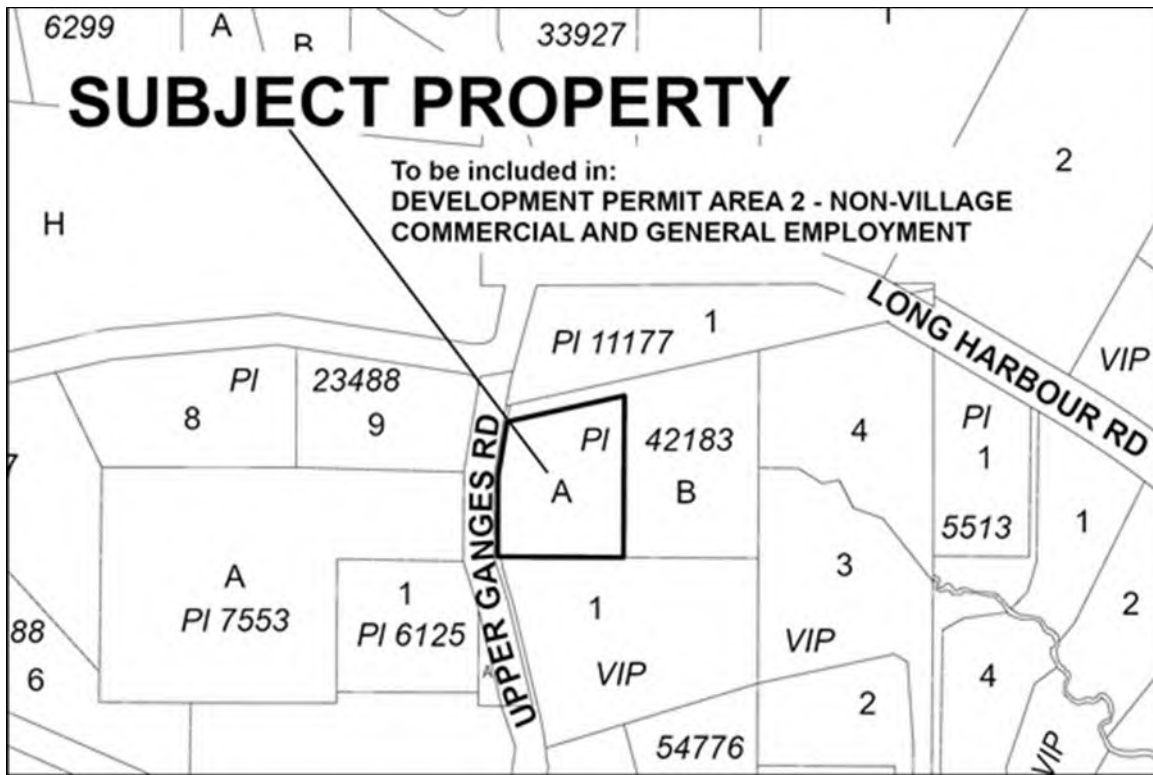
PLAN NO 1



2. Schedule "A", Volume 2 is amended as follows:

1.1 Map 19 – Development Permit Area 2 – Non-Village Commercial and General Employment is amended by including LOT A, SECTION 4, RANGE 4 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 42183, as shown on Plan No. 1 of this bylaw.

PLAN NO. 1



**SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 545**

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

The Salt Spring Island Local Trust Committee, being the 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. 3, 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 “1” – Zoning Map, is amended by changing the zoning classification of LOT A, SECTION 4, RANGE 4 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 42183 from Residential 7 (R7) to General Employment 3 variant b (GE3 (b)), as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “1” to Bylaw No. 355 as are required to effect this change.

2.2 By adding the following within Section 9.7.5 – Exceptions in Particular Locations:

“Zone Variation – GE3(b)

(16) The following accessory use is permitted:

(a) One accessory dwelling and one personal services business accessory to the dwelling unit (248 Upper Ganges Road).”

2.3 By adding in Section 9.7.7 (16) and making such consequential numbering alterations to effect this change.

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 _____ DAY OF _____ 20____

PUBLIC HEARING HELD THIS _____ DAY OF _____ 20____

READ A SECOND TIME THIS _____ DAY OF _____ 20____

READ A THIRD TIME THIS _____ DAY OF _____ 20____

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

ADOPTED THIS _____ DAY OF _____ 20____

Chair

Secretary

DRAFT



Islands Trust

ISLANDS TRUST POLICY STATEMENT DIRECTIVES ONLY CHECKLIST

File No.: SS-RZ-2019.1

Bylaw No. 544 & 545

File Name: 248 Upper Ganges Rd

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.
✓	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.
✓	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
✓	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.
N/A	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.
N/A	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.
	4.2	Forests
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.
N/A	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.
	4.2.6	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.
	4.2	Forests
	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.
	4.2	Forests

	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.
✓	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
N/A	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.
✓	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.
N/A	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
✓	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
N/A	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>

February 28, 2025

Nick Williams,
Mid Isle marine
Saltspring Island, BC

Re: Groundwater Protection at 248 Upper Ganges Road, Saltspring Island

Two wells were assessed at the Mid Isle Marine property; a 150 foot (45.7 m) deep drilled well and a 7.2 m deep excavated ‘dug’ well.

Drilled Well:

The drilled well has an adequate stick-up (>0.3 m). There are no potential sources of surface runoff contamination on the short uphill side of the well, and the ground surface near the well is sloped away from the well to prevent any surface runoff from pooling around the well and potentially infiltrating and contaminating the well. This is an older (1991) well, and when first viewed prior to the well pumping test had no well cap, allowing leaves, bugs or other foreign matter to enter the well. It has now been properly capped and protected (Photo 1). It is unknown from either the well drilling log record or visual assessment what depth of any surface seal may have been put around the pipe below ground level.

For the immediately foreseeable future, with all planned water uses, the dug well and the large amount of storage from rainwater capture will meet all needs, without use of this well, which has good volume but poor water quality. Test results show the presence of coliforms from the past period without a well cap, and this well should be disinfected prior to use and treatment for potable water. The surface seal on this older well also may require maintenance if it is to be put into active use.

Photo 1: Drilled well head



Dug well:

There is no mention of excavated or 'dug' wells in the Groundwater Protection Regulation. Therefore this well was assessed as to the intent of the regulation, which is the protection of the groundwater in the well from contamination from surface water flow or the entry of foreign matter into the well. The majority of the approximately 60 m of hill slope uphill of the dug well consists of roof top, where precipitation is collected and piped to cisterns. This leaves only a narrow strip of around 15 m of slope uphill of the well draining towards the well. The ground surface is contoured such that any surface flow is diverted away from the concrete well casing, which has a minimum 0.3 m stick-up, and a well fitted cover preventing the entrance of foreign material (photo 2). This well meets the intent of the regulation.

Photo 2: Dug well



A handwritten signature in blue ink that reads "D. Gooding".



Dave Gooding, P.Eng.
Permit to Practice1005011

Mid Isle Marine 248 Upper Ganges Rd
Stormwater Drainage

Gooding Hydrology
dgooding@saltspring.com

November 22, 2018

Nick Williams
Mid Isle Marine
Saltspring Island, BC

Re: Completion of spill containment drainage system at Mid Isle Marine, 248 Upper Ganges Rd, Saltspring Island

An inspection was made of the completed spill containment drainage system at Mid Isle Marine on November 21, 2018. As had been previously discussed with the property owners, the system had been constructed to a design partially modified from the system proposed in the October 2015 Gooding Hydrology drainage study. Instead of a semi-permeable layer of compacted driveway crush on the potential oil or gas spill work and upper parking areas adjacent to the shops, a concrete pad has been poured in that area, with a shallow curb and gutter drain along the downhill edge. This enables the collection of any spills before they can reach the lower parking area. Stormwater from the work areas is directed into a grated catchment trough, and with flow from the inside workshop pad drain, and from a grate in the lower parking area, is piped to an oil-water separation tank, as in the previous design. Utilizing concrete for the shop floor and outside working areas adjacent to the shop, instead of compacted driveway crushed rock, is an improvement on the original design.

Gooding Hydrology certifies the spill catchment stormwater drainage system at Mid Isle Marine as functional and completed.



Dave Gooding, P.Eng.

**Gooding
Hydrology**



**POTABLE WATER ASSESSMENT
for
248 Upper Ganges Road, SSI**

**For
Mid Isle Marine
Saltspring Island B.C.**

**By
Dave Gooding, P.Eng.
Gooding Hydrology
Saltspring Island**

**October 2022
Revised January 2025**

Background

As a part of a rezoning application, Mid Isle Marine at 248 Upper Ganges Road is required to prove an adequate supply of potable water (with treatment if necessary). The requirement by Islands Trust (IT) is 4000 liters/day (Lpd). Gooding Hydrology was retained to assess the availability of potable water.

Figure 1: Property Location near Ganges



Currently the Mid Isle Marine office and break room, the residence, and the home based business are supplied with water from the 7 meter deep excavated shallow well, with the addition of bottled water for drinking. The shop needs have been supplied by collected rainwater stored in the combined 7,000 liter storage in the cisterns located near the shop. This water system has been adequate to supply the year round water needs on the property as it is currently operated.

Water System to meet Bylaw Requirements

The water system to meet the requirements of the IT bylaws for the proposed rezoning has been added to, is more complex, and incorporates four sources of water and additional storage. The resulting system more than meets the daily volume requirement.

Water Sources:

1. Currently not utilized 150 ft deep drilled well.
2. The 7 m deep excavated well.
3. Existing utilized roof rainwater catchment, with potential for additional roof area to be added, and additional storage.
4. Water license allocation from an in-stream pond on Madrone (Madrona) Creek.

The elements of the water supply system are shown in figure 2 below.

Figure 2: Water supply system



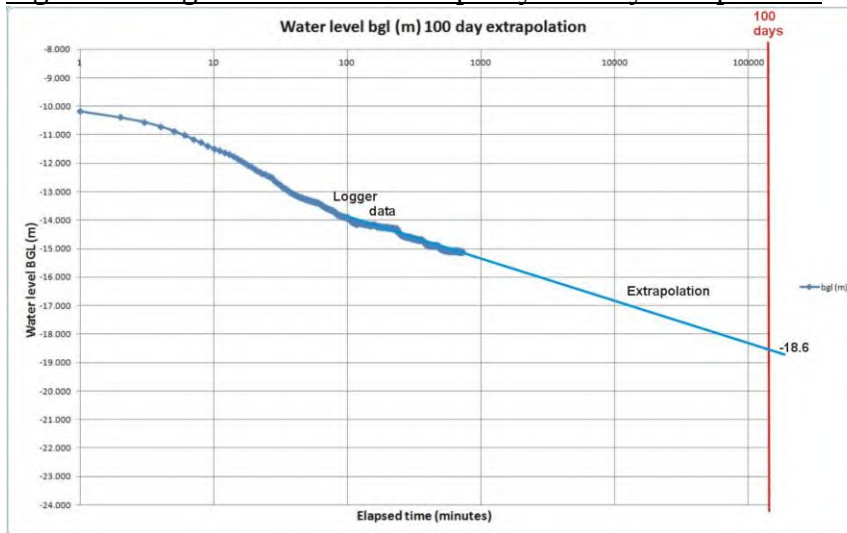
Water from the roof rainwater collection will be gravity fed to the 80,000 liters of storage on the southeast corner of the property. Some of the rainwater, for direct untreated use in the shop, will be used to fill the 36,000 liters of storage on the north edge of the property, near the shop. Water from the larger storage area, the dug and drilled wells, and the Madrone Creek storage pond will all be pumped to the treatment and distribution outbuilding. Water from the creek storage can also be directed to top up the cistern storage in the spring when rainfall is tapering off.

Water Quantities

1. Drilled Well

The drilled well was found on the BC Groundwater (BCGW) database as tag #64566, a 150 ft (45.7 m) deep drilled well through 35 ft of overburden into sandstone. A 12 hour pump test was performed October 7, 2021 by Stream Line Plumbing, supervised by Gooding Hydrology, at a pump rate of 3 liters per minute (Lpm). At this pump rate the well was only drawn down 5 m in 12 hours. Recovery was good, with the well recovering 70% in the 3 hours after the pumping. Well driller's log and pump test manual data (confirmed with sensor data) is attached in appendix 1.

Figure 3: Long term drilled well capacity 100 day extrapolation



A semi-log graph of the well test data is extrapolated to 100 days, and the drawdown at 100 days estimated. Specific capacity, in Lpm/meter, is calculated by dividing the test flow rate by the 100 day drawdown. Multiplying the specific capacity by 70 % (safety factor) of the available drawdown gives a theoretical well capacity. If this is above the tested flow rate, the long term yield or well capacity is rated as the well test flow rate.

100 day drawdown = 18.6 m bgl - 9.98 m bgl static level = 8.62 m from figure 3 above.

Average pump rate = 3 L/min

Specific capacity = Avg pump rate / 100 day drawdown = $3 / 8.62 = 0.348$ L/min/m

Well depth 150 m (BCGW database). The main water bearing strata is at 140 ft = 42.7 m, with static level at 9.98 m.

Available drawdown = $42.7 - 9.98 = 32.72$ m

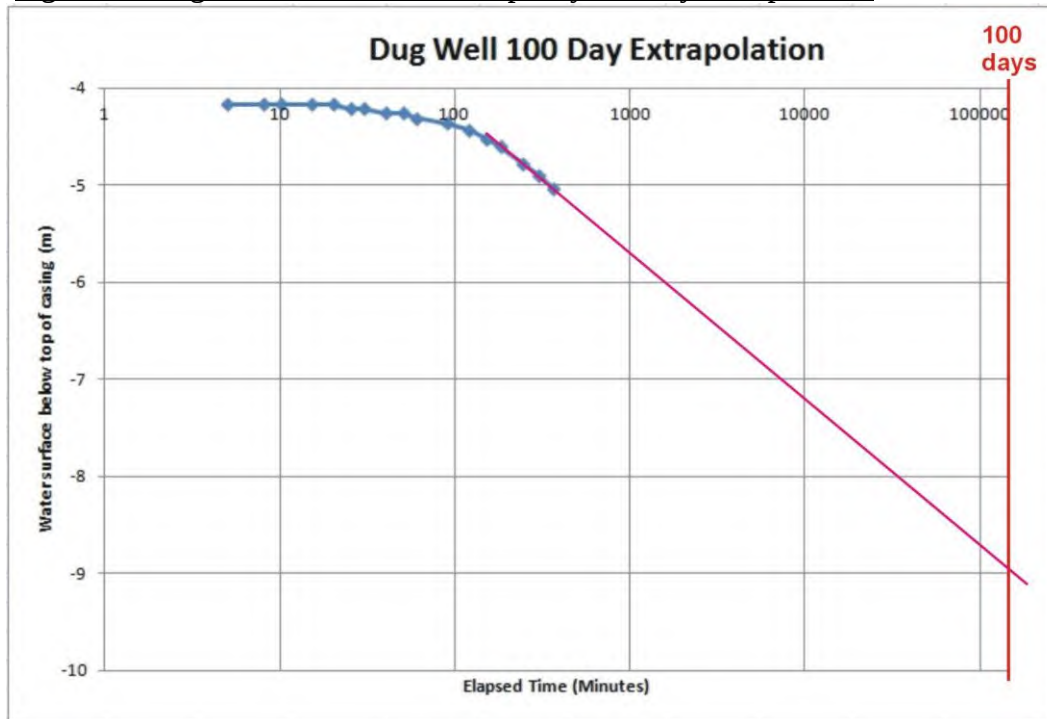
Long term well capacity = specific capacity x available drawdown x 70%
 $= 0.348 \text{ L/min/m} \times 32.72 \text{ m} \times 0.7 = 7.97 \text{ L/min}$

Theoretical capacity is around 8 L/min, however this well test can only certify that the pump tested rate of 3 L/min is available for an extended period of time. 3 L/min is 4320 L/day. Note that this test was performed near the end of a relatively extreme drought period.

2. Excavated (Dug) Well

The excavated well is 7.2 m deep with an inside diameter of 1.2 m. As the well draws from the shallow groundwater in the overburden, on top of the bedrock, static water level will vary with the water table through the year. A 6 hour pump test, shorter in order to avoid drawing down local water table coming into the dry period of the year, was performed on June 5, 2022.

Figure 4: Long term excavated well capacity 100 day extrapolation



100 day drawdown = $9 - 4.12 = 4.88$ m

Average pump rate = 4 L/min

Specific capacity = Avg pump rate / 100 day drawdown = $4/4.88 = 0.82$ L/min/m

Available drawdown = $6.9 - 4.12 = 2.78$ m

Long term well capacity = specific capacity x available drawdown x 70%

= $0.82 \text{ L/min/m} \times 2.78 \text{ m} \times 0.7 = 2.28 \times 70\% = 1.6 \text{ L/min}$

1.6 Lpm is 2300 liters per day, determined at a period of the year between the rainy wet season and the dry season of summer and early fall.

It is problematic to determine a year round capacity for this well. This pump test was performed near the beginning of the dry season. It would be safe to certify that for 8 months of the year the well has a long term capacity of over 2,000 Lpd. However, by the later part of the dry period of the year capacity may fall to as low as 500 Lpd.

3. Rainwater Harvest

In the analysis of how much daily water rainfall catchment could supply, the quantity figure which is important is the yearly quantity available, as the rainfall captured during the rainy season must supply the whole year.

Rainfall

Yearly rainfall records for St Mary Lake on SSI from 1976 to 2006 in an average year of 974 mm and for the 1 in 5 year low rainfall of 742 mm. CRD gives a figure of 1000 mm. Canadian CMHC's 2012 'Guidelines for Residential Rainwater Harvesting Systems Handbook' recommends using a figure of 20% for losses due to evaporation, cleaning, etc. This gives us yearly rainfall available of approximately:

Average year: 800 mm or 0.8 m

1 in 5 dry year: 600 mm or 0.6 m

Amount which can be harvested

Figure 5: Available roof area



The roof area currently harvested is approximately 348 sq m, the shop, storage and office/sales areas. With the addition of the south residence roof, once it is reroofed with metal, the total area possible is 528 sq m.

The amount of rainwater which can be harvested from that roof area is:

Current:

Average year: $0.8 \text{ m} \times 348 \text{ sq m} = 278 \text{ cu m} = 0.76 \text{ cu m/day} = 760 \text{ L/day}$

1 in 5 dry year: $0.6 \text{ m} \times 348 \text{ sq m} = 209 \text{ cu m} = 0.57 \text{ cu m/day} = 570 \text{ L/day}$

Potential:

Average year: $0.8 \text{ m} \times 528 \text{ sq m} = 422 \text{ cu m} = 1.16 \text{ cu m/day} = 1160 \text{ L/day}$

1 in 5 dry year: $0.6 \text{ m} \times 528 \text{ sq m} = 317 \text{ cu m} = 0.87 \text{ cu m/day} = 870 \text{ L/day}$

Storage for dry season

In this calculation it is assumed no rainfall between May 1 and Sept 30. While the result is an over-estimate of storage required, many summer rainfalls are quite light, and after wetting of the roof, evaporation, and diverting of the first cleansing flush, many summers will produce only a small quantity of usable rainwater harvest. This means that stored rainfall will be used over a five month period, or 150 days. Therefore, each cubic meter (1000 liters) of stored rainwater would supply 6.7 liters of water per day for 150 days. A less conservative estimate is also included, assuming 120 days between harvestable rainwater occurrence.

Available Storage

Main tank farm 11 x 10,000 liter tanks =110,000 liters or 110 cu m

Shop cisterns an 18,000 liter, 10,000 liter tank, and a 8,000 litre tank =36,000 litres or 36 cubic meters.

Total cistern water storage on site is 146,000 liters or 146 cubic meters.

This storage supplies 973 liters per day for 150 days, or 1216 Lpd for 120 days.

4. Water License on Madrone (Madrona) Creek

The water license to store up to 0.5 acre-ft (617 cu m) of water in an in-stream pond on Madrone Creek, and withdraw 500 gallons (2272.5 liters) daily, throughout the year, is attached as appendix 2. The storage pond and stream above and below were inspected on August 5, 2022. Approximately 150 cubic meters of water were stored, with a trickle of flow coming into the pond and none escaping over the spillway. Depth of water stored was approximately 1 m. The top of the dam itself is around 1.5 m above the current spillway elevation, which is now only about 0.5 m above the downstream bed level, which appears to have been lowered to comply with current dam safety regulations. With improvements to the dam to comply with safety regulations, the spillway could be raised another meter, enabling the storage of an additional 200 cu m of water. This would enable withdrawal of 1 cu m (1000 liters) of water per day for 150 dry period days while still allowing release of 0.25 cu m (250 liters) per day to instream flows over that period.

Madrone Creek is a fish stream, and as currently constructed withdrawals during the summer months should be limited in order to provide as much instream flow between the dam and estuary as possible. 2000 Lpd could be withdrawn from this source during the 6 months of high stream flow. A benefit to Mid Isle Marine's water supply would be to use this source during the spring, before stream flow drops significantly, to 'top up' the rainwater storage tanks to ensure they are full going into the dry summer/early fall months.

Summary of Daily Water Quantity Available

Table 1: Daily water available

Liters per day	Drilled Well	Dug Well	Creek Storage	Rainwater
Year round	4320			**970
Wet 8 months	4320	2300	2272	**970
Dry 4 months	4320	500	*1000	970

*potential with dam improvements

**with 'top up' to cisterns from creek

With the multiple sources, there is more than enough water available to meet even the unrealistically high IT requirement of 4000 Lpd.

Water Quality

MB Labs test results of water samples from the drilled well, dug well, and creek storage are attached as appendix 3. IT specified parameters tested for are shown in table 2 below, with those parameters not meeting standards in red.

Table 2: Islands Trust Schedule H Results

Water Quality Parameter	Standard	Drilled well	Dug well	Creek
Arsenic	10 ug/l	<0.5 ug/l	<0.5 mg/l	<0.5 mg/l
Chloride	250 mg/l	ND	14.6 mg/l	15.8 mg/l
Fecal Coliform	0/100 ml	0/100 ml	0/100 ml	20/100 ml
Fluoride	1.5 mg/l	1.04 mg/l	0.069 mg/l	0.103 mg/l
Hardness (as CaCO ₃)	80-100 mg/l	483 mg/l	89.8 mg/l	58.8 mg/l
Iron	0.3 mg/l	0.639 mg/l	0.169 mg/l	0.467 mg/l
Manganese	0.05 mg/l	0.174 mg/l	0.069 mg/l	0.035 mg/l
Nitrate	45 mg/l	ND	0.146 mg/l	0.016 mg/l
pH	6.5-8.5	7.9	6.81	7.48
Residual Chlorine*	0 mg/l	ND	ND	ND
Sodium	200 mg/l	2470 mg/l	8.51 mg/l	14.3 mg/l
Sulphate	500 mg/l	1052 mg/l	10.5 mg/l	10.9 mg/l
Total Coliforms	0/100 ml	14/100 ml	0/100 ml	600/100 ml
Total Dissolved Solids	500 mg/l	6496 mg/l	131 mg/l	108 mg/l
Turbidity	1 NTU	26.2 NTU	2.03 NTU	4.37 NTU

ND- none detected

*test strip

The excavated well has the best quality water tested, with only a slightly higher than CDWG standards manganese concentration and turbidity, neither of which are health concerns. Though not lab tested, the rainwater harvested will be easily treated by standard rainwater filtering and UV treatment to be made potable. Rainwater harvested and used in the shop for washing or testing would not require treatment. The creek water also requires chlorination or UV treatment, which is to be expected from a stream flowing through a rural residential and farming watershed.

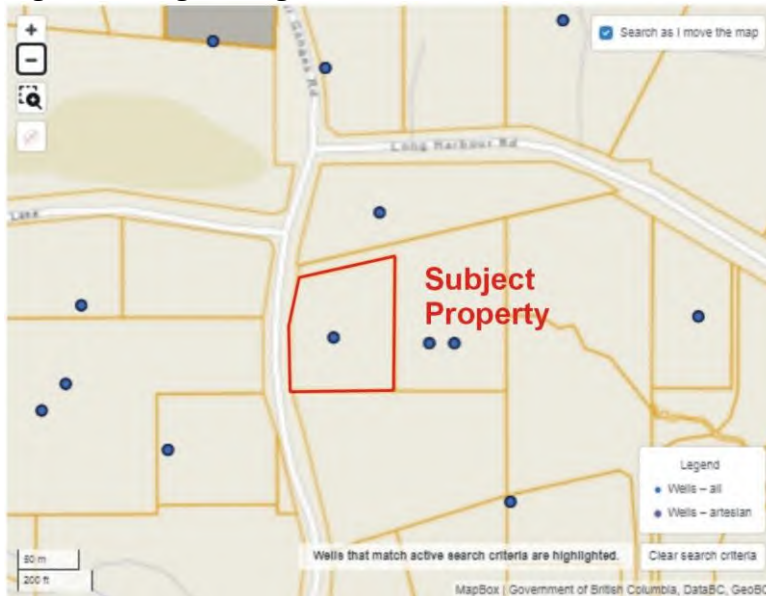
The drilled well has been sitting uncapped and unused for years, with vegetation falling into it, as can be seen from the non-fecal coliform count and dissolved solids. It is now properly capped. The water is very hard, and if any is used to supplement the other sources, would require softening and treatment by reverse osmosis, as well as disinfection.

Effects on Neighbouring Wells

The property to the south is serviced by village water. There are no other shallow dug wells nearby which the dug well on the subject property could affect. The well depths on the property to the east are 115 ft (water at 81 to 90 ft) and 60 ft (water at 45 to 60 ft) deep, at a distance of around 80 and 100 m from the subject property's 23.6 ft deep dug

well. Although they also draw water from the sand/gravel overburden, it is very unlikely either would be significantly affected by withdrawals from the shallow dug well. The well on the property to the north is 115 ft deep, at a distance of over 110 m from the subject property's drilled well #1. There is no information on its depth of overburden or bedrock on the BC well database. It is rated as having a relatively high yield by the driller (4 gpm). As drilled well #1 on the subject property requires more treatment than the other sources, it will only be used to supplement the other sources when necessary. Currently it is not utilized at all. Withdrawals from drilled well #1 could not be reasonably expected to significantly affect this drilled well on the neighbor to the north. To the west the nearest wells are between 150 and 200 m distant from drilled well #1, and could also not reasonably be expected to be significantly affected by withdrawals from well #1, should they occur.

Figure 6: Neighboring wells from BC Groundwater database



Conclusions

There is an adequate supply of water which can be made potable by methods in use in residences on the island to meet the Islands Trust's 4000 Lpd requirement for this rezoning.

D. Gooding



Dave Gooding, P.Eng.

Appendix 1: Well #1 (tag 64566) Driller's Log

Location Information	
Street Address: CHURCHILL RD	
Town/City: GANGES	
Legal Description:	
Lot	A
Plan	21925
District Lot	
Block	
Section	3
Township	
Range	4E
Land District	16
Property Identification Description (PID)	
Description of Well Location:	



Geographic Coordinates - North American Datum of 1983 (NAD 83)

Latitude: 48.864015 Longitude: -123.500727

UTM Easting: 463276 UTM Northing: 5412460

Zone: 10 Coordinate Acquisition Code: (20 m accuracy) Digitized from 1:5,000 mapping

Activity	Work Start Date	Work End Date	Drilling Company	Date Entered
Legacy record	1991-12-20		Tri-K Drilling	August 13th 2003 at 8:44 AM

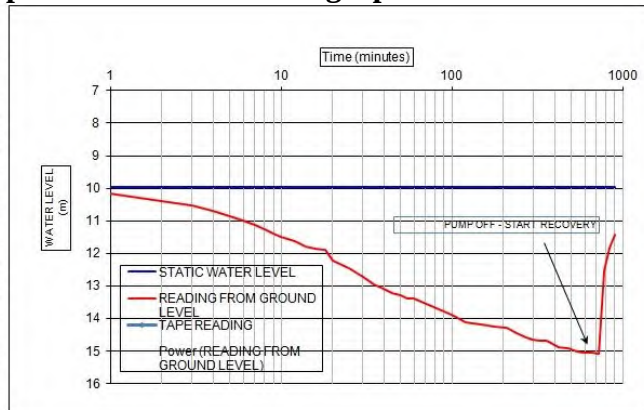
Start Date of Construction	End Date of Construction	Start Date of Alteration	End Date of Alteration	Start Date of Decommission	End Date of Decommission
1991-12-20					

Well Completion Data		
Total Depth Drilled:	Estimated Well Yield: 0.3 USgpm	Static Water Level (BTOC):
Finished Well Depth: 150 ft bgl	Well Cap:	Artesian Flow:
Final Casing Stick Up:	Well Disinfected Status: Not Disinfected	Artesian Pressure (head):
Depth to Bedrock: 35 feet bgl	Drilling Method: Other	Artesian Pressure (PSI):
Ground elevation:	Method of determining elevation: Unknown	Orientation of Well: VERTICAL

Lithology								
From (ft bgl)	To (ft bgl)	Raw Data	Description	Moisture	Colour	Hardness	Observations	Water Bearing Flow Estimate (USGPM)
0	35	SANDY GRAVEL WITH A TRACE OF CLAY						
35	150	SANDSTONE						
35	150	WATER AT 60 FT TRICKLE 140 FT 1/2 GPM						
150	150	DEPTH OF WELL 41 FT CASING						

Well #1 (tag 64566) Drilled Well Pump test manual data and graph

DATE	ELAPSED TIME (MINUTES)	STATIC LEVEL	READING FROM GROUND LEVEL	TAPE READING
2021-10-07 8:44	0	9.98	9.98	
2021-10-07 8:45	1	9.98	10.15	
2021-10-07 8:46	2	9.98	10.38	
2021-10-07 8:47	3	9.98	10.54	
2021-10-07 8:48	4	9.98	10.70	
2021-10-07 8:49	5	9.98	10.85	
2021-10-07 8:50	6	9.98	11.00	
2021-10-07 8:51	7	9.98	11.14	
2021-10-07 8:52	8	9.98	11.27	
2021-10-07 8:53	9	9.98	11.38	
2021-10-07 8:54	10	9.98	11.50	
2021-10-07 8:56	12	9.98	11.63	
2021-10-07 8:58	14	9.98	11.78	
2021-10-07 9:00	16	9.98	11.85	
2021-10-07 9:02	18	9.98	11.90	
2021-10-07 9:04	20	9.98	12.21	
2021-10-07 9:09	25	9.98	12.44	
2021-10-07 9:14	30	9.98	12.72	
2021-10-07 9:19	35	9.98	12.94	
2021-10-07 9:24	40	9.98	13.10	
2021-10-07 9:29	45	9.98	13.22	
2021-10-07 9:34	50	9.98	13.29	
2021-10-07 9:39	55	9.98	13.38	
2021-10-07 9:44	60	9.98	13.40	
2021-10-07 10:24	100	9.98	13.88	
2021-10-07 10:44	120	9.98	14.13	
2021-10-07 11:14	150	9.98	14.19	
2021-10-07 11:44	180	9.98	14.26	
2021-10-07 12:14	210	9.98	14.28	
2021-10-07 12:44	240	9.98	14.44	
2021-10-07 13:15	271	9.98	14.58	
2021-10-07 13:44	300	9.98	14.64	
2021-10-07 14:15	331	9.98	14.67	
2021-10-07 14:44	360	9.98	14.69	
2021-10-07 15:44	420	9.98	14.88	
2021-10-07 16:44	480	9.98	14.91	
2021-10-07 17:44	540	9.98	15.02	
2021-10-07 18:44	600	9.98	15.05	
2021-10-07 19:44	660	9.98	15.05	
2021-10-07 20:44	720	9.98	15.07	
2021-10-07 21:44	780	9.98	12.53	
2021-10-07 22:44	840	9.98	11.84	
2021-10-07 23:44	900	9.98	11.43	

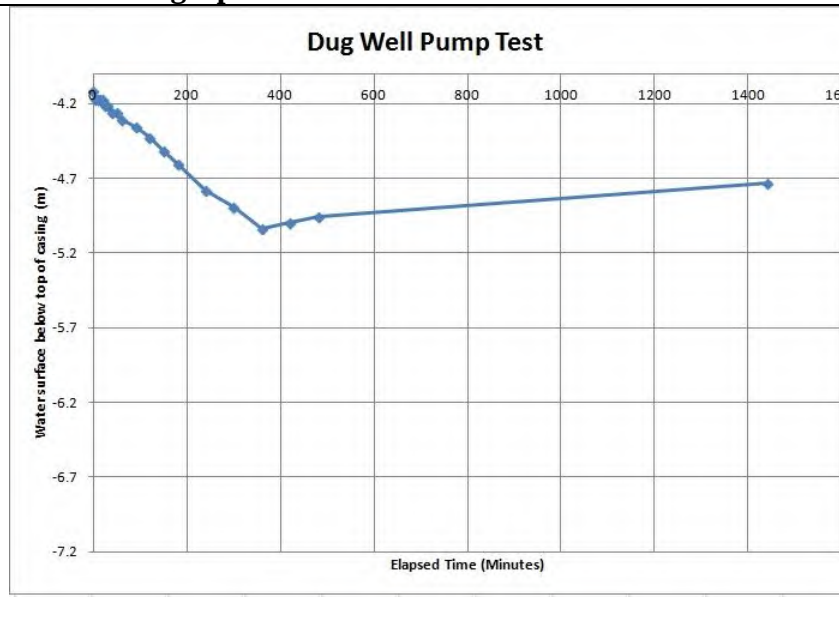


REMARKS:

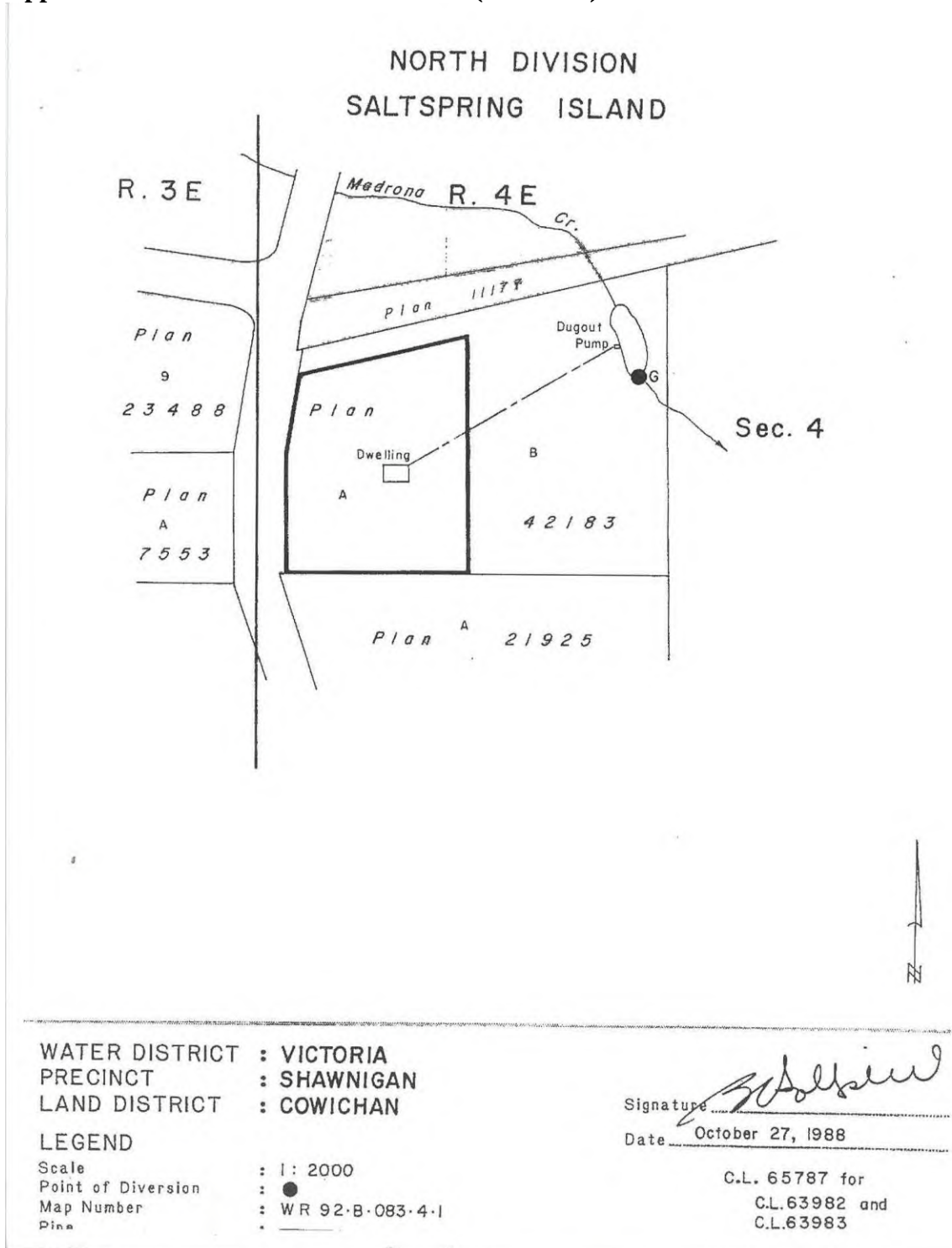
<----- START RECOVERY

Excavated Well pump test data and graph

Mid Isle Marine	
Dug Well Pump Test	
05-Jun-22	
I.D. 1.2 m	7.17 m deep
Start time 12:55	Static 4.12 m BCL
Flow 4 L/min	
Elapsed time (min)	Wat lev bel case (m)
0	-4.12
5	-4.17
8	-4.17
10	-4.17
15	-4.17
20	-4.17
25	-4.215
30	-4.215
40	-4.26
50	-4.26
60	-4.31
90	-4.36
120	-4.43
150	-4.52
180	-4.605
240	-4.78
300	-4.895
360	-5.035 shut off
420	-4.995
480	-4.96
1440	-4.73



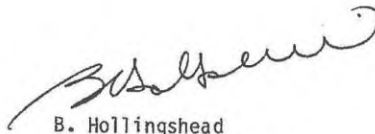
Appendix 2: Water License on Madrone (Madrona) Creek



Patrick G. Mussell of P.O. Box 718, Ganges, B.C., V0S 1E0

is hereby authorized to store, divert, and use water as follows:

- (a) The source of the water-supply is Madrona Creek and storage is in the creek.
- (b) The storage structure and the point of diversion are located as shown on the attached plan.
- (c) The date from which this licence shall have precedence is 27th May, 1985.
- (d) The purposes for which this licence is issued are storage and domestic.
- (e) The maximum quantity of water which may be stored is 0.5 acre foot and the maximum quantity of water which may be diverted for domestic purpose is 500 gallons a day.
- (f) The period of the year during which the water may be stored and used for domestic purpose is the whole year.
- (g) The land upon which the water is to be used and to which this licence is appurtenant is Lot A, Section 4, Range 4 East, North Division, Saltspring Island, Cowichan District, Plan 42183.
- (h) The works authorized to be constructed are dugout, diversion structure, pump and pipe, which shall be located approximately as shown on the attached plan.
- (i) The construction of the said works shall be completed and the water beneficially used on or before the 31st day of December, 1991.
- (j) This licence authorizes the use of water for domestic purpose in one dwelling located approximately as shown on the attached plan.
- (k) This licence is issued in substitution in part, of Conditional Water Licences 63982 and 63983.



B. Hollingshead
Regional Water Manager

Appendix 3: Water Quality Lab Tests

1. Drilled Well

Client/Code

Streamline Plumbing
*A
1650 Fulford-Ganges Rd
Salt Spring Island, BC
V8K 2A8

Date 13Oct21 2:25p No. W164278
Source New Well
Type of Sample water
No. of Samples 1

TEL: (250) 653-2026 Comments Arrival temp.: 8.1C
streamlineplumbing@shaw.ca

Sample: Mid Isl Marine, Nick Williams, 248 Upper Ganges Rd

Site Code	Date	Time	CFU/100 ml		CFU/100 ml		CFU/100 ml
			TC	T-NC	FC	F-NC	E.coli
Deep Well	13Oct21	08:45a	1400	3000	0	228	0

WATER DISTRICT SCREEN

Sample	Date	Time	Lactose	Coliforms			Total	Sulfur Reducing/		TPC*
			Fermentors	Total	Fecal	E.coli	Aeromonas	Iron Bacteria	Yeast/Fungi	
Deep Well	13Oct21	08:45a	30.0	14.0	ND	ND	ND	present/ ND	ND / ND	2384

* all counts are colony forming units per milli-litre

TC = total coliform bacteria FC = fecal coliform bacteria (aka Thermotolerant Coliforms)

NC = non-coliform bacteria ND = none detected

TPC = total plate count- spread plate method - 35C/48hr TGEA FDA/BAM 9th ed, Oct 2020

CFU = colony forming units

Results may be adversely affected if samples are submitted to the laboratory more than 24 to 30 hours after collection.

E. coli = Escherichia coli, FDA/BAM 9th ed, Oct 2020

Bergey's Manual of Systematic Bacteriology vol 1, ADAC 1984; J.Clin.Micro.,
J.Intern.Systm.Bact.

Comments:

For Interpretation of Results:

Total, Fecal Coliforms or E.coli present greater than 0 CFU/100ml (0 CFU/mL):

IF Coliform numbers exceed safe limits for drinking water- water is not suitable for drinking without treatment.

Total Non-coliform bacteria (=Lactose Fermentors) equal to or greater than 200 CFU/100ml (2.0 CFU/mL):

IF the number organisms present exceed recommended guidelines for drinking water; treatment is strongly recommended.

If Total Plate Count bacteria are -

A) greater than 100 CFU/mL:

high numbers of microbial organisms indicate that this water supply should be monitored on a seasonal basis.

B) greater than 500 CFU/mL:

the number of organisms present exceed recommended guidelines for drinking water; treatment is strongly recommended.

- see following page for chemistry results -


W. Riggs
Sr. Microbiologist



ANALYTICAL & TESTING SERVICES P.O. BOX 2103, SIDNEY, B.C. V8L 3S6 TEL: (250) 656-1334 EMAIL: info@mblabs.com

Client/Code

Streamline Plumbing
*A
1650 Fulford-Ganges Rd
Salt Spring Island, BC
V8K 2A8

Date 130ct21 2:25p
Source New Well
Type of Sample water
No. of Samples 1

No. W164278 pg2

TEL: (250) 653-2026 Comments Arrival temp.: 8.1C
streamlineplumbing@shaw.ca

Sample: Mid Isl Marine, Nick Williams, 248 Upper Ganges Rd - Deep Well 130ct21 08:45a

ELEMENTS		SAMPLE	UNITS	Maximum Limits Permissible In Drinking Water*
1) Aluminium	Al	0.011	mg/L	no limit listed
2) Antimony	Sb	<0.500	ug/L	6.00 ug/L
3) Arsenic	As	<0.500	ug/L	10.0 ug/L
4) Barium	Ba	0.023	mg/L	1.00 mg/L
5) Beryllium	Be	<0.003	mg/L	no limit listed
6) Boron	B	0.963	mg/L	5.00 mg/L
7) Cadmium	Cd	<0.010	ug/L	5.00 ug/L
8) Calcium	Ca	121	mg/L	200 mg/L
9) Chromium	Cr	<0.003	mg/L	0.050 mg/L
10) Cobalt	Co	<0.005	mg/L	no limit listed
11) Copper	Cu	<0.008	mg/L	1.00 mg/L
12) Gold	Au	<0.040	mg/L	no limit listed
13) Iron	Fe	0.639	mg/L	0.300 mg/L
14) Lanthanum	La	<0.020	mg/L	no limit listed
15) Lead	Pb	1.50	ug/L	5.00 ug/L
16) Magnesium	Mg	44.0	mg/L	50.0 mg/L
17) Manganese	Mn	0.174	mg/L	0.120 MAC 0.020 AO
18) Mercury	Hg	<0.010	ug/L	1.00 ug/L
19) Molybdenum	Mo	<0.005	mg/L	no limit listed
20) Nickel	Ni	<0.004	mg/L	no limit listed
21) Phosphorus	P	<0.010	mg/L	no limit listed
22) Potassium	K	17.0	mg/L	no limit listed
23) Scandium	Sc	<0.050	mg/L	no limit listed
24) Selenium	Se	<0.500	ug/L	5.0 ug/L
25) Silicon	Si	2.71	mg/L	no limit listed
26) Silver	Ag	<0.010	mg/L	no limit listed
27) Sodium	Na	2470	mg/L	200 mg/L
28) Strontium	Sr	3.27	mg/L	no limit listed
29) Tin	Sn	<0.020	mg/L	no limit listed
30) Titanium	Ti	<0.010	mg/L	no limit listed
31) Tungsten	W	<0.050	mg/L	no limit listed
32) Vanadium	V	<0.010	mg/L	no limit listed
33) Zinc	Zn	0.004	mg/L	5.00 mg/L
Hardness (mg/L CaCO ₃)		483	mg/L	>300 mg/L = very hard
pH		7.90	units	7.0 to 10.5

* As per Canadian or B.C. Health Act Safe Drinking Water Regulation BC Reg 230/92, & 390 Sch 120, 2001. Task Force of Canadian Council of Resource & Envir. Ministers Guidelines for Canadian Drinking Water Quality, 2019.

Comments:

Iron: high amounts of Iron can cause staining of laundry, porcelain and plumbing fixtures; can produce an undesirable taste. Essential for health.
Manganese: not considered to be toxic; high amounts of Manganese can cause staining of laundry, porcelain and plumbing fixtures; may produce an undesirable taste.
Sodium: essential for health; usually from salt-water intrusion, water softeners & some mineral deposits.



MB LABS LTD.
ANALYTICAL & TESTING SERVICES

R. Bilodeau

P.O. BOX 2103, SIOUX CREEK, BC V8K 3S6

H. Hartmann

TEL: (250) 696-1334; FAX: (250) 696-1335; Email: info@mbtlabs.com

Client/Code

Streamline Plumbing
*A
1650 Fulford-Ganges Rd
Salt Spring Island, BC
V8K 2A8

Date 13Oct21 2:25p
Source New Well
Type of Sample water
No. of Samples 1

No. W164278 pg3

TEL: (250) 653-2026 Comments Arrival temp.: 8.1C
streamlineplumbing@shaw.ca

Sample: Mid Isl Marine, Nick Williams, 248 Upper Ganges Rd

SAMPLE	DATE	TIME	Alkalinity (mg/L)	NH ₃ -N (mg/L)	Cl ⁻ (mg/L)	Colour (TCU)	E.C. (mS/cm)
Deep Well	13Oct21	08:45a	165	1.52	ND	13.0	11.2
Lab Blank			ND	ND	ND	ND	ND
S ₀			0.100	0.254 ug/L	0.015	0.300	0.300
REF. VALUE			100	10.0	10.0	5.00	147
STD ± 2SD			96.5 ± 8.22	9.80 ± 1.01	10.6 ± 0.960	4.90 ± 0.520	141 ± 12.8
SAMPLE	DATE	TIME	CORROSIIVITY (Is @20C)	F ⁻ (mg/L)	S ²⁻ (ug/L)	TKN (mg/L)	NO ₃ -N (ug/L)
Deep Well	13Oct21	08:45a	0.813	1.04	ND	1.52	ND
Lab Blank				ND	ND	ND	ND
S ₀				0.007	0.007	0.012	0.160
REF. VALUE				1.00	50.0	1.00	1.00
STD ± 2SD				1.08 ± 0.079	48.9 ± 0.476	1.03 ± 0.066	1.09 ± 0.688
SAMPLE	DATE	TIME	NO ₂ -N (ug/L)	SO ₄ ²⁻ (mg/L)	T.O.C. (mg/L)	T&L (mg/L)	TDS (mg/L)
Deep Well	13Oct21	08:45a	ND	1052	9.06	0.149	6496
Lab Blank			ND	ND	ND	ND	ND
S ₀			0.300	0.075	0.300	0.040	0.010
REF. VALUE			10.0	10.0	5.00	1.00	2000
STD ± 2SD			10.6 ± 0.799	10.8 ± 0.78	5.05 ± 0.399	1.03 ± 0.066	1890 ± 170
SAMPLE	DATE	TIME	Turbidity (NTU)	UVI (%)			
Deep Well	13Oct21	08:45a	26.2	58.4			
Lab Blank			ND	ND			
S ₀			0.015	0.003			
REF. VALUE			40.0	90.0			
STD ± 2SD			40.4 ± 0.399	90.2 ± 0.200			

SD = standard deviation; REF VALUE = primary or secondary reference material
STD = secondary standard calibrated to primary standard reference material
S₀ = standard deviation at zero analyte concentration; method detection limit
is generally considered to be 3x S₀ value
ND = none detected n/a = not applicable



R. Bilodeau
Analytical Chemist
ANALYTICAL & TESTING SERVICES P.O. BOX 2103, SIDNEY, B.C. V8L 3S6

H. Hartmann
Sr. Analytical Chemist

TEL: (250) 656-1334 EMAIL: info@mblabs.com

2. Water Quality Lab Tests: Shallow Excavated Well and Madrona Creek Storage

Client/Code

Mid Isle Marine
Nick Williams
248 Upper Ganges Rd
SSI, BC

TEL: 250 931-4020
midislemarine@shaw.ca

Date 26Apr22 3:21p No. W167736
Source Well
Type of Sample water
No. of Samples 2

Comments Arrival temp.: 10.0C
Pd B1066

Site Code	Date	Time	CFU/100 ml		CFU/100 ml		CFU/100 ml
			TC	T-NC	FC	F-NC	E.coli
1 Water Storage	26Apr22		600	7400	20	16	0
2 Shallow Well	26Apr22		0	38	0	0	0

WATER DISTRICT SCREEN

Sample	Date	Time	Lactose	Coliforms			Total	Sulfur Reducing/	Yeast/Fungi	TPC†
			Fermentors	Total	Fecal	E.coli	Aeromonas	Iron Bacteria		
1 Water Storage	26Apr22		74.0	6.00	0.20	ND	ND	present/ ND	ND / ND	912
2 Shallow Well	26Apr22		0.38	ND	ND	ND	ND	ND / ND	ND / ND	152

* all counts are colony forming units per milli-litre

TC = total coliform bacteria FC = fecal coliform bacteria (aka Thermotolerant Coliforms)
NC = non-coliform bacteria ND = none detected
TPC = total plate count- spread plate method - 35C/48hr TGEA FDA/BAM 9th ed, Oct 2020
CFU = colony forming units

Results may be adversely affected if samples are submitted to the laboratory more than 24 to 30 hours after collection.

E. coli = Escherichia coli, FDA/BAM 9th ed, Oct 2020
Bergey's Manual of Systematic Bacteriology vol 1, AOAC 1984; J.Clin.Micro., J.Intern.Systm.Bact.

Comments:

For Interpretation of Results:

Total, Fecal Coliforms or E.coli present greater than 0 CFU/100mL (0 CFU/mL):

IF Coliform numbers exceed safe limits for drinking water- water is not suitable for drinking without treatment.

Total Non-coliform bacteria (=Lactose Fermentors) equal to or greater than 200 CFU/100mL (2.0 CFU/mL):

IF the number organisms present exceed recommended guidelines for drinking water; treatment is strongly recommended.

If Total Plate Count bacteria are -

A) greater than 100 CFU/mL:
high numbers of microbial organisms indicate that this water supply should be monitored on a seasonal basis.

B) greater than 500 CFU/mL:
the number of organisms present exceed recommended guidelines for drinking water; treatment is strongly recommended.

- see following page for chemistry results -



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W. Riggs
Sr. Microbiologist

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TEL: (250) 656-1334 EMAIL: info@mblabs.com

Client/Code

Mid Isle Marine
Nick Williams
248 Upper Ganges Rd
SSI, BC

Date 26Apr22 3:21p No. W167736 pg2
Source Well
Type of Sample water
No. of Samples 2

TEL: 250 931-4020
midislemarine@shaw.ca

Comments Arrival temp.: 10.0C
Pd B1066

Samples: 1) Water Storage 26Apr22 2) Shallow Well 26Apr22

		1	2	Maximum Limits Permissible		
ELEMENTS		SAMPLE	SAMPLE	UNITS	In Drinking Water*	
1)	Aluminium	Al	0.182	0.144	mg/L	no limit listed
2)	Antimony	Sb	<0.500	<0.500	ug/L	6.00 ug/L
3)	Arsenic	As	<0.500	<0.500	ug/L	10.0 ug/L
4)	Barium	Ba	0.013	0.016	mg/L	2.00 mg/L
5)	Beryllium	Be	<0.003	<0.003	mg/L	no limit listed
6)	Boron	B	0.581	0.551	mg/L	5.00 mg/L
7)	Cadmium	Cd	<0.010	<0.010	ug/L	7.00 ug/L
8)	Calcium	Ca	17.1	29.4	mg/L	200 mg/L
9)	Chromium	Cr	<0.003	<0.003	mg/L	0.050 mg/L
10)	Cobalt	Co	<0.005	<0.005	mg/L	no limit listed
11)	Copper	Cu	<0.008	0.078	mg/L	1.00 mg/L
12)	Gold	Au	<0.040	<0.040	mg/L	no limit listed
13)	Iron	Fe	0.467	0.169	mg/L	0.300 mg/L
14)	Lanthanum	La	<0.020	<0.020	mg/L	no limit listed
15)	Lead	Pb	<0.500	1.49	ug/L	5.00 ug/L
16)	Magnesium	Mg	3.92	3.99	mg/L	50.0 mg/L
17)	Manganese	Mn	0.035	0.069	mg/L	0.120 MAC 0.020 AD
18)	Mercury	Hg	<0.010	<0.010	ug/L	1.00 ug/L
19)	Molybdenum	Mo	<0.005	<0.005	mg/L	no limit listed
20)	Nickel	Ni	<0.004	<0.004	mg/L	no limit listed
21)	Phosphorus	P	0.048	<0.010	mg/L	no limit listed
22)	Potassium	K	1.07	0.700	mg/L	no limit listed
23)	Scandium	Sc	<0.050	<0.050	mg/L	no limit listed
24)	Selenium	Se	<0.500	<0.500	ug/L	5.0 ug/L
25)	Silicon	Si	3.10	7.74	mg/L	no limit listed
26)	Silver	Ag	<0.010	<0.010	mg/L	no limit listed
27)	Sodium	Na	14.3	8.51	mg/L	200 mg/L
28)	Strontium	Sr	0.110	0.140	mg/L	no limit listed
29)	Tin	Sn	<0.020	<0.020	mg/L	no limit listed
30)	Titanium	Ti	<0.010	<0.010	mg/L	no limit listed
31)	Tungsten	W	<0.050	<0.050	mg/L	no limit listed
32)	Vanadium	V	<0.010	<0.010	mg/L	no limit listed
33)	Zinc	Zn	0.002	0.160	mg/L	5.00 mg/L
Hardness (mg/L CaCO ₃)		58.8	89.8	mg/L	0-75 mg/L = soft	
pH		7.48	6.81	units	7.0 to 10.5	

* As per Canadian or B.C. Health Act Safe Drinking Water Regulation BC Reg 230/92, & 390 Sch 120, 2001. Task Force of the Canadian Council of Resource and Environment Ministers - Guidelines for Canadian Drinking Water Quality, 2020.

R. Bilodeau
Analytical Chemist

H. Hartmann
Sr. Analytical Chemist



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TEL: (250) 656-1334 EMAIL: info@mblabs.com

Client/Code

Mid Isle Marine
Nick Williams
248 Upper Ganges Rd
SSI, BC

Date 26Apr22 3:21p No. W167736 pg3
Source Well
Type of Sample water
No. of Samples 2

TEL: 250 931-4020
midislemarine@shaw.ca

Comments Arrival temp.: 10.0C
Pd B1066

Samples: 1) Water Storage 26Apr22 2) Shallow Well 26Apr22

Comments:

Iron: high amounts of Iron can cause staining of laundry, porcelain and plumbing fixtures; can produce an undesirable taste. Essential for health.

Manganese: not considered to be toxic; high amounts of Manganese can cause staining of laundry, porcelain and plumbing fixtures; may produce an undesirable taste.

pH: extremes in pH can lead to corrosion (too low <6.5) or incrustation (too high >8.5) of pipes & plumbing fixtures. Water with low pH allows metals to dissolve into water; water with high pH reduces disinfection efficacy, increases THM & scale formations.

R. Bilodeau
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H. Hartmann
Sr. Analytical Chemist



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Mid Isle Marine
Potable Water Assessment

Gooding Hydrology
dgooding@saltspring.com

Client/Code

Mid Isle Marine
Nick Williams
248 Upper Ganges Rd
SSI, BC

Date 26Apr22 3:21p
Source Well
Type of Sample water
No. of Samples 2

No. W167736 pg4

TEL: 250 931-4020
midislemarine@shaw.ca

Comments Arrival temp.: 10.0C
Pd B1066

SAMPLE	DATE	TIME	Alkalinity (mg/L)	NH ₃ -N (ug/L)	Cl ⁻ (mg/L)	Colour (TCU)	E.C. (uS/cm)
Water Storage	26Apr22		70.0	29.1	15.8	30.8	186
Shallow Well	26Apr22		100	ND	14.6	6.87	226
Lab Blank			ND	ND	ND	ND	ND
S _a			0.100	0.254	0.015	0.300	0.300
REF. VALUE			200	100	100	5.00	147
STD ± 2SD			191 ± 15.6	97.8 ± 7.66	109 ± 8.87	4.99 ± 0.043	142 ± 11.9

SAMPLE	DATE	TIME	CORROSIVITY (Is @20C)	F ⁻ (mg/L)	SO ₄ ²⁻ (mg/L)	TKN (mg/L)	NO ₃ -N (ug/L)
Water Storage	26Apr22		-0.829	0.103	ND	0.601	16.0
Shallow Well	26Apr22		-1.11	0.069	ND	0.113	146
Lab Blank				ND	ND	ND	ND
S _a				0.007	0.007	0.012	0.160
REF. VALUE				1.00	50.0	1.00	100
STD ± 2SD				1.01 ± 0.082	48.0 ± 4.33	1.09 ± 0.080	104 ± 8.09

SAMPLE	DATE	TIME	NO ₂ -N (ug/L)	SO ₄ ²⁻ (mg/L)	T.O.C. (mg/L)	T&L (mg/L)	TDS (mg/L)
Water Storage	26Apr22		ND	10.9	11.5	1.04	108
Shallow Well	26Apr22		2.60	10.5	5.27	0.133	131
Lab Blank			ND	ND	ND	ND	ND
S _a			0.300	0.075	0.300	0.070	0.010
REF. VALUE			10.0	100	5.00	1.00	200
STD ± 2SD			10.4 ± 0.780	108 ± 7.99	4.78 ± 0.390	1.04 ± 0.088	198 ± 16.6

...contin\



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REQUEST FOR DECISION

To: Salt Spring Island LTC **For the Meeting of:** April 10, 2025
From: Trust Area Services **Date Prepared:** March 28, 2025
SUBJECT: 2024/25 ANNUAL REPORT – APPROVAL OF SALT SPRING ISLAND SECTION

RECOMMENDATION: That the Salt Spring Island Local Trust Committee approves the attached text for inclusion in the 2024/25 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.

- 1 PURPOSE:** Local Trust Committees are provided with their draft sections of the annual report for review and approval so that Trust Council is able to easily approve its annual report in June 2025 without further editing from staff or trustees at the Trust Council meeting.

BACKGROUND: Preparation of the Islands Trust Annual Report is undertaken by Trust Area Services Communications staff, reporting to the Executive Committee and consistent with Trust Council's [Annual Report Policy 6.10.1](#). The Executive Committee approved the format and outline of the 2023/24 Annual Report at its meeting on February 5, 2025.

2 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Under Trust Council's Policy, all LTCs and Council committees are expected to review and approve their sections at regular meetings in order to have the report approved by Trust Council at its June 2025 meeting.

FINANCIAL: None.

POLICY: No implications for existing policy

IMPLEMENTATION/COMMUNICATIONS: The process for development of the Annual Report is outlined in Trust Council's Annual Report policy 6.10.i. Once each committee has approved its section, staff will create a draft Annual Report for review by the Executive Committee and then Trust Council consideration of approval in June. Upon approval by Trust Council, staff will send the Annual Report to the Minister of Municipal Affairs and circulate it as indicated in Trust Council's policy.

FIRST NATIONS: Information about First Nations relations may be included within committee reports.

OTHER: None.

- 3 RELEVANT POLICY(S):** Trust Council's Annual Report policy 6.10.i; *Islands Trust Act*
4 ATTACHMENT(S): Salt Spring Island LTC input to Annual Report (draft)
-

RESPONSE OPTIONS

Recommendation: That the Salt Spring Island Local Trust Committee approves the attached text for inclusion in the 2024/25 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.

Alternative: That the Salt Spring Island Local Trust Committee approves the attached text for inclusion in the 2024/25 Annual Report for approval (as amended) by Trust Council and submission to the Minister of Housing and Municipal Affairs.

Prepared By: Morgana van Niekerk, Communications Specialist

Reviewed By/Date: Chris Hutton, Regional Planning Manager/April 2, 2025

Salt Spring Island Local Trust Committee

The Salt Spring Island Local Trust Committee (SS LTC) held 10 regular business meetings in the 2024/25 fiscal year, three special meetings, and three joint meetings between the SS LTC and the Salt Spring Local Community Commission (CRD LCC).

Work for this period focused on advancing the SS LTC priorities to:

1. Advance the Salt Spring Island Official Community Plan (OCP) – Land Use Bylaw (LUB) Project
2. Build collaborative relationships with governance partners
3. Acquire a lease and renovate a new location for the Salt Spring Island office

The SS LTC advanced these priorities through the following key projects:

1. Completed the Salt Spring Island Complete Communities Assessment, which will support the OCP-LUB Project
2. Initiated recruitment of a consultant to undertake community engagement and policy development for the OCP-LUB Project
3. Initiated regular quarterly meetings between the SS LTC and CRD LCC
4. Finalized lease agreement for new office at 121 McPhillips Avenue and procured contracting services to undertake renovations for the new office

From April 1, 2024 to March 31, 2025, the SS LTC received and considered applications for 17 development variance permits, 16 development permits, two liquor and cannabis board referrals, five bylaw amendment applications, six Soil Deposit Registration permits, one Heritage Alteration Permit and four temporary use permits.

During the same time period staff also reviewed 160 building permit referrals, three crown lease referrals, one Agricultural Land Reserve referral, two Board of Variance and seven subdivision referrals.

Another initiative of the SS LTC for this period was relationship building with the Tsawout First Nation. As part of this process, staff from both governing bodies met numerous times and the Salt Spring SS LTC hosted for a preliminary meal to discuss topics of mutual interest.

The SS LTC applied for, and received, a Union of British Columbia Municipalities grant to conduct a Complete Communities assessment.



SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2010-02-04	SSI-11-10	Bylaw Enforcement Reports	It was MOVED and SECONDED , that the Salt Spring Island Local Trust Committee directs staff to provide quarterly in-camera and public reports on on-going and current bylaw enforcement investigations and actions in the Salt Spring Local Trust Area. <u>CARRIED</u>
2013-01-10	SSI-09-13	North Salt Spring Waterworks District Reporting	It was MOVED and SECONDED , that the Salt Spring Island Local Trust Committee request the North Salt Spring Waterworks District to report back to the Local Trust Committee every two years from the date of adoption of Proposed Bylaw 461 on: a) changes in water demand by the North Salt Spring Waterworks District customers w secondary suites within the pilot area; b) total withdrawal from its system in relation to its licensed capacity; c) impacts on the Maxwell Lake, St. Mary Lake, and the district's water supply in genera can be attributed to the introduction of secondary suites within the pilot area. <u>CARRIED</u> *Bylaw 461 was adopted May 2, 2013

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2016-06-02	SS-2016-114	Grantville Neighbourhood lawful non-conforming sewage disposal field repair or replacement	It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee adopt “Standing Resolution 2” as specified in Appendix 2 of the staff report dated May 25, 2016. (shown below): That the Salt Spring Island Local Trust Committee direct staff to administer and enforce Bylaw 484 according to the following policies: 1. Where a sewage disposal field or septage pit is awfully non-conforming with respect to Bylaw 484, and pursuant to Local Government Act Section 529, the Salt Spring Island Local Trust Committee considers that the following actions do not constitute maintenance, alteration, or extension, and therefore require a development variance permit application to the Salt Spring Island Local Trust Committee: a) Removal and replacement of the dispersal system in its entirety. 2. Where a sewage disposal field or septage pit is lawfully non-conforming with respect to Bylaw 484, and where a health hazard exists as defined under the B.C. Public Health Act, an Authorized Person may carry out immediate, temporary repairs of the system that result in a further contravention to Bylaw 484 than that existing at the time the repair or alteration was started to prevent or contain the hazard. Permanent repairs or alterations that result in a further contravention of Bylaw 484 than that existing at the time the repair or alteration was started, or 1(a) above, should be supervised by a Professional and will require a development variance permit application to the Salt Spring Island Local Trust Committee following resolution of the emergency. 3. “Authorized Person” and “Professional” have the same meaning as in the Sewerage System Regulation. CARRIED
2017-03-02	SS-2017-16	Quarterly Application Summary Staff Reports	It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee direct staff to provide a quarterly summary of application tracking. CARRIED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2018-08-16	SS-2018-177	Cannabis Regulation	It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee adopt the following standing resolution with respect to the processing of non-medical cannabis retail license applications: • Proposed or amended licenses for non-medical cannabis retail establishments require an application to the Local Trust Committee. • The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical. • The public consultation process shall be determined by the Local Trust Committee after initial review of the proposal. • However, as a minimum, the Local Trust Committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information: ○ Name of the applicant and a description of the proposal in general terms; ○ The location of the proposed establishment and the subject site; ○ The place where, and date and time when, both a public meeting will be held and a resolution of the Local Trust Committee considered; ○ The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application; ○ How public comments may be submitted to the Local Trust Committee. <u>CARRIED</u>
2018-12-06	SS-2018-278	Cannabis – Processing of Notice to Local Authorities	It was MOVED and SECONDED, That the Salt Spring Island Local Trust Committee adopt the following standing resolution: that the Salt Spring Island Local Trust Committee request that Notices of Intention to apply for a Federal Cannabis License be included in the Local Trust Committee Regular Meeting agenda package. <u>CARRIED</u>



SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2019-04-30	SS-2019-88	Families as Stakeholders	It was MOVED and SECONDED, That the Salt Spring Island Local Committee direct staff to include families as stakeholders in Project Charters and to propose family oriented engagement techniques, or to explain why such inclusion is not appropriate. <u>CARRIED</u>

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2019-11-26	SS-2019-253	Reconciliation	It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee adopt the following standing resolution with respect to First Nations in the Local Trust Area: Whereas the Local Trust Committee seeks to engage in Reconciliation with local First Nations, governments and the island community by honouring the Truth and Reconciliation Commission (TRC) Calls to Action, United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples, and Islands Trust First Nations Engagement Principles, the Local Trust Committee endeavours to: a) Annually, write a letter to First Nations, (re) introducing trustees and staff and provide a schedule of known Local Trust Committee meetings for the upcoming year, as well as, provide an update of current projects and advocacy activities; b) For various Local Trust Committee meetings, invite elders from local First Nations to attend and provide a traditional welcome to the territory; c) Work with First Nation governments on cooperative initiatives, including and not limited to, language, place names, territorial acknowledgements, and community education on Coast Salish and local First Nations' cultural heritage and history; d) Work with First Nation governments on engagement principles for inclusive land use, marine use, and climate change planning; advocacy, protection and stewardship; and knowledge and information sharing protocols; e) Establish and maintain government-to-government dialogue with First Nations, now and into the future, based on respect and recognition of Aboriginal rights and title, treaty rights, and First Nations' traditional territories within the Islands Trust Area. <u>CARRIED</u>

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2019-12-17	SS-2019-275	Referral of Items to the Agricultural Advisory Planning Commission	It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee refer Agricultural Land Commission applications directly to the Agricultural Advisory Planning Commission, prior to consideration by the Salt Spring Island Local Trust Committee when: a) Applications demonstrate either that local farming or the greater community would be benefited and conditions of Official Community Plan policy B.6.2.2.16 apply, or b) Applications are for public recreation use and are consistent with the Official Community Plan. CARRIED
2020-04-28	SS-2020-045	Policy Options for Bylaw Enforcement Compliance on Unlawful Uses	It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee adopt the following policy on unlawful land uses and planning applications: a. Where an application is received and a use is continuing in contravention of a land use bylaw, staff are directed to request that the applicant cease the use prior to processing the application, and that staff are directed to continue with enforcement until the use is ceased. b. The applicant may request that the Local Trust Committee proceed with consideration of the application while the use is continuing; and, where the Local Trust Committee considers there is a community need to process the application while the prohibited use is continuing, the Local Trust Committee may direct that bylaw enforcement actions, including the issuing of notices, temporarily cease. c. Where the Local Trust Committee does not consider that there is a community need, or the applicant has not made such a request of the Local Trust Committee; bylaw enforcement actions, including the issuing of notices, will continue. d. In deciding whether to grant land use approval for a use that was commenced in contravention of a land use bylaw, the Local Trust Committee may consider whether the applicant has suspended the prohibited land use pending a decision on the application. CARRIED



SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2021-06-29 Amended 2021-11-09 Amended 2022-02-15	SS-2021-109 SS-2021-214 SS-2022-017	Unlawful Dwellings	It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee endorse the Housing Action Program Task Force's recommendation to amend standing resolution SS-2021-109 to state that enforcement activities will be deferred for all existing unlawful dwellings being used for residential purposes until there are safe, secure appropriate housing options that are affordable for all demographics and household types in perpetuity, except in the following circumstances: a. there are concerns regarding health and safety; b. there are concerns that sewage is not being disposed of in an approved septic or sewer disposal system; c. there are concerns that septic or sewage disposal systems are being used in excess of capacity or ability as a result of unlawful dwellings; d. there are concerns of possible contamination of wells or other drinking water sources; e. unlawful dwellings are in environmentally sensitive areas; f. there are non-permitted campgrounds; and, g. that the Salt Spring Island Local Trust Committee may give direction to resume enforcement activities on any property that poses risk to the health and safety of the neighbouring residents and the residents on the property in question. CARRIED
2021-06-29	SS-2021-111	Bylaw Enforcement Policy on Portable Sawmills	It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee adopt the following enforcement policy: Enforcement on portable sawmills will be deferred while the Local Trust Committee considers amendments to the Land Use Bylaw. CARRIED
2021-11-09	SS-2021-213	Residential Use in Commercial Accommodations	It was MOVED and SECONDED, That the Salt Spring Island Local Trust Committee endorse the Housing Action Program Task Force's recommendation to defer enforcement of residential use in commercial accommodations, such as cabins, hotels, guest houses, and motels that provide long-term (more than 30 days) residency in order to offer an interim solution to the housing needs on Salt Spring Island. CARRIED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2021-12-14	SS-2021-237	First Nations Consultation for Proposed Antenna Systems	It was MOVED and SECONDED, That the Salt Spring Island Local Trust Committee adopt the following standing resolution with respect to First Nations consultation in accordance with the “Strategy for Antenna Systems” in the Local Trust Area: a. The proponent will consult with the Local Trust Area representative during the pre-consultation phase to determine proximity of the proposed antenna system to known archaeological sites and/or areas of archaeological potential and obtain a list of First Nations rights and title holders; b. The proponent is recommended to undertake consultation during the pre-consultation phase with the Islands Trust and a First Nations cultural knowledge holder for the site of the proposed antenna system as it relates to cultural and sacred sites; c. The proponent will obtain and provide a BC Archaeological Information request response from the BC Archaeology Branch to confirm proximity of the proposed antenna system to known archaeological sites and/or areas of archaeological potential including permit requirements under the Heritage Conservation Act; d. The proponent will obtain and provide an Archeological Impact Assessment for antenna systems proposed to be sited on or within 100 metres of a known archaeological site or cultural/sacred site identified by a First Nations cultural knowledge holder; and e. The proponent will provide written notice – including, if applicable, the Archeological Impact Assessment – sent by regular mail or hand delivered to all First Nations rights and title holders identified during the pre-consultation phase <u>CARRIED</u>
2024-09-12	SS-2024-099	Travel costs for inter-agency meetings	It was MOVED and SECONDED, That the Salt Spring Island Local Trust Committee approve a standing resolution to fund travel expenses for Trustees to attend joint meetings with the LCC, the CRD and First Nations relationship building meetings that have been approved by the LTC. <u>CARRIED</u>



Salt Spring Local Trust Committee

Open Applications

Report

Print Date: April 2, 2025

Development Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20250028	Dennis G Miller	1/17/2025	2101 FULFORD-GANGES RD, SALT	Subdivision separating ALR lands from non-ALR lands and creating a 2 bare lot strata upon the non-ALR lands, one of the strata lots containing an existing residence (circa 2009).
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Waiting for Revisions	Verify Final Review Status	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20250040	Robert Kelly Beattie	1/23/2025	0 WALKER'S HOOK RD	
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Waiting for Revisions	Generate Notice of Revisions	

Application Number	Applicant Name	Date Received	Address	Purpose
SS-DP-2022.9	David Whitten	9/16/2022	161 FULFORD-GANGES RD	DPA 1, 3 & 4 to permit a cafe with indoor seating - 161 Fulford-Ganges Road
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Waiting for Revisions	Generate Notice of Revisions	

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
SS-DP-2021.4	Erin Rommel	3/15/2021	270 FURNESS RD, SALT SPRING I	DPA2 - NEW TASTING ROOM, WASHROOM/ACCESSORY BUILDING, CARETAKER'S COTTAGE, 4-PLEX - 270 Furness Road SS-2024-084 It was MOVED and SECONDED That the Salt Spring Island Local Trust Committee approves issuance of Development Permit SS-DP-2021.4 (270 Furness Road) subject to the collection of a landscaping security deposit of \$89,662.50 (150% of pre-tax estimate). CARRIED
Planner		Status	Most Recent Completed Activity	
Chris Buchan		Waiting for Conditions	Record LTC Decision/Update FUAL	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20250035	Celeste Cavaliere	1/20/2025	126 UPPER GANGES RD, SALT SP	Moving the office shack requires DP3
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Under Review	Add Optional Referrals	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20240357	Dave McKerrell	12/17/2024	[028-253-396 CP(2)] 126 WEST ISLA	
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Under Review	Add Optional Referrals	

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
SS-DP-2023.7	Holly Kerr	8/22/2023	687 BEAVER POINT RD, SALT SPR	Delegated DPA 7 Driveway Extension - 687 Beaver Point RD, SSI Asked to provide restoration estimation from a landscape professional for the purpose of security deposit. (December 6th 2024)
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Open	Planning Review	

Application Number	Applicant Name	Date Received	Address	Purpose
SS-DP-2022.5	Jordan Litke	5/4/2022	536 BEAVER POINT RD, SALT SPR	Delegated DPA7 Permit to allow subdivision - 536 Beaver Point Road, SSI
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Administrative Approval	Generate Staff Report and Draft Permit	

Application Number	Applicant Name	Date Received	Address	Purpose
SS-DP-2022.7	Brent Taylor	8/10/2022	250 COLLINS RD, SALT SPRING IS	Delegated DPA3 Dock - 250 Collins Road, SSI Delegated DP Staff report submitted to Director
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Administrative Approval	Generate Staff Report and Draft Permit	

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20240343	Jonathon Mishrigi	12/9/2024	237 ISABELLA POINT RD	My project originally began with a DP exemption which I was granted prior to starting my build. Since starting the build, we changed the location of the house only slightly, but still in line with GeoTech report. Also, we are in the process of applying for a DVP in order to accommodate another change in the design of the home.
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Administrative Approval	Generate Staff Report and Draft Permit	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20240059	BRADLEY J FOSSE	5/30/2024	434 BAKER RD, SALT SPRING ISL	
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Administrative Approval	Generate Staff Report and Draft Permit	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20240058	BRADLEY J FOSSE	5/30/2024	431 BAKER RD, SALT SPRING ISL	
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Administrative Approval	Generate Staff Report and Draft Permit	

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20240056	BRADLEY J FOSSE	5/30/2024	235 QUARRY DR, SALT SPRING IS	

Planner	Status	Most Recent Completed Activity
Oluwashogo Garuba	Administrative Approval	Generate Staff Report and Draft Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20240057	BRADLEY J FOSSE	5/30/2024	239 QUARRY DR	

Planner	Status	Most Recent Completed Activity
Oluwashogo Garuba	Administrative Approval	Generate Staff Report and Draft Permit

Application Number	Applicant Name	Date Received	Address	Purpose
SS-DP-2021.10	Uta Nagel	9/14/2021	770 BEAVER POINT RD, SALT SPR	

Delegated DPA 4, 6 & 7 - Carport and Shed - 770 Beaver Point Road
 We need a geotechnical assessment for DPA 6 – Unstable Slopes and Soil Erosion.
 An assessment that adheres to the provincial Riparian Areas Protection Act methodology for DPA 7 – Riparian Areas.

Note: we already have the report from Reimer dated 2021 and the report from Gooding dated Sep 10, 2021 and these are not reports that we are looking for.
 Contacted the applicant many times and always received the same response.

Planner	Status	Most Recent Completed Activity
Milad Panahifar	Administrative Approval	Verify Final Review Status

Salt Spring

Salt Spring

Development Variance Permit

Application Number	Applicant Name	Date Received	Address	Purpose
SS-DVP-2024.2	Leigh Large	2/13/2024	127 VALHALLA RD	To construct a retaining wall
Planner	Status		Most Recent Completed Activity	
Milad Panahifar	Waiting for Revisions		Generate Notice of Revisions	

Application Number	Applicant Name	Date Received	Address	Purpose
SS-DVP-2021.17	Uta Nagel	9/13/2021	770 BEAVER POINT RD, SALT SPR	Delegated DPA 4, 6 & 7 - Carport and Shed - 770 Beaver Point Road We need a geotechnical assessment for DPA 6 – Unstable Slopes and Soil Erosion. An assessment that adheres to the provincial Riparian Areas Protection Act methodology for DPA 7 – Riparian Areas. Note: we already have the report from Reimer dated 2021 and the report from Gooding dated Sep 10, 2021 and these are not reports that we are looking for. Contacted the applicant many times and always received the same response.
Planner	Status		Most Recent Completed Activity	
Milad Panahifar	Waiting for Revisions		Verify Final Review Status	

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20250078	Jeff Neff	2/17/2025	116 CYPRESS VIEW RD, SALT SP	The parcel development began following an initial Islands Trust preliminary plan review. During subsequent discussions with the Planner regarding the culvert placement for a subdivision drainage ditch, there was no indication that a land use application was required, likely because the water body is not mapped as a riparian water body. A public complaint triggered an Islands Trust compliance file, leading to the request for a Development Variance Permit.
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Under Review	Generate Complete Application Letter	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20250082	COLIN A CRYSTAL	2/19/2025	198 SALT SPRING WAY, SALT SPR	
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Under Review	Add Optional Referrals	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20250029	Dave McKerrell	1/17/2025	[028-253-396]CP(2)] 126 WEST ISLA	Referred to ITC (Policy number: 3.3.1: Variance Application on property with conservation covenant or a adjacent to a property with conservation covenant) to be considered in May 27th meeting.
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Under Review	Add Optional Referrals	

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20240255	Dennis G Miller	10/4/2024	2101 FULFORD-GANGES RD, SALT	<Optional, enter comments if required>

Planner	Status	Most Recent Completed Activity
Milad Panahifar	Under Review	Add Optional Referrals

Application Number	Applicant Name	Date Received	Address	Purpose
SS-DVP-2023.7	Nancy Mullins	4/20/2023	120 MANSELL RD, SALT SPRING I	Variance to allow for increased size of seasonal cottage and increased floor area of accessory buildings - 120 Mansell Road, SSI

Planner	Status	Most Recent Completed Activity
Oluwashogo Garuba	Under Review	Add Optional Referrals

Application Number	Applicant Name	Date Received	Address	Purpose
SS-DVP-2021.7	Brian Craig	2/26/2021	344 REGINALD HILL RD, SALT SPR	Variance for Gate House and Beach Stairs - 344 Reginald Hill Road

They have been recommended to apply for a Development Permit (DPA 3, DPA 4). Additionally, it was advised to submit an updated survey showing the location of all structures and watercourses, along with the setbacks of these structures from lot lines and watercourses. A setback permit application should also be submitted to the Ministry of Transportation and Infrastructure for any structures located within 4.5 meters of the MOTI right-of-way. (Contacted them again on Sep12th 2024 and Jan 8th 2025, Jan 15th)

Planner	Status	Most Recent Completed Activity
Milad Panahifar	Open	Planning Review

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
SS-DVP-2023.14	Bryce Chapman	8/14/2023	361 SUNSET DR, SALT SPRING IS	Variance to allow subdivision with on-site water source - 361 Sunset Drive, SSI
Planner		Status	Most Recent Completed Activity	
Chris Hutton		Open	Verify Submittal / Fees	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20240244	Justin Oppmann	9/27/2024	321 FERNWOOD RD, Unit:101, SAL	Application for a variance for sitting of a Protective structure for walk-in cooler in a setback
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Local Trust Committee	Generate LTC Public Notice	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20240201	Robert Richmond	9/3/2024	2885 SOUTHEY POINT RD, SALT S	The applicant has chosen to modify their plan, so they won't need a DVP and requesting a refund instead. Waiting for architect to provide updated drawings.
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		In Abeyance	Planning Review	

Salt Spring

Rezoning

Application Number	Applicant Name	Date Received	Address	Purpose
SS-RZ-2021.1	Dale Rivers	1/28/2021	114 SWANSON RD, Unit:1, SALT S	Rezoning from existing R6 to R2 to permit the construction of a 6 unit Strata Development - 114 Swanson Rd
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Waiting for Submittals	Planning Review	

Application Number	Applicant Name	Date Received	Address	Purpose
SS-RZ-2023.1	Chris Schmah	9/27/2023	104 ATKINS RD, SALT SPRING ISL	Rezoning to retire Land use contract - 104 Atkins Road
Planner		Status	Most Recent Completed Activity	
Chris Buchan		Under Review	Add Optional Referrals	

Application Number	Applicant Name	Date Received	Address	Purpose
SS-RZ-2017.2	Fernando Dos Santo	2/15/2017	221 DRAKE RD	Proposal to permit 30 affordable housing dwelling units and common building - 221 Drake Road, SSI.
Planner		Status	Most Recent Completed Activity	
Chris Buchan		Under Review	Add Optional Referrals	

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
SS-RZ-2019.1	Nick Williams	2/22/2019	248 UPPER GANGES RD, SALT SP	Proposal to change current zoning from R7 to C6 Variance for Industrial Use - 248 Upper Ganges Road, SSI
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Under Review	Add Optional Referrals	

Application Number	Applicant Name	Date Received	Address	Purpose
SS-RZ-2022.2	Chris Leier	11/29/2022	151 LOWER GANGES RD, Unit:101	To address issues arising from the Temporary Use Permit - 151 Lower Ganges Road, SSI
Planner		Status	Most Recent Completed Activity	
Chris Buchan		Open	Determine Next Steps - PL	

Application Number	Applicant Name	Date Received	Address	Purpose
SS-RZ-2017.3	Jamie Colligan	4/5/2017	2188 NORTH END RD, SALT SPRIN	Proposal to Rezone to Rural Zone Variation to Allow Existing Cottage to be Designated as Affordable Housing - 2188 North End Road, SSI
Planner		Status	Most Recent Completed Activity	
Chris Buchan		Open	Determine Next Steps - PL	

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20240188	Daniel Ovington; Sa	8/20/2024	210 KANAKA RD, SALT SPRING IS	<Optional, enter comments if required>

Planner	Status	Most Recent Completed Activity
Oluwashogo Garuba	Local Trust Committee	Create Draft Bylaw(s)

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20240021	Kristin Peebles	5/17/2024	355 BLACKBURN RD, SALT SPRIN	

Planner	Status	Most Recent Completed Activity
Oluwashogo Garuba	Local Trust Committee	Verify Final Review Status

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20250001	Nancy Mullins	1/1/2025	120 MANSELL RD, SALT SPRING I	Rezoning to address a seasonal cottage that is over 56 Square meters

Planner	Status	Most Recent Completed Activity
Oluwashogo Garuba	Local Trust Committee	Verify Final Review Status

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20240145	Jordan Litke	7/23/2024	200 COLLINS RD, SALT SPRING IS	Please see attached rationale letter

Planner	Status	Most Recent Completed Activity
Oluwashogo Garuba	Local Trust Committee	Create Draft Bylaw(s)

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
SS-RZ-2013.9	Don Elliot	9/6/2013		Proposal to Rezone for CRD & School District Multi-Family Affordable Housing - 161 Drake Road, SSI
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Local Trust Committee	Assign to LTC Meeting	

Application Number	Applicant Name	Date Received	Address	Purpose
SS-RZ-2024.1	Floridor Oprea	1/8/2024	0 VESUVIUS BAY RD	RZ - To amend the OCP and Land Use Bylaws to permit the redevelopment of the existing ferry terminal area and wharf.
Planner		Status	Most Recent Completed Activity	
Chris Buchan		Local Trust Committee	Record LTC Decision/Update FUAL	

Salt Spring

Soil Deposit and Removal Permit

Application Number	Applicant Name	Date Received	Address	Purpose
SS-SDP-2022.3	Kris Plambeck	7/15/2022	131 KNOTT PL	Leveling property for development - 131 Knott Pl, SSI
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Waiting for Revisions	Generate Notice of Revisions	

Application Number	Applicant Name	Date Received	Address	Purpose
PLSDP20240344	BRADLEY J FOSSE	12/9/2024	116 CYPRESS VIEW RD, SALT SP	A soil permit and DVP have been requested by Islands Trust Compliance and Enforcement, relating to culvert installation works. This application is to place a Soil Deposit and Removal Permit on file, until a DVP is in place. Security of 4000\$ is needed before sending the report to RPM for review
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Under Review	Add Optional Referrals	

Application Number	Applicant Name	Date Received	Address	Purpose
SS-SDP-2022.2	Neil Kerrigan	6/27/2022	155 ALEXANDER BLVD, SALT SPR	Pond construction - 155 Alexander BLVD, SSI
Planner		Status	Most Recent Completed Activity	
Chris Buchan		Open	Planning Review	

Salt Spring

Subdivision

Application Number	Applicant Name	Date Received	Address	Purpose
SS-SUB-2023.5	Padra Ahmadi	11/7/2023	0 TRUSTEES TRAIL; 261 TRUSTEE	Proposed 2 lot boundary adjustment - Lot 14 & 15 Trustees Trail, SSI
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Waiting for Conditions	Generate and Send Referral Response Form	

Application Number	Applicant Name	Date Received	Address	Purpose
SS-SUB-2024.4	Kerry Michael Akerm	3/28/2024	292 JASPER RD	
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Waiting for Conditions	Generate and Send Referral Response Form	

Application Number	Applicant Name	Date Received	Address	Purpose
SS-SUB-2024.3	Polaris Land Survey	3/20/2024	601 RAINBOW RD, SALT SPRING I	Planner should confirm if proposed road width will meet from CL requirements for any active transportation infrastructure indicated in OCP in response.
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Pending	Record and File PLR	

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUB20240317	DANIEL FRASER	11/27/2024	120 TAHOUNEY RD, SALT SPRING	

Planner	Status	Most Recent Completed Activity
Oluwashogo Garuba	Administrative Approval	Generate and Send Referral Response Form

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUB20250034	Jordan Litke	1/20/2025	166 BECKY WAY, SALT SPRING IS	RRF was Sent to RPM for review.

Planner	Status	Most Recent Completed Activity
Milad Panahifar	Administrative Approval	Verify Final Review Status

Application Number	Applicant Name	Date Received	Address	Purpose
SS-SUB-2022.4	Jordan Litke	11/14/2022	373 WRIGHT RD, SALT SPRING ISL	Proposed 2 lot conventional Subdivision, 373 Wright Road, Salt Spring Island

Planner	Status	Most Recent Completed Activity
Milad Panahifar	Administrative Approval	Record and File PLR

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
SS-SUB-2023.2	Denis Miller	2/15/2023	2101 FULFORD-GANGES RD, SALT	Proposed 3 Lot Bare Land Strata Updated the applicant for the DPA 7 requirement (Jan 3rd, 2025)
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Administrative Approval	Generate and Send Referral Response Form	

Application Number	Applicant Name	Date Received	Address	Purpose
SS-SUB-2023.4	Jordan Litke	9/6/2023	0 CHURCHILL RD; 291 LONG HARB	Proposed 4 Lot Conventional Subdivision - 291 Long Harbour Road, SSI Waiting for PLR
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Administrative Approval	Generate and Send Referral Response Form	

Application Number	Applicant Name	Date Received	Address	Purpose
SS-SUB-2021.3	Sina Shalbaf	3/31/2021	150 MARGOLIN DR, SALT SPRING	2 lot subdivision 150 Margolin Drive
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Administrative Approval	Record and File PLR	

Salt Spring

Temporary Use Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLTUP20250097	MARTIN R OGILVIE	2/28/2025	[031-451-977] 116JACKSON AVE	

Planner	Status	Most Recent Completed Activity
Milad Panahifar	Under Review	Add Optional Referrals

Islands Trust
LTC EXP SUMMARY REPORT F2025
Invoices posted to Month ending February 2025

655 Salt Spring	Invoices posted to Month ending February 2025	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-655	LTC "Trustee Expenses"	2,000.00	3,088.81	-1,088.81
		<u>2,000.00</u>	<u>3,088.81</u>	<u>-1,088.81</u>
LTC Local				
65200-655	LTC - Local Exp - LTC Meeting Expenses	14,700.00	9,592.60	5,107.40
65210-655	LTC - Local Exp - APC Meeting Expenses	1,000.00	671.03	328.97
65220-655	LTC - Local Exp - Communications	1,500.00	0.00	1,500.00
TOTAL LTC Local Expense		<u>17,200.00</u>	<u>10,263.63</u>	<u>6,936.37</u>
Projects				
73001-655-2007	Salt Spring OCP/LUB	222,000.00	134,083.71	87,916.29
73001-655-4020	Salt Spring Ganges Village Area Planning	86,500.00	0.00	86,500.00
73001-655-4131	Salt Spring Housing Action Program	5,000.00	0.00	5,000.00
73001-655-4139	SSIWPA Plan Coordination	55,000.00	0.00	55,000.00
73001-655-4140	Salt Spring Groundwater Sustainability Strategy	16,500.00	0.00	16,500.00
73001-655-4141	Salt Spring Proof of Water - Subdivision	1,500.00	0.00	1,500.00
TOTAL Project Expenses		<u>386,500.00</u>	<u>134,083.71</u>	<u>252,416.29</u>