



Salt Spring Island Local Trust Committee

Regular Meeting Agenda

Date: Thursday, October 16, 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	
Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change.	
2. APPROVAL OF AGENDA	
3. TOWN HALL AND QUESTIONS 9:35 AM - 10:05 AM	
4. DELEGATIONS - NONE	
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 September 11, 2025 SSI LTC Regular Meeting</u>	4
For Adoption	
8.2 Resolutions Without Meeting Report - None	
8.3 Draft Minutes of the Advisory Planning Commissions	
8.3.1 <u>Draft Minutes of the Spetember 18, 2025SS PAPC Meeting</u>	22
For Adoption	
8.3.2 <u>Draft Minutes of the September 25, 2025 SS APC Meeting</u>	28

	For adoption	
8.3.3	<u>Draft Minutes of the September 25, 2025 SS AAPC Meeting</u>	30
	For Adoption	
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: http://www.islandstrust.bc.ca/SSIapplications	
	For Projects, go to: http://www.islandstrust.bc.ca/SSIprojects	
9.1	J. Roe to LTC Email - Dated Sep 19th 2025 - Regarding Used Oil Recycling Crisis	33
	For Information	
9.2	M. Leichter to C. Hutton Email - Dated Sep 2nd 2025 - Regarding Positively Forward - Housing Report	40
	For Information	
10.	BUSINESS ARISING FROM MINUTES	10:35 AM - 10:40 AM
10.1	Follow-Up Action List	51
	Report dated October 2025	
11.	WORK PROGRAM	
11.1	Active Projects List	56
	Report Dated October 2025	
11.2	Future Projects List	60
	Report Dated October 2025	
12.	COMMUNITY INFORMATION MEETING - NONE	
13.	PUBLIC HEARING	
13.1	SS-RZ-2019.1 - N. Williams - 248 Upper Ganges Rd, SSI	10:30 AM - 11:00 AM
	Public hearing binder can be found here: <u>SS-BL-543_2025-10-02_PublicHearingBinder.pdf</u>	
	<u>.....BREAK UNTIL 12:00 NOON.....</u>	

13.2 **PLRZ20240188 - D. Ovington - 210 Kanaka Rd, SSI** 12:00 PM - 12:30 PM

Public hearing binder can be found here: [SS-BL-544-545_2025-10-02_PublicHearingBinder.pdf](#)

14. APPLICATIONS AND REFERRALS 12:30 PM - 1:30 PM

14.1 **PLRZ20250220 - J. Gauthier - 154 Kings Lane, SSI** 63
Staff Report

14.2 **PLRZ20240021 - D. Janyk - 355 Blackburn Road** 104
Staff Report

14.3 **PLALR20250198 - R. Stepaniuk - 820 Mount Maxwell Road, SSI** 116
Staff Report

15. LOCAL TRUST COMMITTEE PROJECTS 1:30 PM - 2:30 PM

16. NEW BUSINESS 2:30 PM - 3:30 PM

17. REPORTS

17.1 **Policy and Standing Resolutions List** 119
For Information

17.2 **Open Applications Report** 127
Report dated October 2025

17.3 **Expense Report** 147
Report dated August 2025

17.4 **Islands Trust Conservancy Board Report**
None

18. UPCOMING MEETINGS

The next regular meeting of the Salt Spring Island Local Trust Committee is scheduled for 11:00 a.m. on November 06, 2025 at the Legion Meaden Hall, 120 Blain Road, Salt Spring Island.

19. ADJOURNMENT



Salt Spring Island Local Trust Committee

Minutes of Regular Meeting

Date: Thursday, September 11, 2025
Location: Meaden Hall
 120 Blain Road, Salt Spring Island

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

Staff Present: Chris Hutton, Regional Planning Manager
 Milad Panahifar, Planner 1
 Oluwashogo Garuba, Planner 2 (electronic)
 Rob Pingle, Planning Technician
 Britt Holowaty, Legislative Clerk
 Lisa Millard, Meeting Administrator/Recorder (electronic)

There were approximately 36 members of the public present

Others Present:

1. CALL TO ORDER

Chair Peterson called the meeting to order at 9:32 a.m. He introduced himself and Trustees. Chair Peterson acknowledged that the Local Trust Committee is meeting in the territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- 16.1 Bylaw No. 534 - Discussion
- 16.2 Alternatives to Bylaw Enforcement on Affordable Housing – Discussion
- 19.1 November 6 Meeting Time - Discussion

By general consent the agenda was adopted as amended.

3. TOWN HALL AND QUESTIONS

A member of the public spoke to the Kings Lane rezoning application and noted it was originally intended to be senior's housing and it is now being considered for worker's housing. They stated support for worker's housing but would like the specific location to remain designated for seniors.

Several members of the public spoke to affordable housing provided by a member of the community which resulted in bylaw enforcement action and the following comments were noted:

- The post covid influx of residents and advent of Airbnb has created a housing problem resulting in the speaker losing their rental and living in their van until they were helped by Savannah and Alida and offered a place to stay;

- A speaker lost their rental and it took eight months to find stable housing, and in the interim they were supported by community members including Savannah and Alida who help those that are trying to get back on their feet;
- There are a variety of reasons one might become homeless and having a safety net in the community is important;
- A speaker indicated they are employed with a good rental history and have year-round rental housing with the exception of seven weeks in the summer months and, during the period of not having housing and while feeling under mental distress, they were provided support by Savannah;
- Savannah does not charge more than \$800 per month in rent because she is aware the options she provides lack amenities; however, she does provide affordable housing to those in need;
- A speaker noted they were asked to attend the property to be present during a walk-through with a tenant who was departing a rental and the property owners have opened up their home and people rent there willingly; however, one complaint letter caused bylaw enforcement action and the property owners should be supported rather than having things made difficult for trying to provide affordable housing;
- A speaker expressed support of bylaw enforcement action against the Lightwater Cove operation which provides guests with spa-like holiday accommodations and concern about enforcement against Savannah and Alida who provide help to individuals facing a housing crisis;
- A speaker stated there is an obligation under the United Nations Declaration of Human Rights to ensure that people have adequate housing and this is being violated by a structure that does not work with people to provide solutions and, while the Vancouver Island Health Authority indicates that no sewage issue are being produced, Islands Trust remains undereducated on how human/earth compost solutions work and they ask that a less institutional approach be taken toward the homeless population as bylaw policies are exacerbating the problems;
- A speaker stated they could not find housing when they moved to Salt Spring Island and were offered a rental for \$1200 per month that consisted of a 300 square foot makeshift, rat infested, illegal dwelling with an outdoor bathroom, a hose for the shower with inconsistent hot water, a bucket for human waste that had to be dumped on the property, and while housing is needed it needs to be secure and safe;
- A speaker noted support for landlords that are trying to find solutions to help people and encourages the Local Trust Committee to look at goals for preserving and protecting the environment along with housing;
- A speaker noted the importance of helping others and stated homelessness, mental illness, and addictions need to be addressed along with housing and food security.

A member of the public who has been providing housing options spoke to concerns regarding bylaw enforcement actions and the Local Trust Committee being complicit in creating stress for their tenants by reinforcing the status quo that prioritizes those with means to live conventionally over those that do not. They noted that the people most impacted by enforcement are those of lower socioeconomic status and those experiencing multiple intersected areas of oppression, that the politicians making the laws do not represent these individuals, and the Ombudsperson's best practice guidelines cite the importance of context. They ask that the Local Trust Committee take time to consider the context in which they make choices, and if the problem is with them or with the way in which the laws are being interpreted.

A member of the public made the following comments:

- They are feeling hopeful after hearing the Local Trust Committee is looking for ways to take a more compassionate approach to bylaw enforcement;
- When bylaw enforcement receives a complaint, they are permitted to attend the property and search for any compliance infraction;
- Residents are told to address complaints about enforcement process and procedures with Islands Trust Chief Administrative Officer;
- It is the job of the elected officials to give direction to the Chief Administrative Officer regarding process and procedure;
- Trustees are prevented from getting involved in individual cases and if they can't look at, and hear, experiences of individual cases they will not understand the problem;
- Bylaw enforcement staff bring individual cases to the Local Trust Committee for decision in a closed meeting without the resident's participation; and
- This results in decisions being made based on the account of the accuser only and there is no process of appeal.

A member of the public stated short-term vacation rentals bring money into the community and while there is a housing crisis in every city in Canada, without tourist money there is no need for workforce housing. They have multiple units on their property, none of which could be workforce housing, every year they encounter bylaw enforcement fines that they need to oppose using lawyers, their case gets closed and then reopened, and they ask that Islands Trust stop action against those providing acceptable tourist accommodations.

A representative of the Gulf Island Seniors Residence Association spoke to the development of a fifty-unit affordable housing project and the following comments were noted:

- They are not seeking an increase in density;
- The property has been designated for multi-family housing since the 1998 rezoning;
- They operate senior's housing on Atkins Road and have been trying to determine if more is needed and they have determined there is not a need;
- There is a well documented need for affordable workforce housing including for health care workers;
- The design attempts to minimize impacts on neighbouring land in the Agricultural Land Reserve;
- The location is ideal for multi-family housing and they are trying to make the development pedestrian friendly to minimize traffic.

A representative of Positively Forward and Keep Salt Spring Sustainable stated the Land Use Bylaw that is being proposed is being drafted before a new Trust Policy Statement is developed and adopted and it is not possible to write an Official Community Plan and Land Use Bylaw that are consistent with the current Trust Policy Statement and the new draft. They asked that further work on the Official Community Plan be paused until the new Trust Policy Statement is approved by the provincial government. They also stated concern that public engagement does not include a community information meeting where people can hear about the proposed Official Community Plan language and it is not sufficient to ask for an opinion without providing background about the issues.

4. DELEGATIONS - None

5. TRUSTEE REPORTS

Trustee Harris acknowledged the death of Charlie Kirk, noted dissatisfaction with attendance and format of the electronic draft Trust Policy Statement Town Hall, and asked members of the public to voice their concerns about the negative effects the draft Trust Policy Statement will have on Salt Spring Island residents including a freeze on development and an inability of the Local Trust Committee to rezone for workforce housing should Executive Committee determine proposed bylaws are not in line with the Policy Statement.

Trustee Patrick reported the following:

- The Salt Spring Island pride parade will take place this weekend;
- Attended the Advisory Planning Commission meeting to listen to discussion about the Official Community Plan/Land Use Bylaw Review and noted a town hall option for engagement was discussed with the project consultants along with other modern options to encourage inclusivity in community engagement;
- Attended the Salt Spring Foundation Funders Table;
- Attended several steering committee meetings organized under MP Elizabeth May's office for a cross-border government to government forum being planned in October;
- Attended Executive, Regional Planning, Trust Programs, Governance, and Financial Planning Committee meetings as well as a Trust Council special meeting;
- Attended Heritage Conservation Act Transformation Project information session which will be looking at better ways of protecting archaeological sites throughout BC; and
- Attended the Trust Policy Statement webinar.

6. CHAIR'S REPORT

Chair Peterson reported the following:

- Attended the Heritage Conservation Act Transformation Project webinar;
- Trust Council gave first reading to the draft Trust Policy Statement and a six-month engagement period has been launched which includes referrals to First Nations and other agencies, a survey, and Local Trust Committee engagement events to be held in each Local Trust Area;
- Trust Council will be meeting on Gabriola this month and a highlight will include a talk given by Douglas White on First Nations partnerships and relationships;
- Executive Committee will be meeting with the new Minister of Housing and Municipal Affairs;
- Some members of Executive Committee will be attending the Union of BC Municipalities Conference and meeting with staff from the Ministry of Water, Land, and Resource Stewardship, BC Assessment, and BC Housing and Municipal Affairs; and
- Salt Springs Island's opt into the Provincial Short-Term Vacation Registry has been approved and comes into effect in November.

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 May 22, 2025 Salt Spring Island Local Trust Committee Special Meeting

A Trustee noted concerns with the content of Section 3.1 which include opinions of individuals which were not an outcome of the conversation, did not lead to decisions, and did not represent consensus of the round table discussion.

Staff noted that in addition to the following amendments they will review the minutes to remove non-substantive comments.

- Strike the fourth and fifth bullet points in section 3.1

By general consent, the Salt Spring Island Local Trust Committee Minutes of May 22, 2025 were adopted as amended.

8.1.2 Draft Minutes of the July 10, 2025 Salt Spring Island Local Trust Committee Meeting

By general consent, the Salt Spring Island Local Trust Committee Minutes of July 10, 2025 were adopted.

8.2 Resolutions Without Meeting Report - None

8.3 Draft Minutes of the Advisory Planning Commissions

8.3.1 Draft minutes of the August 7, 2025 Project Advisory Planning Commission Meeting

Received for information.

8.4 Local Trust Committee Public Hearing Record - None

9. CORRESPONDENCE

Correspondence received concerning current applications or projects is posted on the LTC webpage

9.1 M. Smith to Local Trust Committee Email - Dated June 20th 2025 - Regarding Salt Spring Island Community Services (SSICS) 131 Brinkworthy Road Improvement Project

The correspondence was received for information and the Regional Planning Manager indicated staff can follow up with an analysis for consideration by the Local Trust Committee.

9.2 H. Rabinovitch Director, Housing Policy Branch, Ministry of Housing Letter to RPM Hutton - Dated July 29th 2025 - Regarding Salt Spring Island Local Trust Committee request to opt-in to the principal resident requirement

Received for information.

9.3 P. Koby to Local Trust Committee Email - Dated July 4th 2025 - Regarding Islands Trust proposed Policy Statement

Received for information.

9.4 Liquor and Cannabis Regulation Branch (LCRB) to Local Trust Committee Email - Dated July 8th 2025 - Regarding the Discussion paper on Cannabis Market Controls and Sales at Events

Received for information.

9.5 M. Bateman to Local Trust Committee Email - Dated August 14th 2025 - Regarding Cusheon Creek Bridge – Islands Trust Conservancy update/website

Received for information.

9.6 G. Stevens to Local Trust Committee Email - Dated August 20th 2025 - Regarding clarifications on Clean and Safe Harbours Initiative

Discussion ensued and a Trustee recalled that the intent of the standing resolution was focussed on land-based housing and not necessarily related to boats in the harbour and while it has been the practice to not enforce against issues in the harbour the standing resolution does not state this.

9.7 D. Rapport to Local Trust Committee Email - Dated August 22nd 2025 - Regarding addition of two documents to the official list of guiding documents for Official Community Plan-Land Use Bylaw update

Received for information.

9.8 R. Hawkins to Local Trust Committee Email - Dated August 28th 2025 - Regarding the Official Community Plan-Land Use Bylaw long term vision update

Received for information.

10. BUSINESS ARISING FROM MINUTES

10.1 Follow-Up Action List

The Regional Planning Manager provided an update to the follow up action list.

A Trustee reiterated the request for a webinar or an informational session be provided on the City View application and it was noted this item might be better suited to be referred to the Executive Committee.

SS-2025-087

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee refer Follow Up Action List Item 1 dated December 12, 2024 resolution SS-2024-145 to the Executive Committee for action.

CARRIED

10.2 Salt Spring Bylaw No. 547 – Meeting Procedures Bylaw

The Local Trust Committee previously passed a resolution approving Salt Spring Island Local Trust Committee Bylaw No. 547, cited as "Salt Spring Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 547, 2025" and this allows the Local Trust Committee to rescind the Salt Spring Local Trust Committee Meeting Procedures Bylaw No. 529.

SS-2025-088

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee Bylaw 547, cited as "Salt Spring Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 547, 2025" be adopted.

CARRIED

11. WORK PROGRAM

11.1 Active Projects List

Received for information.

11.2 Future Projects List

Received for information.

11.3 Quarterly Work Program Update

The Regional Planning Manager provided a work program update.

Discussion ensued and the following points were noted:

- Unexpected issues with the Salt Spring office relocation renovation resulted in substantial expenditures over budget;
- The upcoming operational review might address issues related to projects stalling due to localized staffing capacity issues; and
- The chart highlighting the number of applications per region points to a disproportionate number within the Salt Spring Local Trust Area which should be brought to the attention of Trust Council.

SS-2025-89

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee receive the Work Program Update Report from the Regional Planning Manager, dated September 11, 2025 for information.

CARRIED

SS-2025-090

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee forward the top three priorities in the Salt Spring Island Local Trust Committee Active Projects List, presented in the September 11 Regular Meeting Agenda, to Trust Council.

CARRIED**SS-2025-091****It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee forward the work program report update of September 11, 2025 to Trust Council for information.

CARRIED

The meeting was recessed for a break at 11:35 a.m. and reconvened at 12:00 p.m.

12. COMMUNITY INFORMATION MEETING - None**13. PUBLIC HEARING – None****14. APPLICATIONS AND REFERRALS****14.1 PLDVP20250082 – C. Crystal – 198 Salt Spring Way, SSI**

The Planner summarized the staff report and highlighted the following:

- The application seeks to reduce the setback between accessory buildings and other structures from 3.0 meters to 0.0 meters for an existing carport dwelling unit;
- The variance is not anticipated to negatively impact immediate neighbours and no comments have been received in response to statutory notices sent to neighbouring properties; and
- The variance will not result in any concerns with the BC Building Code.

The applicant was in attendance and stated the structures were in place at time of purchase, the home is currently vacant, and their intent is to bring the structures into compliance prior to selling the property.

The Local Trust Committee had no questions for the applicant or Planners.

SS-2025-92**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee approve issuance of Development Variance Permit PLDVP20250082 (198 Salt Spring Way).

CARRIED**14.2 PLDVP20250250 – C. Court – 166 Rainbow Road, SSI**

The Planner summarized the staff report and highlighted the following:

- The application seeks to reduce the interior side lot line setback abutting a lot not located in the General Employment zone from 6.0 meters to 2.2 meters to permit an existing shop on the subject property;
- The existing shop had a building permit issued in 1997 for construction although the building did not receive final inspection;

- The applicant requires a new building permit to carry out renovations and a variance is required to enable the issuance of the building permit; and
- The proposed variance will have minimal impact as it is an existing building.

The applicant was in attendance and spoke to the application.

The Local Trust Committee had no questions for the applicant or Planners.

SS-2025-093

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee approve issuance of Development Variance Permit PLDVP20250250.

CARRIED

14.3 PLDVP20250241 – J. Gaudet – 193 Monteith Road, SSI

The Planner summarized the staff report and highlighted the following:

- The application seeks a variance to reduce the setback from waterbodies from 15.0 meters to 8.4 meters to bring an existing studio structure into compliance;
- The applicant has provided satisfactory evidence confirming legal non-conforming status of a deck located within the natural boundary;
- The variance involves a minor building with a floor area of less than 10m²; and
- There has been no correspondence received in response to the application.

The applicant was in attendance and spoke to the application.

The Local Trust Committee had no questions for the applicant or Planners.

SS-2025-094

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee approve issuance of Development Variance Permit PLDVP20250241 (193 Monteith Road).

CARRIED

14.4 PLALR20250198 – R. Stepaniuk – 820 Mount Maxwell Road, SSI

The Planner summarized the staff report and highlighted the following:

- The application seeks support from the Local Trust Committee for a Non-Adhering Residential Use – Additional Residence for Farm Use that the applicant has submitted to the Agricultural Land Commission;
- The request is to convert an existing garage into a dwelling unit;
- The 9.8-hectare property is zoned Agriculture 2 with a single-family dwelling, garage, barn, green house, yurt, and sheds; and
- Local Trust Committee support for Non-Adhering Residential Use is required before the Agricultural Land Reserve can approve or deny the application.

The Local Trust Committee had no questions for the Planner.

SS-2025-095

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee refer application PLALR20250198 to the Agricultural Advisory Planning Commission for comment on whether or not the proposed non-farm use is consistent with Salt Spring Island Official Community Plan No. 434 policies B.2.2.4, B.2.2.5, B.2.2.8 and B.2.2.16; and objectives B.6.2.1.1 and B.6.2.1.4.

CARRIED

14.5 PLDP20250223 - L. Large - 378 Lower Ganges Rd, SSI

The Planner summarized the staff report and highlighted the following:

- The application seeks consideration of a 246 square meter expansion to the Canada Post facility, 76 square meter expansion to the liquor storage area and additional 25 square meter upper level located within an existing commercial development located in Development Permit Area 1 (DPA 1);
- The subject property is part of the Country Grocer commercial complex with a total floor area of 557 square meters to be added;
- The proposal is generally consistent with the applicable DPA 1 guidelines; and
- The applicant has proposed 180 parking spaces based on calculating lower demand for parking for storage and office areas and existing policies and objectives for development encourage walkability; however, the Local Trust Committee will need to determine if the applicant's interpretation of the parking calculation is acceptable.

The applicant was in attendance.

A Trustee noted that any future expansion activity may not be supported by the community at this location due to the property size and parking needs.

SS-2025-096

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee approve issuance of Development Permit PLDP20250223.

CARRIED

14.6 SS-RZ-2019.1 - N. Williams - 248 Upper Ganges Rd, SSI

The Planner summarized the staff report and highlighted the following:

- The application seeks to make lawful a boat and equipment repair and hair salon operating as a home-based business;
- The Local Trust Committee previously provided first reading of the proposed Official Community Plan and Land Use Bylaw amendments regarding this application;
- It is recommended that the proposed bylaws proceed to second reading and a Community Information Meeting and Public Hearing be scheduled; and
- The subject property has a licence to use water from Madrona Creek up to 500 gallons per day for domestic use.

The applicant was in attendance.

Discussion ensued and the following comments and clarifications were noted:

- A public hearing is required for an amendment to the Official Community Plan; and
- A Trustee stated preference that a public hearing be separate from a regular meeting in which a third reading is considered and the Regional Planner noted that while possible it is important to note the Local Trust Committee can no longer hear information regarding the application following public hearing, a delay creates potential for exposure, and there is a notice period in which members of the public can submit written submissions in advance.

SS-2025-097**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee Bylaw No. 544, cited as "Salt Spring Island Official Community Plan Bylaw No. 434, 2008, Amendment No.1, 2025" be read a second time.

CARRIED**SS-2025-098****It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee Bylaw No. 545, cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 3, 2025" be read a second time.

CARRIED**SS-2025-099****It was MOVED and SECONDED**

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

CARRIED**SS-2025-100****It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee request staff to schedule a Community Information Meeting and Public Hearing for Bylaw No. 545, cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 3, 2025".

CARRIED**14.7 PLRZ20250220 - J. Gauthier - 154 Kings Lane, SSI**

The Planner summarized the staff report and highlighted the following:

- The report seeks endorsement of a Cost Recovery Agreement to review the applicant's request to consider a housing agreement and covenant on title of the subject property; and
- The applicant previously provided a draft housing agreement which diverges from the Islands Trust legally vetted template and guide and this resulted in the requirement for legal review to ensure the agreement is enforceable and in line with current legal practices.

The applicant was in attendance and available to answer questions.

The Local Trust Committee had no questions for the applicant or Planner.

SS-2025-101**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee approve, in principle, the draft housing agreement attached to this staff report.

CARRIED**SS-2025-102****It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee directs staff to enter into a Cost Recovery agreement with the applicant of application PLRZ20250220 pursuant to Trust Council policy and the Salt Spring Island planning application fees bylaw to request Islands Trust legal counsel review of the draft Affordable Housing Agreement (154-164 Kings Lane Rd).

CARRIED**14.8 PLRZ20240188 - D. Ovington - 210 Kanaka Rd, SSI**

The Planner summarized the staff report and highlighted the following:

- The application is being brought back to the Local Trust Committee and seeks rezoning to bring the subject properties into compliance with the current land use regulations and allow the proposed upgrades to the maintenance facility to be carried out; and
- The application was found to be consistent with the Trust Policy Statement and was referred to applicable agencies and the Agricultural Advisory Planning Commission and no concerns were indicated;

The applicant was in attendance and available to answer questions.

Trustees considered reasons and outcomes of holding Community Information Meetings and Public Hearings for separate applications on the same day or separately and the Regional Planning Manager provided potential budget implications and staff capacity considerations.

SS-2025-103**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee Bylaw No. 543 cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 2, 2025”, be read a first time (PLRZ20240188, 210 & 220 Kanaka Road).

CARRIED**SS-2025-104****It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee Bylaw No. 543 cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 2, 2025”, be read a second time (PLRZ20240188, 210 & 220 Kanaka Road).

CARRIED**SS-2025-105****It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee request staff to schedule a Community Information Meeting and Public Hearing for Bylaw No 543, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 2, 2025”.

CARRIED**14.9 Trust Council Policy Statement Bylaw No. 183 Referral**

The Senior Policy Advisor noted the deadline for referral responses was changed due to the timing of local engagement events and a response is now required to be received prior to February 6, 2026. The Local Trust Committee previously requested two Town Halls be scheduled to receive feedback from community members and any referral decision should be made following the local public engagement sessions.

SS-2025-106**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee defer bylaw referral on Policy Statement Bylaw No.183 to its November 2025 meeting.

CARRIED**15. LOCAL TRUST COMMITTEE PROJECTS****15.1 Official Community Plan-Land Use Bylaw Quarterly Project Update 1:14**

The consultants provided an overview of the communications and engagement plan and workplan and noted the following:

- The workplan consists of four phases including Phase 1 which focusses on community visioning, Phase 2 involves taking information gleaned in Phase 1 and drafting core Official Community Plan elements and building out modeling into a potential policy framework and policy direction, Phase 3 takes what has been learned in the first two phases and develops Official Community Plan amendments that will be further engaged upon and tested within the community, and Phase 4 enters into a more formalized process of introducing land use bylaws.

- The communication and engagement plan will first introduce the project with the goal to hear from people across the community and then move into targeted questions with focus on reaching as many different community members, including as many underrepresented groups as possible to hear all perspectives.
- Phase 1 communications will consist of launching information on the project website, mailouts, press releases, social media posts, a survey, in-person engagement pop-ups, and informal interactive sessions. Further engagement will include awareness and participation activities, a kitchen table workbook, interactive displays, tailgate talks, and a community open house information session.

Trustees discussed the merits drawbacks of including a town hall session in the first phase of engagement.

SS-2025-107

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee endorse the proposed work plan and engagement strategy.

CARRIED

Trustee Harris opposed

15.2 Official Community Plan-Land Use Bylaw Project Business Case

The Regional Planning Manager summarized the business case and noted that further information on availability of First Nations engagement capacity funding beyond \$26,000 had not been received yet.

Discussion ensued regarding the need for adequate capacity funding in order to meaningful engage with First Nations and a Trustee indicated they would like staff to continue to work on refining the budget for this item going into the next fiscal period.

SS-2025-108

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee amend the business case for the Major Amendment Salt Spring Official Community Plan and Land Use Bylaw business case by adding \$26,000 for early and ongoing consultation with 13 First Nations in the 2026/27 fiscal year.

CARRIED

SS-2025-109

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to refine the 2026/27 fiscal budget to be sufficient to meet the engagement needs of First Nations for the major Amendments to Salt Spring Official Community Plan and Land Use Bylaw project.

CARRIED

Trustee Harris opposed

SS-2025-110

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee approve the attached Major Project Business Case for the Official Community Plan / Land Use Bylaw Project as amended for submission to the Regional Planning Committee and Financial Planning Committee for the 2026/27 fiscal year budget.

CARRIED

Trustee Harris opposed

15.3 Water Sustainability: Groundwater Monitoring

The Planner noted the report is to ensure continued funding for a previously approved approach to funding the coordination of the Salt Spring Watershed Protection Plan and that Island Trust staff engage partners as necessary in lieu of the Salt Spring Island Watershed Protection Alliance until a suitable multi-organization forum can be established.

Discussion ensued and the following comments were recorded:

- A Trustee noted discouragement that freshwater mapping and studies are not being undertaken on Salt Spring Island;
- A Trustee stated that the watershed protection plan does not speak to 60' wide clearings in forests and watersheds required for fire protections and therefore opposes the recommendation; and
- A Trustee indicated groundwater monitoring equipment is in place and when monitoring is undertaken the data should go directly to the province.

SS-2025-111

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee forward the Watershed Protection Plan 2023-2032 Business Case attached as Attachment 1 to the staff report of October 1, 2024 to Financial Planning Committee for inclusion in the 2026/27 Trust Council budget.

CARRIED

Trustee Harris opposed.

SS-2025-112

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee forward the Salt Spring Island Groundwater Sustainability (Well-Monitoring) Business Case attached as Attachment 2 to the staff report of October 1, 2024 to Financial Planning Committee for inclusion in the 2026/27 Trust Council budget.

CARRIED

Trustee Harris opposed.

15.4 Water Sustainability: Salt Spring Island Watershed Protection Alliance (SSIWPA)

This agenda item is a duplication of item 15.3.

16. NEW BUSINESS

16.1 Bylaw No. 534 – Verbal Discussion

A Trustee spoke to a recent issue regarding Bylaw No. 534 and requested consideration be given to removing delegated authority responsibility of approving development permits from staff and returning it to the Local Trust Committee.

Discussion ensued and the following comments and clarifications were noted:

- Staff have been able to process development permits to a high standard and more quickly than by bringing them to the Local Trust Committee and a Trustee noted while it might take more time it puts the decision-making authority back into the prevue of the elected officials;
- Development permits are not discretionary and have to be based on technical aspects and that was the basis of putting them over to staff;
- There was a communications failure on a recent application that can be addressed;
- A Trustee noted that restrictions coming forward from the draft policy statement will continue to take more decisions out of the hands of the Local Trust Committee; and
- The bylaw that delegates authority has been adopted and a new bylaw would be required to rescind it

The meeting was recessed for a break at 2:30 and reconvened at 2:35 p.m.

SS-2025-113

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff bring back staff reports prepared for Bylaw No. 534 for discussion at the next Local Trust Committee meeting.

CARRIED

16.2 Alternatives to Bylaw Enforcement on Affordable Housing – Discussion

A Trustee noted many residents are living in non-conforming housing on the island, and while the efforts of bylaw enforcement are appreciated, methods of investigation and enforcement are not necessarily the right tool being used during the current housing crisis, and there is need to bring a compassionate team to attend initial complaints about alternative living situations.

SS-2025-114

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee direct staff to urgently convene a multi-jurisdictional meeting to explore an alternative approach to bylaw enforcement that can better respond to investigating and mitigating housing/living situations on Salt Spring Island.

CARRIED

17. REPORTS

17.1 Policy and Standing Resolutions List

Received for information.

17.2 Open Applications Report

Received for information.

17.3 Expense Reports

Received for information.

17.4 Islands Trust Conservancy Board Report – None

Item 19 was discussed before item 18

18. CLOSED MEETING

18.1 Motion to Close the Meeting

SS-2025-116

It was MOVED and SECONDED

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

- (f)law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
and that the Recorder and Staff attend the meeting.

CARRIED

The regular meeting was closed to the public at 2:43 p.m.

18.2 Rise and Report

Chair Peterson will rise and report at the next regular business meeting.

19. UPCOMING MEETINGS

The next regular meeting of the Salt Spring Island Local Trust Committee is scheduled for 9:30 a.m. on October 16, 2025 at the Legion Meaden Hall, 120 Blain Road, Salt Spring Island.

19.1 November 6 Meeting Start Time - Discussion

SS-2025-115

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to report back on changing the start time for the November 6, 2025 regular business meeting.

CARRIED

20. ADJOURNMENT

The meeting was not publicly reconvened and was adjourned at 3:14 p.m. following the end of the closed meeting.

By general consent the meeting was adjourned at 3:14 p.m.

Timothy Peterson, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder

DRAFT



**Salt Spring Island
Project Advisory Planning Commission
Minutes of a Regular Meeting**

Date of Meeting: Thursday, September 18, 2025

Location: United Church, Upper Hall Meeting Room
111 Hereford Avenue, Salt Spring Island

Members Present: Eric March, Chair
Tim Hiltz, Commissioner
Robert Steinbach, Commissioner
Riley Donovan, Commissioner
Maxine Leichter, Commissioner
John Cade, Commissioner

Regrets: Anne Gunn, Commissioner

Staff Present: Chris Hutton, Regional Planning Manager
Kalyaan Selvakumar, Planning Team Assistant
Carly Bilney, Recorder (electronic)

Others Present: Sandra Borton, McElhanney Consultant Engagement Lead

1. AGENDA

Chair March called the meeting to order at 1:12 p.m. He acknowledged that the meeting was being held on the territory of the Coast Salish First Nations.

1.1 Approval of Agenda

A request was made to add discussion about the role of the Advisory Planning Commission ("the Commission") if it is not covered in the verbal update Item 3.1 Terms of Reference.

By general consent the agenda was adopted as amended.

2. MINUTES OF PREVIOUS MEETINGS

2.1 Draft Minutes of the August 07, 2025 Meeting – For Adoption

Concern was expressed about the point listed under Item 3.1.1 that says: "Discussion by commissioners continued related to ... addressing the technical issues of the current OCP is not

identified in the plan presented.” Comments were made that this does not make sense without background information to provide context. A suggestion was made to amend the point.

It was MOVED and SECONDED,

that the Advisory Planning Commission amend the Minutes of the August 07, 2025 meeting by removing: “that addressing the technical issues of the current OCP is not identified in the plan presented” and replacing it with “that addressing background issues to inform discussion of the current OCP is not identified in the plan.”

DEFEATED

Eric March, Robert Steinbach, John Cade and Tim Hiltz Opposed

Caution was expressed for potentially misinterpreting the original sentiment of what was said. A suggestion was made to remove the comment.

It was MOVED and SECONDED,

that the Advisory Planning Commission amends the Minutes of the August 07, 2025 meeting by removing: “that addressing the technical issues of the current OCP is not identified in the plan presented.”

CARRIED

By general consent the Advisory Planning Commission agreed to amend the Minutes of the August 07, 2025 meeting to correct the spelling of Robert Steinbach’s surname.

It was MOVED and SECONDED,

that the Advisory Planning Commission accept the minutes as amended.

CARRIED

3. BUSINESS ITEMS

3.1 Housekeeping:

- **Terms of Reference Review and Engagement - Verbal Update, Chris Hutton**

Planner Hutton provided a verbal update and made the following comments:

- This is a special Advisory Planning Commission created to bring together a group of people that would be deeply engaged in a particular project
- The project involves modernizing the Salt Spring Official Community Plan and Land Use Bylaw to provide a framework for residential growth over the next decade
- The goals of the project are outlined in the terms of reference
- The Local Trust Committee will make referrals to the Advisory Planning Commission to provide general guidance
- The Commission will assist the Local Trust Committee in the implementation and engagement of a communication strategy
- There has not been enough time to engage with key interest groups in the community and the Commission can help identify who should be involved
- One thing that was missed in launching the survey was notifying the Commission that it was going out

- About five weeks remain in the process and we are now participating in active engagement
- The Commission has an advisory role and is to make consensus-based recommendations to the Local Trust Committee that should be in the form of a resolution

RPM Hutton reviewed the Code of Conduct that applies to the Advisory Planning Commission as a committee within the mandated organization of the Islands Trust.

3.2 Update from Sept. 11 LTC meeting:

- **Items Presented**
- **Budget - Verbal Update, Chris Hutton**

Discussion ensued and concern was expressed about the engagement process, specifically about how the survey should not have been sent to community members before Commissioners had the opportunity to provide feedback on the questions. The following comments were made:

- Frustration was expressed at receiving notices about events the same week that the event takes place; notice should be given at least a week in advance if people are to participate
- Commissioners can help the consultants use the right terms on outreach materials (e.g. Salt Spring does not have a “recreation centre”)
- Commissioners should be used to ensure communications materials are meaningful to people
- Concern was expressed about whether what happens at Advisory Planning Commission meetings carries weight in the overall project discussion or if it is just for optics to demonstrate to the community that a Commission has been appointed
- The wording of survey questions and the context provided can influence responses
- The survey included bias that leads to certain outcomes because the options provided were limited
- Even with budget and timeline constraints, it is incumbent upon Commissioners to give the Local Trust Committee everything it needs to be useful with its time
- The survey was premature; it can be done again and done right
- It is essential that the process is done right

Staff expressed a desire to gather input on how to engage with the community, and commented that the timeline and budget for the project does not allow for an in-depth review of survey questions. It was noted that the Official Community Plan designates Ganges, Fulford and Channel Ridge as village centres. Discussion continued and the following comments were made:

- The Commission was struck in April and there was ample time to vet the survey before it launched, and to do so in a manner that respected the budget
- Perhaps the inclusion in the Official Community Plan of Channel Ridge as a village centre is something that should be looked at
- Perhaps Fulford is not a good place for development given water issues
- If additional funding and time is needed to redo a proper survey, it would be worth looking into

Staff commented that the project is not a re-write of the Official Community Plan (not blue-sky engagement), and changes need to develop policy around what is practical and achievable. Discussion continued and the following comments were made:

- We need to work collectively to address common concerns on Salt Spring
- The Integrated Housing Strategy – that involves the Capital Regional District, Salt Spring Island Foundation, and the Islands Trust – has been underway for some time to identify housing opportunities. Staff advised that the CRD’s Affordable Housing Strategy engaged with Salt Spring Staff and the project has been discussed with Trustees.

Discussion continued about how to move forward. A suggestion was made to request a new survey that fixes technical issues that arose with the existing survey and uses questions that have been vetted by Commissioners. Comments were made that the additional expense and time needed to produce another survey are necessary to elicit meaningful community response.

It was moved and seconded, that the Advisory Planning Commission recommends that the Local Trust Committee direct staff and consultants to produce a new survey that is subject to vetting by Commission members before it is distributed. Discussion on the motion was held and the following comments were made:

- Hesitation was expressed for including the phrase “before it is distributed” in the motion
- If it is not feasible to redo the survey, the overall engagement is discredited
- A potential consequence of compromising the current survey could be a significant expansion of the budget or cancellation of the project
- The request to the Local Trust Committee for additional funds could be turned down
- The survey is already compromised and that is why a new survey is necessary
- It is the job of the Advisory Planning Commission to provide meaningful input and Trustees do not have to follow the Commission’s recommendations

It was MOVED and SECONDED,

that the Advisory Planning Commission recommends that the Local Trust Committee direct staff and consultants to produce a new survey that is subject to vetting by Advisory Planning Commission members before it is distributed.

CARRIED

John Cade, Riley Donovan and Maxine Leichter in favour

Eric March and Robert Steinbach opposed

Tim Hiltz abstained

Discussion continued about how the development of the bylaw as part of the project includes various opportunities for public engagement. Comments were made that there is opportunity to get the process right.

3.3 Phase 2 Initiation - Community Visioning

- **Input on Next Phase Values Workshop, McElhanney**

Sandra Borton, McElhanney Consultant Engagement Lead, outlined the community visioning portion of the meeting and described the process of engagement between the consultants and the Advisory Planning Commission.

A break was held between 2:44-2:50 p.m.

Ms. Borton introduced herself and commented that she is there to support Commissioners in reaching consensus-based recommendations to the Local Trust Committee. She invited Commissioners to introduce themselves and share what they love most about Salt Spring (responses included: the small-town character, farm stands, nature, the sense of community, the ability to access services and live in nature, and hearing about why people come to Salt Spring, etc.) and what they hope to get out of the Commission:

- More of a sense of engagement with the Official Community Plan from working folks
- More emphasis on making sure people on the island that earn a wage can find a comfortable way to live on the island
- To see the community's concerns conveyed without a vision being imposed on them
- A sense that we are able to build on some of the foundational values that exist on Salt Spring around community
- To find ways to work together to develop communities that address the broad cross section of people who live on the island (seniors, working folks, etc.)
- To use creativity to find solutions to housing challenges
- To address housing needs to maintain the community
- To see jobs and futures for the children at Gulf Islands Secondary School

The consultant commented on the common ground shared by Commissioners. She then asked Commissioners to score their personal levels of familiarity and knowledge of provincial regulations related to official community plans, the Trust Policy Statement, the Salt Spring Island Official Community Plan, and the process in which they are currently engaged.

In response to a question from Ms. Borton about which tools would serve them best, Commissioners expressed preference for concise information on printed paper.

Next, Commissioners were asked to join pairs and predict the values they anticipated community members would voice on specific topics. After the exercise, the consultant noted that the common value that arose in each group is a desire for a secure future.

A Commissioner commented that over the past 50 years the values of Salt Spring islanders have shifted dramatically.

4. OTHER BUSINESS - None

5. ADJOURNMENT

By general consent the meeting adjourned at 3:58 p.m.

Eric March, Chair

CERTIFIED CORRECT:

DRAFT



Salt Spring Island Advisory Planning Commission

Minutes of a Regular Meeting

Date of Meeting: Thursday, September 25, 2025

Location: Centre Building, Mouats Board Room
118 Fulford-Ganges Rd, Salt Spring Island

Members Present: Jean Brouard, Chair
Elaine M. Buck McCann, Vice Chair
Anne Gunn, Commissioner
Dolores Bender-Graves, Commissioner
Osman Phillips, Commissioner
Leigh Large, Commissioner
Gabriel Wiebe, Commissioner

Regrets: Tim Hiltz, Commissioner
Stanley Shapiro, Commissioner

Staff Present: Oluwashogo Garuba, Planner
Rob Pingle, Planning Technician
Kalyaan Selvakumar, Planning Team Assistant
Britt Holowaty, Legislative Clerk (Recorder)

Others Present: Nick Williams, Applicant

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

Chair Brouard called the meeting to order at 3:02 p.m.

1. AGENDA

1.1 Approval of Agenda

By general consent the agenda was adopted.

2. MINUTES OF PREVIOUS MEETING

2.1 Draft Minutes of the July 24, 2025 APC Meeting

By general consent, the minutes of the July 24, 2025 Salt Spring Island Advisory Planning Commission meeting were adopted.

3. BUSINESS ITEMS

3.1 PLRZ20250220 – 154 Kings Lane, SSI

Planner Garuba advised that the Salt Spring Island Local Trust Committee referred application PLRZ20250220 to the Salt Spring Island Agricultural Advisory Planning Commission for its review and comment.

In discussion the following items were noted:

- There was a discussion about the history of the property

It was MOVED and SECONDED,

That the Agricultural Advisory Planning Commission recommend to the Salt Spring Island Local Trust Committee that draft Bylaw No. 549 proceeds.

CARRIED

3.2 PLRZ20250021 – 355 Blackburn Road, SSI

Planner Garuba advised that the Salt Spring Island Local Trust Committee referred application PLRZ20250021 to the Salt Spring Island Agricultural Advisory Planning Commission for its review and comment.

In discussion the following items were noted:

- There was a discussion about the history of the property

It was MOVED and SECONDED,

That the Agricultural Advisory Planning Commission recommend to the Salt Spring Island Local Trust Committee that draft Bylaw No. 546 proceeds.

CARRIED

4. OTHER BUSINESS - None

5. ADJOURNMENT

By general consent the meeting adjourned at 3:40 p.m.

Jean Brouard, Chair

CERTIFIED CORRECT:

Britt Holowaty, Recorder



Salt Spring Island Agricultural Advisory Planning Commission

Minutes of a Regular Meeting

Date of Meeting: Thursday, September 25, 2025

Location: United Church, Upper Hall Meeting Room
111 Hereford Avenue, Salt Spring Island

Members Present: Bree Eagle, Chair
Conrad Pillon, Vice Chair
Scott Royal, Commissioner
Kees Ruurs, Commissioner

Regrets: Ken Byron, Commissioner

Staff Present: Oluwashogo Garuba, Planner
Rob Pingle, Planning Technician (Recorder)
Britt Holowaty, Legislative Clerk
Kalyaan Selvakumar, Planning Team Assistant

Others Present: Ron Stepaniuk, Applicant
Janis Gauthier, Applicant
Harry Barnes, Applicant
Mark Classen, Applicant

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

Chair Eagle called the meeting to order at 1:02 p.m. and called for introductions and introductions were carried out.

1. AGENDA

1.1 Approval of Agenda

By general consent the agenda was adopted.

2. MINUTES OF PREVIOUS MEETING

2.1 Draft Minutes of the June 19, 2025 AAPC Meeting

By general consent, the minutes of the November 30, 2023 Meeting Salt Spring Island Agricultural Advisory Planning Commission meeting were adopted.

3. BUSINESS ITEMS

3.1 PLALR20250198 - 820 Mount Maxwell Road, SSI

Planner Garuba advised that the Salt Spring Island Local Trust Committee referred application PLALR20240198 to the Salt Spring Island Agricultural Advisory Planning Commission for its review and comment.

In discussion the following items were noted:

- There was a discussion about the ALR permissions allowed on the property

It was MOVED and SECONDED,

That the Salt Spring Island Agricultural Advisory Planning Commission recommends that Salt Spring Island Local Trust Committee forward application PLALR20250198 to the Agricultural Land Commission with support for the following reasons:

- no farm land is being removed
- supports farm worker dwellings.

CARRIED

3.2 PLRZ20250220 – 154 Kings Lane, SSI

Planner Garuba advised that the Salt Spring Island Local Trust Committee referred application PLRZ20250220 to the Salt Spring Island Agricultural Advisory Planning Commission for its review and comment.

In discussion the following items were noted:

- it was noted that the property already was rezoned for a similar density
- creating a shared garden space for the tenants would be appreciated

It was MOVED and SECONDED,

That the Agricultural Advisory Planning Commission recommend to the Salt Spring Island Local Trust Committee that draft Bylaw No. 549 proceeds.

CARRIED

3.3 PLRZ20250021 – 355 Blackburn Road, SSI

Planner Garuba advised that the Salt Spring Island Local Trust Committee referred application PLRZ20250021 to the Salt Spring Island Agricultural Advisory Planning Commission for its review and comment.

In discussion the following items were noted:

- There was a discussion about the history of the property
- It was noted the owners are taking good care of the watershed and expanding

It was MOVED and SECONDED,

That the Agricultural Advisory Planning Commission recommend to the Salt Spring Island Local Trust Committee that draft Bylaw No. 546 proceeds with support for the following reasons:

- Occupants' excellent record of land stewardship.

4. OTHER BUSINESS - NONE

5. ADJOURNMENT

By general consent the meeting adjourned at 1:24 p.m.

Bree Eagle, Chair

CERTIFIED CORRECT:

Rob Pingle, Recorder

DRAFT

From: Chris Hutton
Sent: Monday, September 22, 2025 9:45 AM
To: SSIInfo
Cc: Milad Panahifar
Subject: FW: Reference: 417182 Request for Environmental Emergency Declaration – Used Oil Recycling Crisis on Salt Spring Island Reference: 417182

Hello,

Please process this as received by LTC/correspondence.

Milad, can you please review this reference and advise on what next steps would be to address this?

Sincerely,

Chris Hutton, MPA, MCIP, RPP
Regional Planning Manager
Islands Trust | 250-538-5608

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

From: Laura Patrick <lpatrick@islandstrust.bc.ca>
Sent: Friday, September 19, 2025 5:42 PM
To: Executive Admin <execadmin@islandstrust.bc.ca>; Chris Hutton <chutton@islandstrust.bc.ca>
Cc: Senior Leadership Team <SLT@islandstrust.bc.ca>
Subject: Re: Reference: 417182 Request for Environmental Emergency Declaration – Used Oil Recycling Crisis on Salt Spring Island Reference: 417182

Can't understand why this issue was not shared with the LTC sooner.

Please put on the agenda for Oct.

Laura
Sent from my iPhone

On Sep 19, 2025, at 15:52, Executive Admin <execadmin@islandstrust.bc.ca> wrote:

Good afternoon Chair Patrick,

Please find the below correspondence in which you were cc'd.

Sincerely,

Alexandra Trifonidis

Executive Coordinator

Islands Trust | T 250.405.5171

From: Veins of Life Watershed Society <veinsoflife@gmail.com>

Sent: Friday, September 19, 2025 3:49 PM

To: ENV Mail ENV:EX <env.mail@gov.bc.ca>

Cc: Minister, ENV ENV:EX <ENV.Minister@gov.bc.ca>; directorssi@crd.bc.ca; gayle@gayleforlcc.com; Benjamincono@gmail.com; Earl Rook <earl.rook@gmail.com>; brian@brianwebster.ca; Executive Admin <execadmin@islandstrust.bc.ca>; Stefan Cermak <scermak@islandstrust.bc.ca>; Peter Luckham <pluckham@islandstrust.bc.ca>

Subject: Reference: 417182 Request for Environmental Emergency Declaration – Used Oil Recycling Crisis on Salt Spring Island Reference: 417182

cc: Peter Luckham, Chair, Islands Trust

cc: Gary Holman, CRD Representative for Salt Spring Island

Subject: Request for Environmental Emergency Declaration – Used Oil Recycling Crisis on Salt Spring Island

Reference: 417182

Dear Minister Davidson,

I am following up regarding the collapse of used oil recycling services on Salt Spring Island and your Director's September 19, 2025 response. While I appreciate the Ministry's acknowledgment that this is a priority, the situation has escalated to the point where an **environmental emergency declaration under Section 87 of the Environmental Management Act** is both warranted and necessary.

As an NGO with over 30 years of experience addressing environmental challenges in British Columbia, we have consistently resolved issues in cooperation with government, industry, and communities. We only escalate when every other pathway has failed. Unfortunately, that is now the case.

Longstanding Mismanagement and Environmental Harm

1. The previous operator, JB's Auto Parts, mishandled oil collection for years. We intervened, offered resources, and some improvements were made before the business was sold to **Bumper to Bumper (LKQ Corporation)**.
2. Under new ownership, oil collection deteriorated rapidly. Local staff tried but were constrained by corporate policy. Our offers of assistance directly with LKQ Corporation were ignored.
3. In late 2024, a contractor reported **oil pouring into salmon streams** during heavy rains. We contacted DFO and the Province, who responded promptly. Yet within months, the collection site closed entirely.
4. When I contacted CRD staff, I was told there was "no facility available" and advised—shockingly—to *sneak used oil onto the ferry*. This is not only unsafe but a violation of federal Dangerous Goods laws carrying fines and potential jail time.

Residents Resorting to Dangerous Improvised Disposal

With no lawful options, residents on local social media began discussing—and in some cases practicing—illegal and environmentally destructive methods of disposal: disguising oil to transport off-island, pouring it into ditches with detergent, using it as weed control along fences, or burying it in post holes. This is exactly the scenario provincial regulations were designed to prevent.

Our Attempts to Provide a Solution

Our organization has:

1. Located funding sources for an ISO-certified oil recycling facility.
2. Approached multiple automotive and recycling organizations to partner on a solution.
3. Engaged the Islands Trust about zoning. They confirmed that **only one property on Salt Spring is zoned for such a facility**, and the owner is not interested. All other proposals have been blocked by zoning restrictions.

The Province is rightly pressing municipalities to rezone land for housing, but without industrial zoning, essential infrastructure like oil recycling cannot exist. This is the other side of sustainability: where people work and how communities manage hazardous materials.

Authority for Ministerial Action

Under **Section 87 of the Environmental Management Act**, an "*environmental emergency*" includes "*a spill or leakage of oil or of a poisonous or dangerous substance.*" The Act empowers the Minister to declare an emergency if:

1. *an environmental emergency exists; and*
2. *immediate action is necessary to prevent, lessen, or control any hazard that the emergency presents.*

Once declared, the Minister may order any person to:

1. provide labour, services, materials, equipment, or facilities; or
2. allow the use of land
for the purpose of preventing or controlling the hazard. (Section 87(3))

Orders made under this section are binding “despite any other enactment.” In other words, this provision exists precisely to cut through regulatory gridlock when immediate environmental harm is occurring.

Our Request

Given the ongoing pollution risks, the documented failure of voluntary compliance, and the absence of lawful disposal options, we respectfully request that you:

1. **Declare an environmental emergency under Section 87 of the Environmental Management Act.**
2. Order Interchange Recycling, Bumper to Bumper/LKQ, or another designated party to immediately reinstate oil collection on Salt Spring.
3. Require the Islands Trust and CRD to make lands available for a permanent, compliant facility.
4. Provide temporary collection measures until that facility is operational.

We are ready to assist with funding sources, expertise, and community engagement. What is missing is the ministerial authority to cut through the current impasse.

Respectfully,
John R Roe
A founder and Director

Veins of Life Watershed Society

On Fri, Sep 19, 2025 at 12:18 PM ENV Mail ENV:EX <env.mail@gov.bc.ca>
wrote:

Reference: 417182

September 19, 2025

John R Roe

Email: veinsoflife@gmail.com

Dear John R Roe:

Thank you for your email of July 30, 2025, addressed to the Honourable Tamara Davidson, Minister of Environment and Parks, regarding used oil recycling on Salt Spring Island. Minister Davidson has asked that I respond on her behalf.

Interchange Recycling is the agency that is responsible for the end-of-life collection and management of used oil. Recently, a public collection site on Salt Spring Island discontinued its participation in the program. As a result, Interchange is working to identify a new facility to accept used oil from the public, since the Marine Authority services are exclusive to boaters. Interchange will notify the ministry once a new facility has been designated.

As you can appreciate, handling this material requires proper expertise, suitable equipment to ensure effective collection, and an appropriate site where the materials can be safely collected and stored. Identifying a suitable collection facility may take some time, but the ministry has informed Interchange that this issue is a priority that requires a solution. Ministry staff are planning to meet with Interchange Recycling in October of 2025 for a progress update.

Thank you again for taking the time to write and bringing this issue to our attention.

Sincerely,

Andreas Wins-Purdy

Director, Extended Producer Responsibility

cc: Honourable Tamara Davidson, Minister of Environment and Parks

From: Veins of Life Watershed Society <veinsoflife@gmail.com>

Sent: Wednesday, July 30, 2025 4:38 PM

To: ENV Extended Producer Responsibility ENV:EX

<ExtendedProducerResponsibility@gov.bc.ca>; Minister, ENV ENV:EX

<ENV.Minister@gov.bc.ca>

Cc: directorssi@crd.bc.ca; gayle@gayleforlcc.com; Benjamincornogmail.com; Earl

Rook <earl.rook@gmail.com>; brian@brianwebster.ca; Cermak, Stefan

<scermak@islandstrust.bc.ca>; Peter Luckham <pluckham@islandstrust.bc.ca>

Subject: Formal Complaint Regarding Non-Compliance of Used Oil Recycling on Salt Spring Island

Subject: Formal Complaint Regarding Non-Compliance of Used Oil Recycling on Salt Spring Island

To Whom It May Concern,

I am writing to formally report an issue of non-compliance related to used lubricating oil recycling on Salt Spring Island. Currently, our sole automotive parts retailer, despite selling lubricating oil, is no longer accepting used oil returns, nor is there any designated alternative facility available within the regulatory requirement of 4 km.

As a consequence, island residents are left without proper local disposal options. Transporting used oil off the island through BC Ferries demands substantial expenses, including mandatory Dangerous Goods permits and associated regulatory procedures, creating significant burdens for residents and environmental risk for improper disposal.

Under British Columbia's "Return of Used Lubricating Oil Regulation" and the province's Extended Producer Responsibility guidelines, it is clear that retailers selling lubricating oils must provide appropriate recycling services.

I respectfully request the Ministry's immediate intervention to ensure compliance with existing regulations, either by requiring the retailer to resume accepting

used oil or by supporting the establishment of a conveniently accessible return facility on Salt Spring Island.

Thank you very much for addressing this matter urgently.

Sincerely,

John R Roe

--

John R Roe

1. Office 250 383 2086
2. [The Dead Boats Disposal Society](#)
3. www.salishsea.ca
4. "Over 30 years of cleanup and restoration have taught me one truth—if you don't stop the pollution at its source, you're just sweeping sand in a windstorm. Source control, source control, source control. Then, and only then, do you restore."
— JR Roe. Amen
5. oshaku shushaku—mistake upon mistake compounds to become the sum total of one's knowledge.

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Canada stays strong by standing united—defending democracy, rejecting division, and leading with truth, justice, and integrity. We fight tyranny with resilience, compassion, and an unwavering commitment to a better future.

From: Maxine Leichter <mleichter@telus.net>
Sent: Tuesday, September 2, 2025 3:57 PM
To: Chris Hutton; Bhumika Joshi
Cc: Chris Buchan; Rob Pingle
Subject: Re: PF report
Attachments: Positively Forward - Housing RPT 2025-9.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Here is the final report. Please post to the project webpage.

On Aug 11, 2025, at 9:14 AM, Chris Hutton <chutton@islandstrust.bc.ca> wrote:

Thank you for the note and for this suggested addition, Maxine,

We do not need a resolution from LTC, but we do need confirmation of a final report prior to sending to our Project Consultant. Once that is complete, we can forward onto LTC.

It should be noted that the Project Scope includes a review of these documents and seeks to amalgamate common suggestions towards a greater understanding of where gaps are. As this project advances, we further consider legislative requirements, available local government tools, engagement results, and best practices to develop feasible policies. Inclusion of a document in this review is a commitment to gather local knowledge and information.

Once you have a final report, please send to Bhumika and myself and we will be sure to get it to Tyler.

Sincerely,

Chris Hutton, MPA, MCIP, RPP
Regional Planning Manager
Islands Trust | 250-538-5608

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

From: Chris Buchan <cbuchan@islandstrust.bc.ca>
Sent: Friday, August 8, 2025 8:23 AM
To: Rob Pingle <rpingle@islandstrust.bc.ca>; Maxine Leichter <mleichter@telus.net>; Chris Hutton <chutton@islandstrust.bc.ca>
Subject: RE: PF report

Hi again Maxine,

You can find the list of reports on affordable housing through this link: <https://islandstrust.bc.ca/programs/housing-affordability/>.

Make sure you scroll down to the Salt Spring Section for locally relevant reports.

I will confirm after taking a look, the PF report is not listed here. I would recommend you finalize the report as it is not common practice for the Trust to post Draft reports. After, you can seek LTC resolution to get the PF report on the webpage.

Chris Buchan

A/Island Planner

Islands Trust | 1-500 Lower Ganges Road | Salt Spring Island, BC V8K 2N8

T: 250-538-5601 | www.islandstrust.bc.ca

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

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

I respectfully acknowledge that the Islands Trust Area is located within the treaty lands and territories of the BOKEĆEN, Cowichan Tribes, K'ómoks, Lyackson, MÁLEXEL, Qualicum, scəwəθən, səliwətaʔ, SEMYOME, shishálh, Skwxwú7mesh, Snaw-naw-as, Snuneymuxw, Songhees, Spune'luxutth', SÁÁUTW, Stz'uminus, ʔaʔəmen, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, WJOŁŁLP, WSIKEM, Xeláltxw, Xwémalhwu, Xwsepsum, and x"məθk"əyəm First Nations. Islands Trust is committed to reconciliation and to working together to preserve and protect this ecologically, culturally, and spiritually significant region in the Salish Sea.

From: Chris Buchan

Sent: Friday, August 8, 2025 8:18 AM

To: Rob Pingle <rpingle@islandstrust.bc.ca>; Maxine Leichter <mleichter@telus.net>; Chris Hutton <chutton@islandstrust.bc.ca>

Subject: RE: PF report

Good morning Maxine,

I'll look through the Islands Trust Website and send over a link to the housing reports section.

Speaking to your last question, we had worked together at the last LTC meeting in July to send the consultant the PF report. I can still confirm they have this in their list to review.

Regards,

Chris Buchan

A/Island Planner

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From: Rob Pingle <rpingle@islandstrust.bc.ca>

Sent: Friday, August 8, 2025 8:13 AM

To: Maxine Leichter <mleichter@telus.net>; Chris Hutton <chutton@islandstrust.bc.ca>; Chris Buchan <cbuchan@islandstrust.bc.ca>

Subject: RE: PF report

Hi Maxine,

I am not the right person to answer your questions. I have included Chris Hutton, Chris Buchan on this reply to hopefully get an answer to you.

Take care, Rob

Rob Pingle

Planning Technician

Islands Trust | Salt Spring Island

250-538-5600

Begin forwarded message:

From: Maxine Leichter <mleichter@telus.net>

Date: August 7, 2025 at 4:14:47 PM PDT

To: Rob Pingle

Subject: PF report

Where on the trust website are the Housing reports? I want to make sure the PF Housing report is listed. Here is the link

<https://positivelyforward.ca/wp-content/uploads/2025/03/Positively-Forward-Affordable-Housing-Report-2025.pdf>

Or another question would be, was the PF Housing report sent to the consultant?



PATHWAYS TO AFFORDABLE HOUSING ON SALT SPRING ISLAND



KEY CONSIDERATIONS FOR THE OFFICIAL COMMUNITY PLAN AND ZONING UPDATE

AUTHORED BY POSITIVELY FORWARD

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PART 1: WHO WE ARE AND OUR VISION



Positively Forward (PF) is a collaboration by Salt Spring residents committed to research and advocacy that advance improved governance on the island, upholding the principle of separation of land-use planning authority of the Islands Trust from the delivery of other community services.

Like many in our community, we are deeply concerned about the severe lack of affordable housing on Salt Spring. This shortage affects essential services, makes it harder for businesses to operate, and forces valued members of our community to leave. A healthy, vibrant community depends on having people of all ages, incomes, and backgrounds—something that is increasingly difficult to sustain without adequate housing.

This is why we strongly advocate for a significant increase in affordable housing on Salt Spring. We believe the most effective way to achieve this is by expanding subsidized, non-market rental housing—homes that remain affordable through legally binding agreements, or other protections. The private market alone cannot solve this crisis. Instead, we must learn from and build on the successes of local non-profits already providing affordable housing on the island.

At the same time, we recognize that Salt Spring is unique under the Trust Act and differs from municipalities. Some affordable housing solutions used elsewhere, such as broad rezoning to allow second residences on all properties, may not be appropriate here.

Our community—and the ecosystems we depend on—are facing increasing pressures at every level, from global to local. Addressing affordable housing will require collaboration among community groups, shared goals, and strong leadership from elected officials. We hope this document helps move Salt Spring toward a more sustainable and inclusive future.

PART 2: A ROADMAP TO AFFORDABLE HOUSING



PF recommends these steps be followed as soon as possible:

1. Establish an Independent Housing Oversight Body

A dedicated organization should be identified, or created, to manage housing agreements, ensure rentals remain affordable, and prevent speculative development. The Islands Trust and Capital Regional District (CRD) should work together to facilitate housing projects and focus funding on non-market housing that guarantees long-term affordability.

2. Expand Rental Matching and Support Services

- Strengthen existing programs that connect homeowners with renters in need.
- Support non-profit organizations in developing affordable housing.
- Continuously gather data on program effectiveness to improve and expand housing solutions.

3. Create a Housing Trust for Sustainable Funding

A federal housing trust or charity should be established to accept private donations of funds and land. This would provide long-term financial support for community housing projects. Funds could be used for feasibility studies, construction, and ongoing maintenance of affordable housing.

4. Advocate for the Province to allow CRD to levy a small one-time excise tax (not an ongoing property tax) when a property is sold to create a fund to build affordable housing.

Currently San Juan County, that includes the San Juan Islands levies a .05% tax when a property is sold. Our tax could apply only to sales of properties valued at over a certain amount so as not to raise the cost of moderately priced properties. The tax could be paid by the buyer or seller or a combination of these. Dedicated funding would help speed construction of affordable housing projects.

5. Address the Impact of Short-Term Vacation Rentals (STVRs)

- The Salt Spring Local Trust Committee should clarify which properties can legally operate as STVRs.
- The Trust should consider the Provincial vacation rental enforcement program to encourage more long-term rentals. (This has now been done.)
- A local study should assess the impact of STVRs on housing availability and help shape necessary regulations.

6. Provide Transparent Housing Needs Data

- Identify and quantify housing needs across different income groups, including workers and retirees.
- Regularly update data collection to determine precise housing shortages and inform future planning.

7. Develop Housing for Essential Workers

- Address the lack of housing for workers who earn too much for subsidized programs yet still struggle to find affordable homes.
- Develop middle-income rental housing options so essential workers—such as healthcare providers and service staff—can live in the community they serve.



PART 3: BARRIERS TO AFFORDABLE HOUSING



1. Community Division.

Sadly, a key barrier to generating workable and sustainable solutions to the island's housing scarcity and affordability has been community division. This division has its roots in a false narrative adhered to by some, one in which support for protection of the environment is judged as being inherently against any development. A housing vs the environment dichotomy frequently clouds our public discourse and polarizes groups in pursuit of solutions to a community wide problem of enormous proportions. This inevitably inhibits progress.

While groups such as Transition Salt Spring are endeavouring to activate a multi-faceted approach to finding common ground around the housing crisis, others have proposed solutions creating high expectations without providing supporting evidence that what they propose can actually work here, given the unique characteristics of Salt Spring Island.

2. Lack of Data.

The lack of data regarding upzoning in rural areas such as Salt Spring Island with limited resources and infrastructure is a barrier that needs to be addressed. Those studies that exist – including studies from the USA and New Zealand, are in urban or suburban contexts. And even these have thus far failed to show that stable, affordable housing in the long term results from up-zoning unless restrictions are in place to assure permanent affordability. Most also note that there are many potential liabilities, which range from raising property values and encouraging property speculation to an increase in vacation rentals and changes in neighborhood character.

Research done on Cortes Island indicates that most data on the effects of upzoning for provision of affordable housing has been done in urban areas and a lack of research exists on its impacts in rural communities.¹

We believe that the first step to solving the housing crisis is to identify and understand the real barriers that prevent affordable housing from being built. A responsible, fact-based approach is essential to achieving meaningful progress.

3. Lack of Funding

One of the biggest barriers to affordable housing is funding. Several local non-profit groups already own land zoned for multi-unit housing, but they cannot proceed without financial support. These groups need funding not only for construction but also for assessments and feasibility studies, which are often required before they can apply for grants. Additionally, Salt Spring competes with larger communities for limited government funding, making it harder to secure resources.

Government housing programs also impose income limits on most units they fund, leaving few units for middle-income workers—such as hospital staff and government employees. A dedicated Housing Trust Fund could help secure stable financial resources and bridge this gap.

¹ <https://cortescurrents.ca/residential-upzone-proposal-for-cortes-island/>

4. Limited Water Availability

Another major challenge is the lack of potable water.

The most cost-effective way to build affordable housing is through multi-family developments, ideally located near Ganges Village, where people have access to jobs and services. These areas also benefit from existing water and sewage systems. However, the North Salt Spring Waterworks District (NSSWD) has historically lacked the capacity to serve new developments.

Although NSSWD may have more water supply in the coming years, there is no guarantee that this water will be reserved for affordable housing. This issue needs to be addressed so solutions can be found.

Beyond Ganges, hundreds of homes rely on small private water systems, many of which are already facing shortages. Others depend on wells that tap into groundwater, which is unpredictable and can be affected by new developments. Some areas of the island are already seeing wells run dry, and climate change is expected to make the problem worse.

Rainwater collection is sometimes suggested as an alternative, but it is extremely expensive and not always practical. Some estimates suggest that a single-family home would need 30,000 gallons of storage to get through the dry season.

5. Rising Construction Costs

Inflation has significantly increased construction costs in recent years. Since 2019, costs have risen by over 30%, making it harder for non-profits and small builders' projects.

Although using local construction companies could lower costs, many struggle to meet insurance requirements for government-funded housing. Off-island contractors charge even more due to travel and transport expenses.

6. Lack of information on how much development is allowed by current zoning.

The Official Community Plan (OCP) written in 2008 estimated that Salt Spring could support a population of about 17,000 under current zoning. However, the 2021 census² recorded a population of only 11,635, including 235 people living in movable dwellings. This number likely undercounts many people without stable housing and does not account for new construction since the census was taken.

To plan for future housing, we need a clear "Build-Out" estimate—a calculation that includes total dwellings allowed under current zoning which would include:

- developed lots
- undeveloped lots, including potential new lots that could be created by subdivision under current zoning
- the number of dwellings allowed per lot in each residential zone

By multiplying these numbers by average household size, we can get a realistic estimate of Salt Spring's possible future population. This data is crucial for effective planning.

² <https://www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/details/page.cfm?Lang=E&SearchText=Salt%20Spring%20island&DGUIDlist=2021A00055917027&GENDERlist=1,2,3&STATISTIClist=1,4&HEADERlist=0>

7. Learning from Past Successes

Despite ongoing challenges, Salt Spring has made some progress in developing affordable housing. Today, there are 127 affordable housing units on the island—all built when costs were lower. An additional 46 units are either under construction or about to begin. Several non-profits own land that is already zoned for multi-unit housing but cannot move forward because of the barriers outlined above.

Recognizing what has worked in the past and learning from successful projects will be key to overcoming current challenges and making meaningful progress toward affordable housing.

PART 4: POLICY RECOMMENDATIONS FOR UPDATING THE OFFICIAL COMMUNITY PLAN AND LAND USE BYLAW



1. Inform the Community About the Real Barriers to Affordable Housing

Some materials circulated through the OCP-LUB update project have misidentified the main causes of Salt Spring's housing crisis, blaming it on a perceived lack of government coordination and excessive regulations. However, the building code exists to protect residents, and the real obstacles—such as lack of funding, water scarcity, and infrastructure limitations—must be clearly communicated to the public.

Consultants, committees, and community members should receive fact-based materials that accurately explain these barriers so that informed decisions can be made.

2. Retain OCP Policy B.2.1.2.1 to Limit Uncontrolled Growth OCP Policy B.2.1.2.1 states:

"Zoning changes should be avoided if they would likely result in a larger island population than is expected under the development potential zoned in 2008. Exceptions to this policy are to be few and minor and only to achieve affordable housing and other objectives of this Plan."

Salt Spring's natural environment and community character depend on controlling population growth. Every resident impacts the island's resources, waste management, and services. Long-term planning is essential to ensure that Salt Spring remains sustainable—not just for the present, but for future generations.

3. Do Not Allow Blanket Upzoning for ADUs (Accessory Dwelling Units (Bylaw 530)

A proposal under Bylaw 530 suggested allowing most residential property owners to build and rent out additional dwellings (such as in-house suites or cottages). While this may sound like a solution, the bylaw did not include safeguards to ensure that these new units would actually be affordable or available to local workers.

This approach presents several risks:



- Minimal impact on affordability: High construction costs and rental market risks mean most homeowners would likely use additional units for family, guests, or short-term rentals, rather than for affordable housing.
- Rising property values and taxes: Upzoning increases land values, making property even more expensive and driving up taxes for current owners.
- No rent controls: There were no measures to ensure affordability, meaning new rental units could still be priced out of reach for most local workers.
- Lack of enforcement on short-term rentals: While the proposed bylaw 530 technically banned short-term vacation rentals (STVRs) in secondary units, the Islands Trust admitted it could not effectively enforce this rule.
- First Nations concerns: The Tsawout First Nation opposed Bylaw 530, stating that it would increase environmental degradation and exceed the carrying capacity outlined in Salt Spring's Official Community Plan. The Islands Trust has committed to First Nations reconciliation, so these concerns must be addressed before any similar bylaw is pursued.
- Water supply limitations: While property owners must show they have enough water before building, there are little protection for existing wells. More development could worsen water shortages, particularly in rural areas.
- Unsafe rentals would persist: Many landlords who rent out trailers and unpermitted units would be unlikely to upgrade to legal, code-compliant housing if required.
- Encourages sprawl instead of smart growth: Expanding development across the island contradicts the Climate Action Plan 2.0, which promotes compact, sustainable development in existing village centers.

4. Ensure Fair and Inclusive Public Consultation

Public input on changes to the Official Community Plan must be inclusive and transparent:

- All community groups must be allowed to participate. This has not always been the case.
- Experience should be valued. Volunteer work and local knowledge should be considered equal to professional expertise when forming advisory and working groups.
- Environmental studies must be included. Decision-makers should be provided with current research on Salt Spring's ecosystems, such as the study by David Rapport (2007), which highlights water availability and habitat sustainability.

5. Host a Public Forum for Open Discussion

Public engagement should not be limited to “open house” events, which restrict discussion and prevent a true exchange of ideas. Instead, a structured community forum should be held where:

- Residents can speak freely and ask questions.
- Experts can provide fact-based responses and correct misinformation.

For the OCP/LUB update to reflect the community’s true vision, we need a meaningful, inclusive, and informed public dialogue—not just a series of isolated presentations.

CONCLUSION

Salt Spring Island stands at a crossroads. The demand for housing is urgent, but uncontrolled development is not the answer. Sustainable, affordable, and legally protected rental housing is possible with proper oversight, community support, and responsible policy changes made within the context of the Trust mandate to preserve and protect our natural environment.



We respectfully present this report to the community and elected officials in the hope that it will spark substantive discussions on how to accelerate the creation of affordable housing—especially for island workers. This is a critical need, and progress will come sooner if we all work together in support of the most effective solutions.

POSITIVELY FORWARD

EMAIL: info@positivelyforward.ca

WEB: positivelyforward.ca

Follow Up Action Report

Salt Spring Island

11-Apr-2024

Progress	Activity	Responsibility	Dates	Status
49%	1 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; May 2, 2025: A feast is being planned for June. more details to come. It is anticipated that following this feast a MOU is likely to follow. June 16, 2025: ·Feast with Tsawout held. Anticipate further engagement in future months to fall, noting upcoming Tsawout election and potential summer vacation impacts.	Chris Hutton Clare Frater Joe Elliott		In Progress

12-Dec-2024

Progress	Activity	Responsibility	Dates	Status
9%	1 Resolution No: SS-2024-145 Staff to arrange a webinar for Trustees and the public on the City view program. May 28, 2025 Outline initiated. Will be discussed internally before finalizing and proceeding. June 26, 2025 Ongoing work with admin and communications specialist	Chris Hutton Kalyaan Selvakumar Morgana van Niekerk		In Progress

Follow Up Action Report

Salt Spring Island

20-Mar-2025

Progress	Activity		Responsibility	Dates	Status
15%	1	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	Target: 31-Jan-2026	In Progress

Follow Up Action Report

Salt Spring Island

11-Sep-2025

Progress	Activity	Responsibility	Dates	Status
0%	1 Resolution No.: SS-2025-091 That the Staff forward the work program report update of September 11, 2025 to Trust Council for information.	Chris Hutton Kalyaan Selvakumar		Completed
0%	2 Resolution No.: SS-2025-088 Staff to adopt the Salt Spring Island Local Trust Committee Bylaw 547, cited as "Salt Spring Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 547, 2025"	Britt Holowaty Rob Pingle		In Progress
0%	3 Resolution No.: SS-2025-087 Staff to refer Follow Up Action List Item 1 dated December 12, 2024 resolution SS-2024-145 to the Executive Committee for action.	Chris Hutton		In Progress
0%	4 Resolution No.: SS-2025-090 Staff to forward the top three priorities in the Salt Spring Island Local Trust Committee Active Projects List, presented in the September 11 Regular Meeting Agenda, to Trust Council.	Alexandra Trifonidis Chris Hutton		In Progress
0%	5 Resolution No.: SS-2025-106 Staff to defer bylaw referral on Policy Statement Bylaw No.183 to LTC's November 2025 meeting.	Britt Holowaty Chris Hutton Rob Pingle		In Progress

Follow Up Action Report

Salt Spring Island

11-Sep-2025

Progress	Activity	Responsibility	Dates	Status
0%	6 Resolution No.: SS-2025-108 Staff to amend the business case for the Major Amendment Salt Spring Official Community Plan and Land Use Bylaw business case by adding \$26,000 for early and ongoing consultation with 13 First Nations in the 2026/27 fiscal year.	Chris Hutton		In Progress
0%	7 Resolution No.: SS-2025-109 Staff to refine the 2026/27 fiscal budget to be sufficient to meet the engagement needs of First Nations for the major Amendments to Salt Spring Official Community Plan and Land Use Bylaw project.			In Progress
0%	8 Resolution No.: SS-2025-110 Staff to submit the attached Major Project Business Case for the Official Community Plan / Land Use Bylaw Project as amended to the Regional Planning Committee and Financial Planning Committee for the fiscal 2026/27 year budget.	Chris Hutton		In Progress
0%	9 Resolution No.: SS-2025-111 Staff to forward the Watershed Protection Plan 2023-2032 Business Case attached as Attachment 1 to the staff report of October 1, 2024 to Financial Planning Committee for inclusion in the 2026/27 Trust Council budget.	Chris Hutton		In Progress
0%	10 Resolution No.: SS-2025-112 Staff to forward the Salt Spring Island Groundwater Sustainability (Well-Monitoring) Business Case attached as Attachment 2 to the staff report of October 1, 2024 to Financial Planning Committee for inclusion in the 2026/27 Trust Council budget.			In Progress

Follow Up Action Report

Salt Spring Island

11-Sep-2025

Progress	Activity	Responsibility	Dates	Status
0%	11 Resolution No.: SS-2025-113 Staff bring back staff reports prepared for Bylaw No. 534 for discussion at the next Local Trust Committee meeting.	Britt Holowaty Chris Hutton Rob Pingle		In Progress
0%	12 Resolution No.: SS-2025-114 Staff to urgently convene a multi-jurisdictional meeting to explore an alternative approach to bylaw enforcement that can better respond to investigating and mitigating housing/living situations on Salt Spring Island.	Chris Hutton		In Progress
0%	13 Resolution No.: SS-2025-115 Staff to report back on changing the start time for the November 6, 2025 regular business meeting.	Chris Hutton		In Progress

Active Projects Report

Salt Spring Island

1. Extraordinary Project - OCP-LUB Update

Responsible

Dates

Activity:

2025-09-01:

- Project consultant bringing work plan and engagement plan to LTC, following PAPC review and recommended changes.

Next Steps:

- Community visioning
- phase 1 engagement
- LTC endorsement of consultants workplan/engagement plan
- quarterly reporting to LTC

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

Chris Hutton

Chris Buchan

Rec'd: 01-Apr-2023

Target: 31-Mar-2026

Active Projects Report

Salt Spring Island

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 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

2025-05-02 - Feast with Tsawout First Nation planned for June. Anticipate bringing bylaw back following receipt of referral response following this.

Responsible

Chris Hutton

Dates

Rec'd: 10-May-2022

Target: 11-Sep-2025

Active Projects Report

Salt Spring Island

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:
 - 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

Responsible

Oluwashogo
Garuba
William Shulba

Dates

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

Active Projects Report

Salt Spring Island

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

March 20, 2025 - staff have begun gathering data from well loggers for well-monitoring.

April 10, 2025 - LTC Confirmed they would like to complete proof of water bylaw consideration.

2025-05-02:

- Proof of water assigned to planner. Report to be provided in coming months as time allows.
 - Ongoing well monitoring data gathering underway.
 - SSIWPA Coordination assigned to planner with plan to re-start in coming months, in anticipation of lower application numbers or backfill of staff vacancy.
-

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)
- Updates:
- 2025-05-02:
- This list will be reviewed as part of the OCP-LUB Project and items from that project that are deemed out of scope or are ultimately considered in the revised OCP will be placed on this list for future action, as appropriate.

06-Oct-2020

2. *Land Use Bylaw Amendments*

Responsible

Date Received

Future Projects Report

Salt Spring Island

- 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

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

Future Projects Report

Salt Spring Island

·Land Use Contracts (Feb. 2015)

06-Oct-2020

·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)

5. *Advocate*

Responsible

Date Received

·none listed

06-Oct-2020

DATE OF MEETING: October 16, 2025

TO: Salt Spring Island Local Trust Committee

FROM: Oluwashogo Garuba, Planner 2
Salt Spring Island Team

COPY: Chris Hutton, Regional Planning Manager

SUBJECT: Application to amend Salt Spring Island Land Use Bylaw from Residential 12 variant a
Zone to Residential 13 Zone
Applicant: Janis Gauthier
Location: 154 – 164 Kings Lane Road

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 549 cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 5, 2025” (154 Kings Lane Road) is not contrary to or at variance with the Islands Trust Policy Statement.
2. That the Salt Spring Island Local Trust Committee Bylaw No. 549 cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 5, 2025”, be read a first and second time (PLRZ20250220, 154 Kings Lane Road)

REPORT SUMMARY

This staff report proposes amendments to Salt Spring Island Land Use Bylaw No 355 (LUB) to vary the zoning of the subject property to permit the development of up to 50 dwelling units of affordable housing, general offices, child day care centre and reduced minimum lot size for proposed subdivision. Staff recommends that the Salt Spring Island Local Trust Committee (SS LTC) consider first and second reading of the draft bylaw (Attachment 1) and consider the application in relation to the Islands Trust Policy Statement.

BACKGROUND

This report follows the [July 10, 2025](#) meeting of the SS LTC where the following resolutions were passed (previous staff reports (including site context and photos), the draft bylaw, correspondence and referral responses) can be found on the [Salt Spring Island Current Applications webpage](#):

SS-2025-073

It was **Moved** and **SECONDED**,

that the Salt Spring Island Local Trust Committee request staff to prepare a draft bylaw to amend Salt Spring Island Land Use Bylaw No. 355, 1999, to rezone LOT 2, SECTION 4, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 23507 (PLRZ20250220, 154 – 164 Kings Lane Road) from Residential 12 variant A (R12 (a)) to Residential 13 (R13).

CARRIED

Staff proceeded to prepare proposed bylaw and it has been included in this staff report for consideration by the LTC.

SS-2025-074

It was MOVED and SECONDED,

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

CARRIED

Proposed bylaw was referred to First Nations and applicable agencies as identified in [July 10 staff report](#). Responses received are further discussed in the consultation section of this staff report.

SS-2025-075

It was MOVED and SECONDED,

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

CARRIED

Staff proceeded with public notification in accordance with S.467 of the LGA and a notice of first reading was mailed to neighbouring property owners and tenants within 100 meters of the subject property boundaries.

ANALYSIS

Policy/Regulatory

The SS LTC is unfettered in its consideration of a 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 2.

Issues and Opportunities

See staff report considered at the [July 10, 2025](#) LTC Meeting for a detailed discussion of issues and opportunities associated with this application.

Consultation

In accordance with LTC resolution SS-2025-074, this application was referred to the applicable agencies as staff advised in the July 10, 2025 report. Referral was sent out July 24, 2025 and Advisory Planning Committee (APC) and Agricultural Advisory Planning Committee (AAPC) meeting was held on September 25, 2025 where the application was considered. The APC after a discussion of the application passed the following resolution:

It was MOVED and SECONDED,

That the Advisory Planning Commission recommend to the Salt Spring Island Local Trust Committee that draft Bylaw No. 549 proceeds.

CARRIED

The AAPC passed the following resolution:

It was MOVED and SECONDED,

That the Agricultural Advisory Planning Commission recommend to the Salt Spring Island Local Trust Committee that draft Bylaw No. 549 proceeds.

CARRIED

First Nation Referrals:

- Tsawout First Nation has requested for a 30-day extension of the referral period in order to consider the application at a meeting as they believe that the proposed amendment is likely to adversely affect their rights and title interests.
- Tsawwassen First Nation has requested copies of interim and final reports produced for the rezoning application.
- Malahat First Nation had concerns with changes regarding development permits for land especially with regards to notifying nearby Nations as Salt Spring Island generally has high potential for archaeological sites.

Governance Partners:

NSSWD recommended approval with the following conditions:

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

Agricultural Land Commission (ALC) had some recommendations regarding setbacks and buffers with respect to ALR boundaries and recommends a 30 m buffer for residential buildings on the urban non-agricultural side of the ALR.

The CRD had comments regarding the proposed development as the subject property is currently not connected to the Ganges sewer system and will need the following before an approval can be granted:

1. A sewer capacity study to determine if the proposed development can be absorbed into the sewer system capacity.
2. Completion of "Local Services Water/Sanitary Service Application" through the CRD.
3. Completion of CRD new sewer connection process requirements through CRD.

Rationale for Recommendation

As outlined in the July 10, 2025 staff report, the proposed Land Use Bylaw amendment is generally consistent with the Islands Trust Policy Statement and as such, can be advanced. Staff therefore recommends that the LTC read Proposed Bylaw No. 549 for a first and second time.

ALTERNATIVES

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

1. Amend the Draft Bylaw No. 549

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:

- *That Salt Spring Island Local Trust Committee amend Bylaw No. 549, cited as ""Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 5, 2025", by [list amendments...] (PLRZ20250220, 154 Kings Lane Road).*
- *That Salt Spring Island Local Trust Committee Bylaw No. 549, cited as ""Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 5, 2025", be read a first time, as amended (PLRZ20250220, 154 Kings Lane Road).*
- *That Salt Spring Island Local Trust Committee Bylaw No. 549, cited as ""Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 5, 2025", be read a second time, as amended (PLRZ20250220, 154 Kings Lane Road).*

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 PLRZ20250220 for the following reasons...

NEXT STEPS

If the recommended resolutions are accepted, draft Bylaw No. 549 will be read a first and second time. The application will return to the SS LTC for their consideration for third reading and reading of the draft housing agreement, and include summaries of First Nation responses.

Submitted By:	Oluwashogo Garuba, Planner 2	October 1, 2025
Concurrence:	Chris Hutton, Regional Planning Manager	October 10, 2025

ATTACHMENTS

1. Draft Bylaw No. 549
2. Islands Trust Policy Statement Directive Policies
3. Referral Responses

**SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 549**

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

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

1. Citation

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

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

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

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

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

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

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

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

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

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

Minimum <i>lot area</i> required for a <i>child day care</i> centre (ha)	N/A
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- 2.5 **Section 9.9 – RESIDENTIAL ZONES**, Subsection 9.9.3 – Subdivision and Servicing Requirements is amended by inserting column R13 in the table as follows:

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

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

3. SEVERABILITY

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

READ A FIRST TIME THIS _____ 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____

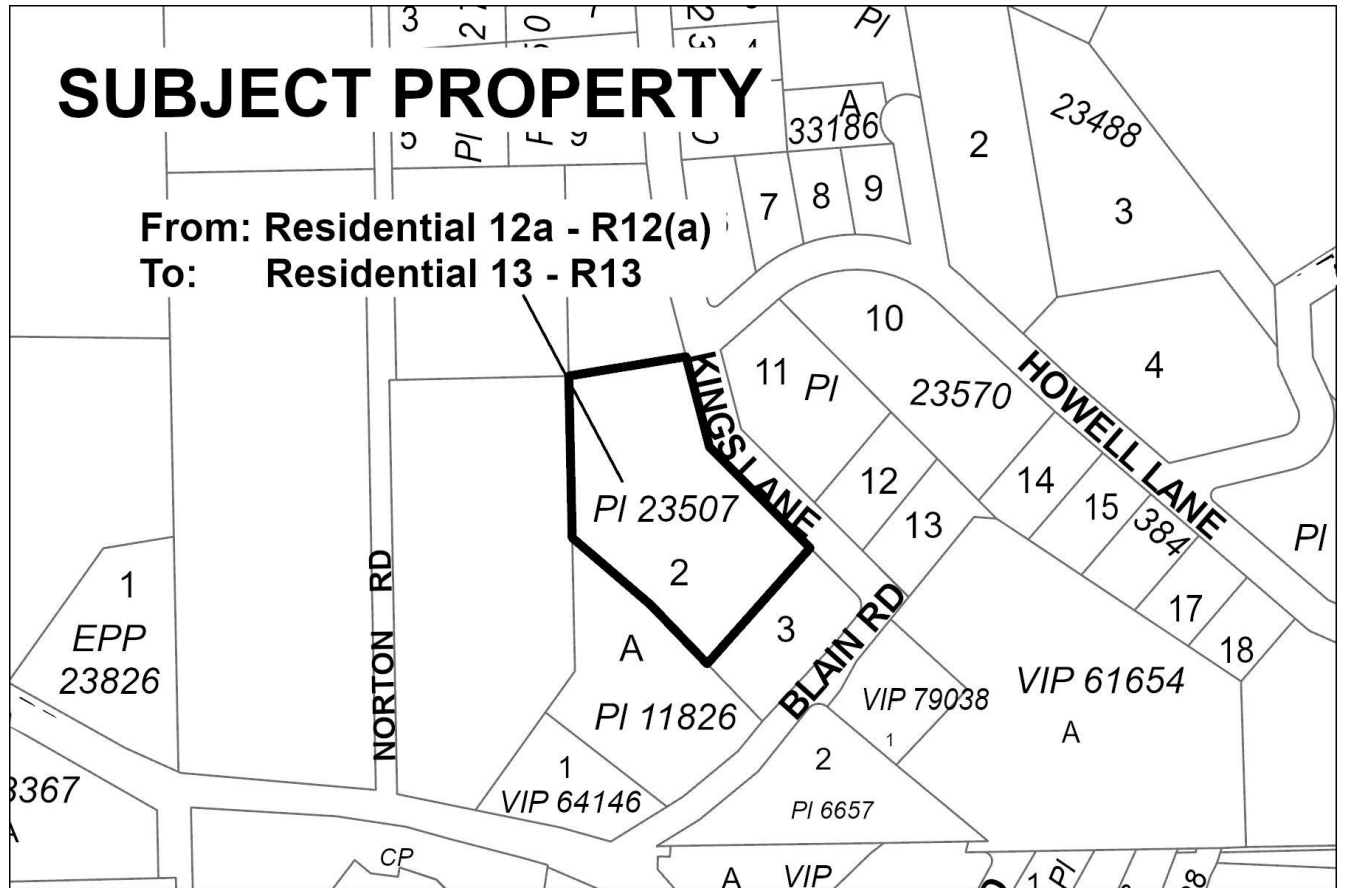
ADOPTED THIS _____ DAY OF _____ 20____

CHAIR

SECRETARY

SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 549

Plan No. 1





ISLANDS TRUST POLICY STATEMENT

DIRECTIVES ONLY CHECKLIST

File No.: PLRZ20250220 | Bylaw No: 549
154Kings Lane Road (PID: 003-106-756)

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECKLIST

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

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

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

PART III: POLICIES FOR ECOSYSTEM PRESERVATION AND PROTECTION

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

PART IV: POLICIES FOR THE STEWARDSHIP OF RESOURCES

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

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

PART V: POLICIES FOR SUSTAINABLE COMMUNITIES

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

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

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



BYLAW REFERRAL FORM

Salt Spring

Attachment 3

Ph: (250) 537-9144

ssiinfo@islandstrust.bc.ca

www.islandstrust.bc.ca

Island: Salt Spring Island Trust Area Bylaw No.: 549 Date: July 24, 2025

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 60 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Janis Gauthier

PURPOSE OF BYLAW:

To change subject property zoning from Residential 12 variant A (R12(a)) to Residential 13 to permit the development of 50 units of affordable housing, general offices, child day care centre and reduced minimum lot size for potential subdivision.

GENERAL LOCATION:

154 Kings Lane Road, Salt Spring Island

LEGAL DESCRIPTION:

LOT 2, SECTION 4, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 23507

SIZE OF PROPERTY AFFECTED:

1.44 ha (3.55 ac)

ALR STATUS:

NOT IN ALR

OFFICIAL COMMUNITY PLAN DESIGNATION:

Ganges Village Upper (GVU)

OTHER INFORMATION:

Staff reports and other information is available at <https://islandstrust.bc.ca/island-planning/salt-spring/current-applications/> under PLR20250220 the application number for this rezoning bylaw

Please fill out the Response Summary on the back of this form. If your agency's interests are "Unaffected", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.

(Signature)

Name: Oluwashogo Garuba

Title: A/Planner 2

This referral has been sent to the following agencies:

First Nations

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

Salt Spring Island Coast Salish Society

Provincial Agencies

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

Regional Agencies

CRD – All Referrals
CRD – SSI Building Inspection
CRD – Ganges Sewer Commission
Vancouver Island Health Authority
SSI Advisory Planning Commission
SSI Agricultural Advisory Planning Commission

Non-Agency Referrals

BC Ambulance Service
North Salt Spring Waterworks District
RCMP
SSI Fire-Rescue

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

Please note: items in BLUE are mandatory in each bylaw referral.

Items in GREEN are in relation to OCP policy B.4.4.2.4:

The Local Trust Committee will continue to ask emergency response organizations to comment on emergency access and safety issues when the Committee is considering rezoning applications and applications for development permits or subdivision.

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐

Approval Recommended for Reasons Outlined Below

☒

Approval Recommended Subject to Conditions Outlined Below

☐

Interests Unaffected by Bylaw

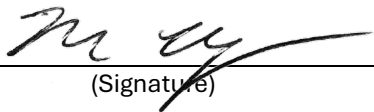
☐

Approval Not Recommended Due to Reason Outlined Below

NSSWD Comments:

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

Salt Spring Island Trust Area
(Island)


(Signature)

September 22, 2025
(Date)

549
(Bylaw Number)

Chief Administrative Officer
(Title)

North Salt Spring Waterworks District
(Agency)

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐

Approval Recommended for Reasons Outlined Below

☐

Approval Recommended Subject to Conditions Outlined Below

☒

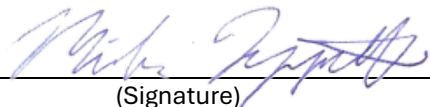
Interests Unaffected by Bylaw

☐

Approval Not Recommended Due to Reason Outlined Below

Salt Spring Island Trust Area

(Island)



(Signature)

2025-07-31

(Date)

549

(Bylaw Number)

Manager, Community Planning Division

(Title)

Cowichan Valley Regional District

(Agency)



BYLAW REFERRAL FORM

4-121 McPhillips Ave
Salt Spring Island, BC V8K 2T6
Ph: (250) 537-9144
ssiinfo@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Salt Spring Island Trust Area Bylaw No.: 549 Date: July 24, 2025

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 60 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Janis Gauthier

PURPOSE OF BYLAW:

To change subject property zoning from Residential 12 variant A (R12(a)) to Residential 13 to permit the development of 50 units of affordable housing, general offices, child day care centre and reduced minimum lot size for potential subdivision.

GENERAL LOCATION:

154 Kings Lane Road, Salt Spring Island

LEGAL DESCRIPTION:

LOT 2, SECTION 4, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 23507

SIZE OF PROPERTY AFFECTED:

1.44 ha (3.55 ac)

ALR STATUS:

NOT IN ALR

OFFICIAL COMMUNITY PLAN DESIGNATION:

Ganges Village Upper (GVU)

OTHER INFORMATION:

Staff reports and other information is available at <https://islandstrust.bc.ca/island-planning/salt-spring/current-applications/> under PLR20250220 the application number for this rezoning bylaw

Please fill out the Response Summary on the back of this form. If your agency's interests are "Unaffected", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.

(Signature)

Name: Oluwashogo Garuba

Title: A/Planner 2

This referral has been sent to the following agencies:

First Nations

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

Salt Spring Island Coast Salish Society

Provincial Agencies

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

Regional Agencies

CRD – All Referrals
CRD – SSI Building Inspection
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Non-Agency Referrals

BC Ambulance Service
North Salt Spring Waterworks District
RCMP
SSI Fire-Rescue

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

Please note: items in **BLUE** are mandatory in each bylaw referral.

Items in **GREEN** are in relation to OCP policy B.4.4.2.4:

The Local Trust Committee will continue to ask emergency response organizations to comment on emergency access and safety issues when the Committee is considering rezoning applications and applications for development permits or subdivision.

BYLAW REFERRAL FORM RESPONSE SUMMARY

☒

Approval Recommended for Reasons Outlined Below

☐

Approval Recommended Subject to Conditions Outlined Below

☐

Interests Unaffected by Bylaw

☐

Approval Not Recommended Due to Reason Outlined Below

The Thetis Island Local Trust Committee recommend to the Salt Spring Island Local Trust Committee that proposed Bylaw No. 549 proceed for the following reasons:

- Support Salt Spring Island LTC's desire for more affordable housing.

Salt Spring Island Trust Area
(Island)

Nadine Howrae

(Signature)

549

(Bylaw Number)

Legislative Clerk / Deputy Secretary
(Title)

September 2, 2025
(Date)

Thetis Island Local Trust Committee
(Agency)

From: eDAS@gov.bc.ca
Sent: Thursday, September 4, 2025 8:47 AM
To: Rob Pingle
Subject: Applicant Notification - File #2025-03490 (Task Id: 27296960)
Attachments: Referral.pdf

Date: 2025-Sep-04 Hello, The Ministry of Transportation and Transit Approval Application 2025-03490 is available for the next step and your action. You can access the file at <https://posse.th.gov.bc.ca/DAP/Default.aspx?PossePresentation=ApprovalApplication&PosseObjectId=27192993&PossePane=Tasks> If you have any questions please feel free to contact me. Sincerely, Tara Breysen Development Officer 778-974-2630 tara.breysen@gov.bc.ca



BYLAW REFERRAL FORM

4-121 McPhillips Ave
Salt Spring Island, BC V8K 2T6
Ph: (250) 537-9144
ssiinfo@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Salt Spring Island Trust Area Bylaw No.: 549 Date: July 24, 2025

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 60 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Janis Gauthier

PURPOSE OF BYLAW:

To change subject property zoning from Residential 12 variant A (R12(a)) to Residential 13 to permit the development of 50 units of affordable housing, general offices, child day care centre and reduced minimum lot size for potential subdivision.

GENERAL LOCATION:

154 Kings Lane Road, Salt Spring Island

LEGAL DESCRIPTION:

LOT 2, SECTION 4, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 23507

SIZE OF PROPERTY AFFECTED:

1.44 ha (3.55 ac)

ALR STATUS:

NOT IN ALR

OFFICIAL COMMUNITY PLAN DESIGNATION:

Ganges Village Upper (GVU)

OTHER INFORMATION:

Staff reports and other information is available at <https://islandstrust.bc.ca/island-planning/salt-spring/current-applications/> under PLR20250220 the application number for this rezoning bylaw

Please fill out the Response Summary on the back of this form. If your agency's interests are "Unaffected", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.

(Signature)

Name: Oluwashogo Garuba

Title: A/Planner 2

This referral has been sent to the following agencies:

First Nations

Cowichan Tribes
Halalt First Nation
Lyackson First Nation
Penelakut Tribe
Stz'uminus First Nation
Malahat First Nation
Pauquachin First Nation
Semiahmoo First Nation
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Tsawwassen First Nation
Tseycum First Nation
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Salt Spring Island Coast Salish Society

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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

Please note: items in **BLUE** are mandatory in each bylaw referral.

Items in **GREEN** are in relation to OCP policy B.4.4.2.4:

The Local Trust Committee will continue to ask emergency response organizations to comment on emergency access and safety issues when the Committee is considering rezoning applications and applications for development permits or subdivision.

BYLAW REFERRAL FORM

RESPONSE SUMMARY

☒

Approval Recommended for Reasons Outlined Below

Roads and intersections are adequate for this proposal. All Ministry Specs will be required for any road works.

☐

Approval Recommended Subject to Conditions Outlined Below

☐

Interests Unaffected by Bylaw

☐

Approval Not Recommended Due to Reason Outlined Below

Salt Spring Island Trust Area

(Island)

Tara Breysen

(Signature)

September 4, 2026

(Date)

549

(Bylaw Number)

Development Services Officer

(Title)

Ministry of Transportation and Transit

(Agency)

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐

Approval Recommended for Reasons Outlined Below

☐

Approval Recommended Subject to Conditions Outlined Below

☒

Interests Unaffected by Bylaw

☐

Approval Not Recommended Due to Reason Outlined Below

Salt Spring Island Trust Area
(Island)

J. Chonk

(Signature)

September 9, 2025
(Date)

549

(Bylaw Number)

Jas Chonk, Legislative Clerk
(Title)

Galiano Island Local Trust Committee
(Agency)

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

Hello Rob,

Please see attached completed referral form and accompanying comments below:

Sewage

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

Drinking Water

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

Healthy Built Environment

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

elements to enhance well-being.

Childcare

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

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

Kind Regards,

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



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

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

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

Dear Referral Coordinators,

We are contacting you in regards to a referral of Bylaw No. 549 (attached), which proposes to amend the Land Use Bylaw to change the zoning from Residential 12 variant A (R12(a)) to Residential 13 to permit the development of 50 units of affordable housing, general offices, child day care centre and reduced minimum lot size for potential subdivision of the property at 154 Kings Lane, Salt Spring Island. Staff reports and other materials related to the proposed bylaw can be viewed on our website at: <https://islandstrust.bc.ca/island-planning/salt-spring/current-applications/> as PLRZ20250220.

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

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

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

Thank you for your time and attention to this referral,

Rob Pingle

Legislative Clerk | Deputy Secretary

Islands Trust | Salt Spring Island

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

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

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

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

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



BYLAW REFERRAL FORM

4-121 McPhillips Ave
Salt Spring Island, BC V8K 2T6
Ph: (250) 537-9144
ssiinfo@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Salt Spring Island Trust Area Bylaw No.: 549 Date: July 24, 2025

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 60 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Janis Gauthier

PURPOSE OF BYLAW:

To change subject property zoning from Residential 12 variant A (R12(a)) to Residential 13 to permit the development of 50 units of affordable housing, general offices, child day care centre and reduced minimum lot size for potential subdivision.

GENERAL LOCATION:

154 Kings Lane Road, Salt Spring Island

LEGAL DESCRIPTION:

LOT 2, SECTION 4, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 23507

SIZE OF PROPERTY AFFECTED:

1.44 ha (3.55 ac)

ALR STATUS:

NOT IN ALR

OFFICIAL COMMUNITY PLAN DESIGNATION:

Ganges Village Upper (GVU)

OTHER INFORMATION:

Staff reports and other information is available at <https://islandstrust.bc.ca/island-planning/salt-spring/current-applications/> under PLR20250220 the application number for this rezoning bylaw

Please fill out the Response Summary on the back of this form. If your agency's interests are "Unaffected", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.

(Signature)

Name: Oluwashogo Garuba

Title: A/Planner 2

This referral has been sent to the following agencies:

First Nations

Cowichan Tribes
Halalt First Nation
Lyackson First Nation
Penelakut Tribe
Stz'uminus First Nation
Malahat First Nation
Pauquachin First Nation
Semiahmoo First Nation
Tsartlip First Nation
Tsawout First Nation
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Please note: items in **BLUE** are mandatory in each bylaw referral.

Items in **GREEN** are in relation to OCP policy B.4.4.2.4:

The Local Trust Committee will continue to ask emergency response organizations to comment on emergency access and safety issues when the Committee is considering rezoning applications and applications for development permits or subdivision.

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐

Approval Recommended for Reasons Outlined Below

☒

Approval Recommended Subject to Conditions Outlined Below

☐

Interests Unaffected by Bylaw

☐

Approval Not Recommended Due to Reason Outlined Below

Please see comments in email dated 18-Sept-2025

Salt Spring Island Trust Area

(Island)



(Signature)

18 Sept. 2025

(Date)

549

(Bylaw Number)

Environmental Public Health Consultant

(Title)

Island Health

(Agency)

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

Hello Oluwashogo,

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

Best,

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



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

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

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

Hello Jana,

I hope this message finds you well.

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

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

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

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

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

Thank you for your time and assistance.

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

Kind regards,

Oluwashogo Garuba (she, her, hers)

Planner 2

Islands Trust

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

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

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

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

Protecting islands in the Salish Sea

I am humbly thankful to live and work in the treaty lands and territories of the BOKÉĆEN, K'ómoks, Lək'wəŋən, Lyackson, MÁLEXEL, Qualicum, Quw'utsun Tribes, scəwəŋən məsteyəx'w, Scia'new, səliłwətaʔ, SEMYOME, shishálh, Skwxwú7mesh, Snaw-naw-as, Snuneymuxw, Spune'luxutth, SÁUTW, Stz'uminus, ʔaʔəmen, toq qaymux'w, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, WJOŁŁLP, WSIKEM, Xeláltxw, Xwémalhkwxw/ʔop qaymux'w, and x'wəməŋk'wəyəm.



September 24, 2025

Rob Pingle
Legislative Clerk
Islands Trust – Salt Spring Island

Sent by email

Dear Rob:

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

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

Setbacks and Buffers:

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

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

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

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

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

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

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

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

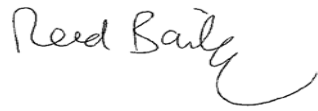
Proposed Rezoning:

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

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

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

Sincerely,



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

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



Referral Title/No.: PLRZ20250220; 154 Kings Lane Rd

To: Islands Trust

Date: 26/09/2025

	Comments
Corporate Services <i>Legislative Services</i> <i>Information Services</i> <i>Legal and Risk Management</i> <i>First Nations Relations</i> <i>Real Estate & Facilities Management</i>	Choose an item. NA
Electoral Area Services <i>Water Wastewater Services Operations</i> <i>Southern Gulf Islands Administration</i> <i>Salt Spring Island Administration</i> <i>Juan de Fuca Administration</i> <i>Building Inspection</i>	Choose an item. 154 Kings lane is currently not connected to the Ganges sewer system. The following will need to be completed for approval to proceed: - A sewer capacity study will need to be executed to determine the additional load of 50 units, general offices, medical center, child day care center, etc. can be absorbed into the sewer system capacity. - Sewer capacity study costs are born by the applicant - Results must be attained and approved by CRD before approval is finalized - Completion of “LOCAL SERVICES WATER/SANITARY SERVICE APPLICATION” form through the CRD - Completion of “CRD NEW SEWER CONNECTION PROCESS REQUIREMENTS” through CRD Application fees and deposits paid
Executive Services <i>People Safety and Culture</i> <i>Corporate Communications and Engagement</i> <i>Corporate Initiatives and Administration</i>	Choose an item. NA
Finance & Technology <i>Arts and Culture</i> <i>Financial Services</i> <i>Corporate Finance</i> <i>Technology and Digital Transformation</i>	Choose an item. NA
Housing, Planning & Protective Services <i>Regional Planning and Transportation</i> <i>Health and Capital Planning Strategies</i> <i>Regional Housing</i> <i>Protective Services</i>	Choose an item. NA
Infrastructure and Water Services <i>Watershed Protection</i> <i>Infrastructure and Water Services</i> <i>Business Support Services</i> <i>Water Infrastructure Operations</i> <i>Infrastructure Planning and Engineering</i> <i>Wastewater Infrastructure Operations</i> <i>Corporate Capital Project Delivery Services</i> <i>Corporate Asset and Maintenance</i>	Choose an item. Choose an item. NA
Parks, Recreation & Environmental Services <i>Environmental Innovation</i> <i>Environmental Protection</i> <i>Environmental Resource Management</i> <i>Panorama Recreation</i> <i>Regional Parks</i> <i>SEAPARC</i>	Choose an item. NA

From: Referrals <referrals@malahatnation.com>
Sent: Thursday, July 24, 2025 1:05 PM
To: Rob Pingle
Subject: Automatic reply: Salt Spring Island Local Trust Committee Proposed Bylaw No 549 - For Response

Thank you for your submission to Malahat Nations Lands and Environment Department. Malahat Nation Lands and Environment Department and Referrals Team work to protect and restore Malahat Nation's Rights, Title and Interests within its traditional territory. Malahat Nation reserves the right to assess submissions and notifications as necessary based on the assessment criteria.

Please ensure your referral submission includes all relevant information (e.g. letters, spatial data, maps, images, research, reports and other pertinent documentation) for review and consideration. Note: The inability to provide supporting materials can delay response time.

The receipt of this email does not imply consultation, nor consent from the Malahat Nation. Additionally, a non-response from Malahat Nation does not constitute a decision. All referrals require a minimum of a **45-day review and assessment period**. You will be contacted when your submission has been reviewed.

Thank you

Malahat Referrals Team



Pauquachin First Nation

25-Jul-2025 14:31 PDT

Islands Trust
Attn: Rob Pingle

Proposed Decision: Defer to Coast Salish
Project Name: Salt Spring Land Use Bylaw Amendment No 549
Date Received: 24-Jul-2025
Pauquachin First Nation's Consultation Spectrum Assessment: Level 1

Pauquachin First Nation is in receipt of the referral for: Salt Spring Land Use Bylaw Amendment No 549

This area appears to be on/in an area that Pauquachin First Nation would recognize as being outside our title and governance areas. As such, I would categorize this as a Level 1 rights area for Pauquachin First Nation. Level 1 identifies that the project appears to be wholly within another First Nations title and Governance area. Our interests in this area would be limited to Trade, First Nations Government-to-Government and inter-community relationships, but not necessarily Title and governing authorities, which would be Pauquachin First Nation's highest S.35 interests and would require high end of the Haida spectrum consultation.

Given this assessment we would defer to the First Nation(s) whose traditional territory this project lies within or is affected by the project. Should Pauquachin First Nation identify greater interests in the future we retain the right to revise this assessment. However, at this time, we defer to any Nation(s) whose title and governing authorities are directly affected.

Sincerely,

Monty Horton, Lands Governance Officer

Pauquachin First Nation

Tel: 250-937-9195

Email: lands@pauquachin.com



Ts'uubaa-asatx Nation
313B Deer Lake Road
Lake Cowichan, British Columbia
V0R 2G0
Phone: 250-749-3301
Fax: 250-749-4286

25-Jul-2025 11:44 PDT

Islands Trust
Attn: Rob Pingle

Project Name: Salt Spring Land Use Bylaw Amendment No 549
Date Received: 24-Jul-2025
Ts'uubaa-asatx Nations Consultation Spectrum Assessment: Level 3

'Au Si'em:

The project area appears to fall within the Hul'q'umi'num Statement of Intent as submitted to the BC Treaty Commission process, but outside Ts'uubaa-asatx Nation's core title area. Ts'uubaa-asatx Nation would recognize this area as being in close proximity to other Hul'q'umi'num or Nuu-chah-nulth First Nation Tumuhw (lands). As such, I would categorize this as a Level 3 rights area for Ts'uubaa-asatx Nation. Level 3 identifies that Ts'uubaa-asatx Nation had harvesting, trade and Nation to Nation relations, but not necessarily sole title and governing authorities, which would be Ts'uubaa-asatx Nation's highest S.35 interests and would require high end of the Haida spectrum consultation.

However, Level 3, is still considered to be a very high consultation matter as it represents our inter-community cultural activities and shared title and harvesting areas with our Hul'q'umi'num or Nuu-chah-nulth relatives. Despite this we would generally defer to the First Nation(s) whose traditional territory fronts this area. Should Ts'uubaa-asatx Nation identify greater interests in the future we retain the right to revise this assessment. However, at this time, we defer to any Nation(s) whose title and governing authorities are directly affected.

'Uy' Skweyul,

Monty Horton

Hul'q'umi'num language terms:

'Au Si'em: a term denoting high respect.

'Uy' Skweyul: good day.

From: TFN Referrals <referrals@tsawwassenfirstnation.com>
Sent: Tuesday, August 19, 2025 3:26 PM
To: Rob Pingle
Cc: Sheila Williams; Kelly Scott
Subject: Re: Salt Spring Island Local Trust Committee Proposed Bylaw No 549 - For Response

Hi Rob,

Thank you for the email.

Tsawwassen First Nation (TFN) has no concerns regarding this file, at this time. However, TFN requests all copies of interim and final reports produced for this project.

hay čx^w qə

Thank you

Amelia Cooper, B.A., Cert.
Referrals Analyst
Treaty Rights and Title Department
Tsawwassen First Nation
1926 Tsawwassen Drive, Tsawwassen, BC V4M 4G4
C 604-619-6930



From: Rob Pingle <rpingle@islandstrust.bc.ca>
Sent: Thursday, July 24, 2025 1:25 PM
To: Tia Williams <twilliams@tsawwassenfirstnation.com>; TFN Policy <policy@tsawwassenfirstnation.com>; TFN Referrals <referrals@tsawwassenfirstnation.com>
Cc: Oluwashogo Garuba <ogaruba@islandstrust.bc.ca>; Reconciliation <Reconciliation@islandstrust.bc.ca>
Subject: RE: Salt Spring Island Local Trust Committee Proposed Bylaw No 549 - For Response

Hello,

My apologies I forgot to add the attachments to my previous email.

Take care, Rob

Rob Pingle
Legislative Clerk | Deputy Secretary
Islands Trust | Salt Spring Island

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

250-538-5600

From: Rob Pingle

Sent: Thursday, July 24, 2025 1:23 PM

To: 'twilliams@tsawwassenfirstnation.com' <twilliams@tsawwassenfirstnation.com>;

'policy@tsawwassenfirstnation.com' <policy@tsawwassenfirstnation.com>;

'referrals@tsawwassenfirstnation.com' <referrals@tsawwassenfirstnation.com>

Cc: Oluwashogo Garuba <ogaruba@islandstrust.bc.ca>; Reconciliation

<Reconciliation@islandstrust.bc.ca>

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

Dear Chief and Council,

We are contacting you in regards to a referral of Bylaw No. 549 (attached), which proposes to amend the Land Use Bylaw to change the zoning from Residential 12 variant A (R12(a)) to Residential 13 to permit the development of 50 units of affordable housing, general offices, child day care centre and reduced minimum lot size for potential subdivision of the property at 154 Kings Lane, Salt Spring Island. Our planner is available to discuss this referral with you if you would like to ensure that your Nation's concerns or comments are considered by our elected officials.

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

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

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

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

Thank you for your time and attention to this referral,

Rob Pingle

Legislative Clerk | Deputy Secretary

Islands Trust | Salt Spring Island

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

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

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

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

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

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

From: Matthew Perkins <matthew.perkins@malahatnation.com>
Sent: Tuesday, September 23, 2025 2:16 PM
To: Rob Pingle
Subject: Malahat Nation's Response Bylaw No 549
Attachments: R25123 Malahat Nation Response Bylaw No 549.pdf

Good Afternoon Rob,

Attached is Malahat Nation's response to Bylaw No 549.

Huy ch q'u for the ongoing consultation,



Matthew Perkins
Referrals Coordinator

Malahat Nation
7 Kwunew Kwasun Lane | Mill Bay, BC | V8H 1B8
Cel: (250) 884-1465 | Tel: (250) 743-3231
www.malahatnation.com

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Malahat Nation

110 Thunder Road | Mill Bay, BC | V0R 2P4

Tel: (250) 743-3231 | Fax: (250) 743-3251

info@malahatnation.com | www.malahatnation.com

September 23, 2025

Malahat Referral No: R25123

Rob Pingle

Legislative Clerk

Islands Trust Saltspring Island

Via email: rpingle@islandstrust.bc.ca

RE: Malahat Nation Response to the Proposed Bylaw No 549 (Salt Spring Island)

Dear Rob Pingle,

Thank you for your consultation request dated July 24th, 2025, regarding the Proposed Bylaw No. 549 amendments on Saltspring Island, located in Malahat Nation's traditional territory.

The Gulf Islands including Saltspring Island are considered a high potential for archaeological sites. With the amendment of Bylaw No. 549, Malahat Nation is concerned with changes regarding development permits for land especially with notifying nearby Nations. The notification to Nations still needs to be in place even in areas that are developed due to **historical oversight of First Nations presence**. Cultural monitors still need to be present with any ground disturbing activities.

Thank you for your time and consideration.

Sincerely,

Matthew Perkins

Referrals Coordinator

Malahat Nation



DATE OF MEETING: October 16, 2025

TO: Salt Spring Island Local Trust Committee

FROM: Oluwashogo Garuba, Planner 2
Salt Spring Island Team

COPY: Chris Hutton, Regional Planning Manager

SUBJECT: Land Use Bylaw amendment to bring existing use into compliance at the expiration of existing Land Use Contract Bylaw 195
Applicant: Darryl Janyk
Location: 355 Blackburn Road, SSI

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee Bylaw No 546 cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 4, 2025”, be read a first time (PLRZ20240021, 355 Blackburn Road).
2. That the Salt Spring Island Local Trust Committee Bylaw No 546 cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 4, 2025”, be read a second time (PLRZ20240021, 355 Blackburn Road).
3. That the Salt Spring Island Local Trust Committee request staff to schedule a Community Information Meeting and Public Hearing for Bylaw No 546, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 4, 2025”.

REPORT SUMMARY

This staff report presents a bylaw to amend Salt Spring Island Land Use Bylaw No. 355 (LUB) to permit the current uses on the subject property and bring it into compliance with the LUB at the expiration of Land Use Contract (LUC) Bylaw No. 195. Staff recommends that the Salt Spring Local Trust Committee (LTC) consider reading the draft bylaw a first and second time, request that staff proceed with scheduling a community information meeting and public hearing, and consider the application in relation to the Islands Trust Policy Statement (ITPS).

BACKGROUND

This report follows the preliminary staff report presented to the LTC on May 8, 2025, where the following resolutions were passed (previous staff report including site context and photos, correspondence and referral responses can be found on the [Salt Spring Island Current Applications webpage](#)):

SS-2025-060

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee request staff to proceed with processing application PLRZ20240021.

CARRIED

SS-2025-061

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to prepare a draft bylaw to amend Salt Spring Island Land Use Bylaw No. 355, 1999, to rezone THE NORTH EAST ¼ OF SECTION 85, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT EXCEPT THAT PART IN PLAN 35855, from Agriculture 2 (A2) to Agriculture 2 variant c (A2 (c)).

CARRIED

Staff proceeded with processing application PLRZ20240021 as directed by the LTC, draft bylaws were prepared and sent to the applicable agencies as advised in May 8, 2025 staff report. The proposed bylaw and referral responses have been included in Attachments 1 and 2 respectively.

ANALYSIS

Policy/Regulatory

The SS LTC is unfettered in its consideration of a 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, would be presented to LTC for review and consideration in a future staff report if at such time draft bylaws are presented for third reading.

Issues and Opportunities

See staff report considered at the [May 8, 2025](#) LTC meeting for a detailed discussion of issues and opportunities associated with this application.

Consultation

In accordance with LTC resolution SS-2025-061, this application was referred to the applicable agencies as advised in the May 8, 2025 staff report. Referral was sent out July 23, 2025, and Advisory Planning Committee (APC) and Agricultural Advisory Planning Committee (AAPC) meeting was held on September 25, 2025 where the application was considered.

The AAPC after a discussion of the application passed the following resolution:

It was MOVED and SECONDED,

That the Agricultural Advisory Planning Commission recommend to the Salt Spring Island Local Trust Committee that draft Bylaw No. 546 proceeds with support for the following reasons:

- Occupants’ excellent record of land stewardship.

CARRIED

The APC after a discussion of the application which included the history of the property passed the following resolution:

It was MOVED and SECONDED,

That the Agricultural Advisory Planning Commission recommend to the Salt Spring Island Local Trust Committee that draft Bylaw No. 546 proceeds.

CARRIED

Tsawout First Nation has requested a 30-day extension of the referral period in order to consider the application at a meeting with leadership as they believe that the proposed amendment is likely to adversely affect their rights and title interests. In a recent meeting, staff advised that they intend to articulate these concerns in a referral response.

Responding First Nations have primarily advised that these lands do not lie in their core territory and that they thus defer to other Nations in whose core territory the lands are located. The Tsawout First Nation is one such nation and LTC may want to consider that awaiting the response of Tsawout First Nation is a way to not only respect the Tsawout's request, but that of responding First Nations as well.

Rationale for Recommendation

As outlined in the May 8, 2025 Staff Report, the proposed Land Use Bylaw amendment is generally consistent with the Islands Trust Policy Statement and as such, can be tabled. However, the granted referral extension at this time would be disingenuous if the timeline for referral response is restrained. I therefore recommend that the LTC read Draft Bylaw No. 546 for a first and second time and request staff to proceed with public hearing. Staff also recommends a Community Information Session in advance of the Public Hearing.

ALTERNATIVES

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

1. Amend the Draft Bylaw No. 546

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:

1. *That Salt Spring Island Local Trust Committee amend Bylaw No. 546, cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 4, 2025", by [list amendments...] (PLRZ20240021, 355 Blackburn Road).*
2. *That Salt Spring Island Local Trust Committee Bylaw No. 546, cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 4, 2025", be read a first time, as amended (PLRZ20240021, 355 Blackburn Road).*
3. *That Salt Spring Island Local Trust Committee Bylaw No. 546, cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 4, 2025", be read a second time, as amended (PLRZ20240021, 355 Blackburn Road).*
4. *That the Salt Spring Island Local Trust Committee request staff to schedule a Community Information Meeting and Public Hearing for Bylaw No 546, cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 4, 2025" 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 PLRZ20240021 for the following reasons...

3. Advance the application to public hearing

Presented for analysis purposes at this time, the LTC may consider advancing this application with the understanding that Tsawout First Nation may or may not provide comment before the bylaws can advance to third reading. Staff do not recommend this option as Tsawout First Nation staff have advised that they do have concerns and intend to articulate them:

1. *That the Salt Spring Island Local Trust Committee Bylaw No 546 cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 4, 2025”, be read a first time (PLRZ20240021, 355 Blackburn Road).*
2. *That the Salt Spring Island Local Trust Committee Bylaw No 546 cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 4, 2025”, be read a second time (PLRZ20240021, 355 Blackburn Road).*
3. *That the Salt Spring Island Local Trust Committee request staff to schedule a Community Information Meeting and Public Hearing for Bylaw No 546, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 4, 2025”.*

NEXT STEPS

If the recommended resolutions are accepted, draft bylaw No. 543 will be read a first and second time. The application will return to the SS LTC for consideration of second reading following receipt of final referral comments.

Submitted By:	Oluwashogo Garuba, Planner 2	October 1, 2025
Concurrence:	Chris Hutton, Regional Planning Manager	October 10, 2025

ATTACHMENTS

1. Draft Bylaw No. 546
2. Referral Responses

SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 546

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

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

1. Citation

This bylaw may be cited for all purposes as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 4, 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 Section 1.1 – Definitions is amended by adding the following new definition:

“**Artisan studio**” means the use of premises for the production, and optional display and sale of, arts and crafts made from materials such as metal, wood, textile, glass, or stone.

“**Assembly hall**” means a use of a *building* or *structure* for the assembly, gathering, or meeting of persons for religious, charitable, philanthropic, cultural or educational purpose.

2.2 Schedule “A” – Zoning Map, is amended by changing the zoning classification for THE NORTH EAST 1/4 OF SECTION 85, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT EXCEPT THAT PART IN PLAN 35855 from Agriculture 2 (A2) to Agriculture 2 variant c (A2 (c)), as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “A” to Bylaw No. 355 as are required to effect this change.

2.3 Section 9.1 – Agricultural Zones, Subsection 9.1.5 is amended by inserting the following “**Zone Variation – A2 (c)**”

(13) Despite all other regulations of this bylaw the following additional principal uses are permitted:

- a) Artisan Studio
- b) Schools, pre-schools and *child day care* centres
- c) Religious retreat
- d) Meditation halls
- e) Assembly hall

(14) The following accessory uses are permitted:

- a) Non-commercial accessory recreational uses
- b) *Dwelling units* for resident staff
- c) *Dwelling units* accessory to another permitted principal use

- (15) Surface and road drainage ditches which intercept or concentrate subsurface effluent in a surface water system which flows into Blackburn Creek or Blackburn Lake must not be permitted.

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____

[public hearing date should be consistent with chronology and can be after first or second reading;

If two public hearings, only indicate the date of the last one]

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____

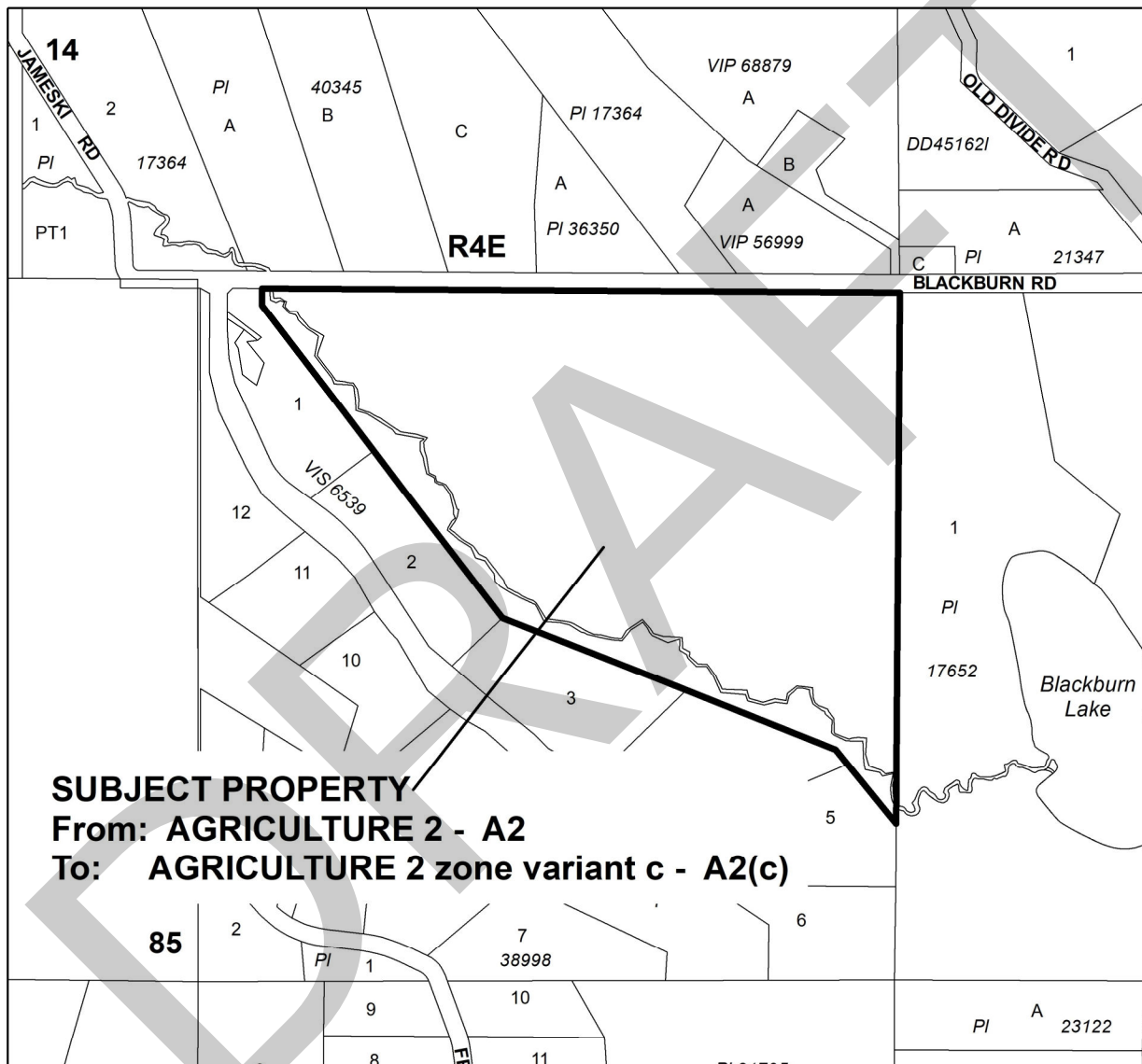
ADOPTED THIS _____ DAY OF _____ 20____

CHAIR

SECRETARY

SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 546

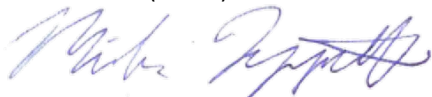
Plan No. 1



BYLAW REFERRAL FORM
RESPONSE SUMMARY

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

Salt Spring Island Trust Area
(Island)



(Signature)

2025-07-31
(Date)

546
(Bylaw Number)

Manager, Community Planning Division
(Title)

Cowichan Valley Regional District
(Agency)

BYLAW REFERRAL FORM
 RESPONSE SUMMARY

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

Salt Spring Island Trust Area
 (Island)

Nadine Hourao

(Signature)

September 2, 2025
 (Date)

546
 (Bylaw Number)

Legislative Clerk / Deputy Secretary

Thetis Island Local Trust Committee

BYLAW REFERRAL FORM
RESPONSE SUMMARY

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

Salt Spring Island Trust Area
(Island)

J. Chonk
(Signature)

September 9, 2025
(Date)

546
(Bylaw Number)

Jas Chonk, Legislative Clerk
(Title)

Galiano Island Local Trust Committee
(Agency)



Pauquachin First Nation

24-Jul-2025 10:57 PDT

Islands Trust
Attn: Rob Pingle

Proposed Decision: Defer to Coast Salish
Project Name: Salt Spring Land Use Bylaw Amendment 546
Date Received: 23-Jul-2025
Pauquachin First Nation's Consultation Spectrum Assessment: Level 1

Pauquachin First Nation is in receipt of the referral for: Salt Spring Land Use Bylaw Amendment 546

This area appears to be on/in an area that Pauquachin First Nation would recognize as being outside our title and governance areas. As such, I would categorize this as a Level 1 rights area for Pauquachin First Nation. Level 1 identifies that the project appears to be wholly within another First Nations title and Governance area. Our interests in this area would be limited to Trade, First Nations Government-to-Government and inter-community relationships, but not necessarily Title and governing authorities, which would be Pauquachin First Nation's highest S.35 interests and would require high end of the Haida spectrum consultation.

Given this assessment we would defer to the First Nation(s) whose traditional territory this project lies within or is affected by the project. Should Pauquachin First Nation identify greater interests in the future we retain the right to revise this assessment. However, at this time, we defer to any Nation(s) whose title and governing authorities are directly affected.

Sincerely,

Monty Horton, Lands Governance Officer

Pauquachin First Nation

Tel: 250-937-9195

Email: lands@pauquachin.com



Ts'uubaa-asatx Nation
313B Deer Lake Road
Lake Cowichan, British Columbia
V0R 2G0
Phone: 250-749-3301
Fax: 250-749-4286

25-Jul-2025 10:25 PDT

Islands Trust
Attn: Rob Pingle

Project Name: Salt Spring Land Use Bylaw Amendment 546
Date Received: 23-Jul-2025
Ts'uubaa-asatx Nations Consultation Spectrum Assessment: Level 3

'Au Si'em:

The project area appears to fall within the Hul'q'umi'num Statement of Intent as submitted to the BC Treaty Commission process, but outside Ts'uubaa-asatx Nation's core title area. Ts'uubaa-asatx Nation would recognize this area as being in close proximity to other Hul'q'umi'num or Nuu-chah-nulth First Nation Tumuhw (lands). As such, I would categorize this as a Level 3 rights area for Ts'uubaa-asatx Nation. Level 3 identifies that Ts'uubaa-asatx Nation had harvesting, trade and Nation to Nation relations, but not necessarily sole title and governing authorities, which would be Ts'uubaa-asatx Nation's highest S.35 interests and would require high end of the Haida spectrum consultation.

However, Level 3, is still considered to be a very high consultation matter as it represents our inter-community cultural activities and shared title and harvesting areas with our Hul'q'umi'num or Nuu-chah-nulth relatives. Despite this we would generally defer to the First Nation(s) whose traditional territory fronts this area. Should Ts'uubaa-asatx Nation identify greater interests in the future we retain the right to revise this assessment. However, at this time, we defer to any Nation(s) whose title and governing authorities are directly affected.

'Uy' Skweyul,

Monty Horton

Hul'q'umi'num language terms:

'Au Si'em: a term denoting high respect.

'Uy' Skweyul: good day.

DATE OF MEETING: October 16, 2025

TO: Salt Spring Island Local Trust Committee

FROM: Oluwashogo Garuba, Planner 2
Salt Spring Island Team

COPY: Chris Hutton, Regional Planning Manager

SUBJECT: Non-Adhering Residential Use – Additional Residence for Farm Use
Applicant: Ron Stepaniuk
Location: 820 Mount Maxwell Road, SSI

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee request staff to forward application PLALR20250198 to the Agricultural Land Commission with support.

REPORT SUMMARY

This report brings forward the results of the Salt Spring Island Local Trust Committee's (LTC) referral of the subject application to the Agricultural Advisory Planning Commission (AAPC). The AAPC recommends that the SS LTC forward the application to the Agricultural Land Commission (ALC) with support. Given the AAPC support and the zoning permissions in place on the subject property, staff also recommends that the SS LTC forward the application to the ALC with support.

BACKGROUND

The SS LTC considered the application at their meeting September 25, 2025, where the following resolution was passed:

SS-2025-095

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

that the Salt Spring Island Local Trust Committee refer application PLALR20250198 to the Agricultural Advisory Planning Commission for comment on whether or not the proposed non-farm use is consistent with Salt Spring Island Official Community Plan No. 434 policies B.2.2.4, B.2.2.5, B.2.2.8 and B.2.2.16; and objectives B.6.2.1.1 and B.6.2.1.4.

CARRIED

The previous staff report containing policy analysis and site context can be found here (page 218):

<https://islandstrust.bc.ca/document/salt-spring-ltc-regular-meeting-agenda-35/>

Issues and Opportunities

AAPC Recommendation

At their meeting on September 25, 2025, the AAPC considered the application. The AAPC passed the following resolution:

It was MOVED and SECONDED,

That the Salt Spring Island Agricultural Advisory Planning Commission recommends that Salt Spring Island Local Trust Committee forward application PLALR20250198 to the Agricultural Land Commission with support for the following reasons:

- no farm land is being removed
- supports farm worker dwellings.

CARRIED

Consultation

Agricultural Land Commission applications are not subject to public notification or consultation and therefore none has been undertaken. At the time of this report, staff have not received any correspondence.

First Nations

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.

Rationale for Recommendation

Staff recommends that the application be forwarded with support to the ALC due to the following reasons:

1. the subject property is zoned and designated for the non-farm use being sought by the applicant.
2. the application is supported by the AAPC.

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 the following..

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 PLALR20250198 for the following reasons..

NEXT STEPS

If the LTC accepts staff's recommendation, the application will be forwarded to the ALC with support.

Submitted By:	Oluwashogo Garuba, Planner 2	October 1, 2025
Concurrence:	Chris Hutton, Regional Planning Manager	October 10, 2025



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 with new 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 general that 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. <u>CARRIED</u>
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. <u>CARRIED</u>

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 benefit 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. <u>CARRIED</u>
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. <u>CARRIED</u>

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 sewage 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. <u>CARRIED</u>
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. <u>CARRIED</u>
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. <u>CARRIED</u>

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 siting 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: October 8, 2025

Agricultural Land Reserve

Application Number	Applicant Name	Date Received	Address	Purpose
PLALR20250198		5/13/2025	820 MOUNT MAXWELL RD, SALT S	Application for non-farm use or non-adhering residential use in the Agricultural Land Reserve
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Local Trust Committee	Record LTC Decision/Update FUAL	

Development Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20250028	Dennis G Miller	1/17/2025	2101 FULFORD-GANGES RD, SALT	Delegated Development Permit Area 7 (Riparian Areas) 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	

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20250040	Robert Kelly Beattie	1/23/2025	0 WALKER'S HOOK RD	Delegated Development Permit Area 6 (Slope Stability and Soil Erosion Hazards)
Planner	Status	Most Recent Completed Activity		
Oluwashogo Garuba	Waiting for Revisions	Generate Notice of Revisions		

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20240357	Dave McKerrell	12/17/2024	[028-253-396 CP(2)] 126 WEST ISLA	Delegated Development Permit Area 3 (Marine Shorelines) - Dock - Being reviewed by RPM
Planner	Status	Most Recent Completed Activity		
Milad Panahifar	Under Review	Add Optional Referrals		

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20250339	DANIEL FRASER; G	8/20/2025	120 TAHOUNEY RD, SALT SPRING	Delegated(DPA4) - Requirement of a subdivision application - PLSUB20250317
Planner	Status	Most Recent Completed Activity		
Oluwashogo Garuba	Submittals Received	Waiting for Fee Payment (PL)		

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, February 2025, July 2025)
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Open	Planning Review	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20250035	Celeste Cavaliere	1/20/2025	126 UPPER GANGES RD, SALT SP	Delegated DP for development of Commercial shed in DPA 3 (Marine Shorelines) (Waiting for Professional Reports)
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Application Received	Verify Submittal / Fees	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20240333	Brandon Strickland	12/5/2024	231 ARMAND WAY, SALT SPRING	Delegated Development Permit Area 6 (Slope Stability and Soil Erosion Hazards)
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Administrative Review	Refer to Director for Approval	

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
SS-DP-2022.5	Jordan Litke	5/4/2022	536 BEAVER POINT RD, SALT SPR	Delegated Development Permit Area 7 (Riparian Areas) to allow subdivision
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Administrative Review	File Administrative Decision	

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

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. As well as an assessment that adheres to the provincial Riparian Areas Protection Act methodology for DPA 7 – Riparian Areas.
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Administrative Review	Verify Final Review Status	

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	See related application SS-DP-2021.10
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
PLDVP20250322	Spencer	8/12/2025	319 UPPER GANGES RD, Unit:1, S	To Whom It May Concern, On behalf of my client, I am writing to request a variance to the setback requirements for the proposed installation of rainwater storage tanks at 319 Upper Ganges Road, as part of our efforts to support long-term water sustainability on the island. Water availability continues to be an ongoing concern in this community, and my client is committed to responsible, sustainable practices. As part of the development strategy, we are proposing to capture and store rainwater to reduce demand on limited island water resources during the drier summer months. The proposed location for the tanks, immediately adjacent to the main building is the most logical and efficient site given the constraints of the property. However, to meet the necessary capacity as outlined in the rainwater collection and usage plan prepared by our civil consultant, the tanks must extend into the setback area by the full amount of 3m. This encroachment is due to the positioning of existing and approved buildings, which limit alternative placement options without compromising function or access of the site. We believe this variance request aligns with broader community values of sustainability and water stewardship. The rainwater system will help reduce overall reliance on limited groundwater and water delivery while maintaining the integrity and usability of the site. Enclosed in our application package are: • A rationale and water needs assessment from the civil consultant; • A rainwater collection plan; • Civil Site drawings illustrating the proposed tank location and extent of the required variance. We respectfully request that the Islands Trust consider this minor relaxation to the setback requirements in support of a practical, environmentally responsible solution. Please don't hesitate to contact me should you have any questions or need further information.
Planner	Status	Most Recent Completed Activity		
Milad Panahifar	Under Review	Add Optional Referrals		

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20250277	Micah Booy	7/15/2025	110 TANTRAMAR DR, SALT SPRIN	Variance for construction in a setback from front lot lines and possibly natural boundaries. Site visit is scheduled
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Under Review	Add Optional Referrals	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20250066	Nancy Farran	2/9/2025	171 SCOTT POINT DR, SALT SPRIN	A DP for vegetation removal on DPA 3 is required.
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Under Review	Add Optional Referrals	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20240255	Dennis G Miller	10/4/2024	2101 FULFORD-GANGES RD, SALT	Application for a variance for a subdivision regulation - Storm Water Mgmt Variance
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Under Review	Add Optional Referrals	

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20250342	DANIEL FRASER; G	8/21/2025	120 TAHOUNEY RD, SALT SPRING	Variance for a lot frontage - Requirement of a subdivision application - PLSUB20250317
Planner	Status	Most Recent Completed Activity		
Oluwashogo Garuba	Submittals Received	Application Review		

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
				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.
Planner	Status	Most Recent Completed Activity		
Milad Panahifar	Open	Planning Review		

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

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20250388		9/24/2025	114 JACKSON AVE, SALT SPRING	
Planner	Status	Most Recent Completed Activity		
Rob Pingle	Application Received	Waiting for Fee Payment (PL)		

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 20 unit Strata Development
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
Planner		Status	Most Recent Completed Activity	
Chris Buchan		Waiting for Revisions	Verify Final Review Status	

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20250275	Tanis Mary Beaver	7/15/2025	268 EAGLE RIDGE DR, SALT SPRI	
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Under Review	Add Optional Referrals	

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20250306	Jordan Litke	7/29/2025	601 RAINBOW RD, SALT SPRING I	A request to rezone part of the subject lands from R to R(f) variant. See rationale letter for more info.
Planner	Status	Most Recent Completed Activity		
Oluwashogo Garuba	Under Review	Add Optional Referrals		

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20250331	Elizabeth FitzZaland	8/15/2025	[008-943-486] 230SMITH RD	This application is to rezone and support the reconfiguration of the four parcels that comprise Musgrave Farm to protect a significant forested area, reduce overall residential development capacity and allow for a small scale nonprofit retreat centre. A related and concurrent subdivision application is pending. No OCP amendment is required or requested. The 4 parcels are: PID: 008-943-486 PID: 008-943-281 PID: 008-943-915 PID: 031-640-923 David Menschel is the property owner and applicant. Elizabeth FitzZaland/Village Builders is the owner's agent. Please see attached rezoning application package for additional details.
Planner	Status	Most Recent Completed Activity		
Oluwashogo Garuba	Under Review	Add Optional Referrals		

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20250177	Patrick Wheeler	4/28/2025	121 UPPER GANGES RD, SALT SP	CA1(F) Zoning Amendment: Proposed Expansion from 55 to 75 Commercial Units
Planner	Status	Most Recent Completed Activity		
Oluwashogo Garuba	Under Review	Add Optional Referrals		

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20250173	Marius Scurtescu	4/27/2025	360 WILKIE WAY, SALT SPRING IS	Basement space turned into a craft studio, this rezoning application is for the craft studio to be turned into a legal secondary suite. Please see Project Narrative file for details.
Planner	Status	Most Recent Completed Activity		
Alan Cavin	Under Review	Generate Complete Application Letter		

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
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-2022.2	Chris Leier	11/29/2022	151 LOWER GANGES RD, Unit:101	To address issues arising from the Temporary Use Permit

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

Planner	Status	Most Recent Completed Activity
Oluwashogo Garuba	Open	Determine Next Steps - PL

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	Generate Preliminary Staff Report

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20240188	Daniel Ovington; Sa	8/20/2024	210 KANAKA RD, SALT SPRING IS	Application for rezoning to amend the LUB to permit public works facility on subject property. (SSI CRD Park Maintenance and Bus Storage)
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Local Trust Committee	Generate Notice of Public Hearing	

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
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Local Trust Committee	Generate Notice of Public Hearing	

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20240021	Kristin Peebles	5/17/2024	355 BLACKBURN RD, SALT SPRIN	Rezoning to retire Land Use Contract
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Local Trust Committee	Assign to LTC Meeting	

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
SS-RZ-2013.9	Don Elliot	9/6/2013		Proposal to Rezone for CRD Multi-Family Affordable Housing
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	
Oluwashogo Garuba		Local Trust Committee	Record LTC Decision/Update FUAL	

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20250220	Janis Gauthier	5/29/2025	154 KINGS LANE, SALT SPRING IS	Rezoning application reflects relatively minor revisions to the existing zoning Bylaw no. 517 which was adopted in February 2020 (Zone Variation – R12(a)). Associated housing agreement changes Bylaw no. 515.
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		In Progress Rezoning	Generate Staff Report	

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Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20240145	Jordan Litke	7/23/2024	200 COLLINS RD, SALT SPRING IS	Application to rezone to R(f) variant
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Approved	Record LTC Decision/Update FUAL	

Salt Spring

Soil Deposit and Removal Permit

Application Number	Applicant Name	Date Received	Address	Purpose
SS-SDP-2022.2	Neil Kerrigan	6/27/2022	155 ALEXANDER BLVD, SALT SPR	Pond construction

Planner	Status	Most Recent Completed Activity
Chris Buchan	Open	Planning Review

Application Number	Applicant Name	Date Received	Address	Purpose
SS-SDP-2022.3	Kris Plambeck	7/15/2022	131 KNOTT PL	Leveling property for development

Planner	Status	Most Recent Completed Activity
Rob Pingle	Administrative Review	Planning Review

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. The report was sent to RPM.

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

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

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	Proposed 5 Lot Conventional Subdivision

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	Subdivision of property for residential purposes - 2 lot subdivision Planner to 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
PLSUB20250034	Jordan Litke	1/20/2025	166 BECKY WAY, SALT SPRING IS	Referral of a Boundary Adjustment Subdivision Application RRF was Sent to RPM for review.
Planner	Status	Most Recent Completed Activity		
Milad Panahifar	Administrative Review	Generate and Send Referral Response Form		

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUB20240317	DANIEL FRASER; G	11/27/2024	120 TAHOUNEY RD, SALT SPRING	Referral of a subdivision application for 2 lots
Planner	Status	Most Recent Completed Activity		
Oluwashogo Garuba	Administrative Review	Record and File PLR		

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUB20250104		3/4/2025	0 MUSGRAVE RD	Application for 3 Lot Subdivision - Waiting for RPM Concurrence.
Planner	Status	Most Recent Completed Activity		
Milad Panahifar	Administrative Review	Generate and Send Referral Response Form		

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
Planner	Status	Most Recent Completed Activity		
Milad Panahifar	Administrative Review	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 Review	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 Waiting for PLR
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Administrative Review	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 - Waiting for the covenant to be registered on title as final condition.
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Administrative Review	Record and File PLR	

Islands Trust
LTC EXP SUMMARY REPORT F2026
Invoices posted to Month ending August 2025

655 Salt Spring	Invoices posted to Month ending August 2025	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-655	LTC "Trustee Expenses"	5,790.00	0.00	5,790.00
		<u>5,790.00</u>	<u>0.00</u>	<u>5,790.00</u>
LTC Local				
65050-655	LTC "Executive Expense on LTC's"	8,638.00	3,158.52	5,479.48
65200-655	LTC - Local Exp - LTC Meeting Expenses	11,290.00	1,745.24	9,544.76
65210-655	LTC - Local Exp - APC Meeting Expenses	580.00	325.00	255.00
TOTAL LTC Local Expense		<u>20,508.00</u>	<u>5,228.76</u>	<u>15,279.24</u>
Projects				
73001-655-2007	Salt Spring OCP/LUB	204,000.00	15,219.25	188,780.75
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
TOTAL Project Expenses		<u>280,500.00</u>	<u>15,219.25</u>	<u>265,280.75</u>