



Salt Spring Island Local Trust Committee

Regular Meeting Agenda

Date: Tuesday, October 11, 2022
Time: 9:30 a.m.
Location: Community Gospel Chapel
147 Vesuvius Bay Road, Salt Spring Island, BC

	Pages
1. CALL TO ORDER	9:30 AM - 9:30 AM
2. APPROVAL OF AGENDA	
3. PREVIOUS MEETINGS	9:30 AM - 9:35 AM
3.1. Draft Minutes of the Salt Spring Island Local Trust Committee	
3.1.1. <u>Draft Minutes of the September 6, 2022 SS LTC Regular Meeting</u>	6
For Adoption	
3.2. Resolutions Without Meeting Report - None	
3.3. Advisory Planning Commission	
3.3.1. <u>Advisory Planning Commission - None</u>	
3.3.2. <u>Agricultural Advisory Planning Commission - None</u>	
3.3.3. <u>Ganges Village Planning Task Force - None</u>	
3.3.4. <u>Housing Action Program Task Force</u>	
3.3.4.1. <u>Draft Minutes from the September 1, 2022 Housing Action Program Task Force Meeting</u>	17
For Information	
3.3.4.2. <u>Housing Action Program Task Force Summary of Recommendations</u>	21
For Information	
3.4. Local Trust Committee Public Hearing Record - None	
4. BUSINESS ARISING FROM MINUTES	9:35 AM - 9:40 AM
4.1. Follow-Up Action List	28
Report dated October 2022	

5.	COMMUNITY INFORMATION MEETING - None	
6.	PUBLIC HEARING - None	
7.	REPORTS	9:40 AM - 10:05 AM
7.1.	Policy and Standing Resolutions List	48
	For Information	
7.2.	Work Program Top Priorities Report	59
	Report dated October 2022	
7.3.	Projects List	63
	Report dated October 2022	
7.4.	Applications with Status Report	66
	Report dated October 2022	
7.5.	Expense Report	85
	Report dated July 2022	
7.6.	Islands Trust Conservancy Board Report	86
	Report dated July 2022	
7.7.	Salt Spring Island Watershed Protection Alliance (SSIWPA) Coordinator's Report	88
	Report dated September 2022	
7.8.	Housing Action Program Task Force - Chair's Update	10:00 AM - 10:05 AM
	Verbal Report	
8.	LOCAL TRUST COMMITTEE PROJECTS - None	
9.	OTHER BUSINESS - A.M.	10:05 AM - 11:05 AM
9.1.	Referral of Islands Trust Conservancy Three Year Plan	89
	Staff Report	
9.2.	Development Permit Delegation Bylaw	114
	Staff Report	
9.3.	Salt Spring Island Local Trust Committee Term Report	124
	Staff Report	

9.4. 2023-2024 Budget - Consideration of sending both local trustees to attend the Union of BC Municipalities convention in 2023

For Discussion

9.5. November Meeting Schedule

That the Salt Spring Island Local Trust Committee direct staff to cancel the November 15, 2022 Regular Business meeting as well as to not proceed with arranging the quarterly Special Meeting in November with the Agricultural Advisory Planning Commission and the Salt Spring Island Agricultural Alliance, and to notify the public accordingly.

10. CLOSED MEETING - None

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

11. OTHER BUSINESS - P.M.

11.1. New Business - followed by coffee social 12:00 PM - 12:45 PM

11.1.1. Community Stewardship Awards - Awards presentation followed by coffee social

Kees Ruurs - "Fourteen Years of Community Service"

Dr. Ruth Waldick - "Building Lake Maxwell's Watershed Resiliency and Forest Fire Resilience"

Salt Spring Natural Cemetery: Catherine Valentine and Gavin Johnston - "Creation of a Sustainable Cemetery that Protects Forested Lands"

11.1.2. Celebration of Trustee Peter Grove's 11 Years of Service as Islands Trust Trustee

12. TRUSTEE REPORTS 12:45 PM - 12:50 PM

Verbal Report

13. CHAIR'S REPORT 12:50 PM - 12:55 PM

Verbal Report

14. CRD DIRECTOR'S REPORT 12:55 PM - 1:00 PM

Verbal Report

15. CORRESPONDENCE 1:00 PM - 1:05 PM

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>

- | | | |
|--------------|--|------------|
| 15.1. | J. Clark to S. Hart, Executive Director General, Spectrum Management Operations Branch, Spectrum and Telecommunications Sector, cc. LTC et al - Dated September 5, 2022 - Concerning Rogers Tower proposal at Channel Ridge, SSI | 136 |
| | For Information | |
| 15.2. | O. McOuat to S. Hart, Executive Director General, Spectrum Management Operations Branch, Spectrum and Telecommunications Sector, cc. LTC et al - Dated September 8, 2022 - Concerning Rogers Tower proposal at Channel Ridge, SSI | 146 |
| | For Information | |
| 15.3. | Salt Spring Island Local Trust Committee to J. Clark and O. McOuat - Dated September 20, 2022 - Concerning Wireless Telecommunications site at Channel Ridge, Salt Spring Island | 150 |
| | For Information | |
| 15.4. | O. McOuat to SS Office, cc. LTC et al - Dated September 26, 2022 - Concerning LTC Public Letter re: Wireless Telecommunications at Channel Ridge - Dated September 20, 2022 | 152 |
| | For Consideration | |
| 15.5. | North Salt Spring Waterworks District to Trustee Patrick - Dated September 22, 2022 - Concerning Motion passed at a North Salt Spring Waterworks District Trustee's Special Open Meeting | 157 |
| | For Consideration | |
| 15.6. | Youth Parliament of British Columbia Alumni Society to LTC - Dated September 19, 2022 - Concerning British Columbia Youth Parliament, 94th Parliament | 158 |
| | For Consideration | |
| 15.7. | SS LTC to S. Woloszyn, CEO of City West - Dated September 12, 2022 - Concerning Support for City West Piers Island Association's Application for Funding | 165 |
| | For Information | |
| 15.8. | S. Woloszyn, CEO of City West to SS LTC - Dated September 29, 2022 - Concerning Support for City West Piers Island Association's Application for Funding | 166 |
| | For Information | |
| 15.9. | R. Schnurr, Director of Piers Island Association to SS LTC - Dated September 29, 2022 - Concerning Support for City West Piers Island Association's Application for Funding | 168 |

16. **DELEGATIONS** 1:05 PM - 1:15 PM
- 16.1. J. Clark, Spokesperson for Concerned Residents of Canvasback Place, concerning "Update re: September 26, 2022 Meeting with Concerned Residents of Canvasback Place and Innovation, Science and Economic Development Canada" 169
17. **TOWN HALL AND QUESTIONS** 1:15 PM - 1:30 PM
- Reminder, the Public Hearing for:
- Proposed Bylaw No. 526 (Farmworker Housing) closed on August 18, 2022;
- Per Meeting Procedure Bylaw No. 529, the Local Trust Committee must not permit a delegation to address a meeting of the Committee regarding a bylaw in respect of which a public hearing has been held.
18. **APPLICATIONS AND REFERRALS** 1:30 PM - 1:50 PM
- 18.1. **SS-DVP-2022.11 - P. Edgar - 227 Roland Road, SSI** 190
- Development Variance Permit to vary the interior lot line setback and front lot line setback for an existing house and deck - Staff Report
19. **UPCOMING MEETINGS**
- The next regular meeting of the Salt Spring Island Local Trust Committee is scheduled for 9:30 a.m. on December 13, 2022 at the Community Gospel Chapel, 147 Vesuvius Bay Road, Salt Spring Island.
20. **ADJOURNMENT**



Salt Spring Island Local Trust Committee Minutes of Regular Meeting

Date: Tuesday, September 6, 2022

Location: Community Gospel Chapel
147 Vesuvius Bay Road, Salt Spring Island

Members Present: Laura Patrick, Local Trustee Acting Chair
Peter Grove, Local Trustee

Member Regrets: Peter Luckham, Chair

Staff Present: Louisa Garbo, Acting Regional Planning Manager (RPM)
William Shulba, Senior Freshwater Specialist
Charly Caproff, Planning Technician
Rob Pingle, Planning Team Assistant
Sarah Shugar, Recorder

Others Present: Gulf Islands Driftwood Reporter
Rhonan Heitzman, Housing Action Program Task Force Chair
Gary Holman, Capital Regional District (CRD) Salt Spring Island Electoral Area Director
Approximately 19 members of the public

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

1. CALL TO ORDER

Acting Chair Patrick called the meeting to order at 10:03 a.m. and welcomed everyone to a meeting of the Salt Spring Island Local Trust Committee. She introduced herself, the Trustee Grove and staff and humbly stated gratitude to live and work in Coast Salish First Nations treaty and traditional territory.

2. APPROVAL OF AGENDA

By general consent, the agenda was adopted.

3. PREVIOUS MEETINGS

3.1. Draft Minutes of the Salt Spring Island Local Trust Committee

3.1.1. Draft Minutes of the August 9, 2022 SSI LTC Regular Meeting

By general consent, the minutes of August 9, 2022 Salt Spring Island Local Trust Committee Regular meeting were adopted.

3.2. Resolutions Without Meeting Report - None

3.3. Draft Minutes of the Advisory Planning Commissions

3.3.1. Advisory Planning Commission

3.3.1.1 Draft Minutes of the July 28, 2022 Draft Advisory Planning Commission Meeting

The minutes were received.

3.3.2. Agricultural Advisory Planning Commission

3.3.2.1 Notes from the July 28, 2022 Agricultural Advisory Planning Commission Meeting

The meeting notes were received.

3.3.3. Ganges Village Area Planning Task Force - None

3.3.4. Housing Action Program Task Force

3.3.4.1. Draft Minutes of the August 4, 2022 Housing Action Program Task Force Meeting

The minutes were received.

3.4. Salt Spring Island Local Trust Committee Public Hearing Record

3.4.1. Proposed Bylaw No. 526 - Farmworker Housing 25 For Receipt

The public hearing record was received.

3.4.2. Proposed Bylaw No. 530 - Accessory Dwelling Units 30 For Receipt

The public hearing record was received.

4. BUSINESS ARISING FROM MINUTES

4.1. Follow Up Action List dated July 2022

The report was received.

5. COMMUNITY INFORMATION MEETING – None

6. PUBLIC HEARING - None

7. REPORTS

7.1. Policy and Standing Resolutions List

The report was received.

7.2. Work Program Top Priorities Report dated August 2022

The report was received.

7.3. Projects List dated August 2022

The report was received.

7.4. Applications with Status Report dated August 2022

The report was received.

7.5. Expense Report dated June 2022

The report was received.

7.6. Islands Trust Conservancy Board Report - None

7.7. Salt Spring Island Watershed Protection Alliance (SSIWPA) Coordinator's Report – None

7.8. Housing Action Program Task Force - Chair's Update

Chair Heitzman provided an update and submitted a document entitled HAPTF Chair report to LTC, Sept. 6, 2022.

8. LOCAL TRUST COMMITTEE PROJECTS

8.1. Proposed Bylaw No. 526 – Farmworker Housing

Acting RPM Garbo presented the staff report dated August 20, 2022 concerning proposed Bylaw No. 526 – Changes to Residential Permissions in the Agricultural Land Reserve and Options for Dwellings on Large Farms.

There was discussion regarding communications during the implementation phase of the bylaw.

SS-2022-131

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee Bylaw No. 526, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 3, 2021”, be read a third time.

CARRIED

SS-2022-132

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee Bylaw No. 526, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 3, 2021”, be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

CARRIED

SS-2022-133

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request staff to prepare communication materials that guide the public to understand the various forms of housing on agricultural land and the steps necessary to be legally occupied.

CARRIED

8.2. Proposed Bylaw No. 530 – Accessory Dwelling Units

Acting RPM Garbo presented a staff report dated August 24, 2022 concerning Housing Action Program Proposed Bylaw No. 530 “Accessory Dwelling Units”.

SS-2022-134

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request staff to research options to limit the number of Accessory Dwelling Units that may be permitted in a given time period and report back the strengths and weaknesses of the various options.

CARRIED

SS-2022-135

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request staff to review Bylaw 530 and identify opportunities for amendments that can further minimize environmental impacts, such as maximum total floor area, shared driveways, and proximity of structures and report back the strengths and weaknesses of the various options.

CARRIED

SS-2022-136

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request staff to prepare communications materials that guides the general public to understand the various forms of Accessory Dwelling Units and the steps necessary to be legally occupied.

CARRIED

SS-2022-137

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request staff to review concerns raised at the recent public hearing for Bylaw 530 and provide recommendations.

CARRIED

SS-2022-138

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee requests staff to consult with First Nations to address concerns regarding Bylaw 530.

CARRIED

8.3. Lake Weston Water Availability Study and Climate Change Assessment

Senior Freshwater Specialist Shulba presented a staff report dated August 24, 2022 regarding Lake Weston Water Availability and Climate Change Assessment. Freshwater Specialist Shulba highlighted that Lake Weston is fully allocated or near to being fully allocated and that any expansion of the Fulford Water Service Area should not be granted until further study is done.

In discussion the following items were noted:

- Lake Weston is the legal name from the BC Lakes Registry.
- Spoke to the opportunity to look at watershed governance and the relationships between land use and water use.
- The Salt Spring Island Watershed Protection Alliance (SSIWPA) coordinated the Lake Weston Study.

SS-2022-139

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee receive the Lake Weston Water Availability and Climate Change Assessment Final Report attached as Appendix 1 to the staff report dated August 24, 2022.

CARRIED

SS-2022-140

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request staff to work with the Capital Regional District and Government of British Columbia to identify funding and project management opportunities to undertake an Environmental Flow Needs assessment for Lake Weston and Weston Creek.

CARRIED

SS-2022-141

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request staff to refer the Lake Weston Water Availability and Climate Change Assessment Final report and the staff report dated August 24, 2022 to the to the Ministry of Forests Water Authorizations Branch for information, review and comment.

CARRIED

SS-2022-142

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request staff to refer the Lake Weston Water Availability and Climate Change Assessment Final report to the Salt Spring Island Watershed Protection Alliance (SSIWPA) for information.

CARRIED

SS-2022-143

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request staff to coordinate a discussion with the Province, Capital Regional District, Islands Trust, and POLIS on the topic of Watershed Governance and the potential application of Water Objectives under the Water Sustainability Act in the Lake Weston Watershed specifically in reference to the "Water Objectives Innovation Brief" and "Towards Watershed Security: The role of water in modernized land use planning in B.C." prepared by POLIS.

CARRIED

The meeting recessed for a lunch break at 11:10 p.m. and reconvened at 12:00 p.m.

9. CLOSED MEETING – None

10. TRUSTEE REPORTS

Trustee Grove reported he is nearing the end of his Trustee term and expressed support for Trustee Patrick. He reported Islands Trust has hired new Salt Spring Island Regional Planning Manager Chris Hutton. Trustee Grove acknowledged Acting Regional Planning Manager Garbo.

Trustee Patrick presented the following report:

- The next Trust Council will be held September 20 and 21, 2022.
- Attended three North Pender Island Local Trust Committee meetings regarding a Land Use Bylaw Review project.
- Attended a Lasqueti Island Local Trustee Committee meeting and a Thetis Island Local Trust Committee meeting.
- Attended meetings with the Regional Planning Committee and the Financial Planning Committee.
- Spoke to a Regional Planning Committee letter to the Province requesting assistance to explore what can be done to create housing solutions specific to rural islands within the Local Trust Area including options for stable and secure funding.
- Spoke to the housing crisis within the Local Trust Area.
- Spoke to draft Bylaw No. 530 - Accessory Dwelling Units project principles.
- Trustee Patrick spoke to the Elliott family art exhibition at Mahon Hall and presented a quote from Elder and Knowledge Keeper Dr. John Elliott "The Creator told the people that we should look after the land as we would our relatives. The trees, the ocean, the land, the Gulf Islands are our relatives and it is our sacred law to protect them as we would our family."

11. CHAIR'S REPORT – None

12. CRD DIRECTOR'S REPORT

Director Holman presented the following report:

- Director Holman spoke to the 2022 General Local Election and reported he would be standing for re-election in October 15, 2022. There will be a Southern Gulf Islands Transportation Service Referendum and a Salt Spring Island Local Community Commission Referendum. Please see the CRD website at www.crd.bc.ca/vote for information.
- The CRD 2023 provisional budget will be presented to the CRD Board for approval on September 23, 2022. The 2023 provisional budget is a 3.5% increase from 2022.
- The Salt Spring Island library has transitioned to a staff supported by volunteers' model.
- The Maliview Sewer Commission received a 2 million dollar Provincial grant for system upgrades and local ratepayers will be required to pay 10% of the system upgrade costs.
- The Mount Erskine Water District is undertaking a feasibility study regarding transitioning to a CRD entity.
- The CRD received a grant for a Ganges Village Active Transportation Study.
- CRD bylaw enforcement is experiencing staffing issues and staff from Victoria are assisting for the interim. The RCMP installed no overnight parking signage on Hereford Avenue.
- The BC Housing temporary housing site on Kings Lane is ready for tenants to move in although several Seabreeze Inn tenants have disputed the notice of eviction.
- There are currently 35 to 40 staff vacancies at the Lady Minto Hospital in large part due to lack of housing availability.
- The Lake Weston Water Availability and Climate Change Assessment Study is complete. The initial results are precautionary as Lake Weston appears to be oversubscribed. There are questions regarding sustainability of Lake Weston. The Vortex development in Fulford Harbour is conducting a water analysis regarding whether Lake Weston can sustain additional demand.
- Elected officials are meeting with Minister Selina Robinson regarding the BC Speculation and Vacancy Tax.

13. CORRESPONDENCE

13.1 D. Bergholz to LTC - Dated July 4, 2022 - Concerning Walter Bay Pollution

The correspondence item was received.

13.2 M. Reiss to LTC - Dated July 28, 2022 - Concerning News Release regarding Short-Term Vacation Rentals

The correspondence item was received.

13.3 K. Olsson to LTC - Dated August 4, 2022 - Concerning Speculation and Vacancy Tax

The correspondence item was received.

13.4 R. Schnurr to LTC - Dated August 5, 2022 - Concerning Piers Island Association support request for fibre optic internet service

SS-2022-144

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request the LTC Chair to write in support of the Piers Island Association regarding item 13.4 a letter dated August 5, 2022 - Concerning the Piers Island Association support request for fibre optic internet service.

CARRIED

The correspondence item was received.

13.5 T. Faurot to LTC - Dated August 5, 2022 - Concerning Rogers/CREST Cell Tower on Channel Ridge

The correspondence item was received.

13.6 T. Lowry to LTC - Dated August 5, 2022 - Concerning 5G 316 For Information

The correspondence item was received.

13.7 D. Wick to LTC - Dated August 8, 2022 - Concerning 154 Kings Lane, SSI

The correspondence item was received.

13.8 Capital Regional District to LTC - Dated August 8, 2022 - Concerning Information regarding the Rainbow Recreation Centre Site Master Plan

The correspondence item was received.

13.9 M. Krenz to LTC - Dated August 10, 2022 - Concerning Rogers/CREST Cell Tower on Channel Ridge

The correspondence item was received.

13.10 O. McOuat to ISCED, LTC et al - Dated August 11, 2022 - Concerning Rogers/CREST Cell Tower on Channel Ridge

The correspondence item was received.

13.11 J. Clark to LTC - Dated August 20, 2022 - Concerning Rogers/CREST Cell Tower on Channel Ridge

Trustee Grove noted he would follow up with Chair Luckham concerning the Rogers/CREST Cell Tower on Channel Ridge.

The correspondence item was received.

13.12 C. Coe to LTC - Dated August 20, 2022 - Concerning Vortex Decision

The correspondence item was received.

14. DELEGATIONS

14.1 Representative of the Summerside Townhomes (107 Atkins Road, SSI) – Concerning the new development within the townhouse strata

Summerside Strata Council President Linda Underwood presented several concerns regarding new development within the Summerside townhouse strata. The Summerside Strata Council requested the LTC require the developer to include lighting details and more information regarding the lock block wall in the development permit.

SS-2022-145

It was MOVED and SECONDED

That the Salt Spring Island Local Trust Committee request staff to look into issues raised at the meeting of Sept 6, 2022 regarding the Summerside townhouse strata development specifically the lighting and the lock block wall.

CARRIED

15. TOWN HALL AND QUESTIONS

Acting Chair Patrick opened the Town Hall at 12:40 p.m.

A member of the public expressed concerns regarding the Summerside townhouse strata property including tree coverage and light pollution and spoke to the history of development within the area. The member of the public spoke to daily rock crushing activity for over a year and expressed concerns that Country Grocer is building a rock wall using rock blasted from the Summerside strata property.

Housing Action Program Task Force member Maïkan Bordeleau presented a written submission and spoke to consultation with First Nations including the complexities of the governance structures and the need to be more transparent with the public.

A member of the public expressed concerns regarding the Rogers/CREST Cell Tower on Channel Ridge and requested the LTC to clearly articulate the reasons for the March 2022 rescindment of the concurrence decision to Innovation, Science and Economic Development Canada (ISED) and that the LTC provide an update to constituents regarding the issue.

Acting Chair Patrick encouraged members of the public to submit correspondence to ssiinfo@islandstrust.bc.ca.

16. APPLICATIONS AND REFERRALS

16.1. SS-RZ-2021.3 - T. Chapman - 361 Sunset Drive

RPM Garbo presented a staff report regarding application SS-RZ-2021.3 a rezoning application to amend the Salt Spring Island Official Community Plan from Channel Ridge Residential to Residential Neighbourhoods and the Salt Spring Island Land Use Bylaw from Residential 6 (a) to Residential 8.

Applicant Tyler Chapman and property owner Bryce Chapman spoke to the application.

SS-2022-146

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee defer application SS-RZ-2021.3 to a future meeting (361 Sunset Drive).

CARRIED

17. OTHER BUSINESS

17.1. New Business

17.1.1. North Pender Island Local Trust Committee Referral of Proposed Bylaw Nos. 223, 224 & 229

A staff report dated August 25, 2022 regarding North Pender Island Local Trust Area Bylaw Nos. 223, 224 and 229.

SS-2022-147

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request staff to respond to the referral from the North Pender Island Local Trust Committee for Bylaw Nos. 223, 224, and 229 indicating that the Salt Spring Island Local Trust Committee's interests are unaffected.

CARRIED

18. UPCOMING MEETINGS

The next regular meeting of the Salt Spring Island Local Trust Committee is scheduled for 9:30 a.m. on Tuesday, October 11, 2022 at the Community Gospel Chapel, 147 Vesuvius Bay Road, Salt Spring Island. Please see the meeting calendar on the Islands Trust website at www.islandstrust.bc.ca for current meeting information and location.

19. ADJOURNMENT

By general consent the meeting adjourned at 1:21 p.m.

Laura Patrick, Acting Chair

CERTIFIED CORRECT:

Sarah Shugar, Recorder

DRAFT



Salt Spring Island Housing Action Program Task Force Minutes of a Regular Meeting

Date of Meeting: Thursday, September 1, 2022

Location: Baptist Church, Lower Level Meeting Room
520 Lower Ganges Road, Salt Spring Island

Members Present: Rhonan Heitzmann, Chair
Kerrie Proulx, Vice Chair
Yvonne Saunders
Nejmah Guermoudi
Jessica Terezakis
Daniel Wood
Bryce Chapman
Maïkan Bordeleau
Frejya Skye

Regrets: Stanley Shapiro

Absent:

Staff Present: Jenn Baddeley, Recorder

Others Present: 4 members of the public

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

The meeting was called to order at 10:04 a.m. Chair Heitzmann welcomed the task force members and humbly stated gratitude to live and work in Coast Salish First Nations treaty and traditional territory.

1. AGENDA

By general consent, the agenda was adopted as presented.

Member Guermoudi arrived at 10:06 a.m.

2. MINUTES OF PREVIOUS MEETINGS

2.1 Draft Minutes of the August 4, 2022 Meeting

By general consent, the minutes of the August 4, 2022 Housing Action Program Task Force meeting were adopted.

DRAFT

1

3. ADMINISTRATIVE UPDATE

3.1 Task Force Resolutions

Tabled.

4. OTHER BUSINESS

There was a question about meeting as a private citizen group in the near future. The Chair advised that this would be discussed at the end of the meeting.

4.1 Strategic Action Matrix

The Task Force received the item for information.

4.2 Tiny Homes report

The Task Force received the item for information.

4.3 Housing Action Program Task Force Summary of Recommendations

There was discussion about the inclusion of the Task Force's Summary of Recommendations report being included on the Local Trust Committee's September 6, 2022 Regular Business Meeting.

There was discussion about edits needing to be made to the Task Force's "Summary of Recommendations" report. These edits include:

- multi-family housing as a recommendation.
- Use more direct language in the report.
- hyperlinks to related documents showing previous housing recommendations made and housing best practices from other municipalities.
- target dates for projects to be completed by.
- a timeline detailing previous housing projects and indicating if the project was completed or not.
- the 'Purpose' section that the report is a summary of the discussion regarding housing up to this date.
- a recommendation that the Bed and Breakfast Bylaw requirements allow for "Glamping" so that a secondary suite can be rented out long-term and also allow for short-term rentals on the property too.
- the 'Background' section that the recommendations are guided by the Salt Spring Island's environmental carrying capacity.
- multi-family housing sites are to be built close to village centres, existing bus routes, and abundant water resources.
- the requirement for new housing to have adequate water supply and safe water treatment.
- the requirement to include an alternative water supply.

It was noted that the Summary of Recommendations is a report detailing the discussion around housing up to this point and that the report is a tool to encourage community engagement and education.

There was discussion about the creation of a Housing Authority for Salt Spring Island that included discussing partnerships with the Capital Regional District and a Water Authority.

There was a question about postponing the report appearing in front of the Local Trust Committee to confirm details. The Chair advised that the Task Force will not be officially meeting for months, and that the report is close to being ready for the public receipt.

Member Terezakis left the meeting at 10:36 a.m. and returned to the meeting at 10:37 a.m.

Member Terezakis left the meeting at 10:50 a.m.

A note was provided to the Chair, the contents of which were not voiced for the record.

A member began to comment on Proposed Bylaw No. 526 (Farmworker Housing) but the Chair advised that the Local Trust Committee could not receive any new information as it is post-public hearing.

Member Skye left the meeting at 11:21 a.m. and returned to the meeting at 11:22 a.m.

There was discussion about having a map developed showing what the recommendations would accomplish for housing on Salt Spring Island. It was recommended that the map display a timeframe for each housing project and how that would impact housing development.

It was MOVED and SECONDED,

That the Salt Spring Island Housing Action Program Task Force recommends that the Salt Spring Island Local Trust Committee receive the Housing Action Program Summary of Recommended Actions based on discussion to date at the September 6, 2022 Regular Business Meeting and post it publicly on the Islands Trust website for community discussion.

CARRIED

5. ADJOURNMENT

The meeting was adjourned at 11:49 a.m.

Rhonan Heitzmann, Chair

CERTIFIED CORRECT:

Jenn Baddeley, Recorder

DRAFT

Salt Spring Island Housing Action Program Task Force Summary of Recommendations

Recommendation

The Salt Spring Island Local Trust receives this Housing Action Program Task Force (HAPTF) report dated August 30, 2022, reviews the diverse housing recommendations and posts them publicly on the Islands Trust website for community discussion.

Purpose

To provide the LTC with a summary of recommended actions discussed to date for diverse, affordable, and sustainable housing options for the Salt Spring Island Community, which can help to alleviate the strains of the housing crisis.

Background

Under the [Terms of Reference](#), the HAPTF is a citizen-led, staff-facilitated working group mandated to provide advice and recommendations to the LTC to help achieve better housing affordability, diversity in the types of housing options, and environmental sustainability as it relates to the locations, sizes, and designs of housing development. The HAPTF recognizes that the housing challenges on the island are impacting many aspects of community life, including access to essential services, viability for business, and a lack of diversity, equity, and inclusion. As the [National Housing Strategy Act](#) outlines, we recognize that adequate housing is essential to individual dignity and well-being and building sustainable and inclusive communities. Moreover, we recognize adequate housing as a fundamental human right affirmed in [international law](#). Our goal is to support improved housing outcomes for residents of Salt Spring Island, particularly those in greatest need, and in ways that maintain and improve the environmental quality of the island and the surrounding waters of the Salish Sea.

Accordingly, we have identified five (5) core recommendations for consideration, which focus primarily on land use planning as the remit of the Islands Trust. In addition, the recommendations identify priorities and initiatives to further the community's housing objectives identified in the [Official Community Plan](#), which takes into account key principles of a human rights-based approach to housing and the need to develop zoning that allows many different types of housing and accommodates a diverse population (p. 23). Timeframes and indicators for measuring progress against these recommended actions are essential. The recommendations have been identified based on a review of evidence and relevant reports, including but not limited to:

- [CRD 2022 Southern Gulf Islands Housing Strategy](#)
- [BC Housing 2021 Accessory Dwelling Units Case Studies](#)
- [CRD 2020 Housing Needs Assessment SSI](#)
- [SGI Housing Feasibility Analysis](#)
- [SGI Market Analysis](#)
- [2003 Options for Affordable Housing](#)
- [IT 2005 Community Housing Background Report](#)
- [IT 2010 Community Housing Tool Kit](#)
- [IT 2010 Seniors Housing Strategy](#)
- [IT 2011 Affordable Housing Guide Final](#)
- [IT 2016 Community Housing Report](#)
- [IT 2019 Baseline Affordable Housing Report](#)
- [IT 2020 Housing Working Group Report](#)

Housing Recommendations

1. **Recommendation: Increase interagency collaboration and advocacy for affordable housing**

Rationale: To promote a coordinated, whole-government approach to and advocacy for housing solutions.

- 1.1. Establish an interagency Housing Authority, whereby indigenous, provincial, territorial, and local governments (e.g., CRD, water districts) collaborate and work together on housing issues and identify the improvements each government agency can advance to improve housing supply of all types with particular focus on multi-family projects close to village centers, bus routes and water supply.
- 1.2. LTC should address and manage barriers to affordable housing strategies through partnerships with the government and civil society to support education and information campaigns about the benefits of affordable housing, improve community engagement, and mobilize community leaders. For example, see [Civida toolkits](#) on community engagement, public campaigns, and reducing community opposition.
- 1.3. Collaborative processes described in 1.1 and 1.2 should ensure the ongoing inclusion and engagement of civil society, stakeholders, vulnerable groups, and persons with lived experience of housing need, as well as those with lived experience of homelessness and persons who reflect the diversity of the Salt Spring community. Also, consider engaging persons who have expertise in human rights.
- 1.4. Better data and research: monitor the implementation of housing strategies and pilot projects to assess their impact on persons who are members of vulnerable groups and with lived experience of housing need or homelessness. Further, monitor progress in meeting the housing objectives (i.e., diverse housing types)— and in achieving the desired outcomes (i.e., socio-economic diversity)— set out in the Official Community Plan and relevant housing strategies; and fund research on systemic housing issues, including barriers faced by persons with lived experience of housing need or homelessness, as recommended in the [National Housing Strategy Act](#).

2. **Recommendation: Support gentle and moderate density in appropriate areas**

Rationale: to ensure the land use code better reflects the aspirations and values inscribed in our Official Community Plan, including supporting a diverse mix of housing types that foster a diverse population across the socioeconomic spectrum, including seniors, people with disabilities, workers, and those with low and median incomes. A [2022 housing survey of Salt Spring Island](#)

[residents](#) conducted by the Islands Trust suggests that 84% of respondents approve of legalizing secondary suites in accessory dwellings, and 8% disagree that they should be legalized (figure 1).

Secondary suites should be permitted in an accessory structure



Source: Salt Spring Islands Trust Housing Survey Phase I (2022) • Created with Datawrapper

Figure 1. Survey of housing needs on Salt Spring Island

- 2.1. Permit secondary suites and accessory dwelling units (ADUs) in all residential zones if provided for long-term rental or family use (not short-term rental).
- 2.2. Adequate water supply and safe waste treatment must be proven to obtain permits.
 - 2.2.1. Mandate that where water concerns exist, an alternative supply must be used (e.g., rainwater).
 - 2.2.2. Recommend that wastewater systems be monitored.
- 2.3. Update the potable water requirement to align with the Island Health Multi-family building requirement of approximately 220 L per person daily.
- 2.4. Enable the strata conversion of detached accessory dwelling units based on specific conditions identified in the [BC Housing ADU Report](#) as a potentially effective *practice of interest* for small to medium-sized BC communities. This allows for affordable home ownership and land sharing.

3. Recommendation: Enable alternative housing types

Rationale: Encourage alternative types of land tenure to reduce land costs and respond to demands for alternatives to traditional housing from the community.

- 3.1. Enable low-cost, alternative housing types, such as tiny homes, both stationary and mobile. As recommended in the [Southern Gulf Islands Housing Strategy](#), this might include advocacy supporting regulatory change to enable the building and financing of small dwellings (under 600ft) and the Provincial Government to reconcile the B.C.

Building Code to give people more diverse housing options and evaluate opportunities for alternative building approvals (see also the HAPTF report on tiny homes P.22-75 [2022-09-01 Task Force Agenda Package.pdf](#)).

- 3.2. Invite, support, and facilitate private property owners to apply for pilot project rezoning to accommodate tiny home villages, tiny home mobile parks, and new forms of land tenure (i.e., leasing pads). For example, the LTC could support a pilot project for a tiny home village where the model provides serviced pad rentals with shared services.

4. **Recommendation: Reduce Environmental Impact per Capita through Homeplate, Ecovillage, and Flexible Zoning as well as Ecological Building credits and Transferring Density closer to village centers**

- 4.1. **Homeplate Zoning Model.** Allow for flexibility of dwelling type and size within maximum total floor area (e.g., 500m²) in exchange for a land covenant on at least 50 % of the property, allowing only eco forestry and another 20-30% allowing eco-forestry, permaculture, or organic farming.
- 4.2. **Ecovillage Zoning Model.** Allow existing Subdividable Properties to be developed according to the Homeplate Zoning principle as a strata development with flexible dwelling types and sizes while placing large portions of property in a conservation covenant. For example, a 50-hectare lot could be traditionally subdivided into 10 x 5 ha. Parcels. Instead allow for 10 x 500m² = 5000m² total floor area of dwelling space concentrated into a single limited portion of the property, protecting at least 50% of the property for eco forestry or conservation only and another 30% allowing eco-forestry, permaculture, or organic farming. Incorporate the ecological building principles of the Eco-Density Bonus and maintain full protection of the most sensitive ecosystems through DPAs.
- 4.3. **Eco-Density Bonus.** Encourage ecological and energy and efficient water homes by allowing a provision to add dwelling space if the owner builds to a higher ecological standard (e.g., solar panels, rainwater harvesting, ecological building materials, grey water recycling, net zero energy, solar hot water, etc.). These provisions will help reduce the operating costs and ecological impacts of dwellings.

- 4.4. **Flexible Zoning Model.** Establish a zoning model that will allow additional dwellings within a maximum total combined square footage of all dwellings, including the principal dwelling, according to the lot size to floor area ratio schedule outlined in the Mayne Island Flexible Housing proposed bylaw. Allows proponents who can prove adequate water and fit these ratio requirements to apply for rezoning with prescriptive certainty. (link to Mayne Island LTC Staff report: [2022-06-27 Staff Report.pdf](#) and excerpt below).
- 4.5. **Density Transfer Mechanism.** Update mechanism to be viable so that “densities” are transferred out of large landlocked undeveloped areas and added closer to villages and infrastructure. It needs to be commercially viable for developers to work. The community amenity is preserving undeveloped large properties as forests. No additional amenities should be required. This could be combined with other incentives for forest preservation, such as carbon storage credits. This will reduce the overall “buildout” of principal residences.
- 4.6. **Commercial Zoning.** Encourage a “lights on” community in village centers where people can live, work and play within walking distance by allowing residential accommodation above commercial properties up to 4 stories.

5. **Recommendation: Decrease current and future housing loss due to short-term vacation rental activity**

Rationale: The proliferation of unregulated short-term rentals worsens both housing availability and affordability system-wide.

- 5.1. Establish a regulatory and enforcement system for short-term vacation rentals, including setting specific goals, ensuring simple, easy-to-understand regulations, and, most critically, establishing a system for licensing operators (e.g., in conjunction with CRD).
- 5.2. Update BnB bylaw requirements to allow for more flexible seasonal, short-term accommodation, such as glamping that does not compete with suitable long-term rental spaces while still providing income for the resident home-based businesses (see pages 13-16: [2022-07-07 Task Force Agenda Package.pdf](#)).

* Excerpt from Mayne Island's proposed Flexible Housing bylaw describing lot size and floor area ratio:

(a) On lots having an area less than 0.6 ha (1.5 acres) hectares, one additional dwelling is permitted if the total combined square footage of all dwellings does not exceed 232 m² (2500 square feet).

(b) On lots having an area of 0.6 ha (1.5 acres) or greater and not exceeding 1.2 hectares (3 acres), two dwellings, and a cottage are permitted if the total combined square footage of all dwellings and cottages does not exceed 325m² (3500 square feet).

(c) On lots having an area of 1.2 ha (3 acres) or greater, and not exceeding 4 hectares (10 acres), three dwellings and a cottage are permitted if the total combined square footage of all dwellings and cottages does not exceed 436 m² (4750 square feet).

Follow Up Action Report

Salt Spring Island

17-May-2022

Activity	Responsibility	Dates	Status
1 Water Sustainability - Draft Proof of Water at Time of Subdivision Bylaw That the Salt Spring Island Local Trust Committee request staff to provide the following information: ·Communication materials for the introduction of the bylaw ·Potential amendments based on the discussion today including 5.5.14 and Table 1.	Anthony Fotino William Shulba		In Progress

12-Jul-2022

Activity	Responsibility	Dates	Status
1 REPORTS - Project List dated July 2022 That the Salt Spring Island Local Trust Committee request staff to contact the two Land Use Contract holders.	Jason Youmans		Completed

Follow Up Action Report

Salt Spring Island

12-Jul-2022

Activity	Responsibility	Dates	Status
2 SS-DVP-2022.5 - R. McDiarmid - 1521 Beddis Road, SSI That the Salt Spring Island Local Trust Committee request the applicant for SS-DVP-2022.5 provide an updated survey prepared by a British Columbia Licenced Surveyor showing the location of the proposed carport, all other structures within the setbacks to the lot lines, and all buildings labelled correctly. That the Salt Spring Island Local Trust Committee request the applicant for SS-DVP-2022.5 obtain a Site Alteration Permit from the British Columbia Archaeology Branch for the proposed carport development. That the Salt Spring Island Local Trust Committee place SS-DVP-2022.5 in abeyance until recommendation 1 and 2 of the report dated July 12, 2022 are satisfied.	Anthony Fotino		In Progress

Follow Up Action Report

Salt Spring Island

12-Jul-2022

Activity	Responsibility	Dates	Status
3 SS-DVP-2022.1 - D. Corcoran - Clamshell Islet That the Salt Spring Island Local Trust Committee request staff to enter into a cost recovery agreement with the applicant to facilitate a visit to the subject site by First Nations and defer the application to a future meeting.	Sonja Zupanec		In Progress
4 SS-DVP-2022.1 - D. Corcoran - Clamshell Islet That the Salt Spring Island Local Trust Committee place a review of the residential zoning on islets on the projects list under Item 2 Land Use Bylaw.	Sonja Zupanec		In Progress
5 SS-RZ-2017.3 - J. Colligan - 2188 North End Road, SSI That the Salt Spring Island Local Trust Committee place application SS-RZ-2017.3 in abeyance until the conclusion of the Salt Spring Island Local Trust Committee Housing Action Program Proposed Bylaw No. 530.	Rob Pingle		Completed

Follow Up Action Report

Salt Spring Island

12-Jul-2022

Activity	Responsibility	Dates	Status
6 OTHER BUSINESS - Watershed Stewardship Video That Salt Spring Island Local Trust Committee support the development of a Salt Spring Island Watershed Stewardship video series by providing letters of support.	Jennifer Baddeley Louisa Garbo		Completed

09-Aug-2022

Activity	Responsibility	Dates	Status
1 Budget Business Case for Salt Spring LTC Projects That the Salt Spring Island Local Trust Committee amend the Business Case for the major amendment to the Salt Spring Island Local Trust Committee Official Community Plan shown in Appendix 1 of the staff report dated August 9, 2022 by increasing the projected budget by \$100,000 to include technical analysis and collaboration, and include the review of the Salt Spring Island Local Trust Committee Land Use Bylaw in the title of the project.	Louisa Garbo		Completed

Follow Up Action Report

Salt Spring Island

09-Aug-2022

Activity	Responsibility	Dates	Status
2 Budget Business Case for Salt Spring LTC Projects That the Salt Spring Island Local Trust Committee endorse the Business Case for the major amendment to the Salt Spring Island Local Trust Committee Official Community Plan and Land Use Bylaw shown in Appendix 1 of the staff report dated August 9, 2022 as amended and forward it to the Islands Trust Financial Planning Committee for consideration of inclusion in the 2023-2024 Islands Trust budget.	Louisa Garbo		Completed
3 Budget Business Case for Salt Spring LTC Projects That the Salt Spring Island Local Trust Committee endorse the Business Case for the Ganges (Shiya'hwt/SYOW_ T) Village Area Plan shown in Appendix 2 of the staff report dated August 9, 2022 and forward it to the Islands Trust Financial Planning Committee for consideration of inclusion in the 2023-2024 Islands Trust budget.	Louisa Garbo		Completed
4 Budget Business Case for Salt Spring LTC Projects That the Salt Spring Island Local Trust Committee request the Executive Committee follow up with the Minister of Municipal Affairs on his expressed interests for the Ganges (Shiya'hwt/SYOW_ T) Village Area Plan as a pilot for cooperative planning with First Nations.	Chris Hutton Louisa Garbo		In Progress

Follow Up Action Report

Salt Spring Island

09-Aug-2022

Activity	Responsibility	Dates	Status
5 Budget Business Case for Salt Spring LTC Projects That the Salt Spring Island Local Trust Committee request staff to report back on options to facilitate the development of a new protocol agreement or a memo of understanding between the Local Trust Committee and the Capital Regional District to facilitate improved cooperation on local and regional planning issues.	Chris Hutton		In Progress
6 SSIWPA Special Property Tax Requisition Business Case That the Salt Spring Island Local Trust Committee endorse the SSIWPA special property tax requisition business case attached to the staff report of July 27, 2022 and forward it to Islands Trust Financial Planning Committee for inclusion in the draft 2023/24 Islands Trust budget.	Jason Youmans		Completed
7 SS-DP-2018.14 & SS-DVP-2021.24 - J. Verville, Kirsten Reite Architecture - 2661 and 2621 Fulford-Ganges Road, SSI (The Vortex) That the Salt Spring Island Local Trust Committee amend development permit SS-DVP-2021.24 to remove clause 3.3, clause 4, Schedule No. 3 and Schedule No. 4, make consequential numbering alterations to affect this change, and issue the permit as amended.	Daniela Murphy Jason Youmans		Completed

Follow Up Action Report

Salt Spring Island

09-Aug-2022

Activity	Responsibility	Dates	Status
8 SS-DP-2018.14 & SS-DVP-2021.24 - J. Verville, Kirsten Reite Architecture - 2661 and 2621 Fulford-Ganges Road, SSI (The Vortex) That the Salt Spring Island Local Trust Committee replace Section 3.4.2.1 of proposed development permit SS-DP-2018.14 as follows: ·Before issuance of any building permits pursuant to this project the applicant must provide an irrevocable letter of credit or a security deposit in the amount of \$442,500.	Daniela Murphy Jason Youmans		Completed

Follow Up Action Report

Salt Spring Island

09-Aug-2022

Activity	Responsibility	Dates	Status
9 SS-DP-2018.14 & SS-DVP-2021.24 - J. Verville, Kirsten Reite Architecture - 2661 and 2621 Fulford-Ganges Road, SSI (The Vortex) That the Salt Spring Island Local Trust Committee amend Section 3.9 of proposed development permit SS-DP-2018.14 as follows: By amending clause 3.9.1 to replace "on pages 3 and 5 of Schedule No. 8" with "in Schedule No. 8."; and By inserting new clause 3.9.2: - A qualified professional must develop, and provide to Islands Trust staff, prior to system operation commencing, a metering and monitoring plan that enables on-going evaluation of the sewage disposal system performance and receiving environment condition. It should address: - A baseline assessment of the receiving environment undertaken prior to development commencing; - Daily discharge flow from the system; - Treatment system performance measuring effluent quality objectives; - Environmental performance of its receiving environment in accordance with performance standards in Schedule No. 8; and By inserting new clause 3.9.3: - A qualified professional must meter and monitor the sewage disposal system in accordance with the plan approved in 3.9.2 above, and provide Islands Trust with a report on system performance relative to the	Daniela Murphy Jason Youmans		Completed

Follow Up Action Report

Salt Spring Island

09-Aug-2022

Activity	Responsibility	Dates	Status
objectives identified in Schedule No. 8. This report must be provided annually for the first five years once the system is brought into service, and be available in perpetuity at Islands Trust's request throughout the lifetime of the development. Monitoring requirements may be adjusted to reflect the results of the on-going evaluation. Adjustments in the monitoring program must be described in the annual report; and By renumbering existing clause 3.9.2 to become 3.9.4; and By inserting new clause 3.95: - Upon completion of detailed sewage system design as described as described in Schedule No. 8, the owner will submit to Islands Trust, at the owner's cost; and By inserting new clause 3.9.5.1: - Confirmation from a qualified hydrogeologist that upon system operation, including any relief and interception drainage, pre- and post-development groundwater flows to Fulford and Soule Creeks will remain constant.			

Follow Up Action Report

Salt Spring Island

09-Aug-2022

Activity	Responsibility	Dates	Status
10 SS-DP-2018.14 & SS-DVP-2021.24 - J. Verville, Kirsten Reite Architecture - 2661 and 2621 Fulford-Ganges Road, SSI (The Vortex) That the Salt Spring Island Local Trust Committee amend SS-DP-2018.14 as follows: By adding clause 3.13 Development Permit Term: - If the development described in this development permit is not commenced within three years of the issuance of the permit this permit automatically lapses.	Daniela Murphy Jason Youmans		Completed

Follow Up Action Report

Salt Spring Island

09-Aug-2022

Activity	Responsibility	Dates	Status
11 SS-DP-2018.14 & SS-DVP-2021.24 - J. Verville, Kirsten Reite Architecture - 2661 and 2621 Fulford-Ganges Road, SSI (The Vortex) That the Salt Spring Island Local Trust Committee amend SS-DP-2018.14 as follows: By adding clause 3.11.5.1 - Before issuance of any building permits pursuant to this project the applicant must provide an irrevocable letter of credit or a security deposit in the amount of \$5,000 to undertake emergency stream protection works in the vicinity of Soule Creek to be held and deployed in accordance with permit clause 3.11.5; and By adding clause 3.10.4.1 - Before issuance of any building permits pursuant to this project the applicant must provide an irrevocable letter of credit or a security deposit in the amount of \$5,000 to undertake emergency stream protection works in the vicinity of Fulford Creek to be held and deployed in accordance with permit clause 3.10.4; and By renumbering so accordingly.	Daniela Murphy Jason Youmans		Completed

Follow Up Action Report

Salt Spring Island

09-Aug-2022

Activity	Responsibility	Dates	Status
12 SS-DP-2018.14 & SS-DVP-2021.24 - J. Verville, Kirsten Reite Architecture - 2661 and 2621 Fulford-Ganges Road, SSI (The Vortex) That the Salt Spring Island Local Trust Committee issue development permit SS-DP-2018.14 as amended upon satisfaction of the following conditions: 1) That the sewage disposal system site plan in Schedule No. 8 be replaced with the sewage system disposal system site plan shown in Appendix No. 1 of the staff report dated August 8, 2022; 2) That despite all references otherwise within the schedules to development permit SS-DP-2018.14, the sewage disposal field at 2661 Fulford Ganges Road will be sited in accordance with Appendix 1 of the staff report dated August 8, 2022; 3) That prior to permit issuance, and within 60 days of this resolution, the applicant must submit for SS LTC approval a revised landscaping plan consistent with Sections E.2.4 and E.2.8 of Development Permit Area 2 to replace Schedule No. 4 in development permit SS-DP-2018.14 and reflecting the relocated sewage disposal field.	Anthony Fotino Daniela Murphy		In Progress

Follow Up Action Report

Salt Spring Island

09-Aug-2022

Activity	Responsibility	Dates	Status
13 SS-DP-2018.14 & SS-DVP-2021.24 - J. Verville, Kirsten Reite Architecture - 2661 and 2621 Fulford-Ganges Road, SSI (The Vortex) That the Salt Spring Island Local Trust Committee encourages the proponent to consider establishing a local advisory group to provide local knowledge on environmental issues related to the design, construction and operation of the project.	Jason Youmans		Completed
14 SS-DP-2018.14 & SS-DVP-2021.24 - J. Verville, Kirsten Reite Architecture - 2661 and 2621 Fulford-Ganges Road, SSI (The Vortex) That the Salt Spring Island Local Trust Committee recognizes the proponent's commitment to maintaining an ongoing working relationship with the Tsawout First Nation in regard to further development related approvals, design, construction and operation (reference to the July 27, 2022 letter from Casey Dick-Wyatt, Lands Manager, Tsawout First Nation).	Jason Youmans		Completed

Follow Up Action Report

Salt Spring Island

09-Aug-2022

Activity	Responsibility	Dates	Status
15 SS-DP-2018.14 & SS-DVP-2021.24 - J. Verville, Kirsten Reite Architecture - 2661 and 2621 Fulford-Ganges Road, SSI (The Vortex) That the Salt Spring Island Local Trust Committee request staff work with CRD staff and the Fulford Water Service Commission to identify community planning opportunities that could be linked to any potential future expansion of the Fulford Water Local Service Area and report back to the Salt Spring Local Trust Committee.	Chris Hutton		In Progress
16 SS-DP-2022.4 - M. Sawchuk - 234 Tripp Road, SSI That the Salt Spring Island Local Trust Committee add a review of impacts of future lake levels of St Mary's lake to the Land Use Bylaw projects list.	Chris Hutton Louisa Garbo		Completed

06-Sep-2022

Activity	Responsibility	Dates	Status
1 Draft Minutes of the August 9, 2022 SSI LTC Regular Meeting By general consent, the minutes of August 9, 2022 Salt Spring Island Local Trust Committee Regular meeting were adopted.	Jennifer Baddeley Rob Pingle		Completed

Follow Up Action Report

Salt Spring Island

06-Sep-2022

Activity	Responsibility	Dates	Status
2 Proposed Bylaw No. 526 - Farmworker Housing That the Salt Spring Island Local Trust Committee Bylaw No. 526, cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 3, 2021", be read a third time. That the Salt Spring Island Local Trust Committee Bylaw No. 526, cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 3, 2021", be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.	Daniela Murphy Louisa Garbo		Completed
3 Proposed Bylaw No. 526 - Farmworker Housing That the Salt Spring Island Local Trust Committee request staff to prepare communication materials that guide the public to understand the various forms of housing on agricultural land and the steps necessary to be legally occupied.	Daniela Murphy Louisa Garbo		In Progress

Follow Up Action Report

Salt Spring Island

06-Sep-2022

Activity	Responsibility	Dates	Status
4 Proposed Bylaw No. 530 - Accessory Dwelling Units That the Salt Spring Island Local Trust Committee request staff to research options to limit the number of Accessory Dwelling Units that may be permitted in a given time period and report back the strengths and weaknesses of the various options.	Louisa Garbo		In Progress
5 Proposed Bylaw No. 530 - Accessory Dwelling Units That the Salt Spring Island Local Trust Committee request staff to review Bylaw 530 and identify opportunities for amendments that can further minimize environmental impacts, such as maximum total floor area, shared driveways, and proximity of structures and report back the strengths and weaknesses of the various options.	Louisa Garbo		In Progress
6 Proposed Bylaw No. 530 - Accessory Dwelling Units That the Salt Spring Island Local Trust Committee request staff to prepare communications materials that guides the general public to understand the various forms of Accessory Dwelling Units and the steps necessary to be legally occupied.	Daniela Murphy Louisa Garbo		In Progress

Follow Up Action Report

Salt Spring Island

06-Sep-2022

Activity	Responsibility	Dates	Status
7 Proposed Bylaw No. 530 - Accessory Dwelling Units That the Salt Spring Island Local Trust Committee request staff to review concerns raised at the recent public hearing for Bylaw 530 and provide recommendations.	Louisa Garbo		In Progress
8 Proposed Bylaw No. 530 - Accessory Dwelling Units That the Salt Spring Island Local Trust Committee requests staff to consult with First Nations to address concerns regarding Bylaw 530.	Daniela Murphy Louisa Garbo		In Progress
9 Lake Weston Water Availability Study and Climate Change Assessment That the Salt Spring Island Local Trust Committee receive the Lake Weston Water Availability and Climate Change Assessment Final Report attached as Appendix 1 to the staff report dated August 24, 2022.	William Shulba		Completed
10 Lake Weston Water Availability Study and Climate Change Assessment That the Salt Spring Island Local Trust Committee request staff to work with the Capital Regional District and Government of British Columbia to identify funding and project management opportunities to undertake an Environmental Flow Needs assessment for Lake Weston and Weston Creek.	Anthony Fotino William Shulba		In Progress

Follow Up Action Report

Salt Spring Island

06-Sep-2022

Activity	Responsibility	Dates	Status
11 Lake Weston Water Availability Study and Climate Change Assessment That the Salt Spring Island Local Trust Committee request staff to refer the Lake Weston Water Availability and Climate Change Assessment Final report and the staff report dated August 24, 2022 to the to the Ministry of Forests Water Authorizations Branch for information, review and comment. That the Salt Spring Island Local Trust Committee request staff to refer the Lake Weston Water Availability and Climate Change Assessment Final report to the Salt Spring Island Watershed Protection Alliance (SSIWPA) for information.	Anthony Fotino William Shulba		In Progress
12 Lake Weston Water Availability Study and Climate Change Assessment That the Salt Spring Island Local Trust Committee request staff to coordinate a discussion with the Province, Capital Regional District, Islands Trust, and POLIS on the topic of Watershed Governance and the potential application of Water Objectives under the Water Sustainability Act in the Lake Weston Watershed specifically in reference to the "Water Objectives Innovation Brief" and "Towards Watershed Security: The role of water in modernized land use planning in B.C." prepared by POLIS.	Anthony Fotino William Shulba		In Progress

Follow Up Action Report

Salt Spring Island

06-Sep-2022

Activity	Responsibility	Dates	Status
13 R. Schnurr to LTC - Dated August 5, 2022 - Concerning Piers Island Association support request for fibre optic internet service That the Salt Spring Island Local Trust Committee request the LTC Chair to write in support of the Piers Island Association regarding item 13.4 a letter dated August 5, 2022 - Concerning the Piers Island Association support request for fibre optic internet service.	Jennifer Baddeley Louisa Garbo		Completed
14 Representative of the Summerside Townhomes (107 Atkins Road, SSI) - Concerning the new development within the townhouse strata That the Salt Spring Island Local Trust Committee request staff to look into issues raised at the meeting of Sept 6, 2022 regarding the Summerside townhouse strata development specifically the lighting and the lock block wall.	Louisa Garbo		Completed
15 SS-RZ-2021.3 - T. Chapman - 361 Sunset Drive That the Salt Spring Island Local Trust Committee defer application SS-RZ-2021.3 to a future meeting (361 Sunset Drive).	Louisa Garbo		Completed

Follow Up Action Report

Salt Spring Island

06-Sep-2022

Activity	Responsibility	Dates	Status
16 New Business 17.1.1. North Pender Island Local Trust Committee Referral of Proposed Bylaw Nos. 223, 224 & 229 That the Salt Spring Island Local Trust Committee request staff to respond to the referral from the North Pender Island Local Trust Committee for Bylaw Nos. 223, 224, and 229 indicating that the Salt Spring Island Local Trust Committee's interests are unaffected.	Daniela Murphy Louisa Garbo		Completed



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 lawfully 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>



SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
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>



SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
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>
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
2019-08-27	SS-2019-153	STVR	It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee rescind Resolution SS-2017-120 and adopt the following new short-term vacation rental enforcement policy: that given finite resources available for enforcement activities and in order to ensure the most effective results for enforcement activities, Short-Term Vacation Rentals (STVRs) that have one or more of the following characteristics will be subject to proactive enforcement: 1. They are advertised on the Internet, newspapers or other media; 2. More than one dwelling on the lot is simultaneously made available for STVRs; 3. While the property is rented persons are staying in tents, trailers, or Recreational Vehicles; 4. There are issues related to health and safety; 5. There is a written complaint by owners or residents on nearby lots about bona fide nuisance issues such as noise or parking congestion related to the STVR; 6. The owner of the property uses more than one property on Salt Spring Island as an STVR; that a Short-Term Vacation Rental (STVR) is defined as rental of a dwelling, suite, or cottage in a residential zone for less than 30-day periods; that a Short-Term Vacation Rental (STVR) is defined as the rental of a dwelling, suite, cottage, camping unit, accessory building or structure for a commercial guest accommodation use in a non commercial or commercial guest accommodation zone for less than a 30-day period; that nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the Salt Spring Island Local Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time. <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>



SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
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>



SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
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>
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>

Top Priorities Report

Salt Spring Island

1. Housing Action Program

Responsible

Dates

Feb. 3, 2022 - report to SS LTC includes secondary suites draft bylaw, advancing tiny homes pilot project, consideration of OCP amendments-LTC request amendments to focus on accessory dwelling units

Nov. 18, 2021 - SS LTC meet with members of agricultural community - request staff to amend Bylaw 527 (housing in the ALC and large farming properties) and send out to referrals

Nov. 9, 2021 - SSLTC pass numerous resolutions including: deferring enforcement for unpermitted residential use in specific circumstances, requesting RPC to consider expediting affordable housing applications, request potential bylaw amendments to permit accessory dwelling units (including secondary suites).

April 27, 2021-12 persons appointed to Housing Task Force. Task Force Meetings ongoing.

Jan. 22, 2021 - Project Charter. Adopted.

Dec. 15, 2020 - LTC resolves that any further consideration of Bylaw No. 471 (TUPs for Residential use) take place in the context of LTC's 'Housing Challenges and Solutions' project.

Feb 15, 2022 - SS LTC endorsed the Tiny Homes Village Pilot Project, amended the standing resolution SS-2021-109 as recommended by the Housing Action Task Force, and requested staff to amend proposed Bylaw 528 Secondary Suites to be broadened.

April 19, 2022 - Proposed Bylaw 530 Accessory Dwelling Unit (ADU) was read for the first time.

May 15, 2022 - RFP for the consultant to conduct public engagement was canceled due to a project budget cut.

Louisa Garbo

Rec'd: 06-Oct-2020
Target: 01-Oct-2022

Top Priorities Report

Salt Spring Island

July 12, 2022 - Proposed Bylaw 526 Farmworkers Housing was read for the first and second time, and Proposed Bylaw 530 was read the second time.

Aug 9, 2022 - SS LTC endorsed the business case for the major amendment to the SS OCP.

Aug 18, 2022 - Public hearing for the Proposed Bylaws 526 and 530.

Sept 6, 2022 - Proposed Bylaw was read for the third time, and Proposed Bylaw 530 was put on hold to address First Nations and the public's concerns.

2. Ganges (Shiya'hwt/Syowt) Village Planning

Responsible

Dates

March 26 & 27, 2022-AHNE facilitates a workshop with GVTF. Final Report of all engagement activities anticipated for April or May LTC meeting.

Louisa Garbo

Rec'd: 08-Jun-2020
Target: 31-Mar-2022

Nov. 9, 2021 - Ahne Studio finalizes engagement plan with SS LTC and task force. Ahne and staff begin numerous engagement activities including: survey, ideas fair, walk shops, stakeholder virtual events, school engagement, pop-up engagement and community design charrette.

Task Force Meetings are ongoing.

March 11, 2021-TC approved \$97,000 project budget

Nov. 10 2020 - Project Charter, Public Engagement Framework, and Task Force Terms of Reference adopted. Endorsed applying for C2C funding.

Dec 14, 2022 - SS LTC endorsed funding for the Task Force to have a two-day workshop facilitated by Ahne Studio.

Top Priorities Report

Salt Spring Island

April 19, 2022 - Ahne Studio presented the engagement summary to SS LTC.

3. *Protection of the Coastal Douglas-fir and Associated Ecosystems: An Islands Trust Tool Kit (2018)*

Responsible

Dates

July, 2022 - Ongoing conversations with wildfire ecologists to consider direct award of contract

Louisa Garbo

Rec'd: 17-Dec-2019
Target: 01-Dec-2022

June, 2022 - RFP for wildfire ecologist (unsuccessful)

Oct. 5, 2021 - SSLTC endorse 2022/23 business case that includes: First Nations engagement, funds for a density bonus zoning appraisal report, a fire ecology analysis and workshop, and education and communication materials.

Science Working Group Meetings: Nov. 18, 2020; April 12, 2021; June 15, 2021; July 13, 2021

April 27, 2021 - education materials received

July 28, 2020 - Project Charter endorsed. Phase 1: Information gathering and analyzing, consultation, and education.

Potentially develop a wildfire protection DPA

4. *Water Sustainability - coordinate multiple jurisdictions in planning for water sustainability and watershed protection.*

Responsible

Dates

Currently includes: Coordination of SSIWPA; Development of Proof of Water Bylaw; Weston Lake Water Availability Study; Watershed Strategic Plan; Ongoing well-monitoring.

Anthony Fotino
William Shulba

Rec'd: 07-Jun-2012
Target: 30-Dec-2022

Top Priorities Report

Salt Spring Island

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

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

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

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

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

April 27, 2021: MOU approved for Weston Lake Assessment

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

Proof of Water for subdivision is in the work.

Projects Report

Salt Spring Island

1. *OCP Amendments*

Responsible

Date Received

- First Nations Heritage and Cultural Site Protection (Jan. 2015)
- Piers Island Bill 27 OCP Update (Dec. 2015)
- Marine Environment Protection (Foreshore Audit) (June 2016)
- Official Community Plan Review (Nov. 2017)
- Development of a Music Strategy (June 2020)
- Waste Transfer Stations (Waste Management Plan) (July 2020)
- Add a map of the Salish Sea Trail (Oct. 2021)
- Add public access to lake and marine shorelines as an eligible community amenity in Section H.3.2 of the Salt Spring Island Official Community Plan (Feb. 2022)

06-Oct-2020

2. *Land Use Bylaw Amendments*

Responsible

Date Received

Projects Report

Salt Spring Island

06-Oct-2020

- Outer Islands (Feb. 2015)
- LUB Update: Affordable Housing (June 2015)
- Accessory Buildings Without a Principle Use (Dec. 2016)
- 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)
- Ganges Village Planning - Harbourwalk (Oct. 2019)
- Commercial Truck Parking and Storage (July 2020)
- Regulate Cannabis Production (Sept. 2020)
- Portable Sawmills (Nov. 2020)
- Impacts of future lake levels of St. Mary Lake (Aug. 2022)

3. *Direct Bylaw Enforcement*

Responsible

Date Received

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

06-Oct-2020

4. *Administrative Processes and Procedures*

Responsible

Date Received

- Land Use Contracts (Feb. 2015)
- Soil Removal Bylaw update (Feb. 2015)
- Improving Communications (Mine permits for aggregate pits and quarries.) (Jan. 2020)

06-Oct-2020

Projects Report

Salt Spring Island

5. *Advocate*

Responsible

Date Received

·none listed

06-Oct-2020

Applications

Agricultural Land Reserve

File Number	Applicant Name	Date Received	Purpose
SS-ALR-2021.4	Moonshine Mama's Kitchens Ltd.	27-Aug-2021	Non-Farm Use - 2143 Fulford-Ganges Road
Planner: Rob Pingle			
Planning Status			
<u>Status Date:</u> 07-Sep-2022 Refund Memo to finance forwarded to RPM			
<u>Status Date:</u> 25-Apr-2022 File transferred to Planner Gordon.			
<u>Status Date:</u> 16-Feb-2022 Applicant advised application has changed - recommended to speak to ALC whether application required			

Board of Variance

File Number	Applicant Name	Date Received	Purpose
SS-BOV-2022.1	Robertson, Terrence	27-Jun-2022	Variances to lot coverage and natural boundary setback - 351 Mountain Park Dr, SSI
Planner: Phil Testemale			
Planning Status			
<u>Status Date:</u> 26-Aug-2022 Further e-mail to applicant with options and a requested response by September 27, 2022			
<u>Status Date:</u> 12-Aug-2022 E-mail to applicant on req'd changes to application and info, and schedule. Applicant phoned.			
<u>Status Date:</u> 11-Jul-2022 File assigned to Planner Testemale			

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
SS-DP-2018.14	Kirsten Reite Architecture	18-Sep-2018	Proposed development of 17 commercial accommodation units, a restaurant, retail space, reception area, and 2 parking lots (former Fulford Inn property) in DPA2 / DPA3 / DPA6 & DPA7 - 2621 & 2661 Fulford-Ganges Road, SSI

Planner: Jason Youmans

Planning Status

Status Date: 09-Aug-2022

LTC resolved to issue development permit SS-DP-2018.14 subject to a number of amendments and conditions. Permit should not be issued until applicant provides a revised site plan within 60 days of the August 9, 2022 resolution.

Status Date: 17-May-2022

LTC resolution to extend First Nations referral window by further 60 days. New referral response deadline is July 19, 2022.

Status Date: 04-May-2022

Staff are in correspondence with First Nations re. site visit

File Number	Applicant Name	Date Received	Purpose
SS-DP-2021.10	Nagel, Uta	14-Sep-2021	Carport and Shed within DPA 4, 6 & 7 - 770 Beaver Point Road

Planner: Phil Testemale

Planning Status

Status Date: 31-Aug-2022

File reassigned to Planner Testemale

Status Date: 25-Apr-2022

File reassigned to Jason Youmans.

Status Date: 04-Apr-2022

Email regarding next steps for application to move forward

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
SS-DP-2021.4	UCG Universal Consulting Group LTD	15-Mar-2021	NEW TASTING ROOM, WASHROOM/ACCESSORY BUILDING, CARETAKER'S COTTAGE, 4-PLEX - 270 Furness Road

Planner: Anthony Fotino

Planning Status

Status Date: 31-Aug-2022

File reassigned to Planner Fotino

Status Date: 01-Feb-2022

Follow-up email to applicant re. application status

Status Date: 09-Dec-2021

DVP for retaining wall opened

File Number	Applicant Name	Date Received	Purpose
SS-DP-2022.5	Polaris Land Surveying	04-May-2022	Permit to allow subdivision in DPA 7 - 536 Beaver Point Road, SSI

Planner: Phil Testemale

Planning Status

Status Date: 30-Aug-2022

E-mail to applicant required amendment to RAPR Assessment Report and request for schedule.

Status Date: 26-Aug-2022

File assigned to Planner Testemale

Status Date: 18-May-2022

File assigned to Planner Youmans

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
SS-DP-2022.7	Polaris Land Surveying INC	10-Aug-2022	Dock in DPA3 - 250 Collins Road, SSI
Planner: Anthony Fotino			
Planning Status			
<u>Status Date:</u> 23-Aug-2022			
Planner Fotino assigned to file			
File Number	Applicant Name	Date Received	Purpose
SS-DP-2022.8	Robert Barnard Design LTD	31-Aug-2022	Development Permit for water service and road within DPA 4 & 6 - 701 Cranberry Road, SSI
Planner: Anthony Fotino			
Planning Status			
<u>Status Date:</u> 08-Sep-2022			
File assigned to Planner Fotino			
File Number	Applicant Name	Date Received	Purpose
SS-DP-2022.9	Whitten, David	16-Sep-2022	Development Permit Amendment to permit a cafe with indoor seating - 161 Fulford-Ganges Road
Planner: Anthony Fotino			
Planning Status			
<u>Status Date:</u> 27-Sep-2022			
Planner Fotino assigned to file			

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2021.17	Nagel, Uta	13-Sep-2021	Carport and Shed within the setback - 770 Beaver Point Road

Planner: Phil Testemale

Planning Status

Status Date: 31-Aug-2022

File reassigned to Planner Testemale

Status Date: 24-May-2022

Planner in correspondence with the applicant.

Status Date: 25-Apr-2022

File reassigned to Jason Youmans.

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2021.22	UCG	09-Dec-2021	Setback Variance for Brewery and Retaining Wall - 270 Furness Road

Planner: Anthony Fotino

Planning Status

Status Date: 31-Aug-2022

File reassigned to Planner Fotino

Status Date: 25-Apr-2022

File reassigned to Jason Youmans.

Status Date: 13-Dec-2021

File forwarded to planner for review - SS-DVP-2021.22

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2021.23	Shalbaf, Sina	13-Dec-2021	Variance for structure setback to a water body - 150 Margolin Drive

Planner: Phil Testemale

Planning Status

Status Date: 18-May-2022

E-mail communication with applicant - QEP report submission for September.

Status Date: 25-Apr-2022

File reassigned to Planner Phil Testemale.

Status Date: 21-Mar-2022

Awaiting QEP report in support of variance application

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2021.24	Kirsten Reite Architecture	20-Dec-2021	Follows on expiry of pervious permit SS-DVP-2018.17.

Proposed variance to permit: The siting of sewage system tanks, sewage disposal fields, commercial guest accommodation units; and a sub-electrical room. - 2621 & 2661 Fulford-Ganges Road, SSI

Planner: Jason Youmans

Planning Status

Status Date: 09-Aug-2022

LTC issued SS-DVP-2021.24 based on revised septic field siting plan

Status Date: 29-Jul-2022

Applicant revised site plan to site septic field 30 metres from all water bodies.

Status Date: 10-Mar-2022

See file SS-DP-2018.14 for updates as both files are moving in parallel.

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2021.7	Craig, Brian	26-Feb-2021	Variance for Gate House and Beach Stairs - 344 Reginald Hill Road

Planner: Stephen Baugh

Planning Status

Status Date: 25-Apr-2022

File reassigned to Planner Stephen Baugh.

Status Date: 01-Sep-2021

Revised site plan required

Status Date: 18-Jun-2021

Site Visit

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2022.1	Aurora Professional Group INC	06-Jan-2022	Variance regarding disposal field and setback to natural boundary of the sea - Clam Shell Island

Planner: Sonja Zupanec

Planning Status

Status Date: 20-Jul-2022

File assigned to Planner Zupanec

Status Date: 16-May-2022

Tsawout First Nations indicates an extension to respond to referral is required. No timeline given.

Status Date: 05-May-2022

Cowichan Tribes indicates interest in a site visit. Requires cost recovery, staff are attempting to arrange.

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2022.10	Girard, Jordan	28-Feb-2022	Front lot line variance to build SFD - 322 Collins Road, SSI

Planner: Phil Testemale

Planning Status

Status Date: 03-Oct-2022

Referred back to BE - no response to e-mails

Status Date: 30-Aug-2022

E-mail request for response by September 28

Status Date: 12-Aug-2022

E-mail to applicant: initial contact and request for information

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2022.11	Edgar, Peter	17-Mar-2022	Lot Line Variance - 227 Roland Road, SSI

Planner: Stephen Baugh

Planning Status

Status Date: 25-Apr-2022

File reassigned to Planner Stephen Baugh

Status Date: 01-Apr-2022

Emailed applicant - re. site visit, arch info & MoTI setback permit

Status Date: 28-Mar-2022

Planner Mayes assigned to file - SS-DVP-2022.11

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2022.12	Polaris Land Surveying	02-May-2022	Variances to allow a boundary adjustment - 744 Lower Ganges Road, SSI

Planner: Stephen Baugh

Planning Status

Status Date: 15-Aug-2022

File re-assigned to Planner Baugh

Status Date: 06-May-2022

Planner Youmans assigned to file - SS-DVP-2022.12

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2022.13	Polaris Land Surveying	04-May-2022	Variances to allow subdivision - 536 Beaver Point Road, SSI

Planner: Phil Testemale

Planning Status

Status Date: 26-Aug-2022

Planner Testemale assigned to file

Status Date: 18-May-2022

Planner Youmans assigned to file

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2022.16	Hausen, Ellen	05-Aug-2022	To allow a stair structure in the setback - 124 Margaret Ave, SSI

Planner: Charly Caproff

Planning Status

Status Date: 29-Sep-2022

Planner Caproff re-assigned to file

Status Date: 15-Sep-2022

Staff conducted a site visit regarding this application. Following up with the applicant regarding next steps and options.

Status Date: 23-Aug-2022

Planner Fotino assigned to file

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2022.17	Wiebe, Jesse	22-Aug-2022	Setback variance for sewerage system - Lot A North End Road, SSI

Planner: Anthony Fotino

Planning Status

Status Date: 25-Aug-2022

Planner Fotino assigned to file

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2022.18	Brown, Len	12-Sep-2022	Variance after the fact for a structure in the setback - 224 Park Drive, SSI

Planner: Peter Dougan

Planning Status

Status Date: 23-Sep-2022

Requesting professional survey showing current distance between house and rear lot line.

Status Date: 13-Sep-2022

File assigned to Planner Dougan

Liquor Control Branch

File Number	Applicant Name	Date Received	Purpose
SS-LCB-2022.1	Thrive Advisors	06-Jul-2022	Tasting room expansion - 270 Furness Road, SSI

Planner: Anthony Fotino

Planning Status

Status Date: 31-Aug-2022

File reassigned to Planner Fotino

Status Date: 11-Jul-2022

File assigned to Planner Youmans

Applications

Rezoning

File Number	Applicant Name	Date Received	Purpose
SS-RZ-2017.2	Fernando & Tammy Dos Santos	15-Feb-2017	Proposal to permit 30 affordable housing dwelling units and common building - 221 Drake Road, SSI.

Planner: Anthony Fotino

Planning Status

Status Date: 31-Aug-2022

File reassigned to Planner Fotino

Status Date: 19-Jul-2022

File transferred to Planner Youmans

Status Date: 29-Apr-2022

Meeting with applicant and W. Shulba. Applicant indicates water system management/ownership work is on-going.

File Number	Applicant Name	Date Received	Purpose
SS-RZ-2020.2	Peter Hunt / Meghan Carr	29-Oct-2020	Rezoning of R7 to C2 - 125 Churchill Road

Planner: Rob Pingle

Planning Status

Status Date: 08-Sep-2022

Applicant confirms file can be closed

Status Date: 08-Sep-2022

Refund Memo forwarded to finance

Status Date: 25-Apr-2022

File reassigned to Jason Youmans

Applications

Rezoning

File Number	Applicant Name	Date Received	Purpose
SS-RZ-2021.3	Chapman, Bryce	14-Jun-2021	To amend OCP land use designation from Channel Ridge Residential (CRR) on the East side of the property to Residential Designation (RN) and to amend Land Use Bylaw zoning from R6(a) to R8 on same portion - 361 Sunset Drive

Planner: Louisa Garbo

Planning Status

Status Date: 19-Jul-2022

File re-assigned to planner Garbo

Status Date: 14-Jun-2022

Staff report deferred to August 2022 meeting at applicant's request.

Status Date: 22-Oct-2021

Planner response to applicant questions on density in Channel Ridge

Soil Deposit and Removal

File Number	Applicant Name	Date Received	Purpose
SS-SDP-2022.2	Kerrigan, Neil	27-Jun-2022	Pond construction - 155 Alexander BLVD, SSI

Planner: Charly Caproff

Planning Status

Status Date: 12-Jul-2022

File assigned to Planner Caproff

File Number	Applicant Name	Date Received	Purpose
SS-SDP-2022.3	Diggin' It Excavating LTD	15-Jul-2022	Leveling property for development - 131 Knott PI, SSI

Planner: Charly Caproff

Planning Status

Status Date: 19-Jul-2022

Planner Caproff assigned to the file

Applications

Soil Deposit and Removal

File Number	Applicant Name	Date Received	Purpose
SS-SDP-2022.4	Clayton, Greg	20-Sep-2022	Expansion of a dug pond - 90m3 soil removed and deposited - 521 Beaver Point Road, SSI

Planner: Anthony Fotino

Planning Status

Status Date: 27-Sep-2022

Planner Fotino assigned to file

Subdivision

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2011.2	Spencer's Excavating	29-Apr-2011	Proposed 4 Lot Subdivision - 159 Collins Road, SSI

Planner: Sonja Zupanec

Planning Status

Status Date: 20-Jul-2022

File assigned to Planner Zupanec

Status Date: 04-Jul-2022

Follow up to request approved storm water management plan copy.

Status Date: 11-Feb-2022

MoTI has accepted the Storm Water Management Plan

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2020.3	Wey Mayenburg Land Surveying Inc.	21-Dec-2020	Proposed 3 lot subdivision - 521 Mansell Road

Planner: Charly Caproff

Planning Status

Status Date: 05-Jul-2022

PLRS letter in file. Contacted MOTI on July 5 to ask about the Island Health note. They said that "We still have not received anything from Island Health. We leave it up to the applicant to communicate with agencies such as Island Health to follow up on requirements of the PLRS. If that applicant has submitted application and fees to Island Health and a review has been completed, we would hear from Island Health or I would think at least the applicant."

Status Date: 05-Jul-2022

Contacted the applicant to inform them I have taken over the file and to send any pertinent reports/correspondence to me regarding the 3 lot conventional subdivision

Status Date: 24-Jun-2022

File re-assigned to Charly Caproff

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2021.1	Polaris Land Surveying Inc	19-Jan-2021	4-Lot Subdivision - 536 Beaver Point Road, SSI

Planner: Phil Testemale

Planning Status

Status Date: 12-Aug-2022

Phil to review status of DP/DVP with Jason

Status Date: 19-Jul-2022

File transferred to Phil Testemale

Status Date: 25-Apr-2022

File reassigned to Geordie Gordon

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2021.2	Polaris Land Surveying Inc	25-Jan-2021	Proposed 2 lot boundary adjustment and acquisition of road dedication to ensure all remains are within the cemetery boundary - 744 LOWER GANGES RD
Planner: Stephen Baugh			
Planning Status			
Status Date: 03-Oct-2022 Applicant working on PLR conditions.			
Status Date: 24-Jun-2022 File re-assigned to Stephen			
Status Date: 25-Apr-2022 File reassigned to Geordie Gordon			
File Number	Applicant Name	Date Received	Purpose
SS-SUB-2021.3	Shalbaf, Sina	31-Mar-2021	2 lot subdivision 150 Margolin Drive
Planner: Phil Testemale			
Planning Status			
Status Date: 28-Sep-2022 Hydrologist's well report received.			
Status Date: 20-Jul-2022 E-mail to applicant - assignment and forthcoming review.			
Status Date: 24-Jun-2022 File re-assigned to Phil			

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2021.4	Massender, Ian (Matthew)	27-Aug-2021	Boundary Adjustment - 244 Rainbow Road

Planner: Phil Testemale

Planning Status

Status Date: 03-Oct-2022

Applicant in process of obtaining a drainage plan.

Status Date: 24-Jun-2022

File re-assigned to Phil

Status Date: 25-Apr-2022

File reassigned to Geordie Gordon

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2021.5	Polaris Land Surveying Inc	16-Sep-2021	Boundary adjustment - 1201/1231 Beaver Point Road

Planner: Stephen Baugh

Planning Status

Status Date: 24-Jun-2022

File re-assigned to Stephen

Status Date: 25-Apr-2022

File reassigned to Geordie Gordon

Status Date: 10-Dec-2021

Revised site plan required to complete referral response

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2021.6	MiCo Properties	17-Nov-2021	Two Lot Subdivision - 1281 Fulford-Ganges Road

Planner: Charly Caproff

Planning Status

Status Date: 08-Aug-2022

A PLRS letter has not been issued. MOTI is waiting for referral responses from CRD and VIHA. Reminders for referral comments were sent by Owen Page on March 3, 2022 and responses have not been received as of yet.

Status Date: 22-Jul-2022

Contacted MOTI regarding status of PLRS letter

Status Date: 04-Jul-2022

Contacted applicant and asked them to send any reports/correspondence for processing.

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2021.7	Juengst, Patricia	13-Dec-2021	2 Lot Subdivision - 007-521-031

Planner: Peter Dougan

Planning Status

Status Date: 19-Jul-2022

File transferred to Peter Dougan

Status Date: 25-Apr-2022

File reassigned to Geordie Gordon

Status Date: 15-Dec-2021

Referral Response sent to MoTI

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2022.1	Polaris Land Surveying INC	10-Jun-2022	3 lot subdivision - 250 Collins Road
Planner: Anthony Fotino			
Planning Status			
Status Date: 24-Aug-2022 File transferred to Planner Fotino			
Status Date: 13-Jul-2022 File transferred to Planner Dougan			
Status Date: 04-Jul-2022 Planner Thomaidis assigned to file			
File Number	Applicant Name	Date Received	Purpose
SS-SUB-2022.2	Polaris Land Surveying	13-Jun-2022	Boundary Line Adjustment - 271 Beddis Road, SSI
Planner: Peter Dougan			
Planning Status			
Status Date: 22-Aug-2022 Referral response sent to MOTI			
Status Date: 13-Jul-2022 File transferred to Peter Dougan			
Status Date: 04-Jul-2022 Planner Thomaidis assigned to file			

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2022.3	Polaris Land Surveying Inc	15-Jul-2022	3 lots Conventional Subdivision - 115 Lumley Road, SSI

Planner: Charly Caproff

Planning Status

Status Date: 24-Aug-2022

Referral response sent to MOTI

Status Date: 12-Aug-2022

Submission will be a few days over the 30 day deadline. MOTI has been notified. Referral letter was originally sent on July 14 2022. Submission will likely be Wednesday August 17.

Status Date: 09-Aug-2022

Planner Caproff reassigned to file

Islands Trust
LTC EXP SUMMARY REPORT F2023
Invoices posted to Month ending July 2022

655 Salt Spring	Invoices posted to Month ending July 2022	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-655	LTC "Trustee Expenses"	<u>1,744.00</u>	<u>155.88</u>	<u>1,588.12</u>
		<u>1,744.00</u>	<u>155.88</u>	<u>1,588.12</u>
LTC Local				
65200-655	LTC - Local Exp - LTC Meeting Expenses	5,465.00	500.00	4,965.00
65210-655	LTC - Local Exp - APC Meeting Expenses	999.00	150.00	849.00
65220-655	LTC - Local Exp - Communications	1,500.00	500.00	1,000.00
65230-655	LTC - Local Exp - Special Projects	<u>1,391.00</u>	<u>0.00</u>	<u>1,391.00</u>
TOTAL LTC Local Expense		<u>9,355.00</u>	<u>1,150.00</u>	<u>8,205.00</u>
Projects				
73001-655-4020	Salt Spring Ganges Village Area Planning	19,000.00	1,682.00	17,318.00
73001-655-4034	SSIWPA Coordinator Expense	60,000.00	16,735.00	43,265.00
73001-655-4035	SSIWPA Events & Communications Expense	0.00	75.00	-75.00
73001-655-4037	SSIWPA Project - Weston Lake	30,000.00	27,293.60	2,706.40
73001-655-4038	SSIWPA Project - Watershed Protection Plan	38,400.00	14,100.00	24,300.00
73001-655-4113	Salt Spring Protect CDF Ecosystem	32,000.00	0.00	32,000.00
73001-655-4119	Salt Spring Housing Challenges & Solutions	<u>25,000.00</u>	<u>366.85</u>	<u>24,633.15</u>
TOTAL Project Expenses		<u>204,400.00</u>	<u>60,252.45</u>	<u>144,147.55</u>



HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY JULY 13, 2022 BOARD MEETING

NOTE: For more detail on Conservancy meetings, including meeting minutes, please visit <https://islandstrust.bc.ca/whats-happening/meetings-and-events/>

1. ORGANIZATION UPDATES/TEAM

- The Islands Trust Conservancy (ITC) continues to have a vacancy for one Ministerial appointment to the ITC Board. The [Crown Agencies and Board Resourcing Office](#) has posted the position with an **application deadline of October 7, 2022**, see link on the ITC website at <https://islandstrust.bc.ca/whats-happening/expressions-of-interest/>.

2. STRATEGIC PLANNING/ADMINISTRATION

- The ITC Manager presented a request for decision regarding the 2023/24 Budget submission. Board members discussed appropriate budget for First Nations engagement and indigenous knowledge holder services and rising costs of travel to islands due to inflation. ITC Board also noted a need to include species at risk grant commitments in the budget.
- The ITC Manager presented a request for decision to Board members on Proposed Bylaw 530 – Housing Action Program on Salt Spring. ITC considers referrals in the context of their impact to ITC managed lands. ITC Board indicated to the Salt Spring Island Local Trust Committee that ITC interests would be unaffected by Bylaw 530.
- Following the regular ITC Board meeting, an ITC/Executive Committee liaison meeting between Islands Trust Conservancy Board members and Islands Trust Executive Committee took place. Topics covered in this meeting included updates on the Governance Report, Policy Statement, and the ITC Species At Risk Program. ITC and the Executive Committee also discussed the draft ITC Plan (2023-2025), working with First Nations, biologist support for Regional Planning Committee and liaising with the Provincial Government.

3. COVENANT AND PROPERTY ACQUISITIONS

- The ITC Manager presented a request for decision following a response that was received from the Agricultural Land Commission regarding the Livingstone NAPTEP covenant on Lasqueti Island. The ITC Board approved a revised covenant for registration that included language requiring approval of the ALC prior to making covenant amendments.

4. COVENANT AND PROPERTY MANAGEMENT



ISLANDS TRUST CONSERVANCY REPORT TO LOCAL TRUST COMMITTEES AND BOWEN ISLAND MUNICIPALITY

- ITC Board discussed the Lisa Baile Nature Reserve Management Plan and approved the Management Plan, dated March 25, 2022, noting that further engagement with First Nations around appropriate name and naming rights is required.

5. COMMUNICATIONS AND OUTREACH

- ITC Board discussed a briefing about development of an ITC Communications Strategy. Discussion included use of social media to promote ITC, modernization of communications, and appropriate timing to engage current Board members with current staff prior to the election. The ITC Board directed staff to coordinate a board workshop regarding communications.
- ITC Board received correspondence from the Mayne Island Local Trust Committee and the Trust Council regarding Fallow Deer on Mayne Island.

6. FUNDRAISING AND CONSERVANCY SUPPORT

- ITC Board considered a request for research to be carried out by Capilano University at the Long Bay Wetland Nature Reserve on Gambier Island. ITC Board expressed support for the project up to December 31, 2023 and allocated up to \$5,000 from the ITC budget to support the work.

To find out more about Islands Trust Conservancy and our current goals, to donate to our Opportunity Fund, or to subscribe to email updates, visit our website: <https://islandstrust.bc.ca/conservancy/>

Shortcuts of interest:

- **Goals:** <https://islandstrust.bc.ca/conservancy/conservation-planning/>
- **Opportunity Fund:** (context) <https://islandstrust.bc.ca/conservancy/supporting-local-conservancies/opportunity-fund-grants/> ; (to donate online) <https://islandstrust.bc.ca/donate-to-conservancy/>
- **Request key updates via email:** <https://islandstrust.bc.ca/subscribe/> (NB: by scrolling down, you may also add your home address for a free hardcopy of the Heron newsletter, published three times per year)



Date: 2022-10-03
Date of Meeting: 2022-10-11
To: Salt Spring Island Local Trust Committee
From: SSIWPA Coordinator
Re: SSIWPA Workplan Update and Progress

PURPOSE: The purpose of this memo is to provide a brief update on the status of the coordinated SSIWPA Workplan projects: https://www.ssiwpa.org/wp-content/uploads/Public-Library/SSIWPA-Projects-Reports-and-Presentations/Budgets-and-Workplans/SSIWPA-Workplan_2022-2023.pdf.

POLICY and PLANNING: Watershed Stewardship and Protection Strategic Plan (Phase 2) – The internal SSIWPA working group for the project presented draft actions at the SSIWPA Steering Committee meeting held 2022-09-23. The full draft report is expected at the upcoming SSIWPA Steering Committee meeting to be held November 25, 2022.

WATER AVAILABILITY ANALYSIS: Weston Water Availability and Climate Change Assessment – The Weston Lake Water Availability and Climate Change Impact Assessment Report was received for information at the SSIWPA Steering Committee meeting held 2022-09-23.

MONITORING: Coordination of Groundwater Well Monitoring Network – Ongoing
Water level monitoring at 12 groundwater well sites and 4 lake stations
Note: The reporting of monitoring results to wellowners and the public will be completed early in the new calendar year from Islands Trust Senior Freshwater Specialist, William Shulba.

COMMUNICATIONS: The Rain Systems Tour 2022 had 111 person-visits across nine locations. SSIWPA Coordinator has completed the groundwater well registration communications (newsletter, website, social media), the slideshow about algal blooms and lake nutrient loading (newsletter, website, social media), and six weeks' worth of promotional materials for the rainwater systems tour held September 25, 2022. The Steering Committee agreed by general consent that its Technical Working Group would identify data gaps in rainwater harvesting public communications and would fill those gaps with the SSIWPA Coordinator by way of public education materials.

News items year-to-date – <https://www.ssiwpa.org/blog/>

Freshwater Catalogue – Ongoing - not on the SSIWPA workplan. This project lead by Water Preservation Society continues to serve as a source of standardized citizen science data for water availability assessment projects coordinated by SSIWPA and its member agencies.

File No.: Islands Trust Conservancy
Three-Year Plan 2023-2025

DATE OF MEETING: October 11, 2022
TO: Salt Spring Island Local Trust Committee
FROM: Louisa Garbo, Acting Regional Planning Manager
Salt Spring Island Team
SUBJECT: Referral from Islands Trust Conservancy

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee requests staff to respond to the referral of the Islands Trust Conservancy Three-Year Plan 2023-2025 from the Island Trust Conservancy, indicating that the Salt Spring Island Local Trust Committee's interests are unaffected.

REPORT SUMMARY

The Islands Trust Act requires that the Islands Trust Conservancy (ITC) prepares and submits to the Minister a Trust Fund Plan (ITC Plan) at least once every five years. The Plan must include policies on acquisition, management, and disposal of property, investment of money, goals for major acquisitions, and other matters as required. The current ITC Plan runs until the end of 2022, the Islands Trust Conservancy (ITC) has completed a draft Three-Year Plan which will be in effect in 2023.

ANALYSIS

The draft ITC Three-Year Plan 2023-2025 delineated the goals and objectives of the ITC to:

- protect ecologically-significant natural areas within Island Trust,
- develop a renewed 10-year Regional Conservation Plan,
- collaborate with conservation groups, First Nations, parks agencies and others focused on conservation in the region,
- meaningfully engage with First Nations in the development of the 2026-2030 plan that advances the objectives of the United Nations Declaration on the Rights of Indigenous Peoples (UN Declaration) and the provincial Declaration on the Rights of Indigenous Peoples Action Plan 2022-2027,
- promote legacy gifts as a way to fund the protection and stewardship of ecologically significant lands in the region,
- promote programs to island landholders, and

The draft Plan also identifies ITC Policies on:

- fundraising, investment and financial accountability,
- acquisition, management and disposition of property, and
- communication, cooperation and liaison.

Staff reviewed the draft ITC Three-Year Plan, and consider the interests of the Salt Spring Island Local Trust Committee to be unaffected.

Submitted By:	Louisa Garbo, Acting Regional Planning Manager	September 14, 2022
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ATTACHMENTS

1. Islands Trust Conservancy Three-Year Plan 2023-2025



ISLANDS TRUST CONSERVANCY THREE-YEAR PLAN 2023-2025



ISLANDS TRUST CONSERVANCY

CoNTENTS

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I. INTRODUCTION

Islands Trust Conservancy¹ manages over 1,350 hectares of diverse island ecosystems in 112 protected areas, in collaboration with private landholders, land trusts and other conservation partners. The Islands Trust Conservancy recognizes that the ability to protect these island ecosystems is possible because of the thousands of years of stewardship by the First Nations with interests in the lands and waters in the Trust Area, which has created a lasting natural legacy throughout the islands.

Islands Trust Conservancy was created by the Province of British Columbia in 1990 as a regional land trust and conservation arm of the Islands Trust to protect in perpetuity some of the most ecologically and culturally significant places in the Islands Trust Area. To do so, the Islands Trust Conservancy works closely with partners to protect sites through land donation, conservation covenants, land purchase and public education.

Islands Trust Conservancy plays an important role in preserving and protecting the unique and fragile ecosystems found in the Strait of Georgia and Howe Sound. The area is among the most biologically diverse regions in the Province of British Columbia and is globally significant with respect to the at-risk Coastal Douglas-fir biogeoclimatic zone. The Islands Trust Area holds 25% of British Columbia's Coastal Douglas-fir zone, the largest percentage of any local government jurisdiction in the province. Within regional districts and biogeoclimatic zones found within the Islands Trust Area, there are a total of 197 red-listed (extirpated, endangered, or threatened) species (25% of the provincial total) and 158 blue-listed (special concern) species (14% of the provincial total) (BC Conservation Data Centre, 2022).²

There are also a high proportion of the province's red and blue-listed ecological communities. The Islands Trust Area supports some of Canada's last remaining Garry Oak ecosystems and the associated rare plants, mosses, butterflies and reptiles. Island coastlines support eelgrass meadows, forage fish habitat, glass sponge reefs and other extraordinary marine environments. These numerous rare and endangered species and ecosystems will not survive unless sufficient habitat is protected and carefully managed for its ecological integrity. The Islands Trust Conservancy's work encouraging and assisting private landholders to protect ecologically valuable land in this region is vital to the provincial government's efforts to protect these important and imperiled ecosystems.

Since the adoption of the previous Islands Trust Conservancy Plan in 2017, Islands Trust Conservancy has deepened its learning about the connection of Indigenous Peoples to the land and waters of the islands. Typically, Islands Trust Conservancy adopts Five-Year Plans to guide its work; however, Islands Trust Conservancy has not had sufficient time to engage with First Nations regarding its strategic directions to be able to submit a 2023-2027 Plan. Consequently, Islands Trust Conservancy Board has elected to create a short Three-Year Plan that is substantively an update of the 2017-2022 Plan. The Three-Year Plan will guide the work of Islands Trust Conservancy while it conducts early and meaningful First Nations engagement prior to adoption of a 2026-2030 Plan. By meaningfully engaging First Nations in the development of the 2026-2030 plan, Islands Trust Conservancy hopes to

¹ Previously known as the Islands Trust Fund Board. Name change effective May 31, 2018

² B.C. Conservation Data Centre. 2022. BC Species and Ecosystems Explorer. B.C. Minist. of Environ. Victoria, B.C. Available: <https://a100.gov.bc.ca/pub/eswp/> (accessed May 7, 2022).

create a Five-Year Plan that advances the objectives of the United Nations Declaration on the Rights of Indigenous Peoples (UN Declaration) and the supports the outcomes in the provincial Declaration on the Rights of Indigenous Peoples Action Plan 2022-2027.

2. THE ISLANDS TRUST CONSERVANCY MANDATE, MISSION AND VISION

The Legislated Mandate of the Islands Trust Conservancy

In 1974, the Province of British Columbia recognized the islands between Vancouver Island and the mainland as a special place within the province where the unique beauty, rural character and rare ecosystems should be protected from overdevelopment. Through the *Islands Trust Act*, the province established the Islands Trust, with the following mandate (known as the Object of Islands Trust):

*To preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons and organizations and the government of British Columbia.*³

In 1990, through the enactment of a section of *Islands Trust Act*, the Islands Trust Conservancy (at that time, the Islands Trust Fund) was established as a conservation land trust to assist in carrying out the “preserve and protect” mandate. Part 6 of the *Islands Trust Act* establishes the corporate status, responsibilities, and governance structure of the Islands Trust Conservancy.

The Islands Trust Conservancy is one of 16 corporate entities⁴ charged to uphold the Object of the Islands Trust. It carries out the preserve and protect mandate through the conservation of land as nature reserves, nature sanctuaries, conservation covenants and other interests in land, and public education.

Under the *Islands Trust Act* (Section 44)

1. The Islands Trust Conservancy must prepare and submit to the Minister, at least once every five years, a plan for the trust fund respecting
 - a) policies on acquisition, management and disposal of property of the trust fund,
 - b) policies on investment of money of the trust fund,
 - c) goals for major acquisitions of property by the trust fund, and
 - d) other matters as required by the Minister
2. The Islands Trust Conservancy must not, without the prior approval of the Minister, acquire, hold or dispose of land except in accordance with a trust fund plan under subsection (1) that has been approved by the Minister.

³ In November 2021, the Province of BC passed the Municipal Affairs Statutes Amendment Act (No. 2), 2021 (Bill 26), which included specific reference to First Nations in the Islands Trust’s Object.

⁴ The Corporate entities charged to uphold the Object of the Islands Trust include the Trust Council, the Executive Committee, thirteen local trust committees and the Islands Trust Conservancy.

The Mission and Vision of the Islands Trust Conservancy

The **mission of the Islands Trust Conservancy** is to protect special places by encouraging, undertaking, and assisting in voluntary conservation initiatives within the Islands Trust Area.

The **vision of the Islands Trust Conservancy** is for a network of protected areas that preserve in perpetuity the natural systems of the islands in the Salish Sea.

Reconciliation Declaration

In July 2019, the Islands Trust Conservancy approved a Reconciliation Declaration:

The **Islands Trust Conservancy acknowledges** that the islands and waters that encompass the Salish Sea have been home to Indigenous Peoples since time immemorial. We recognize that we are all intertwined in the ecosystems that are the lands, waters, culture, and ecology that embody this place.

The **Islands Trust Conservancy will strive** to create opportunities for knowledge-sharing, understanding and collaboration as people come together to preserve and protect the special nature of the islands within the Salish Sea.

The **Islands Trust Conservancy is committed** to the protection and preservation of this place through processes that respect and honour reconciliation and mutually respectful relationships with Coast Salish Indigenous Peoples. We express our recognition for the past, present, and future stewardship and knowledge that has been shared by Indigenous Peoples and are humbled and grateful.

3. GOALS AND OBJECTIVES OF THE ISLANDS TRUST CONSERVANCY

Building on Achievements

Protected Lands

Since its inception in 1990, the Islands Trust Conservancy has protected 1,365 hectares (3,370 acres) of ecologically-significant natural area on the islands. As of November 2022, the Islands Trust Conservancy manages 34 Nature Reserves, and works with island landholders to steward 78 conservation covenants for a total of 112 protected areas. Twenty-seven of these protected places are certified as Ecological Gifts by Environment and Climate Change Canada.

In the next three years: The Islands Trust Conservancy will continue to refine the knowledge used for its decision making by developing a renewed 10-year Regional Conservation Plan to ensure that the organization's time and resources are directed towards high-priority land protection projects.

The Islands Trust Conservancy will continue to pursue new and innovative sources of funding to ensure that it can seize time-sensitive land securement opportunities and prevent further loss of the rare and fragile ecosystems of the Islands Trust Area. The Islands Trust Conservancy also intends to increase funding available for property management and restoration of its protected lands.

See Appendix A for a list of properties protected by the Islands Trust Conservancy.

Collaboration

The Islands Trust Conservancy works in partnership with land trusts, conservation groups, First Nations, parks agencies and others focused on conservation in the region. Islands Trust Conservancy staff participate in the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership, the Land Trust Alliance of British Columbia, and the Species and Ecosystems at Risk Local Government Working Group to further the organization's conservation mandate.

The Islands Trust Conservancy supports and enhances the capacity of the local island-based land trusts by providing grants from its Opportunity Fund, working collaboratively on projects, and facilitating education and networking opportunities. The Islands Trust Conservancy's Opportunity Fund is funded by private donations and has provided more than \$105,000 in grants to local land trusts, helping protect more than 525 additional hectares of land, since it was developed in 2005.

In the next three years: The Islands Trust Conservancy will seek to establish and deepen relationships with First Nations and will work towards building trust by finding opportunities to collaborate with First Nations to integrate Traditional Ecological Knowledge into management planning, reconnect youth with island ecosystems and other mutually beneficial initiatives. Islands Trust Conservancy will also meaningfully engage First Nations in the development of the 2026-2030 plan to create a Five-Year Plan that advances the objectives of the United Nations Declaration on the Rights of Indigenous Peoples (UN Declaration) and the supports the outcomes in the provincial Declaration on the Rights of Indigenous Peoples Action Plan 2022-2027.

Financial Sustainability

The administration of the Islands Trust Conservancy is funded by the Islands Trust Council, through property taxes collected from the residents and landholders of the Islands Trust Area.

Land securement and any other projects outside of core operations must be funded through external sources, including grants and private donations.

Grants: Because of the density of rare species found in the Islands Trust Area, Islands Trust Conservancy has been successful in negotiating over \$600,000 in federal funding between April 2020 and March 2023 to support land protection and management for species at risk. Islands Trust Conservancy intends to work with the Government of Canada to continue conservation for species at risk.

Private Donations: To augment its ability to protect and manage land, the Islands Trust Conservancy approved a Fund Development Strategy in early 2020. To support the Strategy, a part-time Strategic Fund Development Specialist position was created in 2022. In 2022, the Islands Trust Conservancy was successful in raising over \$100,000 in donations, including being the recipient of two bequests.

Current Funds: Islands Trust Conservancy holds three geographically-restricted funds dedicated to land acquisition – the Lasqueti Island Acquisition Fund, the Gambier Island Acquisition Fund, and the Thetis Island Acquisition Fund – and has guidelines to assist with the future development of other geographically restricted funds. Additionally, Islands Trust Conservancy has a Covenant Management and Defense Fund, and Property Management Fund and two property-specific land management endowments.

In the next three years: The board will continue to promote legacy gifts as a way to fund the protection and stewardship of ecologically significant lands in the region.

Encouraging Private Land Stewardship

Islands Trust Conservancy's innovative tax incentive program for private landholders to place conservation covenants on their properties, the Natural Area Protection Tax Exemption Program (NAPTEP), provides a permanent 65% reduction on property taxes on the portion of an eligible property protected by a conservation covenant.

In the next three years: Islands Trust Conservancy will continue to promote its programs to island landholders, focusing its outreach efforts on the highest priority landscapes. Islands Trust Conservancy Board will welcome conversations with the provincial and federal governments about new or innovative tools that might motivate increased land stewardship in this region and will look to these governments to partner on such programs.

Planning for Regional Conservation

In January 2018, Islands Trust Conservancy Board approved a 10-Year Regional Conservation Plan. The Regional Conservation Plan is the tool used by Islands Trust Conservancy to focus its resources on areas with the highest biodiversity values and greatest need for conservation. Islands Trust Conservancy has designed the Regional Conservation Plan as an information resource for citizens and organizations working towards conservation of biodiversity within the Islands Trust Area.

Based on scientific information and other forms of knowledge, the Regional Conservation Plan identifies areas of interest for conservation within the Islands Trust Area and strategies for achieving better levels of land conservation. Some of the strategies involve land acquisition and conservation covenants with willing landholders. Other strategies involve working with First Nations, partner agencies, local trust committees and Bowen Island Municipality to increase our knowledge base, encouraging protection of ecologically significant land within the Islands Trust Area and managing existing conservation lands effectively.

Goals of the 2018-2027 Regional Conservation Plan

The 2018-2027 Regional Conservation Plan sets out four high level long-term goals that reflect the enduring ambitions of Islands Trust Conservancy to work with island landholders and conservation partners to protect the rich biodiversity of the Islands Trust Area:

1. Identify, investigate and communicate about important natural areas to generate action on conservation priorities

In order to contribute to effective conservation of biodiversity and ecological integrity in the Islands Trust Area, Islands Trust Conservancy needs an understanding of the status of ecosystems and species in the region. Additionally, Islands Trust Conservancy manages over 1,350 hectares of land and can use data to improve and inform its land stewardship. Islands Trust Conservancy will continue to invest in research and data acquisition that supports the conservation of island ecosystems.

2. Strengthen relationships with First Nations to identify and collaborate on shared conservation goals

The Islands Trust Area is in the traditional territories of many First Nations. As part of its current practice, Islands Trust Conservancy invites comment from First Nations in management planning processes and refers public conservation proposals to First Nations where archaeological sites are identified. Islands Trust Conservancy seeks to establish and deepen relationships with First Nations and will work towards building trust and finding opportunities to collaborate with First Nations on projects and policy development where there are opportunities for shared benefits.

3. Continue to secure and manage Islands Trust Conservancy lands and conservation covenants to maximize ecological integrity

The core work of Islands Trust Conservancy is to maintain and contribute to protected area networks which preserve ecological function and high levels of biodiversity in the Islands Trust Area. Islands Trust Conservancy will continue to acquire new nature reserves and conservation covenants as well as use other tools for conserving nature while ensuring that it cares for the lands that it is trusted to manage. Securing adequate funding to pursue new acquisitions as well as manage all protected lands responsibly will be an area of considerable focus for Islands Trust Conservancy.

4. Continue to build internal and shared organizational strength and resilience to ensure long-term nature conservation in the Islands Trust Area

Islands Trust Conservancy was established in 1990. It has been a consistent presence in conservation of species and ecosystems in the Islands Trust area for almost thirty years. As it moves into the fourth decade of its work, Islands Trust Conservancy will ensure that it can responsibly care for its management responsibilities and participate effectively in partnership opportunities into the future. It will also work to be resilient enough to gracefully navigate change, both on the landscape and as an organization.

The 2018-2027 Regional Conservation Plan is posted on Islands Trust website:

islandstrust.bc.ca/conservancy/conservation-planning/

4. ISLANDS TRUST CONSERVANCY POLICIES

Below is a summary of key Islands Trust Conservancy policies affecting the public interest. A full list of policies, hyperlinked to the Islands Trust website, can be found in Appendix B.

Section 1: Fundraising, Investment and Financial Accountability

General Accounting

The financial transactions of Islands Trust Conservancy are managed using standard accounting procedures and are subject to an annual independent audit. The Audited Financial Statements of Islands Trust Conservancy are available on the Islands Trust website.

To ensure financial accountability, Islands Trust Conservancy will:

- follow the procurement policy established by Islands Trust Council;
- require prior approval of the board for expenditures in excess of \$10,000 unless a prior resolution from the board approves a plan, project or policy authorizing such an expenditure;
- require all financial transactions related to approved projects to be authorized by the Islands Trust Conservancy Manager;
- direct the Islands Trust Conservancy Manager to act on behalf of the board to oversee the management of the bank accounts and investments of the board; and,
- review an updated financial report at each regular board meeting.

Islands Trust Conservancy will not incur any liabilities without the prior approval of the Minister responsible for the Islands Trust.

Fundraising and Investment of Funds

Islands Trust Council approves an annual budget for the administrative operations of Islands Trust Conservancy. This funding covers operating expenses including, but not limited to, board meetings and training, staff salaries and benefits, conservation planning, land and covenant negotiations, communications, fundraising, legal counsel and property management costs. However, the operating budget is not used for direct acquisition of properties (i.e. purchase costs). Accordingly, to purchase land or contribute to acquisitions by other agencies, Islands Trust Conservancy must raise additional funds. The *Islands Trust Act* provides Islands Trust Conservancy with the ability to raise funds in a variety of ways.

The board and staff will solicit funds for the purposes outlined in existing Fund Guidelines⁵ and Fund Agreements⁶. Islands Trust Conservancy will not solicit funds for purposes outside of those approved in Fund Guidelines or Fund Agreements unless it has first reviewed and approved the additional fundraising activity. Islands Trust Conservancy currently manages ten funds.

⁵ As of November 2022, Islands Trust Conservancy has Fund Guidelines for the following funds: Opportunity Fund, Geographically Restricted Funds, Property Management Fund and Covenant Management and Defense Fund.

⁶ Fund Agreements are negotiated agreements with donors regarding the specific use of a restricted donation

Islands Trust Conservancy will not engage in commission-based fundraising, and will not employ contractors utilizing this method for fundraising activities. Islands Trust Conservancy will reserve the right to decline to accept a donation at its discretion.

Islands Trust Conservancy routinely requests cash endowments with land conservation projects associated with development applications. Islands Trust Conservancy invests these endowments only in accordance with the requirements of the *Trustee Act* for the investment of trust property by a trustee. The board ensures that it invests only in forms of property or security in which a prudent investor might invest, and which enable retrieval of the full investment if required.

Islands Trust Conservancy is a corporation that is, for all purposes, an agent of the provincial government, and accordingly is a qualified donee and can issue receipts for income tax purposes for donations. Islands Trust Conservancy is exempt from paying property taxes on its lands.

Section 2: Acquisition, Management and Disposition of Property

General

Under the *Islands Trust Act*, Islands Trust Conservancy can accept donations and grants of land, conservation covenants, other interests in land, cash, securities and other real property in support of the protection of the Islands Trust Area. Islands Trust Conservancy is an approved recipient of gifts of land and interests in land through Environment and Climate Change Canada's Ecological Gifts Program.

When considering proposals, the board will give priority to those proposals that protect larger areas of land, and may defer or decline smaller proposals. The board will only consider accepting covenants and land acquisitions of less than two hectares (4.9 acres) if specific significant features are present.

The board will assess the need for the ongoing management and future legal defense of conservation properties and may, as part of an approval, request or require an endowment or donation to cover management and defense costs associated with the land or covenant.

Land Acquisition

Islands Trust Conservancy will normally only consider the acquisition of lands that meet the Board's definition of Nature Reserve: *an area that has been set aside because it has regionally significant natural ecosystems (landscape units with little or no human development) and may contain nationally and provincially identified ecosystems and species that are considered endangered, threatened or of special concern. The primary purpose of a Nature Reserve is the preservation and protection of the natural ecosystem. The size of a Nature Reserve should be sufficient to ensure that these ecosystems remain viable over the long term. Activities permitted on a nature reserve will have minimal impact on the land and in general will only include hiking and only in areas that are considered not sensitive to this activity. The location and extent of hiking trails will be determined through the management plan process.*

With every land acquisition proposal, Islands Trust Conservancy will evaluate any risks that may hamper the organization's ability to protect the land's natural values in perpetuity. Islands Trust Conservancy will only consider accepting land that needs extensive ecological restoration or substantial management if:

- a) Islands Trust Conservancy has adequate staff resources to manage the on-going requirements;
- b) a substantial cash donation that is adequate to cover on-going restoration and/or management costs is provided; or,
- c) Islands Trust Conservancy has adequate funds available to undertake immediate restoration and/or management requirements.

Islands Trust Conservancy will not accept or acquire any lands where there is an obligation to maintain buildings or structures. The Conservancy may accept and acquire lands that have buildings on-site that can be removed or maintained at the board's discretion.

As a further measure of protection, Islands Trust Conservancy may develop and register a conservation covenant on each of its nature reserves if an appropriate conservation agency can be found to hold the covenant and if the values on the land warrant the investment of staff time and legal fees.

Conservation Covenants

Islands Trust Conservancy will encourage landholders within ecologically significant areas or with significant characteristics or values to protect their land using binding conservation covenants and will work with interested landholders to achieve protection of significant areas.

Islands Trust Conservancy will continue to work with Trust Council to promote and administer the Natural Area Protection Tax Exemption Program (NAPTEP). The program provides a property tax incentive for landholders who register conservation covenants on their lands to protect the natural features and values of their properties.

Islands Trust Conservancy may refuse to acquire properties with existing conservation covenants or other charges on title that include rent charges³. Rent charges will not be included in covenants to be registered on Islands Trust Conservancy owned properties as the Conservancy cannot incur liabilities without ministerial approval.

Management of Property and Covenants

The acquisition of land or registration of conservation covenants does not by itself guarantee the long-term protection of significant features and values. Active management of protected areas is also necessary. Islands Trust Conservancy's primary objectives in managing its properties are to protect public safety and ecological values. Lands held by Islands Trust Conservancy are not parks but are nature reserves and nature sanctuaries, and this concept is considered in acquisition discussions, management planning, insurance and land use zoning.

³ "Rent charge" is similar to a fine and is a charge registered against the land to enable enforcement of a breach of a covenant agreement.

To effectively manage ecologically significant areas, Islands Trust Conservancy works cooperatively with First Nations, landholders, contractors, partner conservation groups and other government agencies. Qualified staff, partners and contractors develop management plans for all lands held by Islands Trust Conservancy. Management plans provide long-term direction regarding allowable public use, the reduction of risk to public safety, and the reduction of risk to ecological values and other significant features.

When Islands Trust Conservancy receives donations of land, it consults with the donor(s) regarding any specific wishes they might have for the property and considers these wishes in the management planning process.

Generally, management plans will address the following matters:

- purpose and objectives for the site;
- background information including the site history;
- First Nations input and engagement;
- environmental inventory;
- management issues such as the extent and nature of protection required, appropriate uses and level of use, research guidelines, risk management, signage, and special needs at the site;
- strategies and actions to achieve the purpose and objectives for the site and to address management issues and needs; and
- traditional use and protection of cultural/archaeological sites.

Islands Trust Conservancy will seek assistance from partners to implement management plans and, where appropriate, will request partners to enter into contracts with Islands Trust Conservancy regarding management operations and responsibilities.

Islands Trust Conservancy monitors all of its lands and covenanted areas regularly to assess the character and key features of the sites, evaluate the effectiveness of the management program, identify any new issues that need to be addressed, and identify and respond to any breaches to the terms of a covenant or trespasses on protected lands.

Islands Trust Conservancy will request, where necessary, that local trust committees or island municipalities rezone Nature Reserves and Nature Sanctuaries to the most appropriate designation and zone for nature protection when it is reviewing Official Community Plans and/or Land Use Bylaws and will work with local trust committees or island municipalities to determine the most appropriate designation and zone.

Disposition of Property

Islands Trust Conservancy intends to maintain its protected areas in perpetuity. However, there are circumstances where Islands Trust Conservancy will consider transferring property (or interests in a property, such as a conservation covenant) it has acquired to another agency.

If Islands Trust Conservancy receives an unrestricted donation of land with little or no ecological value, and if no other barriers to disposition exist, Islands Trust Conservancy may sell the land and place the proceeds in a fund of Islands Trust Conservancy to be decided by the board.

If Islands Trust Conservancy receives a proposal to transfer an ecologically significant property (or an interest in land) to another conservation agency, and determines that there is no legal barrier to transfer and that the proposal is worthy of consideration, Islands Trust Conservancy will direct staff to conduct and prepare a thorough assessment of the proposal for consideration by the board.

Islands Trust Conservancy will only dispose of a fee simple title or an interest in ecologically significant land if it can be determined that the recipient agency has the expertise and long-term financial resources to manage the property or interest as well as, or better than, the board. If the land, or interest in land, was acquired as an Ecological Gift, Islands Trust Conservancy will notify Environment and Climate Change Canada of the disposition.

The board will consider the following tools to ensure that any transferred land and associated values will be protected in perpetuity for the residents of the Trust Area and the people of British Columbia:

- a) Islands Trust Conservancy may transfer land on condition that it be used for conservation purposes, or transfer land as determinable fee simple providing that the land will revert to Islands Trust Conservancy if the land is no longer being used for the specified purposes.
- b) Islands Trust Conservancy may register a conservation covenant on title to land before a transfer, to ensure the protection of the land's ecological values, provided an appropriate agency can be found to hold the covenant, and the recipient agency has the legal authority to accept the encumbrance.

Section 3: Communication, Cooperation and Liaison

Communication

Islands Trust Conservancy board members and staff conduct activities in a manner that enhances Islands Trust Conservancy's reputation as an organization that works proactively, constructively and collaboratively to advance Islands Trust Conservancy Three-Year Plan.

Islands Trust Conservancy's land conservation negotiations are confidential and will be treated as such by all board members and staff of the Islands Trust Conservancy. Generally, information about on-going covenant and land donation projects will not be discussed or announced publicly until the project is complete, unless the project is associated with a development application, or the applicant has specified that the project may be discussed publically.

Collaboration

Islands Trust Conservancy works collaboratively with other agencies, First Nations and individuals to promote conservation in the Islands Trust Area. Staff and Board members participate regularly in partnerships with various levels of government, non-profit organizations, community groups and other agencies to further preservation of nature in the Islands Trust Area. Islands Trust Conservancy wishes to maintain good communications with First Nations and other agencies working in the region. The approach to First Nations engagement will be consistent with Islands Trust First Nations Engagement Principles Policy 6.1.1.

Advocacy

Islands Trust Conservancy will ensure that its advocacy positions are consistent with Islands Trust Conservancy Three-Year Plan and Islands Trust Advocacy Policy 6.10.3 and are supported by a resolution of the board. Advocacy letters from Islands Trust Conservancy to elected officials will be signed by a board member.

5. CONCLUSION

Guided by the Regional Conservation Plan, Islands Trust Conservancy will continue to pursue its mandate in accordance with its policies and in partnership with individuals, island communities and First Nations, as well as local, regional, provincial and national conservation and government agencies.

Islands Trust Conservancy will continue to strive for organizational excellence, and to eliminate barriers to its continued success. With excellent working relationships with the island-based and regional land trusts and strong connections to local and regional governments, the Islands Trust Conservancy is well positioned to take a lead role in the protection of the ecologically significant areas found in Canada's islands in the Salish Sea.

Islands Trust Conservancy looks forward to the next three years of conservation successes, inspired by the generosity and perseverance of our partners, collaborators and supporters, and the endless beauty of fragile island ecosystems.

APPENDIX A: List of Islands Trust Conservancy protected areas, by fiscal year

FISCAL YEAR	PROPERTY NAME	HECTARES PROTECTED	ISLAND	
1992-1993				
Nov. 1992	Scott Covenant Lands	1.00	Salt Spring	
Dec. 1992	Inner Island Nature Reserve	9.40	Denman	
Dec. 1992	Deep Ridge Nature Reserve	14.20	Salt Spring	
			Hectares Protected:	24.60
1993-1994				
Jun. 1993	Enchanted Forest Regional Park Covenant	4.20	South Pender	
Dec. 1993	Coats Millstone Nature Reserve	0.25	Gabriola	
Feb. 1994	Cunningham Covenant	12.17	Salt Spring	
Feb. 1994	Cyril Cunningham Nature Reserve	3.95	Salt Spring	
			Hectares Protected:	20.57
1995-1996				
Jun. 1995	Medicine Beach Nature Sanctuary	8.00	North Pender	
			Hectares Protected:	8.00
1996-1997				
Jun. 1996	Lower Mt. Erskine Nature Reserve	22.00	Salt Spring	
Mar. 1997	Tate Covenant	72.20	Salt Spring	
			Hectares Protected:	94.20
1997-1998				
Jan. 1998	Cable Bay Covenant	61.51	Galiano	
Jan. 1998	Kwel Nature Sanctuary	21.00	Lasqueti	
			Hectares Protected:	82.51
1998-1999				
Jun. 1998	South Winchelsea Island Covenant	10.28	South Winchelsea	
Mar. 1999	Reid Chapman Covenant	0.54	Gabriola	
Mar. 1999	Ledingham Covenant	1.10	North Pender	
			Hectares Protected:	11.92
1999-2000				
Jun. 1999	Retreat Island Covenant	1.60	Galiano	
Jul. 1999	McIntyre Covenant	1.20	Bowen	
Nov. 1999	Dennis Covenant	0.40	North Pender	
Dec. 1999	Singing Woods Nature Reserve	9.00	Bowen	
Dec. 1999	Terminal Creek Covenant North	0.30	Bowen	
Dec. 1999	Terminal Creek Covenant South	0.85	Bowen	
Jan. 2000	Brooks Point Regional Park Covenant	4.00	South Pender	
			Hectares Protected:	17.35

2000-2001

Dec. 2000	Floating Cattails Marsh Covenant	1.92	Saturna	
Dec. 2000	Strand-Dohan Covenant	0.52	Saturna	
Feb. 2001	Trincomali Nature Sanctuary	12.00	Galiano	
			Hectares Protected:	14.44

2001-2002

Jun. 2001	Lindsay Dickson Nature Reserve	52.40	Denman	
Jul. 2001	Green Frog Farm Covenant	24.30	Galiano	
Jul. 2001	Longini Covenant	8.00	Galiano	
Aug. 2001	Burnt Snag Covenant	6.60	Sidney	
Aug. 2001	Dragonfly Pond Covenant	4.40	Sidney	
Aug. 2001	Kingfisher Pond Covenant	1.40	Sidney	
Aug. 2001	Sandbanks Covenant	3.01	Sidney	
Aug. 2001	Sunrise Covenant	0.47	Sidney	
Aug. 2001	Windthrow Covenant	26.60	Sidney	
Aug. 2001	Woodpecker Pond Covenant	0.94	Sidney	
Oct. 2001	Lot 31 Covenant	67.43	Salt Spring	
Jan. 2002	Ruffed Grouse Covenant	11.5	Salt Spring	
Feb. 2002	Ruby Alton Nature Reserve	1.60	Salt Spring	
Feb. 2002	Horton Bayviary Nature Reserve	0.52	Mayne	
			Hectares Protected:	209.17

2002-2003

Aug. 2002	Keough Covenant	0.66	Salt Spring	
Sept. 2002	Where 'Ere You Walk Covenant	0.34	Salt Spring	
Dec. 2002	Winter Wren Wood Covenant	2.50	Denman	
Jan. 2003	Loretta's Wood Nature Reserve**	40.00	North Pender	-40.00
Mar. 2003	Manzanita Ridge Covenant	20.00	Salt Spring	
			Hectares Protected:	63.50

2003-2004

Dec. 2003	Cottonwood Creek Covenant	4.31	North Pender	
Dec. 2003	Treetop Covenant	10.22	Sidney	
Feb. 2004	Old Point Farm Covenant	8.89	Saturna	
			Hectares Protected:	23.42

2004-2005

May 2004	Laughlin Lake Covenant	11.00	Galiano	
May 2004	Sharp-tailed Snake Covenant	0.03	North Pender	
Jan. 2005	Brigade Bay Bluffs Nature Reserve	5.14	Gambier	
Jan. 2006	Long Bay Wetland Nature Reserve	38.00	Gambier	
			Hectares Protected:	54.17

**transfer of Loretta's Wood to Parks Canada, March 2005

2005-2006

Mar. 2005	Meadow Valley Covenant	1.40	Thetis
Nov. 2005	Bachmann Covenant	2.07	Gabriola
Oct. 2005	Shacum Covenant	4.00	Salt Spring
Oct. 2005	Walter Bay NAPTEP Covenant	2.38	Salt Spring
Oct. 2005	Owls Call NAPTEP Covenant	3.31	Salt Spring
Oct. 2005	Leader NAPTEP Covenant	1.80	Salt Spring
Oct. 2005	Arthur Lineham NAPTEP Covenant	23.69	Salt Spring
Dec. 2005	Mount Trematon Nature Reserve	57.87	Lasqueti
Jan. 2006	Morrison Marsh Nature Reserve	51.73	Denman
			Hectares Protected: 148.25

2006-2007

May 2006	Vogt Covenant	29.74	Salt Spring
May 2006	Elder Cedar (S'ul-hween X'pey) Nature Reserve	64.67	Gabriola
Jul. 2006	Little D'Arcy NAPTEP Covenant	8.15	North Pender LTA
Oct. 2006	Barrineau NAPTEP Covenant	1.76	Galiano
Nov. 2006	David Otter Nature Reserve	3.04	Bowen
			Hectares Protected: 107.36

2007-2008

Aug. 2007	Oscar's Landing Covenant	0.69	North Pender
Aug. 2007	Richardson NAPTEP Covenant	1.75	Salt Spring
Oct. 2007	My Whim NAPTEP Covenant	2.20	Salt Spring
Oct. 2007	Polden NAPTEP Covenant	3.39	Salt Spring
			Hectares Protected: 8.03

2008-2009

May. 2008	Mount Artaban Nature Reserve	107.00	Gambier
Oct. 2008	Wennanec NAPTEP Covenant	1.64	Salt Spring
Oct. 2008	Frog Haven NAPTEP Covenant	3.60	Salt Spring
Oct. 2008	Woodwinds NAPTEP Covenant	0.76	North Pender
Oct. 2008	Lot 16 NAPTEP Covenant	0.31	North Pender
Oct. 2008	Lot A NAPTEP Covenant	0.95	North Pender
			Hectares Protected: 114.26

2009-2010

Oct. 2009	Steil's Woods NAPTEP Covenant	1.49	North Pender
Nov. 2009	Westbourne NAPTEP Covenant	1.69	Galiano
Mar. 2010	McRae NAPTEP Covenant	7.37	Gabriola
			Hectares Protected: 10.55

2010-2011

Jul. 2012	Fairy Fen Nature Reserve	18.10	Bowen
Oct. 2010	Frog Song Forest Covenant	1.78	North Pender
			Hectares Protected: 19.88

2011-2012

Nov. 2011	John Osland Nature Reserve	66.37	Lasqueti
Aug. 2011	Lot 44 (Ogden Road)	0.76	North Pender
Dec. 2011	Great Beaver Swamp Covenant	10.20	Galiano
Sep. 2011	Lot 45 (Ogden Road) Covenant	0.86	North Pender
Oct. 2011	Lot 16 addition NAPTEP Covenant	0.18	North Pender
Oct. 2011	Garry Oaks NAPTEP Covenant	0.50	North Pender
			Hectares Protected: 78.87

2012-2013

Oct. 2012	Nighthawk Hill NAPTEP Covenant	0.91	North Pender
Oct. 2012	Myra Powers NAPTEP Covenant	4.69	Hornby
Oct. 2012	Valens Brook Nature Reserve	3.74	Denman
Dec. 2012	Laughlin Lake Nature Reserve addition	0.50	Galiano
			Hectares Protected: 9.84

2013-2014

Apr. 2013	Mount Tuam Covenant	13.40	Salt Spring
Apr. 2013	Vanilla Leaf Land Nature Reserve	40.50	Galiano
May 2013	Burren's Acres Nature Reserve	2.03	Gabriola
Sep. 2013	Stanley Point Covenant (Lot 21)	1.31	North Pender
			Hectares Protected: 57.24

2014-2015

Sep. 2014	Old Divide NAPTEP Covenant	0.81	Salt Spring
Oct. 2014	McFadden Creek Nature Sanctuary	5.09	Salt Spring
Feb. 2015	Goldenback Fern Covenant	0.29	Salt Spring
			Hectares Protected: 6.19

2015-2016

May 2015	Finlay Lake Covenant	6.73	Galiano
Oct. 2015	Wallace Point NAPTEP Covenant	1.63	North Pender
Nov. 2015	Clam Bay Farm Covenant	8.26	North Pender
			Hectares Protected: 16.62

2016-2017

Aug. 2016	Fischer Covenant	6.12	Hornby
Feb. 2017	Moore Hill Nature Reserve	21.04	Thetis
Mar. 2017	Isabella Point Covenant	2.15	Salt Spring
			Hectares Protected: 29.31

2017-2018

Sep. 2017	Settlement Lands Covenant	63.25	Denman
Jan. 2018	Fairyslipper Forest Nature Reserve	16.60	Thetis
			Hectares Protected: 79.85

2018-2019

Sep. 2018	Swift Family Link Island NAPTEP Covenant	19.30	Link	
Dec. 2018	Valens Brook Nature Reserve Addition	2.55	Denman	
Hectares Protected:				21.85

2019-2020

Jul. 2019	Salish View Nature Reserve	11.47	Lasqueti	
Hectares Protected:				11.47

2020-2021

Dec. 2020	Sandy Beach Nature Reserve	3.30	Keats	
Feb. 2021	Lisa Baile Nature Reserve	4.05	North Pender	
Hectares Protected:				7.35

2021-2022

Jul. 2021	Earl Batista Covenant	0.86	Salt Spring	
Sep 2021	Saturnina Island Nature Sanctuary (Lease)	4.05	Saturnina	
Oct. 2021	Woodpecker Forest NAPTEP Covenant	3.73	North Pender	
Oct. 2021	Moss Mountain NAPTEP Covenant	45.43	Salt Spring	
Hectares Protected:				54.07

2022-2023

April 2022	Link Island Nature Sanctuary	21.45	Link	
Hectares Protected:				21.45

Total Hectares Protected: 1366.7

Notes: Properties called Nature Reserves or Nature Sanctuaries are owned or leased by Islands Trust Conservancy.

NAPTEP - Natural Area Protection Tax Exemption Program

APPENDIX B: Complete List of Islands Trust Conservancy Policies

BYLAW #2 [A Bylaw to Regulate the Meetings of the Islands Trust Conservancy Board and Committees of the Islands Trust Conservancy Board](#)

POLICIES Policies are online at islandstrust.bc.ca/about-us/accountability/policies/

SECTION 1 ORGANIZATIONAL

- 1.1 Islands Trust Conservancy Board Member Appointments, Reappointments and Elections
- 1.2 Board and Committee Elections
- 1.3 Islands Trust Conservancy Board Roles and Responsibilities
- 1.4 Board Standards of Conduct
- 1.5 Board Member Attendance and Participation and Member Removal
- 1.6 Annual Budget Submissions
- 1.7 Fundraising and Donations
- 1.9 Funds For Partnership Acquisition Projects Policy

SECTION 2 LAND TRANSACTIONS AND PROPERTY MANAGEMENT

- 2.1 Board Approval of Projects and Transactions
- 2.2 Assessing Conservation Proposals
- 2.3 Acquisition and Management of Land
- 2.4 Conservation Covenants
- 2.5 Natural Area Protection Tax Exemption Covenants
- 2.6 Heritage Forest Land Acquisition and Protection
- 2.7 Disposition of Land
- 2.8 Covenant Enforcement
- 2.9 Management Plan Costs

SECTION 3 COMMUNICATIONS, COOPERATION AND LIAISON

- 3.1 Islands Trust Conservancy and Local Planning Services Coordination
- 3.2 Communicating Information Regarding Covenant and Acquisition Projects
- 3.3 Relationships with External Groups
- 3.4 Islands Trust Conservancy Role in Partnership Acquisition Projects
- 3.5 Consulting Trust Council, Local Trust Committees, Island Municipalities, and Local Trustees on Islands Trust Conservancy Board Matters
- 3.6 Research
- 3.7 Freedom of Information and Protection of Privacy – Routinely Released Information
- 3.8 Freedom of Information and Protection of Privacy
- 3.9 Freedom of Information and Protection of Privacy – Designation of Fees

File No.: 3900-03-12
Permit Delegation
Administrative Bylaw

DATE OF MEETING: October 11, 2022
TO: Salt Spring Island Local Trust Committee
FROM: Louisa Garbo, A/Regional Planning Manager,
Salt Spring Island Team
SUBJECT: Delegation of Development Permits

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee requests staff to prepare a bylaw that would delegate the issuance of development permits to staff for the following development permit areas within the Salt Spring Island Official Community Plan Bylaw No. 434, 2008:
 - a) Development Permit Area 3 (Marine Shorelines), Development Permit Area 4 (Lakes, Streams and Wetlands), Development Permit Area 5 (Community Well Capture Zones), Development Permit Area 6 (Slope Stability and Soil Erosion Hazards), and Development Permit Area 7 (Riparian Areas).

REPORT SUMMARY

In June 2022, Trust Council adopted a policy (Appendix 1) that guides local trust committees and staff in considering adoption of a delegation bylaw to delegate the issuance of development permits (DP) to staff. This report reviews the Salt Spring Island Local Trust Committee (SS LTC) development permit areas (DPA) based on the Trust Council policy criteria and recommends that the SS LTC consider a bylaw to delegate the issuance of specific development permits to staff (see model bylaw as shown in Appendix 2).

BACKGROUND

In response to the request from Trust Council, the Minister of Ministry of Municipal Affairs provided amendments to the [Islands Trust Regulation](#) to empower local trust committees to delegate the issuance of development permits to staff. This delegation of authority has long been provided to other local governments in British Columbia, and delegation was also a recommendation of the recent governance review of the Islands Trust. Delegating the issuance of development permits to staff intends to improve process efficiency, reduce the size of LTC agendas, and provide greater certainty to the applicants.

Administrative approval or refusal will be based on adherence to guidelines outlined in the Salt Spring Island Local Trust Committee Official Community Plan (SS OCP), and supporting information in the form of reports. However, not all development permit areas are suitable for delegation; the Trust Council policy provides criteria for the consideration of appropriate delegation by local trust committees.

Analysis

For each Development Permit area, staff have reviewed the provisions in the Guidelines Section of the Official Community Plan (OCP) and the policy criteria, along with the typical DP applications in Salt Spring. Below is the summary of the analysis:

1. History of DPAs:

Local governments have the authority to designate DPAs. These areas identify locations that need special treatment for specific purposes, including the protection of the natural environment, protection of development from hazards, establishing objectives for form and character in specified circumstances, or revitalization of a commercial use area. DPs may require some form of security to ensure that conditions in the permit have been met. The guiding principles for DPs are found within the Local Government Act. There are currently 7 DPAs established in the SS OCP.

- a. DPAs 1 through 6 were all adopted prior to the current OCP. The guidelines were developed over two decades ago, but they still are considered objective.
- b. DPA 7 was adopted in 2015 to implement the Riparian Areas Regulation; this DPA remains consistent with provincial requirements.

2. Volume of DP applications:

- a. Ninety-one DP applications have been received over the past five years. This is approximately the same number of development variance permits (DVP) received for Salt Spring Island in the same period. These are broken down by DPA as follows:

Development Permit Area	Number of applications (2017 – 22)
DPA 1 and DPA 2 (Form and character for village and non-village multi-family, commercial and general employment)	28
DPA 3 (Marine Shorelines)	16
DPA 4 (Lakes, Streams and Wetlands)	10
DPA 5 (Community Well Capture Zones)	7
DPA 6 (Steep Slopes and Soil Erosion)	11
DPA 7 (Riparian Areas Protection)	19

Most DP applications are for environmental/natural hazard considerations (63 applications) rather than form and character (30 applications).

- b. Processing time for the DP applications has generally been between 4 and 16 weeks, from the moment a complete application is received until the LTC can first consider the application. The longer processing timelines are generally attributed to the lack of required information or reports from the applicants, the application changes mid-stream, or the application depends upon another approval. Notwithstanding those circumstances that impacted the processing timeline, some DP applications are straightforward and supported by professional reports, and do not involve any variances. The processing times for these applications are impacted by the timing of the application that does not align with the LTC meetings or when there are exceptionally high volumes of applications during a specific timeframe. The delegation of issuances of these straightforward DP applications will help streamline processing times, which offers certainty to the applicants, and also help alleviate the administrative burden of advancing all DP applications to the SS LTC for consideration.

3. Development Approval Information (DAI) Bylaw:

Previously, professional reports were merely encouraged as part of the application submittal for DPs in Salt Spring Island; upon the adoption of the [Trust Council Bylaw No. 175](#) in March 2020, professional reports are required except for the Heritage Conservation Areas. The professional reports allow the Local Trust Committee to obtain information on the anticipated impact of proposed activities or development on the community. By delegating certain DPs to administrative approval may alleviate the burden on SS LTC to review all those technical reports.

Summary

For most Development Permit Areas (DPAs), the issuance of DPs for environmental protection DPAs and geotechnical hazard DPAs can be delegated to administrative approval as these guidelines are comprehensive and relatively objective. The required professional reports will address issues resulting from the proposed development and provide technical analysis and mitigation measures relating to potential adverse impacts on the community and the environment. All delegated DPs will continue to be assessed based on how well the development complies with the guidelines outlined in the OCP, the development standards per the Land Use Bylaw, and the recommendations from the professional reports.

Development Permits are used to ensure that development is designed and constructed in accordance with a set of guidelines to respond to the neighbourhood and the unique characteristics of a site, such as environmental conditions, the topography, or existing landscape. The environmental, riparian areas regulation, and geotechnical DPA provisions have generally proven to be comprehensive and objective. However, applications for the village and non-village multi-family, commercial and general employment form and character DPAs should continue to be considered by the SS LTC. For example, per guidelines section E.3.4.4 in DPA3, which stated:

*New roads and septic systems should not be located in this Development Permit Area. If such a location **cannot be avoided**, then the design and construction of the road or septic system should be supervised by a qualified professional to ensure that the objectives and guidelines of this Area are met.*

The interpretation between staff and the applicant often differs on whether or not a specific location “cannot be avoided.” The guidelines for the Form and Character DPA are more often subjective and tend to call for an interpretation of the guidelines rather than be based on professional recommendations. While these guidelines are comprehensive, the more subjective interpretation of the design-based guidelines, along with the sometimes high-profile nature of these DPs, the delegation may not be appropriate. Form and character DP applications have made up one-third of DP applications over the last five years.

Delegation Bylaw Process

A delegation bylaw is an administrative bylaw requiring three readings, Executive Committee approval, and adoption by the SS LTC. If the SS LTC gives direction to proceed with a delegation bylaw, staff will bring a draft bylaw, based on the model bylaw endorsed by Trust Council at a future LTC meeting with a recommendation to give three readings and refer it to EC. If approved by the EC, the SS LTC could adopt the bylaw at a subsequent meeting or by a “Resolution without Meeting” (RWM) process.

Rationale for Recommendation

Trust Council lobbied the Ministry of Municipal Affairs to amend the Islands Trust Regulation to empower Islands Trust Council the ability to delegate development permits issuance at an administratively level. Trust Council has

subsequently adopted a policy to delegate development permits to staff and has requested local trust committees to consider adopting delegation bylaws. Delegation of DPs has also been recommended in the Islands Trust's governance review report.

ALTERNATIVES

1. Request further information

The SS LTC may request further information prior to making a decision. If the SS LTC requests information that requires a significant amount of staff time in analysis or community consultation, the bylaw should be added to the LTC's work program. Recommended wording for the resolution is as follows:

That the Salt Spring Island Local Trust Committee requests that staff report back to the SS LTC with the following information:

2. Proceed no further

If the SS LTC does not support delegation of DPs, either in principle or based on a consideration of the DPA provisions, the SS LTC should resolve to proceed no further.

Recommended wording for the resolution is as follows:

That the Salt Spring Island Local Trust Committee proceeds no further with consideration of the delegation of the issuance of development permits to staff.

NEXT STEPS

If direction to proceed is given, staff will prepare the draft delegation bylaw for consideration of three readings.

Submitted By:	Louisa Garbo, A/Regional Planning Manager	September 20, 2022
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ATTACHMENTS

1. DPA Delegation Bylaw Template
2. Trust Council Policy – Delegation of Land Use Permit Authority

_____ ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. xxx, 20xx

A bylaw of the _____ Island Local Trust Committee to Delegate the Power to Issue Certain Land Use Permits

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

SHORT TITLE

1. This bylaw may be cited as “_____ Island Local Trust Committee Delegation Bylaw No. XXX, 20XX”.

DEFINITIONS

2. In this bylaw:

“**Act**” means the Local Government Act.

“**Local Trust Committee**” means the _____ Island Local Trust Committee.

“**Director**” means the Director of Local Planning Services.

“**Regional Planning Manager**” means the Manager assigned to the Local Trust Committee.

DELEGATION

3. The Local Trust Committee hereby delegates to the Director, or in his or her absence the Regional Planning Manager, the power to issue a development permit or a development permit amendment under Section 490 of the Act in respect of development permits issued within the following development permit areas:
 - a. Development Permit Area X;
4. The delegation under Section 3 does not include the authority to vary or supplement a land use regulation or a subdivision regulation.
5. The Director, or in his or her absence the Regional Planning Manager, is also delegated the power to require, under Section 502 of the Act, an applicant to provide security in an amount stated in the Permit by way of an irrevocable letter of credit or the deposit of securities in a form satisfactory to the Director.
6. The amount of security to be provided under Section 502 of the Act, in relation to a development permit issued by the delegate, shall be 125% of the cost of site restoration, landscaping, remediation of damage to the natural environment or improvements including materials and installation, as determined by a professional landscape architect, a nurseryperson,

a landscape contractor, a habitat biologist, or another person approved by the Director to provide.

7. For clarity, a person to whom a power, duty or function has been delegated under this bylaw has no authority to further delegate to another person any power, duty or function that has been delegated by this Bylaw.

RECONSIDERATION

8. An applicant may have a decision of the delegate in relation to a permit reconsidered by the Local Trust Committee by submitting a written request for reconsideration to the Deputy Secretary within thirty days after the decision is delivered to or made available to the applicant.
9. The request for reconsideration must include the following:
 - a. the applicant's address for receiving correspondence related to the request for reconsideration;
 - b. a copy of the written decision;
 - c. reasons why the applicant wishes the decision to be reconsidered by the Local Trust Committee;
 - d. the decision which the applicant requests be made by the Local Trust Committee;
 - e. reasons in support of the decision requested from the Local Trust Committee; and
 - f. a copy of any documents which support the applicant's request for reconsideration by the Local Trust Committee.
10. Each reconsideration request shall be placed on the agenda of a regular Local Trust Committee meeting and shall include a copy of the materials that were considered by the delegate in making the decision that is to be reconsidered and any further materials delivered by the owner.
11. The Local Trust Committee may consider any presentations made by the applicant and may either:
 - a. confirm all or part of the delegate's decision,
 - b. set aside all or part of the delegate's decision; or
 - c. amend the delegate's decision or make a new decision.

SCOPE OF BYLAW

12. For clarity, subject to the *Act*, unless a power, duty or function of the Local Trust Committee has been expressly delegated by this Bylaw or another bylaw, all of the powers, duties and functions of the Local Trust Committee remain with the Local Trust Committee.

READ A FIRST TIME THIS _____TH DAY OF _____, 20__

READ A SECOND TIME THIS _____TH DAY OF _____, 20__

READ A THIRD TIME THIS _____TH DAY OF _____, 20__

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
_____TH DAY OF _____, 20__

ADOPTED THIS _____TH DAY OF _____, 20__.

CHAIRPERSON

SECRETARY



Policy:	
Approved By:	
Approval Date:	
Amendment Date(s):	
Policy Holder:	Director of Local Planning Services

Delegation of Land Use Permits

Purpose

To provide policy for local trust committee consideration of the delegation of the power to issue certain land use permits to staff

Principles

1. Local trust committee delegation of the issuance of development permits to staff is intended to improve overall efficiency, reduce the number of items on local trust committee agendas and streamline processing of permits.
2. Delegation may be warranted as the scope of determining the approval or refusal of permits is determined by consistency with guidelines adopted by local trust committees.
3. Delegation of the power to issue development permits to staff has been recommended by external reviews, and amendments to the *Islands Trust Regulation* now provide local trust committees with the authority to delegate the issuance of development permits to staff.
4. The delegation of the issuance of development permits to staff by local trust committees should only be implemented where development permit area provisions are consistent with the criteria outlined in this policy.
5. The delegation of the power to issue minor development variance permits to staff may be considered by future amendment of this policy and amendment of delegation bylaws.

A. Definitions

B. Policy

1. Delegation by Bylaw

1.1 Delegation of the power to issue development permits may only be implemented by the adoption of a delegation bylaw by a local trust committee.

1.2 Delegation bylaws adopted by local trust committees should be substantially consistent with the bylaw template attached to this policy.

1.3 A delegation bylaw should only delegate the power to issue permits to staff for development permit areas (DPA) that meet the criteria outlined in this policy.

- 1.4 A delegation bylaw should only delegate the authority to issue permits to the Director and in his or her absence to Regional Planning Managers.
 - 1.5 The staff person reviewing the application shall not also approve or refuse the permit.
 - 1.6 A delegation bylaw should not delegate authority to issue form and character development permits except where a local trust committee considers the guidelines to be sufficiently objective.
 - 1.7 A delegation bylaw should not delegate permits requiring variances unless the local trust committee has also delegated the issuance of minor development variance permits to staff.
 - 1.8 The bylaw must include the opportunity for the owner of the land subject to the decision to have the local trust committee reconsider the decision.
- 2 Local trust committees should only consider delegation of issuance of permits to staff for development permit areas that meet the following criteria:
 - 2.1 The development permit area provisions are relatively current.
 - 2.2 A development approval information bylaw has been adopted, or the application requirements are equivalent (e.g. a DPA enacted consistent with the *Riparian Area Protection Regulation* or geo-technical hazard area DPA).
 - 2.3 Professional reports can be required to provide an assessment of impacts and to recommend measures that can be included as conditions of a permit.
 - 2.4 Guidelines have been assessed by staff to be relatively thorough, clear, current and certain.
- 3 Local Planning Services staff should prioritize drafting of delegation bylaws for:
 - 3.1 Local trust committees that have indicated support for delegation.
 - 3.2 Local trust committees that receive higher volumes of permit applications.
- 4 Local Planning Services shall implement the following procedures where delegation has been authorized by a local trust committee bylaw:
 - 4.1 Checklists for compliance or non-compliance with guidelines for each DPA shall be prepared prior to implementing delegation.
 - 4.2 The local trust committee shall be provided with a copy of permit applications and copied on the decision to issue or to refuse a permit.

- 4.3 Where the planner reviewing the application determines that the application does not comply with one or more of the guidelines, applicants shall be provided with advice as to why the application does not comply and shall be given the opportunity to revise the application before a decision to issue or refuse the application is made.
- 4.4 The planner reviewing an application shall provide the checklist, draft permit and a written recommendation with reasons to the Director or Regional Planning Manager prior to the delegate making a decision to approve or refuse issuance of a permit.
- 4.5 Where the Director or Regional Planning Manager determines that an application is contrary to one or more of the guidelines, the application shall be refused unless the delegate is satisfied that the permit would be consistent with the overall objectives of the development permit area, that the non-compliance is minor, and that compliance with the guideline would result in the application being contrary to other, more relevant guidelines.
- 4.6 If issuance of a permit is refused, the owner of the subject property shall be provided written reasons for the refusal and informed of the opportunity to request a reconsideration by the local trust committee.
- 4.7 The Director may recommend that an applicant for a refused permit apply for reconsideration by the local trust committee.
- 4.8 Procedures for reconsideration, consistent with the bylaw, shall be established by the Director.

C. Legislated References

Local Government Act sections 229 [delegation of authority], 230 [bylaw required for delegation], 232 [reconsideration of delegate's decision] 490(5) [development permits: general authority] and 498.1 [delegation of power to issue development variance permit].

BC Reg 119/90 as amended by *B.C. Reg 275/21* [delegation of authority]

D. Attachments:

a. Delegation Bylaw Template

DATE OF MEETING: October 11, 2022

TO: Salt Spring Island Local Trust Committee

FROM: Louisa Garbo, Acting Regional Planning Manager
Salt Spring Island Team

SUBJECT: 2018-2022 LTC Term Summary Report

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee endorse the 'Top Priorities List' and 'Projects List' as [presented/amended] for further consideration by the incoming Local Trust Committee.

REPORT SUMMARY

Local Trust Committee (LTC) activities during the 2018-2022 term, including projects, administrative and advocacy activities and applications, are summarized. The LTC is asked to pass a resolution to endorse its 'Top Priorities' and 'Projects' lists, either as presented or amended, prior to the end of the current term.

ANALYSIS

Table 1 highlights some of the projects of the LTC during the 2018-2022 term:

YEAR	PROJECT	STATUS
2018-2022	Water Sustainability	- Funded the Salt Spring Island Watershed Protection Alliance (SSIWPA) and its education and outreach efforts - Draft bylaw to update proof-of-water requirements at time of subdivision - Commissioned a Situation Analysis and Options Identification report concerning coordination and governance options for freshwater protection - Commissioned a Watershed Stewardship and Protection Strategic Plan - Commissioned a Weston Lake Water Availability and Climate Change Assessment - Ongoing lake and groundwater level monitoring
2018-2019	Ganges Village Planning - Harbourwalk	Successfully lobbied Province to include provision for a boardwalk statutory right-of-way as part of the Ganges Marina lease renewal
2018-2020	Industrial Lands Review	Refined and adopted Bylaws No. 488, 489, and 490 to improve general employment zoning opportunities
2018-2020	Affordable Rental Housing - Cottages	Developed and adopted Bylaw No. 512 to permit full-time residential rental use of cottages on hundreds of Island properties

2018-2020	Temporary Use Permits for Secondary Suites and Cottages	Considered Bylaw no. 471. Project was eventually folded into the greater Housing Action Program project
	Housing Needs Report	SS LTC support for CRD undertaking housing needs report. Completed in 2020.
2019	Regulation of Cannabis Production	Bylaw 518 drafted to regulate cannabis production facilities. Not advanced
2019	Strategic Priority OCP review	Five staff reports generated over a period of 10 months. No longer a top priority project.
2020	Development Approval Information Bylaw	Adopted a Development Approval and Information Bylaw to guide professional reporting requirements for development applications.
2018-2022	Protection of the Coastal Douglas-fir Zone and Associated Ecosystems	- Hosted several meetings of CDF Science Working Group to help refine CDF protection decision support tool developed by UBC Conservation Decision Lab - Developed CDF protection communications tools through contract with Transition Salt Spring
2020-2022	Ganges Village Planning	- Developed the public engagement plan - Created Ganges Village Task Force and Ganges Village Technical Working Group - Appointed the Ganges Village Planning Task Force - Contracted Ahne Studios to lead community engagement around village planning - Liaised with First Nations (including C2C meeting) concerning interest in Ganges Village planning. Project paused in summer 2022 to recalibrate First Nations project involvement
2020-2022	Housing Action Program	- Developed the public engagement plan - Created Housing Action Program Task Force - Drafted and advanced Proposed Bylaw No. 530 to public hearing - Drafted Proposed Bylaw No. 526 on Farmworker Housing and advanced to third reading, to be adopted in October. - Developed proposed tiny homes pilot project

Table 2 summarizes the applications processed for the Salt Spring Local Trust Area during the 2018-2022 term:

	APPLICATION TYPE							
YEAR	Development Permit (DP)	Development Variance Permit (DVP)	Temporary Use Permit (TUP)	Building Permit Referrals (BP)	Bylaw Amendment (OCP/LUB)	Crown Referrals (CR)	Subdivision Referrals (SUB)	Liquor & Cannabis Regulation Branch Referrals (LCRB)
2019	12	7	8	101	3	9	3	5
2020	15	16	4	129	2	5	3	0
2021	14	24	1	180	3	5	7	3
2022	8	18	3	128	0	0	3	1
TOTAL	47	65	16	538	8	19	16	9

Notable development applications approved by SS LTC during the term included:

- SS-RZ-2017.4 – 132 Corbett Road – Rezoning to permit multi-family affordable housing dwelling units
- SS-RZ-2018.4 – 154 Kings Lane – Rezoning to permit multi-family seniors housing
- SS-DP-2018.1 – Lot 3, Bishop’s Walk – Development permit to authorize construction of 24 affordable housing dwelling units
- SS-RZ-2017.7 – 121 Upper Ganges Road – Rezoning to permit expansion of Harbour House Hotel
- SS-DP-2018.14 – 2621 and 2661 Fulford-Ganges Road – Development permit to authorize construction of 17-unit commercial accommodation development

Table 3 summarizes the administrative activities of the LTC over the 2014-2018 term:

YEAR	ADMINISTRATIVE ACTIVITY	STATUS
2018	• Advisory Planning Commission (APC) • Board of Variance (BOV) • Fees Bylaw – Bylaw No. 514	• APC and AAPC members appointed. • BOV members appointed. • Amending bylaw with changes to some fee categories, and clarification concerning refunds.
2019	• Advisory Planning Commission (APC) • Board of Variance (BOV) • Bylaw Enforcement Notification Bylaw – Bylaw No. 516	• APC and AAPC members appointed. • BOV members appointed. • Amending bylaw with updates and current schedules.
2020	• Advisory Planning Commission (APC) • Board of Variance (BOV)	• APC and AAPC members appointed. • BOV members appointed.
2021	• Advisory Planning Commission (APC) • Ganges Village Planning Task Force (GVPTF) • Housing Action Program Task Force (HAPTF) • APC Bylaw – Bylaw No. 522	• APC and AAPC members appointed. • GVPTF members appointed. • HAPTF members appointed. • Amending bylaw to provide clarity, and to reflect correct sections of the Local Government Act.
2022	• Advisory Planning Commission (APC) • Board of Variance (BOV) • Ganges Village Planning Task Force (GVPTF) • Meeting Procedures – Bylaw No. 529 • Fees Bylaw – Bylaw No. 527	• APC and AAPC members appointed. • BOV members appointed. • GVPTF members appointed. • Bylaw permits a new authority for electronic regular meetings, as well as updates and clarification. • Fees Bylaw based on the model fee bylaw, adopted by Trust Council on June 9, 2021.

Table 4 summarizes the advocacy work of the LTC during the 2018-2022 term:

YEAR	ADVOCACY ACTIVITY	STATUS
2019	Year-round shelter funding	Letter to Minister Robinson thanking her for year-round shelter funding
2019	SSI Climate Action Plan	Letter to CRD director
2019	Short Term Vacation Rentals (STVRs)	Letter to Salt Spring Island Accommodations Group re. STVRs and cooperation
2019	Wildfire hazard mitigation	Letter to SSIFR accepting invitation to meet re. wildfire hazard DPA and other subjects of mutual interest
2019	Beach Fires	Letter of support for SSIFR to regulate fires on Crown foreshore lands
2019	Ganges Village Planning - Harbourwalk	LTC/CRD/Chamber Letter to Minister Donaldson urging ministerial intervention in Ganges Marina Crown Lease renewal. Letter to FLNRORD staff regarding Ganges Marina lease renewal. Lease was renewed with clause requiring future SRW for boardwalk when plans are finalized.
2019	Integrated Water Service	LTC letter to CRD requesting Islands Trust participation in Integrated Water terms of reference and report review. Islands Trust did participate.
2020	Ganges Village Planning - Harbourwalk	LTC letter to CRD Director re. float homes and Ganges Village Planning
2020	Covid-19 Pandemic	LTC request that Islands Trust Executive Committee send a press release urging people not to visit the Islands Trust Area during the pandemic. A press release was sent.
2020	North Island-Coast Development Initiatives Trust Act	LTC letter requesting Gulf Islands inclusion in same
2020	Short Term Vacation Rentals (STVRs)	LTC resolution requesting that staff work with Southern regional staff to coordinate and harmonize STVR policies and regulations
2020	Short Term Vacation Rentals (STVRs)	LTC letter to STVR hosting platforms advising of the requirement to comply with local bylaws
2020	Ganges Village Planning - Harbourwalk	LTC letter to CRD re. upland rezoning
2020	Gulf Islands Housing Secretariat	LTC resolution endorsing the formation and funding of a Gulf Islands Secretariat
2020	Housing Solutions Lab	LTC letter of support for Salt Spring Solution application for a Housing Solutions Lab grant
2021	UBCM Strengthening Communities funding	SS LTC request to Executive Committee to allocate staff time to research on grant management options
2021	Short Term Vacation Rentals (STVRs)	LTC request to CRD to explore business licensing for STVRs

2021	Wildfire Resiliency Planning	LTC resolution endorsing staff participation in SSIFR/CRD wildfire planning initiatives
2021	Housing and liveaboards	LTC resolution requesting the Southern Gulf Islands Forum make housing and liveaboards a priority
2021	Salish Sea Trail	LTC resolution endorsing in principle the completion of the SSI leg of the Salish Sea Trail
2021	Communications Towers	LTC resolution requesting Regional Planning Committee consideration of tower siting protocol w/ specific reference to First Nations consultation
2022	Watershed Stewardship	LTC resolution of support for development of a watershed stewardship video series
2022	Communications Towers	LTC resolution requesting LTC chair to contact Rogers Communications to request suspension of activities at Channel Ridge
2022	Infrastructure Canada active transportation grant	LTC letter in support of Islands Pathways' \$50,000 active transportation grant. Grant application was successful
2022	Ferry terminal congestion, Salish Sea Trail, South Island Transportation Strategy	LTC letter to Minister Fleming inviting him to meet. Minister accepted the invitation and meeting occurred
2022	Proper disposal of docks	EC agreed to take on LTC-endorsed resolution to write to FLNRORD minister regarding proper disposal of docks

Rationale for Recommendation

The 'Top Priorities List' and 'Project List' identify both ongoing and potential projects for the incoming LTC to consider and prioritize through its' own strategic planning process. The major amendment to the Salt Spring Island Official Community Plan (SS OCP) to implement the CDF and Housing Action Program recommendations, and developing the Ganges Village Area Plan are currently identified as a top priority for the next term and budget approval has been confirmed for 2023-2024.

ALTERNATIVES

The SS LTC may consider the following alternative to the staff recommendation:

1. Amend the 'Top Priorities List' and/or the 'Projects List'

The SS LTC may amend either list prior to the end of the term. Recommended resolution wording is:

That the Salt Spring Island Local Trust Committee amend the [Top Priorities List/Projects List] as follows: (insert details).

Submitted by:	Louisa Garbo, Acting Regional Planning Manager	September 14, 2022
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ATTACHMENTS

1. SS LTC Top Priorities List
2. SS LTC Projects List

Salt Spring Island

1. <i>Housing Action Program</i>	Responsible	Dates
Feb. 3, 2022 - report to SS LTC includes secondary suites draft bylaw, advancing tiny homes pilot project, consideration of OCP amendments-LTC request amendments to focus on accessory dwelling units Nov. 18, 2021 - SS LTC meet with members of agricultural community - request staff to amend Bylaw 527 (housing in the ALC and large farming properties) and send out to referrals Nov. 9, 2021 - SSLTC pass numerous resolutions including: deferring enforcement for unpermitted residential use in specific circumstances, requesting RPC to consider expediting affordable housing applications, request potential bylaw amendments to permit accessory dwelling units (including secondary suites). April 27, 2021-12 persons appointed to Housing Task Force. Task Force Meetings ongoing. Jan. 22, 2021 - Project Charter. Adopted. Dec. 15, 2020 - LTC resolves that any further consideration of Bylaw No. 471 (TUPs for Residential use) take place in the context of LTC's 'Housing Challenges and Solutions' project. Feb 15, 2022 - SS LTC endorsed the Tiny Homes Village Pilot Project, amended the standing resolution SS-2021-109 as recommended by the Housing Action Task Force, and requested staff to amend proposed Bylaw 528 Secondary Suites to be broadened. April 19, 2022 - Proposed Bylaw 530 Accessory Dwelling Unit (ADU) was read for the first time. May 15, 2022 - RFP for the consultant to conduct public engagement was canceled due to a project budget cut.	Louisa Garbo	Rec'd: 06-Oct-2020 Target: 01-Oct-2022

Top Priorities Report

Salt Spring Island

July 12, 2022 - Proposed Bylaw 526 Farmworkers Housing was read for the first and second time, and Proposed Bylaw 530 was read the second time.

Aug 9, 2022 - SS LTC endorsed the business case for the major amendment to the SS OCP.

Aug 18, 2022 - Public hearing for the Proposed Bylaws 526 and 530.

Sept 6, 2022 - Proposed Bylaw was read for the third time, and Proposed Bylaw 530 was put on hold to address First Nations and the public's concerns.

2. *Ganges (Shiya'hwt/Syowt) Village Planning*

Responsible

Dates

March 26 & 27, 2022-AHNE facilitates a workshop with GVTF. Final Report of all engagement activities anticipated for April or May LTC meeting.

Louisa Garbo

Rec'd: 08-Jun-2020
Target: 31-Mar-2022

Nov. 9, 2021 - Ahne Studio finalizes engagement plan with SS LTC and task force. Ahne and staff begin numerous engagement activities including: survey, ideas fair, walk shops, stakeholder virtual events, school engagement, pop-up engage3ment and community design charrette.

Task Force Meetings are ongoing.

March 11, 2021-TC approved \$97,000 project budget

Nov. 10 2020 - Project Charter, Public Engagement Framework, and Task Force Terms of Reference adopted. Endorsed applying for C2C funding.

Dec 14, 2022 - SS LTC endorsed funding for the Task Force to have a two-day workshop facilitated by Ahne Studio.

Top Priorities Report

Salt Spring Island

April 19, 2022 - Ahne Studio presented the engagement summary to SS LTC.

3. *Protection of the Coastal Douglas-fir and Associated Ecosystems: An Islands Trust Tool Kit (2018)*

Responsible

Dates

July, 2022 - Ongoing conversations with wildfire ecologists to consider direct award of contract

Louisa Garbo

Rec'd: 17-Dec-2019
Target: 01-Dec-2022

June, 2022 - RFP for wildfire ecologist (unsuccessful)

Oct. 5, 2021 - SSLTC endorse 2022/23 business case that includes: First Nations engagement, funds for a density bonus zoning appraisal report, a fire ecology analysis and workshop, and education and communication materials.

Science Working Group Meetings: Nov. 18, 2020; April 12, 2021; June 15, 2021; July 13, 2021

April 27, 2021 - education materials received

July 28, 2020 - Project Charter endorsed. Phase 1: Information gathering and analyzing, consultation, and education.

Potentially develop a wildfire protection DPA

4. *Water Sustainability - coordinate multiple jurisdictions in planning for water sustainability and watershed protection.*

Responsible

Dates

Currently includes: Coordination of SSIWPA; Development of Proof of Water Bylaw; Weston Lake Water Availability Study; Watershed Strategic Plan; Ongoing well-monitoring.

Anthony Fotino
William Shulba

Rec'd: 07-Jun-2012
Target: 30-Dec-2022

Top Priorities Report

Salt Spring Island

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

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

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

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

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

April 27, 2021: MOU approved for Weston Lake Assessment

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

Proof of Water for subdivision is in the work.

Salt Spring Island

1. *OCP Amendments*

Responsible

Date Received

- First Nations Heritage and Cultural Site Protection (Jan. 2015)
- Piers Island Bill 27 OCP Update (Dec. 2015)
- Marine Environment Protection (Foreshore Audit) (June 2016)
- Official Community Plan Review (Nov. 2017)
- Development of a Music Strategy (June 2020)
- Waste Transfer Stations (Waste Management Plan) (July 2020)
- Add a map of the Salish Sea Trail (Oct. 2021)
- Add public access to lake and marine shorelines as an eligible community amenity in Section H.3.2 of the Salt Spring Island Official Community Plan (Feb. 2022)

06-Oct-2020

2. *Land Use Bylaw Amendments*

Responsible

Date Received

Projects Report

Salt Spring Island

06-Oct-2020

- Outer Islands (Feb. 2015)
- LUB Update: Affordable Housing (June 2015)
- Accessory Buildings Without a Principle Use (Dec. 2016)
- 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)
- Ganges Village Planning - Harbourwalk (Oct. 2019)
- Commercial Truck Parking and Storage (July 2020)
- Regulate Cannabis Production (Sept. 2020)
- Portable Sawmills (Nov. 2020)
- Impacts of future lake levels of St. Mary Lake (Aug. 2022)

3. *Direct Bylaw Enforcement*

Responsible

Date Received

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

06-Oct-2020

4. *Administrative Processes and Procedures*

Responsible

Date Received

- Land Use Contracts (Feb. 2015)
- Soil Removal Bylaw update (Feb. 2015)
- Improving Communications (Mine permits for aggregate pits and quarries.) (Jan. 2020)

06-Oct-2020

Projects Report

Salt Spring Island

5. *Advocate*

Responsible

Date Received

·none listed

06-Oct-2020

From: Julian Clark <[REDACTED]>
Sent: Monday, September 5, 2022 9:02 PM
To: ic.stsdgso-dgogsst.ic@ised-isde.gc.ca
Cc: [REDACTED] Peter Grove; Peter Luckham; Laura Patrick; SSInfo; 'May, Elizabeth - Riding 1A'; francois-philippe.champagne@parl.gc.ca; simon.kennedy@ised-isde.gc.ca; 'Gail Sjuberg'
Subject: FW: Rogers Communication Inc. (Rogers) tower proposal W2716 at Channel Ridge, Salt Spring Island

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Ms. Hart,

Oona McQuat was kind enough to share your recent response to her August 11th email regarding a serious procedural error in Rogers tower siting on Salt Spring Island. I am the spokesperson for the Concerned Residents of Canvasback Place (CROC), homeowners who live near the proposed Rogers tower site. We have advocated since August 2021 with governing officials to highlight the inadequate, insufficient and defective process followed by Rogers to obtain a concurrence decision from the Salt Spring Island Local Trust Committee (SS LTC).

In your August 30th email you state:

In regards to the Rogers tower proposal at Channel Ridge, Salt Spring Island, Rogers conducted a public consultation process through its agent, Cypress Land Services (Cypress), using the ISED default public consultation process as outlined in CPC-2-0-03. ISED also confirmed with the Salt Spring Island Land Trust Committee (SSLTC), as the land-use authority, that they deemed their 2001 Cellular Antennae Proposal Form and Procedural Guideline to be obsolete at the time. As such, the SSLTC instructed Rogers to proceed with the ISED default consultation process, as per CPC-2-0-03, but with some additional elements to meet SSLTC's new requirements. On August 19, 2021, the SSLTC provided concurrence regarding this tower proposal.

I respectfully submit that your summarization of what took place is inaccurate and incomplete; and below, outline the facts which support why the concurrence decision rescindment must stand, or at the very least be sent to arbitration as is spelled out in Section 5 of CPC 2-0-03.

1. SS LTC direction on Protocol to be followed

- The SS LTC passed a resolution to grant concurrence to Rogers siting proposal on Canvasback Place at their July 27, 2021 regular meeting.
- The meeting agenda package, provided to Trustees in advance of the meeting, included a staff report on the Rogers' siting proposal which stated:

In preliminary discussions with staff, the proponent was advised the SS LTC has not adopted a telecommunications policy following ISED's revoking of the 2001

Procedure for Cellular Phone Antenna Proposals and Letter of Understanding (due to dated procedural guidelines). Staff advised the applicant a Model Strategy for Antenna Systems is presently under consideration by the SS LTC and could serve as a guiding document.

2. Rogers' application for concurrence

- In the same July 27th agenda package, Trustees were provided a copy of Rogers May 31, 2021 letter to the SS LTC with the subject "Summary of Consultation and Request for Concurrence for a ROGERS Wireless Communications Facility."
- This application for concurrence attested to the public consultation that Rogers had completed. This 102-page document started with Rogers making the following statement:

Please be advised that ROGERS and CREST have completed the public consultation process, following Islands Trust draft Model Public Consultation Protocol for Local trust Areas, as it relates to the proposed wireless antenna installations in the above noted subject line.

3. SS LTC reliance on Rogers attestation

- Based on the public documentation presented to the Trustees leading up to their granting concurrence, it is evident the SS LTC suggested the "Islands Trust draft Model Protocol" be followed, and that Rogers asserted they, indeed, had completed the steps required by that protocol.
- This is further supported by the fact that the July 27th agenda package contained only one antenna siting protocol – that being the Islands Trust draft Model Protocol, not the ISED Default Protocol.

4. SS LTC inquiry to ISED regarding options available post-concurrence

- Subsequent to the July 27th concurrence, the SS LTC received numerous complaints from Trust area residents that the consultation process followed by Rogers was inadequate, incomplete and not as Rogers had attested in their application.
- As a result, the SS LTC requested staff reach out to ISED and determine what options were available post concurrence (as outlined in a staff report included in the November 9, 2021 regular meeting agenda package):

On October 8, 2021, staff reached out to ISED Spectrum Management & Telecommunications branch to seek guidance on options available to the SS LTC post-issuance of the statement of concurrence.

- Also documented in that staff report was ISED's response:

Their response on October 13, 2021 was as follows: “Good day Kristine. Rescinding a letter of concurrence is not typical in situations such as this. If you believe that the LTC based its decision on inaccurate or incomplete information then you may be able to consider this action, but if not then you may have to accept the scenario and consider how things might be handled differently in the future.

5. SS LTC rescission of concurrence March 22, 2022

- Trust area residents continued to investigate, and bring to the attention of the SS LTC, numerous deficiencies in the process Rogers followed, and the inaccurate assertions Rogers made to obtain the concurrence decision.
- Multiple, substantive and material areas were identified and documented for the SS LTC where Rogers did not follow nor complete the Islands Trust draft Model Protocol as Rogers attested they had, including, but not limited to:
 - a. Section 3.2 G 5 Public Information Sessions
 - b. Section 3.2 G 2(a) (1&2) Pre-Consultation with the LTA
 - c. Section 4.2 B Distance Considerations
 - d. Section 4.2 C Discouraged Locations
 - e. Section 3.2 G 2(b) Application Submission to the LTA
- Had these required steps been completed by Rogers, as they attested they were in their application for concurrence, the proposed site requested by Rogers would not have been eligible for siting the tower:
 - The proposed siting is in a medium density residential area, specifically discouraged under Section 4.2 C of the Model Protocol. It is worth noting that Rogers currently have 6 towers in the Southern Gulf Islands area, none of which are either within 500 metres or 12 times the height of the tower to homes. The proposed Canvasback Place site places a 40 metre tower within 500 metres of 50 homes, 250 metres of 30 homes, 100 metres of 8 homes and 50 metres of 3 homes.
 - This is especially egregious given that the owners of the proposed site (Onni Group) also own 570 hectares of adjacent bare land with several ridges as high or higher than the proposed site, and no medium density residential area nearby.
 - The proposed siting is in a SS LTC defined environmentally sensitive area. This is specifically highlighted as a discouraged location in the draft Model Protocol.
 - The proposed siting is 42 metres from the nearest home, however Section 4.2 B of the Model Protocol requires the antenna be sited at least 50 metres from the nearest home and encourages a distance of 120 metres.

- Section 3.2 G 2(b) of the Model Protocol requires that the Proponent complete a title search of the proposed site and include it with their submission. Rogers did not complete this step, and if they had, they would have found a covenant on the site that disallows development not contemplated in a 2004 Master Development Plan and disallows structures greater than 25 ft tall.
- In addition, the SS LTC were informed that there is a complex of archaeological sites atop Channel Ridge, including several inland shell middens, lithic scatters, a hearth feature, and two petroglyph rock art boulders. This is information Rogers should have included in their application.
 - Had the SS LTC known about the archaeological importance of this site to First Nations, the SS LTC would have required both an archaeological assessment as well as a consultation with First Nations requesting their concurrence.
- Based on inaccurate and incomplete information, and following ISED direction (October 13, 2021), the SS LTC on March 22, 2022 rescinded their July 27, 2021 concurrence with the Rogers tower siting application.

6. ISED letter to SS LTC on May 17, 2022

- On May 17, 2022, ISED's Director, Coastal Offices, STS-Western Region, Mr. Ken Pungente sent a letter to the SS LTC making a number of unclear, ambiguous and untrue remarks:
 1. *Please be informed that our office does not support your decision to rescind the concurrence*

What was the basis for this? Was Section 5 of CPC 2-0-03 regarding Dispute Resolution triggered? If so, where is the written complaint from Rogers? Was that complaint provided to the SS LTC? And what information had been gathered to arrive at this conclusion?

2. *Since the issuance of concurrence, by the Salt Spring Island Local Trust Committee (SS LTC), the only change in circumstances is the SS LTC's November 9, 2021 adoption of a new antenna siting protocol.*

After the issuance of concurrence, the SS LTC became aware that Rogers made false statements in their application and that Rogers had omitted material information. Per ISED's direction (October 13, 2021), if a land use authority learns after the fact they relied on incomplete or inaccurate information, that can be considered a change in circumstances sufficient to rescind a concurrence decision.

3. *Our review of the conduct of the consultation process also found that Rogers was in compliance with Innovation Science and Economic Development's default process.*

This is not relevant. The SS LTC suggested the use of the draft Model Protocol as a guideline. Most importantly, as stated in the first paragraph of their application request for a concurrence decision, Rogers attested they had completed the requirements of that protocol.

4. *SS LTC's July 27, 2021 concurrence also implied its satisfaction with how the process was conducted and its conclusion.*

The SS LTC's July 27, 2021 concurrence might have implied its satisfaction with the process at the time. However, this has no bearing when, after the fact, it became known that Rogers provided materially inaccurate information and omitted to provide other significant information that should have been submitted according to the applicable Islands Trust draft Model Protocol.

5. *SS LTC did not provide any other valid rationale to support the rescindment.*

Again, Rogers attested to completing the consultation steps required in the draft Model Protocol that the SS LTC suggested be used as a guideline for the process. Had Rogers completed those steps the proposed site could not have been chosen. Is ISED suggesting that a land use authority ignore applications that are found to be false after the decision is rendered? To suggest that rescinding the concurrence for these reasons is not valid, is inexplicable.

- Furthermore, we understand Mr. Pungente worked with the Rogers' executive responsible for the Canvasback Place siting before he left ISED for Rogers. As a result, there is at least the appearance of a conflict of interest regarding this important matter. Also, the nature of the letter, the absence of any apparent verification of Rogers' submissions and the failure to invoke the dispute resolution process defined in Section 5 of CPC 2-0-03 point to a lack of fairness in this process.
- In the event Rogers did submit a written complaint to ISED and requested the dispute resolution process be triggered, we would strongly encourage ISED to put this matter before an arbitrator as the regulation allows.

7. The ISED CPC 2-0-03 requirements were not fulfilled by Rogers

- CPC 2-0-03 makes several references to the Proponent's responsibility to engage with the land use authority to learn about the local preferences for siting and review alternative site locations:

Section 1.3.2 - contacting the land-use authority to determine local requirements regarding antenna systems

Section 4 - Proponents must always contact the applicable land-use authorities to determine the local consultation requirements and to discuss local preferences regarding antenna system siting and/or design

Section 4.1 - proponents must consult with the local land-use authority(ies) on any proposed antenna system prior to any construction. The aim of this consultation is to:

- *discuss site options*

Section 1.3 - It is ISED's expectation that all parties will carry out their roles and responsibilities in good faith and in a manner that respects the spirit of this document.

- Rogers began discussion with the SS LTC in November 2020. However, Rogers signed a "Right of Way" agreement with the proposed site owner, Onni Group, in January 2020, almost a full year prior to consulting with the SS LTC. Rogers never provided any site alternatives and had pre-determined where they wanted the tower located. This is not in keeping with either the content nor the spirit of CPC 2-0-03 regulations.

- In addition, CPC 2-0-03 Section 4 states:

in cases where proponents are aware that a potential Aboriginal or treaty right or land claim may be affected by the proposed installation, they must contact ISED in order to ensure that the requirements for consultation are met. Proponents are encouraged to refer to local community and online resources (for example, the Aboriginal and Treaty Rights Information System (ATRIS) as applicable.

- In June 2004, the Hul'qumi'num Treaty Group and Salt Spring Island residents instigated an RCMP investigation against Channel Ridge Properties (a predecessor company to the current owner Onni Group) for non-permitted impacts to the DfRv-110 site and two other unrecorded sites in contravention of the Heritage Conservation Act (1996).
- The Hul'qumi'num Treaty Group is identified in the ATRIS system and could easily have been identified by Rogers. However, Rogers did not contact ISED, did not ensure the requirements for consultation were met, and as a result were not in compliance with CPC 2-0-03.

I hope you find these facts informative and useful in putting the Canvasback Pl. tower siting in its proper context. This matter is not nearly as straight forward as it may first seem. The Concerned Residents of Canvasback Place agree with Oona's analysis that the standing antenna siting policy for Salt Spring Island was the policy adopted in April 2001 as it was never revoked or rescinded.

However, when Rogers and the SS LTC both agreed that the Islands Trust draft Model Protocol be followed, that was established as the standard which Rogers accepted. And that is the relevant policy in determining whether Rogers provided inaccurate and incomplete information.

We have provided clear evidence Rogers did not follow due process in their quest to obtain concurrence for the Canvasback Place site. CPC 2-0-03 enables the SS LTC to define the protocol required to be fulfilled to obtain a concurrence decision. Based on statements made in their application, Rogers clearly understood SS LTC desired the Islands Trust draft Model Protocol be used as a guideline, and Rogers attested to completing that Protocol. It is a matter of fact that Rogers did not complete nor fulfill many material aspects of the Islands Trust draft Model Protocol. They provided both inaccurate and incomplete information which are valid reasons for rescindment of the concurrence decision.

I welcome the opportunity to discuss our concerns with you, and will reach out to your administrative assistant in the next few days to schedule a meeting.

Kind regards,

Julian Clark

Salt Spring Island

----- Forwarded Message -----

From: STS DGSO / DGOGS SST (IC) <ic.stsdgso-dgogssst.ic@ised-isde.gc.ca>

To:

Cc: STS DGSO / DGOGS SST (IC) <ic.stsdgso-dgogssst.ic@ised-isde.gc.ca>

Sent: Tuesday, August 30, 2022 at 06:07:29 a.m. PDT

Subject: Rogers Communication Inc. (Rogers) tower proposal W2716 at Channel Ridge, Salt Spring Island

Dear Oona McOuat:

On behalf of the Honourable François-Philippe Champagne, Minister of Innovation, Science and Industry, I would like to thank you for taking the time to share your concerns with us in your email of August 11, 2022 regarding the Rogers Communication Inc. (Rogers) tower proposal W2716 at Channel Ridge, Salt Spring Island, British Columbia.

Innovation, Science and Economic Development (ISED) Canada recognizes the need to have a collaborative and consultative policy with respect to antenna-supporting structures. To facilitate this, our document entitled "[CPC-2-0-03 Radiocommunication and Broadcasting Antenna Systems](#)" (CPC-2-0-03) was established to set out the procedures to be followed by all radiocommunication operators, including providers of cell phone services, broadcasters and public utilities. These procedures include the requirement for the proponent of an antenna system to respond to all reasonable and relevant concerns received during the public consultation process.

CPC-2-0-03 requires that proponents consult with municipalities and notify local residents before an antenna structure is installed. The consultation process provides the opportunity for municipalities to make an informed decision regarding providing their

concurrence for the proposed antenna structure. ISED does not become involved in the process unless requested by the land-use authority (LUA) or the proponent.

In regards to the Rogers tower proposal at Channel Ridge, Salt Spring Island, Rogers conducted a public consultation process through its agent, Cypress Land Services (Cypress), using the ISED default public consultation process as outlined in CPC-2-0-03. ISED also confirmed with the Salt Spring Island Land Trust Committee (SSLTC), as the land-use authority, that they deemed their 2001 Cellular Antennae Proposal Form and Procedural Guideline to be obsolete at the time. As such, the SSLTC instructed Rogers to proceed with the ISED default consultation process, as per CPC-2-0-03, but with some additional elements to meet SSLTC's new requirements. On August 19, 2021, the SSLTC provided concurrence regarding this tower proposal.

Since then, ISED has reviewed the public consultation process conducted by Cypress and found that the process was properly administered and conducted in compliance with the CPC-2-0-03. ISED has also determined that Cypress and Rogers took measures which exceeded our requirements. As such, ISED determined that the regulatory processes have been properly followed.

I encourage you to remain engaged in the process and communicate any further concerns to the SSLTC or Rogers.

Thank you for taking the time to share your concerns with the Department.

Sincerely,

Susan Hart

Executive Director General, Spectrum Management Operations Branch

Spectrum and Telecommunications Sector

From: Oona McOuat <[REDACTED]>

Sent: August 11, 2022 12:27 PM

To: Ken.Pungente@ised-isde.gc.ca

Cc: Peter Grove Islands Trust <pgrove@islandstrust.bc.ca>; Peter Luckham <pluckham@islandstrust.bc.ca>; Laura Patrick <lpattick@islandstrust.bc.ca>; SSIInfo <ssiinfo@islandstrust.bc.ca>; gsjuberg@driftwoodgimedia.com; May, Elizabeth - Riding 1 <Elizabeth.May.C1@parl.gc.ca>; May, Elizabeth - M.P. <Elizabeth.May@parl.gc.ca>; May, Elizabeth - Riding 1A <Elizabeth.May.C1A@parl.gc.ca>; Champagne, François-Philippe - Député <Francois-Philippe.Champagne@parl.gc.ca>; ministerofisi-ministredeisi@ised-isde.gc.ca; Simon.Kennedy@ised-isde.gc.ca; cthiel@islandstrust.bc.ca; sfast@islandstrust.bc.ca;

drogers@islandstrust.bc.ca

Subject: Serious Procedural Error in Rogers tower siting on Salt Spring Island

Dear Mr. Pugente,

I am writing in regards to the proposed Rogers telecommunications tower in Channel Ridge Estates on Salt Spring Island.

In your letter of May 17, 2022 (attached) written to Peter Luckman, Chair of the Salt Spring Local Trust Committee, you state:

“Since the issuance of concurrence, by the Salt Spring Island Local Trust Committee (SS LTC), the only change in circumstances is the SS LTC’s November 9, 2021 adoption of a new antenna siting protocol. Given the date of the policy adoption, it is not to be retroactively applied.”

And, that the *“SS LTC did not provide any other valid rationale to support the rescindment.”*

I am writing to provide this valid rationale for rescindment and to report a serious procedural error, which, I believe, renders the original siting process null and void.

Section 4 of ISED’s CPC 2-0-03 states: *“Proponents must follow the land-use consultation process for the siting of antenna systems, established by the land-use authority, **where one exists.**”*

Section 122 (4) of BC’s Community Charter states: *“An act or proceeding of a council is not valid unless it is authorized or adopted by bylaw or resolution at a council meeting.”*

Timeline

- o On **April 26, 2001**, the Salt Spring Local Trust Committee (the **“LTC”**) adopted by resolution the attached *Cellular Antenna Procedural Guideline* for the siting of telecommunications towers.
- o On **July 27, 2021**, the LTC issued a concurrence decision related to the proposed siting of the Rogers Channel Ridge tower. To the best of my knowledge, the April 2001 resolution noted above had not been amended or repealed by the LTC by resolution on or before July 27, 2021.

o On **November 9, 2021**, the LTC adopted the “Antenna System Siting Protocol”. On that date, this new protocol replaced the 2001 policy.

Given the requirements established by ISED in the CPC 2-0-03, I strongly believe the attached *Cellular Antennae Proposal Form* and *Procedural Guideline* should have been used in the siting of the Rogers tower on Canvasback Place. Instead, ISED’s default procedure was followed. **Is this not a serious breach of federal antenna siting regulations?**

As time is of the essence, I would appreciate acknowledgement of receipt of this letter from all parties cc’ed above, as well as a response that clearly addresses my concern,

Yours Truly,

Oona McQuat

Salt Spring Island, BC

Oona McQuat

[Redacted signature block]

From: Oona McOuat <[REDACTED]>
Sent: Thursday, September 8, 2022 11:16 AM
To: STS DGSO / DGOGS SST (IC)
Cc: SSInfo; Laura Patrick; Peter Grove; Peter Luckham; David Marlor; Stefan Cermak; Gail Sjuberg; Elizabeth - M.P. May; Elizabeth - M.P. May; simon.kennedy@ised-isde.gc.ca; francois-philippe.champagne@parl.gc.ca
Subject: Re: Rogers Communication Inc. (Rogers) tower proposal W2716 at Channel Ridge, Salt Spring Island

Follow Up Flag: Follow up
Flag Status: Flagged

Attention: Susan Hart, Executive Director General, Spectrum Management Operations Branch, Spectrum and Telecommunications Sector

Dear Ms. Hart,

Thank you for your letter of August 30th, 2022, found below.

In regards to the Rogers-Channel Ridge, Salt Spring cell tower application, in it you say:

"ISED also confirmed with the Salt Spring Island Land Trust Committee (SSLTC), as the land-use authority, that they deemed their 2001 Cellular Antennae Proposal Form and Procedural Guideline to be obsolete at the time."

This statement is troubling, to say the least, as a Salt Spring Local Trust Committee (SS LTC) staff report contained in the agenda package for the July 27, 2021 LTC meeting states:

"In preliminary discussions with staff, the proponent was advised the SS LTC has not adopted a telecommunications policy following ISED's revoking of the 2001 Procedure for Cellular Phone Antenna Proposals and Letter of Understanding (due to dated procedural guidelines).

Clearly either ISED and/or the SS LTC made the decision to disregard the Cellular Antennae Procedural Guideline which the SSI LTC had voted by resolution to adopt on April 26, 2001. Given that it has been confirmed to me by David Marlor, the Director of Local Planning Services for the Islands Trust, that no further resolution either amending or revoking the 2001 policy had been passed at the time the Rogers Channel Ridge application was processed, it is evident the 2001 protocol was the policy that should have been followed for this Rogers-Channel Ridge siting.

That said - there were several requirements contained within that 2001 policy that were not met by the SS LTC or by Rogers, the proponent in this siting. These points can be provided in detail upon your request.

Further, if indeed somehow Section 122 (4) of BC's Community Charter could be overridden in this matter, and this 2001 policy could have been cast aside by either ISED or the SS LTC with no formal or documented process having taken place to do so, as communicated to you in detail by my colleague Julian Clark in his email message of September 5, 2022, the other two procedural documents that could have been used in this siting, the "Islands Trust Draft Model Protocol" and ISED's CPC-2-0-03, were not followed either.

Although a letter of concurrence is an agreement between a proponent and a local government and ISED does not generally permit citizens to intervene in antenna siting matters, clearly, public servants and elected officials are required by law and by an unspoken code of ethics to listen and respond to, and act upon, irregularities reported to you by citizens.

I trust you and those with the authority to rectify this situation will do so, thus ensuring that the public retains confidence in those we elect and hire to serve us and the public good,

All the Best,
Oona McOuat

Oona McOuat

[Redacted signature block]

[Redacted contact information]

The information contained in this e-mail is intended only for the individual or entity to whom it is addressed. Its contents (including any attachments) are confidential and may contain privileged information. If you are not an intended recipient you must not use, disclose, disseminate, copy or print its contents. If you receive this e-mail in error, please notify the sender by reply e-mail and delete and destroy the message.

On Tuesday, August 30, 2022 at 06:07:29 a.m. PDT, STS DGSO / DGOGS SST (IC) <ic.stsdgso-dgogsst.ic@ised-isde.gc.ca> wrote:

Dear Oona McOuat:

On behalf of the Honourable François-Philippe Champagne, Minister of Innovation, Science and Industry, I would like to thank you for taking the time to share your concerns with us in your email of August 11, 2022 regarding the Rogers Communication Inc. (Rogers) tower proposal W2716 at Channel Ridge, Salt Spring Island, British Columbia.

Innovation, Science and Economic Development (ISED) Canada recognizes the need to have a collaborative and consultative policy with respect to antenna-supporting structures. To facilitate this, our document entitled "[CPC-2-0-03 Radiocommunication and Broadcasting Antenna Systems](#)" (CPC-2-0-03) was established to set out the procedures to be followed by all radiocommunication operators, including providers of cell phone services, broadcasters and public utilities. These procedures include the requirement for the proponent of an antenna system to respond to all reasonable and relevant concerns received during the public consultation process.

CPC-2-0-03 requires that proponents consult with municipalities and notify local residents before an antenna structure is installed. The consultation process provides the opportunity for municipalities to make an informed decision regarding providing their concurrence for the proposed antenna structure. ISED does not become involved in the process unless requested by the land-use authority (LUA) or the proponent.

In regards to the Rogers tower proposal at Channel Ridge, Salt Spring Island, Rogers conducted a public consultation process through its agent, Cypress Land Services (Cypress), using the ISED default public consultation process as outlined in CPC-2-0-03. ISED also confirmed with the Salt Spring Island Land Trust Committee (SSLTC), as the land-use authority, that they deemed their 2001 Cellular Antennae Proposal Form and Procedural Guideline to be obsolete at the time. As such, the SSLTC instructed Rogers to proceed with the ISED default consultation process, as per CPC-2-0-03, but with some additional elements to meet SSLTC's new requirements. On August 19, 2021, the SSLTC provided concurrence regarding this tower proposal.

Since then, ISED has reviewed the public consultation process conducted by Cypress and found that the process was properly administered and conducted in compliance with the CPC-2-0-03. ISED has also determined that Cypress and Rogers took measures which exceeded our requirements. As such, ISED determined that the regulatory processes have been properly followed.

I encourage you to remain engaged in the process and communicate any further concerns to the SSLTC or Rogers.

Thank you for taking the time to share your concerns with the Department.

Sincerely,

Susan Hart

Executive Director General, Spectrum Management Operations Branch

Spectrum and Telecommunications Sector



1 - 500 Lower Ganges Road Salt Spring Island BC V8K 2N8
Telephone 250.537.9144 Fax 250.537.9116
Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC 1.800.663.7867
Email ssiinfo@islandstrust.bc.ca
Web www.islandstrust.bc.ca

September 20, 2022

File No: SS-CELLA-2020.1

To Whom It May Concern:

Re: Wireless Telecommunications site at Channel Ridge, Salt Spring Island

This letter is to advise the public that the Salt Spring Island Local Trust Committee (the “LTC”) is aware of the significant opposition of many members of the public to the proposed Rogers telecommunications tower at Channel Ridge, in particular by the Concerned Residents of Canvasback (“CROC”).

In part due to the input given by CROC, the LTC rescinded its concurrence for the proposal. That rescindment was communicated to Rogers on April 6, 2022. The two reasons provided by the LTC were related to the LTC’s adoption of a new antenna siting protocol, as well as the associated need for further First Nations consultation. The LTC also recommended that Rogers and Cypress Land Services host a public meeting regarding the fulfillment of the requirement to engage the public.

On May 17, 2022, Innovation, Science and Economic Development Canada (“ISED”) responded to the LTC’s decision to rescind concurrence. ISED’s view was that the consultation process undertaken by Rogers was compliant with the default ISED process, and that the new siting protocol would not be applied retroactively.

After receiving ISED’s letter, the LTC sought legal advice regarding the process undertaken by Rogers and the position taken by ISED. Further, on July 20, 2022, the LTC wrote to Rogers, requesting that Rogers suspend any activities at Channel Ridge while legal counsel reviewed the matter.

In consultation with legal counsel, the LTC has determined that it has exhausted its viable options with respect to communication with ISED. In ISED’s process, the LTC is a land use agency to which no legal approval function is delegated. Regrettably, unlike other land use matters, the placement of radiocommunications infrastructure is an exclusively Federal matter, and therefore the role for the LTC is as a referral agency. By rescinding concurrence, and providing Rogers and ISED with, in the view of the LTC, valid rationales for the decision to rescind, the LTC has played its part in the approval process.

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

Bowen Denman Hornby Gabriola Galiano Gambier Lasqueti Mayne North Pender Salt Spring Saturna South Pender Thetis



1 - 500 Lower Ganges Road Salt Spring Island BC V8K 2N8
Telephone 250.537.9144 Fax 250.537.9116
Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**
Email ssiinfo@islandstrust.bc.ca
Web www.islandstrust.bc.ca

Yours sincerely,

Peter Luckham
Salt Spring Island Local Trust Committee Chair, Islands Trust
pluckham@islandstrust.bc.ca
250-210-2553

From: Oona McOuat [REDACTED]
Sent: Monday, September 26, 2022 1:26 AM
To: Jennifer Baddeley
Cc: Salt Spring Island Local Trust Committee; Stefan Cermak; Daniela Murphy; Peter Luckham; Peter Grove; Laura Patrick; SSIInfo; Elizabeth - M.P. May; Elizabeth - M.P. May; Julian Clark
Subject: Re: Wireless Telecommunications site at Channel Ridge, Salt Spring Island
Attachments: 2022-09-20_IT-JClark-OMcOuat_LTR.pdf

Hi Jennifer,

Thank you for sending Chair Luckham's September 20th letter, *Wireless Telecommunications site at Channel Ridge, Salt Spring Island*, to me and to my colleague Julian Clark.

I am aware that the Rogers Channel Ridge tower siting has been a contentious and frankly exhausting process for the SSI LTC and the many community members who care deeply about it.

May I ask, was the legal counsel you consulted with made aware that the SSI LTC and the proponent did not follow the siting protocol that was in place for our island at the time of the application? (The guideline passed by resolution by the LTC in 2001?)

If counsel was aware, surely they understood that the lack of a proper procedure in this siting was adequate justification for the SSI LTC to void their concurrence.

While I agree with Chair Luckham that ISED has the final authority on antenna siting, I do not agree that sufficient rationales for the decision to rescind have been given to ISED, or that the LTC has exercised the rights or fulfilled the obligations ISED gives LUAs when it comes to antenna siting.

Several of the elements outlined in ISED's [Guide to Assist Land Use Authorities in Developing Antenna System Siting Protocols](#) have not been adequately addressed in this antenna siting process. They include:

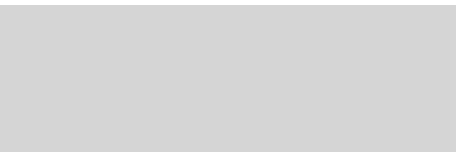
- the environmental sensitivities of the Canvasback site
- the residential characteristic of the site and the proximity to homes
- the lack of consultation with First Nations regarding treaty rights and the cultural significance and history of this region
- discussion between the LUA and the proponent about alternate sites in the Channel Ridge area, (ISED encourages the LUA to state preferred locations)
- specifics about the long term plans of the proponent - will other providers such as TELUS be invited to co-locate on this structure? Will the tower be increased in size? How many antennas in total could this tower, increased by 25% in height, hold? Who will do actual on site RF surveys of this tower and the surrounding area, and how often? Will there be navigation lights and noisy cooling fans and other equipment that could potentially disturb the quiet nature of the residential neighborhood surrounding it? etc...

Lastly, in regards to Chair Luckham's comment that the role of the LTC is as a "referral agency" - to the best of my knowledge, when local governments act as referral agencies in land use related matters, they undertake a thorough assessment of a proposed plan and provide well-informed advice.

It is not too late for the SSI LTC to act with integrity, professionalism and authority in this matter, informing ISED that this application was not processed according to rule. Further, the LTC could engage with Rogers from an empowered position, with the goal of finding a mutually beneficial solution to this tower siting dilemma, one that does not compromise indigenous rights, environmental well-being or the sanctity of residents' homes,

With Best Wishes,
Oona McQuat

Oona McQuat



Smile, breathe, and go slowly.~ Thich Nhat Hanh

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On Friday, September 23, 2022 at 04:36:52 p.m. PDT, Jennifer Baddeley
<jbaddeley@islandstrust.bc.ca> wrote:

Good afternoon,

Please see attached the letter from Chair Luckham regarding the wireless telecommunications at Channel Ridge, Salt Spring Island.

Cheers,

Jenn Baddeley (she/her/hers)

Office Administrative Assistant

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

T: 250-538-5609 | 250-537-9144 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 am humbly thankful to live and work in the treaty lands and territories of the BOKEĆEN, K'ómoks, Lək wəŋən, Lyackson, MÁLEXEL, Qualicum, Quw'utsun Tribes, scəwəθən məsteyəxʷ, Scia'new, səliwətaʔ, SEMYOME, shíshálh, Skwxwú7mesh, Snaw-naw-as, Snuneymuxw, Spune'luxutth, STÁUTW, Stz'uminus, ʔəʔəmen, toq qaymíxʷ, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, WJOŁŁP, WSIKEM, Xeláitxw, Xwémalhkww/ʔop qaymíxʷ, and xʷməθkʷəy̓əm.



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1 - 500 Lower Ganges Road Salt Spring Island BC V8K 2N8
Telephone 250.537.9144 Fax 250.537.9116
Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC 1.800.663.7867
Email ssiinfo@islandstrust.bc.ca
Web www.islandstrust.bc.ca

September 20, 2022

File No: SS-CELLA-2020.1

To Whom It May Concern:

Re: Wireless Telecommunications site at Channel Ridge, Salt Spring Island

This letter is to advise the public that the Salt Spring Island Local Trust Committee (the “LTC”) is aware of the significant opposition of many members of the public to the proposed Rogers telecommunications tower at Channel Ridge, in particular by the Concerned Residents of Canvasback (“CROC”).

In part due to the input given by CROC, the LTC rescinded its concurrence for the proposal. That rescindment was communicated to Rogers on April 6, 2022. The two reasons provided by the LTC were related to the LTC’s adoption of a new antenna siting protocol, as well as the associated need for further First Nations consultation. The LTC also recommended that Rogers and Cypress Land Services host a public meeting regarding the fulfillment of the requirement to engage the public.

On May 17, 2022, Innovation, Science and Economic Development Canada (“ISED”) responded to the LTC’s decision to rescind concurrence. ISED’s view was that the consultation process undertaken by Rogers was compliant with the default ISED process, and that the new siting protocol would not be applied retroactively.

After receiving ISED’s letter, the LTC sought legal advice regarding the process undertaken by Rogers and the position taken by ISED. Further, on July 20, 2022, the LTC wrote to Rogers, requesting that Rogers suspend any activities at Channel Ridge while legal counsel reviewed the matter.

In consultation with legal counsel, the LTC has determined that it has exhausted its viable options with respect to communication with ISED. In ISED’s process, the LTC is a land use agency to which no legal approval function is delegated. Regrettably, unlike other land use matters, the placement of radiocommunications infrastructure is an exclusively Federal matter, and therefore the role for the LTC is as a referral agency. By rescinding concurrence, and providing Rogers and ISED with, in the view of the LTC, valid rationales for the decision to rescind, the LTC has played its part in the approval process.

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

Bowen Denman Hornby Gabriola Galiano Gambier Lasqueti Mayne North Pender Salt Spring Saturna South Pender Thetis



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Telephone 250.537.9144 Fax 250.537.9116
Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**
Email ssiinfo@islandstrust.bc.ca
Web www.islandstrust.bc.ca

Yours sincerely,

Peter Luckham
Salt Spring Island Local Trust Committee Chair, Islands Trust
pluckham@islandstrust.bc.ca
250-210-2553



Attention: Laura Patrick
500 Lower Ganges Rd #1
Salt Spring Island BC V8K 2N8
Tel: 250-537-6822
Email: lpatrick@islandstrust.bc.ca

Re: Motion passed at a North Salt Spring Waterworks District Trustee's Special Open Meeting

22 September 2022

Dear Laura

By way of introduction, I just began working as District Manager for the North Salt Spring Waterworks District on September 6, last.

I need to bring to your attention, a Resolution (see below) passed at a Trustee's Special Open Meeting held at the North Salt Spring Island District Office, 761, Upper Ganges Road, on September 9, 2022, which reads as follows:

Whereas the Island Trust assumes "the primary responsibility for all Gulf Islands' affairs within Government jurisdiction, including land use, future growth patterns, control of development, industrial, recreational and commercial activity, as well as parks and open space designations," *

Resolved that we request a formalized relationship with North Salt Spring Waterworks District be established to coordinate any file or project that involves North Salt Spring Waterworks District services involving land use to become a partner in planning, zoning, and buildout decisions when the NSSWD water resources and/or assets are involved.

We look forward to the establishment of this relationship and the possibility of interacting with the Islands Trust on upcoming issues of mutual interest in the near future.

Incidentally, congratulations on your appointment as Salt Spring Island Trustee, and Vice Chair for the Executive Committee, of Island Trust.

Warm Regards

CA McCready

District Manager

North Salt Spring Waterworks

**Quote from the submitted report on the creation of Island Trust, September 25, 1973 Select Standing Committee on Municipal Matters report presented by A.A. NUEWILER, Chairman 3rd Session, 30th Parliament Hansard, afternoon sitting.*

Every Drop Counts



19 September 2022

Dear Mayor and Council,

Re: British Columbia Youth Parliament, 94th Parliament

The British Columbia Youth Parliament will hold its 94th Parliamentary Session in Victoria at the Provincial Legislative Chambers from December 27 to 31, 2022. We are hopeful for a safe return to in-person gatherings and BCYP will follow all Provincial Public Health Guidelines.

The Youth Parliament is a province-wide non-partisan organization for young people ages 16 to 21. It teaches citizenship skills through participation in the parliamentary session in December and continuing involvement in community service activities throughout the year. **Youth Parliament is a one-year commitment.**

I invite you to encourage eligible youth from your municipality or region to apply to sit as members of the Youth Parliament. BCYP is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community. If your municipality sponsors a “youth of the year” award or has a municipal youth council, young people with that sort of initiative and involvement are ideal candidates for BCYP.

Each applicant who is accepted to attend as a member of BCYP must pay a **\$425** registration fee. Thanks to private donations and fundraising, a portion of the cost of transportation and accommodation is covered for all members. We encourage municipalities or youth councils to contribute towards the application fee for applicants who are in financial need. If the approval of financial support causes any delay, we encourage the applicant to send in their forms on time along with a note saying that the cheque will arrive after the deadline. In this case, if we receive the completed form and personal statement before the deadline, it will be considered received on time. If you are not able to aid, a limited number of bursaries are available for applicants who cannot meet the expense of the registration fee. Requesting financial assistance will not affect an applicant's chance of being selected as a member. (See <https://bcyp.org/session>)

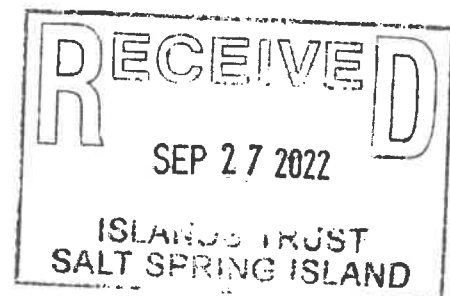
Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Marriott Hotel in Victoria. During that time, participants are supervised by members of the Board of Directors of the Youth Parliament of B.C. Alumni Society and other youth parliament alumni. In addition, transportation to and from Victoria will be provided for all members who require it.

I have enclosed an application form and a brochure about BCYP. I encourage you to make the application form and brochure available to interested young people and to make copies of the forms as needed. A soft copy of the form, brochure and poster are available from our website at <https://bcyp.org/session>.

All application forms must be received by October 25, 2022. Selected applicants will be notified in early November. If you require more information, please contact me by e-mail as indicated above. You may also visit our website at www.bcyp.org.

Yours truly,

Ambrose Yung
Registrar, Youth Parliament of BC Alumni Society





British Columbia Youth Parliament

Application Package & Background Information

94th Parliamentary Session

December 27-31, 2022 - Victoria, BC

WHAT IS BCYP?

British Columbia Youth Parliament (BCYP) is a youth organization that recognizes every young person's potential to lead and serve in the community. Since 1924, BCYP has provided a forum for young people to develop skills in leadership, organization, public speaking, and the parliamentary process, and to put these skills into practice through service to youth in their local communities.

BCYP is not affiliated with any political party and is a non-profit organization.

Membership in BCYP begins with attending the Parliamentary Session in Victoria and continues throughout 2023. For detailed information about BCYP's activities, visit our website, www.bcyp.org.

BCYP'S ACTIVITIES

BCYP's year begins with the Parliamentary Session from December 27 – 31, 2022. Members sit in the Legislative Assembly in Victoria and use the parliamentary style of debate to plan educational and service projects, establish BCYP's financial commitments, and amend BCYP's governing legislation. All participants must be fully vaccinated against COVID-19 to attend.

At Session, Members:

- Meet young people from all over the province;
- Debate Cabinet's legislation which sets out BCYP's activities for 2023;
- Debate current local, national, and international issues;
- Learn about debating and the rules of parliamentary procedure;
- Elect BCYP's Premier, Deputy Speaker, and Leader of the Opposition for the 95th Parliament.

After Session, Members put into action the plans made at Session, which usually include:

- Volunteer service projects in their home communities;
- Group volunteer service projects with summer camps, food banks charity walks, soup kitchens, and other service groups;
- Special projects which vary depending on annual legislation but have included summer festivals, children's day camps and Camp Phoenix;
- Regional Youth Parliaments;
- Fundraising events;
- Social activities with other Members.

WHO CAN ATTEND?

Each year 97 youth are "elected" to BCYP as representatives of their communities. Each applicant must be nominated by an organization committed to youth (i.e. a school, community group, club, Municipality or church). Five members of that group must indicate their support by signing the application form.

To be eligible for membership you must be:

- Age 16 – 21 (inclusive) as of Dec. 31, 2022;
- A resident of British Columbia;
- Nominated by an organization committed to youth;
- Willing and able to participate in BCYP's activities for one year;
- Fully comply with BC's Public Health guidelines for COVID-19.

Due to the limited number of seats in the Provincial Legislature and public health guidelines, only 97 applicants will be selected to become Members this year. BCYP will follow all BC Public Health guidelines for COVID-19.

SESSIONAL ARRANGEMENTS

Accommodations: Accommodation at the Marriott Hotel Inner Harbour, Victoria is provided for all Members for the nights of December 27 – 30 (inclusive). Members will share hotel rooms. BCYP will follow all Provincial public health orders.

Transportation: Transportation for Members residing outside the Victoria area is included in the registration fee. Members living in the Interior, North, or North Island will be required to travel on December 26 and January 1.

Meals: Each Member is responsible for the cost of meals in Victoria. Some dinners will be at assigned restaurants, others free-choice.

PRE-SESSIONAL INFORMATION

The Registrar will notify all applicants by email or mail as to their acceptance status by mid-November. Accepted Members are provided with an orientation package prior to Session and are invited to attend one of the Pre-Sessional Workshops held in different regions of the province. The details of the workshops as well as travel and health & safety info will be announced in the acceptance letters.

FOR MORE INFORMATION

Inquiries from applicants, parents, teachers and nominating organizations are welcomed.

Please contact: **Ambrose Yung, Registrar** or **Rhonda Vanderfluit, Deputy Registrar** registrar@bcyp.org

APPLICATION PROCEDURE

Complete the attached application form (pages 3 and 4 of this package) and forward it with your personal statement and registration fee. Members who require financial support can email to request a Financial Aid Application.

Ambrose Yung, Registrar
Unit B – 1211 Roy Road
Victoria, BC. V8Z 2X8

e-mail: registrar@bcyp.org, **Fax:** 604-731-0081

Applications must be **RECEIVED** by **Tuesday, October 25, 2022** by mail, fax, or email attachment. If you send the application by email attachment, please mail the original signed copy with your application fee.

Please print clearly. Illegible or incomplete applications may be rejected. You may fax or email a LEGIBLE scan of your form BY THE DEADLINE and send your hard copy of your form and cheque by other means such as courier. Original signed hard copies must be received to consider your application complete.

REGISTRATION FEE

The registration fee for each member is **\$425**. A cheque or money order made payable to the **Youth Parliament of B.C. Alumni Society** must be sent with the application form or follow a fax or e-mail with the original signed application as soon as possible (any acceptance is not final until a registration fee is received). An eTransfer can be sent to payment@bcyp.org. **Be sure to include the full name of the applicant in the comments section and email us your password.** Registration fees will be held onto (but not cashed) for those on the waitlist and returned to those not accepted. **NSF cheques are subject to a \$45 fee.**

Applicants who are in financial need are first encouraged to approach school and community groups to contribute to the cost of the application fee. For those who are not able to secure outside funding, a limited amount of **financial support is available from BCYP**. For more information, please contact the Registrar **before** the October 25 application deadline to request a financial Aid application form. So that we can provide support for as many members as possible, we encourage applicants to submit a cheque for whatever portion of the application fee they can afford. Requests for financial assistance cannot be considered after applicants have been accepted as members.

CANCELLATION

Accepted members who cancel on or before **December 6** will receive a refund of their registration fee minus a \$25 cancellation fee, unless travel tickets have been purchased in which case no refund is issued. No refunds will be issued to any member cancelling after December 5.

THANKS TO OUR SPONSOR

British Columbia Youth Parliament is sponsored by the Youth Parliament of BC Alumni Society, a registered, non-profit organization composed of past members of BCYP.

Please keep this information page for future reference

APPLICATION FORM – NINETY FOURTH BC YOUTH PARLIAMENT

LAST name: _____ FIRST name: _____ GENDER: _____ Room with: ☐ M ☐ F

☐ I identify as an indigenous/aboriginal person

CURRENT ADDRESS (including temporary/University residence):

STREET / PO BOX: _____ CITY: _____

POSTAL CODE: _____ PHONE: (____) _____

E-MAIL: _____ CELL PHONE: (____) _____

PERMANENT ADDRESS (i.e. parents) or STREET ADDRESS if DIFFERENT from above:

STREET / PO BOX: _____ CITY: _____

POSTAL CODE: _____ HOME PHONE: (____) _____

TRANSPORTATION TO VICTORIA REQUIRED FROM:

CURRENT/TEMPORARY ADDRESS ☐ PERMANENT ADDRESS ☐ OTHER: _____

BIRTHDATE: (YYYY/MM/DD) _____ SCHOOL/UNIVERSITY: _____

NOMINATING ORGANIZATION: _____

STREET: _____ CITY: _____

POSTAL CODE: _____ PHONE: (____) _____

CONTACT TEACHER / COORDINATOR NAME: _____ E-MAIL: _____

SIGNATURE OF TEACHER / GROUP COORDINATOR: _____

Would you (teacher/coordinator) like to receive a print and e-mail copy of the application package each year?

☐ Yes ☐ No ☐ Already on the list

THE FOLLOWING MEMBERS/STUDENTS of _____ NOMINATE

(NAME OF ORGANIZATION/SCHOOL)

_____, A MEMBER/STUDENT OF OUR ORGANIZATION/SCHOOL TO SIT AS A BCYP MEMBER.

FIVE NOMINATING SIGNATURES REQUIRED: (other members/students of the organization/school)

	Name	Signature	email
1			
2			
3			
4			
5			

PERSONAL STATEMENT

At the Parliamentary Session in Victoria, Members of BCYP participate in parliamentary debating and plan activities and community service for the upcoming year. During the year, Members are responsible for service and fundraising in their communities, and organize and participate in projects such as Regional Youth Parliaments, fundraising events, community outreach projects, and other service and debating activities

All **new** applicants must attach a **one-page** personal statement, outlining:

1. Why you would like to be a Member of BCYP;
2. What type of activities you have been/are, or intend to become, involved with in your community;
3. Any activities you have been/are involved with that relate to debate or public speaking;
4. With reference to the preceding paragraphs, how you believe you can personally contribute to BCYP, including debate at Session AND its projects and other activities throughout the Sessional year.

YOUTH PARLIAMENT EXPERIENCE

Have you attended BCYP before? ☐ Yes ☐ No

If **yes**, do you wish to become a member of the Alumni Society?

☐ Yes ☐ No ☐ Already on the list

If **"Yes"** or **"Already on the list"** above, do you consent to receive e-mail communications from the Alumni Society, which may include requests for donations or other items of a commercial nature? (Note: answering "No" below means you will not receive any e-mails, including the Alumni Society's newsletter *The Speaker* or email invitations to alumni events.)

☐ Yes ☐ No

Have you attended a Regional Youth Parliament as a Member or Ambassador?

☐ Yes (as a member) ☐ Yes (as an ambassador); If yes, which one(s)? _____ ☐ No

How did you **first** hear about BCYP? (Please choose one option)

- ☐ From a teacher ☐ From a group leader ☐ Saw a poster/brochure (where? _____)
- ☐ Through a Regional Youth Parliament ☐ From a member or of BCYP or RYP alumni
- (which one? _____) (name of individual: _____)
- ☐ Facebook ☐ Instagram ☐ Twitter ☐ Other (please specify: _____)

WAIVER

In consideration for acceptance to British Columbia Youth Parliament (BCYP), the undersigned on behalf of the Applicant and all heirs, executors and administrators, waives any and all claims for damages against BCYP and the Youth Parliament of British Columbia Alumni Society, and their directors, officers, and agents for any and all injuries or loss which the Applicant may suffer during, or in connection with any BCYP Session, trip, or any other activity, or transportation to or from Session or any other activity.

Applicant's Signature: _____ (Applicant should sign even if a parent or guardian is also required to sign.)

If **under 19**, Signature of Parent or Guardian: _____

Printed Name of Parent or Guardian Signing: _____

Please remember to:

- ☐ Save a legible scan of this form for your records. As a backup, please email or fax the scan to:
registrar@bcyp.org or fax: attn to Ambrose Yung at: 604-731-0081

- ☐ Mail or courier a signed hard copy of this completed form along with a cheque for \$425. **We must receive original signed hard copies for anyone under the age of 19. Your application will not be considered complete until the hard copy is received.**

Unit B – 1211 Roy Road Victoria, BC V8Z 2X8

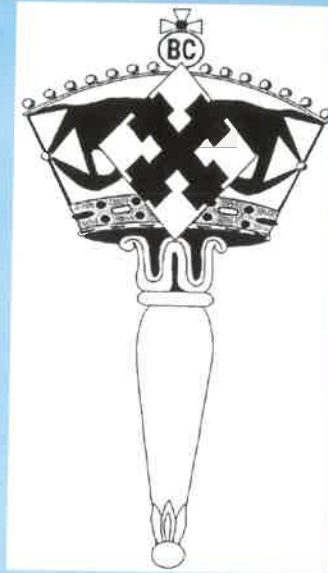
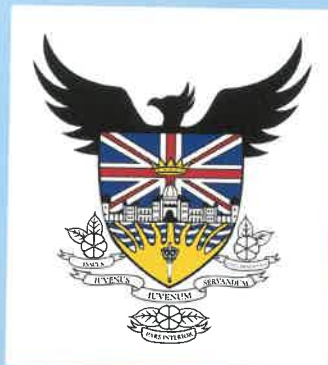
British Columbia Youth Parliament (BCYP) is about youth taking responsibility and initiative to make a positive impact in their communities. BCYP is a non-profit, non-partisan, parliamentary education and service organization. BCYP is an extraordinarily unique organization - for youth and by youth.

For a full year, 97 members pool their resources, creativity and determination for a common purpose: to advance, better and improve the youth of British Columbia. BCYP brings together youth from across the Province and unites them to fulfill the motto of "Youth Serving Youth". The youth of BCYP reach out and make a difference across British Columbia.

Why?

Because they Can!

And more importantly, because they care.



BCYP is unique in that it is not simply a "mock" or model parliament - the legislation members debate translates into real action in the community.

BCYP Session and all BCYP events will follow all BC COVID-19 safety protocols .

CONTACT US

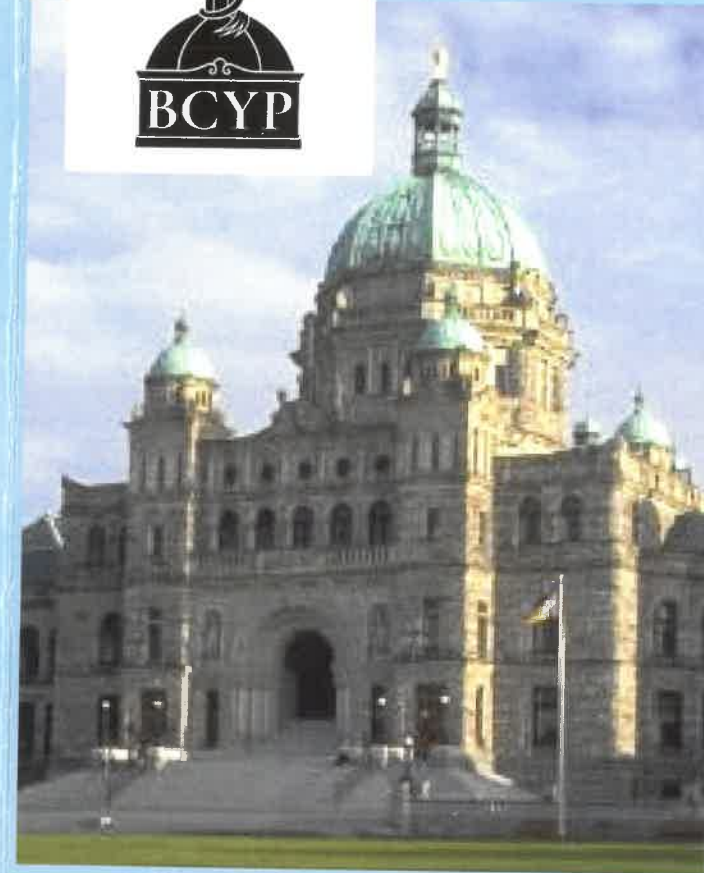
For more information on BCYP and its projects, visit our website:

www.bcorp.org

or contact the Premier:

premier@bcyp.org

For application info contact our Registrar
registrar@bcyp.org



BRITISH COLUMBIA YOUTH PARLIAMENT

Youth Serving Youth

Why We Are a Parliament

British Columbia Youth Parliament began as the TUXIS Older Boys' Parliament in 1924. It became the BC Youth Parliament in 1974, upon the admittance of girls, and 2018 marked its 90th Session.

Each year, between December 27th and 31st, 95 young people from across BC gather at the

Legislative Chambers in Victoria for BCYP's annual session. Members sit as independents; they do not represent any political party and they vote according to their own consciences. They learn about parliamentary process, debate topics of interest, and plan activities for the coming year.

Proposed activities are presented in the form of government bills. The debate is led by a Cabinet of experienced youth parliamentarians who spend months before preparing to present their plans. First-time members are also able to raise issues through debate on government legislation and by writing and presenting Private Members' Resolutions dealing with issues ranging from local to international in scope.

Once BCYP's bills are passed they must be put into effect. This is where BCYP differs from other youth parliaments in that BCYP is not a "model" or "mock" parliament - the legislation members pass translates directly into positive action in the community.



Youth Serving Youth

BCYP members plan and participate in group service events organized around the province. Members come together to volunteer with different organizations or special events, or provide service to the community in ways of their own devising. They volunteer with summer camps, food banks, charity walks, soup kitchens, community support services, and other service organizations.

As well, all over British Columbia throughout the year, individual members of BCYP perform solo acts of service in their communities and lend a hand through their involvement with other organizations. Across the province, BCYP members help others in myriad ways, limited only by their imaginations and the will to carry out the projects they envision.



Community Fundraising

Each year BCYP organizes a variety of fundraising events across the province. Members work in groups and in their communities to raise the funds required to run BCYP's projects and cover its operational expenses. They also engage in service-related fundraising, working in groups and individually to raise money for a variety of causes.

Members participate in a variety of fundraisers such as pledge events, car washes, and BCYP's annual auction. Members also solicit donations from local businesses and prominent members of their local communities.

Regional Youth Parliaments

To increase the number of youths who are able to participate in Youth Parliament activities, BCYP members organize and run Regional Youth Parliaments in various regions of the province. Through these events, BC Youth Parliament furthers its goals of promoting community service, education in the parliamentary process, and training in public speaking and debating.

More local in scope than BCYP, Regional Youth Parliaments hold weekend-long Sessions aimed at high school students between the ages of 14 and 18. Regional Youth parliament members gather to discuss local, national, and international issues in a parliamentary setting.



Camp Phoenix

Camp Phoenix is BCYP's most ambitious project. It involves BCYP members organizing and running a summer camp for children from across BC who would otherwise be unable to live the summer camp experience. It is about pushing our limits and redefining terms like "hard work" and "commitment". It is about truly making a huge difference in the community.

This project is fully initiated, developed, and staffed by volunteer members of our organization. Our fundraising and efforts throughout the year come together to send up to 50 children aged 8-12 to enjoy a very special week of their summer and their lives. Camp Phoenix moves to different campsites across BC so that it provides the opportunity for children from all regions of the Province to attend. This major project can comprise almost half of BCYP's annual budget. This project if held will comply with all BC COVID-19 safety guidelines.



1-500 Lower Ganges Road, Salt Spring Island, BC V8K 2N8
Telephone: **250-537-9114**
Fax: 250-537-9116
Toll Free via Enquiry BC in Vancouver: 604-660-2421
Elsewhere in British Columbia: **1-800-663-7867**
Email: ssiinfo@islandstrust.bc.ca
Website: www.islandstrust.bc.ca

September 12, 2022

File No: 3026-01-30

via email: Stefan.woloszyn@cwct.ca

Stefan Woloszyn
CEO of City West

Re: Support for City West Piers Island Association's Application for Funding

Dear Stefan Woloszyn,

The Salt Spring Island Local Trust Committee passed a resolution at its September 6, 2022 meeting asking the Chair of the Salt Spring Island Local Trust Committee, the Land Use Authority having jurisdiction on Piers Island, to write to you supporting the Piers Island Association's application to City West for fibre optic internet service.

High speed internet service is critical to the social and economic interests of all our communities, particularly on small rural islands, such as Piers Island. The Salt Spring Local Trust Committee is in full support of this application.

Please see the below resolution by the Salt Spring Island Local Trust Committee in support of the application for City West.

Resolution SS-2022-144

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request the LTC Chair to write in support of the Piers Island Association regarding item 13.4 a letter dated August 5, 2022 - Concerning the Piers Island Association support request for fibre optic internet service.

CARRIED

Yours sincerely,

Peter Luckham
Salt Spring Island Local Trust Committee Chair,
Islands Trust pluckham@islandstrust.bc.ca
250-210-2553

cc: Rick Schnurr, Director of Piers Island Association – rick.schnurr@gmail.com

From: Stefan Woloszyn <Stefan.Woloszyn@cwct.ca>
Sent: Thursday, September 29, 2022 11:21 AM
To: Jennifer Baddeley <jbaddeley@islandstrust.bc.ca>
Cc: rick.schnurr@gmail.com; Salt Spring Island Local Trust Committee
<SaltSpringIslandLocalTrustCommittee@islandstrust.bc.ca>; [REDACTED]
Subject: RE: Support for City West Piers Island Association's Application for Funding

Thank you Jennifer,

This is very helpful. We are looking forward to submitting an application for fibre to the home for the community.

Best regards,

Stefan



From: Jennifer Baddeley <jbaddeley@islandstrust.bc.ca>
Sent: September 29, 2022 11:19 AM
To: Stefan Woloszyn <Stefan.Woloszyn@cwct.ca>
Cc: rick.schnurr@gmail.com; Salt Spring Island Local Trust Committee
<SaltSpringIslandLocalTrustCommittee@islandstrust.bc.ca>
Subject: Re: Support for City West Piers Island Association's Application for Funding

CAUTION: This email originated from outside of CityWest. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Stefan,

Please see attached to this email a letter from Chair Peter Luckham supporting the Piers Island Association's application to City West for fibre optic internet service.

Cheers,

Jenn Baddeley (*she/her/hers*)

Office Administrative Assistant

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

T: 250-538-5609 | 250-537-9144 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 am humbly thankful to live and work in the treaty lands and territories of the BOKÉĆEN, K'ómoks, Lək'wəjən, Lyackson, MÁLEXEL, Qualicum, Quw'utsun Tribes, scəwáəðən məsteyəxʷ, Scia'new, səliłwətaɣ̌, SEMYOME, shíshálh, Sk̓wxwú7mesh, Snaw-naw-as, Snuneymuxw, Spune'luxutth, SṪÁUTW, Stz'uminus, ʔaʔəmen, toq qaymıxʷ, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, WJOŁEŁP, WSIKEM, Xeláłtxw, Xwémalhkwxw/ʔop qaymıxʷ, and xʷməðkʷəy̓əm.

From: Rick Schnurr <rick.schnurr@gmail.com>
Sent: Thursday, September 29, 2022 12:35 PM
To: Jennifer Baddeley <jbadddeley@islandstrust.bc.ca>
Subject: Re: Support for City West Piers Island Association's Application for Funding

Thank you, Jennifer. Much appreciated.

Rick

On Thu, Sep 29, 2022 at 11:18 AM Jennifer Baddeley <jbadddeley@islandstrust.bc.ca> wrote:

Good morning Stefan,

Please see attached to this email a letter from Chair Peter Luckham supporting the Piers Island Association's application to City West for fibre optic internet service.

Cheers,

Jenn Baddeley (she/her/hers)

Office Administrative Assistant

Islands Trust | [1-500 Lower Ganges Road | Salt Spring Island, BC V8K 2N8](#)

T: 250-538-5609 | 250-537-9144 www.islandstrust.bc.ca

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--

Thanks!

Rick

October 11, 2022 Local Trust Committee

Delegation *“Update re: September 26, 2022 Meeting with Concerned Residents of Canvasback Place and Innovation, Science and Economic Development Canada”*

Presentation Outline:

1. Report on meeting with ISED
2. Need to Acknowledge 2001 Antenna Siting Policy
3. Provide ISED with all valid rationale for rescindment
4. Obtain injunction against Rogers developing tower

Attachments

- Email to Ms. Hart Sept 26, 2022
- O. McOut to Ms. Hart Sept 8, 2022
- Draft letter for July 12th LTC meeting
- Luckham Sept 20, 2022 open letter

Attachment #1
Email to Ms. Hart Sept 26, 2022

From: Julian Clark [mailto:]
Sent: Monday, September 26, 2022 5:58 PM
To: ic.stsdgso-dgogsst.ic@ised-isde.gc.ca
Cc: 'Peter Grove' <pgrove@islandstrust.bc.ca>; pluckham@islandstrust.bc.ca; lpatrick@islandstrust.bc.ca; ssiinfo@islandstrust.bc.ca; 'May, Elizabeth - Riding 1A' <Elizabeth.May.C1A@parl.gc.ca>; francois-philippe.champagne@parl.gc.ca; simon.kennedy@ised-isde.gc.ca; marc-andre.rochon2@ised-isde.gc.ca; Michael.Fu@ised-isde.gc.ca; 'Gail Sjuberg' <gsjuberg@gulfislandsdriftwood.com>
Subject: RE: Rogers Communication Inc. (Rogers) tower proposal W2716 at Channel Ridge, Salt Spring Island

Dear Ms. Hart,

My colleague Elaine Senkpiel and I met with two of your team members earlier today, Michael Fu and Marc-Andre Rochon. While we appreciated the opportunity to discuss my September 5th email to you, and to better understand why ISED believes the default protocol is appropriate in this particular antenna siting application, we were disappointed in the discussion. Clearly, as outlined in my email, the Islands Trust draft Model Protocol was the applicable protocol for this siting application.

Mr. Fu and Mr. Rochon seemed unwilling to fully consider the points raised in the September 5th email. It was suggested we set aside Rogers written assertion they had fulfilled the Islands Trust Model Protocol. Instead, we were told, we should rest assured the Local Trust Committee staff knew the assertion was not true, and should assume the Trustees were duly informed of this prior to voting on the matter. With all due respect, we continue to rely on the written record, not the speculation and assumptions which your staff seemed to be relying on in attempting to overturn our Local Trust Committee's decision to rescind.

Mr. Fu and Mr. Rochon also indicated ISED spoke with the Chair of our Local Trust Committee, Peter Luckham, and that Mr. Luckham did not provide ISED with any valid rationale for their rescindment. This is most concerning for several reasons:

1. On what basis did ISED feel the need to get involved in this matter? Your team members confirmed that at no time has Rogers either triggered the dispute resolution process under CPC 2-0-03 or submitted a written complaint to ISED. As you state in your email to Oona below, and I quote "ISED does not become involved in the process unless requested by the land-use authority (LUA) or the proponent." We raised this in our discussion today, and neither Mr. Fu nor Mr. Rochon were able to answer this fundamental question.

Why is ISED involved in this matter? On what basis did Ken Pungente of ISED write to the Salt Spring Island Local Trust Committee and where in the regulations does it enable ISED to side with one party or the other when no complaint or dispute has been filed?

2. When ISED representatives reached out to Chair Luckham to enquire as to the reasons for rescindment, did they indicate this was a formal review and that they would be making a ruling based on what was said? Or is it possible that Chair Luckham felt the discussion was purely a courtesy? Is it possible that Chair Luckham was unprepared for the discussion given that this was not a formal review?
3. When the Salt Spring Island Local Trust Committee rescinded the concurrence decision, Chair Luckham was not present. The vote was three Trustees in favour of rescindment and no Trustees against rescindment. The three Trustees that voted for rescindment were Trustee Laura Patrick, Trustee Peter Grove and Acting Chair and Trustee Dan Rogers. Why then would ISED have an informal (not subsequent to a complaint or dispute) discussion with the one person who was not present?
4. Without a clear reason under the regulations for ISED to be involved in this matter, the appearance of a conflict of interest continues to not only be present, but grows. Neither the proponent nor the land use authority in this matter have filed a complaint or requested the dispute resolution process be triggered. The Proponent is represented by a former ISED employee. ISED appears to be supporting the Proponent without a formal review being conducted, and ISED's senior personnel could not explain why ISED is even involved in this matter, at this stage. Whether or not it is true, there is most certainly an appearance of a conflict of interest...

At this point in time, the land use authority has rescinded their concurrence decision and hence the Proponent does not have authority to proceed with antenna construction at the proposed site. Chair Luckham recently issued an open letter to the community on this matter and stated:

“By rescinding concurrence, and providing Rogers and ISED with, in the view of the LTC, valid rationales for the decision to rescind, the LTC has played its part in the approval process.”

In the event Rogers don't accept this outcome, they are free to formally complain to ISED and request the dispute resolution process be triggered. And in the event that were to occur, the Salt Spring Island Local Trust Committee will undoubtedly initiate a formal process to respond to Rogers and ISED. Additionally, given ISEDs involvement in this matter to date, it would not be unreasonable for the Local Trust Committee to request arbitration rather than rely solely on ISED's discretion. Alternatively, perhaps Rogers could initiate a meeting between all the interested parties (Rogers, the LTC, and the concerned homeowners) with a clear and respectful discussion around possible and reasonable resolution. If the parties made themselves available to discuss the matter together (which they haven't to date), perhaps ISED would not need to be involved.

However, until such time as a formal appeal of the current outcome, the local land use authority has spoken, and they have said Rogers may not site the antenna as proposed.

Respectfully,

Julian Clark
Spokesperson for the Concerned Residents of Canvasback
Salt Spring Island

From: Julian Clark [<mailto:>]
Sent: Monday, September 5, 2022 9:02 PM
To: ic.stsdgso-dgogssst.ic@ised-isde.gc.ca
Cc: 'Peter Grove' <pgrove@islandstrust.bc.ca>; pluckham@islandstrust.bc.ca; lpatrik@islandstrust.bc.ca; ssiinfo@islandstrust.bc.ca; 'May, Elizabeth - Riding 1A' <Elizabeth.May.C1A@parl.gc.ca>; francois-philippe.champagne@parl.gc.ca; simon.kennedy@ised-isde.gc.ca; 'Gail Sjuberg' <gsjuberg@gulfislandsdriftwood.com>
Subject: FW: Rogers Communication Inc. (Rogers) tower proposal W2716 at Channel Ridge, Salt Spring Island

Dear Ms. Hart,

Oona McOuat was kind enough to share your recent response to her August 11th email regarding a serious procedural error in Rogers tower siting on Salt Spring Island. I am the spokesperson for the Concerned Residents of Canvasback Place (CROC), homeowners who live near the proposed Rogers tower site. We have advocated since August 2021 with governing officials to highlight the inadequate, insufficient and defective process followed by Rogers to obtain a concurrence decision from the Salt Spring Island Local Trust Committee (SS LTC).

In your August 30th email you state:

In regards to the Rogers tower proposal at Channel Ridge, Salt Spring Island, Rogers conducted a public consultation process through its agent, Cypress Land Services (Cypress), using the ISED default public consultation process as outlined in CPC-2-0-03. ISED also confirmed with the Salt Spring Island Land Trust Committee (SSLTC), as the land-use authority, that they deemed their 2001 Cellular Antennae Proposal Form and Procedural Guideline to be obsolete at the time. As such, the SSLTC instructed Rogers to proceed with the ISED default consultation process, as per CPC-2-0-03, but with some additional elements to meet SSLTC's new requirements. On August 19, 2021, the SSLTC provided concurrence regarding this tower proposal.

I respectfully submit that your summarization of what took place is inaccurate and incomplete; and below, outline the facts which support why the concurrence decision rescindment must stand, or at the very least be sent to arbitration as is spelled out in Section 5 of CPC 2-0-03.

1. SS LTC direction on Protocol to be followed

- The SS LTC passed a resolution to grant concurrence to Rogers siting proposal on Canvasback Place at their July 27, 2021 regular meeting.
- The meeting agenda package, provided to Trustees in advance of the meeting, included a staff report on the Rogers' siting proposal which stated:

In preliminary discussions with staff, the proponent was advised the SS LTC has not adopted a telecommunications policy following ISED's revoking of the 2001 Procedure for Cellular Phone Antenna Proposals and Letter of Understanding

(due to dated procedural guidelines). Staff advised the applicant a Model Strategy for Antenna Systems is presently under consideration by the SS LTC and could serve as a guiding document.

2. Rogers' application for concurrence

- In the same July 27th agenda package, Trustees were provided a copy of Rogers May 31, 2021 letter to the SS LTC with the subject "Summary of Consultation and Request for Concurrence for a ROGERS Wireless Communications Facility."
- This application for concurrence attested to the public consultation that Rogers had
- completed. This 102-page document started with Rogers making the following statement:

Please be advised that ROGERS and CREST have completed the public consultation process, following Islands Trust draft Model Public Consultation Protocol for Local trust Areas, as it relates to the proposed wireless antenna installations in the above noted subject line.

3. SS LTC reliance on Rogers attestation

- Based on the public documentation presented to the Trustees leading up to their granting concurrence, it is evident the SS LTC suggested the "Islands Trust draft Model Protocol" be followed, and that Rogers asserted they, indeed, had completed the steps required by that protocol.
- This is further supported by the fact that the July 27th agenda package contained only one antenna siting protocol – that being the Islands Trust draft Model Protocol, not the ISED Default Protocol.

4. SS LTC inquiry to ISED regarding options available post-concurrence

- Subsequent to the July 27th concurrence, the SS LTC received numerous complaints from Trust area residents that the consultation process followed by Rogers was inadequate, incomplete and not as Rogers had attested in their application.
- As a result, the SS LTC requested staff reach out to ISED and determine what options were available post concurrence (as outlined in a staff report included in the November 9, 2021 regular meeting agenda package):

On October 8, 2021, staff reached out to ISED Spectrum Management & Telecommunications branch to seek guidance on options available to the SS LTC post-issuance of the statement of concurrence.

- Also documented in that staff report was ISED's response:

Their response on October 13, 2021 was as follows: “Good day Kristine. Rescinding a letter of concurrence is not typical in situations such as this. If you believe that the LTC based its decision on inaccurate or incomplete information then you may be able to consider this action, but if not then you may have to accept the scenario and consider how things might be handled differently in the future.

5. SS LTC rescission of concurrence March 22, 2022

- Trust area residents continued to investigate, and bring to the attention of the SS LTC, numerous deficiencies in the process Rogers followed, and the inaccurate assertions Rogers made to obtain the concurrence decision.
- Multiple, substantive and material areas were identified and documented for the SS LTC where Rogers did not follow nor complete the Islands Trust draft Model Protocol as Rogers attested they had, including, but not limited to:
 - a. Section 3.2 G 5 Public Information Sessions
 - b. Section 3.2 G 2(a) (1&2) Pre-Consultation with the LTA
 - c. Section 4.2 B Distance Considerations
 - d. Section 4.2 C Discouraged Locations
 - e. Section 3.2 G 2(b) Application Submission to the LTA
- Had these required steps been completed by Rogers, as they attested they were in their application for concurrence, the proposed site requested by Rogers would not have been eligible for siting the tower:
 - The proposed siting is in a medium density residential area, specifically discouraged under Section 4.2 C of the Model Protocol. It is worth noting that Rogers currently have 6 towers in the Southern Gulf Islands area, none of which are either within 500 metres or 12 times the height of the tower to homes. The proposed Canvasback Place site places a 40 metre tower within 500 metres of 50 homes, 250 metres of 30 homes, 100 metres of 8 homes and 50 metres of 3 homes.
 - This is especially egregious given that the owners of the proposed site (Onni Group) also own 570 hectares of adjacent bare land with several ridges as high or higher than the proposed site, and no medium density residential area nearby.
 - The proposed siting is in a SS LTC defined environmentally sensitive area. This is specifically highlighted as a discouraged location in the draft Model Protocol.

- The proposed siting is 42 metres from the nearest home, however Section 4.2 B of the Model Protocol requires the antenna be sited at least 50 metres from the nearest home and encourages a distance of 120 metres.
- Section 3.2 G 2(b) of the Model Protocol requires that the Proponent complete a title search of the proposed site and include it with their submission. Rogers did not complete this step, and if they had, they would have found a covenant on the site that disallows development not contemplated in a 2004 Master Development Plan and disallows structures greater than 25 ft tall.
- In addition, the SS LTC were informed that there is a complex of archaeological sites atop Channel Ridge, including several inland shell middens, lithic scatters, a hearth feature, and two petroglyph rock art boulders. This is information Rogers should have included in their application.
 - Had the SS LTC known about the archaeological importance of this site to First Nations, the SS LTC would have required both an archaeological assessment as well as a consultation with First Nations requesting their concurrence.
- Based on inaccurate and incomplete information, and following ISED direction (October 13, 2021), the SS LTC on March 22, 2022 rescinded their July 27, 2021 concurrence with the Rogers tower siting application.

6. ISED letter to SS LTC on May 17, 2022

- On May 17, 2022, ISED's Director, Coastal Offices, STS-Western Region, Mr. Ken Pungente sent a letter to the SS LTC making a number of unclear, ambiguous and untrue remarks:
 1. *Please be informed that our office does not support your decision to rescind the concurrence*

What was the basis for this? Was Section 5 of CPC 2-0-03 regarding Dispute Resolution triggered? If so, where is the written complaint from Rogers? Was that complaint provided to the SS LTC? And what information had been gathered to arrive at this conclusion?

2. *Since the issuance of concurrence, by the Salt Spring Island Local Trust Committee (SS LTC), the only change in circumstances is the SS LTC's November 9, 2021 adoption of a new antenna siting protocol.*

After the issuance of concurrence, the SS LTC became aware that Rogers made false statements in their application and that Rogers had omitted material information. Per ISED's direction (October 13, 2021), if a land use authority learns after the fact they relied on incomplete or inaccurate information, that can be considered a change in circumstances sufficient to rescind a concurrence decision.

3. *Our review of the conduct of the consultation process also found that Rogers was in compliance with Innovation Science and Economic Development's default process.*

This is not relevant. The SS LTC suggested the use of the draft Model Protocol as a guideline. Most importantly, as stated in the first paragraph of their application request for a concurrence decision, Rogers attested they had completed the requirements of that protocol.

4. *SS LTC's July 27, 2021 concurrence also implied its satisfaction with how the process was conducted and its conclusion.*

The SS LTC's July 27, 2021 concurrence might have implied its satisfaction with the process at the time. However, this has no bearing when, after the fact, it became known that Rogers provided materially inaccurate information and omitted to provide other significant information that should have been submitted according to the applicable Islands Trust draft Model Protocol.

5. *SS LTC did not provide any other valid rationale to support the rescindment.*

Again, Rogers attested to completing the consultation steps required in the draft Model Protocol that the SS LTC suggested be used as a guideline for the process. Had Rogers completed those steps the proposed site could not have been chosen. Is ISED suggesting that a land use authority ignore applications that are found to be false after the decision is rendered? To suggest that rescinding the concurrence for these reasons is not valid, is inexplicable.

- Furthermore, we understand Mr. Pungente worked with the Rogers' executive responsible for the Canvasback Place siting before he left ISED for Rogers. As a result, there is at least the appearance of a conflict of interest regarding this important matter. Also, the nature of the letter, the absence of any apparent verification of Rogers' submissions and the failure to invoke the dispute resolution process defined in Section 5 of CPC 2-0-03 point to a lack of fairness in this process.
- In the event Rogers did submit a written complaint to ISED and requested the dispute resolution process be triggered, we would strongly encourage ISED to put this matter before an arbitrator as the regulation allows.

7. The ISED CPC 2-0-03 requirements were not fulfilled by Rogers

- CPC 2-0-03 makes several references to the Proponent's responsibility to engage with the land use authority to learn about the local preferences for siting and review alternative site locations:

Section 1.3.2 - contacting the land-use authority to determine local requirements regarding antenna systems

Section 4 - Proponents must always contact the applicable land-use authorities to determine the local consultation requirements and to discuss local preferences regarding antenna system siting and/or design

Section 4.1 - proponents must consult with the local land-use authority(ies) on any proposed antenna system prior to any construction. The aim of this consultation is to:

- *discuss site options*

Section 1.3 - It is ISED's expectation that all parties will carry out their roles and responsibilities in good faith and in a manner that respects the spirit of this document.

- Rogers began discussion with the SS LTC in November 2020. However, Rogers signed a "Right of Way" agreement with the proposed site owner, Onni Group, in January 2020, almost a full year prior to consulting with the SS LTC. Rogers never provided any site alternatives and had pre-determined where they wanted the tower located. This is not in keeping with either the content nor the spirit of CPC 2-0-03 regulations.
- In addition, CPC 2-0-03 Section 4 states:

in cases where proponents are aware that a potential Aboriginal or treaty right or land claim may be affected by the proposed installation, they must contact ISED in order to ensure that the requirements for consultation are met. Proponents are encouraged to refer to local community and online resources (for example, the Aboriginal and Treaty Rights Information System (ATRIS) as applicable.
- In June 2004, the Hul'qumi'num Treaty Group and Salt Spring Island residents instigated an RCMP investigation against Channel Ridge Properties (a predecessor company to the current owner Onni Group) for non-permitted impacts to the DfRv-110 site and two other unrecorded sites in contravention of the Heritage Conservation Act (1996).
- The Hul'qumi'num Treaty Group is identified in the ATRIS system and could easily have been identified by Rogers. However, Rogers did not contact ISED, did not ensure the requirements for consultation were met, and as a result were not in compliance with CPC 2-0-03.

I hope you find these facts informative and useful in putting the Canvasback Pl. tower siting in its proper context. This matter is not nearly as straight forward as it may first seem. The Concerned Residents of Canvasback Place agree with Oona's analysis that the standing antenna siting policy for Salt Spring Island was the policy adopted in April 2001 as it was never revoked or rescinded.

However, when Rogers and the SS LTC both agreed that the Islands Trust draft Model Protocol be followed, that was established as the standard which Rogers accepted. And that is the relevant policy in determining whether Rogers provided inaccurate and incomplete information.

We have provided clear evidence Rogers did not follow due process in their quest to obtain concurrence for the Canvasback Place site. CPC 2-0-03 enables the SS LTC to define the protocol required to be fulfilled to obtain a concurrence decision. Based on statements made in their application, Rogers clearly understood SS LTC desired the Islands Trust draft Model Protocol be used as a guideline, and Rogers attested to completing that Protocol. It is a matter of fact that Rogers did not complete nor fulfill many material aspects of the Islands Trust draft Model Protocol. They provided both inaccurate and incomplete information which are valid reasons for rescindment of the concurrence decision.

I welcome the opportunity to discuss our concerns with you, and will reach out to your administrative assistant in the next few days to schedule a meeting.

Kind regards,

Julian Clark

[REDACTED]

Salt Spring Island

----- Forwarded Message -----

From: STS DGSO / DGOGS SST (IC) <ic.stsdgso-dgogssst.ic@ised-isde.gc.ca>

To: [REDACTED] [REDACTED]

Cc: STS DGSO / DGOGS SST (IC) <ic.stsdgso-dgogssst.ic@ised-isde.gc.ca>

Sent: Tuesday, August 30, 2022 at 06:07:29 a.m. PDT

Subject: Rogers Communication Inc. (Rogers) tower proposal W2716 at Channel Ridge, Salt Spring Island

Dear Oona McQuat:

On behalf of the Honourable François-Philippe Champagne, Minister of Innovation, Science and Industry, I would like to thank you for taking the time to share your concerns with us in your email of August 11, 2022 regarding the Rogers Communication Inc. (Rogers) tower proposal W2716 at Channel Ridge, Salt Spring Island, British Columbia.

Innovation, Science and Economic Development (ISED) Canada recognizes the need to have a collaborative and consultative policy with respect to antenna-supporting structures. To facilitate this, our document entitled "[CPC-2-0-03 Radiocommunication and Broadcasting Antenna Systems](#)" (CPC-2-0-03) was established to set out the procedures to be followed by all radiocommunication operators, including providers of cell phone services, broadcasters and public utilities. These procedures include the requirement for the proponent of an antenna system to respond to all reasonable and relevant concerns received during the public consultation process.

CPC-2-0-03 requires that proponents consult with municipalities and notify local residents before an antenna structure is installed. The consultation process provides the opportunity for municipalities to make an informed decision regarding providing their concurrence for the proposed antenna structure. ISED does not become involved in the process unless requested by the land-use authority (LUA) or the proponent.

In regards to the Rogers tower proposal at Channel Ridge, Salt Spring Island, Rogers conducted a public consultation process through its agent, Cypress Land Services (Cypress), using the ISED default public consultation process as outlined in CPC-2-0-03. ISED also confirmed with the Salt Spring Island Land Trust Committee (SSLTC), as the land-use authority, that they deemed their 2001 Cellular Antennae Proposal Form and Procedural Guideline to be obsolete at the time. As such, the SSLTC instructed Rogers to proceed with the ISED default consultation process, as per CPC-2-0-03, but with some additional elements to meet SSLTC's new requirements. On August 19, 2021, the SSLTC provided concurrence regarding this tower proposal.

Since then, ISED has reviewed the public consultation process conducted by Cypress and found that the process was properly administered and conducted in compliance with the CPC-2-0-03. ISED has also determined that Cypress and Rogers took measures which exceeded our requirements. As such, ISED determined that the regulatory processes have been properly followed.

I encourage you to remain engaged in the process and communicate any further concerns to the SSLTC or Rogers.

Thank you for taking the time to share your concerns with the Department.

Sincerely,

Susan Hart

Executive Director General, Spectrum Management Operations Branch

Spectrum and Telecommunications Sector

From: Oona McOuat <[REDACTED]>

Sent: August 11, 2022 12:27 PM

To: Ken.Pungente@ised-isde.gc.ca

Cc: Peter Grove Islands Trust <pgrove@islandstrust.bc.ca>; Peter Luckham <pluckham@islandstrust.bc.ca>; Laura Patrick <lpatrick@islandstrust.bc.ca>; SSInfo <ssiinfo@islandstrust.bc.ca>; gsjuberg@driftwoodgimedia.com; May, Elizabeth - Riding 1 <Elizabeth.May.C1@parl.gc.ca>; May, Elizabeth - M.P. <Elizabeth.May@parl.gc.ca>; May, Elizabeth - Riding 1A <Elizabeth.May.C1A@parl.gc.ca>; Champagne, François-Philippe - Député <Francois-Philippe.Champagne@parl.gc.ca>; ministerofisi-ministredeisi@ised-isde.gc.ca; Simon.Kennedy@ised-isde.gc.ca; cthiel@islandstrust.bc.ca; sfast@islandstrust.bc.ca; drogers@islandstrust.bc.ca

Subject: Serious Procedural Error in Rogers tower siting on Salt Spring Island

Dear Mr. Pungente,

I am writing in regards to the proposed Rogers telecommunications tower in Channel Ridge Estates on Salt Spring Island.

In your letter of May 17, 2022 (attached) written to Peter Luckman, Chair of the Salt Spring Local Trust Committee, you state:

“Since the issuance of concurrence, by the Salt Spring Island Local Trust Committee (SS LTC), the only change in circumstances is the SS LTC’s November 9, 2021 adoption of a new antenna siting protocol. Given the date of the policy adoption, it is not to be retroactively applied.”

And, that the “SS LTC did not provide any other valid rationale to support the rescindment.”

I am writing to provide this valid rationale for rescindment and to report a serious procedural error, which, I believe, renders the original siting process null and void.

Section 4 of ISED’s CPC 2-0-03 states: “Proponents must follow the land-use consultation process for the siting of antenna systems, established by the land-use authority, **where one exists.**”

Section 122 (4) of BC’s Community Charter states: “An act or proceeding of a council is not valid unless it is authorized or adopted by bylaw or resolution at a council meeting.”

Timeline

- o On **April 26, 2001**, the Salt Spring Local Trust Committee (the “**LTC**”) adopted by resolution the attached *Cellular Antenna Procedural Guideline* for the siting of telecommunications towers.
- o On **July 27, 2021**, the LTC issued a concurrence decision related to the proposed siting of the Rogers Channel Ridge tower. To the best of my knowledge, the April 2001 resolution noted above had not been amended or repealed by the LTC by resolution on or before July 27, 2021.
- o On **November 9, 2021**, the LTC adopted the “Antenna System Siting Protocol”. On that date, this new protocol replaced the 2001 policy.

Given the requirements established by ISED in the CPC 2-0-03, I strongly believe the attached *Cellular Antennae Proposal Form* and *Procedural Guideline* should have been used in the siting of the Rogers tower on Canvasback Place. Instead, ISED’s default procedure was followed. **Is this not a serious breach of federal antenna siting regulations?**

As time is of the essence, I would appreciate acknowledgement of receipt of this letter from all parties cc’ed above, as well as a response that clearly addresses my concern,

Yours Truly,

Oona McOuat

Salt Spring Island, BC

Oona McOuat

[Redacted signature block]

Attachment #2
O. McQuat to Ms. Hart Sept 8, 2022

From: Oona McQuat [mailto:]
Sent: Thursday, September 8, 2022 11:16 AM
To: STS DGSO / DGOGS SST (IC) <ic.stsdgso-dgogssst.ic@ised-isde.gc.ca>
Cc: SSIInfo <ssiinfo@islandstrust.bc.ca>; Laura Patrick <lpatrick@islandstrust.bc.ca>; Peter Grove Islands Trust <pgrrove@islandstrust.bc.ca>; Peter Luckham <pluckham@islandstrust.bc.ca>; David Marlor <dmarlor@islandstrust.bc.ca>; Stefan Cermak <scermak@islandstrust.bc.ca>; Gail Sjoberg <gsjoberg@gulfislandsdriftwood.com>; Elizabeth - M.P. May <elizabeth.may.c1@parl.gc.ca>; Elizabeth - M.P. May <elizabeth.may@parl.gc.ca>; simon.kennedy@ised-isde.gc.ca; francois-philippe.champagne@parl.gc.ca
Subject: Re: Rogers Communication Inc. (Rogers) tower proposal W2716 at Channel Ridge, Salt Spring Island

Attention: Susan Hart, Executive Director General, Spectrum Management Operations Branch, Spectrum and Telecommunications Sector

Dear Ms. Hart,

Thank you for your letter of August 30th, 2022, found below.

In regards to the Rogers-Channel Ridge, Salt Spring cell tower application, in it you say:

"ISED also confirmed with the Salt Spring Island Land Trust Committee (SSLTC), as the land-use authority, that they deemed their 2001 Cellular Antennae Proposal Form and Procedural Guideline to be obsolete at the time."

This statement is troubling, to say the least, as a Salt Spring Local Trust Committee (SS LTC) staff report contained in the agenda package for the July 27, 2021 LTC meeting states:

"In preliminary discussions with staff, the proponent was advised the SS LTC has not adopted a telecommunications policy following ISED's revoking of the 2001 Procedure for Cellular Phone Antenna Proposals and Letter of Understanding (due to dated procedural guidelines).

Clearly either ISED and/or the SS LTC made the decision to disregard the Cellular Antennae Procedural Guideline which the SSI LTC had voted by resolution to adopt on April 26, 2001. Given that it has been confirmed to me by David Marlor, the Director of Local Planning Services for the Islands Trust, that no further resolution either amending or revoking the 2001 policy had been passed at the time the Rogers Channel Ridge application was processed, it is evident the 2001 protocol was the policy that should have been followed for this Rogers-Channel Ridge siting.

That said - there were several requirements contained within that 2001 policy that were not met by the SS LTC or by Rogers, the proponent in this siting. These points can be provided in detail upon your request.

Further, if indeed somehow Section 122 (4) of BC's Community Charter could be overridden in this matter, and this 2001 policy could have been cast aside by either ISED or the SS LTC with no formal or documented process having taken place to do so, as communicated to you in detail by my colleague Julian Clark in his email message of September 5, 2022, the other two procedural documents that could have been used in this siting, the "Islands Trust Draft Model Protocol" and ISED's CPC-2-0-03, were not followed either.

Although a letter of concurrence is an agreement between a proponent and a local government and ISED does not generally permit citizens to intervene in antenna siting matters, clearly, public servants and elected officials are required by law and by an unspoken code of ethics to listen and respond to, and act upon, irregularities reported to you by citizens.

I trust you and those with the authority to rectify this situation will do so, thus ensuring that the public retains confidence in those we elect and hire to serve us and the public good,

All the Best,
Oona McQuat

Oona McQuat

The information contained in this e-mail is intended only for the individual or entity to whom it is addressed. Its contents (including any attachments) are confidential and may contain privileged information. If you are not an intended recipient you must not use, disclose, disseminate, copy or print its contents. If you receive this e-mail in error, please notify the sender by reply e-mail and delete and destroy the message.

On Tuesday, August 30, 2022 at 06:07:29 a.m. PDT, STS DGSO / DGOGS SST (IC) <ic.stsdgso-dgogsst.ic@ised-isde.gc.ca> wrote:

Dear Oona McQuat:

On behalf of the Honourable François-Philippe Champagne, Minister of Innovation, Science and Industry, I would like to thank you for taking the time to share your concerns with us in your email of August 11, 2022 regarding the Rogers Communication Inc. (Rogers) tower proposal W2716 at Channel Ridge, Salt Spring Island, British Columbia.

Innovation, Science and Economic Development (ISED) Canada recognizes the need to have a collaborative and consultative policy with respect to antenna-supporting structures. To facilitate this, our document entitled "[CPC-2-0-03 Radiocommunication and Broadcasting Antenna Systems](#)" (CPC-2-0-03) was established to set out the

procedures to be followed by all radiocommunication operators, including providers of cell phone services, broadcasters and public utilities. These procedures include the requirement for the proponent of an antenna system to respond to all reasonable and relevant concerns received during the public consultation process.

CPC-2-0-03 requires that proponents consult with municipalities and notify local residents before an antenna structure is installed. The consultation process provides the opportunity for municipalities to make an informed decision regarding providing their concurrence for the proposed antenna structure. ISED does not become involved in the process unless requested by the land-use authority (LUA) or the proponent.

In regards to the Rogers tower proposal at Channel Ridge, Salt Spring Island, Rogers conducted a public consultation process through its agent, Cypress Land Services (Cypress), using the ISED default public consultation process as outlined in CPC-2-0-03. ISED also confirmed with the Salt Spring Island Land Trust Committee (SSLTC), as the land-use authority, that they deemed their 2001 Cellular Antennae Proposal Form and Procedural Guideline to be obsolete at the time. As such, the SSLTC instructed Rogers to proceed with the ISED default consultation process, as per CPC-2-0-03, but with some additional elements to meet SSLTC's new requirements. On August 19, 2021, the SSLTC provided concurrence regarding this tower proposal.

Since then, ISED has reviewed the public consultation process conducted by Cypress and found that the process was properly administered and conducted in compliance with the CPC-2-0-03. ISED has also determined that Cypress and Rogers took measures which exceeded our requirements. As such, ISED determined that the regulatory processes have been properly followed.

I encourage you to remain engaged in the process and communicate any further concerns to the SSLTC or Rogers.

Thank you for taking the time to share your concerns with the Department.

Sincerely,

Susan Hart
Executive Director General, Spectrum Management Operations Branch
Spectrum and Telecommunications Sector

Attachment #3
Draft Letter from July 12, 2022 LTC Meeting

Islands Trust Letterhead

DRAFT

July 12, 2022
2020.1

File No: SS-CELLA-

Innovation, Science and Economic Development Cda
Coastal British Columbia District
Lower Mainland Office
Spectrum Management Operations
1700 – 13401 108th Ave.
Surrey, BC V3T 5V6

Attention: Ken Pungente
Director, Coastal Offices, STS-Western Region

Dear Mr. Pungente:

Subject: ROGERS Telecommunication Tower Proposal
W2716 at Channel Ridge, Salt Spring Island

I am writing to respond to your letter dated May 17, 2022 which informed the Salt Spring Island Local Trust Committee (SS LTC) that ISED was not supportive of our decision on March 22, 2022 to rescind the tower siting concurrence as you felt we didn't have any valid rationale to support the rescindment.

The SS LTC has now had the opportunity to review correspondence with ISED in October 2021 related to what constitutes valid rationale for rescindment, and have reviewed all the information ROGERS/CREST provided in their application. As a result, we continue to stand by our unanimous vote at our March 22, 2022 regular trust meeting to rescind the concurrence decision. What follows is the rationale for the rescindment:

1. On October 8, 2021, SS LTC staff reached out to ISED Spectrum Management & Telecommunications branch to seek guidance on options available to the SS LTC post-issuance of the statement of concurrence. Their response on October 13, 2021 was as follows:

“Good day Kristine. Rescinding a letter of concurrence is not typical in situations such as this. If you believe that the LTC based its decision on inaccurate or incomplete information, then you may be able to consider this action”

2. In review of the ROGERS/CREST May 31, 2021 application submitted to the SS LTC requesting concurrence for a ROGERS cell tower at the Channel Ridge site, the application stated “ROGERS and CREST have completed the public consultation process, following Islands trust draft Model Public Consultation Protocol for Local trust Areas”. This was as we expected since SS LTC staff had previously directed the proponents to use the Model Protocol as a guideline in their application process.
3. We have found multiple, substantive and material areas where the Proponents did not follow nor complete the Model Protocol, including (but not exhaustive):

- a. **Section 3.2 G 5 Public Information Sessions** requires that “The LTA requests the *proponent* chair a public information meeting for all proposed *telecommunication Antenna system* exceeding 15 metres in height ***or where there is significant public interest in the new free standing proposed telecommunication antenna system.***”

This was not done.

- b. **Section 3.2 G 2(a) (1&2) Pre-Consultation with the LTA** requires that Prior to submitting an *antenna system* proposal:
 - the proponent provides the LTA representative potential locations and invites feedback on preferred locations and/or designs; and
 - *Site Investigation Meeting* - Based on comments from the pre-consultation step, the proponent will provide a summary of a site-specific location, including: **Alternative Locations**: summary of what other alternative locations were considered
 - give opportunity for the LTA to provide initial feedback to the *proponent*;
 - identify any potential *sensitive community* locations as defined by this policy;

At no time prior to their November 19, 2020 tower proposal did the Proponents hold pre-consultation sessions with the SS LTC, and furthermore, the Proponents never suggested any alternative sites nor considered the sensitive community locations as defined in the Model Protocol.

- c. **Section 4.2 C Discouraged Locations** define each of the following locations which apply to the Channel Ridge site and hence the tower should NOT be sited in that location:
 - Locations directly in front of doors, windows, balconies or residential frontages
 - Land zoned for nature protection

- Environmentally sensitive ecosystems as defined in the Official Community Plan
- Medium and high density residential areas as defined by the Local Trust Area

- d. **Section 3.2 G 2(b) Application Submission to the LTA** requires in paragraph VIII **Title Search**: a copy of a title search (dated within the past 30 days of proposal submission) and any restrictions, restrictive covenants, easements or rights-of-way registered against the lands the *telecommunication antenna system* is proposed on;

The Proponents failed to inform the SS LTC in their application submission about **Covenant FB102667** – which states the Lands must not be built upon except in accordance with the Master Development Plan. That Master Development Plan does not include the siting of a cell tower.

4. We have also recently been made aware that there is a complex of archaeological sites atop of Channel Ridge (the location proposed by the Proponents), including several inland shell middens, lithic scatters, a hearth feature, and two petroglyph rock art boulders. This is information the Proponents should have included in their application; however, it was omitted.

As a result, we consider the application to have been incomplete. Had we known about the archaeological importance of this site to First Nations, the SS LTC would have required both an archaeological assessment as well as a consultation with First Nations requesting their concurrence.

5. Given the material, inaccurate information provided in the Proponents application as stated in # 3 above, and given the material, incomplete information provided in the Proponents application as stated in # 4 above, according to ISED, the SS LTC has ample support in the form of valid rationale to rescind the concurrence decision.

We have therefore rightfully informed ROGERS and CREST that their May 31, 2021 application has been rescinded. In the event the Proponents wish to build a cell tower on Salt Spring Island, they will have no other option than to reapply and ensure a proper, thorough, accurate and complete application process is followed.

We would appreciate your support in letting the Proponents know that CPC 2-0-03 enables the Land Use Authority to define the protocol that must be completed by a Proponent to obtain a concurrence decision, that by statements made in their application the Proponents clearly knew that completion of the Model Protocol was required for concurrence, and that

the Proponents both provided inaccurate information and omitted material information in their application which are valid reasons for rescindment of the concurrence decision.

Yours sincerely,

Peter Luckham
Chair, Salt Spring Island Local Trust Committee

Attachment #4
Chair Luckham Sept. 20, 2022 Open Letter



1 - 500 Lower Ganges Road Salt Spring Island BC V8K 2N8

Telephone 250.537.9144 Fax 250.537.9116

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**

Email ssiinfo@islandstrust.bc.ca

September 20, 2022

File No: SS-CELLA-2020.1

To Whom It May Concern:

Re: Wireless Telecommunications site at Channel Ridge, Salt Spring Island

This letter is to advise the public that the Salt Spring Island Local Trust Committee (the “LTC”) is aware of the significant opposition of many members of the public to the proposed Rogers telecommunications tower at Channel Ridge, in particular by the Concerned Residents of Canvasback (“CROC”).

In part due to the input given by CROC, the LTC rescinded its concurrence for the proposal. That rescindment was communicated to Rogers on April 6, 2022. The two reasons provided by the LTC were related to the LTC’s adoption of a new antenna siting protocol, as well as the associated need for further First Nations consultation. The LTC also recommended that Rogers and Cypress Land Services host a public meeting regarding the fulfillment of the requirement to engage the public.

On May 17, 2022, Innovation, Science and Economic Development Canada (“ISED”) responded to the LTC’s decision to rescind concurrence. ISED’s view was that the consultation process undertaken by Rogers was compliant with the default ISED process, and that the new siting protocol would not be applied retroactively.

After receiving ISED’s letter, the LTC sought legal advice regarding the process undertaken by Rogers and the position taken by ISED. Further, on July 20, 2022, the LTC wrote to Rogers, requesting that Rogers suspend any activities at Channel Ridge while legal counsel reviewed the matter.

In consultation with legal counsel, the LTC has determined that it has exhausted its viable options with respect to communication with ISED. In ISED’s process, the LTC is a land use agency to which no legal approval function is delegated. Regrettably, unlike other land use matters, the placement of radiocommunications infrastructure is an exclusively Federal matter, and therefore the role for the LTC is as a referral agency. By rescinding concurrence, and providing Rogers and ISED with, in the view of the LTC, valid rationales for the decision to rescind, the LTC has played its part in the approval process.

Yours sincerely,

DATE OF MEETING: October 11, 2022

TO: Salt Spring Island Local Trust Committee

FROM: Stephen Baugh, Planner 2
Local Planning Services

COPY: Warren Dingman, Bylaw Enforcement

SUBJECT: SS-DVP-2022.11

Applicant: Peter Edgar

Location: 227 Roland Rd, Salt Spring Island
LOT 5, SECTION 41, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT,
PLAN 16708
PID: 004-023-091

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee issue approve issuance of SS-DVP-2022.11.

REPORT SUMMARY

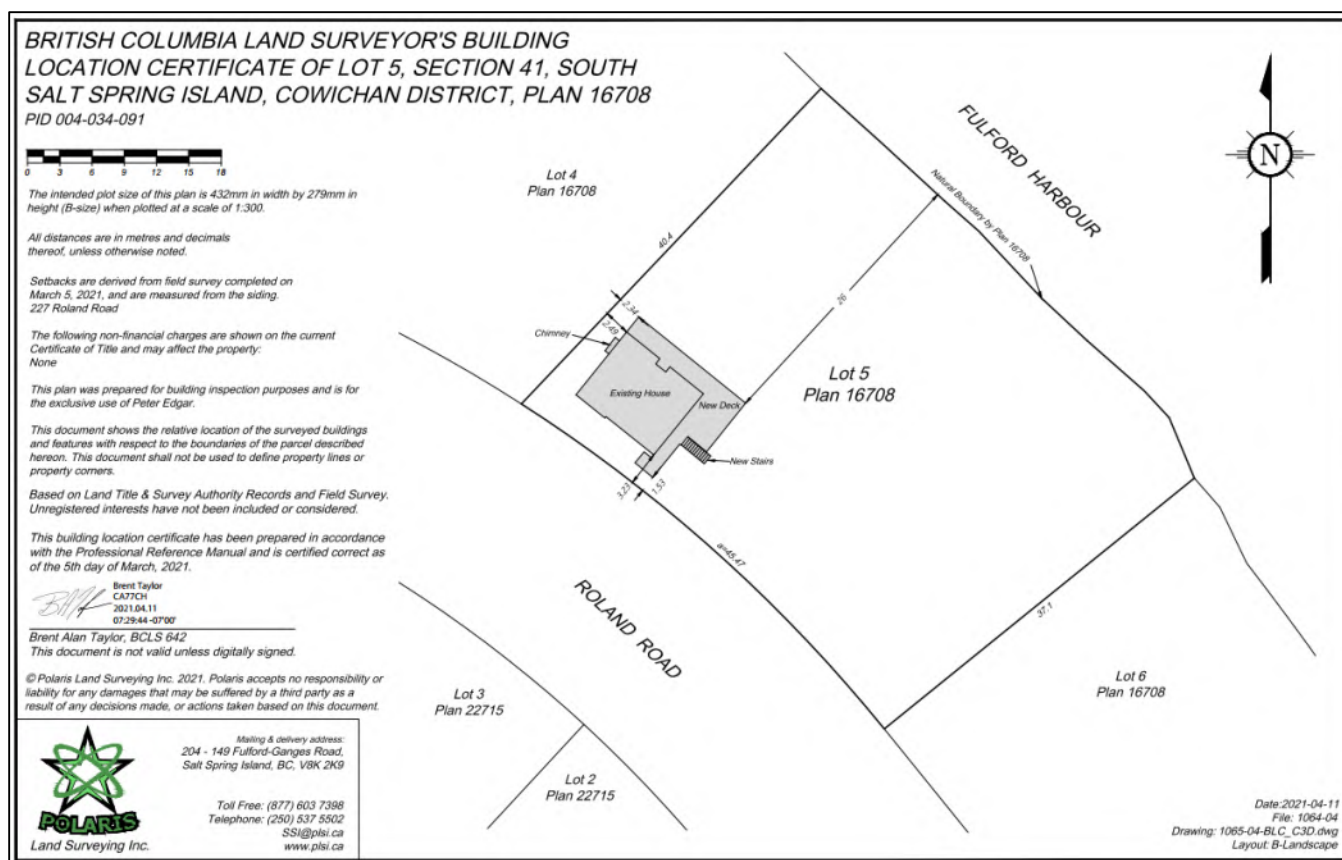
The purpose of the report is to consider a Development Variance Permit for the siting of an existing dwelling and deck located within the front and interior side lot line setbacks. The variance would reduce the interior side lot line setback from 3m to 2.34m and the front lot line setback from 7.5m to 1.53m. Staff are recommending approval of the variance for the reasons stated on page 4 of this report.

BACKGROUND

A Capital Regional District (CRD) building permit provided by the applicant and dated 1972 (Attachment 4) indicates the dwelling has existed in its current location since the 1970s. However, in January of 2021, a stop work order from the CRD (Attachment 5) was placed on the property for the construction of a deck, covered deck and moving the front door without a building permit. Following this, the owner submitted a Building Permit Review application to Islands Trust where the non-conformities with the siting of the new deck and existing dwelling were identified. As the new deck extends into the setback area and creates a further contravention of the Land Use Bylaw, the structure is not legal non-conforming and a variance is required to permit its siting.

Since the dwelling and deck are located within 4.5m of a highway, a setback permit from the Ministry of Transportation and Infrastructure is also required, this permit has been obtained by the owner and is included as Attachment 6 of this report.

Staff visited the site in April of 2022 and it was noted that there were other structures within the setback to the natural boundary of the sea and a watercourse on the property. The owner has signed a voluntary compliance agreement indicating the non-compliant structures will be removed from the property, thus they are not included in the variance request.



ANALYSIS

Policy/Regulatory

Official Community Plan:

The subject property is within two development permit areas, DPA3 – Shoreline and DPA6 – Unstable Slopes and Soil Erosion Hazards. The existing dwelling and deck are located outside of DPA3 which extends 10m landward of the natural boundary and the property is not located within either Map 13 or 14 of the OCP which indicates areas having a high hazard for slope instability or soil erosion.

E.6.1.3 Despite Section E.6.1.2, the following activities are also exempted from the requirement to obtain a Development Permit:

- a. development on land within this Development Permit Area, that is, according to a professional survey submitted to the Islands Trust by the developer, outside an area shown on Maps 13 and 14 as having a high hazard for slope instability or soil erosion.

Land Use Bylaw:

The lot is within the Rural (R) zone which requires lot line setbacks as follows:

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

- (1) Setback from front lot line: 7.5 m
- (2) Setback from rear lot line: 7.5 m

- (3) Setback from interior side lot line: 3.0 m*
- (4) Setback from exterior side lot line: 4.5 m*

Additionally, the following setback to the natural boundary of a water body applies, the existing dwelling and deck meet this setback requirement:

4.4.1 *No building or structure except a fence, pumphouse or boathouse may be sited within 15 m of the natural boundary of any water body.*

Analysis:

Legal Non-Conformity

The existing dwelling does not conform to the current lot line setbacks for the front or interior side lot lines. The applicant has sought to demonstrate that the dwelling dates from a time period that would not have had these setback requirements. Information from BC Assessment and a CRD Building Permit indicates the dwelling was constructed in 1972. The CRD permit also mentions a sundeck which is not shown in the plans.

In 1972, CRD Zoning Bylaw No. 66 required a 25 foot setback from the front lot line and a 10 foot setback from the interior side lot line. As the building is sited within these setbacks and contains a deck not shown on the plans, the building is not legal non-conforming and a DVP is required.

Impact on Neighbouring Properties

Interior lot line setbacks ensure there is separation between buildings on neighbouring lots, provide a degree of privacy between lots, and create a consistent and predictable pattern of development in an area. In this case the requested setback is fairly minor as the proposed distance to the interior lot line is 2.34m instead of 3m and the house has existed in its current location for 50 years.

The requested variance of for the front lot line would allow the deck to be 1.53m and the dwelling 3.23m from the front lot line. The front lot line setback contributes to creating a rural character in an area and creates a buffer area from a highway for buildings and structures. The applicant has received a MoTI Setback permit for the structures within the 4.5m MoTI setback from a highway.

Consultation

Section 499(3) the Local Government Act requires that notice must be mailed or otherwise delivered to owners and any tenants in occupation of all parcels within a distance specified by bylaw at least 10 days before adoption of the resolution to issue the permit. Salt Spring Island Development Procedures Bylaw No. 304 establishes that all owners and tenants of all properties within 100 metres of the property boundaries of the land that is subject to the application shall be notified. These requirements were fulfilled, as statutory notice was mailed to all owners of properties within 100 metres of the subject property's boundaries on September 22, 2022 and notice was delivered or mailed to all tenants of properties within 100 metres of the subject property's boundaries on September 22, 2022.

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

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 with the initial application.

Rationale for Recommendation

Staff are recommending the permit be approved for the following reasons:

- The interior side lot line variance is minor
- The dwelling has been in its current location without known issues for 50 years
- A MoTI permit has been issued for the setback to the highway
- The dwelling and deck are not located in the setback to the natural boundary of the watercourse or the sea
- The applicant is cooperating with bylaw enforcement to remove other structures on the property in sensitive and potentially hazardous areas

ALTERNATIVES

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

1. Request further information

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

That the Salt Spring Island Local Trust Committee request that the applicant submit to the Islands Trust [insert information].

2. Deny the application

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

That the Salt Spring Island Local Trust Committee deny application SS-DVP-2022.11 for the following reasons [insert reasons].

Submitted By:	Stephen Baugh, Planner 2 Northern Team	September 22, 2022
Concurrence:	Louisa Garbo, Acting Regional Planning Manager	September 22, 2022

ATTACHMENTS

1. Site Context
2. Notice
3. Draft Development Variance Permit

4. CRD Building Permit
5. Stop Work Order
6. MoTI Setback Permit

ATTACHMENT 01 – SITE CONTEXT

LOCATION

Legal Description	LOT 5, SECTION 41, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 16708
PID	004-034-091
Civic Address	227 Roland Rd, Salt Spring Island

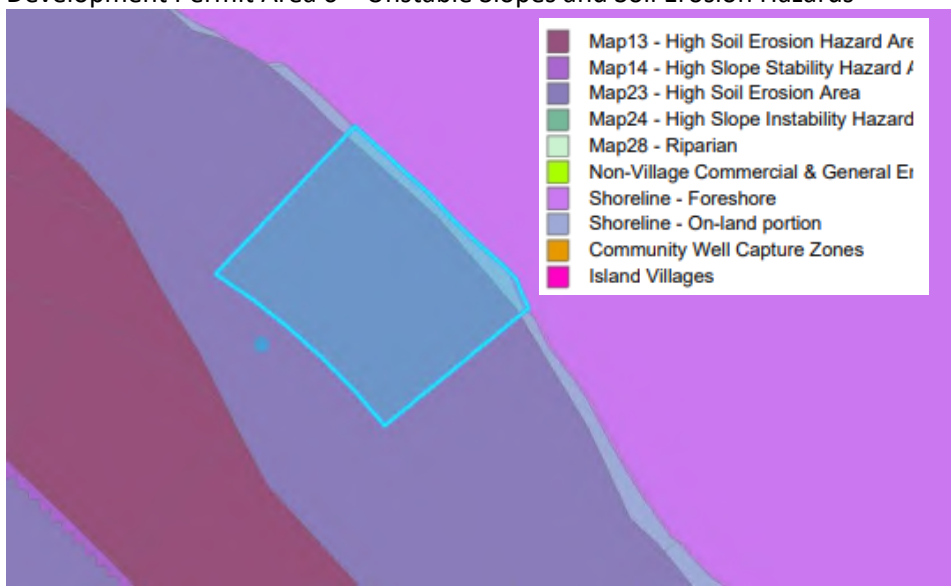
LAND USE

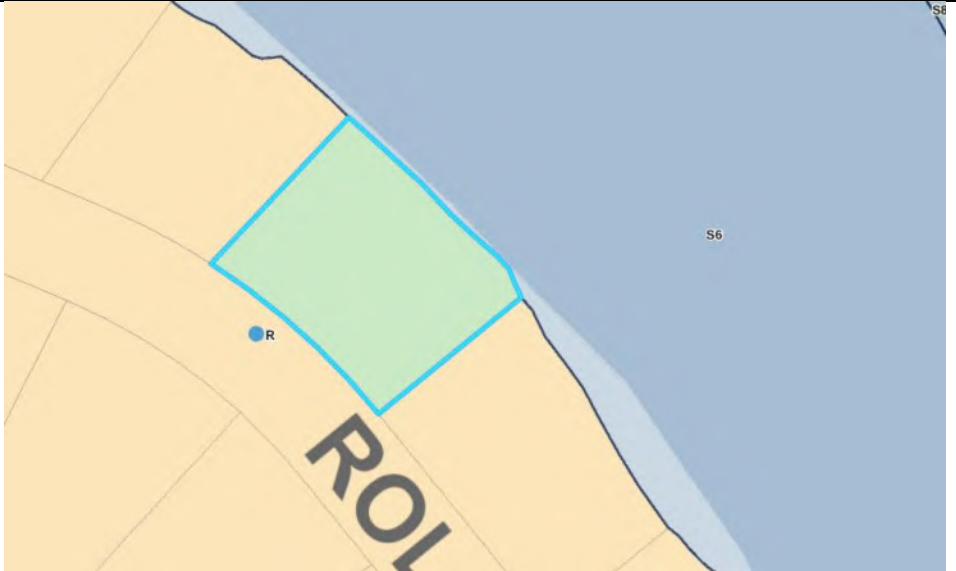
Current Land Use	Residential
Surrounding Land Use	Residential, Shoreline

HISTORICAL ACTIVITY

File No.	Purpose
SS-BP-2021.100	Replace deck, file in abeyance pending LTC decision on DVP

POLICY/REGULATORY

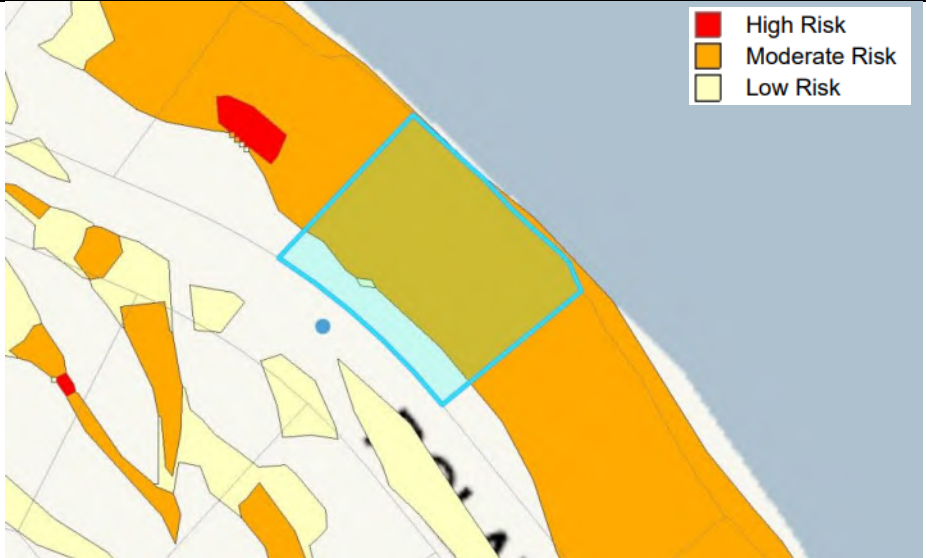
Official Community Plan Designations	Land Use Designation: Rural Neighbourhoods (RL) Development Permit Area 3 – Shoreline (On-land Portion) Development Permit Area 6 – Unstable Slopes and Soil Erosion Hazards  <i>Development Permit Areas Mapping</i>
Land Use Bylaw	Zoning: Rural (R) + Shoreline 6 (S6)

	 <i>Zoning Map</i> 4.3.1 Unless otherwise specified, no <i>building</i> or <i>structure</i> except a fence, <i>pumphouse</i>, <i>public utility structure</i> or underground utility may be constructed within the following setbacks from lot lines or road access easements: (1) Setback from <i>front lot line</i>: 7.5 m (2) Setback from <i>rear lot line</i>: 7.5 m (3) Setback from <i>interior side lot line</i>: 3.0 m 4.4.1 No <i>building</i> or <i>structure</i> except a fence, <i>pumphouse</i> or <i>boathouse</i> may be sited within 15 m of the <i>natural boundary</i> of any <i>water body</i>.
Other Regulations	None identified.
Covenants	None
Bylaw Enforcement	None

SITE INFLUENCES

Islands Trust Conservancy	There are no Conservancy covenants or properties in the direct area; therefore no referral has been made to the Board.
Regional Conservation Strategy	The subject property appears to be within the MEDIUM relative value area for important natural areas in the Salt Spring Island Local Trust Area.

	
Species at Risk	None currently mapped
Sensitive Ecosystems	ITEM: Rural  <i>Islands Trust Ecosystem Mapping</i>
Hazard Areas	Areas of moderate and low risk steep slopes

	 <i>Steep Slope Hazard Mapping</i>
Archaeological Sites	Remote Access to Archaeological Data (RAAD) information indicates there are archaeological sites within 100m of the subject property and areas of high archaeological potential exist on the property. Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is a chance that the lot may contain previously unrecorded archaeological material that is protected under the <i>Heritage Conservation Act</i>. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.
Climate Change Adaptation and Mitigation	No additional impacts to GHG emissions anticipated as a result of this application.
Shoreline Classification	Sediment Shoreline - Boulder/Cobble
Shoreline Data in TAPIS	None currently mapped

Photos



Figure 1 View of front of house and deck from the road



Figure 2 View of house in relation to neighbouring property



Figure 3 Existing stairs in disrepair leading to shoreline



Figure 4 View of deck in relation to road



Figure 5 Existing treehouse with building materials



Figure 6 Existing bridge over watercourse at front of property



Salt Spring Island Local Trust Committee

DEVELOPMENT VARIANCE PERMIT – NOTICE

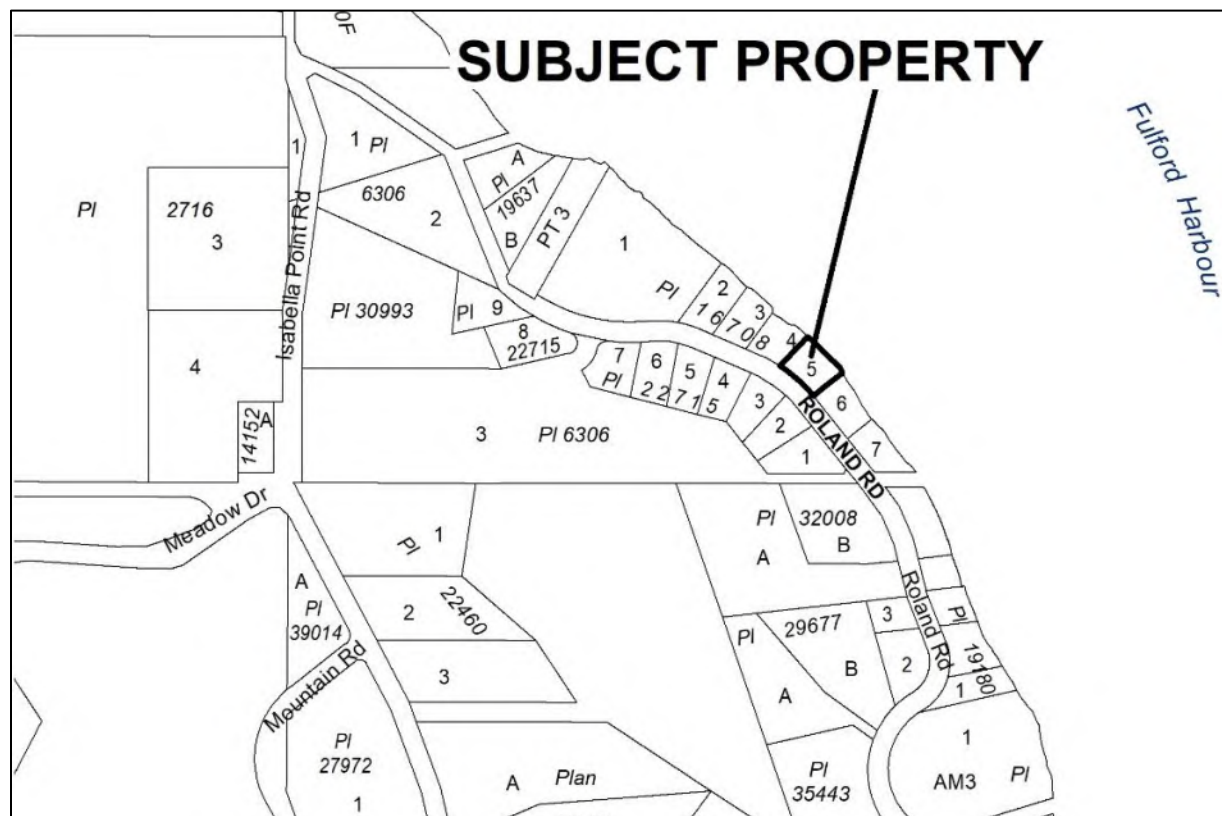
NOTICE is hereby given pursuant to Section 499 of the *Local Government Act* that the Salt Spring Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit. The proposed permit would vary the Salt Spring Island Land Use Bylaw No. 355 by:

- Reducing the front lot line setback from 7.5 metres to 1.53 metres and the interior side lot line setback from 3 metres to 2.34 metres for an existing house and deck as shown on the attached permit. (*see Subsection 4.3.1 in the attached permit*).

The subject property is described as:

- Location: 227 Roland Road, Salt Spring Island
- PID: 004-034-091
Legal Description: Lot 5, Section 41, South Salt Spring Island, Cowichan District, Plan 16708
- Application SS-DVP-2022.11

The location of the property is shown on the following sketch map:



The Salt Spring Island Local Trust Committee may consider issuance of the proposed permit at its regular business meeting on **Tuesday, October 11, 2022** beginning at 9:30 a.m. at the Community Gospel Church, 147 Vesuvius Bay Road, Salt Spring Island. Typically, applications are considered in the afternoon portion of the meeting, which begins at 12 noon. Please refer to the agenda available on the Salt Spring Island Local Trust Committee Meeting Calendar webpage October 4, 2022 or later, to view the order of agenda items and the relevant Staff Report for the applications.

Questions?

Please forward questions to Planner Stephen Baugh at 250-537-9144 or by email to ssiinfo@islandstrust.bc.ca

Comments?

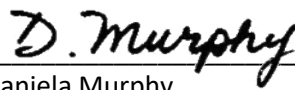
- Written submissions are accepted until Friday, October 7, 2022 and can be sent to our office, or provided via email to ssiinfo@islandstrust.bc.ca
- Your comments are provided to the Salt Spring Island Local Trust Committee and staff. Written comments made in response to this notice will be available for public review.
- Verbal comments can be made directly to the Trustees during the Town Hall portion of the agenda which occurs after 12 noon on October 11, 2022.

More Information?

- Additional information on this application is available for review by the public after October 4, 2022.

Go to: <http://www.islandstrust.bc.ca/islands/local-trust-areas/salt-spring/current-applications/current-application-documents/>

A copy of the proposed Development Variance Permit is attached. The permit may also be viewed at the Salt Spring Island office of the Islands Trust at 1-500 Lower Ganges Road, SSI V8K 2N8, between the hours of 8:30 a.m. and 4:30 p.m., Monday to Friday, excluding statutory holidays. Please note that Monday, October 10, 2022 is the Thanksgiving Statutory holiday, and the office will be closed.



Daniela Murphy,
Legislative Clerk/Deputy Secretary



PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT VARIANCE PERMIT SS-DVP-2022.11

To: P. Edgar

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

LOT 5, SECTION 41, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 16708
(PID: 004-034-091)

2. Salt Spring Island Land Use Bylaw No. 355, 1999 is varied as follows:

a) Subsection 4.3.1 which states:

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

- (1) Setback from *front lot line*: 7.5 m
- (3) Setback from *interior side lot line*: 3.0 m

is varied to permit an existing dwelling and a new deck within 1.53 metres of the front lot line and within 2.34 metres of the interior side lot line.

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

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

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

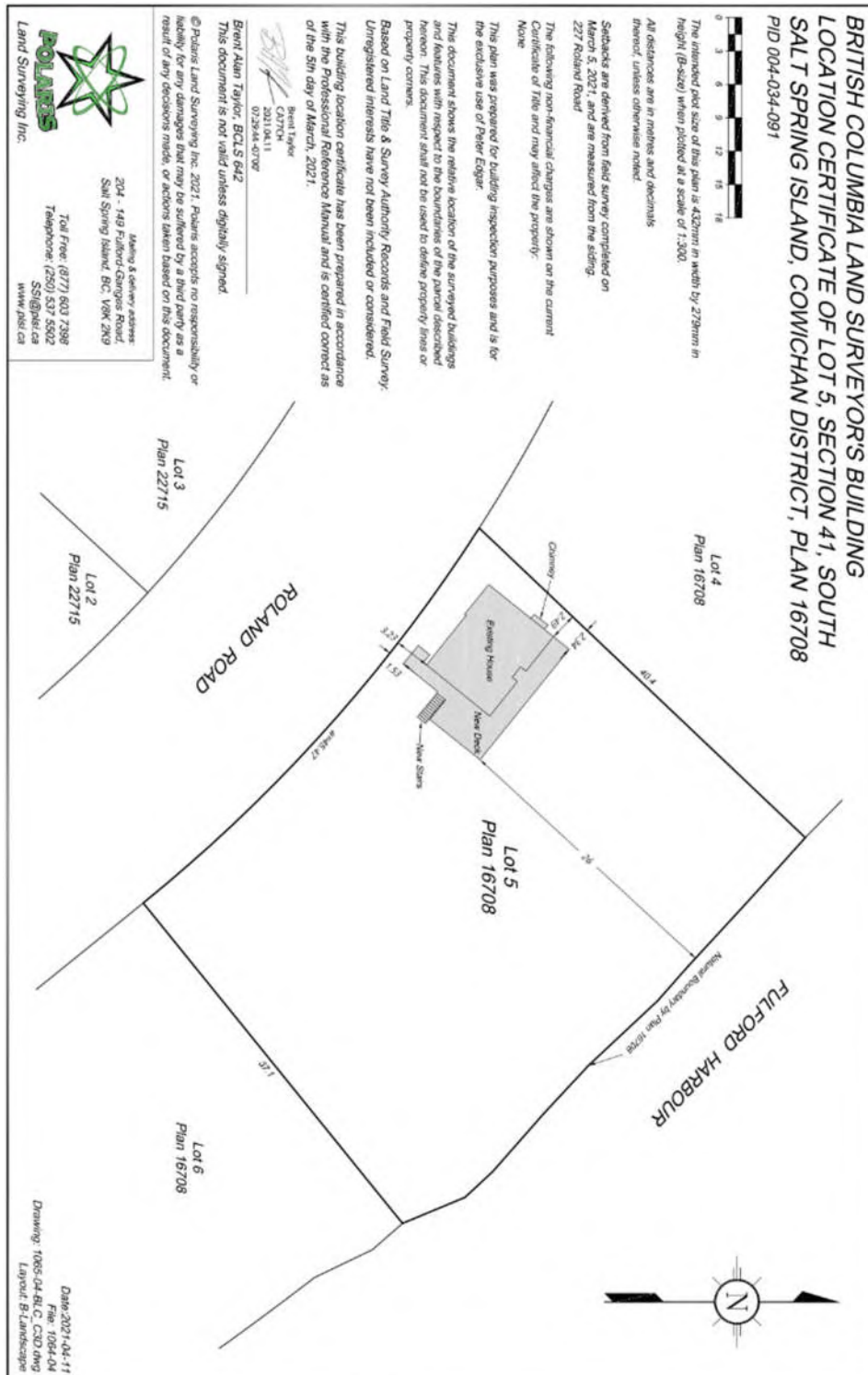
Deputy Secretary, Islands Trust

Date of Issuance

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

SALT SPRING ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT VARIANCE PERMIT SS-DVP-2022.11

SCHEDULE 'A'





PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT VARIANCE PERMIT SS-DVP-2022.11

To: P. Edgar

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

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2. Salt Spring Island Land Use Bylaw No. 355, 1999 is varied as follows:

a) Subsection 4.3.1 which states:

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

- (1) Setback from *front lot line*: 7.5 m
- (3) Setback from *interior side lot line*: 3.0 m

is varied to permit an existing dwelling and a new deck within 1.53 metres of the front lot line and within 2.34 metres of the interior side lot line.

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

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

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

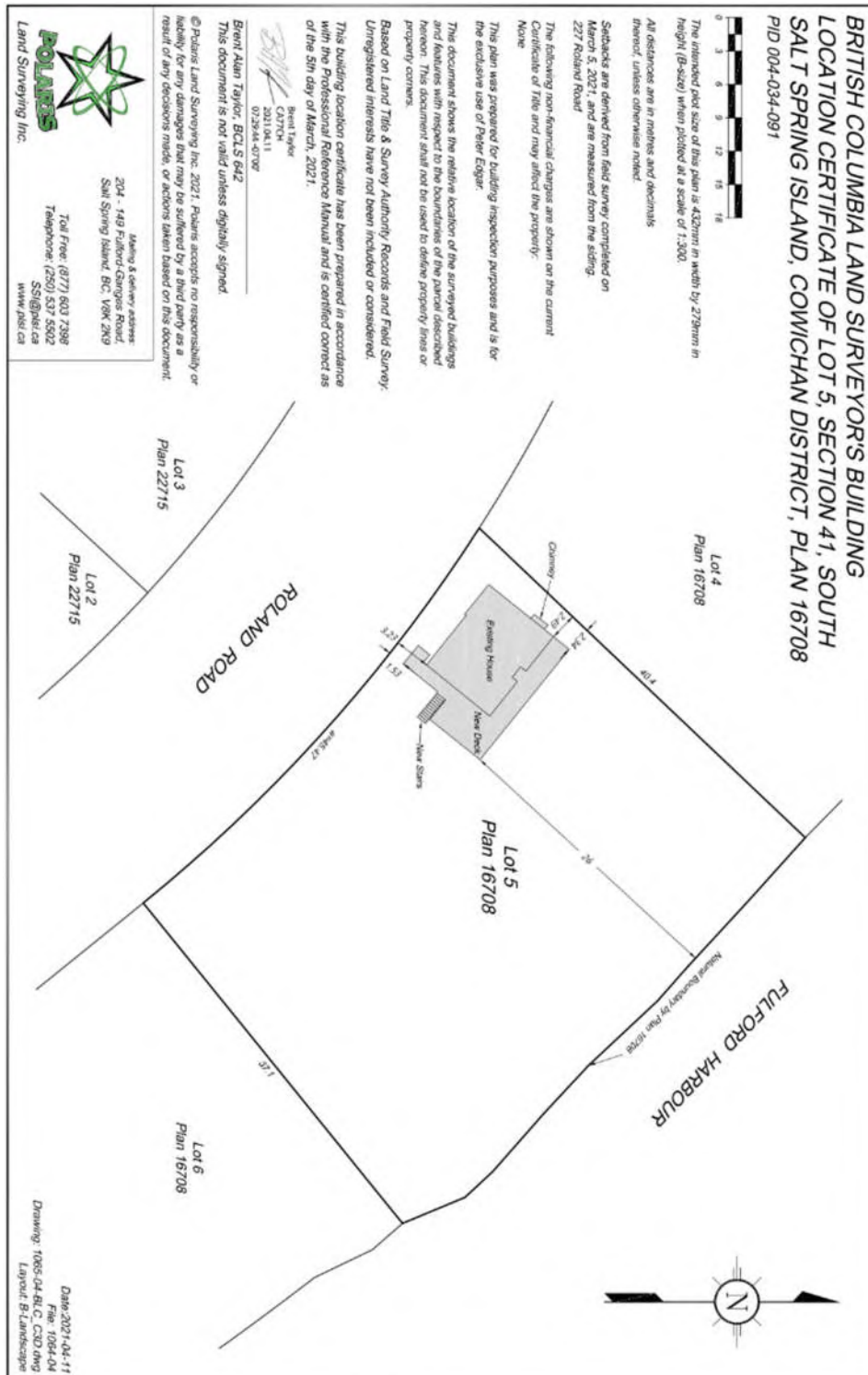
Deputy Secretary, Islands Trust

Date of Issuance

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

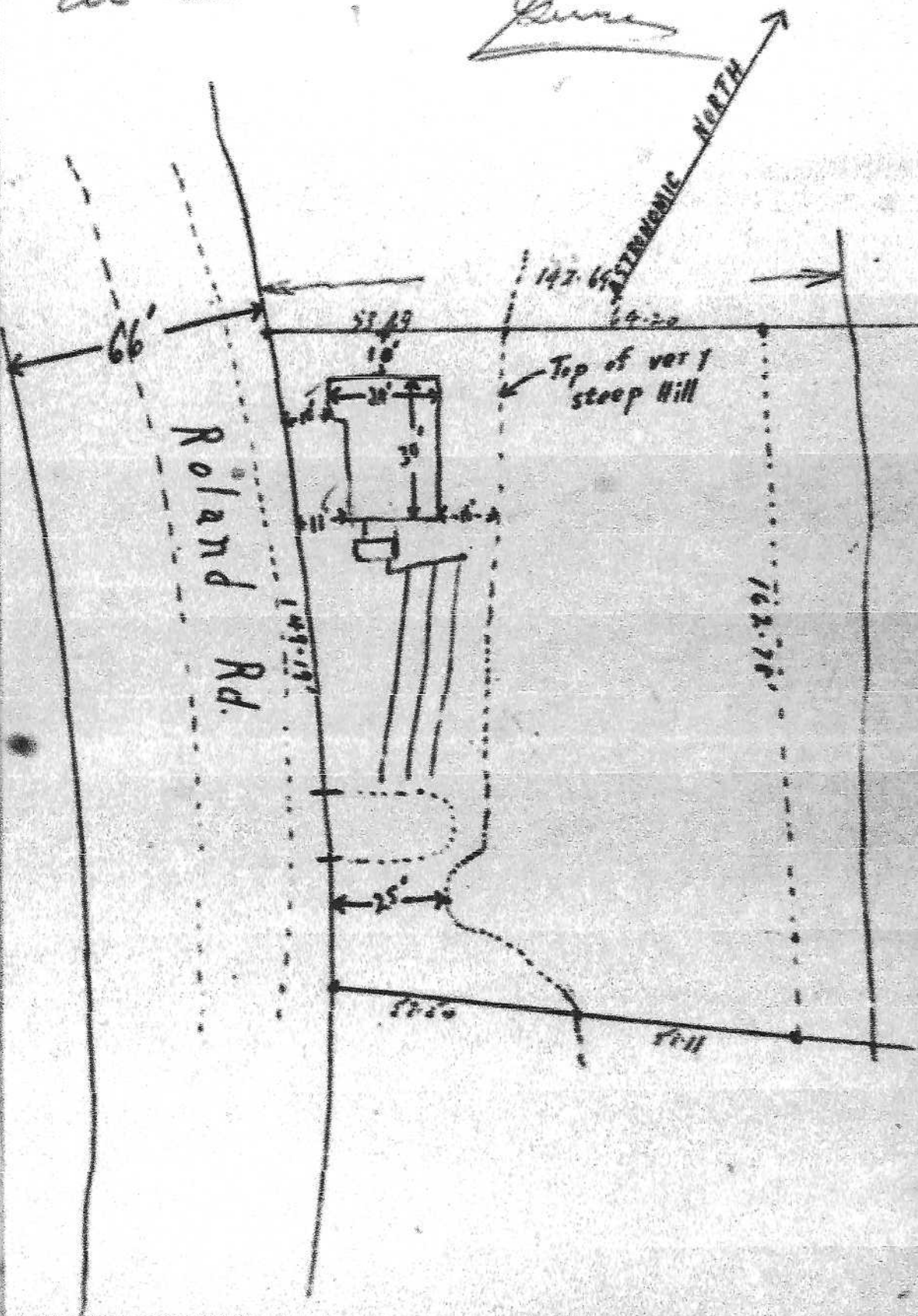
SALT SPRING ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT VARIANCE PERMIT SS-DVP-2022.11

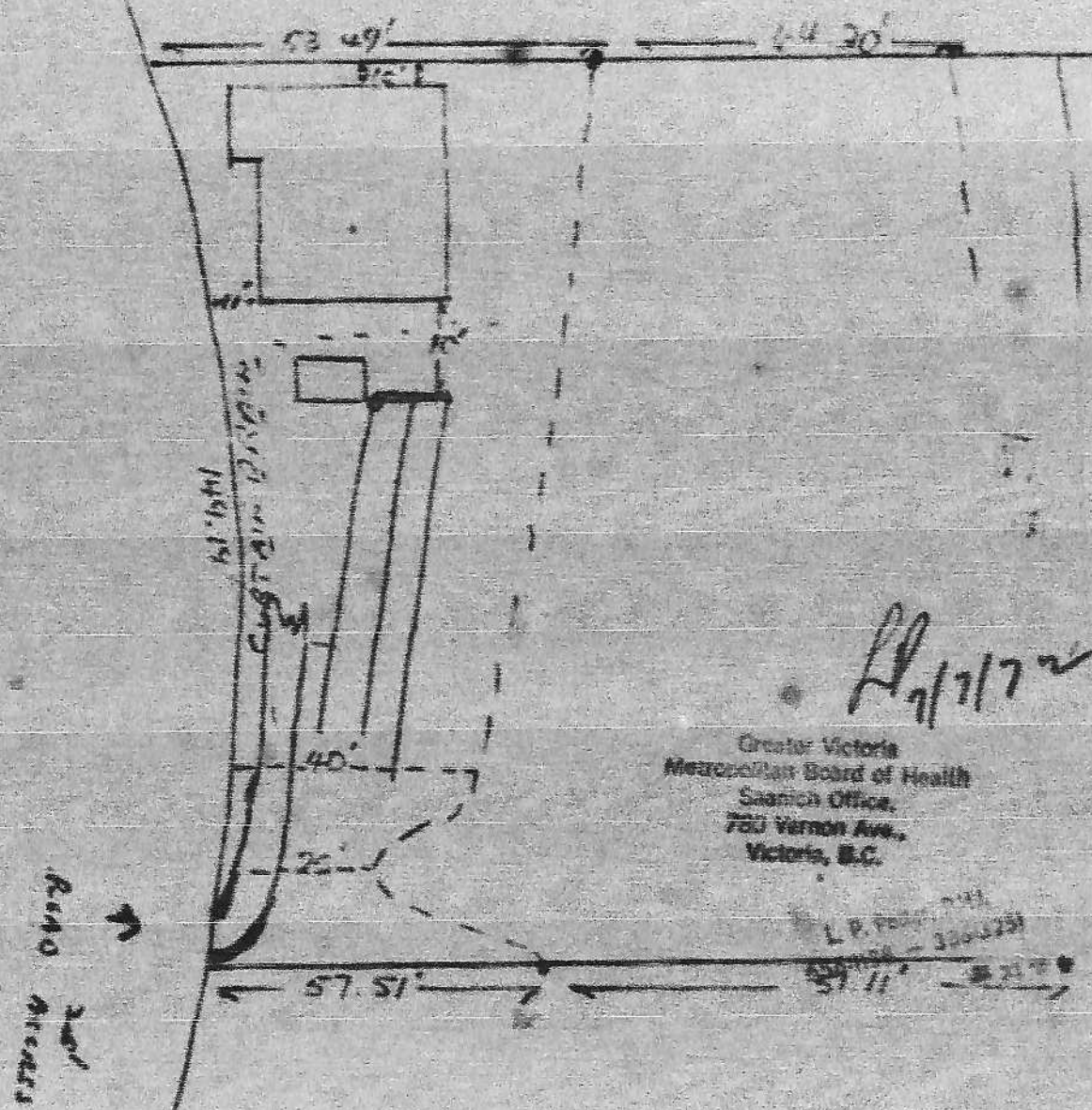
SCHEDULE 'A'



Encl.
Approval was for application
as submitted. G. W.

[Signature]





Greater Victoria
Metropolitan Board of Health
Sanction Office,
750 Vernon Ave.,
Victoria, B.C.

CO-ORDINATED CONSTRUCTION PERMITS
BUREAU OF ENGINEERING

CAPITAL REGIONAL DISTRICT

No 2686

BUILDING INSPECTION DEPARTMENT
696 GOLDSTREAM AVENUE - VICTORIA, B.C.

**APPLICATION FOR PERMIT TO ERECT, ALTER, ADD TO, REPAIR, MOVE
A BUILDING, CONSTRUCT A CHIMNEY, OR INSTALL PLUMBING OR SEPTIC TANK.**

PURSUANT TO THE REGULATIONS APPLICABLE
TO CAPITAL REGIONAL DISTRICT, I,

BEING THE OWNER OR ACTING WITH THE CONSENT OF THE OWNER HEREBY MAKE APPLICATION

FOR: PERMIT TO ERECT A SINGLE FAMILY RESIDENCE AS SHOWN BY THE ACCOMPANYING PLANS

AT: ROLAND ROAD, SALT SPRING ISLAND

ZONED LOT BLOCK PLAN

DISTRICT CHILCHAN - F

OWNER ADDRESS

BUILDER ADDRESS

PARTICULARS:-

ADDRESS

PHONE NUMBER

SIGNATURE OF APPLICANT OR OWNER

**PERMIT ISSUED ACCORDING TO THE ABOVE APPLICATION AND
ACCOMPANYING PLANS AND TO THE APPLICABLE REGULATIONS.**

AREA OF BUILDING	ESTIMATED COST	FEE	
720 sq ft			
813,160		45.00	
4 x 2 unit		15.00	
SEPTIC TANK			
CHIMNEY			
MOVE BUILDING			
TOTAL PERMIT FEE			

DATE
PERMIT FEE
RECEIVED

APR 19 19 72

DATE
PERMIT
GRANTED

APR 1 19 72

CAPITAL REGIONAL DISTRICT

BUILDING INSPECTION DEPT.

CAPITAL REGIONAL DISTRICT

Name

Address KELAND RD SSI Permit # 2686

P = Pass

R = Rejection

Record of Inspection

Type of Insp.	Date	R	P	Insp	Date	R	P	Insp	Date	R	P	Insp	Remarks
Siding													
Form & Steel													
Found. & Drains													
Frame													
Lath													
Plumb R.I.													
Septic Tank													
Chimneys													
Final													

(Form B, 1-03)
Sept 11 1971

Section 22

LOCATION

ROLAND RD. SSI

FILE #

PLAN # 16708

PERMIT # 2686

LOT 5 BLOCK SECTION 4/ PLAN 16708 DIST CANNON F

PERMIT DATE 11-1-72 PERMIT VALUE \$45.00 JOB VALUE \$13,260

OWNER OR AGENT

BALANCE \$

ADDRESS

ARCHITECT

CONTRACTOR

OWNER

ZONING

CLASSIFICATION OF BLDG C

SPECIAL ZONING REQ's

TYPE OF CONST. F Per A 6004

OCCUPANCY SFD

OF ROOMS 2

OF UNITS 1

SIZE BLDG 30 x 24

AREA BLDG

720 sq ft

HEIGHT BLDG

SIZE LOT 108 x 149 SETBACKS (FRONT) 05' (SIDE) 10' (REAR) 50'

SOIL COND. (TYPE)

PERC TEST RESULT

SEPTIC TANK SIZE

FIELD SIZE

ALTERNATE SYS.

WATER SUPPLY MAIN

PLUMB CONT

PLUMB FIX 4 x 1

PLUMBING PERMIT VALUE & DATE \$15.50 12-5-72

2686

SEPTIC TANK PERMIT VALUE & DATE

OTHER STRUCTURES

A 24 #2686

CAPITAL REGIONAL DISTRICT, Building Inspection Dept. - 490 Goldstream Avenue, Victoria, B.C. 475 3551

BUILDING PERMIT APPLICATION

I, [redacted] of the Capital Regional District,
 being the owner or acting with the consent of
 the owner, make application to erect ☒ Construct ☐ Alter ☐ Repair ☐ Demolish ☐
 Add to ☐ Remove ☐ the following building or structure as shown on the accompanying plans
 at Lot 5, Section 46, Plan 16725
 District [redacted]
 Owner [redacted] Address [redacted]
 Architect [redacted] Address [redacted]
 Builder [redacted] Address [redacted]

Application must show:

Particulars of site plan showing elevations, location of proposed building, sewage disposal system and particulars of any other building on the property. Also-

I Evidence of Access Permit application & location (obtained from Dept. of Highways, 280 West Burnside Road, Victoria, B.C. 54 37172)

II Evidence of Percolation Test must be submitted with application. *July 1972*

III Site plan drawn to scale showing:

- (a) Dimensions of land on which proposed building is to be located.
- (b) Location of Septic Tank & Disposal Field.
- (c) Location of proposed building.
- (d) Ground elevations.
- (e) Location of existing building showing horizontal and vertical dimensions.

IV Include copies in duplicate of the specifications and scale drawings of the building with respect to which the work is to be carried out, showing:

- (a) Elevation of the building.
- (b) Proposed use of each room or floor area.
- (c) Structural detail—actual—not typical.

V State intended use of building including use of existing buildings.

VI Any other information required by building inspector.

"I agree to conform to all the requirements of the said regulations and all other statutes and by-laws in force in the Capital Regional District and to keep harmless the Capital Regional District against all claims, liabilities, judgments, costs and expenses of whatsoever kind, which may in any way accrue against the said "District" in consequence of, and incidental to, the granting of this permit, if issued."

(Signature or Applicant)

(Date)

DO NOT WRITE BELOW THIS LINE

FOR OFFICE USE ONLY

CLASS OF BLDG (CNC)	C	SPECIAL ZONING REQ'S	Residential
TYPE OF CHST	Single Detached	OCCUPANCY	S.F.D.
# OF BUILDINGS	2	# OF UNITS	1
SIZE OF BLDG 30' x 24'		AREA BLDG	720 sq. ft. FRONT BLDG
SIDE LOT 100' x 120'		REAR LOT 100' x 120'	
SOIL CLASS (TYPE)		PERC TEST RESULT	
SEPTIC TANK SIZE	1500 LITERS	FIELD SIZE	
WATER SUPPLY	Municipal	# PLUM FIX	4 + 1
AREA BLDG	720	# BLDG VALUE	12,960
PLUM EXTRAS	Standard - 100		
LESS			
BLDG VALUE			13,260
BLDG PERMIT FEE			
PLUM PERMIT FEE			
SEPTIC TANK FEE			
TOTAL			13,260

PERMIT TO CONSTRUCT SEWAGE DISPOSAL SYSTEM
(SCHEDULE "B")

July 11, 1972

B.C.

19

FURTHER TO APPLICATION (SCHEDULE "A") FILED AT THIS OFFICE AND EARLY
ACKNOWLEDGED, A PERMIT IS HEREBY GRANTED FOR THE CONSTRUCTION OF A
SEPTIC TANK AND GROUND ABSORPTION SYSTEM ON:

**Lot 5, Section 21, Plan 16908
SALMON SPRING ISLAND (Island Road)**

[Signature]
MEDICAL HEALTH OFFICER.

I, signed by HEREBY AGREE TO NOTIFY THE MEDICAL
(OWNER OR AUTHORIZED REPRESENTATIVE)
HEALTH OFFICER WHEN THE ABOVE SYSTEM IS READY FOR INSPECTION.

TEN DAYS' NOTICE WILL BE NECESSARY.

per: Co-Ordinated Construction Services,
Box 370,
Ganges, B.C.

cc: Building Inspector,
Capital Regional District,
600 Oak Street,
Victoria, B.C.

B.C. HEALTH BRANCH

P.H.133
(1967)

Greater Victoria
Metropolitan Board of Health
Sanitary Office
750 Vernon Ave.
Victoria, B.C.

**PERMIT TO CONSTRUCT SEWAGE DISPOSAL SYSTEM
(SCHEDULE "B")**

July 11, 1972

Mayer, B.C.

Sept 22, 19__

PURSUANT TO APPLICATION (SCHEDULE "A") FILED AT THIS OFFICE AND DULY
ACKNOWLEDGED, A PERMIT IS HEREBY GRANTED FOR THE CONSTRUCTION OF A
SEPTIC TANK AND GROUND ABSORPTION SYSTEM ON:-

**Lot 9, Section 43, Plan 16700
SAINTFRANK ISLAND (Inland Road)**

Original Signed By
Dr. J. L. McWhinney
MEDICAL HEALTH OFFICER.

I, _____, HEREBY AGREE TO NOTIFY THE MEDICAL
(OWNER OR AUTHORIZED REPRESENTATIVE)
HEALTH OFFICER WHEN THE ABOVE SYSTEM IS READY FOR INSPECTION.

TEN DAYS' NOTICE WILL BE NECESSARY.

L. P. Fodor, P.H.I.
656-1188 - 386-3254

per: Co-Continental Construction Services,
Box 570,
Ongus, B.C.

cc: Building Inspector,
Capital Regional District,
670 Goldstream Avenue,
Victoria, B.C.

RECEIVED
JUL 17 1972

CAPITAL REGIONAL DISTRICT
Building Inspection Department

2686



Making a difference...together

Building Inspection

T: 250.537.2711

#206 - 118 Fulford-Ganges Road,

F: 250.537.9633

Salt Spring Island, BC, Canada V8K 2S4 www.crd.bc.ca

January 28, 2021

Sent Via Registered Mail

Violation Folder No. VF000537

PETER G EDGAR

**RE: LOT 5, SECTION 41, COWICHAN, PLAN VIP16708, PORTION SOUTH SALT SPRING
227 ROLAND RD, PID 004-034-091**

A Stop Work Order was placed on the above-noted property on January 14, 2021 for the construction of a DECK, COVERED DECK AND FRONT DOOR MOVED. This work has been carried out without the benefit of a building permit.

Capital Regional District (CRD) Building Regulations Bylaw 3741, Section 3.1.1. states, in part, that "no person shall commence or continue any construction, alteration, reconstruction, demolition, removal or relocation of any building or structure or other work related to construction unless a Building Official has issued a valid and subsisting permit for the work".

We will require that you apply for and submit a building permit application by February 28, 2021. Please complete the attached building permit application and submit with the items identified on the checklist.

If you have any questions please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Roy Thomassen', with a long horizontal flourish extending to the right.

Roy Thomassen, RBO
Building Inspector SSI
250-537-2711

Attachments: Building Permit Application
Building Permit Checklist

RT:lm



PERMIT TO REDUCE BUILDING SETBACK LESS THAN 4.5 METRES FROM THE PROPERTY LINE FRONTING A PROVINCIAL PUBLIC HIGHWAY

PURSUANT TO TRANSPORTATION ACT AND/OR THE INDUSTRIAL ROADS ACT AND/OR THE MOTOR VEHICLE ACT AND/OR AS DEFINED IN THE NISGA'A FINAL AGREEMENT AND THE NISGA'A FINAL AGREEMENT ACT.

BETWEEN:

The Minister of Transportation and Infrastructure

Saanich Area Office
240-4460 Chatterton Way
Victoria, British Columbia V8X 5J2
Canada

("The Minister")

AND:

Peter Edgar

("The Permittee")

WHEREAS:

- A. The Minister has the authority to grant permits for the auxiliary use of highway right of way, which authority is pursuant to both the Transportation Act and the Industrial Roads Act, the Motor Vehicle Act, as defined in the Nisga'a Final Agreement and the Nisga'a Final Agreement Act;
- B. The Permittee has requested the Minister to issue a permit pursuant to this authority for the following purpose:

The repair of a deck, the location of which does not conform with British Columbia Regulation 513/04 made pursuant to section 90 of the Transportation Act, S.B.C. 2004, namely; to allow set back variance required for an existing deck within 4.5m setback from Roland Road, located at LOT 5, SECTION 41, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 16708, as shown on drawing 1065-04-BLC-C3, submitted by Peter Edgar.

- C. The Minister is prepared to issue a permit on certain terms and conditions;

ACCORDINGLY, the Minister hereby grants to the Permittee a permit for the Use (as hereinafter defined) of highway right of way on the following terms and conditions:

1. This permit may be terminated at any time at the discretion of the Minister of Transportation and Infrastructure, and that the termination of this permit shall not give rise to any cause of action or claim of any nature whatsoever.
2. This permit in no way relieves the owner or occupier of the responsibility of adhering to all other legislation, including zoning, and other land use bylaws of a municipality or regional district.
3. The Permittee shall indemnify and save harmless the Ministry, its agents and employees, from and against all claims, liabilities, demands, losses, damages, costs and expenses, fines, penalties, assessments and levies made against or incurred, suffered or sustained by the Ministry, its agents and employees, or any of them at any time or times, whether before or after the expiration or termination of this permit, where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Permittee, its employees, agents or Subcontractors, in connection with the permit.
4. Should the said structure be destroyed, removed or dismantled, this permit is automatically cancelled and another permit will not necessarily be granted for a new similar structure.
5. This permit is valid only for the specific works stated herein. Any alterations or additions must be covered by a separate permit.



6. The Permittee acknowledges that the issuance of this permit by the Minister is not a representation by the Minister that this permit is the only authority needed to carry out the Use. The Permittee shall give deference to any prior permission given for use of the right of way in the vicinity of the permit area, shall obtain any other permission required by law, and shall comply with all applicable laws regardless of their legislative origin.
7. The Permittee will at all times indemnify and save harmless Her Majesty the Queen in Right of the Province of British Columbia, as represented by the Minister of Transportation and Infrastructure, and the employees, servants, and agents of the Minister from and against all claims, demands, losses, damages, costs, liabilities, expenses, fines, fees, penalties, assessments and levies, made against or incurred, suffered or sustained by any of them, at any time or times (whether before or after the expiration or termination of this permit) where the same or any of them are sustained in any way as a result of the Use, which indemnity will survive the expiration or sooner termination of this permit
8. If any BCLS survey posts are removed, moved or damaged during the construction of the said Works they must be replaced by a registered BC Land Surveyor at the expense of the Permittee.
9. Permittee shall supply surveyed "As BUILT" drawings upon completion of the said works. Drawings must include offset from right-of-way boundary.
10. Any damage to the Ministry of Transportation and Infrastructure's right-of-way as a direct result of the permitted works, shall be repaired and maintained by the Permittee in perpetuity.
11. This permit in no way relieves the owner or occupier of the responsibility of adhering to all other legislation, including zoning, and other land use bylaws of a municipality or regional district.
12. The Ministry of Transportation and Infrastructure and/or the Maintenance Contractor shall not be held accountable for any damage(s) to the said structure, however caused.
13. The Permittee may not assign any part of this Agreement without the consent, in writing, of the Minister.
14. The Permittee must ensure that the most current editions of the following standards and specifications, manuals and guides are utilized and complied with during the installation, operation and maintenance of the Works:
 - (a) Ministry Utility Policy Manual
 - (b) Ministry Traffic Control Manual for Work on Roadways
 - (c) Ministry Traffic Management Guidelines for Work on Roadways
 - (d) Ministry Standard Specification for Highway Construction
15. It is the responsibility of the Permittee to ensure that all equipment and vehicles crossing Provincial highways or side roads have the proper approval and insurance as required and issued by the Commercial Vehicle Safety and Enforcement Division. For permits or inquiries please contact the Provincial Permit Centre at 1-800-559-9688.
16. A copy of this permit must be on site at all times during the said works.
17. The Permittee shall determine the location of highway right-of-way to ensure their permitted work is within Ministry jurisdiction. The Permittee is responsible for all trespass issues.
18. This permit in no way grants exclusive use to the Permittee for any portion of the access on right-of-way.
19. That where the said works are in the proximity of any bridge, culvert, ditch or other existing work, such work shall be properly maintained and supported in such manner as not to interfere with its proper function, and on the completion of the said works any bridge, culvert, ditch or other existing work interfered with shall be completely restored to its original condition.
20. No further additions or improvements shall be made to the said structure without prior consent of the Ministry of Transportation and Infrastructure.
21. The Permittee is responsible for ensuring that all works are contained to the highway right of way. Any works located within private property must have the owner's permission.
22. The Permittee will ensure that the works do not, impair, impede or otherwise interfere with; I. public passage on the Highways; II. the provision of highway maintenance services by the Province, or by its servants, contractors, agents or authorized representatives of the Province in connection with the Highways; or III. the operation of the Highways.
23. Permittee to be responsible for all future drainage problems as they pertain to said works.
24. The Ministry, or its contractors, will not be responsible for installation or maintenance of the landscaping.
25. The Permittee to be responsible for any settlement, erosion or other damage caused as a result of this construction for a period of two years from completion of construction.
26. All costs entailed in the construction and maintenance of the works are to be borne by the Permittee.



27. This permit may be terminated at any time at the discretion of the Minister of Transportation and Infrastructure, and that the termination of this permit shall not give rise to any cause of action or claim of any nature whatsoever.
28. The rights granted under this permit and certificate are for an indefinite period.
29. If the Permittee proceeds on this permit, it is deemed they have accepted all terms and conditions.
30. The Permittee must contact the Archaeology Branch immediately at (250) 953-3334 if archaeological site deposits are encountered on the subject property. In the event that any item of archaeological, heritage, historical, cultural, or scientific interest is found on the project site, the Permittee shall have a Chance Find Procedure in place and utilize it when required.

The rights granted to the Permittee in this permit are to be exercised only for the purpose as defined in Recital B on page 1.

Dated at Victoria, British Columbia, this 10 day of May, 2022

On Behalf of the Minister