



# Salt Spring Island Local Trust Committee

## Regular Meeting Agenda

Date: Thursday, July 13, 2023  
Time: 9:30 a.m.  
Location: 64 Learning Hub  
122 Rainbow Road

Pages

### 1. CALL TO ORDER 9:30 AM - 9:30 AM

#### Acknowledgement

Islands Trust and Islands Trust Conservancy respectfully acknowledge that the lands and waters that encompass the Islands Trust Area have been home to Indigenous Peoples since time immemorial. We are committed to reconciliation and to working together to preserve and protect this ecologically, culturally, and spiritually significant region in the Salish Sea. The Islands Trust Area is located within the treaty lands and territories of the BOKEĆEN, Cowichan Tribes, K'ómoks, Lyackson, MÁLEXEŁ, Qualicum, scəwəθən, səliłwətał, SEMYOME, shíshálh, Skwxwú7mesh, Snaw-naw-as, Snuneymuxw, Songhees, Spune'luxutth', STÁUTW, Stz'uminus, łaʔəmen, Ts'uubaaasatx, Wei Wai Kum, We Wai Kai, W\_JOŁEŁP, W\_SIKEM, Xeláltxw, Xwémalhkwx, Xwsepsum, and xʷməθkʷəyəm First Nations.

### 2. APPROVAL OF AGENDA

### 3. TOWN HALL AND QUESTIONS 9:35 AM - 9:50 AM

### 4. DELEGATIONS - NONE

### 5. TRUSTEE REPORTS 9:50 AM - 10:00 AM

Verbal Report

### 6. CHAIR'S REPORT 10:00 AM - 10:05 AM

Verbal Report

### 7. CRD DIRECTOR AND LCC CHAIR REPORTS 10:05 AM - 10:15 AM

Verbal Report

### 8. PREVIOUS MEETINGS 10:15 AM - 10:20 AM

#### 8.1 Draft Minutes of the Salt Spring Island Local Trust Committee

##### 8.1.1 Draft Minutes of the June 22, 2023 SSI LTC Regular Meeting

For Adoption

8.2 Resolutions Without Meeting Report - NONE

8.3 Draft Minutes of the Advisory Planning Commissions - NONE

8.4 Local Trust Committee Public Hearing Record - NONE

9. CORRESPONDENCE

10:20 AM - 10:25 AM

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

For Applications, go to: <http://www.islandstrust.bc.ca/SSIapplications>

For Projects, go to: <http://www.islandstrust.bc.ca/SSIprojects>

9.1 W. Buitendyk to LTC - Dated 21 June, 2023 - Concerning the Clean and Safe Harbours Initiative

18

9.2 G. Holman to LTC - Dated 22 June 2023 - Concerning Affordable Housing Progress and Opportunities

19

10. BUSINESS ARISING FROM MINUTES

10:25 AM - 10:30 AM

10.1 Follow-Up Action List

30

Report dated July 2023

10.2 Interagency Meetings

Verbal Report

11. COMMUNITY INFORMATION MEETING - NONE

12. PUBLIC HEARING - NONE

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

13. APPLICATIONS AND REFERRALS

12:00 PM - 12:30 PM

13.1 SS-DVP-2023.3 - J. Noble - 38 McKenzie Cres, PI

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Staff Report

13.2 SS-LCB-2022.1 - R. Hardin - 270 Furness Road, SSI

64

Staff Report

14. LOCAL TRUST COMMITTEE PROJECTS

12:30 PM - 2:30 PM

|      |                                                                                                                                                                                         |     |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 14.1 | <b>CMHC Housing Accelerator Fund</b>                                                                                                                                                    | 70  |
|      | Action Plan - Staff Report                                                                                                                                                              |     |
| 14.2 | <b>Salt Spring Island Watershed Protection Alliance</b>                                                                                                                                 | 87  |
|      | Staff Report                                                                                                                                                                            |     |
| 15.  | <b>NEW BUSINESS</b>                                                                                                                                                                     |     |
| 15.1 | <b>UBCM Attendance</b>                                                                                                                                                                  |     |
|      | For Discussion                                                                                                                                                                          |     |
| 16.  | <b>REPORTS</b>                                                                                                                                                                          |     |
| 16.1 | <b>Policy and Standing Resolutions List</b>                                                                                                                                             | 119 |
|      | For Information                                                                                                                                                                         |     |
| 16.2 | <b>Future Projects Report</b>                                                                                                                                                           | 130 |
|      | Report dated July 2023                                                                                                                                                                  |     |
| 16.3 | <b>Active Projects List</b>                                                                                                                                                             | 133 |
|      | Report dated July 2023                                                                                                                                                                  |     |
| 16.4 | <b>Applications with Status Report</b>                                                                                                                                                  | 136 |
|      | Report dated July 2023                                                                                                                                                                  |     |
| 16.5 | <b>Expense Report</b>                                                                                                                                                                   | 153 |
|      | Report dated May 2023                                                                                                                                                                   |     |
| 16.6 | <b>Islands Trust Conservancy Board Report - NONE</b>                                                                                                                                    |     |
| 16.7 | <b>Salt Spring Island Watershed Protection Alliance (SSIWPA) Coordinator's Report - NONE</b>                                                                                            |     |
| 17.  | <b>CLOSED MEETING - NONE</b>                                                                                                                                                            |     |
| 18.  | <b>UPCOMING MEETINGS</b>                                                                                                                                                                |     |
|      | The next regular meeting of the Salt Spring Island Local Trust Committee is scheduled for 9:30 a.m. on September 14, 2023 at the 64 Learning Hub, 122 Rainbow Road, Salt Spring Island. |     |
| 19.  | <b>ADJOURNMENT</b>                                                                                                                                                                      |     |



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

**Date:** Thursday, June 22, 2023

**Location:** SD64 Learning Hub  
122 Rainbow Road, Salt Spring Island

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

**Staff Present:** Chris Hutton, Regional Planning Manager (RPM)  
Stefan Cermak, Director of Planning Services  
Anthony Fotino, Island Planner  
Louisa Garbo, Island Planner (Zoom)  
Chris Buchan, Planner 2 (Zoom)  
Bruce Belcher, Planning Technician (Zoom)  
Rob Pingle, Legislative Clerk  
Warren Dingman, Bylaw Compliance and Enforcement Manager  
Sarah Shugar, Recorder

**Others Present:** Gary Holman, Capital Regional District (CRD) Salt Spring Island Electoral Area Director  
Earl Rook, Capital Regional District (CRD) Salt Spring Island Local Community Commission (LCC) Chair  
Approximately 87 members of the public (82 in person, 5 on Zoom)

These minutes follow the order of the agenda although the sequence may have varied. The electronic meeting was live streamed, recorded, and made available for electronic public attendance.

### 1. CALL TO ORDER

Chair Peterson called the meeting to order at 9:30 a.m. He welcomed everyone to a meeting of the Salt Spring Island Local Trust Committee and introduced himself, the Trustees and staff. Chair Peterson humbly stated gratitude to live and work in Coast Salish First Nations treaty territory and acknowledged National Indigenous Peoples Day.

### 2. APPROVAL OF AGENDA

The following additional item was presented for inclusion in the agenda:

15.1 Clean and Safe Harbours Initiative

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

### 3. TOWN HALL AND QUESTIONS

Chair Peterson opened the town hall at 9:51 a.m.

Seven members of the public expressed concerns regarding application SS-LCB-2023.1 (109 McPhillips Avenue).

A member of the public expressed opposition to application SS-LCB-2023.1 (109 McPhillips Avenue) including the location is close in proximity to schools and concern that Salt Spring Island does not have the population to support more cannabis stores. The member of the public asked the LTC to deny the application.

A member of the public expressed opposition to application SS-LCB-2023.1 (109 McPhillips Avenue) including impacts to the illegal cannabis market and impacts to the Country Grocer Harvest Moon cannabis store.

A member of the public expressed opposition to application SS-LCB-2023.1 (109 McPhillips Avenue) including that the location is in close proximity to the public library.

A member of the public spoke in opposition to application SS-LCB-2023 (109 McPhillips Avenue) including oversaturation of the cannabis market and impacts to the illegal cannabis market.

A member of the public expressed concerns regarding application SS-LCB-2023.1 (109 McPhillips Avenue) including the location and impacts to the Country Grocer Harvest Moon Cannabis Store. The member of the public requested the LTC to deny the application.

Cherie Geauvreau spoke on behalf of the Wagon Wheel Housing Society and expressed opposition to application SS-LCB-2023.1 (109 McPhillips Avenue) due to the location. Ms. Geauvreau spoke to the social issues in Ganges and suggested the location should be a community drop-in support program centre.

A member of the public expressed concerns regarding application SS-LCB-2023.1 1 (109 McPhillips Avenue) due to saturation of the market. The member of the public also expressed support for proposed Bylaw 530, recommended bylaw enforcement funds should be redirected to finding solutions for water supply issues and noted a lot of people living in big houses would be willing to rent part of the house if there were regulations and monitoring.

A member of the public expressed concerns regarding application SS-LCB-2023.1 (109 McPhillips Avenue), expressed support for the Clean and Safe Harbours initiative, and stated that proposed Bylaw 530 should be based on research and data.

A member of the public expressed opposition to the Clean and Safe Harbours Initiative including the need for workforce housing, stress on the island community, displacement and the lack of community consultation.

A member of the public expressed support for the Clean and Safe Harbours Initiative and compared the situation to parking a dilapidated trailer in front of someone's house. The member of the public advised Islands Trust regulations require a vessel anchored in Ganges Harbour to be registered, sea

worthy, and noted the Islands Trust has done nothing to enforce these regulations. The member of the public advised the Clean and Safe Harbours Initiative is a proposal to make Ganges Harbour a safe place to live.

Two members of the public expressed support for the Clean and Safe Harbours Initiative.

A member of the public expressed support for the Clean and Safe Harbours Initiative including pollution in the harbour, landlords that take advantage of people and a recent boat fire incident. The member of the public advised the harbour is the crown jewel of Ganges and asked why would the community build a new Harbourwalk when the harbour has so many issues.

A member of the public expressed support for the Clean and Safe Harbours Initiative including safety issues, standards that are supportive to the community, and environmental impacts in the harbour.

A member of the public expressed support for the Clean and Safe Harbours Initiative including safety issues, recent and near-drowning incidents, fires, respect for the environment, and improvements for people living on vessels in the harbour. The member of the public asked where have the sunken boats and garbage gone?

A member of the public expressed concerns regarding the Clean and Safe Harbours Initiative asked for clarification regarding the tax to fund the proposed changes.

A member of the public expressed support for the Clean and Safe Harbours initiative and advised that when he lived on a live aboard vessel in Washington State, there were regulations such as dye tablets installed in toilets, a harbour patrol and live aboard vessel residents paid fees to fund bylaw enforcement. The member of the public also expressed support to increase housing in targeted locations that is near the 3 villages (Fulford, Vesuvius and Ganges) on the island.

A member of the public expressed support for Bylaw 530 to improve workforce housing.

A member of the public expressed support for proposed Bylaw 530, spoke to the history of inadequate community planning and noted some people who oppose Bylaw 530 are living on the small lots that were developed prior to establishment of Islands Trust.

A member of the public expressed concerns regarding housing issues, the lack of housing and impacts to the workforce including the health care workers.

A member of the public spoke to the history of housing issues on Salt Spring Island, spoke in favour of proposed Bylaw No. 530, and expressed support for the LTC to legalize all suites and cottages on Salt Spring Island and then get on with the important work of workforce housing.

A member of the public advised that public opinion polls indicate support for Bylaw 530 to increase workforce housing. He expressed concern that there is not a big enough market to sustain two cannabis stores and the Safe and Clean Harbour Initiative is widely supported across the community.

A member of the public expressed concerns regarding application SS-LCB-2022.1 (270 Furness Road) due to impacts to the neighbourhood including safety issues. Several young families live on Furness Road and she is concerned patrons will be over-served. The member of the public presented a picture of the road signs and submitted a document entitled "Islands Trust Town Hall Notes".

A member of the public expressed concerns regarding application SS-LCB-2022.1 (270 Furness Road) including brewery and septic waste leaks, expanding the brewery may contribute to pollution of waterways and impacts to her and other neighbouring farms. Her concerns included noise impacts, logging of the property, close proximity to young families, safety issues, lack of housing for employees and provided documents entitled "MSR Solutions Inc. regarding Complaint Follow up at Salt Spring Brewing Co. dated March 10, 2022; photographs of Furness Road; and Thrive Liquor and Cannabis Advisors letter dated June 27, 2022 regarding LCRB Letter of Intent – Salt Spring Brewing Lounge / Patio Endorsement". The member of the public requested the LTC to deny the application.

#### **4. DELEGATIONS**

##### **4.1 Take Action on Radon - 100 Radon Test Kit Challenge**

Pam Warkentin and Noah Quastel presented results from the Take Action on Radon - 100 Radon Test Kit Challenge on Salt Spring Island. A Trustee asked whether the areas were mapped. Noah Quastel advised there is sufficient data to qualify Salt Spring Island as an area with Radon levels and regulations should be included in the BC Building Code for the area.

##### **4.2 Clean and Safe Harbours Initiative**

Glenn Stevens presented a delegation on the Clean and Safe Harbours Initiative. A Trustee asked if the Clean and Safe Harbours Initiative group has talked to people living on live-aboard vessels regarding the proposed regulations. Mr. Stevens spoke to several examples of consultation with live aboard residents. Mr. Stevens presented photographs and documents entitled "Sample of Live aboard Interviews, and SSI LTC Policy and Standing Resolutions List".

#### **5. TRUSTEE REPORTS**

Trustee Harris presented the following report:

- Attended two recent open house events for proposed Bylaw No. 530 - Accessory Dwelling Units. Trustee Harris spoke to the need to increase workforce housing and that there is more than enough water to support the changes proposed in Bylaw 530. Trustee Harris noted Bermuda uses rainwater catchment and storage as a main source of water. Trustee Harris expressed concern that some non-profit organizations are promoting false information regarding the climate that has a polarizing effect in the community and contributes to increased climate anxiety. Trustee Harris added that Bylaw 530 is an important step towards addressing the housing crisis;
- Attended a forest bioclimatic zones presentation and noted Salt Spring Island falls within the Coastal Douglas-Fir zone and Coastal Western Hemlock zone and the zones extend into Oregon state;

- Trustee Harris reported there was a local resident protesting in front of the Islands Trust office to bring attention to bylaw enforcement issues and Trustee Harris noted the LTC is looking into concerns regarding bylaw enforcement.

Trustee Patrick expressed concerns regarding recent press messaging that she is anti-environmentalist and pro-development. The Salt Spring Island Official Community Plan (OCP) was updated in 2008 and in general, envisions a diverse community living within the constraints of an island. The OCP considers that choices will have to be made and limits may be needed on some forms of housing. Trustees have the responsibility of interpreting the OCP. Trustee Patrick expressed concern that the limits to housing has been applied to housing that serves the middle and lower end of the housing spectrum while the upper end of housing seems to continue to have unrestricted growth. In 2009, the LTC received an Islands Trust Housing Needs Assessment that predicted a need for an increase for all forms of housing. The Islands Trust Housing Needs Assessment described the substandard conditions of rental housing including exploitive landlords that reportedly preyed on vulnerable people. In 2011, the LTC created a housing strategy and in 2013 the LTC implemented the Secondary Suites Bylaw 461 that zoned approximately 1500 properties for secondary suites. In 2014, the North Salt Spring Waterworks District moratorium on new water connections went into effect and restricted implementation of the Secondary Suites Bylaw. In 2020, the Affordable Housing – Cottages Bylaw 512 was adopted and 450 lots were selected to allow full time rental cottages. Trustee Patrick advised growth is happening as predicted in the 2009 Housing Needs Assessment. Trustee Patrick expressed support a version of an Accessory Dwelling Unit Bylaw that will facilitate some island residents to provide housing for islanders legally. The OCP Review project is an opportunity to create a proactive planning project that serves a diverse community and it is up to Trustees to ensure all voices are heard, to make sure the project is resourced and to support Islands Trust staff to be creative and innovative. There is an opportunity to further Reconciliation by embedding an Indigenous relations approach into the OCP Review project.

## 6. CHAIR'S REPORT

Chair Peterson presented the following report:

- The Islands Trust Conservancy announced the Livingstone Forest Covenant on Lasqueti Island. The Livingstone Forest Covenant provides important habitat for species at risk including the Northern red-legged frog, Western toad, and little brown Myotis bat;
- Executive Committee is in preparations for the next Trust Council meeting to be held June 27 to 29, 2023 on Gabriola Island. The Trust Council agenda includes a Reconciliation session with Minister of Municipal Affairs Governance Relations Director Brent Mueller.

## 7. CRD DIRECTOR'S REPORT

CRD Local Community Commission (LCC) Chair Rook presented the following report:

- Commissioners Earl Rook, Gayle Baker, Ben Corno and Brian Webster were sworn in at the inaugural meeting of the LCC on June 20, 2023;
- LCC Commissioner Brian Webster was appointed to the Ganges Harbour Walk Project Steering Committee;
- The LCC asked staff to report back on having more frequent and/or evening meetings;

- The LCC supported a notice of motion regarding a Statement of Commitment for accessibility in actions, transparency at all meetings, commitment to open meetings, commitment to listening to and soliciting public opinions;
- The next LCC meeting will be held on July 11, 2023.

CRD Director Holman presented the following report:

- Expressed congratulations to the elected members of the LCC and advised the LCC will determine tax requisition levels for each of the LCC services. The LCC represents a change in the CRD governance culture;
- SD 64 student Maggie Naphtali was awarded the CRD 2023 Nils Jensen Memorial Bursary and SD 64 student Elvin Shoolbraid was awarded the CRD 2023 Ed MacGregor Memorial Bursary;
- The CRD Board approved an alternate approval process for an 85 million dollar Regional Housing First Borrowing Bylaw for affordable housing. This follows a similar initiative where the CRD Board, Canada Mortgage and Housing Corporation (CMHC) and BC Housing created a 120 Million that funded 1700-1800 affordable housing units within the CRD including 54 units at Croftonbrook Housing Project. The taxpayer cost will be approximately \$2.30 per household, per month;
- CRD Director Holman reported he provided a report to the LTC on affordable housing opportunities on Salt Spring Island including six properties that are zoned for affordable housing that could provide over 200 densities;
- The CRD Drake Road property proposes up to 80 supportive housing units, subject to water availability;
- The CRD is working with the Dragonfly Housing Project to establish a water utility within the North Salt Spring Waterworks District (NSSWD);
- Director Holman is planning to attend a Salt Spring Solutions inter-agency meeting on June 23, 2023 regarding the NSSWD water moratorium and affordable housing;
- The CRD will conduct water sampling in Ganges Harbour to determine whether there are water quality issues;
- The CRD has a Saanich Peninsula Waterways Environmental Action Service. The Service is a coordinating body and does not have regulatory authority. Director Holman expressed support for an inter-governmental approach to the Ganges Harbour issues;
- The CRD will submit a grant application to establish 175 level 2 EV chargers and 10 DC fast chargers within the CRD. The CRD, Islands Trust and EV groups will discuss potential locations for a user-pay DC fast charger;
- Attended a meeting with MLA Adam Olsen and Honourable Minister of Transportation and Infrastructure Rob Fleming regarding transportation issues. Minister Fleming announced road line painting and crosswalk painting;
- The Ministry of Transportation and Infrastructure Salt Spring Island Cycling Safety Review Study includes several recommendations including a 30 km speed limit in Ganges, lowering speed limits, line painting, road sweeping and paving upgrades to Ganges Hill up to Cranberry Road. The study also recommended a repaving program from Ganges to Fulford and wider shoulder lanes to accommodate cyclists;
- On June 28, 2023, BC Ferries will increase the number of round trips between Fulford and Swartz Bay from 8 trips per day to 10 trips per day and BC Transit has amended the bus schedule to coordinate with the increased number of sailings.

The meeting recessed for a break at 11:24 a.m. and reconvened at 11:35 a.m.

## **8. PREVIOUS MEETINGS**

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

#### **8.1.1 Draft Minutes of the May 17, 2023 SSI LTC Special Meeting**

**By general consent**, the minutes of May 17, 2023 Salt Spring Island Local Trust Committee Special meeting were adopted.

#### **8.1.2 Draft Minutes of the May 18, 2023 SSI LTC Regular Meeting**

The following items were presented for consideration:

- Replace “Chair Peterson humbly stated gratitude to live and work in Coast Salish First Nations treaty and traditional territory.” with “Chair Peterson humbly stated gratitude to live and work in Coast Salish First Nations treaty territory”;
- Item 12.1 - Replace “A Trustee expressed the OCB Project Charter process should have been started earlier as the project charter shapes the LTC’s and the community’s understanding of the project” with “A Trustee expressed the OCP Project Charter process should have been started earlier as the project charter shapes the LTC’s and the community’s understanding of the project”;
- Item 12.1 - Replace “A Trustee expressed support for First Nations engagement although the document is insufficient. It is important to have experienced, expert advisors to set up a First Nations approach for the OCP project. The Islands Trust Senior Inter Governmental Policy Advisor is vacant” with “A Trustee expressed support for First Nations engagement although the document is insufficient. It is important to have experienced, expert advisors to set up an Indigenous Relations approach for the OCP project. The Islands Trust Senior Inter Governmental Policy Advisor is vacant.”

**By general consent**, the minutes of May 18, 2023 Salt Spring Island Local Trust Committee Regular meeting were adopted as amended.

### **8.2 Resolutions Without Meeting Report – June 2023**

The report was received.

### **8.3 Minutes of the Advisory Planning Commissions**

#### **8.3.1 Draft Minutes of the June 1, 2023 Advisory Planning Commission**

The minutes were received.

#### **8.3.2 Draft Minutes of the June 1, 2023 Agricultural Advisory Planning Commission**

The minutes were received.

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

**9. CORRESPONDENCE**

**9.1 Chair Peterson to the Salt Spring Island Local Community Commission - Dated 14 June 2023 - Concerning Election Congratulations and Invitation to Collaborate**

**9.2 B. Milne to LTC - Dated 4 June 2023 - Concerning SSIWPA and Madrona Creek**

The correspondence items were received.

**10. BUSINESS ARISING FROM MINUTES**

**10.1 Follow-Up Action List dated June 2023**

The report was received.

**11. COMMUNITY INFORMATION MEETING- None**

**12. PUBLIC HEARING – None**

The meeting recessed for lunch break at 11:47 a.m. and reconvened at 12:20 p.m.

**13. APPLICATIONS AND REFERRALS**

**13.1 SS-LCB-2023.2 - K. Armstrong - 121 Upper Ganges Road, SSI**

Planning Technician Belcher presented a staff report dated June 22, 2023 regarding a Liquor and Cannabis Regulation Branch (LCRB) application for a change to hours of liquor service.

**SS-2023-67**

**It was MOVED and SECONDED,**

That the Salt Spring Island Local Trust Committee request staff to hold a public open house to gather community input on SS-LCB-2023.2 (121 Upper Ganges Road) and report back following the public consultation period with details and results.

**CARRIED**

**13.2 SS-LCB-2023.1 - J. Chouinard - 109 McPhillips Ave, SSI**

Planner Buchan presented a staff report dated June 22, 2023 regarding an LCRB application for 109 McPhillips Avenue.

Applicant Joseph Chouinard spoke to the application.

**SS-2023-68**

**It was MOVED and SECONDED,**

That the Salt Spring Island Local Trust Committee deny application SS-LCB-2023.1 (109 McPhillips Avenue) for the following reason: the location is not appropriate due to the proximity to schools, the library and a public park.

**CARRIED**

**13.3 SS-DVP-2023.3 - J. Noble - 38 McKenzie Crescent, Piers Island**

Planner Buchan advised the applicant has requested that the development variance permit application be deferred.

**SS-2023-69**

**It was MOVED and SECONDED,**

That the Salt Spring Island Local Trust Committee defer application SS-DVP-2023.3 (38 McKenzie Crescent) at the request of the applicant to revise the application.

**CARRIED**

**13.4 SS-DP-2023.1 - S. Campbell - 166 Rainbow Road, SSI**

Planner Buchan presented a staff report regarding a development permit application for a proposed new commercial retail space/warehouse, and storage shed at the current Windsor Plywood site.

Representative of the applicant Adam Geddes spoke to the application.

**SS-2023-70**

**It was MOVED and SECONDED,**

That the Salt Spring Island Local Trust Committee approve issuance of Development Permit SS-DP-2023.1 (Windsor Plywood) subject to the collection of a \$39,557.25 landscaping security deposit.

**CARRIED**

**13.5 SS-DVP-2022.17 - J. Wiebe - Lot A, North End Road, SSI**

Planner Fotino presented a staff report dated June 22, 2023 regarding a development variance permit application to request to reduce the septic field setback requirements from a Riparian Area from 30 meters to 16 meters.

**SS-2023-71**

**It was MOVED and SECONDED,**

That the Salt Spring Island Local Trust Committee approves issuance of SS-DVP-2022.17 (Lot A North End Road).

**CARRIED**

### 13.6 SS-LCB-2022.1 - R. Hardin - 270 Furness Road, SSI

Planner Fotino presented a staff report dated June 22, 2023 regarding an LCRB referral to permit a permanent outdoor patio space with lounge area and revised operating hours.

Applicant Rebecca Hardin spoke to the application.

There was discussion regarding signage, community consultation and the option for a good neighbour agreement.

#### SS-2023-72

**It was MOVED and SECONDED,**

That the Salt Spring Island Local Trust Committee request the applicant to submit to the Islands Trust information on locating permanent signage regarding speed and safety for SS-LCB-2022.1 at 270 Furness Road.

**CARRIED**

#### SS-2023-73

**It was MOVED and SECONDED,**

That the Salt Spring Island Local Trust Committee request staff to report back on the viability of Good Neighbour Agreements.

**CARRIED**

## 14. LOCAL TRUST COMMITTEE PROJECTS

### 14.1 Proposed Bylaw 530 - Accessory Dwelling Units - Staff Report - Open House Summary

Planner Garbo presented a staff report dated June 22, 2023 regarding Proposed Bylaw No. 530 - Accessory Dwelling Units Open House Summary.

In discussion the following items were noted:

- A Trustee noted Cowichan Tribes expressed support for Bylaw 530;
- A Trustee advised many people would like to attend the meetings to support Bylaw 530 although they cannot leave work to attend the meetings;
- A Trustee advocated for moving forward today, that enough talking and studies have been done and now it is time to take action;
- A Trustee noted that Executive Committee may not approve proposed Bylaw 530 if there is opposition from the Tsawout First Nation;
- A Trustee suggested having a meeting with the Tsawout First Nation to address their concerns. Staff reported staff have previously engaged Tsawout First Nation following the direction of LTC and that it may be more productive to engage at the government-to-government conversation with the Tsawout First Nation.
- Staff reported there may be an orientation period following their upcoming election, and that this may it may not be possible to meet with leadership right away;
- A Trustee read excerpts from the 2009 Islands Trust Housing Needs Assessment and noted the housing crisis was predicted in the report;

- A Trustee noted many workers are living in on live aboard vessels in Ganges Harbour and are rowing in to work;
- A Trustee suggested it is time to stop relying on illegal housing for our Island's workforce;
- A Trustee expressed support for public education materials for property owners to proceed with accessory dwelling units. Director of Planning Services Cermak advised the Regional Planning Committee is developing housing toolkits and this could be applicable at the LTC level.

**It was MOVED and SECONDED,**

That the Salt Spring Island Local Trust Committee accept the staff report on the open houses summary and request staff to schedule a public hearing for Proposed Bylaw No. 530, cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 1, 2022" on July 12, 2023.

**SS-2023-74**

**It was MOVED and SECONDED,**

That the motion be amended to replace "on July 12, 2023" with "in September 2023".

**CARRIED**

**Trustee Harris Opposed**

Chair Peterson called the question on the amended motion as follows:

**SS-2023-75**

That the Salt Spring Island Local Trust Committee accept the staff report on the open houses summary and request staff to schedule a public hearing for Proposed Bylaw No. 530, cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 1, 2022" in September 2023.

**CARRIED**

**Trustee Harris Opposed**

**SS-2023-76**

**It was MOVED and SECONDED,**

That the Salt Spring Island Local Trust Committee request staff to identify options for further amendments to proposed Bylaw 530 based on feedback received at the open houses and other relevant information regarding accessory dwelling units in rural areas.

**CARRIED**

**Trustee Harris Opposed**

**SS-2023-77**

**It was MOVED and SECONDED,**

That the Salt Spring Island Local Trust Committee request staff to prepare further communication materials that illustrate decisions and approvals for an accessory dwelling unit.

**CARRIED**

**Trustee Harris Opposed**

## **15. NEW BUSINESS**

### **15.1 Clean and Safe Harbours Initiative**

A Trustee reported the CRD adopted the Saanich Peninsula Waterways Environmental Action Service Establishment Bylaw in 2021 to coordinate rolls and responsibilities for action on the harbours and marine waters. Salt Spring Island Local Trust Area jurisdiction is the high water mark of one side of the Saanich Peninsula and the North Pender Island Local Trust Area jurisdiction is the high water mark of the other side of the Saanich Peninsula.

A Trustee asked staff if Islands Trust has jurisdiction in Ganges Harbour. BCEM Dingman reported live aboard vessels are prohibited in Ganges Harbour.

#### **SS-2023-78**

**It was MOVED and SECONDED,**

That the Salt Spring Island Local Trust Committee request staff to work with CRD staff to explore the potential to expand the Saanich Peninsula Waterways Environmental Action Service to include the Salt Spring Island Local Trust area and to report back to the LTC.

**CARRIED**

#### **SS-2023-79**

**It was MOVED and SECONDED,**

That the Salt Spring Island Local Trust Committee request staff to review the Clean and Safe Harbours Initiative and report back to the LTC at a future meeting.

**CARRIED**

## **16. REPORTS**

### **16.1 Policy and Standing Resolutions List**

The report was received.

### **16.2 Active Projects Report dated June 2023**

The report was received.

### **16.3 Future Projects Report dated June 2023**

The report was received.

### **16.4 Applications with Status Report dated June 2023**

The report was received.

### **16.5 Expense Report dated April 2023**

The report was received.

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

**14.7 Salt Spring Island Watershed Protection Alliance (SSIWPA) Coordinator's Report – None**

## **15. CLOSED MEETING**

### **15.1 Motion to Close the Meeting**

#### **SS-2023-80**

At 2:43 p.m. **It was MOVED and SECONDED**, that the Salt Spring Island Local Trust Committee close this meeting to the public subject to Community Charter Section 90 (1) (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; and that staff be invited to remain.

**CARRIED**

### **15.2 Motion to Open the Meeting**

#### **SS-2023-81**

At 3:19 p.m., **It was MOVED and SECONDED**, that the Salt Spring Island Local Trust Committee re-open this meeting to the public subject to Section 89 of the Community Charter.

**CARRIED**

### **15.3 Rise and Report - None**

## **16. UPCOMING MEETINGS**

The next regular meeting of the Salt Spring Island Local Trust Committee is scheduled on July 13, 2023 at 9:30 a.m. at the SD64 Learning Hub, 122 Rainbow Road.

A special meeting of the Salt Spring Island Local Trust Committee is scheduled on July 12, 2023 at 5:00 p.m. at the Royal Canadian Legion Branch 92 Meaden Hall - 120 Blain Road, Salt Spring Island. This meeting is a town hall only to give the public an evening opportunity to raise issues.

Please see the meeting calendar on the Islands Trust website at [www.islandstrust.bc.ca](http://www.islandstrust.bc.ca) for current meeting information and location.

## **17. ADJOURNMENT**

**By general consent** the meeting adjourned at 3:20 p.m.

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Timothy Peterson, Chair

**CERTIFIED CORRECT:**

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Sarah Shugar, Recorder

DRAFT

**From:** Willem Buitendyk <[REDACTED]>  
**Sent:** Wednesday, June 21, 2023 4:32 PM  
**To:** SSInfo  
**Subject:** Regarding Proposed Bylaw Clean and Safe Harbours Initiative

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Islands Trust Staff,

I have only just started reading the proposed "Clean and Safe Harbours Initiative" bylaw and have already stopped at the section on page 39 which states "To minimize the cost to the Trust for enforcement of the Bylaw, we are forming a legally, federally authorized charity ....."

This would basically allow wealthy people to make a donation to a private police force! The associated note(5) states: "The charity may also assist, if necessary, Enforcement Officers with inspection and enforcement tasks". This to me is absolutely shocking! I understand other aspects of this proposed bylaw and agree action needs to be taken to address the underlying issue; namely, housing.

I sincerely hope this aspect of the proposed bylaw is not considered under any circumstance as it would set a very dangerous precedent!

Sincerely,

Willem Buitendyk

[REDACTED]  
[REDACTED].

**From:** directorssi <[directorssi@crd.bc.ca](mailto:directorssi@crd.bc.ca)>

**Sent:** Thursday, June 22, 2023 8:30 AM

**To:** Laura Patrick <[lpatrik@islandstrust.bc.ca](mailto:lpatrik@islandstrust.bc.ca)>; Jamie Harris <[jharris@islandstrust.bc.ca](mailto:jharris@islandstrust.bc.ca)>; Timothy Peterson <[tpeterson@islandstrust.bc.ca](mailto:tpeterson@islandstrust.bc.ca)>

**Cc:** Chris Hutton <[chutton@islandstrust.bc.ca](mailto:chutton@islandstrust.bc.ca)>; Adam Olsen.MLA <[adam.olsen.mla@leg.bc.ca](mailto:adam.olsen.mla@leg.bc.ca)>; Pam Tarr <[pam@saltspingsolutions.com](mailto:pam@saltspingsolutions.com)>

**Subject:** Affordable Housing Progress and Opportunities

Hi everyone, forwarding this for your information. I've also sent to the LCC and SSI Housing Council.

Pam (Salt Spring Solutions), this may have some use as context for the inter-agency meeting you're organizing on Friday. Note that none of the properties already zoned or designated for affordable housing rely on NSSWD water.

Regards to all, Gary

## **A Summary of Affordable Housing Progress and Opportunities**

### **Recent Progress**

During the past term, SSI built or secured funding commitments for almost 125 units of affordable housing of all types, including SS Commons (24 units funded in part by BC Housing), Croftonbrook (54 units funded in part by the CRD Regional Housing First program and BC Housing), Drake Road supported housing (28 units fully funded by BC Housing) and the Seabreeze Inne (up to 18 units, fully funded by the Lady Minto Hospital Foundation).

In addition to the Seabreeze Inne, the Lady Minto Hospital Foundation has initiated a program soliciting longer term rental accommodation for health workers. Island Health (Lady Minto Hospital staff) administers a similar program to secure shorter term housing for nurses and physician locums. Larger, private sector employers such as Country Grocer have also acquired a number of properties for employee housing.

Islands Trust has permitted suites and cottages on hundreds of properties, including most recently, cottages on agricultural lands that will also help support local farmers and food security. However, the North SSI Water District (NSSWD) moratorium on new water connections has impeded development of cottages and suites on properties within their service area. The Trust has also implemented a bylaw enforcement policy that prioritizes pro-active enforcement of illegal short term vacation rentals (possibly freeing up some of these units for longer term rentals), while de-emphasizing enforcement of non-conforming accessory dwelling units.

While not housing per se, funding for year round operation of our local homeless shelter was secured last term, as a result of advocacy by Community Services, locally elected officials, and other organizations. Also, BC Housing has established a temporary supported housing facility on Kings Lane to accommodate residents of the Seabreeze Inne, while waiting for completion of the Drake Road supported housing facility. Also, over the past several years, more than \$35,000 in CRD grants in aid have been provided to local non-profits (e.g., Community Services,

Copper Kettle, Wagon Wheel) that provide supports and services to our most vulnerable residents.

## **Other Affordable Housing Opportunities**

### **1. Properties already designated for affordable housing.**

In addition to the Drake Road supported housing project and the Seabreeze Inne, both to be completed in 2024, there are currently 6 properties with additional development potential of approximately 180-210 affordable housing units, most of which have been rezoned or designated for affordable housing, and where proponents have developed, or are actively developing/seeking funding for services. It should also be noted that an under-appreciated secondary benefit of new housing is that it frees up existing rental units.

A brief summary of these properties is provided below, excluding the ALR parcel recently purchased by Community Services immediately north of the new fire hall. Also excluded are market developments or listings such as Swanson's Pond, a serviced property zoned for 30 units next to the high school, Kangro Road (zoned for 20 units in addition to the 10 existing rental townhouses), or the 24 unit mobile home park on Horel Rd.

- **Drake Road property**, donated by School District 64 to the Capital Region Housing Corporation (CRHC) and being leased for 60 years to BC Housing, has development potential for 50-80 units over and above the supported housing project on the site. BC Housing has declared paramountcy for the property, obviating the need for rezoning by the Trust, and will be bringing an access road and other services onto the lot which lies within the Ganges sewer service area. BC Housing is also funding a water treatment plant with sufficient capacity to accommodate the water supply for its supported housing development as well as from a new well (to be drilled this year) that CRD is funding with gas tax to serve additional development potential. Once additional water is proven, funding for additional development must be identified.
- **Dragonfly**, a 30 unit strata ownership project also on Drake Road, will ultimately be funded by strata buyers. The property has an excellent water supply, but establishment of a water utility is necessary because more than

one owner is involved. Initiated by request of the CRD Director, the CRD Board has supported a staff recommendation to undertake the necessary steps to establish such a water utility. The proponents have also expressed interest in connecting with the Ganges sewer system, although a septic system is also a possible alternative for the property.

- The **SSI Land Bank Society** has sold its **Dean Road** property to the Lookout Society, a large, well-established non-profit housing provider that is new to Salt Spring. Lookout is renovating this property which can provide shared accommodation and supports for up to a dozen individuals. The Land Bank's **Brackett Springs** property, zoned for 11 densities and dormant for a decade, is also for sale. A number of, perhaps all, houses moved to the site may have to be demolished. An existing well appears to have sufficient water supply but requires treatment, and a new septic system must be installed.
- A ten acre property on **Norton Road**, half of which is zoned for 26 densities, with a large house on the other half, is being investigated for affordable housing by a non-profit organization in collaboration with BC Housing. The project would rely on a drilled well and septic system, although the proponent may request inclusion in the Ganges sewer area.
- The Gulf Islands Seniors Residents Association (GISRA) has rezoned its **Meadowlane** property for a 50 unit seniors residence, and has an approved groundwater source. The property lies outside the Ganges sewer area but has requested inclusion. GISRA is currently evaluating the scope of the project (i.e., beyond seniors), which could serve a broader range of affordable housing needs on SSI and attract more regional and senior government funding.

## 2. Employee Housing Opportunities

In addition to the Seabreeze Inne (health worker rental housing) and the Dragonfly project (ownership worker housing), private and public sector employers continue to pursue opportunities to develop employee housing or secure it in other ways. Island Health is currently exploring the possibility of securing additional market rental housing by means of a leasing arrangement with

a developer. The Lady Minto Hospital Foundation will also continue its program to identify and match landlords with health workers.

Currently, affordable housing grant programs of the CRD and senior governments are not usually aimed at ownership or employee housing, but rather at income targets, typically involving three tiers – shelter rates, affordable (30% of median income), and low end of market. However, one advantage of employee housing is that with higher densities approved by the local land use authority, it can be provided at low end of market rates, which reduces the cash equity required to make these projects viable.

It should also be recognized that affordable and employee housing are not mutually exclusive. Many tenants in affordable rental housing projects are also employees. For example, it is estimated roughly half of the tenants of IWAV's 34 unit Phase 3 Croftonbrook project are working.

### **CRD Role in Affordable Housing**

The Capital Region Housing Corporation (CRHC) Drake Road property has been noted above. CRHC is the largest affordable housing provider in the Capital Region and also holds and monitors housing agreements – covenants on property titles assuring affordability in perpetuity. CRD Board (whose Directors form the CRHC Board) also provides funding for affordable housing through programs such as Regional Housing First (RHF), a \$120 million funding partnership of CRD, BC Housing and CMHC, which helped fund Croftonbrook. The CRD's regional housing program is being renewed as discussed below.

Locally, CRD could establish and/or help fund a local housing entity, could expand services such as the sewage treatment system in the Ganges area, and provide gas tax funding to help with housing-related infrastructure. The SSI CRD local parks and recreation service may have land that is surplus to its recreation needs that could be made available for affordable housing. CRD proposes to establish a water utility in the NSSWD service area for the Dragonfly project, and has suggested an inter-agency working group with NSSWD to collaborate on affordable housing.

Finally, CRD and Islands Trust can also play a role in advocating for establishment of the Speculation and Vacancy Tax and more effective regulation of short term

vacation rentals (STVRs) on SSI as disincentives to commercial use of dwelling units rather than long term housing.

### **1. Regional affordable housing funding**

CRD regional housing programs have allocated millions in funding to Salt Spring (e.g., to Murakami Gardens, Brackett Springs, the Cedars, and Croftonbrook) and have supported thousands of affordable housing units across the region. The Regional Housing First (RHF) program is now almost fully subscribed and must be renewed. The CRD recently announced a municipal consent process, and in electoral areas, an Alternative Approval Process (AAP or “counter petition”) for an \$85 million borrowing to fund affordable housing in the region. Matching funding will be sought from senior governments (e.g., BC Housing and CMHC), either on a regional basis (as with the RHF program) or for individual projects.

The CRD will also be initiating a rural strategy for affordable housing, that was originally proposed for the Southern Gulf Islands electoral area, but which may also have implications for Salt Spring. A rural program could involve staffing, more flexible funding criteria (e.g., for smaller scale projects), or measures such as incentives for renovation of suites and cottages for affordable rentals (e.g., similar to a program that was implemented by Victoria). Depending on the scale of the affordable rental incentive, a housing agreement could also be placed on the dwelling unit to ensure affordability for a minimum period of time. Such incentives could be applied to new rental units in the NSSWD water moratorium area to help fund water conservation measures that would ensure no net increase in water demand from the property.

### **2. Establish and/or secure permanent funding for the SSI Housing Council or Housing Entity**

The SSI Housing Council is a society comprised of organizations that are building and advocating for affordable housing of all kinds, including related supports and facilities for the unhoused. The Council, which includes elected representatives from the Trust and CRD, meets regularly to share information, promote collaboration, and discuss strategic direction. A draft governance study was completed to examine alternative organizational and funding structures for the Housing Council. Alternatives (not necessarily mutually exclusive) could range from continuing the existing functions to establishment of a local SSI housing

service, which, depending on the funding source, could require voter approval. The functions of such an organization, all of which would require funding for staff, could include:

- a rental referral/matching service
- a rent bank providing short term assistance to renters at risk of eviction
- monitoring of housing agreements
- a housing developer and provider

A standing offer has been made to the Housing Council to provide a CRD grant in aid to complete the governance study. However, a first step should be to clarify the objectives and functions of a housing entity, which would then inform possible funding needs and governance structures. Another option that could be considered is to establish a more effective rural focus within the CRD's regional housing programs and the Capital Region Housing Corporation. Other possible approaches, similar to that taken in the Southern Gulf Islands (SGI) Electoral Area, would be to fund a housing entity through the SSI economic development service, perhaps with additional support from the SGI Tourism Partnership (SGTIP, which receives \$20,000/year from the SSI economic development service), as well as revenues from the SGITP's so-called "hotel tax", a portion of which can be used for affordable housing.

### **3. Expansion of Ganges Sewage Treatment System**

The Ganges sewage treatment system, was established in 1985 and serves hundreds of residential and commercial properties, including a number of affordable housing facilities, as well as the hospital, three schools, and our swimming pool. The treatment facility and collection system have been upgraded and expanded a number of times since 1985, including the \$3.5 million plant upgrade during the last term. The system can still accommodate some growth but is nearing its capacity.

As noted above, several affordable housing projects lie outside the sewer service area and would have to install septic systems. This is not ideal on properties for which groundwater is the potable water source, a much more frequent necessity for multi-unit affordable housing projects as a result of the NSSWD moratorium. Further upgrades to the sewage treatment plant and collection system identified

by a recent engineering assessment could increase the capacity of the system for another 500 units, including several of the affordable housing projects identified above. Funding for upgrades/expansion of the Ganges system is being sought from the recently announced Growing Communities Fund, with matching local funding from gas tax and Ganges sewer service capital reserves.

#### **4. Use of gas tax funding for housing-related infrastructure**

For the first time on SSI, gas tax funding was used last term to support infrastructure for affordable rental housing. Examples thus far include assistance with the additional costs of alternative water supplies (for Croftonbrook, a drilled well/treatment system, rainwater catchment for irrigation, recycling of grey water for toilet flushing; drilled wells for the BC Housing supported housing and future projects on Drake Road). Gas tax funding was also used to help fund energy conservation measures for the SSI Commons project, which was not impacted by the NSSWD moratorium and is also in the Ganges sewer area. There is a standing offer for gas tax assistance for other affordable rental projects.

#### **5. Parks and recreation land for affordable housing**

The CRD parks and recreation service owns a number of properties on SSI, almost all of which were established by legally required parkland dedications resulting from land subdivisions. The possibility of utilizing some of these properties for affordable housing has been raised, particularly during the housing crisis of recent years.

For local park land dedicated as a result of subdivisions, voter approval is required in order to dispose of these properties. They must be sold at fair market value and the sales proceeds allocated to the parks and rec land acquisition fund. Over two decades ago, the then Parks and Rec Commission (PARC) proposed the disposition of ten such properties, but voters rejected the proposal, in part because many were considered to have significant recreation and ecological value. However, a more modest proposal, based on an updated review and evaluation, might succeed.

Also purchased by PARC over two decades ago for recreation purposes were two parcels on Kanaka Road. The parks and rec maintenance building is located on one of the parcels, and the former Commission effectively approved continuation

of this use in its Rainbow Road Master Plan. A joint feasibility/design study of a new parks and rec maintenance facility, as well as a bus storage and charging facility needed to support an expanded and electrified local transit fleet, is now underway.

The Kanaka properties are located in the ALR, so Islands Trust and ALC approval of a variance to allow for maintenance/storage/charging facilities would be required. If sold, an alternative location for these facilities would have to be found. Because the properties were purchased, not established by the subdivision/park land dedication process, voter approval for disposition is not necessary. However, Trust/ALC approval for non-farm use, and allocation of the sale proceeds (at fair market value) to the parks and rec land acquisition fund, would still be required. Also, a proponent and funding for water supply and waste water treatment would have to be found.

## **6. Collaboration with the NSSWD**

As noted above, CRD is proposing to establish a water utility within the NSSWD service area for the Dragonfly project and will be seeking approval from NSSWD to do so. Negotiations over the past several years regarding possible conversion of the NSSWD to a CRD entity, with a virtual guarantee by the Province of at least \$5 million in infrastructure funding, have failed. Several months ago, the CRD Director also proposed to the NSSWD Board an inter-agency working group, including CRD, Provincial agencies, and Islands Trust to discuss possible measures that could free up water in the NSSWD moratorium area for affordable housing (including properties for which suites or cottages have been legalized by the Trust). To date, NSSWD has not responded to this proposal, but have apparently agreed to attend a workshop focused on similar issues organized by Salt Spring Solutions. Measures to free up potable water in the moratorium area could include:

- gas tax, other funding, or requirements for water conservation measures
- transfers of unused water connections
- transfer of water licenses on St. Mary Lake
- reclaiming of very highly treated water from the Ganges sewage treatment plant for non-potable irrigation and fire fighting in the Ganges core area

Similar discussions could also involve the Fulford Water District, which the proposed Bylaw 530 designates for additional Accessory Dwelling Units (ADUs) subject to water district approval. Such measures would allow a focus on new affordable housing in or near villages, consistent with the SSI's Official Community Plan and our recently updated Climate Action Plan, rather than in environmentally sensitive areas (e.g., drinking watersheds) or remote locations that will reinforce car/fossil fuel dependency, and vulnerability to severe weather and fire events.

## **7. Inclusion of SSI in the Speculation and Vacancy Tax (SVT) and more effective enforcement of the Short Term Vacation Rental (STVR) ban**

CRD staff have provided a report to the Electoral Areas Committee and CRD Board regarding the SVT and business licensing. The SVT is in place for all municipalities in the CRD, and would result in a property tax surtax ranging from 0.5% to 2%, depending on the owners' residency status, for homes left vacant for at least 6 months of the year. Property owners would also be exempt from the tax if part of their property (suite or cottage) was rented out. Proceeds from the SVT are earmarked by legislation for affordable housing within the SVT taxed area.

Locally elected officials participated in two meetings organized by our MLA with the Minister of Finance to advocate for SSI's inclusion in the SVT area. The SVT has recently been expanded to include 6 smaller municipalities on South Vancouver Island. The Province has so far declined to include SSI, explaining that we were not excluded by policy, but rather depending on an assessment of SVT impacts in smaller communities. Recent comments by the Premier and Housing Minister suggest the Province intends to expand the SVT to other communities in BC.

Islands Trust has proposed that business licensing be implemented on SSI to legalize and manage Short Term Vacation Rentals (STVRs). The CRD staff report on business licensing estimated that the one time and ongoing costs of a CRD business licensing program would be significant (e.g., exceeding \$200,000/year for the SGI and SSI electoral areas), and that these costs would not be covered by license fees. Therefore, unlike the SVT, which would be administered by the Province and generates revenue earmarked for affordable housing, business licensing would generate no revenue for housing and require ongoing local taxpayer support. CRD staff also indicated that the required Provincial approval for business licensing could also be requested by the Trust as a logical extension

of their existing bylaw enforcement and experience. Alternatively, the Trust could use Temporary Use Permits (TUPs) to better regulate STVRs.

A key issue requiring clarification is whether licensing or TUPs would be applied to tourist accommodation currently supported by our OCP (e.g., B&Bs or commercial operations), or to STVRs which are currently banned.

## Follow Up Action Report

### Salt Spring Island

#### 09-Feb-2023

| Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Responsibility                          | Dates                      | Status      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------|-------------|
| <p>1 Advisory Planning Commissions and Special Advisory Planning Commissions for SS LTC Projects (Task Forces) - Staff Report (Deferred from the January 26, 2023 SS LTC Special Meeting)</p> <p>That the Salt Spring Island Local Trust Committee defer consideration of disbanding the Housing Action Program Task Force pending further information on how the relationship between the Housing Action Program Task Force and Islands Trust can continue.</p> | <p>Chris Hutton</p> <p>Louisa Garbo</p> |                            | In Progress |
| <p>2 First Nations Consultations Procedure - Trustee Patrick</p> <p>That the Salt Spring Island Local Trust Committee request staff to explore options to enter into interim protocols for meaningful and respectful engagement between the Salt Spring Island Local Trust Committee and the W_SÁNEC Leadership Council, the Cowichan Nation Alliance and the Salt Spring Island local Indigenous organization.</p>                                              | <p>Chris Hutton</p>                     | <p>Target: 14-Sep-2023</p> | In Progress |

#### 16-Mar-2023

| Activity | Responsibility | Dates | Status |
|----------|----------------|-------|--------|
|----------|----------------|-------|--------|

## Follow Up Action Report

### Salt Spring Island

**16-Mar-2023**

| Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Responsibility | Dates | Status      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------|-------------|
| <p>1 BC Active Transportation Grant</p> <p>It was MOVED and SECONDED,<br/>That the Salt Spring Island Local Trust Committee direct that staff will not disburse grant funds to Islands Pathways until Island Pathways enters into a service contract for a maximum of \$25,000 to prepare a Salish Sea Trail Network Plan. Details of the contract will require clearer articulation of the services to be provided, including:</p> <ul style="list-style-type: none"> <li>a. Provision of a project charter indicating: <ul style="list-style-type: none"> <li>i. The purpose, goal, deliverables, schedule and budget of the project.</li> <li>ii. An engagement strategy with the public and other government stakeholders</li> <li>iii. A strategy to engage the 13 First Nations on whose traditional and Treaty territory the project lies.</li> </ul> </li> <li>b. Assurance that no invoice will be paid from the Islands Trust until Island Pathways has submitted satisfactory reporting to the BC Active Transportation Grants to enable compensatory disbursement.</li> </ul> | Anthony Fotino |       | In Progress |

**18-May-2023**

| Activity | Responsibility | Dates | Status |
|----------|----------------|-------|--------|
|----------|----------------|-------|--------|

## Follow Up Action Report

### Salt Spring Island

18-May-2023

| Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Responsibility                     | Dates | Status    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------|-----------|
| <p>1 Protocol with the Capital Regional District Salt Spring Island Local Community Commission - Staff Report</p> <p>It was MOVED and SECONDED,<br/>That the Salt Spring Island Local Trust Committee request staff to schedule a meeting in accordance with Section 3.0.1 of Islands Trust Council/ Capital Regional District Protocol Bylaw No. 63, 1999 in regard to the staff report dated May 18, 2023.</p> <p>It was MOVED and SECONDED,<br/>That the Salt Spring Island Local Trust Committee request staff to schedule quarterly staff-to-staff meetings with Capital Regional District staff to discuss matters of importance and report back regularly on those quarterly meetings. The meetings should discuss:</p> <ul style="list-style-type: none"> <li>a. Budget planning updates for both governments;</li> <li>b. Reviewing and summarizing Islands Trust Council/Capital Regional District Protocol Bylaw No. 63, 1999 to identify recommended changes to the agreement;</li> <li>c. Review of current, active local projects and developments of mutual interest and identify opportunities and constraints for collaboration.</li> </ul> | <p>Chris Hutton<br/>Rob Pingle</p> |       | Completed |

## Follow Up Action Report

### Salt Spring Island

18-May-2023

| Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Responsibility                            | Dates | Status      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------|-------------|
| <p>2 April 28, 2023 SSI LTC Special Meeting Follow Up</p> <p>It was MOVED and SECONDED,<br/>That the Salt Spring Island Local Trust Committee request staff to prepare a 'What we Heard' report from the April 28, 2023 LTC Special meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>Chris Hutton<br/>Jennifer Baddeley</p> |       | In Progress |
| <p>3 SS-DVP-2022.12 - J. Litke - 744 Lower Ganges Road &amp; Baker Road, SSI</p> <p>It was MOVED and SECONDED,<br/>That the Salt Spring Island Local Trust Committee approve Development Variance Permit SS-DVP-2022.12 and direct that staff not issue the permit until a covenant consistent with the draft covenant in Attachment 6 of the report from Planner Baugh, dated May 18, 2023 is registered on title.</p> <p>It was MOVED and SECONDED,<br/>That the Salt Spring Island Local Trust Committee direct staff to forward correspondence received and concerns raised in relation to application SS-DVP-2022.12 to the Ministry of Transportation and Infrastructure Subdivision Approving Officer.</p> | <p>Rob Pingle<br/>Stephen Baugh</p>       |       | In Progress |

## Follow Up Action Report

### Salt Spring Island

18-May-2023

| Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Responsibility                       | Dates | Status      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-------|-------------|
| <p>4 Official Community Plan Project Charter preview - Staff Report</p> <p>It was MOVED and SECONDED,<br/>That the Salt Spring Island Local Trust Committee request staff to begin work on a Housing Action Plan in alignment with the OCP/LUB project that includes:</p> <ul style="list-style-type: none"> <li>- To build buy in with service providers and other levels of government;</li> <li>- Engaging with affordable housing providers on Salt Spring Island;</li> <li>- Incorporating recommendations of the Housing Action Program Task Force;</li> <li>- Incorporating Work Force Housing provisions.</li> </ul> | <p>Chris Hutton<br/>Louisa Garbo</p> |       | In Progress |

## Follow Up Action Report

### Salt Spring Island

18-May-2023

| Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Responsibility                       | Dates                      | Status      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------------------|-------------|
| <p>5 Official Community Plan Project Charter preview - Staff Report</p> <p>It was MOVED and SECONDED,<br/>That the Salt Spring Island Local Trust Committee allocate OCP/ LUB project funding and request staff to develop in coordination with a qualified Indigenous relations professional to support early dialogue and relationship development, to initiate dialogue, identify preliminary engagement preferences and develop an Indigenous relations approach for the LTC Projects and Housing Accelerator Fund at the staff to staff and leadership to leadership level.</p> | <p>Chris Hutton<br/>Louisa Garbo</p> |                            | In Progress |
| <p>6 Ganges Village Planning - Staff Report</p> <p>It was MOVED and SECONDED,<br/>That the Salt Spring Island Local Trust Committee hold the Ganges Village Area Plan project in abeyance to allow the OCP/LUB project to evaluate and consider Village Containment Boundaries to manage growth and settlement patters.</p>                                                                                                                                                                                                                                                          | <p>Louisa Garbo</p>                  | <p>Target: 14-Sep-2023</p> | In Progress |

## Follow Up Action Report

### Salt Spring Island

#### 18-May-2023

| Activity                                                                                                                                                                                                                                                               | Responsibility                     | Dates                      | Status             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------------|--------------------|
| <p>7 Coastal Douglas Fir Project - Staff Report</p> <p>It was MOVED and SECONDED,<br/>That the Salt Spring Island Local Trust Committee defer acceptance of the workshop summary report submitted by Transition Salt Spring to the September 14, 2023 LTC meeting.</p> | <p>Louisa Garbo<br/>Rob Pingle</p> | <p>Target: 14-Sep-2023</p> | <p>In Progress</p> |

#### 22-Jun-2023

| Activity | Responsibility | Dates | Status |
|----------|----------------|-------|--------|
|----------|----------------|-------|--------|

## Follow Up Action Report

### Salt Spring Island

22-Jun-2023

| Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Responsibility                             | Dates | Status    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------|-----------|
| <p>1 Draft Minutes of the May 17, 2023 SSI LTC Special Meeting</p> <p>By general consent, the minutes of May 17, 2023 Salt Spring Island Local Trust Committee Special meeting were adopted.</p> <p>Draft Minutes of the May 18, 2023 SSI LTC Regular Meeting</p> <p>The following items were presented for consideration:</p> <ul style="list-style-type: none"> <li>·Replace "Chair Peterson humbly stated gratitude to live and work in Coast Salish First Nations treaty and traditional territory." with "Chair Peterson humbly stated gratitude to live and work in Coast Salish First Nations treaty territory";</li> <li>·Item 12.1 - Replace "A Trustee expressed the OCB Project Charter process should have been started earlier as the project charter shapes the LTC's and the community's understanding of the project" with "A Trustee expressed the OCP Project Charter process should have been started earlier as the project charter shapes the LTC's and the community's understanding of the project";</li> <li>·Item 12.1 - Replace "A Trustee expressed support for First Nations engagement although the document is insufficient. It is important to have experienced, expert advisors to set up a First Nations approach for the OCP project. The Islands Trust Senior Inter Governmental Policy Advisor is vacant" with "A Trustee expressed support for First Nations engagement although the document is insufficient. It is important to have</li> </ul> | <p>Jennifer Baddeley</p> <p>Rob Pingle</p> |       | Completed |

## Follow Up Action Report

### Salt Spring Island

22-Jun-2023

| Activity                                                                                                                                                                                                                                                                                                                                                      | Responsibility                         | Dates | Status      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-------|-------------|
| <p>experienced, expert advisors to set up an Indigenous Relations approach" for the OCP project. The Islands Trust Senior Inter Governmental Policy Advisor is vacant."</p> <p>By general consent, the minutes of May 18, 2023 Salt Spring Island Local Trust Committee Regular meeting were adopted as amended.</p>                                          |                                        |       |             |
| <p>2 SS-LCB-2023.2 - K. Armstrong - 121 Upper Ganges Road, SSI</p> <p>It was MOVED and SECONDED,</p> <p>That the Salt Spring Island Local Trust Committee request staff to hold a public open house to gather community input on SS-LCB-2023.2 (121 Upper Ganges Road) and report back following the public consultation period with details and results.</p> | <p>Bruce Belcher</p> <p>Rob Pingle</p> |       | In Progress |
| <p>3 SS-LCB-2023.1 - J. Chouinard - 109 McPhillips Ave, SSI</p> <p>It was MOVED and SECONDED,</p> <p>That the Salt Spring Island Local Trust Committee deny application SS-LCB-2023.1 (109 McPhillips Avenue) for the following reason: the location is not appropriate due to the proximity to schools, the library and a public park.</p>                   | <p>Chris Buchan</p> <p>Rob Pingle</p>  |       | Completed   |

## Follow Up Action Report

### Salt Spring Island

22-Jun-2023

| Activity                                                                                                                                                                                                                                                                                                   | Responsibility                       | Dates | Status      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-------|-------------|
| <p>4 SS-DVP-2023.3 - J. Noble - 38 McKenzie Crescent, Piers Island</p> <p>It was MOVED and SECONDED,<br/>That the Salt Spring Island Local Trust Committee defer application<br/>SS-DVP-2023.3 (38 McKenzie Crescent) at the request of the applicant to<br/>revise the application.</p>                   | <p>Chris Buchan<br/>Rob Pingle</p>   |       | Completed   |
| <p>5 SS-DP-2023.1 - S. Campbell - 166 Rainbow Road, SSI</p> <p>It was MOVED and SECONDED,<br/>That the Salt Spring Island Local Trust Committee approve issuance of<br/>Development Permit SS-DP-2023.1 (Windsor Plywood) subject to the<br/>collection of a \$39,557.25 landscaping security deposit.</p> | <p>Chris Buchan<br/>Rob Pingle</p>   |       | In Progress |
| <p>6 SS-DVP-2022.17 - J. Wiebe - Lot A, North End Road, SSI</p> <p>It was MOVED and SECONDED,<br/>That the Salt Spring Island Local Trust Committee approves issuance of<br/>SS-DVP-2022.17 (Lot A North End Road).</p>                                                                                    | <p>Anthony Fotino<br/>Rob Pingle</p> |       | Completed   |

## Follow Up Action Report

### Salt Spring Island

22-Jun-2023

| Activity                                                                                                                                                                                                                                                                                                                                                                               | Responsibility | Dates | Status      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------|-------------|
| <p>7 SS-LCB-2022.1 - R. Hardin - 270 Furness Road, SSI</p> <p>It was MOVED and SECONDED,</p> <p>That the Salt Spring Island Local Trust Committee request the applicant to submit to the Islands Trust information on locating permanent signage regarding speed and safety for SS-LCB-2022.1 at 270 Furness Road.</p>                                                                 | Anthony Fotino |       | In Progress |
| <p>8 SS-LCB-2022.1 - R. Hardin - 270 Furness Road, SSI</p> <p>It was MOVED and SECONDED,</p> <p>That the Salt Spring Island Local Trust Committee request staff to report back on the viability of Good Neighbour Agreements.</p>                                                                                                                                                      | Anthony Fotino |       | In Progress |
| <p>9 Proposed Bylaw 530 - Accessory Dwelling Units - Staff Report - Open House Summary</p> <p>That the Salt Spring Island Local Trust Committee accept the staff report on the open houses summary and request staff to schedule a public hearing for Proposed Bylaw No. 530, cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 1, 2022" in September 2023.</p> | Louisa Garbo   |       | In Progress |

## Follow Up Action Report

### Salt Spring Island

22-Jun-2023

| Activity                                                                                                                                                                                                                                                                                                                                                                                                       | Responsibility | Dates | Status      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------|-------------|
| <p><b>10</b> Proposed Bylaw 530 - Accessory Dwelling Units - Staff Report - Open House Summary</p> <p>It was MOVED and SECONDED,<br/>That the Salt Spring Island Local Trust Committee request staff to identify options for further amendments to proposed Bylaw 530 based on feedback received from at the open houses and other relevant information regarding accessory dwelling units in rural areas.</p> | Louisa Garbo   |       | In Progress |
| <p><b>11</b> Proposed Bylaw 530 - Accessory Dwelling Units -Units - Staff Report - Open House Summary</p> <p>It was MOVED and SECONDED,<br/>That the Salt Spring Island Local Trust Committee request staff to prepare further communication materials that illustrate decisions and approvals for an accessory dwelling unit.</p>                                                                             | Louisa Garbo   |       | In Progress |

## Follow Up Action Report

### Salt Spring Island

**22-Jun-2023**

| Activity                                                                                                                                                                                                                                                                                                                                                           | Responsibility | Dates               | Status      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------|-------------|
| <p><b>12</b> Clean and Safe Harbours Initiative</p> <p>It was MOVED and SECONDED,<br/>That the Salt Spring Island Local Trust Committee request staff to work with CRD staff to explore the potential to expand the Saanich Peninsula Waterways Environmental Action Service to include the Salt Spring Island Local Trust area and to report back to the LTC.</p> | Chris Hutton   |                     | In Progress |
| <p><b>13</b> Clean and Safe Harbours Initiative</p> <p>It was MOVED and SECONDED,<br/>That the Salt Spring Island Local Trust Committee request staff to review the Clean and Safe Harbours Initiative and report back to the LTC at a future meeting.</p>                                                                                                         | Chris Hutton   |                     | In Progress |
| <p><b>14</b> - Staff will invite the Agricultural Alliance and Agricultural Advisory Planning Committee to a Special Meeting held in the fall 2023.</p>                                                                                                                                                                                                            | Rob Pingle     | Target: 14-Sep-2023 | In Progress |

File No.: SS-DVP-2023.3

X-Ref: SS-DVP-2004.12

DATE OF MEETING: July 13, 2023  
TO: Salt Spring Island Local Trust Committee  
FROM: Chris Buchan, Planner 2  
Salt Spring Island Team  
COPY: Chris Hutton  
SUBJECT: SS-DVP-2023.3  
Applicant: Jordan Noble  
Location: 38 McKenzie Crescent | Piers Island

## RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee approve Development Variance Permit SS-DVP-2023.3 (38 McKenzie Crescent) and request Staff to issue the permit.

## REPORT SUMMARY

This development variance permit (DVP) application seeks to vary the Piers Island Land Use Bylaw No. 373 (LUB) Section 3.6.4 and Section 3.8.2 to enable a proposed 37 square meter auxiliary guest cottage to be attached to a 27.7 square metre storage room. The proposed variance is required to enable the conversion of the existing dwelling (identified as the south building on Figure 3) to become the proposed auxiliary guest cottage and storage room, while removing the existing combination building status (SS-DVP-2004.12), which was permitted in 2004 for a different location on the property. As a result, the two dwellings would switch principal uses, enabling the future reconstruction of a dwelling located where the current combination building sits. The survey identifying the subject buildings is illustrated in Figure 1.

Additionally, the variance seeks to permit the siting of an existing retaining sea-wall within the setback to the foreshore which was reconstructed between 2015-2017 without the appropriate permits in place.

## RATIONALE FOR VARIANCE

The 0.25 Hectare property, zoned for residential (R) use, is located on the south shore of Piers Island (Figure 1 + 2). The existing single family dwelling is located in close proximity to the shoreline (Figure 3), while the existing Auxiliary Guest Cottage is located closer to McKenzie Crescent.

The applicant rationalizes this application by identifying that the intent of the previous variance granted in 2004 would remain valid while only shifting the siting with a minor accessory room increase in floor area (10 m<sup>2</sup> increase). The nature of the request would allow the conversion of the existing dwelling into the auxiliary guest cottage. In turn, the existing cottage would be reclassified as the principal dwelling until such a time that a new dwelling is constructed in its place.

The proposed auxiliary guest cottage location is visible from the rear of the property (shoreline); however, no alterations are proposed which would increase the current building footprint/height. The proposed dwelling location (currently the existing auxiliary guest cottage) is effectively screened by dense forest vegetation minimizing any disruption a future dwelling may present.

Although the variance is intended to allow the connection of two separate use buildings (cottage + storage room), the floor area for an accessory cottage can not be increased due to the restrictive definition. A variance to floor area would, in turn, be viewed as a variance to density. For clarity on the proposition, the cottage would remain 56 square metres with a separate accessory use being connected to the structure. The applicant should ensure that any internal connection be severed to avoid possible contravention with the Land Use Bylaw.

The current seawall is a replacement of a retaining wall to a lock-block wall design as the previous structure had fallen into disrepair. As the applicant replaced the previous structure in the same footprint, it was perceived that the reconstruction was legal non-conforming; however, the legal non-conforming status does not apply as over 75% of the original structure was replaced. As the sea-wall replacement does not significantly alter the previous structure's siting, and because it offers shoreline protection to the existing dwelling located in close proximity to the shoreline, the proposed variance is not anticipated to negatively impact the surrounding area.

## BACKGROUND

The subject property is located off of McKenzie Crescent and is designated/zoned for residential use. This is a residential waterfront lot on the south side of Piers Island. The adjoining properties are of a similar size and of residential use. The application is proceeding upon recommendation of Islands Trust Staff to vary the accessory building and auxiliary guest cottage regulations to permit an existing single family dwelling use conversion into an auxiliary guest cottage with a structurally attached storage room (as illustrated in Figure 3). The current auxiliary guest cottage which was permitted to be attached to a storage building in 2004 (SS-DVP-2004.13) would be retained as the principal dwelling; however, the applicant has future plans to replace this dwelling.

If approved by Local Trust Committee, the applicant could proceed with the building conversions, allowing future construction of a dwelling.



**Figure 1 (left):** Zoning map of subject property, R - Residential (brown). / **Figure 2 (right):** Orthophoto of subject property.

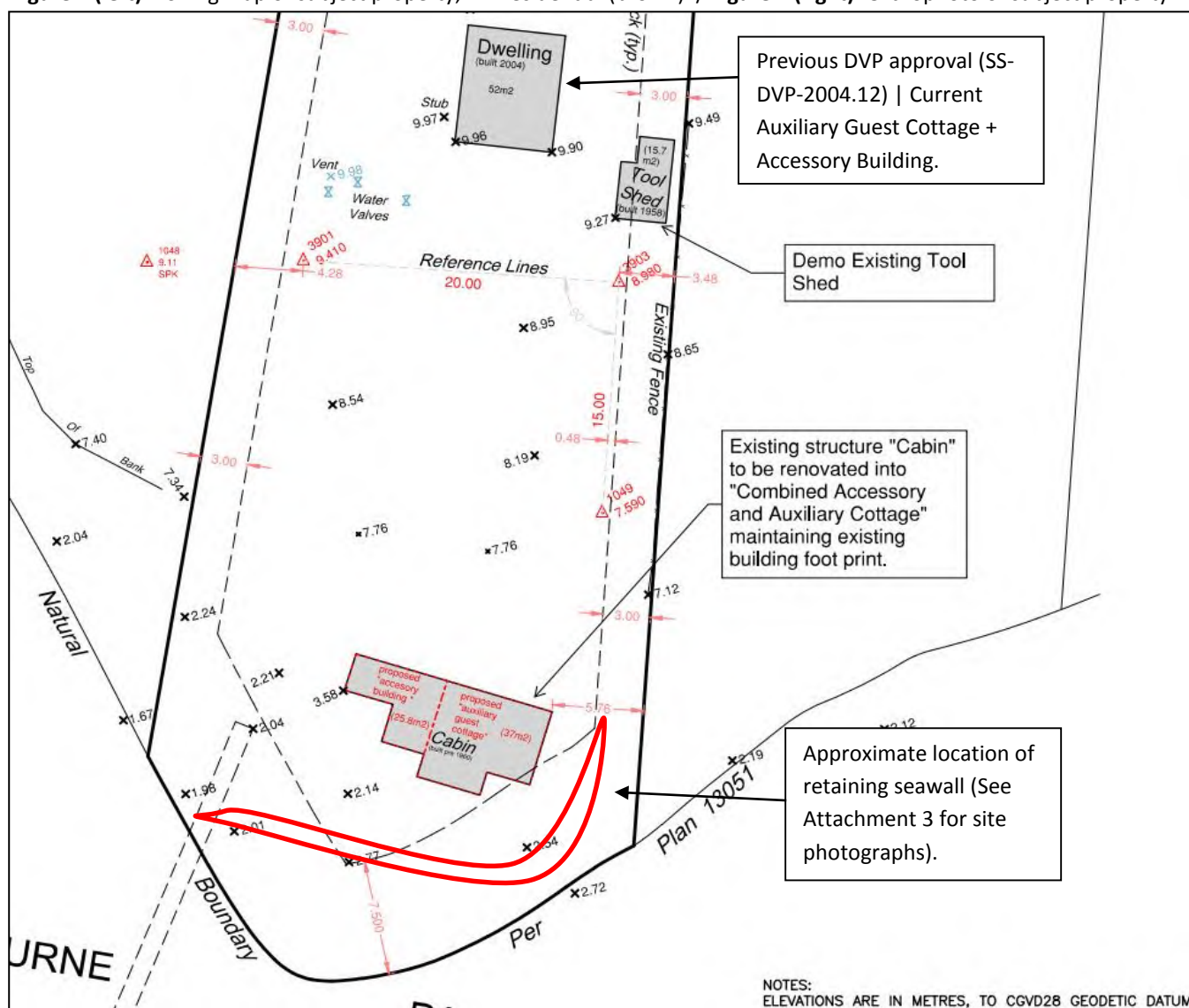


Figure 3: Site Plan

## ANALYSIS

Intent of Regulations being varied

### **Piers Island Official Community Plan (OCP):**

The subject property is designated R – Residential in the OCP.

Section one of the OCP states the following:

1. Number of one-family dwellings or auxiliary guest cottages on a parcel

*Except in community areas, and subject to other provisions of this plan, and to the detailed provisions of the Zoning Bylaw:*

- (a) Only one one-family dwelling and/or auxiliary guest cottage shall be erected on one parcel of land, to conform with the restrictive covenant registered against all lots on the Island. No auxiliary guest cottage shall exceed 37 square metres (400 sq. ft.) in total floor area.*

Section 12 states that water areas are to be utilized in such a manner as to complement activities and planning goals on the adjoining shores. The subject lot block wall is a similar design and siting to the adjacent retaining sea-walls. Additionally, because the Piers Island Official Community Plan does not establish development permit areas, foreshore development permit guidelines do not apply.

The current and proposed uses would remain consistent with Residential OCP policy.

***Piers Island Land Use Bylaw (LUB):***

The subject property is zoned **R - Residential** in the LUB.

Section 3.6 provides general regulations applicable to all accessory building and structures on Piers Island:

**3.6 ACCESSORY BUILDINGS AND STRUCTURES**

*3.6.1- Before occupation of a principal building or structure on a lot, the use of all accessory buildings and structures on the lot must comply with the regulations of this Bylaw.*

*3.6.2- Except where specifically permitted by this Bylaw, an accessory building or structure may not be used for residential or guest accommodation use.*

*3.6.3- No accessory building except an auxiliary guest cottage may contain a shower enclosure, a bathtub, a kitchen, or more than three separate rooms except that a sauna building or pool house may contain a shower enclosure.*

*3.6.4- With the exception of an auxiliary guest cottage and accessory buildings and structures in the Community and Recreation (CR) Zone, the total floor area of all accessory buildings and structures on a lot must not exceed 37 square metres.*

*3.6.5- No accessory building may be located within 3 metres of another building on the lot.*

Section 3.8 provides general regulations applicable to all auxiliary guest cottages on Piers Island:

**3.8 AUXILIARY GUEST COTTAGES**

*3.8.1- The floor area of an auxiliary guest cottage shall not exceed 37 square metres.*

*3.8.2- An auxiliary guest cottage is to be physically detached from any other building or structure.*

*3.8.3- An auxiliary guest cottage may only be used for temporary occupation by a person or persons having a permanent residence elsewhere and using the cottage for recreational or vacation purposes and no auxiliary guest cottage may be occupied or otherwise used for commercial guest accommodation.*

*3.8.4- An auxiliary guest cottage may be a mobile home or a manufactured home.*

According to LUB Part 1 – Interpretation, an auxiliary guest cottage is defined as “an accessory dwelling unit with a total floor area not exceeding 37 square metres which, despite the definitions of “dwelling unit” and “residential” in this Bylaw, is occupied or intended to be occupied by a person or persons having a permanent domicile elsewhere and who have been invited to visit at the expense of the owner for the use of the cottage on a non-commercial basis and primarily in conjunction with recreation.”

The applicant requires to retain a 37 square metre cottage through regulation, OCP policy, and the corresponding Land Use Bylaw Definition. However, in consistency with the previous site approvals, the Land use Bylaw regulations could be varied to permit the structural attachment of the cottage to an accessory building (Section 3.8.2) while increasing the total permitted accessory building floor area for the site (Section 3.6.4).

Section 4.3 establishes required setbacks for a building and structures proximity to the sea. For any structures below 3 metres vertical elevation above the natural boundary of the sea, a 15 metre setback applies.

### Potential Development Impacts

Granting a variance does not set a precedent and the Salt Spring Island Local Trust Committee (SS LTC) is unfettered in its ability to grant or deny variances. However, the granting of variances regarding building floor area may create expectation in the community with regard to future applications. The DVP process enables property owners to relax minor land use bylaw regulations, while providing certainty for adjacent property owners and minimizing negative impacts on neighbours.

Due to the current layout/siting approved through SS-DVP-2004.12, because the two separate uses (auxiliary guest cottage and accessory residential storage building) would be permitted as standalone buildings, and because the existing illegal-nonconforming sea-wall was replaced within the previous walls footprint, Staff are under the opinion that granting a variance would not pose a visual obstruction from the front/rear property lines nor would it impact adjacent neighbours enjoyment of their property. Additionally, the proposed building reconversions are all proposed on existing building footprints, minimizing further impact to the natural environment.

### **Circulation**

In accordance with [Section 499\(3\)](#) of the *Local Government Act* and Section 8 of the [Salt Spring Island Development Procedures Bylaw No. 304](#), statutory notice of the proposed variance was mailed to all owners and tenants in occupation of properties within 100 metres of the subject property’s boundaries on June 28, 2023.

No correspondence has been received at time of submission of this report. Staff will verbally indicate if any correspondence has been received subsequent to submission of this report at the SS LTC meeting.

### **First Nations**

This proposal does not require First Nations referral.

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

### **Rationale for Recommendation**

The recommendation of staff is to approve this DVP with conditions as:

- (a) The variance is considered minor and the residential character is not anticipated to be negatively impacted.
- (b) There has been no expressed concern from the neighbors since the initial variance approval nor the current application notification.
- (c) The proposed guest cottage location would not result in an increase to the existing building envelope.
- (d) The proposed variance would act as an amendment to the 2004 approved variance, where the applicant requests a similar variance at a different location with a minor accessory room floor area increase.
- (e) The existing sea-wall is a reconstruction of a previous structure and does not evidently pose an impact to the surrounding lands.

## 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 including:

- 1) Referring the application to the Advisory Planning Committee for comment; or
- 2) Requesting additional reports/studies to determine the potential impacts to the neighborhood.

Staff advise that the implications of this alternative are increased processing time and potentially increased costs to the applicant. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

*That the Salt Spring Island Local Trust Committee request that the applicant submit to the Islands Trust a [specify type of report], completed by a Professional [specify professional] which identifies the specific [identify concerns] (SS-DVP-2023.3, 38 McKenzie Crescent); or*

### 2. Deny the application

The SS LTC may deny the application. As a result, the file would be closed and the property owner would be required to amend the proposal siting to proceed with a building permit application. The applicant could choose to make an application to the Board of Variance if hardship can be demonstrated. If this alternative is selected, the SS LTC should state the reasons for denial. Recommended wording for resolution:

*That the Salt Spring Island Local Trust Committee deny issuance of Development Variance Permit SS-DVP-2023.3 for the following reasons: [list reasons] (SS-DVP-2023.3, 38 McKenzie Crescent).*

|               |                         |               |
|---------------|-------------------------|---------------|
| Submitted By: | Chris Buchan, Planner 2 | June 27, 2023 |
|---------------|-------------------------|---------------|

|              |                                         |              |
|--------------|-----------------------------------------|--------------|
| Concurrence: | Chris Hutton, Regional Planning Manager | July 5, 2023 |
|--------------|-----------------------------------------|--------------|

#### **ATTACHMENTS**

1. Proposed Development Variance Permit SS-DVP-2023.2
2. Development Variance Permit SS-DVP-2004.12
3. Site Context
4. Notice
5. Application form



## SALT SPRING ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT VARIANCE PERMIT SS-DVP-2023.3

TO: Conrad Medve & Tasha Medve

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

**PID:** 004-706-706

**LEGAL DESCRIPTION:** Lot 19, Piers Island, Victoria District, Plan 13051

2. This Permit is authorized in accordance with the following schedules attached to and forming part of this permit as signed and dated by the Deputy Secretary of Islands Trust:

Plan No. 1                      Site Survey, dated January 25, 2023.

3. Piers Island Local Trust Committee Bylaw No. 373, cited as "*Piers Island Land Use Bylaw, 1999*" is varied as follows:

### **3.6 ACCESSORY BUILDINGS AND STRUCTURES**

3.6.4 - With the exception of an auxiliary guest cottage and accessory buildings and structures in the Community and Recreation (CR) Zone, the total floor area of all accessory buildings and structures on a lot must not exceed 40.2 square metres in accordance with Schedule 1 of Development Variance Permit SS-DVP-2023.3.

### **3.8 AUXILIARY GUEST COTTAGES**

3.8.2 – A 37 square metre auxiliary guest cottage may be physically attached to a 27.7 square metre accessory building in accordance with Schedule 1 of Development Variance Permit SS-DVP-2023.3 provided there is not internal access between the two separate uses.

### **4.3 SETBACKS FROM THE SEA – BUILDINGS AND STRUCTURES**

4.3.1 – No *building or structure* except a *fence, wharf-foot, stairs, or retaining sea-wall* may be sited within 7.5 metres of the *natural boundary* of the sea. If the land is lower than 3.0 metres vertical elevation above the *natural boundary* of the sea, the minimum setback shall be 15.0 metres.

4. The land described herein shall be developed in accordance with the terms, conditions and provisions of this Permit, and any schedules, plans and specifications attached to this Permit, which shall form a part thereof.
5. 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 "Piers Island Land Use Bylaw No. 373, 2003" and to obtain other approvals necessary for completion of the proposed development, including approval from the Capital Regional District, Island Health, Ministry of Environment and Climate Change Strategy, and Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

# PROPOSED



## SALT SPRING ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT VARIANCE PERMIT SS-DVP-2023.3

6. Any further development, redevelopment, or any changes to this permit may require a new Development Variance Permit.

**AUTHORIZING RESOLUTION PASSED BY THE SALT SPRING ISLAND LOCAL TRUST COMMITTEE  
THIS \_\_ DAY OF \_\_, 2023.**

**DEPUTY SECRETARY, ISLANDS TRUST**

**DATE OF ISSUANCE**

**IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE \_\_ DAY OF \_\_, 2025, THIS  
PERMIT AUTOMATICALLY LAPSES.**



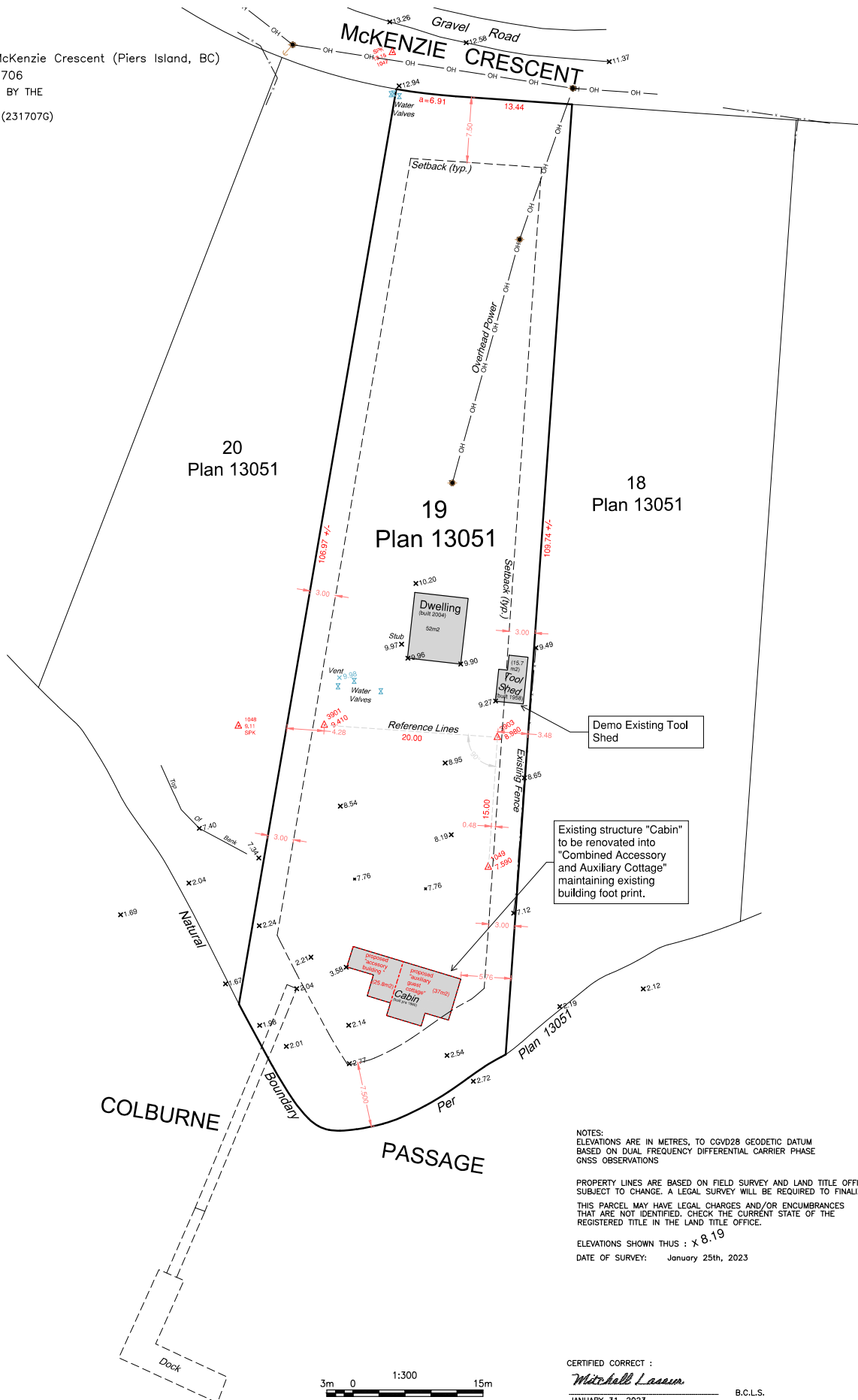
## PROPOSED

### SALT SPRING ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT VARIANCE PERMIT SS-DVP-2023.3

PLAN NO. 1: Site Survey (Attached)

PROPOSED

Civic Address: 38 McKenzie Crescent (Piers Island, BC)  
PID No.: 004-706-706  
THIS TITLE IS AFFECTED BY THE  
FOLLOWING CHARGES :  
RESTRICTIVE COVENANT (231707G)



NOTES:  
ELEVATIONS ARE IN METRES, TO CGVD28 GEODETIC DATUM  
BASED ON DUAL FREQUENCY DIFFERENTIAL CARRIER PHASE  
GNSS OBSERVATIONS

PROPERTY LINES ARE BASED ON FIELD SURVEY AND LAND TITLE OFFICE RECORDS AND ARE  
SUBJECT TO CHANGE. A LEGAL SURVEY WILL BE REQUIRED TO FINALIZE PROPERTY LINE DIMENSIONS

THIS PARCEL MAY HAVE LEGAL CHARGES AND/OR ENCUMBRANCES  
THAT ARE NOT IDENTIFIED. CHECK THE CURRENT STATE OF THE  
REGISTERED TITLE IN THE LAND TITLE OFFICE.

ELEVATIONS SHOWN THUS :  $\times 8.19$   
DATE OF SURVEY: January 25th, 2023

CERTIFIED CORRECT :

*Mitchell Lassar*

JANUARY 31, 2023

B.C.L.S.

UNDERHILL GEOMATICS LTD.

ENGINEERS & SURVEYORS

VICTORIA, BC  
TEL. (250) 871-4599



DRAWN BY  
MJL

JOB NO.  
V23CV004

SCALE  
1:300

DATE OF SURVEY  
25JAN2023

TITLE

BC LAND SURVEYORS TOPOGRAPHIC SITE PLAN OF:  
LOT 19, PIERS ISLAND, VICTORIA DISTRICT, PLAN 13051

CLIENT

NOBLE / MEDVE

DRAWING NO.

LCV-2023-004

REV.

0

SHEET 1 OF

53

**SALT SPRING ISLAND LOCAL TRUST COMMITTEE  
DEVELOPMENT VARIANCE PERMIT  
SS-DVP-2004.12**

**ATTACHMENT 2**

TO: Miles and Frances Primrose:

1. This Permit applies to the land described below:

Lot 19, Piers Island, Victoria District, Plan 13051

2. Land Use Bylaw No. 373, being the Land Use Bylaw for Piers Island, is varied as follows:

- a) The following requirements of Section 3.6.4 – Accessory Buildings and Structures:

"With the exception of an auxiliary guest cottage and accessory buildings and structures in the Community and Recreation (CR) Zone, the total floor area of all accessory buildings and structures on a lot must not exceed 37 square metres."

are varied to allow one accessory building of 15.6 square metres (168 sq. ft.) and one building to be used for accessory and auxiliary cottage purposes of no more than 52.02 square metres (560 sq. ft.), in order to permit the reconstruction of an existing building.

- b) The requirement of Section 3.8.2 – Auxiliary Guest Cottages:

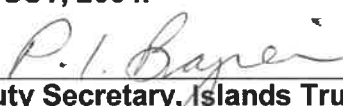
"An auxiliary guest cottage is to be physically detached from any other building or structure."

is varied to allow an auxiliary guest cottage to be combined with an accessory building, provided that no additional auxiliary guest cottage is constructed and that the portion of the building used for auxiliary guest cottage purposes does not exceed 37 square metres (398.28 sq. ft.).

All in accordance with Plan No.1, attached to and forming part of this Permit, as signed and dated by the Deputy Secretary of the Islands Trust.

3. This is not a Building Permit, nor does it relieve the Permittee from the need to secure all other approvals necessary for completion of the proposed development.

**AUTHORIZING RESOLUTION PASSED BY THE SALT SPRING ISLAND LOCAL TRUST COMMITTEE THIS 25<sup>TH</sup> DAY OF AUGUST, 2004.**

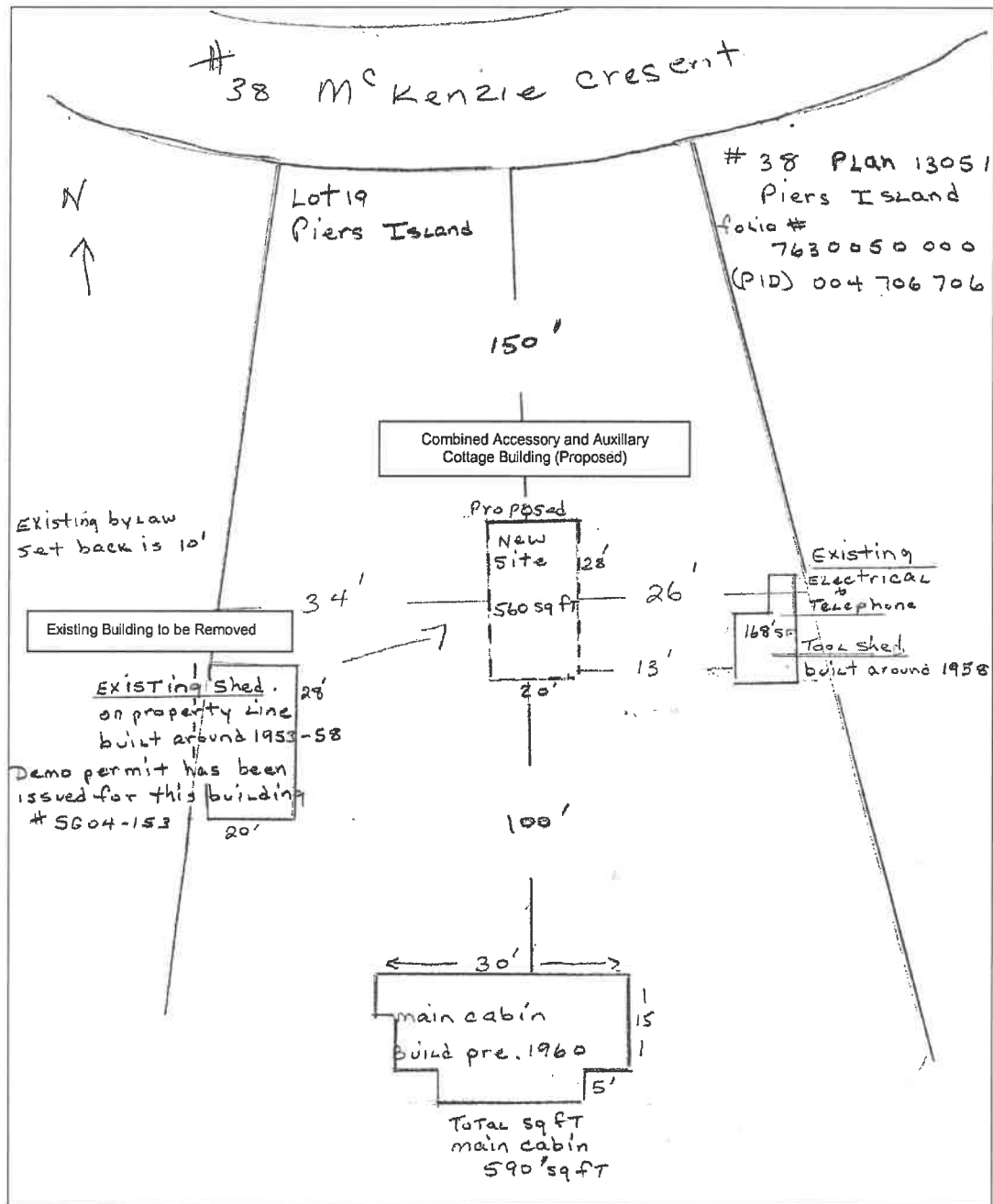
  
\_\_\_\_\_  
**Deputy Secretary, Islands Trust**

\_\_\_\_\_  
September 1, 2004  
**Date of Issuance**

**IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE 1ST DAY OF SEPTEMBER, 2006 THIS PERMIT AUTOMATICALLY LAPSES.**

**SALT SPRING ISLAND LOCAL TRUST COMMITTEE  
DEVELOPMENT VARIANCE PERMIT  
SS-DVP-2004.12**

**PLAN NO. 1**



I hereby certify this to be Plan No. 1 attached to and forming part of Development Variance Permit No. SS-DVP-2004.12

*R. I. Bazer*  
Deputy Secretary, Islands Trust

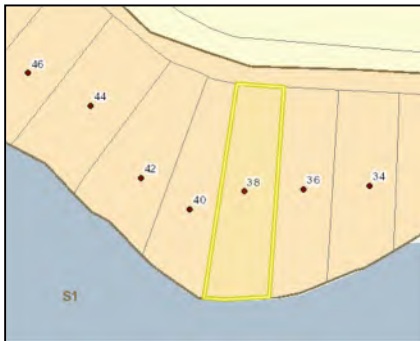
September 1, 2004  
Date Issued

## ATTACHMENT 3 – SITE CONTEXT

### LOCATION

|                   |                                                     |
|-------------------|-----------------------------------------------------|
| Legal Description | Lot 19, Piers Island, Victoria District, Plan 13051 |
| PID               | 004-706-706                                         |
| Civic Address     | 38 McKenzie Crescent, Piers Island                  |

### LAND USE

|                      |                                                                                                                                                                                                                                                                                                                                                    |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Current Land Use     | <b>Residential (R)</b> – Dwelling Unit, Auxiliary Guest Cottage + Accessory Residential Storage Combination Building                                                                                                                                                                                                                               |
| Surrounding Land Use | <p>Residential</p> <p><i>Islands Trust Zoning Map (subject property indicated in yellow)</i></p>  <p><i>CRD 2021 Orthophoto (subject property indicated in Yellow)</i></p>  |

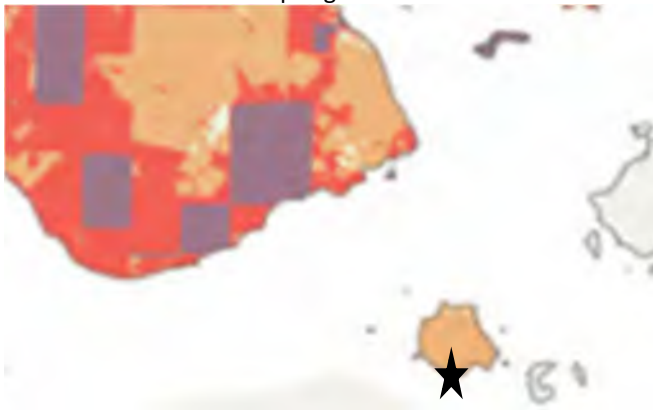
## HISTORICAL ACTIVITY

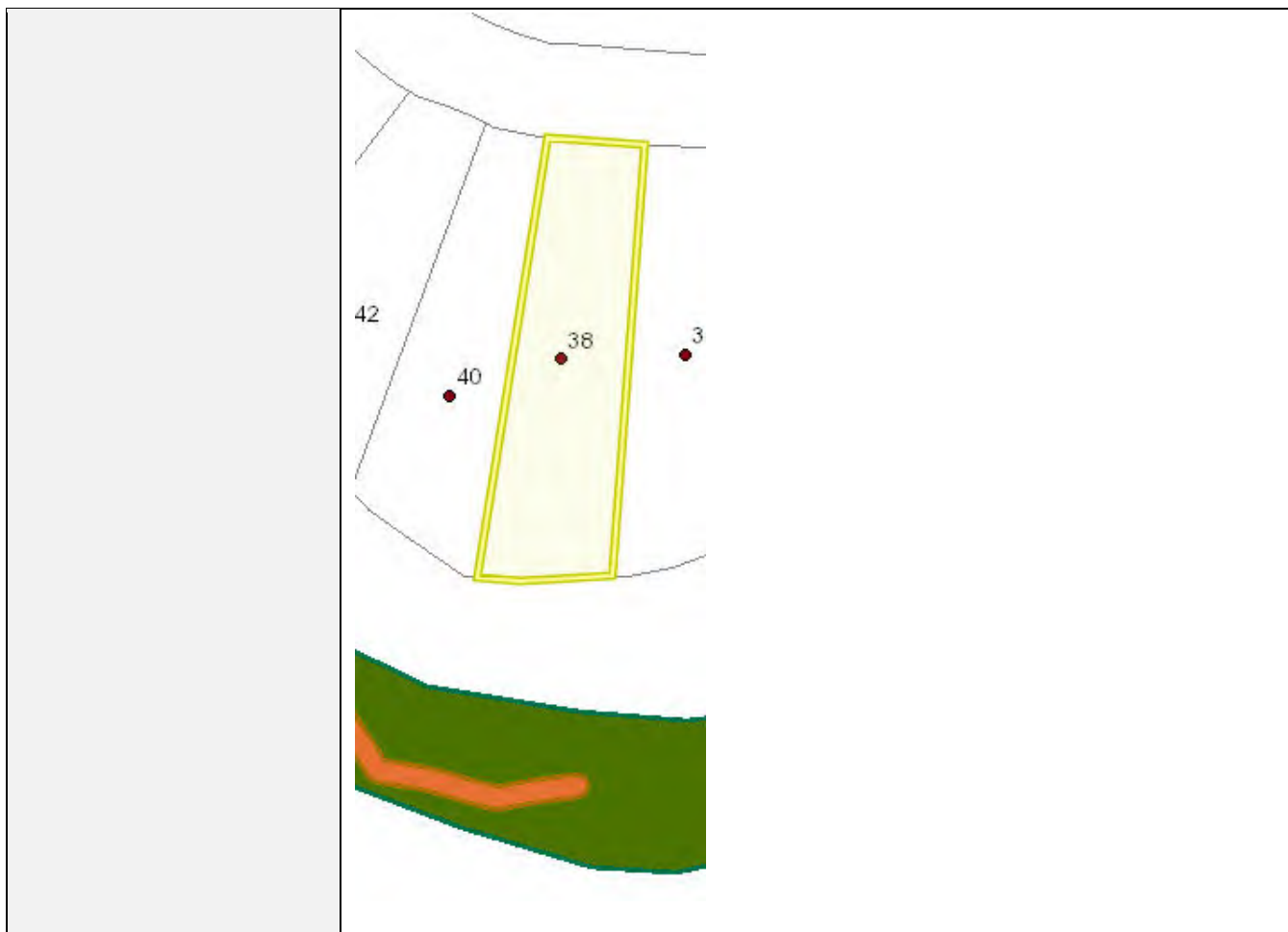
| File No.       | Purpose                                                                          |
|----------------|----------------------------------------------------------------------------------|
| SS-DVP-2004.12 | <i>Allowing Combination auxiliary guest cottage + accessory storage building</i> |

## POLICY/REGULATORY

|                                      |                                                                                                                           |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Official Community Plan Designations | Residential                                                                                                               |
| Land Use Bylaw                       | Residential (R)                                                                                                           |
| Other Regulations                    | None                                                                                                                      |
| Water Service Area                   | None                                                                                                                      |
| Title Charges                        | Restrictive Covenant 2870381 – Restriction to subdivision, maximum auxiliary guest cottage floor area = 37 m <sup>2</sup> |
| Bylaw Enforcement                    | None                                                                                                                      |

## SITE INFLUENCES

|                                          |                                                                                                                                                                                                                                                                                                        |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Islands Trust Conservancy                | The Islands Trust Conservancy may have an interest in any properties within 100 metres of the property subject of this application.                                                                                                                                                                    |
| Regional Conservation Strategy           | <p>The subject property is primarily within the <b>Medium</b> relative value area for important natural areas in the Salt Spring Island Local Trust Area.</p>                                                       |
| Species at Risk                          | <p><b>SAR (Public) Species:</b> None Currently Mapped</p> <p><b>SAR (Public) Ecological Community:</b> None Currently Mapped</p>                                                                                                                                                                       |
| Sensitive Ecosystems                     | <p><b>SEI:</b> None Currently Mapped</p> <p><b>Heron Rookery/Raptor Nest/Sea Bird Colony:</b> None Currently Mapped</p> <p><b>RAR Watercourse:</b> None Currently Mapped</p> <p>Islands Trust Protected Areas mapping indicates the subject property is not within 500-metres of a protected area.</p> |
| Hazard Areas                             | Steep Slopes mapping indicates no hazard throughout the property.                                                                                                                                                                                                                                      |
| Archaeological Sites/Potential           | Archeological site mapped on subject property. Current proposal does not consider development within these areas.                                                                                                                                                                                      |
| Climate Change Adaptation and Mitigation | N/A                                                                                                                                                                                                                                                                                                    |
| Shoreline Classification                 | Sediment Shoreline - Boulder/Cobble                                                                                                                                                                                                                                                                    |
| Shoreline Data in TAPIS                  | Eelgrass habitat                                                                                                                                                                                                                                                                                       |



## **PHOTO (CAPTURED ONSITE)**

Existing SFD (To be converted into combination building):



Existing Combination Cottage + Storage Room (To be dwelling and future building site):



Existing Combination Cottage + Storage Room Interior:



**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 Piers Island Land Use Bylaw No. 373 to permit:

- 1) A variance to Section 3.6.4 - Excluding the Auxiliary Guest Cottage Floor Area, a combination floor area for all accessory buildings of 40.2 square metres; and
- 2) A variance to Section 3.8.2 - A combination accessory building consisting of a 37 square metres Auxiliary Guest Cottage / 25.8 square metres accessory storage area.
- 3) A variance to Section 4.3.1 – enabling the siting of an existing retaining sea wall within 15 metres of the natural boundary of the sea.

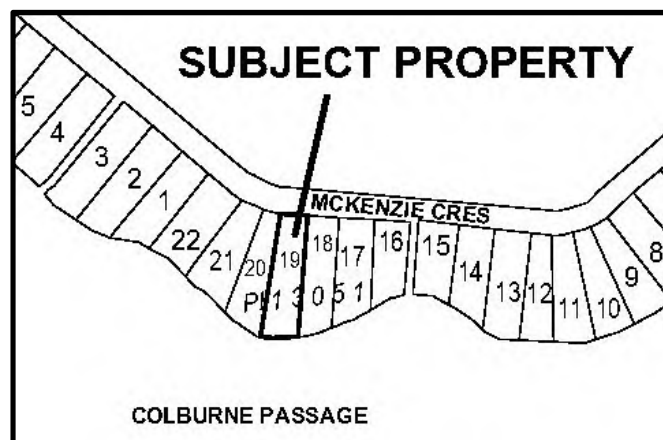
The applicant is seeking the following variance to permit the development of (1) a seasonal cottage attached to an accessory storage room, and (2) to make lawful the siting of an existing retaining sea wall:

- Increase in maximum combined floor area for accessory buildings from 37 square metres to 40.2 square metres (*see Section 3 of attached permit*);
- *Enabling the attachment of an Auxiliary Guest Cottage to an accessory storage building (see Section 3 of attached permit).*

**The subject property is described as:**

- 38 McKenzie Crescent, Piers Island
- PID: 003-066-924  
 Legal Description: Lot 19, Piers Island, Victoria District, Plan 13051

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 Thursday, July 13, 2023 beginning at 9:30 a.m. at the 64 Learning Hub, 122 Rainbow 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 LTC Meeting Calendar webpage at the beginning of that week for an indication of where this application may be placed on the agenda and to view the staff report for the application.

**Questions?**

Please forward questions to Planner Chris Buchan at 250-537-9144 or by email to [ssiinfo@islandstrust.bc.ca](mailto:ssiinfo@islandstrust.bc.ca)

**Comments?**

- Written submissions are accepted until 4:30pm Wednesday, July 12, 2023 and can be sent to our office, or provided via email to [ssiinfo@islandstrust.bc.ca](mailto: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 on July 13, 2023.

**More Information?**

- Additional information on this application is available for review by the public after July 6, 2023.

**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.



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Jas Chonk,  
Legislative Clerk/Deputy Secretary



Victoria Office  
200 - 1627 Fort Street  
Victoria, BC V8R 1H8  
(250) 405-5151  
[information@islandstrust.bc.ca](mailto:information@islandstrust.bc.ca)

Galiano, Mayne, North Pender,  
Saturna, South Pender Islands

Salt Spring Office  
1 - 500 Lower Ganges Road  
Salt Spring Island, BC V8K 2N8  
(250) 537-9144  
[ssiinfo@islandstrust.bc.ca](mailto:ssiinfo@islandstrust.bc.ca)

Salt Spring Island

### ATTACHMENT 5

700 North Road  
Gabriola Island, BC V0R 1X3  
(250) 247-2063  
[northinfo@islandstrust.bc.ca](mailto:northinfo@islandstrust.bc.ca)

Denman, Gabriola, Gambier, Hornby,  
Lasqueti, Thetis, Ballenas-  
Winchelsea Islands

### Application Type: Check all that apply

See Associated Schedules for Information  
and Application Requirements

|                                                                 |                                                                                                                      |            |
|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|------------|
| <input type="checkbox"/> Bylaw Amendment                        | <input type="checkbox"/> OCP <input type="checkbox"/> Land Use / Rezoning <input type="checkbox"/> Land Use Contract | Schedule A |
| <input type="checkbox"/> Development Permit                     | <input type="checkbox"/> Renewal or Amendment                                                                        | Schedule B |
| <input checked="" type="checkbox"/> Development Variance Permit | <input type="checkbox"/> Renewal                                                                                     | Schedule C |
| <input type="checkbox"/> Heritage Alteration Permit             |                                                                                                                      | Schedule D |
| <input type="checkbox"/> LCRB License                           | <input type="checkbox"/> Liquor <input type="checkbox"/> Temporary Change <input type="checkbox"/> Cannabis Retail   | Schedule E |
| <input type="checkbox"/> Order - Board of Variance              |                                                                                                                      | Schedule F |
| <input type="checkbox"/> Siting & Use Permit                    |                                                                                                                      | Schedule G |
| <input type="checkbox"/> Soil Deposit / Removal                 | <input type="checkbox"/> Registration <input type="checkbox"/> Permit                                                | Schedule H |
| <input type="checkbox"/> Strata Conversion                      |                                                                                                                      | Schedule I |
| <input type="checkbox"/> Subdivision Review                     | <input type="checkbox"/> Boundary Adjustment                                                                         | Schedule J |
| <input type="checkbox"/> Temporary Use Permit                   | <input type="checkbox"/> Renewal                                                                                     | Schedule K |

### Description of Subject Property:

|                                                     |             |
|-----------------------------------------------------|-------------|
| Civic Address                                       | PID         |
| 38 McKenzie Crescent (Piers Island, BC)             | 004-706-706 |
| Legal Description                                   |             |
| LOT 19, PIERS ISLAND, VICTORIA DISTRICT, PLAN 13051 |             |

### Purpose of Application: Provide a brief description (attached additional pages if needed)

There's an existing variance on the property (SS-DVP-2004.12) that applies to a "Combined Accessory and Auxiliary Cottage Building" that w  
such that it can be classified as the "Combined Accessory and Auxiliary Building". The existing "Combined Accessory and Auxiliary Cottage B

### Applicant:

|                                           |                                 |
|-------------------------------------------|---------------------------------|
| Name                                      | Company                         |
| Jordan Noble                              |                                 |
| Mailing Address                           |                                 |
| 1004 - 160 Wilson Street Victoria V9A 7P9 |                                 |
| Phone                                     | Email                           |
| 250-217-6309                              | jordan@westcoastroadestates.com |

### Declaration:

As the owner or agent authorized to act on behalf of the owner(s) of the  
subject property, I declare the information submitted in support of this  
application is true and correct in all respects.

**Jordan Noble**

Digitally signed by Jordan Noble  
DN: C=CA, E=jordan.noble10@gmail.com,  
CN=Jordan Noble  
Date: 2023.02.10 15:56:10-08'00'

Signature

### Office Use Only:

Local Planning Services Application

28 Feb 2023

\$1900.00

EFT

SS-DVP-2023.3

April 2019  
62

**Owner Authorization:**

As the registered owner(s) of the subject property, I/we declare that the information submitted in support of this application is true and correct in all respects. I/we hereby authorize Islands Trust staff or their contractors to conduct site inspections of the subject property for the purpose of processing this application, and hereby authorize and appoint:

Jordan Noble

Print Name (Complete if applicant is not the owner(s))

... to serve as the agent for this application, and communicate with Islands Trust staff and Islands Trust bodies on our behalf.

**All registered owners on title must be listed on and sign the application. Corporations must include a list of directors.**

| Name/Company Name                 | Signature                                                                                                                  |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Conrad Paul Michael Medve         | DocuSigned by:<br><br>43DB9A16F564421... |
| Mailing Address                   |                                                                                                                            |
| 4765 Elk Rd, Victoria, BC V9E 2E6 |                                                                                                                            |
| Phone                             | Print Name                                                                                                                 |
| 250-508-3288                      | Conrad Medve                                                                                                               |
| Email                             | Date                                                                                                                       |
| conradpmedve@gmail.com            | Feb 10th 2023                                                                                                              |

| Name/Company Name                 | Signature                                                                                                                  |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Tasha Judy-Ann Medve              | DocuSigned by:<br><br>C6F802FC6E074B2... |
| Mailing Address                   |                                                                                                                            |
| 4765 Elk Rd, Victoria, BC V9E 2E6 |                                                                                                                            |
| Phone                             | Print Name                                                                                                                 |
| 250-884-2400                      | Tasha Medve                                                                                                                |
| Email                             | Date                                                                                                                       |
| tashamedve@gmail.com              | Feb 10th 2023                                                                                                              |

| Name/Company Name | Signature  |
|-------------------|------------|
|                   |            |
| Mailing Address   |            |
|                   |            |
| Phone             | Print Name |
|                   |            |
| Email             | Date       |
|                   |            |

**Application Checklist** The following materials must accompany the application:

- ☒ Completed application form
- ☒ Current title search (issued within 30 days)
- ☒ Copies of all title charges (restrictive covenants, rights-of-way, etc.)
- ☐ Application fee (see applicable Local Trust Committee Fees Bylaw for current fees)
- ☐ If applicable, a BC Contaminated Sites Regulation Disclosure Statement (Schedule 1) must be completed
- ☐ If applicable, QEP Report registered in Province of BC Riparian Areas Regulation (RAR) Notification System
- ☐ **Required plans, drawings, reports and other information as noted on the applicable schedules and DAI Bylaws**

**NOTE** A complete application and fee must be received before the application will be processed. Fees may be paid using cash, cheque or interac e-transfer (contact Islands Trust for e-transfer procedure). Applicants are advised that processing times may depend on applications volumes and timing of local trust committee meetings. Applicants are encouraged to apply for permission well in advance of scheduled development.

**Freedom of Information**

The collection of personal information, for the purpose of processing this application, is authorized under the Local Government Act, Community Charter and section 26(c) of the Freedom of Information and Protection and Privacy Act. Enquiries may be directed to a Deputy Secretary at any of the Islands Trust Offices, as noted on page 1 of this form. A request for information, under the Freedom of Information and Protection of Privacy Act may be made to: FOI Coordinator, Islands Trust, 200-1627 Fort Street, Victoria, BC V8R 1H8, Tel. (250) 405-5151, Fax (250) 405-5155.

DATE OF MEETING: July 13, 2023

TO: Salt Spring Island Local Trust Committee

FROM: Anthony Fotino, Island Planner  
Salt Spring Island Team

SUBJECT: Gulf Islands Brewing Ltd (300112) (LCRB Referral – 048277) - MFR New Outdoor Patio  
Applicant: Rebecca Hardin  
Location: 270 Furness Road (Salt Spring Island Brewing)

## RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee directs staff to send a response to the Liquor and Cannabis Regulation Branch regarding the application for 270 Furness Road (Salt Spring Island Brewing) that states:
  - a. The potential impact of noise on the community in the immediate vicinity of the establishment would be minimal;
  - b. The impact on the community if the application is approved would be negligible;
  - c. The use is permitted by zoning;
  - d. The Local Trust Committee recommends the application be approved.
2. That the Salt Spring Island Local Trust Committee directs staff to include a record of community consultation, contained within the staff report dated June 22, 2023, with the response to the Liquor and Cannabis Regulation Branch regarding the 270 Furness Road application.

## REPORT SUMMARY

This staff report brings back application SS-LCB-2022.1, which originally came to the Salt Spring Island Local Trust Committee (LTC) at the June 22, 2023 meeting, to address resolutions SS-2023-72 and SS-2023-73. The resolutions were in regards to the installation of permanent signage and investigating the viability of a Good Neighbour Agreement to address community concerns raised at the Town Hall portion of the June 22 SS LTC.

## BACKGROUND

The proponents applied to the Liquor and Cannabis Regulation Branch (LCRB) to add a lounge area with a patio to their facility and add seating capacity for an additional fifty (50) people. This capacity would be shared between the interior lounge and the patio area. Additionally, the applicant is proposing operating hours to 10am – 8pm Sunday through Thursday and 10 am – 9pm Fridays and Saturdays.

At the June 22, 2023 LTC meeting staff's [report](#) recommended that the LTC direct staff to send a response to the Liquor and Cannabis Regulation Branch recommending approval of the application. However, following presentation of concerns by the public, the LTC presented the following resolutions:

SS-2023-72

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

That the Salt Spring Island Local Trust Committee request the applicant to submit to the Islands Trust information on locating permanent signage regarding speed and safety for SS-LCB-2022.1 at 270 Furness Road.

**CARRIED**

SS-2023-73

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

That the Salt Spring Island Local Trust Committee request staff to report back on the viability of Good Neighbour Agreements.

**CARRIED**

## **ANALYSIS**

### **Policy/Regulatory**

#### ***Official Community Plan:***

Please refer to the June 22, 2023 [staff report](#)

#### ***Land Use Bylaw:***

Please refer to the June 22, 2023 [staff report](#)

#### ***Issues and Opportunities***

##### ***Permanent Signage***

Staff understand that resolution SS-2023-72 was to get clarity on the potential to have permanent and public signage on Furness road. The road is managed by the Ministry of Transportation and Infrastructure (MoTI). Islands Trust does not have the ability to determine if a sign can go up or stay up, and therefore signage is not a likely viable option as a condition of endorsing this application.

The brewery has added permanent signage on-site (image 1 in **attachment 1**) and also created small signs that will be placed on the tables at the brewery (image 2 in **attachment 1**).

##### ***Good Neighbour Agreement***

A Good Neighbour Agreement (GNA) is generally designed to help make sure that a service provider or entity is committed to making their service/business/development and the community is a safe, secure, happy, and healthy place. GNAs are voluntary, not legally binding and are intended to encourage socially responsible behaviour and accountability between stakeholders involved. Agreements require commitment, collaboration and a willingness to work together for all involved and are based on good faith. Typically, GNA's differ from municipality to municipality, but the purpose of their function remains the same. Various municipalities have implemented GNA's, however, in the case of Island Local Trust Areas (LTA), they have not been used.

More investigation is needed to determine the viability of a GNA for specifically this application and LTAs in general. Ultimately, staff believe that, if the LTC wishes to go forward with further investigation of GNA's, legal advice on their viability within the SSI LTA would be warranted and also encouraged. If the SSI LTC wishes to consider a GNA for this application, staff advise seeking legal advice on the viability of a GNA. In this case, the Islands Trust would be responsible for legal costs accrued to investigate the viability of GNAs.

## **Protocols**

No applicable protocols have been identified.

## **Agencies**

This application is a referral from the LCRB. Islands Trust does not typically refer a referral.

## **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 SS 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.

The subject property is in close proximity to areas with Archaeological Potential.

## **Rationale for Recommendation**

The applicant has satisfied resolution SS-2023-72 by creating permanent signage that addresses speed and safety and located it on the brewery property. They have also created small signs to be placed on the tables within the brewery asking customers to drive slow, keep noise down, respect the neighbours, and park in the designated spaces.

Because GNA's have not been used within the Islands Trust, it is difficult to investigate and determine the viability of this type of agreement. More investigation would be needed, including legal advice. If the LTC wishes to go forward with further investigation of GNA's, legal advice on their viability within the SSI LTA would be warranted at a cost to the Islands Trust.

## **ALTERNATIVES**

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

### **1. Request legal advice on the viability of a Good Neighbour Agreement Prior to Approval**

The SS LTC may require legal advice on the viability of a Good Neighbour Agreement. Staff advise that the implications of this alternative are increased processing time and increased cost for the Islands Trust. Recommended wording for the resolution is as follows:

*That the Salt Spring Island Local Trust Committee request staff to obtain legal advice on the viability of a Good Neighbour Agreement and report back to the LTC.*

### **2. Deny the LCRB application**

The SS LTC may deny the application. Staff advise that the implications of this alternative are that the outdoor patio, increased capacity, and a change to the hours of operation will not be permitted. If this alternative is selected, the SS LTC must state the reasons for denial of the LCRB application. Recommended wording for the resolution is as follows:

*That the Salt Spring Island Local Trust Committee directs staff to send a response to the Liquor and Cannabis Regulation Branch regarding the application for 270 Furness Road (Salt Spring Island Brewing) that states that the Local Trust Committee recommends the application not be approved for the following reasons [insert reasons, e.g. the application would have a negative impact on surrounding properties].*

**NEXT STEPS**

If the SS LTC accepts staff's recommendation, the response will be forwarded to the LCRB with support.

|               |                                         |              |
|---------------|-----------------------------------------|--------------|
| Submitted By: | Anthony Fotino, Island Planner          | July 6, 2023 |
| Concurrence:  | Chris Hutton, Regional Planning Manager | July 6, 2023 |

**ATTACHMENTS**

1. Updated Signage Photos

Image 1 - Permanent Signage



Image 2 - Signage on Brewery Tables



# STAFF REPORT

File No.: Unknown at this time  
 Cross 6500-20 SS OCP-LUB project  
 Ref. No.:

DATE OF MEETING: July 13, 2023  
 TO: Salt Spring Island Local Trust Committee  
 FROM: Louisa Garbo, Island Planner  
 Salt Spring Island Team  
 COPY: Chris Hutton, Regional Planning Manager  
 Salt Spring Island Team  
 SUBJECT: Housing Action Plan Initiatives for the CMHC HAF Grant

## RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee endorses the grant application for the Canada Mortgage and Housing Corporation Housing Accelerator Fund for Salt Spring Island, which aligns with the update to the Salt Spring Islands Local Trust Committee Official Community Plan Bylaw No. 434, 2008, and the Salt Spring Islands Land Use Bylaw No. 355, 1999, Amendment No. 1, 2022 to accelerate the creation of affordable housing supply and the development of a complete community.
2. That the Salt Spring Island Local Trust Committee accepts the Housing Action Plan Initiatives in principle for the CMHC Housing Accelerator Fund grant application.

## REPORT SUMMARY

The purpose of the report is to seek endorsement from the Salt Spring Island Local Trust Committee (SS LTC) to compete for the Canada Mortgage and Housing Corporation's Housing Accelerator Fund (HAF) and to approve the required Housing Action Plan Initiatives as part of the grant application requirement.

## BACKGROUND

At their meeting on May 18, 2023, the SS LTC passed the following resolutions to request staff to begin the efforts that support the update to the Salt Spring Islands Local Trust Committee Official Community Plan (SS OCP) and the Salt Spring Islands Land Use Bylaw (SS LUB):

### **SS-2023-59**

#### ***It was **MOVED** and **SECONDED**,***

*That the Salt Spring Island Local Trust Committee request staff to begin work on a Housing Action Plan in alignment with the OCP/LUB project that includes:*

- *To build buy in with service providers and other levels of government;*
- *Engaging with affordable housing providers on Salt Spring Island;*
- *Incorporating recommendations of the Housing Action Program Task Force;*
- *Incorporating Work Force Housing provisions.*

**CARRIED**

**SS-2023-60**

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

*That the Salt Spring Island Local Trust Committee allocate OCP/ LUB project funding and request staff to develop in coordination with a qualified Indigenous relations professional to support early dialogue and relationship development, to initiate dialogue, identify preliminary engagement preferences and develop an Indigenous relations approach for the LTC Projects and Housing Accelerator Fund at the staff to staff and leadership to leadership level.*

**CARRIED**

## **DISCUSSION**

### **CMHC HAF**

In the 2022 federal budget, the Government of Canada announced \$4 billion in new funding to create a Housing Accelerator Fund, an incentive to local governments to boost the housing supply across Canada; the grant was to be administered by CMHC. In late March 2023, the Canada Mortgage and Housing Corporation (CMHC) released the HAF pre-application reference guide, which set out the HAF program parameters and the application process. As part of the application requirement, local governments are required to develop a housing action plan with initiatives that aim at ***“increasing housing supply and the development of complete, low-carbon and climate-resilient communities that are affordable, inclusive, equitable and diverse.”***

For jurisdictions with a population of 10,000 and over, they will compete in the “Large/Urban Stream;” Salt Spring Island falls into this category. Approved funding can be used for investments in:

- Implementing the Housing Accelerator Fund action plans
- Constructions of affordable housing
- Provision of housing-related infrastructure
- Provision of community-related infrastructure that supports housing

If awarded the funding, it will be distributed in four equal sums; the funds must be spent by 2026. The funding can be used to reallocate funds already committed to the budget. The first quarter of the HAF payment will be provided shortly after signing the HAF contribution agreement in the summer of 2023. Additional quarter payments will be released annually on the anniversary of signing the contribution agreement until the program’s conclusion in 2026.

### **CMHC HAF Application Process**

There are four components of the application:

1. **Action Plan:** The Action Plan details include at least seven initiatives for the urban category that aim to increase the supply of housing, including affordable housing. The action plan outlines a housing supply growth target and the specific initiatives the applicant will undertake to increase the housing supply and speed up housing approvals.
2. **Commitment to Housing Target:** The projection with identified initiatives must be at least a 10% increase over the projection without initiatives, and the growth rate must also exceed 1 .1%. We must also provide the following projections based on reasonable assumptions and data sources (e.g., Statistics Canada) and based on a three-year period ending September 1, 2026:
  - The total number of permitted housing units projected without HAF.
  - The total number of permitted housing units projected with HAF; the second projection is referred to as the “housing supply growth target.”
3. **Housing Needs Assessment:** The application must be accompanied by a Housing Needs Assessment. Applicants that have completed or updated their housing needs assessment within two years of the 2022 federal budget announcement (April 7, 2022) can request that this requirement be waived.

The [Capital Regional District Housing Needs Assessment –Salt Spring Island](#) conducted by the CRD on behalf of Salt Spring Island has been confirmed by CMHC to be acceptable.

4. Periodic Reporting: If selected for funding, we must provide an annual report to CMHC on progress toward the housing target and to demonstrate the funding was used for a permitted purpose.

The amount of HAF funding an applicant will receive is based on a formula that prescribes a dollar value for each net-new permit set out in the housing supply growth target. All units created from HAF initiatives may receive the base funding of \$20,000 per unit. Some developments (e.g., multi-unit housing) will receive additional top-up funding to incent certain types of units. In addition to the base funding and top-up funding, units considered affordable will receive an additional bonus. The HAF funding formula is essentially the “Baseline + Top-Up + Affordable.” This formula seeks to incentivize permits for affordable multi-unit developments, providing less of an incentive for the traditional larger single-family dwelling units. The initiatives within the Action Plan must also include a calculation of permitted housing units projected to occur with HAF support. HAF ‘incented units’ refers to the difference between the number of permitted units that are anticipated without the support afforded by the HAF program (baseline) and the number of permitted units that are anticipated with the support afforded by the HAF program (growth target), see details of the analysis of the proposed initiatives for Salt Spring Island on Attachment 2.

#### ***Housing Action Plan Initiatives for Salt Spring Island***

All applications must include supply growth targets and initiatives to increase the housing supply and speed up housing approvals. Furthermore, per the guidelines, all initiatives included within the housing action plan must be new initiatives that have not been started. The proposed ten initiatives for Salt Spring Island are based on the review of the collective recommendations in the past, such as the Housing Task Force’s [Salt Spring Island Housing Action Program Task Force Summary of Recommendation](#), the Islands Trust’s [Final Report Community Housing in the Trust Area](#), the [Salt Spring Housing Working Group Report](#), a report from the Salt Spring Solutions’ [Homes for Islanders](#), and based on the SS LTC work plan, and initiatives that can be implemented within the necessary timeframes (Attachment 1). The projections represent the best assessment of the potential impact of the HAF initiatives. The proposed initiatives, especially those pertaining to policy development and the land use bylaw update, intend to support the environmental priorities of Islands Trust, which include encouraging adaptive reuse, energy efficiency in new construction, and focusing development within the village hubs.

The format of the Housing Action Plan and the wording in the initiatives reflect the CMHC HAF’s reference guide (see details of the analysis of the proposed initiatives for Salt Spring Island in Attachment 2). The Islands Trust’s Chief Financial Officer must provide an attestation on the viability of the Action Plan at the time of application. If approved, the Action Plan will be incorporated into the SS LTC and CMHC contribution agreement. The application portal has just been opened on July 3, 2023, for application intake, with a submission deadline before August 18, 2023. CMHC will evaluate applications and notify the application status by the summer or the fall of this year.

The SS LTC is responsible for the completion of all initiatives within a two- to three-year timeframe, and there are risks that work could be delayed or not completed due to resource and time constraints, as well as external factors beyond the control of SS Office especially with permitting approval. Some of the initiatives advance the objectives of the HAF and the SS LTC’s Housing Action Plan, but they may not necessarily yield new building permits in the next three years. Completing most of the ten initiatives is also predicated on additional resources, such as consulting services and hiring one new planner position (potentially a term position) funded through this grant. Delays or missed milestones can result in HAF funding being withheld by CMHC; should allocated funds be reduced, there is no identified funding source to complete the initiatives.

## COMMUNITY ENGAGEMENT

Due to the tight timeline for the HAF application, no formal community engagement was completed for the housing action plan initiatives. However, as stated earlier in this report that the proposed initiatives were based recommendations from previous housing needs reports and studies, and myriad other sources that were the result of extensive community engagement. Furthermore, engagement and partnership are central to the proposed initiatives; a comprehensive community and stakeholder engagement process, and consultation with First Nations on the proposed initiatives will occur upon obtaining the HAF.

### Rationale for Recommendation

The SS LTC requested staff to begin the efforts that support the update to the SS OCP and the SS LUB, particularly on retaining a consulting service to help build the Indigenous relations and on participating in the CMHC HAF grant application to support policy development and land use bylaw update to help accelerate the creation of affordable housing supply and the development of a complete community. The proposed recommendations are to seek official endorsement from the Salt Spring Island Local Trust Committee of the application to the CMHC HAF and to approve the required Housing Action Plan initiatives in principle to fulfill the grant application requirements. However, it is important to note that each initiative for the Housing Action Plan may require further endorsement by the SS LTC upon the successful award of the HAF.

## ALTERNATIVES

### 1. Withdraw the request for staff to compete for the CMHC HAF

The SS LTC may consider it is not feasible to compete for the CMHC HAF given the constraints on time and resources and the partnerships required to achieve the housing supply target by 2026. Choosing this option will not impact the work plan pertaining to the policy development and land use bylaw update as the budget has already been approved. However, without the HAF, the SS LTC will not be able to help accelerate the housing supply, especially in promoting affordable housing options on the island. Recommended wording for the resolution:

3. *That the Salt Spring Island Local Trust Committee does not endorse the grant application for the Canada Mortgage and Housing Corporation Housing Accelerator Fund for Salt Spring Island Local Trust Area[ for the following reason(s):*

*Item [1, 2, ...].*

## NEXT STEPS

Prepare for the submission of the CMHC HAF should SS LTC passes the recommended resolutions.

|               |                                         |              |
|---------------|-----------------------------------------|--------------|
| Submitted By: | Louisa Garbo, Island Planner            | July 6, 2023 |
| Concurrence:  | Chris Hutton, Regional Planning Manager | July 7, 2023 |

## **ATTACHMENTS**

1. Housing Action Plan Initiatives
2. Analysis of the Housing Action Plan Initiatives
3. Recommendations from Previous Efforts

## Housing Action Plan Initiatives Salt Spring Island

| Summary of Initiatives                                                                                                                             | Descriptions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <b>Initiative 1: Amendment to the <a href="#">Salt Spring Official Community Plan (SS OCP)</a> and <a href="#">Land Use Bylaw (LUB)</a> Review</b> | <ul style="list-style-type: none"> <li>Review and amend policies to support and promote affordable housing supply and housing types. It also seeks to balance the need for housing with modernizing the Preserve and Protect Mandate of the Islands Trust through the development of complete, low-carbon, and climate-resilient communities that are affordable, inclusive, equitable and diverse, policies such as:               <ul style="list-style-type: none"> <li>incorporating climate action policies</li> <li>allowing diverse, safe housing types that serve vulnerable populations</li> <li>promoting gentle densification in central neighbourhoods</li> </ul> </li> <li>Encouraging alternative forms of housing (e.g., modular housing, manufactured housing, and prefabricated housing), more affordable rental options, a greater supply of supportive and accessible housing units, more opportunities for non-market and below-market housing, and support for vulnerable populations at greater housing risk</li> <li>Policies to secure market rental and secondary market rental homes, and the expansion of purpose-built rental homes</li> <li>Policies that support a more walkable community, especially in the village hubs with a diverse mix of land uses and access to amenities and services through public and active transportation</li> </ul> |
| <b>Initiative 2: Communication, Engagement, Reconciliation</b>                                                                                     | <ul style="list-style-type: none"> <li>Consultation and collaboration with the 13 First Nations with territorial interests in the Salt Spring Island Local Trust Area</li> <li>Openness to partnership, ways of knowing and doing</li> <li>Undertaking a public engagement program that supports a community-driven approach to the SS OCP-LUB review process</li> <li>In consultation with the Aboriginal Housing Management Association (AHMA) to implement the BC Indigenous housing strategy</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Initiative 3: Evidence-based planning and decision-making</b>                                                                                   | <ul style="list-style-type: none"> <li>Conduct comprehensive review and data analysis</li> <li>Analyze available geospatial data, such as zoning, utility infrastructure, and servicing capacity, to inform policy development and help identify areas for housing development</li> <li>Includes exploration of data available from other government and NGO sources.</li> <li>Review service area plans for climate action, water availability, capital management, and incorporating available traditional knowledge.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Initiative 4: Development Approvals Bylaw Updates</b>                                                                                           | <ul style="list-style-type: none"> <li>Review and Update the SS OCP and LUB.</li> <li>LUB will reflect recent legislative changes that support affordable housing and explore a regulatory framework that supports and promotes a flexible housing model and affordable housing alternatives, including:               <ul style="list-style-type: none"> <li>Waiving public hearings on affordable housing projects that conform to the SS OCP</li> <li>Exploring amenity zoning that considers use by way of affordable housing provisions</li> <li>Implementing inclusionary zoning that requires a developer to build a certain percentage of units at affordable/below market prices or rents.</li> <li>Delegating variance approval to staff based on established thresholds or parameters.</li> <li>Promoting infill developments (adding new units to existing communities) with increased housing density and a variety of unit types (e.g. duplexes or secondary suites)</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                         |

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| <b>Initiative 5: Water System Improvements to Ganges Village</b>            | <ul style="list-style-type: none"> <li>• Address current ongoing infrastructure assessment of the North Salt Spring Waterworks District to increase water supply and remove a moratorium that has been in place since 2014</li> <li>• As a primary service for land-base development, water supply infrastructure is imperative to support affordable housing</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Initiate 6: Construction of Accessory Dwelling Units (ADUs)</b>          | <ul style="list-style-type: none"> <li>• Amendment to the LUB to allow accessory dwelling units (ADUs) or secondary suites will provide a second, smaller unit on the same property as a primary unit to offer additional housing options on Salt Spring Island</li> <li>• Collaborate with CRD to assist interested homeowners in constructing ADUs or secondary suites</li> <li>• Provide support for interested homeowners to construct or legalize existing illegal secondary suites or ADUs.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Initiate 7: Tiny Homes Village Pilot Project</b>                         | <ul style="list-style-type: none"> <li>• A pilot project to develop a village of clustered, ownership- or rental-tenured tiny homes</li> <li>• Collaboration with First Nations and BC Housing to explore opportunities that would support construction of such homes to create housing opportunities for First Nations Members</li> <li>• Collaborate with private developers to construct an affordable cluster housing development</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Initiate 8: Establishment of a local housing authority/advisory body</b> | <ul style="list-style-type: none"> <li>• Assemble a broad range of housing-related expertise to oversee a trust fund that holds land on an interim basis for affordable housing</li> <li>• Create an advisory body with environment, social and economic representation to help identify housing-related social, economic, and environmental issues with cross-sector partners</li> <li>• Co-develop with stakeholders a framework for actions through integrated planning and recommendations for implementation</li> <li>• Continuously incorporate and initiate innovative measures to address housing issues</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Initiate 9: Hire a housing planner</b>                                   | <ul style="list-style-type: none"> <li>• Committed to implementation of the Housing Action Plan</li> <li>• Develop and monitor housing agreements/covenants to secure affordable housing</li> <li>• Support development planners processing affordable housing applications</li> <li>• Co-develop procedures with stakeholders, agencies, local organizations, and First Nations</li> <li>• Monitor housing data and assessment updates</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Initiative 10: Governance/interagency collaboration</b>                  | <ul style="list-style-type: none"> <li>• Starting with the OCP-LUB review, work with regional service and governance partners to align development processes and integrate budget and capital planning to be more responsive to the needs of sustainable development</li> <li>• Through all initiatives, openness to partnership and other ways of knowing and doing with First Nations extends to co-planning</li> <li>• Islands Trust is a unique special-purpose government that, under the Islands Trust Act, provides local land use planning and regulation services only. Success in accelerating housing construction requires collaboration and improved regulatory coordination with service providers, including service districts and the Capital Regional District</li> <li>• The Salt Spring Island Local Trust Committee (SS LTC) and its partners wish to address misalignment, encouraging growth that supports improved asset management and resource availability to improve its performance to the Islands Trust mandate</li> <li>• Partnering with non-profit housing providers and financiers to preserve and increase the stock of non-market, workforce, and co-housing tenures (i.e., CRD &amp; BC Housing)</li> <li>• Partnering with non-profit housing providers to build purpose-built below-market and non-market housing or facility to house the homeless population</li> </ul> |

## Analysis of the Housing Action Plan Initiatives

The Initiatives within the Action Plan complies with the following CMHC's HAF application format and analysis as shown below:

| Summary of Initiatives                                                                                                                                       | Descriptions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Potential Outcome                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Tentative Start/Completion         | Estimated Costs | Expected Results - estimated units                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>Initiative 1:</b><br><b>Amendment to the <a href="#">Salt Spring Official Community Plan (SS OCP)</a> and <a href="#">Land Use Bylaw (LUB)</a> Review</b> | <ul style="list-style-type: none"> <li>Review and amend policies to support and promote affordable housing supply and housing types. It also seeks to balance the need for housing with modernizing the preserve and protect mandate of the Islands Trust through the development of complete, low-carbon, and climate-resilient communities that are affordable, inclusive, equitable and diverse, policies such as: <ul style="list-style-type: none"> <li>incorporating climate action policies</li> <li>allowing diverse, safe housing types that serve vulnerable populations</li> <li>promoting gentle densification in central neighbourhoods</li> </ul> </li> <li>policies that encourage alternative forms of housing (e.g., modular housing, manufactured housing, and prefabricated housing), more affordable rental options, a greater supply of supportive and accessible housing units, more opportunities for non-market and below-market housing, and support for vulnerable populations at greater housing risk</li> <li>Policies to secure market rental and secondary market rental homes, and the expansion of purpose-built rental homes</li> <li>Policies that support a more walkable community, especially in the village hubs with a diverse mix of land uses and access to amenities and services through public and active transportation</li> </ul> | <ul style="list-style-type: none"> <li>Amendment to Part B and Part C of the SS OCP, specifically on policies related to land use objectives, housing quantity, affordable, rental, and special-needs housing, settlement pattern, and residential land use designation</li> <li>Creating conditions for more affordable housing supply by removing policy barriers while promoting low-carbon and climate-resilient for the island</li> <li>LUB amendment to reflect changes to the OCP to increase the diverse types of housing, update development standards to further support density bonus, flexible zoning, and flexible site development standards to help increase housing supply and to explore the use of rental-only zoning to support workforce housing objectives</li> <li>Implement short-term vacation rental regulations that impact the long-term rental accommodation supply</li> <li>Increase specialized housing and supports targeting those at risk of or experiencing homelessness, including youth aging out of care, Indigenous communities, women and children fleeing violence, and other vulnerable groups as they transition through life circumstances</li> <li>Funding help to support administrative cost, robust public engagement process, consultation with First Nations, and data collection and analysis, which subsequently help to support the construction of the target goal of 302 dwelling units needed as indicated in the CRD Housing Needs Assessment</li> </ul> | September 2023 to Spring 2025      | \$350,000       | <ul style="list-style-type: none"> <li>Help accelerates the 302 units per CRD housing assessment with funding</li> </ul> |
| <b>Initiative 2:</b><br><b>Communication, Engagement, Reconciliation</b>                                                                                     | <ul style="list-style-type: none"> <li>Consultation and collaboration with the 13 First Nations with territorial interests on the island</li> <li>Openness to partnership, ways of knowing and doing</li> <li>Undertaking a public engagement program that supports a community-</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>Early and ongoing consultation with First Nations about the SS OCP and LUB amendments</li> <li>Co-develop policies and LUB changes to advance Trust Council's commitment to First Nations Reconciliation</li> <li>Funding will help provide resources for the 13 First Nations to</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | August 2023 to late 2025 & ongoing | \$100,000       | <ul style="list-style-type: none"> <li>Help accelerates the 302 units per CRD housing assessment with funding</li> </ul> |

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|                                                                  | <p>driven approach to the SS OCP-LUB review process</p> <ul style="list-style-type: none"> <li>In consultation with the Aboriginal Housing Management Association (AHMA) to implement the BC Indigenous housing strategy</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>collaborate and reach out to the local Indigenous communities on the island</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                              |                                         |                                                                                                                          |
| <b>Initiative 3: Evidence-based planning and decision-making</b> | <ul style="list-style-type: none"> <li>Conduct comprehensive review and data analysis</li> <li>Analyze available geospatial data, such as zoning, utility infrastructure, and servicing capacity, to inform policy development and help identify areas for housing development</li> <li>Review service area plans for climate action, water availability, capital management, and incorporating available traditional knowledge.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>Support policy development primarily related to land use designations, protection of environmental and archeological areas</li> <li>Help identify suitable locations for additional housing</li> <li>Funding will help to retain engineering consulting services to review and analyze data</li> </ul>                                                                                                                                                                                                                                                                                                                                                                      | September 2023 - summer 2024 | \$150,000                               | <ul style="list-style-type: none"> <li>Help accelerates the 302 units per CRD housing assessment with funding</li> </ul> |
| <b>Initiative 4: Development Approvals Bylaw Updates</b>         | <ul style="list-style-type: none"> <li>Review and Update the SS OCP and LUB.</li> <li>LUB will reflect recent legislative changes that support affordable housing and explore a regulatory framework that supports and promotes a flexible housing model and affordable housing alternatives, including: <ul style="list-style-type: none"> <li>Waiving public hearings on affordable housing projects that conform to the SS OCP</li> <li>Exploring amenity zoning that considers use by way of affordable housing provisions</li> <li>Implementing inclusionary zoning that requires a developer to build a certain percentage of units at affordable/below market prices or rents.</li> <li>Delegating variance approval to staff based on established thresholds or parameters.</li> <li>Promoting infill developments (adding new units to existing communities) with increased housing density and a variety of unit types (e.g., duplexes or secondary suites)</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>Enable LUB amendment to reflect changes to the OCP to increase the diverse types of housing</li> <li>Create more supply of needed housing at an accelerated pace and/or enhance certainty in the approvals and building process</li> <li>Support retrofit or renewal of existing purpose-built rentals</li> <li>Help to achieve the goal of constructing the 302 dwelling units needed as indicated in the CRD Housing Needs Assessment</li> <li>Development standards that help the community to build more affordable and smaller units and support flexibility on the site design</li> <li>Funding could be used to incentivize more accessory dwelling units</li> </ul> | August 2023 – late 2024      | \$5,000                                 | <ul style="list-style-type: none"> <li>Help accelerate the 302 units per CRD housing assessment with funding</li> </ul>  |
| <b>Initiative 5: Water System Improvements to Ganges Village</b> | <ul style="list-style-type: none"> <li>Address current ongoing infrastructure assessment of the North Salt Spring Waterworks District to increase water supply and remove a moratorium that has been in place since 2014</li> <li>As a primary service for land-base development, water</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>Any provision towards this initiative would go towards construction of a water plant, pump station, and raising a weir, as well as accelerating water distribution system update projects.</li> <li>Facilitate construction of hundreds of potential market and non-market units</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                 | 2023-2027                    | \$11,500,000* (see note in Description) | <ul style="list-style-type: none"> <li>302+ units.</li> </ul>                                                            |

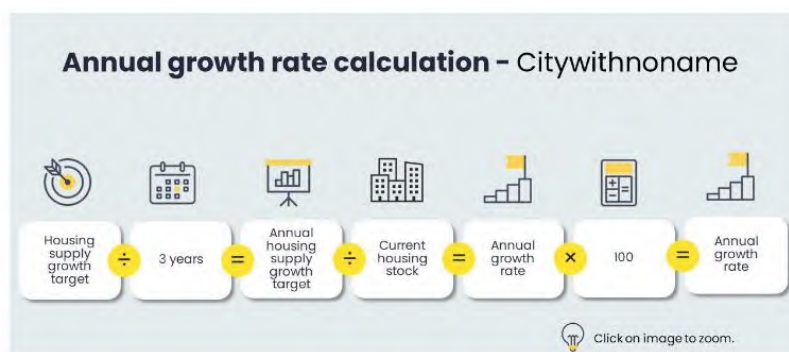
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|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                 | <p>supply infrastructure is imperative to support affordable housing</p> <ul style="list-style-type: none"> <li>• *Broad estimate. FCM-sponsored Asset Management Plan on track to be completed in the Fall, 2023</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                            |                                                    |                                                                                                                                                                   |
| <b>Initiate 6: Construction of Accessory Dwelling Units (ADUs)</b>                              | <ul style="list-style-type: none"> <li>• Amendment to the LUB to allow ADUs will provide a second, smaller unit on the same property as a primary unit to offer additional housing options on Salt Spring Island,</li> <li>• Collaborate with CRD to assist interested homeowners in constructing accessory dwelling units</li> <li>• Provide support for interested homeowners to construct or legalize existing illegal units</li> </ul>                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• Anticipated rate of interest to be 7% of the approximately 5100 properties eligible under the ADUs bylaw</li> <li>• Funding could help develop an incentive package, support construction, and help legalize the approximately 200 ADUs on the island</li> </ul>                                                                                                                                                                                                                                              | Fall 2023 – late 2026      | \$20,000 (legalize a unit) to \$200,000/a new unit | <ul style="list-style-type: none"> <li>• 5 ADU units without funding</li> <li>• Help legalize ±39 ADUs with funding and construct ±12 new ADUs by 2026</li> </ul> |
| <b>Initiate 7: <u>Tiny Homes Village Pilot Project</u></b>                                      | <ul style="list-style-type: none"> <li>• A pilot project to develop a cluster strata/rental tiny homes village</li> <li>• Collaboration with First Nations and BC Housing to potentially construct First Nations homes to help bring Indigenous communities back to the village</li> <li>• Collaborate with private developers to construct an affordable cluster single development</li> </ul>                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Invest in the construction of affordable fee-simple or rental housing units with small foot-print</li> <li>• Promote entry-level home ownership</li> <li>• Funding will support housing-related infrastructure and potential land acquisition, develop an incentive package, and support construction and construction of a minimum of 10 units to be within a strata/rental tiny homes village(s) in a clustered pattern</li> </ul>                                                                          | September 2023 – late 2026 | \$200,000/unit<br>\$4,000,000/20 units             | <ul style="list-style-type: none"> <li>• No new interest without funding</li> <li>• A village with ± 20 units with funding</li> </ul>                             |
| <b>Initiate 8: Establishment of a local housing entity (association/authority /corporation)</b> | <ul style="list-style-type: none"> <li>• Assemble a broad range of housing-related expertise to oversee a trust fund that holds land on an interim basis for affordable housing</li> <li>• Create an advisory body with environment, social and economic representation to help identify housing-related social, economic, and environmental issues with cross-sector partners</li> <li>• Co-develop with stakeholders a framework for actions through integrated planning and recommendations for implementation</li> <li>• Continuously incorporate and initiate innovative measures to address housing issues</li> </ul> | <ul style="list-style-type: none"> <li>• Foster partnerships with local housing and service support organizations on housing that meets the diverse needs of diverse communities, including special-needs housing, disabilities, low-income individuals, and families</li> <li>• Establish an affordable housing reserve fund and co-develop with Islands Trust a policy framework for housing amenity contributions</li> <li>• Funding to support the acquisition of lands and development review processes to increase the housing supply</li> </ul> | October 2023 – spring 2024 | \$200,000                                          | <ul style="list-style-type: none"> <li>• Help accelerates the 302 units per CRD housing assessment with funding</li> </ul>                                        |
| <b>Initiate 9: Hire a housing planner</b>                                                       | <ul style="list-style-type: none"> <li>• Committed to implementation of the Housing Action Plan</li> <li>• Develop and monitor housing agreements/covenants to</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>• Expedite development applications and permitting process for affordable housing, special housing proposals</li> <li>• Funding to increase capacity to help expedite the development</li> </ul>                                                                                                                                                                                                                                                                                                                | September 2023             | \$75,000/yr                                        | <ul style="list-style-type: none"> <li>• Help accelerates the 302 units per CRD housing</li> </ul>                                                                |

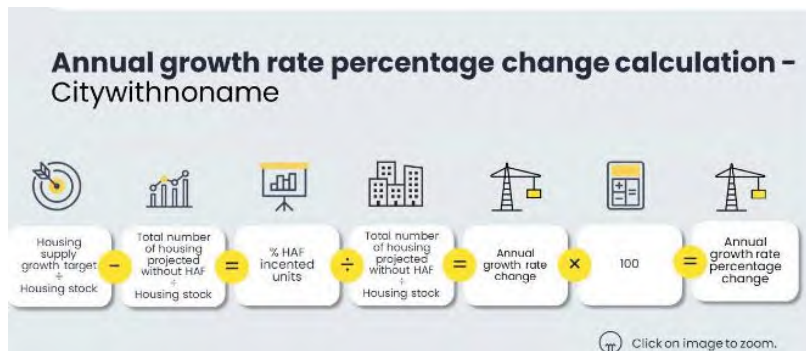
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|                                                         | <ul style="list-style-type: none"> <li>secure affordable housing</li> <li>Support development planners processing affordable housing applications</li> <li>Co-develop procedures with stakeholders, agencies, local organizations, and First Nations</li> <li>Monitor housing data and assessment updates</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | review processes, which help accelerate the subsequent housing supply                                                                                                                                                                                                                                                                                                                                                                                                                                          |             |                                                             | assessment with funding                                                                                                  |
| <b>Initiative 10: Governance/agencies collaboration</b> | <ul style="list-style-type: none"> <li>Starting with the OCP-LUB review, work with regional service and governance partners to align development processes and integrate budget and capital planning to be more responsive to the needs of sustainable development</li> <li>Through all initiatives, openness to partnership and other ways of knowing and doing with First Nations extends to co-planning</li> <li>Islands Trust is a unique special-purpose government that, under the Islands Trust Act, provides local land use planning and regulation services only. Success in accelerating housing construction requires collaboration and improved regulatory coordination with service providers, including service districts and the Capital Regional District</li> <li>The Salt Spring Island Local Trust Committee (SS LTC) and its partners wish to address misalignment, encouraging growth that supports improved asset management and resource availability to improve its performance to the Islands Trust mandate</li> <li>Partnering with non-profit housing providers and financiers to preserve and increase the stock of non-market, workforce, and co-housing tenures (i.e., CRD &amp; BC Housing)</li> <li>Partnering with non-profit housing providers to build purpose-built below-market and non-market housing or facility to house the homeless population</li> </ul> | <ul style="list-style-type: none"> <li>Improve policy and service coordination and increase efficiency to expedite development approvals and project coordination</li> <li>Potential Memorandum of Understanding to support SS LTC's efforts to increase housing supply and to promote diverse housing options</li> <li>Help provide more purpose-built affordable housing units</li> <li>Funding could help advance the goal of reaching the target number of 302 units per the housing assessment</li> </ul> | August 2023 | \$25,000 partnership<br>\$20,000/unit<br>\$600,000/30 units | <ul style="list-style-type: none"> <li>Help accelerates the 302 units per CRD housing assessment with funding</li> </ul> |

## CMHC HAF Evaluation Criteria

| Section C: Initiatives |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Initiative 1           | [name the initiative]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Initiative Type        | [select initiative from drop down – select the best one that applies]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Description            | [provide a brief description of the initiative, including its goals and objectives]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Start Date             | [start date or estimated start date yyyy/mm/dd]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Completion Date        | [estimated completion date yyyy/mm/dd]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Estimated Costs        | [estimated costs for implementing the initiative \$0.00]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Expected Results       | [estimated number of permitted units the initiative will incent]<br>[estimated number of permitted units the initiative will incent within the 3-year projection period]<br>[other expected results]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Evaluation Criteria    | <p>The following evaluation criteria will be used to assess the application.</p> <ul style="list-style-type: none"> <li>- The committed housing supply growth rate will be used as part of the assessment criteria.</li> </ul> <p>This initiative supports the following objectives (select all that apply):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Creating more supply of housing at an accelerated pace and enhancing certainty in the approvals and building process. [explain how the initiative supports the area selected]</li> <li><input type="checkbox"/> Supporting the development of complete communities that are walkable consisting of appropriate residential density and a diverse mix of land uses providing access to a wide variety of amenities and services through public and active transportation. [explain how the initiative supports the area selected]</li> <li><input type="checkbox"/> Supporting the development of affordable, inclusive, equitable and diverse communities that encourage clear pathways to achieving greater socio-economic inclusion largely achieved through the equitable provision of housing across the entire housing spectrum. [explain how the initiative supports the area selected]</li> <li><input type="checkbox"/> Supporting the development of low-carbon and climate-resilient communities. [explain how the initiative supports the area selected]</li> </ul> <p>Answer the following questions in relation to the proposed initiative:</p> <ul style="list-style-type: none"> <li>- Duration: How long will it take to complete/implement the initiative? [options include: within 1 year, within 2 years, over 2 years] [explain]</li> <li>- Timeliness: How long will it take to start to achieve additional permitted units as a result of the initiative? [options include: within 1 year, within 2 years, over 2 years] [explain]</li> <li>- Supply Impact: The extent to which the initiative will improve housing and community outcomes. [options include: high degree of improvement, medium degree of improvement, low degree of improvement] [explain]</li> <li>- System Impact: The extent to which the initiative increases stability and predictability in the housing system. [options include: high degree of stability and predictability, medium degree of stability and predictability, low degree of stability and predictability] [explain]</li> <li>- While not a mandatory requirement at the time of application submission, the presence of a current housing needs assessment will be considered as part of the assessment criteria.</li> </ul> |
| Milestone 1            | [name of milestone]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Description            | [provide a brief description of the milestone]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Start Date             | [estimated start date yyyy/mm/dd]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Completion Date        | [estimated completion date yyyy/mm/dd]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| +ADD Milestone         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| +ADD Initiative        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

## Housing Supply Formula from CMHC:





### Summary of CMHC HAF funding formula



### CRD data on number of permits in Salt Spring

| Salt Spring Island                    | Number of Units Permitted | Associated Number of Permits Issued | Number of Issued Permits (Completed) | Number of Issued Permits (Active) | Number of Issued Permits (Expired) |
|---------------------------------------|---------------------------|-------------------------------------|--------------------------------------|-----------------------------------|------------------------------------|
| For the year ending December 31, 2022 | 57                        | 56                                  | 14                                   | 42                                | 0                                  |
| For the year ending December 31, 2021 | 82                        | 49                                  | 36                                   | 13                                | 0                                  |
| For the year ending December 31, 2020 | 30                        | 30                                  | 28                                   | 2                                 | 0                                  |
| For the year ending December 31, 2019 | 87                        | 48                                  | 46                                   | 1                                 | 1                                  |
| For the year ending December 31, 2018 | 59                        | 59                                  | 52                                   | 4                                 | 3                                  |

### Summary of the [Capital Regional District \(CRD\) Housing Needs Assessment for Salt Spring Island](#):

As an unincorporated electoral area, Salt Spring Island is primarily under jurisdiction of the CRD, with land use planning administered by the Islands Trust. In the most recent housing assessment conducted by CRD on Salt Spring Island, the “Capital Regional District Housing Needs Assessment Salt Spring Island 2020” indicated the population of Salt Spring Island grew by 10% between 2006 and 2016, a similar rate of growth compared to the CRD as a whole. Projections suggest Salt Spring Island could experience more rapid population growth in the future, primarily driven by growth of the senior population.

Salt Spring Island has few primary rental market units, with almost all renters finding homes in the secondary rental market. Evidence suggests that demand for secondary rental market units far exceeds supply, with rents increasing in recent years.

Between 2006 and 2016, the population of Salt Spring Island grew from 9,640 to 10,557 residents, an increase of nearly 10%.

As of 2016, Salt Spring Island residents comprised approximately 3% of the CRD’s population.

FIGURE 4 RELATIVE POPULATION CHANGE FROM IN SALT SPRING ISLAND AND CRD, 2006 TO 2016



Source: Statistics Canada Census Program, Census Profiles 2006, 2011, 2016

If Salt Spring Island continues growing in a similar manner as the past, the community will see an additional 601 households form between 2016 and 2025. New households are projected to be 11% renters and 89% owners.

ESTIMATED HOUSING UNITS NEEDED

|                     | 2016-2020 | 2020-2025 |
|---------------------|-----------|-----------|
| Total               | 299       | 302       |
| Studio or 1 Bedroom | 140       | 136       |
| 2 Bedroom           | 118       | 120       |
| 3+ Bedroom          | 41        | 46        |

In 2016, 14% of the population of Salt Spring Island had moved there in the previous year. This was double the rate for the CRD as a whole (7%). Projections suggest that Salt Spring Island grew by approximately 499 residents between 2016 and 2020 and could grow by an additional 454 residents between 2020 and 2025.

As of 2016, there were 4,840 dwellings on Salt Spring Island. Salt Spring Island has far less diverse housing stock compared to the CRD. In 2016, 81% of housing was single-detached houses, compared to 42% for the regional average. Statistics Canada indicated there are 6,105 private dwellings on the island based on the 2021 data.

TABLE 8 PROJECTED POPULATION AND POPULATION GROWTH, 2016-2025

|                          | 2016   | 2020   | 2025   |
|--------------------------|--------|--------|--------|
| Population               | 10,555 | 11,054 | 11,508 |
| Change from prior period | N/A    | 499    | 454    |

Source: Derived from Statistics Canada Census Program, and BC Stats Custom CRD Population Projections

If regional trends continue, Salt Spring Island is projected to experience similar population growth from 2020 to 2025 as seen over the past three census counts. Over this period, Salt Spring could see an increase of 454 people and 302 households.

Based on recent historical trends, renter households may continue to grow faster than owner households in the near future. In reality, the actual distribution of owner and renter households will be affected by the supply of housing in the community.

TABLE 18 PROJECTED HOUSING UNITS ON SALT SPRING ISLAND, 2016-2025

| Household Types                           | Studio / 1 Bedroom | 2 Bedroom | 3+ Bedroom | Total |
|-------------------------------------------|--------------------|-----------|------------|-------|
| 2016-2020                                 | 140                | 118       | 41         | 299   |
| Couple without Children                   | 69                 | 69        | 0          | 138   |
| Families with Children and Other Families | 0                  | 14        | 29         | 43    |
| Non-Family                                | 71                 | 35        | 12         | 118   |
| 2020-2025                                 | 136                | 120       | 46         | 302   |
| Couple without Children                   | 68                 | 68        | 0          | 136   |
| Families with Children and Other Families | 0                  | 18        | 35         | 53    |
| Non-Family                                | 68                 | 34        | 11         | 113   |

Key Areas of Local Need for Salt Spring Island identified in the report are:

- Affordable housing
- Rental housing
- Housing for people with disabilities
- Housing for seniors
- Housing for families
- Homelessness

## Highlights of recommendations from previous efforts

### Housing Task Force Recommendations

- Establish an interagency Housing Authority
- 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).
- Update the potable water requirement to align with the Island Health Multi-family building requirement of approximately 220 L per person daily.
- Enable low-cost, alternative housing types, such as tiny homes
- Invite, support, and facilitate private property owners to apply for pilot project rezoning to accommodate tiny home villages
- 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.
- Eco-Density Bonus. Encourage ecological and energy and efficient water homes by allowing a provision to add density 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.).
- 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.
- 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.
- 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.
- Establish a regulatory and enforcement system for short-term vacation rentals

### Islands Trust Final Report

- Consider initiating a Trust-wide Affordable Housing strategy, with direction to LTCs to develop Local Trust area-specific components.
- Initiate an ongoing Housing Council consisting of membership from a broad range of stakeholders
- Explore the potential for the creation of an affordable housing Land Trust.
- Explore the potential for and required changes to the Trust Fund Board to allow it to hold land on an interim basis for affordable housing
- Bring forward a thorough analysis of alternative ways of measuring density and how to manage any corresponding impacts before consideration of requesting model bylaws be developed for local trust committees
- Develop model bylaws that use floor area ratio as a density metric for consideration of implementation in local trust area land use bylaws.
- Develop model density bonus bylaws for consideration of implementation in local trust area land use bylaws
- Develop model bylaws to address the use of building stratas as a tool for affordable housing.
- Develop model rental housing zoning bylaw.
- Continue development of a program for Islands Trust to hold and administer housing agreements on behalf of local trust committees.

### **SS Housing Working Group Report**

- Establish Integrated Solutions Board
- Implement actions
- Monitor other community policy innovations that fit project vision – modify and adopt
- Conduct ongoing consultation and data collection for accountability to the vision
- Draft, process and implement OCP and LUB amendments

### **Salt Spring Solutions – Homes for Islanders**

- Strategy 1: Coordinated and Properly Resourced Local Approach to Housing
- Strategy 2: Effective Public Education, Engagement, and Dialogue on Housing
- Strategy 3: Preservation of Rural Areas and Nature Space through Clustered Housing
- Strategy 4: Readyng Ganges Village for More Housing
- Strategy 5: Accessory Dwellings for Housing, in the Right Places

File No.: 6500-20 – Water  
Sustainability

DATE OF MEETING: July 13, 2023  
TO: Salt Spring Island Local Trust Committee  
FROM: Anthony Fotino, Island Planner  
Salt Spring Island Team  
Copy: Chris Hutton, Regional Planning Manager  
SUBJECT: SSIWPA Salt Spring Island Watershed Protection Plan – Phase 2

## RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee endorse Salt Spring Island Watershed Protection Plan – Phase 2, per Attachment 1 of the staff report dated July 13, 2023.
2. That Salt Spring Island Local Trust Committee refer the draft Salt Spring Island Watershed Protection Alliance 2023/24 Work Plan to SSIWPA for review, per Attachment 2 of the staff report dated July 13, 2023.
3. That Salt Spring Island Local Trust Committee request staff to use the special tax requisition amount of \$43,500 to work with the Capital Regional District (CRD) to facilitate the transition of the Salt Spring Island Watershed Protection Alliance to the CRD.

## REPORT SUMMARY

This report presents the draft Salt Spring Island Watershed Protection Plan Phase 2 report from Econics Services (Attachment 1) to address coordination of watershed protection efforts on Salt Spring Island from 2023-2032. It presents the Salt Spring Island Local Trust Committee (SS LTC) with a draft 2023/2024 work plan (Appendix 2) for the Salt Spring Island Watershed Protection Alliance (SSIWPA) to meet the funding in this year's annual special property tax requisition for the service.

This staff report makes three recommendations:

- 1) That the Salt Spring Island Local Trust Committee receive and endorse Salt Spring Island Watershed Protection Plan – Phase 2;
- 2) That Salt Spring Island Local Trust Committee endorse the draft SSIWPA 2023/24 Work Plan; and
- 3) That Salt Spring Island Local Trust Committee request staff to use the special tax requisition amount of \$43,500 to work with the Capital Regional District (CRD) to facilitate the transition of SSIWPA to the CRD.

## BACKGROUND

In October 2021, the SS LTC adopted a [project charter](#) for the development of a watershed protection strategic plan for Salt Spring Island. Phase 1 of this plan was a qualitative assessment of SSIWPA's performance along with

a discussion of alternative options and recommendations for how to improve Salt Spring Island's coordination of watershed stewardship and protection.

The SS LTC sought to have the project charter purpose achieved when it put out the Request for Proposals for this work in late 2021 to develop a strategic plan. This was consistent with the objectives project charter dated October 2021.

1) [Phase 1](#): Produce a Situation Analysis and Options Identification Report which reviews the current approach to coordinating watershed protection policy on Salt Spring Island and makes recommendations for improvement, and

2) Phase 2: Develop a Salt Spring Island Watershed Stewardship and Protection Strategic Plan (the Plan).

The purpose of this project is to develop, under the guidance of a qualified consultant, a plan to guide and prioritize watershed protection policy development and actions on a medium-term basis (5-to-10 years). The Plan would better support member agencies involved (or invited to be involved) in SSIWPA to collaborate to implement watershed protection policy renewal and actions, and to advance effective, equitable and modernized land and water use planning.

The Phase 1 report concluded that it is difficult to disentangle the issue of watershed coordination from the greater governance challenges facing Salt Spring Island and on that basis the recommended interim solution is to reform the watershed protection coordination function such that it is brought under closer Islands Trust oversight and that the SSIWPA name and brand be retired. This aligns with objective 1 of the October 2021 project charter which identifies the need to improve the coordination of watershed stewardship and protection policy on Salt Spring Island.

#### *Status of Action on Recommendations from Phase 1*

- Recommendation 1 was implemented in the 2022/23 fiscal year during Phase 2 Plan development.
- Recommendation 4 has been completed and is presented along with this staff report (Appendix 1).
- Recommendations 2, and 3 remain to be actioned as part of the implementation of the Phase 2 report (the Plan, Appendix 1).
- Recommendation 5, as part of agency-to-agency negotiations as upcoming next steps, this recommendation was addressed. See Salt Spring Island Watershed Protection Plan – Phase 2.

#### *Salt Spring Island Watershed Protection Plan – Phase 2*

Phase 2 of the SSI Watershed Protection Plan was completed in March 2023 by Econics. Using a method that set it apart from previous action plans and strategies, the Plan was jointly developed by representatives from key partner agencies of the SSIWPA: CRD, Islands Trust and North Salt Spring Waterworks in 2022/23. It presents 19 actions, including an implementation schedule and cost estimates.

The Plan reveals that a preferred strategy for governance reform from those seven options presented in the Phase 1 report is:

**#3) transfer coordination function to CRD under a new or existing service under the *Local Government Act***

Rationale: Since a high majority of Plan actions rest within the purview and jurisdiction of the CRD functions within the *Local Government Act*, this option serves the longevity and capacity of the Watershed Protection Plan, given that the CRD is:

- Less restricted in its ability to deliver watershed protection services compared to Islands Trust;
- Regional Districts already deliver similar programs elsewhere (RDN and CVRD), and;
- The CRD already has a necessary administrative framework in place

#### *Draft 2023/24 SSIWPA Work Plan*

The draft work plan (Attachment 2) is for the watershed protection work programme and proposes that staff focus on early phase implementation of the Salt Spring Island Watershed Protection Plan 2023-2032 by coordinating the transition of watershed protection functions from Islands Trust to CRD, including a new governance model. Most of the time and funds will be spent on this implementation with some being allocated to communication.

A combination of the contractor and staff's time would be spent on the following (as reflected in the draft work plan):

1. Carry out agency-to-agency negotiations with the CRD's Salt Spring Island Electoral Area Senior Manager and Electoral Area Director as CRD develops a service and governance entity to carry out the Salt Spring Island Watershed Protection Plan 2023-2032;
2. Develop a community engagement process for the Watershed Protection Plan 2023-2032; and
3. Facilitate SSIWPA member agency consultation/input as part of the public engagement for the Salt Spring Island Watershed Protection Plan 2023-2032 and re: governance model for new service

The SSIWPA working group had the opportunity to provide input and comments throughout the creation of the phase 2 report and has seen the contents of the final report in March 2023. They, however, have not had the opportunity to see or provide comments on the draft work plan. This staff report package has been forwarded to Karla Campbell of the CRD for comment.

## **ANALYSIS**

### **Issues and Opportunities**

#### *SSIWPA Budget and Special Property Tax Requisition*

In March 2023 Islands Trust Council adopted a budget that included a special property tax requisition for the Salt Spring Island Local Trust Area in the amount of \$43,500 to fund the coordination of watershed protection efforts. The adopted budget is an appropriate amount to facilitate the transition of SSIWPA (a forum to advise on the development and implementation of policies and actions to coordinate watershed protection in the Salt Spring Island Local Trust Area) and watershed protection government functions to the CRD which is reflected in the draft work plan (Attachment 2). The proposed work plan indicates that coordination action for SSIWPA this year is carrying out actions to undertake governance reform as set out by the Phase 1 report, including development of a terms of reference for both SSIWPA itself as an ongoing governance entity advising the watershed protection service function of the CRD, as well as advising and consulting with CRD staff to undertake development of unique terms for the service itself that will facilitate implementation of the Plan.

The special tax requisition funding for fiscal 2023/24 is intended for the Watershed Protection work programme at Islands Trust, including a coordination function. The SSIWPA budget was created before the Plan was finalized, and is no longer representative of the intended expenditures for fiscal 2023/24. The outdated budget was:

|                                           |                 |
|-------------------------------------------|-----------------|
| Annual coordinator compensation           | \$60,000        |
| Annual Community Events and Communication | \$14,160        |
| SSIWPA Meeting Costs                      | \$1,340         |
| <b>Total</b>                              | <b>\$75,500</b> |

Given the funding available of \$43,500 staff present the following scenarios for the SS LTC to consider:

#### Scenario 1

Carry out all watershed protection activities within the \$43,500 raised through the special property tax requisition, but reduce scope and coordinator fees.

This scenario assumes that SS LTC is willing to alter the budget identified in the 2023/24 SSIWPA budget and work plan. This scenario would also mean a reduction in contract assistance time for staff to carry out the work plan (and therefore a reduction in compensation budget amount for contractor(s)) to offset the reduction in special tax requisition amount.

|                                                                                                                                                         |                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Transition of Watershed Protection to CRD including Governance Reform and Public Engagement (Plan)<br>- Includes contract assistance (to be negotiated) | \$43,500        |
| <b>Total</b>                                                                                                                                            | <b>\$43,500</b> |

#### Scenario 2

Carry out watershed activities within the \$43,500 raised through the special property tax requisition.

This scenario assumes that SS LTC wishes to maintain the meeting costs and events/communications initiatives for the fiscal 2023/24 work plan that were identified in the fiscal 2022/23 work plan.

|                                    |                 |
|------------------------------------|-----------------|
| Contract assistance                | \$33,500        |
| Community Events and Communication | \$5,000         |
| Meeting Costs                      | \$5,000         |
| <b>Total</b>                       | <b>\$43,500</b> |

In both of the above scenarios, staff will determine appropriate contract assistance to support the SS LTC decision on spending the special tax requisition.

### Rationale for Recommendation

- 1. That the Salt Spring Island Local Trust Committee endorse Salt Spring Island Watershed Protection Plan – Phase 2, per Attachment 1 of the staff report dated June 22, 2023.**

As noted above, the Phase 2 report provides an effective and efficient means to bring about collaborative watershed protection outcomes in both policy and action.

2. **That Salt Spring Island Local Trust Committee refer the draft Salt Spring Island Watershed Protection Alliance 2023/24 Work Plan to SSIWPA for review, per Attachment 2 of the staff report dated July 13, 2023.**

As noted above, the primary focus of the work in fiscal 2023/24 will be on early phase implementation of the Salt Spring Island Watershed Protection Plan 2023-2032 by coordinating the transition of watershed protection coordination from Islands Trust a new governance model at CRD.

3. **That Salt Spring Island Local Trust Committee request staff to use the special tax requisition amount of \$43,500 to work with the Capital Regional District (CRD) to facilitate the transition of the Salt Spring Island Watershed Protection Alliance to the CRD.**

Staff recommend funding Watershed Protection Coordination is a priority SS LTC work program and central to other priorities, despite the reduction in the special property tax requisition for fiscal 2023/24.

## **Alternatives**

### SSIWPA Watershed Protection Plan – Phase 2

1. **Request Staff to report back on Options based on Resource Needs**

If the SS LTC wishes to take this option it could pass the following resolution:

*That the Salt Spring Island Local Trust Committee request staff report back on options based on resource needs to amend prior to approval:*

2. **Not endorse the SSIWPA Watershed Protection Plan – Phase 2**

If the LTC wishes to take this option it could pass the following resolution:

*That the Salt Spring Island Local Trust Committee does not endorse the SSIWPA Watershed Protection Plan – Phase 2 and will not proceed further with the Salt Spring Island Watershed Protection Alliance.*

### SSIWPA Work Plan

1. **Amend SSIWPA Work Plan**

If SS LTC wishes to undertake all SSIWPA-related activities within the \$43,500 ceiling of the fiscal 2023/24 special property tax requisition it should request information to consider amending the previously-endorsed SSIWPA budget to indicate where it would like to reduce expenditures. Such reductions could come either in the form of reduced coordinator hours, fewer meetings, or reduced events and communications initiatives.

The SS LTC could consider the following resolution:

*That the Salt Spring Island Local Trust Committee request staff to prepare a work plan and budget, and in the case of the budget being greater than \$5,000 to amend the SSIWPA work plan as follows:*

1) . . . . .

2) . . . . .

2. **Endorse the draft Salt Spring Island Watershed Protection Alliance 2023/24 Work Plan**

If the LTC wishes to take this option it could pass the following resolution:

*That Salt Spring Island Local Trust Committee endorse the draft Salt Spring Island Watershed Protection Alliance 2023/24 Work Plan, per Attachment 2 of the staff report dated July 13, 2023*

**3. Not proceed further with the Salt Spring Island Watershed Protection Alliance**

Selecting this alternative would conclude all SSIWPA activities including the Watershed Protection Plan project. The implications of this being the premature end to the facilitation of transitioning watershed protection on the Salt Spring Island to the CRD. If the LTC wishes to take this option it could pass the following resolution:

*That the Salt Spring Island Local Trust Committee resolve that it will not proceed further with the Salt Spring Island Watershed Protection Alliance, not endorse the Watershed Protection Plan, and indicate that the Watershed Protection Plan Project is concluded.*

**NEXT STEPS**

Staff will execute the directions of the SS LTC in respect of the foregoing issues.

|               |                                         |              |
|---------------|-----------------------------------------|--------------|
| Submitted By: | Anthony Fotino, Island Planner          | July 6, 2023 |
| Concurred By: | Chris Hutton, Regional Planning Manager | July 6, 2023 |

**ATTACHMENTS**

1. Salt Spring Island Watershed Protection Plan – Phase 2
2. 2023/24 Draft SSIWPA Work Plan

# Salt Spring Island Watershed Protection Plan

2023 to 2032

March 2023

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## Executive Summary

Watershed stewardship on Salt Spring Island is complicated. Responsibility is shared among Federal, Provincial, Indigenous, and local governments, water service providers, conservation and stewardship groups, the private sector, and residents. With this complex jurisdictional context, combined with water availability challenges and development pressure, it is vital that organizations work together effectively.

This document sets out a multi-agency watershed protection plan for Salt Spring Island. It is jointly endorsed by the agencies that are responsible for its implementation – the Capital Regional District, Islands Trust, and North Salt Spring Waterworks District (the “partner agencies”).

The plan builds on a number of strategies completed by various organizations and entities over the past two decades. It strives to chart a new course toward concerted and collaborative watershed protection effort. What makes it different is that it has been jointly developed and endorsed by the partner agencies, presenting a unified approach to collective action. It also sets out several governance reforms that will further improve water stewardship coordination.

## Plan Goals

Plan goals and objectives are adapted directly from Islands Trust’s Freshwater Sustainability Strategy and were developed in 2021 with input from all the partner agencies. The overarching goals – the results we aim to achieve – are as follows:

- Protect ecosystems and the overall health of watersheds and groundwater on Salt Spring Island.
- Collaborate with First Nations and Indigenous organizations to create understanding of cultural and spiritual values about water and how they interrelate with ecosystems and community well-being in decision making.
- Preserve or enhance the quantity and quality of Salt Spring Island’s drinking water sources.
- Enable residents and visitors to enjoy the island’s freshwater for recreation, aesthetic, and spiritual purposes.

## Actions to Protect Salt Spring Island’s Watersheds

The plan sets out 19 actions to protect Salt Spring Island’s watersheds under the following five categories:

1. Watershed Ecosystem Science
2. Groundwater Science
3. Community Water Use Efficiency and Stewardship
4. Watersheds and Drinking Water Protection Planning
5. Watershed Protection Governance and Coordination

The full list of actions is found in the table on the following page.

## Consolidated List of Watershed Protection Actions

### Watershed Ecosystem Science

1. Implement or continue flow and level monitoring for priority lakes and streams.
2. Implement or continue water quality monitoring for priority lakes and streams that addresses nutrients and contaminants of concern.
3. Update hydrology and watershed ecosystem base maps and datasets.
4. Develop or update availability assessments for priority lake watersheds.

### Groundwater Science

5. Improve management of groundwater data to inform decision making.
6. Continue to develop a coordinated long-term groundwater monitoring program, including monitoring saline intrusion along coastal zones.
7. Continue groundwater recharge potential mapping and delineate areas likely to have hydraulic connectivity with surface water.
8. Continue groundwater availability assessments including delineating well catchment areas and identifying aquifer supply capability.

### Community Water Use Efficiency and Stewardship

9. Support the freshwater stewardship and outreach efforts of Salt Spring community and volunteer organizations.
10. Improve access to relevant water use efficiency resources for residents and businesses.
11. Continue to deliver education and provide incentives to promote rainwater harvesting.
12. Continue to improve water use accounting procedures and regularly conduct water system consumption surveys.

### Watersheds and Drinking Water Protection Planning

13. Integrate water availability and vulnerability information into land use policies and regulations.
14. Establish groundwater regions as a focus for land use planning on Salt Spring Island.
15. Develop local guidelines, policies, and regulations for proof of sufficient water requirements for development applications.

### Watershed Protection Governance and Coordination

16. Collaborate with First Nations with territorial interests in Salt Spring Island and waters and with Indigenous organizations.
17. Complete governance review to ensure that watershed protection and stewardship administrative and coordination arrangements are optimized.
18. Encourage the Provincial Government to investigate potential use of regulatory instruments including water objectives, area-based management plans, and drilling authorizations.
19. Continue to convene a multi-organization forum for communication and coordination about watershed protection activities.

This strategy will be delivered between 2023 and 2032. More detailed operational plans will be developed for each action by lead agencies through their respective program and project approval processes. All the actions set out in this plan are important, but initial emphasis will focus on 19 identified priority projects.

Each partner agency is responsible for implementation and governance of the actions, programs, and projects that they will lead. The partners are also committed to completing the governance review of watershed protection coordination that commenced in 2022, recognizing that this may result in shifts to current responsibilities and administrative/regulatory arrangements. Communication and coordination will take place through a multi-organization forum that will build on the success that the Salt Spring Island Watershed Protection Alliance has had in this capacity since 2013.

The multi-agency nature of this plan reflects the importance of collaboration and partnerships in understanding, stewarding, and planning for water sustainability for tomorrow.

## 1.0 Introduction

This document sets out a multi-agency watershed protection plan for Salt Spring Island. It is jointly endorsed by the agencies that are responsible for its implementation – the Capital Regional District, Islands Trust, and North Salt Spring Waterworks District (the “partner agencies”).

The plan builds on a number of strategies completed by various organizations and entities in recent years. It strives to chart a new course toward concerted and collaborative watershed protection effort. What makes it different is that it has been jointly developed and endorsed by the partner agencies, presenting a unified approach to collective action.

Following this introduction, this document has four sections, as follows:

- section 2 describes the policy context;
- section 3 sets out goals and objectives;
- section 4 sets out the plan’s actions, grouped under five categories; and,
- section 5 discusses implementation, including scheduling, governance, and resourcing.

The time horizon for this plan is ten years, covering the decade from 2023 to 2032. Its scope is limited to freshwater on Salt Spring Island and surrounding small islands, including both groundwater and surface water. Marine waters are out of scope, as are other islands in the Capital Regional District or Islands Trust Area.

### How This Plan Was Developed

This plan was created in 2022/23. It was funded by Islands Trust and prepared under the Salt Spring Island Watershed Protection Alliance. It was developed by an interagency working group with representatives from all partner agencies. It also benefited from input from the chair of the Alliance’s Technical Advisory Committee and a representative from the Provincial Ministry of Forests’ Water Protection Branch. The project was supported by Econics, a Victoria-based consulting firm that specializes in water sustainability, and the Salt Spring Island Watershed Protection Alliance coordinator.



## 2.0 Partners in Watershed Stewardship

Watershed stewardship on Salt Spring Island is complicated. Partner agencies share responsibility with Indigenous Nations, the Federal Government, The Provincial Government, other water service providers, conservation and stewardship groups, the private sector, and residents. Table 1, below, provides an extensive but still incomplete list of involved organizations, agencies, and sectors. Appendix 1 provides an overview of how responsibility is distributed.

**Table 1: Water Management Partners on Salt Spring and Surrounding Islands**

### First Nations

- |                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• BOKÉĆEN (Pauquachin) First Nation</li> <li>• Cowichan Tribes</li> <li>• Halalt First Nation</li> <li>• Lake Cowichan First Nation</li> <li>• Lyackson First Nation</li> <li>• MÁLEXEL (Malahat) Nation</li> <li>• Penelakut Tribe</li> </ul> | <ul style="list-style-type: none"> <li>• SEMYOME (Semiahmoo) First Nation</li> <li>• STÁUTW (Tsawout) First Nation</li> <li>• Stz'uminus (Chemainus) First Nation</li> <li>• Tsawwassen First Nation</li> <li>• WJOLELP (Tsartlip) First Nation</li> <li>• WSIKEM (Tseycum) First Nation</li> </ul> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Federal Government

- |                                                                                                                     |                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Fisheries and Oceans Canada</li> <li>• Natural Resources Canada</li> </ul> | <ul style="list-style-type: none"> <li>• Geological Survey of Canada</li> <li>• Water Survey of Canada</li> </ul> |
|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|

### Provincial Government

- |                                                                                                                                                                                                                  |                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Ministry of Agriculture and Food</li> <li>• Ministry of Environment and Climate Change Strategy</li> <li>• Ministry of Forests</li> <li>• Ministry of Health</li> </ul> | <ul style="list-style-type: none"> <li>• Ministry of Land, Water and Resource Stewardship</li> <li>• Ministry of Municipal Affairs</li> <li>• Ministry of Transportation and Infrastructure</li> </ul> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Regional/Local Government

- |                                                                                                                                                                                                             |                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Capital Regional District (including Beddis, Cedar Lane, Cedars of Tuam, Fulford, &amp; Highland/Fernwood water service areas)</li> <li>• Islands Trust</li> </ul> | <ul style="list-style-type: none"> <li>• Island Health</li> <li>• Improvement districts: North Salt Spring Waterworks, Harbour View, Mt. Belcher, and Scott Point</li> </ul> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Non-Government Entities

- |                                                                                               |                                                                                      |
|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Stratas and other water service providers</li> </ul> | <ul style="list-style-type: none"> <li>• Community and stewardship groups</li> </ul> |
|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|

### Other

- |                                                                                                                                                                                                               |                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Agricultural sector</li> <li>• Development sector</li> <li>• Education sector</li> <li>• Hydrogeologists, hydrologists, and other technical professionals</li> </ul> | <ul style="list-style-type: none"> <li>• Irrigation and landscaping sector</li> <li>• Planning sector</li> <li>• Water service sector</li> <li>• Private landowners</li> </ul> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Source: adapted from Islands Trust (2021)*

With this complex jurisdictional context, combined with freshwater availability challenges and development pressure, it is vital that the partner agencies and other organizations work together effectively.

At the same time, this arrangement also offers the chance to magnify effort by bringing together the expertise, authority, information, and tools of many organizations, and the opportunity to leverage additional resources and energy for specific projects and initiatives.

Since 2013, multi-agency effort has been coordinated through the Salt Spring Watershed Protection Alliance. It was created by Islands Trust under Council Bylaw 154. It receives funding under a special property tax requisition, which supports water-related policy and planning activity that is not included within general operations of the Local Trust Committee. Other agencies contribute additional funding and resources for joint projects. The Alliance has grown to include over 15 provincial, regional, or local agencies, and community organizations. It has advanced public awareness about the need for stewardship and fosters innovative policy development, cross-agency information sharing, and better data collection and management.

The partner agencies have also independently advanced important strategic planning activities on their own in recent years. For example:

- also in 2022, Islands Trust completed its Freshwater Sustainability Strategy to identify the actions it will take over the next decade to protect water resources over the long term across the entire Islands Trust Area;
- in 2021, North Salt Spring Waterworks District developed a three-year Strategic Plan to advance its vision for the provision of its services in an environmentally, economically, and socially sustainable manner to its customers.

These efforts sit in the context of broader initiatives to improve watershed protection. For example, in early 2022, the BC Provincial Government initiated development of a new Watershed Security Strategy for the entire province. In early 2023, it also committed \$100 million to a Watershed Security Fund to support wild salmon health, clean drinking water, biodiversity, flood resilience, economic opportunities, and reconciliation with First Nations.

These examples followed previous strategic planning by the partner agencies and other organizations dating back to 2007. These earlier efforts greatly informed development of this current plan. Drawing from them ensured that we build on, rather than repeat, past effort. A list of these documents can be found in Section 6 (References), below.

Despite individual endeavors such as previous strategic planning and the necessary coordination offered through the Salt Spring Island Watershed Protection Alliance, fragmentation of effort remains a challenge, as does effective project development and delivery. While jurisdictional responsibility is reasonably well established, it is not always completely clear which agency should take the lead on specific initiatives or projects.

This plan provides a foundation for more directed and efficient action in the future. It also sets out several governance reforms below under Action 17 that will further improve coordination.

## **Indigenous Nations' Role in Freshwater Stewardship**

Salt Spring and its surrounding islands have been home to Indigenous Peoples since time immemorial. As Table 1 highlights, the area is situated in the treaty and territorial lands and waters of many Indigenous People. Freshwater is subject to Indigenous rights and title. The partner agencies commit to collaborating with Indigenous Nations to develop understanding of their goals and to integrating their participation and interests into decision making. The partner agencies will also collaborate with Indigenous Nations and organizations to increase broader community awareness of water-related cultural values, interests, and inherent rights.



## 3.0 Plan Goals and Objectives

This section outlines the overarching goals and objectives for this plan. These are adapted from Islands Trust's Freshwater Sustainability Strategy, which was developed in 2021 with input from all the partner agencies – Capital Regional District, Islands Trust, and North Salt Spring Waterworks District.

### 3.1 Plan Goals

The Salt Spring Island Watershed Protection Plan's overarching **goals** – the results it aims to achieve - are as follows:

- Protect ecosystems and the overall health of watersheds and groundwater on Salt Spring Island.
- Collaborate with First Nations and Indigenous organizations to create understanding of cultural and spiritual values about water and how they interrelate with ecosystems and community well-being in decision making.
- Preserve or enhance the quantity and quality of Salt Spring Island's drinking water sources
- Enable residents and visitors to enjoy the island's fresh water for recreation, aesthetic, and spiritual purposes.

### 3.2 Plan Objectives

Supporting **objectives** are the means by which the goals will be met. Plan objectives are as follows:

- Understand and respect Indigenous ways of knowing and community knowledge about water resources; weave together different ways of understanding to improve water management.
- Improve information and knowledge about the quality and quantity of water resources.
- Use the most updated and comprehensive information to protect Salt Spring Island's watersheds and water resources in land use planning and development decisions.
- Increase public awareness of water efficiency, stewardship, groundwater, and the importance of watersheds.
- Improve coordination of effort among the various governments and agencies with authority over freshwater stewardship.
- Enable integrated decision-making that considers the cumulative effects of human activities and climate change impacts on the island's water resources.

## 4.0 Actions to Protect Salt Spring Island's Watersheds

### Watershed Ecosystem Science

Attaining sufficient, high quality, and statistically defensible data on water resources is an essential pre-requisite to successful future management. Agencies will work together to improve water quality and quantity monitoring, particularly at drinking sources and fish-bearing streams. Better data and information will support robust, ongoing watershed characterization and provide a baseline for land use planning and water management.

#### **Action 1. Implement or continue flow and level monitoring for priority lakes and streams.**

This action builds on lake level monitoring currently undertaken by Islands Trust as well as monitoring at St. Mary Lake and Lake Maxwell by North Salt Spring Waterworks District. Provincial monitoring of priority streams such as Fulford Creek and community-based hydrological monitoring of many watersheds by Salt Spring Island Water Preservation Society may also contribute key datasets. Agencies will collaborate to develop an integrated surface water monitoring program under the lead of a single agency, then continue data collection accordingly. Outputs will be held in appropriate public-facing repositories, preferably hosted by the Province. Effort will be invested in uploading historical data that is currently held by individual agencies but not readily accessible. This will include data collected by trained stewardship group volunteers who follow Provincial guidelines.

#### **Action 2. Implement or continue water quality monitoring for priority lakes and streams that addresses nutrients and contaminants of concern.**

Agencies will collaboratively identify priority lakes, streams, and aquifers where quality problems may threaten aquatic ecosystem health and drinking water. CRD will develop and implement a monitoring program jointly with partner agencies. This program will harmonize and integrate monitoring effort already underway by the Capital Regional District and North Salt Spring Waterworks District, and ideally Island Health. Focus will continue to be on drinking water lakes (St. Mary, Maxwell, Cusheon, and Weston) and fish-bearing streams. As with quantity data, effort will be invested in ensuring information is held in publicly accessible repositories and that effort of trained volunteers is incorporated. Key goals include understanding risk of contamination of drinking sources, informing protection of wells, and ensuring that each watershed's ability to assimilate wastes is not over-taxed.

#### **Action 3. Update hydrology and watershed ecosystem base maps and datasets.**

To improve understanding of the nature of island watershed hydrology, drainage network mapping and stream mapping need to be updated. Tasks include:

- review application of existing riparian areas mapping for Development Permit Area 7;
- update/expand mapping for Development Permit Area 4 (Lakes, Streams, Wetlands), currently based on outdated Terrain Resource Information Management data;
- create watershed resiliency maps to determine how the landscape is adapting to climate change and identify risk of wildfire, drought, and flooding;
- create a freshwater atlas and data dashboard; and,
- harmonize watershed mapping used by partner agencies.

#### **Action 4. ➤ Develop or update availability assessments for priority lake watersheds.**

Partner agencies will collaboratively assess current and future water availability using an ecosystem-based mapping, modelling, and management approach.

A water budget is a tool to assess a watershed's ability to support the community and the environment. It is an accounting of the volume of precipitation that recharges the landscape, the amount consumed (licensed use and assumed extraction rates), and what flows out at that level of consumption. The goal is to develop thresholds or objectives for informing land use and supply planning. Having these for Salt Spring Island will improve understanding of where supplies are sufficiently constrained that planning needs to be modified or development needs to be redirected.

This work will build on surface water budget work already completed for Salt Spring Island, notably assessments of St. Mary Lake and Maxwell Lake undertaken by North Salt Spring Waterworks District, and the Lake Weston water availability and climate change assessment recently completed by Capital Regional District and Islands Trust. Where possible, it will also incorporate data from the Water Preservation Society FreshWater Catalog project.

#### **Watershed Ecosystem Science: Priority Projects**

- Complete wet areas and wetland mapping for Development Permit Area 4
- Complete watershed resilience mapping (including wildfire risk and extent of contiguous forest).
- Develop a lake monitoring data dashboard with automated telemetry.
- Complete stormwater and flood management mapping.

#### **Groundwater Science**

Actions in this area involve primary research and mapping to improve information and knowledge about groundwater quantity and quality.

#### **Action 5. ➤ Improve management of groundwater data to inform decision making.**

Access to reliable and current data and information about groundwater is essential to understanding drinking water and ecosystem vulnerability. Agencies will collaborate to improve systems for uploading, storing, analyzing, and accessing data. Wherever feasible, publicly accessible, open, Provincial Government systems will be used.

#### **Action 6. ➤ Continue to develop a coordinated long-term groundwater monitoring program, including monitoring saline intrusion along coastal zones.**

Water monitoring must be continuous and coordinated among agencies that have existing programs and regulatory responsibilities. Partner agencies will continue to collect and collate groundwater data pertaining to quality, quantity, and aquatic ecosystems.

**Action 7. ➤ Continue groundwater recharge potential mapping and delineate areas likely to have hydraulic connectivity with surface water.**

Understanding recharge potential is necessary to determine how much groundwater is available for environmental and human needs. By developing, running, and ground-truthing models customized to local conditions, this action will spatially identify intrinsic recharge potential in aquifers.

**Action 8. ➤ Continue groundwater availability assessments including delineating well catchment areas and identifying aquifer supply capability.**

Agencies will continue to estimate how much groundwater is available to support demand. This is determined through groundwater budget assessments that consider recharge potential, climate-related data, estimated human consumption, hydrogeochemistry, contaminant risk, and hydrological modelling. Models will be 'ground-truthed' through calibration with surface water and well data. Results will be presented in publicly available dashboards.

### **Groundwater Science: Priority Projects**

- Continue the ongoing groundwater wells and lake level monitoring program.
- Continue development of availability assessments for key groundwater management units.
- Assess environmental flow needs of groundwater dependent ecosystems and waterbodies, integrated with priority stream hydrological monitoring.
- Complete groundwater productivity mapping.
- Characterize aquifer geochemistry and isotopic dating of groundwater.

### **Community Water Use Efficiency and Stewardship**

Partner agencies have a key role in stewardship but cannot do the job alone. Responsibility is shared with other government agencies, community groups, and residents (see Table 1, above). For example, volunteer and non-profit groups such as Transition Salt Spring Society and the Water Preservation Society deliver vital public outreach and stewardship projects that in turn contribute to the success of many of the actions and goals in this plan. Partner agencies will continue to support these groups.

As well, establishing and achieving best practices for efficient water use will reduce the need to tap into new supplies and leave water in the environment for fish and ecosystems.

**Action 9. ➤ Support the freshwater stewardship and outreach efforts of Salt Spring community and volunteer organizations.**

Salt Spring Island's stewardship groups and volunteers play a pivotal role in watershed enhancement projects. They collect data on quality and quantity. They manage privately owned land protected by conservation covenants. They spearhead scientific studies and research. They promote public awareness of the value of water. Community volunteers are valuable partners in sustainability. Partner agencies will support these efforts across the island, focusing on projects that are already underway and attaining results.

**Action 10. Improve access to relevant water use efficiency resources for residents and businesses.**

Salt Spring Island's culture already fosters wise use of water. However, there are still opportunities to promote installation of efficient fixtures and appliances in homes and businesses and simple behaviour change both indoors and outdoors (for example, with minimizing irrigation of lawns or using rainwater on gardens). Agencies will provide additional education and incentives to residents, including leveraging and adapting resources the Capital Regional District already provides to residents in the Greater Victoria Supply Area.

**Action 11. Continue to deliver education and provide incentives to promote rainwater harvesting.**

Rainwater harvesting is already a common activity on Salt Spring Island and builds individual and community resilience to climate change and drought. Agencies will continue to provide tours, guidance, and incentives to promote this technology. This will build on the guidance provided in the Salt Spring Island Watershed Protection Alliance's 2020 *Non-Potable Rainwater Harvesting Best Practices Guidebook*, as well as the rainwater system rebate program offered by Transition Salt Spring Society with funding from Capital Regional District in recent years.

**Action 12. Continue to improve water use accounting procedures and regularly conduct water system consumption surveys.**

Building on the 2020 *Salt Spring Island Water System Survey*, agencies will survey the 16 private and public water systems that serve Salt Spring Island residents who are not on private groundwater wells. The survey will be conducted again by 2025 at the latest, and will collect data about system operation, production, consumption, and rate structures. Results will improve understanding of demand and promote improved system loss management and conservation-oriented pricing.

**Community Water Use Efficiency and Stewardship: Priority Tasks**

- Promote existing video resources and support the development of new video resources to reach increasingly digital local audiences.
- Support the development and distribution of water use efficiency outreach educational materials adapted specifically to the Gulf Islands.
- Support and contribute resources towards an expanded rainwater system rebate program for residential users on any type of groundwater or surface primary water source.

**Watersheds and Drinking Water Protection Planning**

The science actions listed above will improve understanding of the balance between groundwater recharge, surface water availability, and human and ecological demand, as well as the impacts of climate change and other factors. Resulting availability assessments will provide better information to facilitate improved protection through better land and water use planning.

**Action 13. Integrate water availability and vulnerability information into land and water use policies and regulations.**

New information about availability and vulnerability from the Watershed Ecosystem Science and Groundwater Science actions listed above will be incorporated into partner agency planning to reduce risks to watersheds and aquifers.

### 13.1 **Integrate water availability and vulnerability information into land use policies and regulations.**

The Salt Spring Islands Local Trust Committee is the lead land use planning decision making body Salt Spring Island, guided by the “preserve and protect” mandate under the *Islands Trust Act*. Regulatory mechanisms available include restrictive covenants, development permit areas, zoning, and subdivision servicing requirements. See Appendix 2 for more information on these tools. Over the term of this plan, the Local Trust Committee will consider the following activities:

- use new information about water availability and vulnerability to inform the Salt Spring Island Official Community Plan policies and other local land use bylaws as they are updated;
- consider changes to zoning that support density in areas with sufficient water availability and lower risk;
- ensure that decisions to increase development density are guided by the outcomes of the groundwater and surface water availability assessments (i.e., water budgets; see Actions 4 and 8);
- protect groundwater aquifer recharge zones and critical aquifer areas through development permit areas and other planning tools;
- investigate the potential role of source substitution for non-potable purposes including rainwater, greywater, and recycled water;
- require freshwater storage cisterns in new development and redevelopment.

### 13.2 **Integrate water availability and vulnerability information into policies and regulations of other agencies.**

New information about availability and vulnerability will also be used to inform the policies, regulations, and decisions of other partner agencies in this plan. This includes the following:

- both Capital Regional District and North Salt Spring Waterworks District's decisions to authorize new connections to their systems under their authority under the *Local Government Act*.
- Capital Regional District's activities under the Salt Spring Island Stormwater Quality Management Bylaws (Bylaws 2454 and amendments in Bylaw 4178) and other relevant bylaws.

Wherever possible, water availability and vulnerability information will be made available in publicly accessible repositories so it can also guide the actions and decisions of other agencies, including Federal, Provincial and First Nation Governments, and other island water service providers. For example, Provincial agencies may use this information for water allocation planning, licensing, and approval decisions under the *Water Sustainability Act* and for subdivision application decisions under the *Land Title Act* and other relevant legislation.

#### **Action 14. Establish groundwater regions as a focus for land use planning on Salt Spring Island.**

Based on characteristics such as drainage areas, bedrock geology, mapped aquifers, structural geology, and the distribution and characteristics of wells, 17 groundwater sub-regions have been identified on Salt Spring Island (GW Solutions, 2019). This information and additional research will be used to establish groundwater regions as the primary and natural geographic management units for freshwater allocation and land use planning purposes.

#### **Action 15. Develop local guidelines, policies, and regulations for proof of sufficient water requirements for development applications.**

Decision makers in partner agencies need dependable information that shows whether sufficient water is available to support new and existing development. Under this plan, proof-of-water requirements will be updated. This will provide certainty to developers and residents and ensure available freshwater resources are effectively managed.

Consistent with direction in its Freshwater Sustainability Strategy (2021, Action GWSS 10), Islands Trust will incorporate Salt Spring Island-specific proof-of-water requirements into its land use bylaws for subdivision and develop parallel requirements for rezoning applications. These will account for the most recent climate change projections and other emerging information. This action will be guided by comparable requirements currently under development for other Islands Trust Areas (notably Galiano Island). Policy developed under this action will include consideration of the role of rainwater, other non-potable sources, and cistern storage in meeting an individual development's water requirements.

Upon completion, Islands Trust will share these guidelines and policies with other agencies to inform their own regulatory requirements and decision-making guidelines. This includes subdivision applications administered by the Ministry of Transportation and Infrastructure, Ministry of Forest water allocation decisions, decisions to issue new connections by water service providers, and multi-connection water system operating permits issued by the Ministry of Health.

#### **Watersheds and Drinking Water Protection Planning: Priority Projects**

- Develop updated proof-of-water requirements for Islands Trust's land use development decisions.
- Establish groundwater regions as a focus for land use planning through appropriate policy instruments such as Official Plan amendments.
- Integrate water availability and vulnerability information into land use policies and regulations.



## Watershed Protection Governance and Coordination

Given the complex jurisdictional structure of water management in British Columbia, partner agencies recognize that, for this plan to work, they will need to cooperate. They will also need to collaborate with other agencies and organizations with interests and responsibilities in this area, both on and off the island. It is also noted that achieving the goals set out in Section 3 may require reform to existing governance arrangements.

### **Action 16. Collaborate with First Nations with territorial interests in Salt Spring Island and waters and with Indigenous organizations.**

Implementation of this plan provides an opportunity to recognize and elevate Indigenous perspectives and First Nations interests in stewardship. As noted in Section 2.0, Salt Spring Island is located within the treaty and territorial lands and waters of many First Nations. Partner agencies are committed to the significant undertaking of building understanding of local First Nations' diverse history, knowledge, perspectives, and interests in watershed protection and freshwater ecosystem management. This provides an opportunity to demonstrate commitment to reconciliation and to celebrate the richness of Coast Salish history, knowledge, and culture.

Action in this area will be guided in the first place by the priorities and capacities of First Nations whose unceded territories include what is now known as Salt Spring Island. It will also be informed by partner agencies' existing projects, policies and commitments to reconciliation including Islands Trust's Reconciliation Action Plan and the Capital Regional District's Reconciliation Statement.

### **Action 17. Complete governance review to ensure that watershed protection and stewardship administrative and coordination arrangements are optimized.**

In early 2022, Islands Trust commissioned a review of watershed protection coordination arrangements for Salt Spring Island (see Eonics, 2022). A key recommendation from this process was that agencies should develop consensus on preferred longer term governance reforms by selecting from seven identified options.

Agencies will work together to implement the recommendations of this governance review. It is recognized that reform will include challenges, including possible shifts to current responsibilities and amendments to legislative, regulatory, and bylaw authorities. Agencies will also examine long term funding and project resourcing arrangements for the actions identified in this plan, recognizing that all partners must contribute to ensure success.



**Action 18. Encourage the Provincial Government to investigate potential use of regulatory instruments including water objectives, area-based management plans, and drilling authorizations for all or part of Salt Spring Island.**

The partner agencies play key roles in watershed protection, but it is recognized that the Provincial Government regulates extraction and use of both surface and groundwater on Salt Spring Island, not only for private and public water systems, but also for other uses including agricultural, industrial, and natural resources development. The Province also has various authorities to manage existing use, for example in the event of an emergency or chronic shortages resulting from seasonal drought or long-term climate change.

The Province has the ability to trigger several regulatory instruments under existing legislation that may be effective for addressing specific and acute challenges on Salt Spring Island. Instruments include water objectives (enabled under s.43 of the Water Sustainability Act) and water sustainability plans and/or area-based regulations (provided for in Part 3 and Part 6 of the Act respectively).

For example, water objectives could be used to establish quality or quantity thresholds for sensitive aquifers or watersheds that must be taken into consideration by local, regional, and provincial agencies when making decisions governing land and resource use.

Through administrative and political channels, the partner agencies will encourage the Province to investigate which, if any, of these new instruments make sense for the situation on Salt Spring Island.

Concurrently, the partners will also work with the Province to seek funding opportunities for important and relevant projects under the recently announced Watershed Security Strategy and Fund.

**Action 19. Continue to convene a multi-organization forum for communication and coordination about watershed protection activities.**

Multiple players have roles in watershed stewardship and protection on Salt Spring Island. Since 2013, coordination has been driven by the Salt Spring Island Watershed Protection Alliance under the leadership of Islands Trust. Partner agencies are committed to continuing an interagency forum to advise on regional, local, and provincial government policies. The way that coordination is currently structured will be re-evaluated as part of implementation of the governance review in order to ensure that this effort is efficient, effective, and satisfying for the organizations and individuals involved.

**Watershed Protection Governance and Coordination: Priority Projects**

- Complete review of current governance arrangements for watershed protection coordination building on work commenced in 2022 including review of funding arrangements and interagency coordination mechanisms.
- Work with interested First Nations to identify their priority projects and interests related to watershed protection on Salt Spring Island.

## 5.0 Implementation

### 5.1 Schedule

This strategy will be delivered between 2023 and 2032. Table 3, below, provides a high-level schedule noting that more detail is required for many actions before implementation can commence. Comprehensive operational plans will be developed by each action's lead agency through their respective program and project approval processes.

All the actions set out in this plan are important, but initial emphasis will focus on the priority projects listed throughout Section 4 and summarized in Table 4, below.

### 5.2 Coordination and Governance

Each partner agency is responsible for implementation and governance of the actions, programs, and projects that they will lead as set out in Table 3, below. The partners are also committed to completing the governance review that commenced in 2022, recognizing that this may result in shifts to current responsibilities and administrative/regulatory arrangements (see Action 19). The multi-organization forum described under Action 19 will provide a mechanism for communication and coordination on progress, building on the successful role that Salt Spring Island Watershed Protection Alliance has played in this capacity since 2013.

### 5.3 Resourcing

Successful execution of the actions in this plan will require sustained financial and personnel resources from the partner agencies. Without this support, implementation will be at risk. In some cases, the work of existing staff may need to be re-allocated to enable delivery, or new personnel may need to come on board. Other anticipated resourcing needs include contracted services for specialized skills like scientific analysis, technological products, and public engagement.

Some actions may be eligible for grant funding opportunities. However, core program funding must come through tax requisitions and base operating budgets to meet timelines and develop a sustainable program.

Table 3, below, provides an indication of anticipated funding needs for each action. Budgets for individual programs and projects will be developed as part of detailed implementation planning.

### 5.4 Updating the Plan

At the end of 2032, results will be assessed, and a renewed plan will be developed for the next operational period. Progress will be continuously reviewed through an adaptive management approach. This means adapting implementation based on empirical evidence and the views of stakeholders in partner agencies. Change in direction may be driven by monitoring results, impacts of climate change, evolving perspectives among residents, or new partner agency priorities.

**Table 2: Responsibility and Cost Matrix**

| Action                                                                                                                                                                              | Lead Agency*  | Estimated Cost** |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------|
| <b>Watershed Ecosystem Science</b>                                                                                                                                                  |               |                  |
| 1. Implement or continue flow and level monitoring for priority lakes and streams.                                                                                                  | CRD           | \$\$\$           |
| 2. Implement or continue water quality monitoring for priority lakes and streams that addresses nutrients and contaminants of concern.                                              | CRD           | \$\$\$           |
| 3. Update hydrology and watershed ecosystem base maps and datasets.                                                                                                                 | CRD           | \$               |
| 4. Develop or update availability assessments for priority lake watersheds.                                                                                                         | CRD           | \$\$\$           |
| <b>Groundwater Science</b>                                                                                                                                                          |               |                  |
| 5. Improve management of groundwater data to inform decision making.                                                                                                                | IT            | \$\$             |
| 6. Continue to develop a coordinated long-term groundwater monitoring program, including monitoring saline intrusion along coastal zones.                                           | IT            | \$\$\$           |
| 7. Continue groundwater recharge potential mapping and delineate areas likely to have hydraulic connectivity with surface water.                                                    | IT            | \$\$             |
| 8. Continue groundwater availability assessments including delineating well catchment areas and identifying aquifer supply capability.                                              | IT            | \$\$\$           |
| <b>Community Water Use Efficiency and Stewardship</b>                                                                                                                               |               |                  |
| 9. Support the freshwater stewardship and outreach efforts of Salt Spring community and volunteer organizations.                                                                    | CRD           | \$\$             |
| 10. Improve access to relevant water use efficiency resources for residents and businesses.                                                                                         | CRD           | \$\$             |
| 11. Continue to deliver education and provide incentives to promote rainwater harvesting.                                                                                           | CRD           | \$\$\$           |
| 12. Continue to improve water use accounting procedures and regularly conduct water system consumption surveys.                                                                     | CRD/<br>NSSWD | \$               |
| <b>Watersheds and Drinking Water Protection Planning</b>                                                                                                                            |               |                  |
| 13. Integrate water availability and vulnerability information into land use policies and regulations.                                                                              | IT            | \$               |
| 14. Establish groundwater regions as a focus for land use planning on Salt Spring Island.                                                                                           | IT            | \$               |
| 15. Develop local guidelines, policies, and regulations for proof of sufficient water requirements for development applications.                                                    | IT            | \$\$             |
| <b>Watershed Protection Governance and Coordination</b>                                                                                                                             |               |                  |
| 16. Collaborate with First Nations with territorial interests in Salt Spring Island and waters and with Indigenous organizations.                                                   | All           | \$\$             |
| 17. Complete governance review to ensure that watershed protection and stewardship administrative and coordination arrangements are optimized.                                      | CRD/IT        | \$               |
| 18. Encourage the Provincial Government to investigate potential use of regulatory instruments including water objectives, area-based management plans, and drilling authorizations | All           | \$               |
| 19. Continue to convene a multi-organization forum for communication and coordination about watershed protection activities.                                                        | CRD           | \$\$\$           |

\* CRD: Capital Regional District IT: Islands Trust NSSWD: North Salt Spring Waterworks District

\*\* \$ = < \$50,000, \$\$ = \$50,000 - \$100,000, \$\$\$ = > \$100,000

- includes staff time, contractors, capital, and overhead
- reflects anticipated total cost over 10 years

Table 3: Implementation Schedule

|                                                                           | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 |
|---------------------------------------------------------------------------|------|------|------|------|------|------|------|------|------|------|
| <b>Watershed Ecosystem Science</b>                                        |      |      |      |      |      |      |      |      |      |      |
| 1. Flow and level monitoring for priority lakes and streams               |      |      |      |      |      |      |      |      |      |      |
| 2. Water quality monitoring for priority lakes and streams                |      |      |      |      |      |      |      |      |      |      |
| 3. Update hydrology and watershed ecosystem base maps and datasets        |      |      |      |      |      |      |      |      |      |      |
| 4. Develop or update availability assessments for priority watersheds     |      |      |      |      |      |      |      |      |      |      |
| <b>Groundwater Science</b>                                                |      |      |      |      |      |      |      |      |      |      |
| 5. Improve management of groundwater data to inform decision making       |      |      |      |      |      |      |      |      |      |      |
| 6. Long-term groundwater monitoring program                               |      |      |      |      |      |      |      |      |      |      |
| 7. Groundwater recharge potential mapping                                 |      |      |      |      |      |      |      |      |      |      |
| 8. Continue groundwater availability assessments                          |      |      |      |      |      |      |      |      |      |      |
| <b>Community Water Use Efficiency and Stewardship</b>                     |      |      |      |      |      |      |      |      |      |      |
| 9. Support community stewardship and outreach efforts                     |      |      |      |      |      |      |      |      |      |      |
| 10. Improve access to relevant water use efficiency resources             |      |      |      |      |      |      |      |      |      |      |
| 11. Promote rainwater harvesting                                          |      |      |      |      |      |      |      |      |      |      |
| 12. Conduct water system consumption surveys                              |      |      |      |      |      |      |      |      |      |      |
| <b>Watersheds and Drinking Water Protection Planning</b>                  |      |      |      |      |      |      |      |      |      |      |
| 13. Integrate availability and vulnerability information into decisions   |      |      |      |      |      |      |      |      |      |      |
| 14. Establish groundwater regions as a focus for land use planning        |      |      |      |      |      |      |      |      |      |      |
| 15. Develop proof of sufficient water requirements                        |      |      |      |      |      |      |      |      |      |      |
| <b>Watershed Protection Governance and Coordination</b>                   |      |      |      |      |      |      |      |      |      |      |
| 16. Collaborate with First Nations with territorial interests in SSI      |      |      |      |      |      |      |      |      |      |      |
| 17. Complete governance review                                            |      |      |      |      |      |      |      |      |      |      |
| 18. Encourage the Provincial to investigate use of regulatory instruments |      |      |      |      |      |      |      |      |      |      |
| 19. Continue to convene a multi-organization forum                        |      |      |      |      |      |      |      |      |      |      |

|  |                     |
|--|---------------------|
|  | Initiating activity |
|  | Ongoing activity    |

**Table 4: Summary of Priority Projects**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Watershed Ecosystem Science</b> <ul style="list-style-type: none"> <li>• Complete wet areas and wetland mapping for Development Permit Area 4.</li> <li>• Complete Watershed resilience mapping (including wildfire risk and extent of contiguous forest).</li> <li>• Develop a lake monitoring data dashboard with automated telemetry.</li> <li>• Complete stormwater and flood management mapping.</li> </ul>                                                                                                                                                                                                                                                                                |
| <b>Groundwater Science</b> <ul style="list-style-type: none"> <li>• Continue volunteer observation wells network groundwater monitoring.</li> <li>• Continue development of availability assessments for key groundwater management units.</li> <li>• Assess environmental flow needs of groundwater dependent ecosystems and waterbodies, integrated with priority stream hydrological monitoring.</li> <li>• Complete likelihood of groundwater productivity mapping.</li> <li>• Characterize aquifer geochemistry and isotopic dating of groundwater.</li> </ul>                                                                                                                                |
| <b>Community Water Use Efficiency and Stewardship</b> <ul style="list-style-type: none"> <li>• Promote existing video resources and support the development of new video resources to reach increasingly digital local audiences.</li> <li>• Support the development, annual deployment, and bi-annual updates of freshwater conservation in the Gulf Island 101 public education station.</li> <li>• Support the development and distribution of adapted water use efficiency outreach educational materials specific to the Gulf Islands.</li> <li>• Support and contribute resources towards an expanded rainwater rebate program for residential users on any type of water system.</li> </ul> |
| <b>Watersheds and Drinking Water Protection Planning</b> <ul style="list-style-type: none"> <li>• Develop updated proof-of-water requirements for Islands Trust's land use development decisions.</li> <li>• Establish groundwater regions as a focus for land use planning through appropriate policy instruments such as Official Plan amendments.</li> <li>• Integrate water availability and vulnerability information into land use policies and regulations.</li> </ul>                                                                                                                                                                                                                      |
| <b>Watershed Protection Governance and Coordination</b> <ul style="list-style-type: none"> <li>• Complete review of current governance arrangements for watershed protection coordination building on work commenced in 2022 including review of funding arrangements and interagency coordination mechanisms.</li> <li>• Work with interested First Nations to identify their priority projects and interests related to watershed protection on Salt Spring Island.</li> </ul>                                                                                                                                                                                                                   |

This document outlines how the partner agencies will implement, facilitate, and support joint and individual initiatives to safeguard and restore Salt Spring Island's drinking water sources and watersheds. The multi-agency nature of this plan reflects the importance of collaboration and partnerships in understanding, stewarding, and planning for water sustainability for tomorrow.

## 6.0 References

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## Appendix 1: Freshwater Sustainability Jurisdictional Responsibilities



- |                                                        |                                                      |
|--------------------------------------------------------|------------------------------------------------------|
| Islands Trust                                          | BC Ministry of Agriculture and Food                  |
| Capital Regional District                              | BC Ministry of Environment & Climate Change Strategy |
| Island Health/Vancouver Coastal Health                 | BC Ministry of Municipal Affairs                     |
| First Nations Governments                              | BC Ministry of Transportation and Infrastructure     |
| Federal - Fisheries and Oceans Canada                  | BC Environmental Assessment Office                   |
| Federal - Natural Resources Canada                     | BC Ministry of Forests                               |
| Federal - Geological Survey of Canada                  | BC Ministry of Health                                |
| Federal - Water Survey of Canada                       | BC Ministry of Land, Water & Resource Stewardship    |
| Improvement districts and other water service provider |                                                      |
| Community and stewardship groups                       |                                                      |
| Private sector                                         |                                                      |
| Residents                                              |                                                      |

## Appendix 2: Planning-related Regulatory Instruments

This appendix briefly summarizes planning instruments that can be used to advance the objectives of this plan. This information is adopted from Islands Trust's Freshwater Sustainability Strategy (2021, p. 21).

The Salt Spring Island Official Community Plan provides a vision, goals, objectives, and policies for how the community will manage change. It guides planning and decision making about land use and related community priorities. Developed in consultation with community members and organizations, First Nations, and Provincial Government agencies, the Official Community Plan also reflect the Islands Trust preserve and protect mandate.

Covenants enabled under S. 219 of the Land Title Act can be used in conjunction with rezoning applications to reduce the direct impacts of development on Indigenous culturally sensitive areas as well as vulnerable and valuable water features (e.g., riparian areas and those with high groundwater vulnerability or low recharge potential). Covenants can be used to secure commitments from property owners for things such as the use of stormwater management features like permeable pavers or green infrastructure, or for monitoring and reporting of private well levels. Interagency discussion is encouraged regarding covenant subjects, duration, and appropriate use.

Development permit area (DPA) regulations can be established under S. 488 of the Local Government Act to enable an elevated level of protection for sensitive areas (e.g., vulnerable groundwater areas) or to promote water conservation. While covenants are used only in conjunction with rezoning applications, DPAs would additionally apply to applications for renovations, alterations, construction of accessory buildings, and to subdivisions, which are adjudicated by the Ministry of Transportation and Infrastructure.

Zoning regulates what, where and how much of, activities may occur on specific parcels of land. Zoning can limit site coverage, including placing maximums on square footage covered by buildings and limiting impermeable surface. Zoning can limit density thereby limiting the demand on groundwater supply. Zoning can also be used to increase setbacks from watercourses.

Density bonusing enables provision of additional density in exchange for a community amenity and could be used to encourage lot clustering focused on preserving important aspects of the watershed.

Subdivision servicing regulations can establish standards for the subdivision of land that maximize infiltration of water and minimize impervious surfaces. They can also be used to evaluate the sustainability of new groundwater withdrawal from a specific aquifer. They can require each proposed lot to have a reliable source of potable water and specify potable water quality and quantity standards.

Incorporating impervious surface limits into the servicing requirements contained in land use bylaws could advance water quality objectives related to improving groundwater recharge for both rezoning and subdivision applications.

| SSIWPA Work Plan April 1, 2023-March 31, 2024                                                                                                                                         |                   |                    |          |   |   |   |   |                  |         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------|----------|---|---|---|---|------------------|---------|
|                                                                                                                                                                                       | Area or Watershed | Lead Agency        | Quarter: | 1 | 2 | 3 | 4 | Partner Agencies | Status  |
| <b>New Project: None</b>                                                                                                                                                              |                   |                    |          |   |   |   |   |                  |         |
| <b>Ongoing Projects: None</b>                                                                                                                                                         |                   |                    |          |   |   |   |   |                  |         |
| <b>Priorities:</b>                                                                                                                                                                    |                   |                    |          |   |   |   |   |                  |         |
| As early phase implementation of the Salt Spring Island Watershed Protection Plan 2023-2032, coordinate the transition of SSIWPA from Islands Trust to a new governance model at CRD. | Island            | CRD, IT            |          | X | X | X | X |                  | Ongoing |
| <b>Monitoring: None</b>                                                                                                                                                               |                   |                    |          |   |   |   |   |                  |         |
| <b>Communications:</b>                                                                                                                                                                |                   |                    |          |   |   |   |   |                  |         |
| Public engagement on the Salt Spring Island Watershed Protection Plan 2023-2032                                                                                                       | Island            | Islands trust, CRD |          |   |   | X | X |                  |         |
| Coordinate SSIWPA Steering Committee as part of the public engagement on the Salt Spring Island Watershed Protection Plan 2023-2032.                                                  | Island            | Islands Trust, CRD |          |   |   | X | X |                  |         |



## 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 <b>MOVED</b> and <b>SECONDED</b> , 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.<br><b><u>CARRIED</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 2013-01-10 | SSI-09-13         | North Salt Spring Waterworks District Reporting | It was <b>MOVED</b> and <b>SECONDED</b> , 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: <ul style="list-style-type: none"><li>a) changes in water demand by the North Salt Spring Waterworks District customers with new secondary suites within the pilot area;</li><li>b) total withdrawal from its system in relation to its licensed capacity;</li><li>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.</li></ul> <b><u>CARRIED</u></b><br><br>*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 | <p><b>It was MOVED and SECONDED,</b><br/>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):</p> <p>That the Salt Spring Island Local Trust Committee direct staff to administer and enforce Bylaw 484 according to the following policies:</p> <ol style="list-style-type: none"> <li>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:               <ol style="list-style-type: none"> <li>a) Removal and replacement of the dispersal system in its entirety.</li> </ol> </li> <li>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.</li> <li>3. “Authorized Person” and “Professional” have the same meaning as in the Sewerage System Regulation.</li> </ol> <p style="text-align: right;"><b><u>CARRIED</u></b></p> |



## 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 | <b>It was MOVED and SECONDED,</b><br>that the Salt Spring Island Local Trust Committee direct staff to provide a quarterly summary of application tracking.<br><br><b><u>CARRIED</u></b> |



## SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

| Date       | Resolution Number | Topic               | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------|-------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2018-08-16 | SS-2018-177       | Cannabis Regulation | <p><b>It was MOVED and SECONDED,</b><br/>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:</p> <ul style="list-style-type: none"> <li>• Proposed or amended licenses for non-medical cannabis retail establishments require an application to the Local Trust Committee.</li> <li>• 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.</li> <li>• The public consultation process shall be determined by the Local Trust Committee after initial review of the proposal.</li> <li>• 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: <ul style="list-style-type: none"> <li>○ Name of the applicant and a description of the proposal in general terms;</li> <li>○ The location of the proposed establishment and the subject site;</li> <li>○ The place where, and date and time when, both a public meeting will be held and a resolution of the Local Trust Committee considered;</li> <li>○ The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application;</li> <li>○ How public comments may be submitted to the Local Trust Committee.</li> </ul> </li> </ul> <p style="text-align: right;"><b><u>CARRIED</u></b></p> |



## 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 | <b>It was MOVED and SECONDED,</b><br>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.<br><b><u>CARRIED</u></b> |
| 2019-04-30 | SS-2019-88        | Families as Stakeholders                             | <b>It was MOVED and SECONDED,</b><br>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.<br><b><u>CARRIED</u></b>                                                                     |



## SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

| Date       | Resolution Number | Topic | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------|-------------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2019-08-27 | SS-2019-153       | STVR  | <p><b>It was MOVED and SECONDED,</b><br/>that the Salt Spring Island Local Trust Committee rescind Resolution SS-2017-120 and adopt the following new short-term vacation rental enforcement policy:</p> <p>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:</p> <ol style="list-style-type: none"> <li>1. They are advertised on the Internet, newspapers or other media;</li> <li>2. More that one dwelling on the lot is simultaneously made available for STVRs;</li> <li>3. While the property is rented persons are staying in tents, trailers, or Recreational Vehicles;</li> <li>4. There are issues related to health and safety;</li> <li>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;</li> <li>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 that 30-day periods;</li> </ol> <p>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;</p> <p>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.</p> <p style="text-align: right;"><b><u>CARRIED</u></b></p> |



## SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

| Date       | Resolution Number | Topic          | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------|-------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2019-11-26 | SS-2019-253       | Reconciliation | <p><b>It was MOVED and SECONDED,</b><br/>that the Salt Spring Island Local Trust Committee adopt the following standing resolution with respect to First Nations in the Local Trust Area:</p> <p>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:</p> <ul style="list-style-type: none"> <li>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;</li> <li>b) For various Local Trust Committee meetings, invite elders from local First Nations to attend and provide a traditional welcome to the territory;</li> <li>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;</li> <li>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;</li> <li>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.</li> </ul> <p style="text-align: right;"><b><u>CARRIED</u></b></p> |



## 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 | <p><b>It was MOVED and SECONDED,</b> 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:</p> <ul style="list-style-type: none"><li>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</li><li>b) Applications are for public recreation use and are consistent with the Official Community Plan.</li></ul> <p style="text-align: right;"><b><u>CARRIED</u></b></p> |



## 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 | <p><b>It was MOVED and SECONDED,</b> that the Salt Spring Island Local Trust Committee adopt the following policy on unlawful land uses and planning applications:</p> <ul style="list-style-type: none"><li>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.</li><li>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.</li><li>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.</li><li>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.</li></ul> <p style="text-align: right;"><b><u>CARRIED</u></b></p> |



## SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

| Date                                                                 | Resolution Number                                 | Topic                                         | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------|---------------------------------------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2021-06-29<br><br>Amended<br>2021-11-09<br><br>Amended<br>2022-02-15 | SS-2021-109<br><br>SS-2021-214<br><br>SS-2022-017 | Unlawful Dwellings                            | <p><b>It was MOVED and SECONDED,</b><br/>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:</p> <ul style="list-style-type: none"> <li>a. there are concerns regarding health and safety;</li> <li>b. there are concerns that sewage is not being disposed of in an approved septic or sewage disposal system;</li> <li>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;</li> <li>d. there are concerns of possible contamination of wells or other drinking water sources;</li> <li>e. unlawful dwellings are in environmentally sensitive areas;</li> <li>f. there are non-permitted campgrounds; and,</li> <li>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.</li> </ul> <p style="text-align: right;"><b><u>CARRIED</u></b></p> |
| 2021-06-29                                                           | SS-2021-111                                       | Bylaw Enforcement Policy on Portable Sawmills | <p><b>It was MOVED and SECONDED,</b><br/>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.</p> <p style="text-align: right;"><b><u>CARRIED</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |



## 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            | <p><b>It was MOVED and SECONDED,</b><br/>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.</p> <p style="text-align: right;"><b><u>CARRIED</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2021-12-14 | SS-2021-237       | First Nations Consultation for Proposed Antenna Systems | <p><b>It was MOVED and SECONDED,</b><br/>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:</p> <ol style="list-style-type: none"> <li>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;</li> <li>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;</li> <li>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;</li> <li>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</li> <li>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</li> </ol> <p style="text-align: right;"><b><u>CARRIED</u></b></p> |

## Future Projects Report

### Salt Spring Island

#### 1. *OCP Amendments*

Responsible

Date Received

06-Oct-2020

- 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)

#### 2. *Land Use Bylaw Amendments*

Responsible

Date Received

## Future 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)
- Review of the residential zoning of islets (Jul. 2022)
- Impacts of future lake levels of St. Mary Lake (Aug. 2022)

### 3. *Direct Bylaw Enforcement*

Responsible

Date Received

06-Oct-2020

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

### 4. *Administrative Processes and Procedures*

Responsible

Date Received

## Future Projects Report

### Salt Spring Island

·Land Use Contracts (Feb. 2015)

06-Oct-2020

·Soil Removal Bylaw update (Feb. 2015)

·Adding requirement for signs in the Development Procedures Bylaw (Jan 2020)

·Improving Communications (Mine permits for aggregate pits and quarries.) (Jan. 2020)

·including discriminatory remarks and inclusion and respectful conduct language to Sec 29 Order and Decorum of Bylaw 529 (Dec 2021)

#### 5. *Advocate*

Responsible

Date Received

·none listed

06-Oct-2020

## Active Projects Report

### Salt Spring Island

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

#### Responsible

#### Dates

May 18, 2023 - Project abeyed during additional work related to the LTC Work Program relating to grant applications and OCP-LUB Project Scoping.

Louisa Garbo

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

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

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.

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

## Active Projects Report

### Salt Spring Island

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

##### Currently includes:

1. Coordination of SSIWPA;
2. Development of Proof of Water Bylaw;
3. Weston Lake Water Availability Study;
4. Watershed Strategic Plan;
5. Ongoing well-monitoring.

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

#### Responsible

Anthony Fotino  
Chris Hutton  
William Shulba

#### Dates

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



## Active Projects Report

### Salt Spring Island

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## Applications

### Agricultural Land Reserve

| File Number   | Applicant Name         | Date Received | Purpose                                                 |
|---------------|------------------------|---------------|---------------------------------------------------------|
| SS-ALR-2023.1 | Polaris Land Surveying | 19-May-2023   | ALR - Subdivision boundary adjustment - 271 Beddis Road |

**Planner:** Chris Buchan

#### Planning Status

**Status Date:** 05-Jun-2023

Files have been forwarded to Planner Buchan

### Development Permit

| 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:** Rob Pingle

#### Planning Status

**Status Date:** 14-Oct-2022

Applicant hiring Dave Gooding to undertake Geotechnical and RAPR reporting in early 2023.

**Status Date:** 31-Aug-2022

File reassigned to Planner Testemale

**Status Date:** 25-Apr-2022

File reassigned to Jason Youmans.

## Applications

### Development Permit

| File Number                                                                            | Applicant Name                                                       | Date Received | Purpose                                                                                       |
|----------------------------------------------------------------------------------------|----------------------------------------------------------------------|---------------|-----------------------------------------------------------------------------------------------|
| SS-DP-2021.4                                                                           | UCG Universal Consulting Group LTD<br><b>Planner:</b> Anthony Fotino | 15-Mar-2021   | NEW TASTING ROOM, WASHROOM/ACCESSORY BUILDING, CARETAKER'S COTTAGE, 4-PLEX - 270 Furness Road |
| <b>Planning Status</b>                                                                 |                                                                      |               |                                                                                               |
| <b>Status Date:</b> 01-Feb-2023<br>Planner received updated materials                  |                                                                      |               |                                                                                               |
| <b>Status Date:</b> 31-Aug-2022<br>File reassigned to Planner Fotino                   |                                                                      |               |                                                                                               |
| <b>Status Date:</b> 01-Feb-2022<br>Follow-up email to applicant re. application status |                                                                      |               |                                                                                               |

| File Number                                                                            | Applicant Name                                         | Date Received | Purpose                                                           |
|----------------------------------------------------------------------------------------|--------------------------------------------------------|---------------|-------------------------------------------------------------------|
| SS-DP-2022.5                                                                           | Polaris Land Surveying<br><b>Planner:</b> Chris Buchan | 04-May-2022   | Permit to allow subdivision in DPA 7 - 536 Beaver Point Road, SSI |
| <b>Planning Status</b>                                                                 |                                                        |               |                                                                   |
| <b>Status Date:</b> 09-Mar-2023<br>Applicant to submit required reports                |                                                        |               |                                                                   |
| <b>Status Date:</b> 03-Feb-2023<br>Meeting booked with applicant - w/ Buchan           |                                                        |               |                                                                   |
| <b>Status Date:</b> 31-Jan-2023<br>In applicants court - to submit revised RAPR report |                                                        |               |                                                                   |

## Applications

### Development Permit

| File Number  | Applicant Name                | Date Received | Purpose                              |
|--------------|-------------------------------|---------------|--------------------------------------|
| SS-DP-2022.7 | Polaris Land Surveying<br>INC | 10-Aug-2022   | Dock in DPA3 - 250 Collins Road, SSI |

**Planner:** Anthony Fotino

#### Planning Status

**Status Date:** 30-Jan-2023

DP requires qualified professional updates / separate variance application required

**Status Date:** 30-Jan-2023

File transferred to Planner Fotino

**Status Date:** 12-Jan-2023

File transferred to Planner Buchan

| File Number  | Applicant Name               | Date Received | Purpose                                                                                     |
|--------------|------------------------------|---------------|---------------------------------------------------------------------------------------------|
| SS-DP-2022.8 | Robert Barnard Design<br>LTD | 31-Aug-2022   | Development Permit for water service and road within DPA 4 & 6 - 701<br>Cranberry Road, SSI |

**Planner:** Chris Buchan

#### Planning Status

**Status Date:** 05-Apr-2023

Site visit conducted, report being finalized

**Status Date:** 09-Mar-2023

Applicant submitted required documentation, draft report in progress

**Status Date:** 27-Jan-2023

File assigned to Planner Buchan

## Applications

### Development Permit

| 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:** Chris Buchan

#### Planning Status

**Status Date:** 27-Mar-2023

Chris B additional check in with applicant.

**Status Date:** 03-Feb-2023

Applicant to submit updated reports - after which a delegated dp memo to be drafted

**Status Date:** 31-Jan-2023

Buchan meeting with applicant Feb 2 regarding scope and next steps

| File Number  | Applicant Name        | Date Received | Purpose                                                                     |
|--------------|-----------------------|---------------|-----------------------------------------------------------------------------|
| SS-DP-2023.1 | Momentum Design Build | 28-Mar-2023   | DP amendment to rebuild commercial space after fire - 166 Rainbow Road, SSI |

**Planner:** Chris Buchan

#### Planning Status

**Status Date:** 18-Apr-2023

File assigned to Planner Buchan

**Status Date:** 28-Mar-2023

File created to allow for issuance of invoice to applicant

| File Number  | Applicant Name | Date Received | Purpose                                                                  |
|--------------|----------------|---------------|--------------------------------------------------------------------------|
| SS-DP-2023.2 | Hewing Haus    | 27-Apr-2023   | For siting residential dwelling within DPA 6 - Sec 50 Musgrave Road, SSI |

**Planner:** Chris Buchan

#### Planning Status

**Status Date:** 09-May-2023

File assigned to Planner Buchan

## Applications

### Development Permit

| File Number                                                          | Applicant Name                                                    | Date Received | Purpose                                                   |
|----------------------------------------------------------------------|-------------------------------------------------------------------|---------------|-----------------------------------------------------------|
| SS-DP-2023.3                                                         | Archeus Architecture & Design INC<br><b>Planner:</b> Chris Buchan | 25-May-2023   | Building renovation in DPA 7 - 1525 Beddis Road, SSI      |
| <b>Planning Status</b>                                               |                                                                   |               |                                                           |
| <b>Status Date:</b> 30-May-2023<br>File assigned to Planner Buchan   |                                                                   |               |                                                           |
| File Number                                                          | Applicant Name                                                    | Date Received | Purpose                                                   |
| SS-DP-2023.4                                                         | Spencer Purdy Architecture<br><b>Planner:</b> Chris Buchan        | 31-May-2023   | DP Amendment - new structure - 319 Upper Ganges Road, SSI |
| <b>Planning Status</b>                                               |                                                                   |               |                                                           |
| <b>Status Date:</b> 02-Jun-2023<br>Files forwarded to Planner Buchan |                                                                   |               |                                                           |
| File Number                                                          | Applicant Name                                                    | Date Received | Purpose                                                   |
| SS-DP-2023.5                                                         | Aust, Andrew<br><b>Planner:</b> Charly Caproff                    | 20-Jun-2023   | DP - New Storage Building - 1415 Fulford-Ganges Road      |
| <b>Planning Status</b>                                               |                                                                   |               |                                                           |
| <b>Status Date:</b> 04-Jul-2023<br>Files forwarded to the Planner    |                                                                   |               |                                                           |

## 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:** Rob Pingle

#### Planning Status

**Status Date:** 23-Nov-2022

Request for professional credentials for D Gooding to undertake a geotechnical analysis (30 days) Both outstanding req. reports 90 days or to BE.

**Status Date:** 14-Oct-2022

Applicant hiring Dave Gooding to undertake Geotechnical and RAPR reporting in early 2023

**Status Date:** 07-Oct-2022

E-mail(s ) to applicant requesting further professional reporting as per DAI Letter.

| 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:** Rob Pingle

#### Planning Status

**Status Date:** 04-Jul-2023

Riparian Report dated 23-06-23 received from applicant

**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.

| 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:** 02-Feb-2023

Planner waiting for information from applicant.

**Status Date:** 25-Apr-2022

File reassigned to Planner Stephen Baugh.

**Status Date:** 01-Sep-2021

Revised site plan required

## 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:** 18-May-2023

LTC Approves permit conditional on a covenant being registered on Title.

**Status Date:** 02-Feb-2023

Applicant to provide additional information.

**Status Date:** 15-Aug-2022

File re-assigned to Planner Baugh

| 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:** Chris Buchan

#### Planning Status

**Status Date:** 27-Mar-2023

On Chris B's workplan for May

**Status Date:** 31-Jan-2023

Buchan completed background analysis - requested meeting with applicant in the first week of Feb

**Status Date:** 12-Jan-2023

Planner Buchan assigned to file

| File Number    | Applicant Name         | Date Received | Purpose                                                                         |
|----------------|------------------------|---------------|---------------------------------------------------------------------------------|
| SS-DVP-2023.10 | Polaris Land Surveying | 05-May-2023   | DVP - Vary subdivision requirements (storm water drainage) - 133 Hillgrove Road |

**Planner:** Chris Buchan

#### Planning Status

**Status Date:** 16-May-2023

Planner Buchan assigned to SS-DVP-2023.10

## Applications

### Development Variance Permit

| File Number                                                          | Applicant Name                                                | Date Received | Purpose                                                                                          |
|----------------------------------------------------------------------|---------------------------------------------------------------|---------------|--------------------------------------------------------------------------------------------------|
| SS-DVP-2023.11                                                       | Spencer Purdy<br>Architecture<br><b>Planner:</b> Chris Buchan | 31-May-2023   | DVP - Vary height of building and setback of water catchment system - 319 Upper Ganges Road, SSI |
| <b>Planning Status</b>                                               |                                                               |               |                                                                                                  |
| <b>Status Date:</b> 02-Jun-2023<br>Files forwarded to Planner Buchan |                                                               |               |                                                                                                  |
| File Number                                                          | Applicant Name                                                | Date Received | Purpose                                                                                          |
| SS-DVP-2023.12                                                       | MiCo Properties<br><b>Planner:</b> Chris Buchan               | 16-Jun-2023   | DVP - frontage requirements - 1281 Fulford-Ganges Road, SSI                                      |
| <b>Planning Status</b>                                               |                                                               |               |                                                                                                  |
| <b>Status Date:</b> 19-Jun-2023<br>Files forwarded to the Planner    |                                                               |               |                                                                                                  |
| File Number                                                          | Applicant Name                                                | Date Received | Purpose                                                                                          |
| SS-DVP-2023.13                                                       | Polaris Land Surveying<br><b>Planner:</b> Chris Buchan        | 28-Jun-2023   | Seasonal Cottage size variance - 200 Collins Rd, SSI                                             |
| <b>Planning Status</b>                                               |                                                               |               |                                                                                                  |
| <b>Status Date:</b> 29-Jun-2023<br>File assigned to Planner Buchan   |                                                               |               |                                                                                                  |

## Applications

### Development Variance Permit

| File Number   | Applicant Name | Date Received | Purpose                                                                                                     |
|---------------|----------------|---------------|-------------------------------------------------------------------------------------------------------------|
| SS-DVP-2023.3 | Noble, Jordan  | 28-Feb-2023   | Variance to allow for a larger and combined accessory building and auxiliary cottage - 38 McKenzie Cres, PI |

**Planner:** Chris Buchan

#### Planning Status

**Status Date:** 05-Apr-2023  
site visit booked for April 14, 2023

**Status Date:** 27-Mar-2023  
Chris B to complete April site visit

**Status Date:** 06-Mar-2023  
Planner Buchan assigned to the file

| File Number   | Applicant Name | Date Received | Purpose                                                              |
|---------------|----------------|---------------|----------------------------------------------------------------------|
| SS-DVP-2023.4 | Shatford, Jeff | 06-Apr-2023   | Variance to allow a building in the setback - 246 Bridgman Road, SSI |

**Planner:** Chris Buchan

#### Planning Status

**Status Date:** 17-Apr-2023  
File assigned to Planner Buchan

| File Number   | Applicant Name | Date Received | Purpose                                                                                 |
|---------------|----------------|---------------|-----------------------------------------------------------------------------------------|
| SS-DVP-2023.5 | Taylor, Brent  | 17-Apr-2023   | To allow a larger dock size that will serve all 3 proposed lots - 250 Collins Road, SSI |

**Planner:** Anthony Fotino

#### Planning Status

**Status Date:** 18-Apr-2023  
File assigned to Planner Fotino

## Applications

### Development Variance Permit

| File Number   | Applicant Name | Date Received | Purpose                                                                         |
|---------------|----------------|---------------|---------------------------------------------------------------------------------|
| SS-DVP-2023.6 | McGuire, Will  | 17-Apr-2023   | Variance to setback between house and accessory building - 177 Thomas Road, SSI |

**Planner:** Chris Buchan

#### Planning Status

**Status Date:** 02-May-2023

File assigned to Planner Buchan

| File Number   | Applicant Name      | Date Received | Purpose                                                                                                                          |
|---------------|---------------------|---------------|----------------------------------------------------------------------------------------------------------------------------------|
| SS-DVP-2023.7 | Kanoena Holding LTD | 20-Apr-2023   | Variance to allow for increased size of seasonal cottage and increased floor area of accessory buildings - 120 Mansell Road, SSI |

**Planner:** Chris Buchan

#### Planning Status

**Status Date:** 25-May-2023

File Assigned to Planner Buchan

| File Number   | Applicant Name | Date Received | Purpose                                                                         |
|---------------|----------------|---------------|---------------------------------------------------------------------------------|
| SS-DVP-2023.8 | Kerr, Holly    | 25-Apr-2023   | Variance for Septic Field siting near a water body - 687 Beaver Point Road, SSI |

**Planner:** Chris Buchan

#### Planning Status

**Status Date:** 01-May-2023

File assigned to Planner Buchan

| File Number   | Applicant Name | Date Received | Purpose                                                                                       |
|---------------|----------------|---------------|-----------------------------------------------------------------------------------------------|
| SS-DVP-2023.9 | Miller, Dennis | 03-May-2023   | DVP - Divide ALR lot into two sections via common property roadway - 2101 Fulford-Ganges Road |

**Planner:** Chris Buchan

#### Planning Status

**Status Date:** 04-May-2023

Planner Buchan assigned to SS-DVP-2023.9

## Applications

### 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

| File Number   | Applicant Name                   | Date Received | Purpose                                                    |
|---------------|----------------------------------|---------------|------------------------------------------------------------|
| SS-LCB-2023.2 | Marlow Properties<br>(B.C.) Inc. | 16-May-2023   | To expand alcohol service hours - 121 Upper Ganges RD, SSI |

**Planner:** Bruce Belcher

#### Planning Status

**Status Date:** 16-May-2023

File assigned to Planner Belcher

### Rezoning

| File Number  | Applicant Name                 | Date Received | Purpose                                                                                            |
|--------------|--------------------------------|---------------|----------------------------------------------------------------------------------------------------|
| SS-RZ-2017.2 | Fernando & Tammy<br>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.

## Applications

### Rezoning

| File Number                                                                                                                                                | Applicant Name             | Date Received | Purpose                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------|------------------------------------------------------------------------------------------------------------|
| SS-RZ-2021.1                                                                                                                                               | Sea Isle Development Group | 28-Jan-2021   | Rezoning from existing R6 to R2 to permit the construction of a 6 unit Strata Development - 114 Swanson Rd |
| <b>Planner:</b> Anthony Fotino                                                                                                                             |                            |               |                                                                                                            |
| <b>Planning Status</b>                                                                                                                                     |                            |               |                                                                                                            |
| <u><b>Status Date:</b></u> 06-Jan-2023<br>Planner Fotino assigned to file                                                                                  |                            |               |                                                                                                            |
| <u><b>Status Date:</b></u> 19-Jul-2022<br>Application in abeyance due to staff resources\n                                                                 |                            |               |                                                                                                            |
| <u><b>Status Date:</b></u> 30-May-2022<br>Applicant indicates a desire to move forward with application. Staff to report to SS LTC at an upcoming meeting. |                            |               |                                                                                                            |

| 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 |
| <b>Planner:</b> Anthony Fotino                                                                                                                           |                |               |                                                                                                                                                                                                                                |
| <b>Planning Status</b>                                                                                                                                   |                |               |                                                                                                                                                                                                                                |
| <u><b>Status Date:</b></u> 14-Mar-2023<br>Review for policy adherence in process. Need for further application materials may be required. LTC agenda TBD |                |               |                                                                                                                                                                                                                                |
| <u><b>Status Date:</b></u> 06-Jan-2023<br>File assigned to Planner Fotino                                                                                |                |               |                                                                                                                                                                                                                                |
| <u><b>Status Date:</b></u> 01-Dec-2022<br>Application to be deferred to first meeting in 2023 to provide time for additional review.                     |                |               |                                                                                                                                                                                                                                |

## Applications

### Rezoning

| File Number                     | Applicant Name              | Date Received | Purpose                                                             |
|---------------------------------|-----------------------------|---------------|---------------------------------------------------------------------|
| SS-RZ-2022.1                    | Pilot Yellow Adventures Inc | 26-Oct-2022   | Rezoning property to allow for four SFD - Sec 50 Musgrave Road, SSI |
| <b>Planner:</b> Anthony Fotino  |                             |               |                                                                     |
| <b>Planning Status</b>          |                             |               |                                                                     |
| <b>Status Date:</b> 02-Nov-2022 |                             |               |                                                                     |
| File assigned to Planner Fotino |                             |               |                                                                     |

| File Number                     | Applicant Name                    | Date Received | Purpose                                                                              |
|---------------------------------|-----------------------------------|---------------|--------------------------------------------------------------------------------------|
| SS-RZ-2022.2                    | Gulf of Georgia Land & Timber LTD | 29-Nov-2022   | To address issues arising from the Temporary Use Permit - 151 Lower Ganges Road, SSI |
| <b>Planner:</b> Anthony Fotino  |                                   |               |                                                                                      |
| <b>Planning Status</b>          |                                   |               |                                                                                      |
| <b>Status Date:</b> 10-Jan-2023 |                                   |               |                                                                                      |
| File assigned to Planner Fotino |                                   |               |                                                                                      |

### 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 |
| <b>Planner:</b> Chris Buchan                                                                      |                |               |                                             |
| <b>Planning Status</b>                                                                            |                |               |                                             |
| <b>Status Date:</b> 27-Mar-2023                                                                   |                |               |                                             |
| Chris B to contact applicant in May regarding next steps / application options                    |                |               |                                             |
| <b>Status Date:</b> 27-Jan-2023                                                                   |                |               |                                             |
| Planner contacted applicant, site visit conducted.                                                |                |               |                                             |
| <b>Status Date:</b> 27-Jan-2023                                                                   |                |               |                                             |
| File on hold until confirmation is received from I.T. Conservancy regarding land covenant option. |                |               |                                             |

## Applications

### 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:** Anthony Fotino

#### Planning Status

**Status Date:** 12-Oct-2022

File assigned to Planner Fotino

**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.

| 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

## 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         |
| <b>Planner:</b> Chris Buchan                        |                            |               |                                                                |
| <b>Planning Status</b>                              |                            |               |                                                                |
| <b>Status Date:</b> 27-Mar-2023                     |                            |               |                                                                |
| Chris B to assess and inquire on CSR applicability. |                            |               |                                                                |
| <b>Status Date:</b> 16-Mar-2023                     |                            |               |                                                                |
| PLRS letter received from MOTI                      |                            |               |                                                                |
| <b>Status Date:</b> 24-Aug-2022                     |                            |               |                                                                |
| Referral response sent to MOTI                      |                            |               |                                                                |
| File Number                                         | Applicant Name             | Date Received | Purpose                                                        |
| SS-SUB-2023.2                                       | Miller, Denis              | 15-Feb-2023   | Proposed 3 Lot Bare Land Strata, 2101 Fulford-Ganges Road, SSI |
| <b>Planner:</b> Bruce Belcher                       |                            |               |                                                                |
| <b>Planning Status</b>                              |                            |               |                                                                |
| <b>Status Date:</b> 19-Apr-2023                     |                            |               |                                                                |
| Referral Response sent to MoTI                      |                            |               |                                                                |
| <b>Status Date:</b> 23-Feb-2023                     |                            |               |                                                                |
| File re-assigned to Planner Belcher                 |                            |               |                                                                |
| <b>Status Date:</b> 15-Feb-2023                     |                            |               |                                                                |
| File assigned to Planner Buchan                     |                            |               |                                                                |

## Applications

### Temporary and Industrial Use Permit

| File Number                                                               | Applicant Name                                                               | Date Received | Purpose                                                         |
|---------------------------------------------------------------------------|------------------------------------------------------------------------------|---------------|-----------------------------------------------------------------|
| SS-TUP-2023.1                                                             | SaltyDog Retreat<br>Kennel and Dog<br>Rescue<br><b>Planner:</b> Chris Buchan | 20-Apr-2023   | Temporary Use Permit for a dog kennel - 130 Blackburn Road, SSI |
| <b>Planning Status</b>                                                    |                                                                              |               |                                                                 |
| <u><b>Status Date:</b></u> 21-Apr-2023<br>File assigned to Planner Buchan |                                                                              |               |                                                                 |

| File Number                                                                        | Applicant Name                                           | Date Received | Purpose                                                                   |
|------------------------------------------------------------------------------------|----------------------------------------------------------|---------------|---------------------------------------------------------------------------|
| SS-TUP-2023.2                                                                      | Robert Blaney Design<br><br><b>Planner:</b> Chris Buchan | 24-Apr-2023   | Temporary Use Permit for a Geodesic Dome and STVR - 805 Vesuvius Bay Road |
| <b>Planning Status</b>                                                             |                                                          |               |                                                                           |
| <u><b>Status Date:</b></u> 27-Apr-2023<br>Planner Buchan assigned to SS-TUP-2023.2 |                                                          |               |                                                                           |

***Islands Trust***  
LTC EXP SUMMARY REPORT F2024  
Invoices posted to Month ending May 2023

| 655 Salt Spring         | Invoices posted to Month ending May 2023      | <u>Budget</u>     | <u>Spent</u>    | <u>Balance</u>    |
|-------------------------|-----------------------------------------------|-------------------|-----------------|-------------------|
| 65000-655               | LTC "Trustee Expenses"                        | <u>1,727.00</u>   | <u>1,003.18</u> | <u>723.82</u>     |
|                         |                                               | <u>1,727.00</u>   | <u>1,003.18</u> | <u>723.82</u>     |
| LTC Local               |                                               |                   |                 |                   |
| 65200-655               | LTC - Local Exp - LTC Meeting Expenses        | 2,193.00          | 1,632.60        | 560.40            |
| 65210-655               | LTC - Local Exp - APC Meeting Expenses        | 999.00            | 362.45          | 636.55            |
| 65220-655               | LTC - Local Exp - Communications              | 1,500.00          | 0.00            | 1,500.00          |
| 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>6,083.00</u>   | <u>1,995.05</u> | <u>4,087.95</u>   |
| Projects                |                                               |                   |                 |                   |
| 73001-655-2007          | Salt Spring Bylaw Review - Procedural Updates | 96,000.00         | 0.00            | 96,000.00         |
| 73001-655-4020          | Salt Spring Ganges Village Area Planning      | 86,500.00         | 0.00            | 86,500.00         |
| 73001-655-4034          | SSIWPA Coordinator Expense                    | <u>43,500.00</u>  | <u>0.00</u>     | <u>43,500.00</u>  |
| TOTAL Project Expenses  |                                               | <u>226,000.00</u> | <u>0.00</u>     | <u>226,000.00</u> |