



Salt Spring Island Local Trust Committee

Regular Meeting Agenda

Date: Thursday, September 14, 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, səlilwətał, 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 9:50 AM - 9:55 AM

4.1 Salt Spring Island Community Wildfire Resiliency Plan

5

Jonathan Reimer - Manager, Electoral Area Fire and Emergency Programs

Protective Services | Capital Regional District

[Salt Spring Island Emergency Program](#)

4.2 Creating a Wildland Development Permit Area

11

Jamie Holmes - Fire Chief

Salt Spring Island Fire & Rescue

5. TRUSTEE REPORTS 10:00 AM - 10:10 AM

Verbal Report

6. CHAIR'S REPORT 10:10 AM - 10:15 AM

Verbal Report

7. **CRD DIRECTOR'S REPORT** 10:15 AM - 10:20 AM

Verbal Report

8. **PREVIOUS MEETINGS** 10:30 AM - 10:35 AM

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

8.1.1 Draft Minutes of the July 13, 2023 SSI LTC Regular Meeting

31

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**

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

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

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

9.1 **B. Shank to LTC w/ L. Patrick Reply - Dated 20 July 2023 - Concerning Housing Issues**

39

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

10.1 **Follow-Up Action List**

42

Report dated Sept 2023

10.2 **Coastal Douglas Fir Project**

56

Workshop Summary - Staff Report

10.3 **April 28th Special Meeting "What we Heard"**

90

Staff Report

11. **COMMUNITY INFORMATION MEETING - NONE**

12. **PUBLIC HEARING - NONE**

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

13. **APPLICATIONS AND REFERRALS** 12:00 PM - 1:30 PM

13.1	SS-LCB-2023.2 - K. Armstrong - 121 Upper Ganges RD, SSI Staff Report	95
13.2	SS-DVP-2022.13 - J. Litke - 536 Beaver Point Road, SSI Staff Report	108
13.3	SS-DVP-2023.6 - W. McGuire - 177 Thomas Road, SSI Staff Report	146
13.4	SS-DVP-2023.8 - H. Kerr - 687 Beaver Point Road, SSI Staff Report	161
13.5	SS-DP-2023.5 - A. Aust - 1415 Fulford-Ganges RD, SSI Staff Report	173
14.	LOCAL TRUST COMMITTEE PROJECTS	1:30 PM - 3:00 PM
14.1	Official Community Plan + Ganges Village Planning Business Case Update - Staff Report	205
15.	NEW BUSINESS	3:00 PM - 4:00 PM
15.1	Census Infographics Staff Briefing	229
15.2	NAPTEP Covenant - 765 Beddis Road, SSI Staff Briefing	237
16.	REPORTS	
16.1	Policy and Standing Resolutions List For Information	241
16.2	Future Projects Report Report dated Sept 2023	252
16.3	Active Projects List Report dated Sept 2023	255
16.4	Applications with Status Report Report dated Sept 2023	258
16.5	Expense Reports	

16.5.1 Report dated June 2023

16.5.2 Report dated July 2023

278

16.6 Islands Trust Conservancy Board Report

279

Report dated July 2023

**16.7 Salt Spring Island Watershed Protection Alliance (SSIWPA) Coordinator's
Report - NONE**

17. CLOSED MEETING - NONE

18. UPCOMING MEETINGS

The next regular meeting of the Salt Spring Island Local Trust Committee is scheduled for 9:30 a.m. on October 12, 2023 at the 64 Learning Hub, 122 Rainbow Road, Salt Spring Island.

19. ADJOURNMENT



Salt Spring Island Community Wildfire Resiliency Plan At-a-Glance

Salt Spring Island Community Wildfire Resiliency Plan At-a-glance

Salt Spring Island (SSI) Electoral Area is an island community with rural and urban areas. It is the largest Gulf Island by area and population size as well as the most populous Electoral Area in BC. Local Government functions are shared by Islands Trust and Capital Regional District (CRD). Access and egress are mainly through three ferry terminals. Coastal Douglas-fir ecosystems extend throughout the island and residents live near and amid the forest.

What is the history of fire on SSI?

The forests and grasslands of SSI were shaped by thousands of years of fire. Cultural burning was used extensively by indigenous peoples until 1874, when restricted by colonial governments. There have been only two significant fire responses since 1950, one in 1961 (467 hectares) and another in 2009 (5 hectares). Lightning accounts for a tiny percentage of ignitions. Aggressive fire suppression over the past century has altered ecosystems and led to increased fuel density.

Table 13. Fires by cause (1950-2020).

Decade	Lightning	Person	Unknown
1950s	2	46	0
1960s	2	36	0
1970s	0	12	0
1980s	2	18	0
1990s	3	22	0
2000s	1	58	10
2010s	0	84*	3
Total	10	383*	13

*14 recorded by BCWS between 2011 and 2020. SSIFR recorded 70 fires in this time period within the SSIFR District, all person caused

What is a Community Wildfire Resiliency Plan?

This plan examines wildfire risk in SSI and makes expert recommendations to help build FireSmart communities. Note that risk on privately owned lands could not be studied under the provincial grant funding terms.

What was done?

Wildfire experts conducted wildfire risk assessments on public lands, examining structures and the characteristics of forest vegetation. These assessments combined with the Provincial Strategic Threat Analysis to determine wildfire risk in each community.

What did we find?

Most public lands have a moderate wildfire risk. Risk on adjacent private lands is likely moderate as well. Isolated neighbourhoods are at higher risk than other areas.

What is moderate fire risk?

Moderate wildfire risk means that a forest can readily support wildfire of moderate intensity. The risk associated with fires of moderate intensity should not be underestimated. These fires can torch trees, send embers into nearby neighbourhoods, and challenge suppression, even if the most aggressive wildfire behaviour is unlikely.

Why moderate risk?

Risk is largely influenced by vegetation and weather. Vegetation on SSI is dominated by older conifer forests with relatively high fuel separation, and which require extreme fire weather conditions to support active crown fires. Hazardous weather is strongly moderated by the Pacific Ocean. However, infrequent “outflow” winds can create conditions more conducive to fire spread.

Is the risk changing?

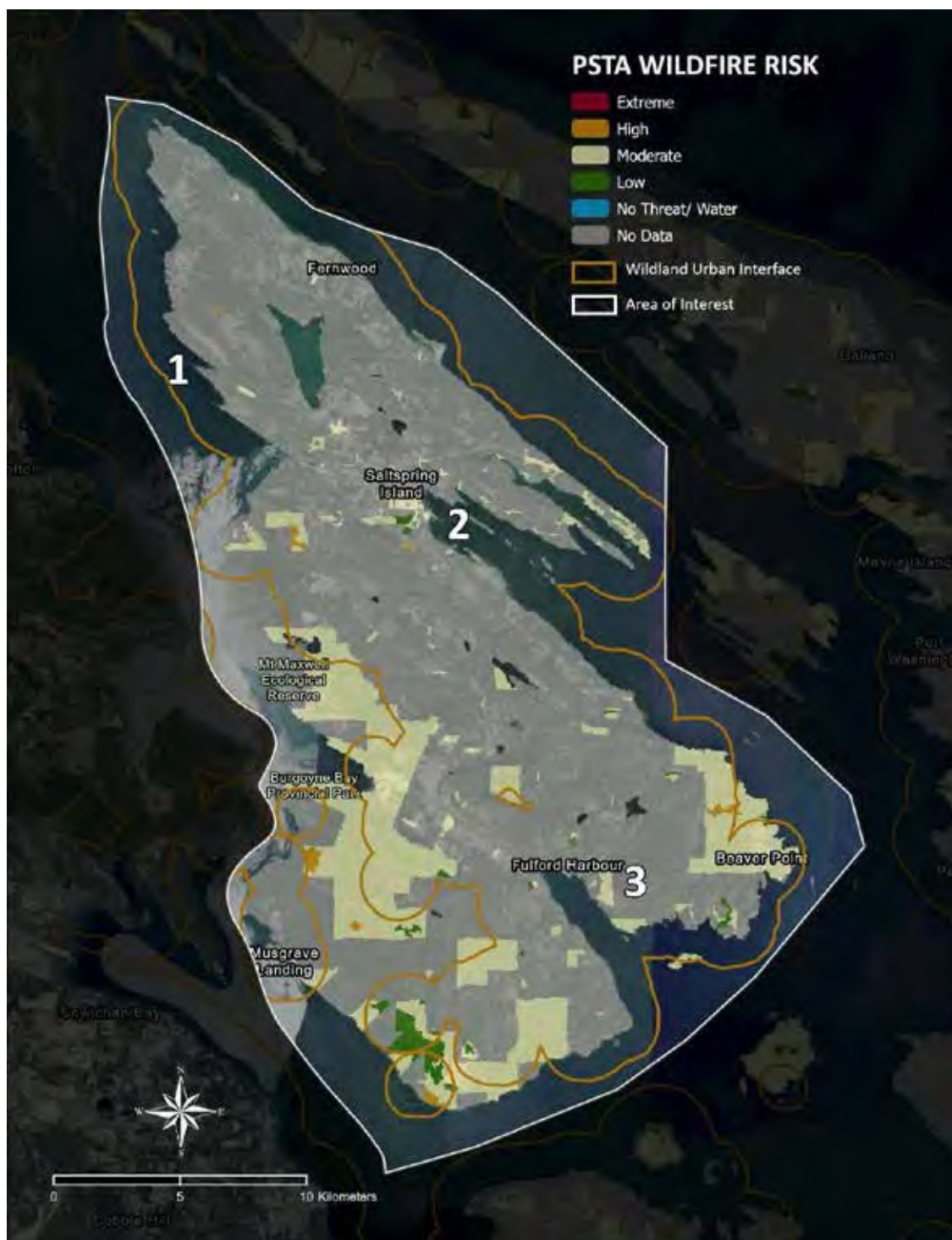
Climate change is altering temperatures and precipitation patterns in SSI. Hotter, drier summer conditions are likely to result in an overall increase in wildfire frequency and intensity.

Who leads fire response?

Fire response in most areas is led by Salt Spring Island Fire Rescue with help from the BC Wildfire Service. A BC Wildfire Service base is in Cobble Hill and crews arrive primarily by helicopter.

What should I do?

Taking action to FireSmart your property will dramatically decrease the risk of wildfire damaging your home. The best part is, it’s surprisingly easy to do. Find out more at <https://www.crd.bc.ca/service/fire-and-emergency-programs/fire-protection/firesmart>



Page 64: Figure 15. Wildfire threat ratings from Provincial Strategic Threat Analysis (PSTA)

A Resilient Community

What is CRD doing now to prepare?

The CRD operates the Salt Spring Island Emergency Program and partners with Salt Spring Island Fire Rescue to deliver a FireSmart program. Salt Spring Island FireSmart helps communities prepare by offering residential firesmart assessments, homeowner rebates, free woody debris disposal, and educational events. It also facilitates cross-training for local first responders to ensure they are prepared for wildfire.

What could the CRD do in the future?

Wildfire risk can be reduced through proactive management. The Islands Trust and CRD have important roles in preparing SSI. The plan includes 32 initiatives for the CRD to consider.

Category	Objective	Initiatives
Education	Promote FireSmart as a strategy for wildfire preparedness and demonstrate the Region's commitment to wildfire resiliency in the community	6
Legislation and Planning	Ensure Regional District by-laws and policies support wildfire resiliency	6
Development Considerations	Consider FireSmart design principles in planning and development bylaws	4
Interagency Cooperation	Ensuring wildfire response is effective	2
Cross Training	Ensuring emergency responders have a variety of training and experience	4
Emergency Planning	Enhance emergency response capacity	4
Vegetation Management	Modify fuel environments to reduce risk around infrastructure and communities	3
Renewing the Plan and Building Resiliency	Incorporate wildfire resiliency into strategic decisions	3



Salt Spring Island Fire Rescue.
105 Lower Ganges Rd.
Salt Spring Island, BC
V8K 2T1

Emergency: 911
Office: 250 537-2531
Fax: 250 537-2507
Email: ageorge@saltspringfire.com
Web: www.saltspringfire.com

Salt Spring Island Local Trust Committee

May 30th, 2019

Salt Spring Island Fire Rescue recommends that the Salt Spring Islands Local Trust Committee consider addition of a Wildfire Hazard Development Permit Area (DPA) within the Salt Spring Island Official Community Plan (OCP).

Wildfire risk is already identified as a key objective within the Salt Spring Island OCP (A.7.1.1): "To identify and guide development away from areas known to have natural hazards, such as unstable slopes, highly erodible soils, wildfire, or the potential for flooding."

The purpose of a Wildfire Hazard DPA is to identify areas that may be affected by wildfire and reduce wildfire risk and protect the environmental, economic and social/cultural values that reside within the existing forest interface areas: the optimal goals for the Wildfire Hazard DPA regulations will be to both reduce wildfire risk to the built environment of Salt Spring Island and to conserve the forest ecosystems which define its cultural heritage.

Reducing wildfire hazard involves a multi-layered approach that includes education, community-prevention activities, as well as subdivision design, and building and landscape design that include Fire Smart measures. This DPA is only one of the tools necessary to address wildfire risk within Salt Spring Island.

And Salt Spring Island has already recognized Fire Smart education initiatives and has committed to "give consideration" to wildfire hazard DPAs within the OCP (A.7.2.8): "The Local Trust Committee will support efforts to reduce and mitigate wildfire hazards, including supporting Fire Smart education initiatives and will give consideration to designation of development permit areas for wildfire hazard."

The establishment of a Wildfire Hazard DPA would require construction of new homes to standards that would ensure they are not vulnerable to wildfire or add to the wildfire risk profile of a community. This type of legislation would be similar to DPAs for both flood-plain and geotechnical hazard areas.

A Community Wildfire Protection Plan (CWPP), created for Salt Spring Island in 2005, also recommended legislation to reduce risks from wildfire hazards (page 3):

“Through the Wildland Interface Fire Committee, [recommendations are] to consider incorporating wildland interface fire mitigation into the Islands Trust Official Community Plan (OCP), as well as to consider introducing restrictive bylaws or ordinances for development and building materials.”

Many B.C. jurisdictions have incorporated Wildfire Hazard DPAs that link CWPP recommendations and fuel treatments to current and future development. Wildfire is a significant community risk that will continue to grow with increasing development and climate-change projections for the Southern Gulf Islands.

“Climate projections point to longer and more intense wildfire seasons. B.C.’s Fire Smart initiative helps homeowners reduce the risks of loss, damage or injury due to wildfires.” (Preparing for Climate Change: British Columbia’s Adaptation Strategy – 2010)
Establishment of a Wildfire Hazard DPA will contribute to effective management of Wildland Urban Interface developments and would mitigate this growing problem. Application of a Wildfire Hazard DPA could include the following development scenarios: renovation, subdivision; new development; large parcels; and alteration of land including site grading, vegetation removal, and even riparian area restoration works.

An effective Wildfire Hazard DPA would need to consider the principles of Fire Smart which include managing vegetation to create defensible space around buildings; rated roofing; and construction materials and landscaping standards. Specifically, Wildfire Hazard DPA guidelines, as seen in other B.C. jurisdictions, generally intend to reduce fire risk by ensuring adequate setbacks between buildings and the forest edge through use of fire-resistant building materials (eg. metal roofing, glazed windows) and practices, and by removal of debris or fuels within the defensible space immediately adjacent to structures.

Resources:

- Salt Spring Island CWPP <https://saltspringfire.com/wp-content/uploads/2018/11/Saltspring-community-protection-plan-Nov-2005.pdf>
- Developing Permits: An emergency Policy Instrument for Local Governments to manage interface fire risk in a changing Climate https://www.iclr.org/wp-content/uploads/2018/05/Development-Permits_2018.pdf
- Cowichan District - OCP
- <https://www.cvrld.bc.ca/DocumentCenter/View/9799/Area-D-Bylaw-3605?bidId=>
- Municipality of Whistler - Wildfire Protection Strategy
- <https://www.whistler.ca/sites/default/files/2018/Oct/related/22105/rmow2016wildfireprotectionstrategy.pdf>
- Maple Ridge - Wildfire DPA Guidelines
- <http://www.mapleridge.ca/DocumentCenter/View/3216/Draft-Wildfire-Development-Permit-Area-Guidelines---May-12-2014?bidId=>
- North Vancouver Wildfire Hazard DPA
- <https://www.dnv.org/property-development/wildfire-hazard-development-permit-area-dpa>
- Squamish-Lilloet Guide for Wildfire Hazards
- <https://www.slrd.bc.ca/sites/default/files/pdfs/planning/guides/Wildfire.pdf>

If you have any additional questions, please contact me at 250-537-2531 or by email at ageorge@saltspringfire.com

Sincerely,



Arjuna George
Fire Chief
Salt Spring Island Fire Rescue

WILDFIRE HAZARD DEVELOPMENT PERMIT AREA

SALT SPRING ISLAND



WILDFIRE PREVENTION



- FIRESMART EDUCATION
- FUEL MITIGATION
- COMMUNITY WILDFIRE PROTECTION PLAN (CWPP)
- (NEW) ESTABLISHED A WILDFIRE COMMUNITY RESILIENCE COMMITTEE (WCRC)

REDUCING WILDFIRE RISK

Salt Spring Island OCP
A key objective

“To identify and guide development away from areas known to have natural hazards, such as unstable slopes, highly erodible soils, **wildfire**, or the potential for flooding.” (A.7.1.1)

THE GOALS



Identify areas that could be
affected by wildfire



Protect environmental, economic
and social/cultural values

REDUCING WILDFIRE HAZARD ON SALT SPRING ISLAND

A multi-layered approach that includes Fire Smart measures :

education

community-
prevention activities

subdivision design

building and
landscape design.



A DPA is one of the tools to address wildfire risk

LOCAL RESPONSIBILITY

SSI LTC committed to give consideration to wildfire hazard DPAs:

“The Local Trust Committee will support efforts to reduce and mitigate wildfire hazards, including supporting Fire Smart education initiatives and will give consideration to designation of development permit areas for wildfire hazard.” OCP (A.7.2.8):



Wildfire DPA would require:
Construction, maintenance and
landscape standards to reduce
wildfire risk profile of a community



similar to flood-plain and
geotechnical hazard areas.

WILDFIRE HAZARD DPA

**Community Wildland Interface Fire
Protection Plan for the Improvement
District of Saltspring Island**

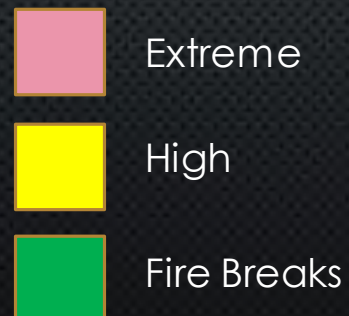
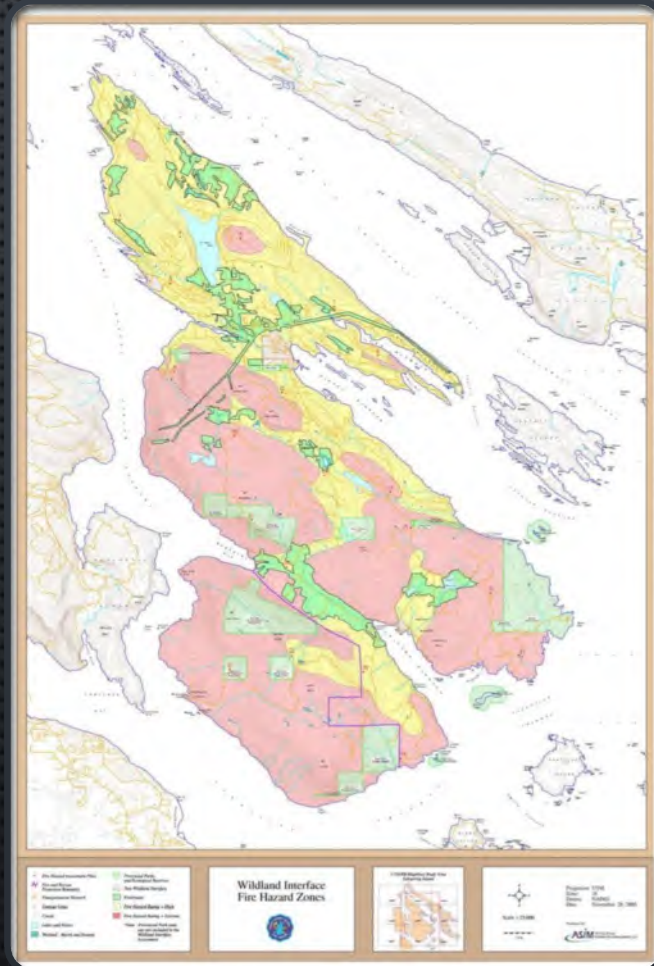
Contact: David Enfield, Fire Chief,
Saltspring Island Fire and Rescue
105 Lower Ganges Road,
Ganges, BC
V8K 2T1
Telephone No.: 250-537-2531



**Sharon Hope Ph.D, Robin B. Clark BScF and
Neale Quan, BA, ASIM Ltd.**

“CONSIDER INCORPORATING
WILDLAND INTERFACE FIRE
MITIGATION INTO THE ISLANDS
TRUST OFFICIAL COMMUNITY
PLAN (OCP), AS WELL AS TO
CONSIDER INTRODUCING
RESTRICTIVE BYLAWS OR
ORDINANCES FOR
DEVELOPMENT AND BUILDING
MATERIALS.”

FIRE HAZARD ZONE MAPPING (2005)



NEW COMMUNITY WILDFIRE RESILIENCY PLANNING FRAMEWORK



KEY TOPICS:

- DEVELOPING PERMIT AREA PLANNING TO HELP REDUCE WILDFIRE RISKS
- FIRESMART ACTIVITIES AND COMMITTEES
- FIRESMART ACTIVITIES ON PRIVATE LAND AND NEAR CRITICAL INFRASTRUCTURE.

PREPARING FOR CLIMATE CHANGE: BRITISH COLUMBIA'S ADAPTATION STRATEGY

"CLIMATE PROJECTIONS
POINT TO LONGER AND
MORE INTENSE WILDFIRE
SEASONS. B.C.'S FIRE SMART
INITIATIVE HELPS
HOMEOWNERS REDUCE THE
RISKS OF LOSS, DAMAGE OR
INJURY DUE TO WILDFIRES."

5-10-50

WILDFIRE HAZARD DPA - FLEXIBLE



Renovation



Subdivision



new development



large parcels



alteration of land including site grading,
vegetation removal, and even riparian area
restoration works

WILDFIRE
HAZARD DPA



managing vegetation to
create defensible space



rated roofing; and
construction materials



landscaping standards.



Institute for Catastrophic
Loss Reduction
Building resilient communities

Institut de prévention
des sinistres catastrophiques
Bâtir des communautés résilientes

Development permits: An emerging policy instrument for local governments to manage interface fire risk in a changing climate

By Paul Kovacs

May 2018



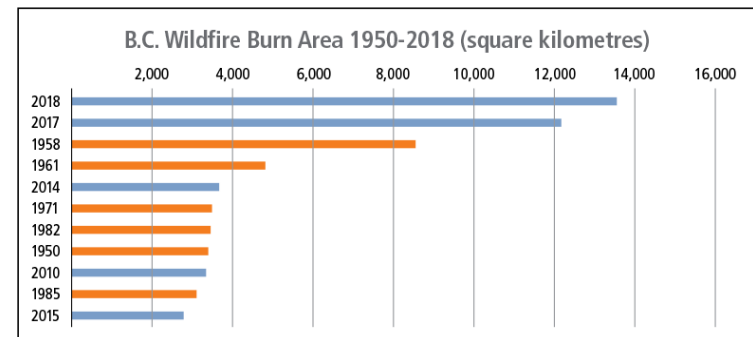
DEVELOPMENT PERMITS:

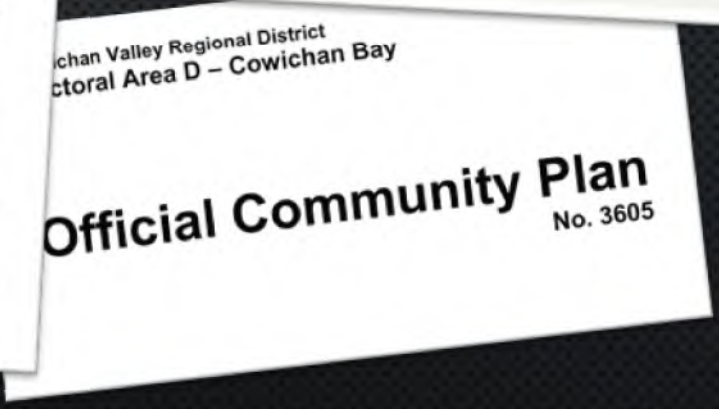
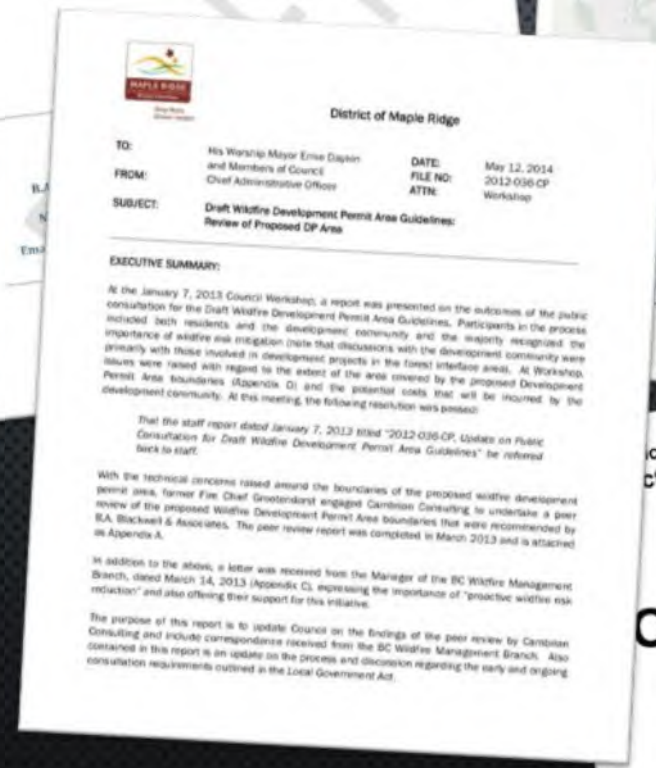
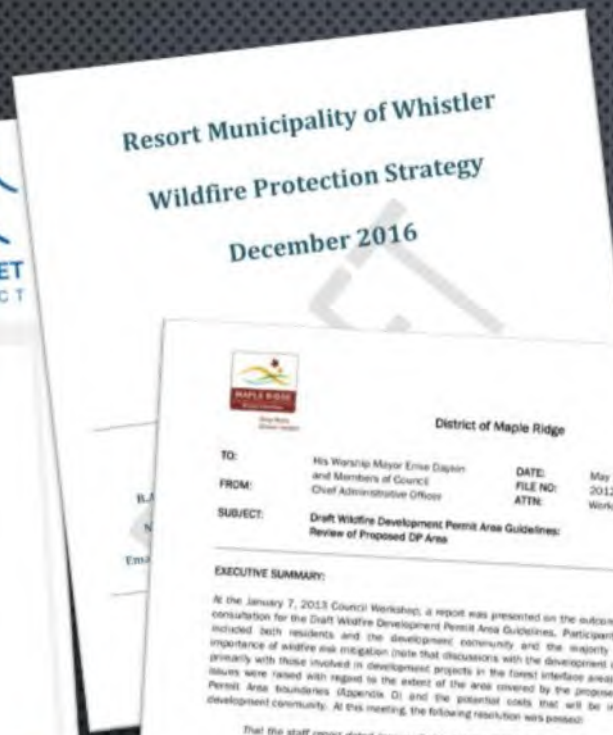
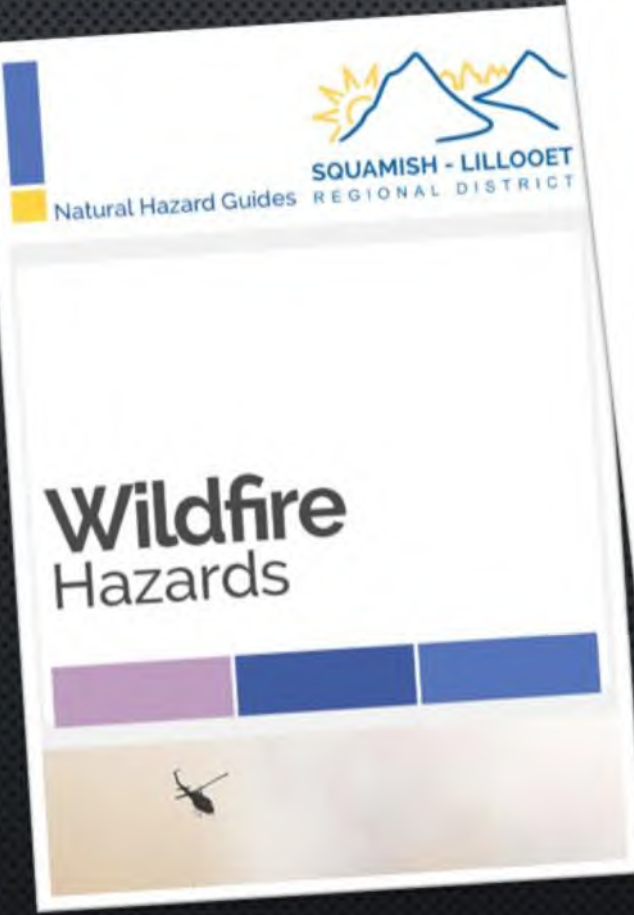
AN EMERGING POLICY INSTRUMENT
FOR LOCAL GOVERNMENTS TO
MANAGE INTERFACE FIRE RISK IN A
CHANGING CLIMATE

*INSTITUTE FOR CATASTROPHIC LOSS
REDUCTION 2018*

FIRE UNDERWRITERS NEW- WILDFIRE GRADING INDEX

“THE INDEX CONSIDERS THE VARIABLES THAT HAVE BEEN IDENTIFIED AS BEING THE MOST SIGNIFICANT AND INFLUENTIAL IN TERMS OF WILDFIRE RISK, SUCH AS CLIMATE FACTORS, VEGETATION, SOIL, TOPOGRAPHY, AND PROXIMITY TO SUPPRESSION RESOURCES”.







THANK YOU FOR YOUR
CONSIDERATION

FOR MORE INFORMATION CONTACT:
SALT SPRING ISLAND FIRE RESCUE
FIRE CHIEF ARJUNA GEORGE

AGEORGE@SALTSPRINGFIRE.COM



Salt Spring Island Local Trust Committee Minutes of Regular Meeting

Date: Thursday, July 13, 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)
Anthony Fotino, Island Planner
Louisa Garbo, Island Planner
Chris Buchan, Planner 2 (Zoom)
Rob Pingle, Recorder

Others Present: Gary Holman, Capital Regional District (CRD) Salt Spring Island Electoral Area Director
Shannon Cowan, Salt Spring Island Watershed Protection Alliance Coordinator (Zoom)
Approximately 24 members of the public (20 in person, 4 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 territory.

2. APPROVAL OF AGENDA

By general consent, the agenda was adopted as presented.

3. TOWN HALL AND QUESTIONS

Members of the public expressed concern regarding application SS-LCB-2022.1 (Salt Spring Brewery). A petition opposed to the application was presented. Concerns were raised regarding environmental issues on the property, the traffic on the road that leads to the property, the type of ownership of the business, and the zoning of the property.

Members of the public expressed support regarding application SS-LCB-2022.1 (Salt Spring Brewery). It was noted that the application is not to become a pub but to expand the tasting room to include a

lounge and that the application does not impact the environmental issues as it may decrease the packaging taking place on the property. It was noted that the brewery partners with local farmers to recycle their spent grains and that it provides a local hub unique to the area of the island.

A member of the public spoke to the renovations they are making on their property and the permits assumed to be required to conduct work. They spoke to the ability to use chainsaws on their property and information they have received from the province regarding that.

4. DELEGATIONS - NONE

5. TRUSTEE REPORTS

Trustee Harris expressed gratitude for the turn out at the town hall yesterday evening.

Trustee Patrick expressed gratitude for the workshop organized by Salt Spring Solutions. She spoke to the housing ecosystem mapped during the workshop.

6. CHAIR'S REPORT

Chair Peterson expressed gratitude for the attendance at the town hall yesterday evening. He spoke to the recent Trust Council meeting held on Gabriola Island noting it included strategic planning and a resolution that was passed regarding extending the referral time for proposed bylaws with First Nations to create more meaningful engagement.

7. CRD DIRECTOR and LCC CHAIR REPORTS

CRD Director Holman spoke to the second meeting of the Local Community Commission (LCC). It was noted that the dissolved committees attended to share their thoughts with the LCC. Upcoming work for the LCC includes an active transportation project. He spoke to the progress that has been made on affordable housing and identified six properties on the island appropriately zoned for affordable housing. He noted that those properties are hampered by a lack of funding rather than a lack of government agencies working to allow it. He spoke to the discussion about alternate forms of housing and the challenges the CRD experiences while undertaking the responsibility of enforcing the building code as required. He explained that building inspectors respond to complaints but are not actively looking for buildings that are not in compliance. He spoke to the process of placing notice on Title for properties with buildings that are not constructed to code and what a property owner must do to have it removed. He talked about the recent testing by the CRD and Island Health of the water in Ganges Harbour. It was noted that the fecal contamination is considered safe and that the levels detected cannot be directly attributed to those people living on boats in the harbour. He would like to see greater engagement by the provincial and federal governments to address the issues within Ganges Harbour. He spoke to the buildings on Salt Spring Island run by the CRD that will be addressed in a funding grant application, which includes improvements to the pool and the sewage treatment system. If successful the sewage treatment system will be expanded to allow for 500 additional household hook ups. He concluded by noting that the Ministry of Transportation will soon be repainting road lines and crosswalks on the island.

8. PREVIOUS MEETINGS

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

The following items were presented for consideration:

- Correct First Nation territorial acknowledgement
- Remove the number seven from the first paragraph of Town Hall
- Include the Trustee's question regarding the responsibility of the Radon Action Plan

By general consent, the minutes of June 22, 2023 Salt Spring Island Local Trust Committee Regular meeting were adopted as amended.

8.2 Resolutions Without Meeting Report – NONE

8.3 Minutes of the Advisory Planning Commissions – NONE

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

9. CORRESPONDENCE

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

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

The correspondence items were received.

10. BUSINESS ARISING FROM MINUTES

10.1 Follow-Up Action List dated July 2023

The report was received.

It was asked if opportunities for government to government conversations with First Nations are progressing and if staff can assist Trustees in holding these conversations. It was noted that the new Senior Indigenous Relations Advisor is just beginning and that this work will be part of what they address.

10.2 Interagency Meetings

RPM Hutton spoke to the meeting held by the Capital Regional District which included North Salt Spring Water District, Royal Canadian Mounted Police (RCMP), Salt Spring Island Fire Rescue, School District 64 and Ministry Of Transportation and Infrastructure. He noted that it was a unique meeting that allowed for discussions about the work each agency is undertaking in the near future. There was also discussion about the harbour with the RCMP looking to work with our Bylaw Officers.

There was discussion about the interagency work required for the goals of the Islands Trust to be reached. It was noted that meeting protocols established by the Islands Trust with other agencies need to be reviewed and actioned.

11. COMMUNITY INFORMATION MEETING – NONE

12. PUBLIC HEARING – None

The meeting recessed for a break at 11:00 a.m. and reconvened at 11:10 a.m. to address the items listed in sections 15 and 16.

The meeting recessed for lunch break at 11:43 a.m. and reconvened at 12:15 p.m.

13. APPLICATIONS AND REFERRALS

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

Planner Buchan presented a staff report dated July 13, 2023 regarding a variance to enable a proposed 37 square meter auxiliary guest cottage to be attached to a 27.7 square metre storage room and a retaining seawall.

Applicant Jordan Noble spoke to the application.

SS-2023-85

It was MOVED and SECONDED,

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.

CARRIED

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

RPM Hutton presented a staff report dated July 13, 2023 regarding a Liquor and Cannabis Regulation Branch (LCRB) referral to permit a permanent outdoor patio space with lounge area and revised operating hours.

Applicant Rebecca Hardin spoke to the application.

SS-2023-86

It was MOVED and SECONDED,

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.

CARRIED

SS-2023-87

It was MOVED and SECONDED,

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 and materials received at the meeting, with the response to the Liquor and Cannabis Regulation Branch regarding the 270 Furness Road application.

CARRIED

14. LOCAL TRUST COMMITTEE PROJECTS

14.1 CMHC Housing Accelerator Fund

Planner Garbo presented a staff report dated July 13, 2023 regarding Housing Action Plan Initiatives for the Canada Mortgage and Housing Corporation Housing Accelerator Fund Grant.

There was discussion regarding the changes made to the revised Housing Action Plan Initiatives.

There was discussion about including low carbon initiatives in the plan. It was noted that this was a federal requirement and also included in the official community plan. These items are related to the building of the housing rather than the location of the housing.

There was discussion about the lack of urgency and framing of the significant concerns on Salt Spring within the plan. It was noted that staff would look for all opportunities within the submission process to additionally highlight these items.

SS-2023-88

It was MOVED and SECONDED,

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.

CARRIED

SS-2023-89

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee accepts the Housing Action Plan Initiatives in principle for the CMHC Housing Accelerator Fund grant application.

CARRIED

14.2 Salt Spring Island Watershed Protection Alliance

RPM Hutton presented a staff report dated July 13, 2023 regarding the SSIWPA Salt Spring Island Watershed Protection Plan – Phase 2.

In discussion it was noted that there is a reserve budget of \$35,000 that may assist the transition of SSIWPA this year or potentially next year.

SS-2023-90

It was MOVED and SECONDED,

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.

CARRIED

Trustee Harris opposed

SS-2023-91

It was MOVED and SECONDED,

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.

CARRIED

Trustee Harris opposed

SS-2023-92

It was MOVED and SECONDED,

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.

CARRIED

Trustee Harris opposed

15. NEW BUSINESS

15.1 UBCM Attendance

There was discussion regarding trustee attendance to the Union of B.C. Municipalities 2023 convention and it was noted that the local budget was a constraint. There is not an adequate amount to completely cover both trustees. If both trustees wanted to attend the event they could share the remaining funds. There was discussion about the ability to ask Executive Council to cover the costs.

SS-2023-82

It was MOVED and SECONDED,

That Salt Spring Island Local Trust Committee approve expenses for Union of B.C. Municipalities 2023 convention registration for Trustee Patrick.

CARRIED

Trustee Harris opposed

SS-2023-83

It was MOVED and SECONDED,

That Salt Spring Island Local Trust Committee request the Executive Committee to fund the expenses for Trustee Patrick to attend the Union of B.C. Municipalities 2023 convention.

CARRIED

Trustee Harris opposed

16. REPORTS

16.1 Policy and Standing Resolutions List

The report was received.

16.2 Future Projects Report dated July 2023

The report was received.

16.3 Active Projects Report dated July 2023

The report was received.

There was discussion regarding the active projects and how to address the currently assigned funding that may not be spent within the current fiscal year.

Trustee Harris expressed concern with the proof of water bylaw work as it is his understanding that the province regulates this during the subdivision process.

There was discussion about the scoping required to ensure the approved projects are successful.

SS-2023-84

It was MOVED and SECONDED,

That Salt Spring Island Local Trust Committee request staff to present 2024/2025 budget cycle business case updates for the local trust projects at the September 14, 2023 regular meeting of the committee.

CARRIED

16.4 Applications with Status Report dated July 2023

The report was received.

16.5 Expense Report dated May 2023

The report was received.

16.6 Islands Trust Conservancy Board Report - None

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

15. CLOSED MEETING - NONE

16. UPCOMING MEETINGS

The next regular meeting of the Salt Spring Island Local Trust Committee is scheduled on September 14, 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 September 13, 2023 at 5:00 p.m. at the Beaver Point Hall – 1361 Beaver Point 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 for current meeting information and location.

17. ADJOURNMENT

By general consent the meeting adjourned at 1:55 p.m.

Timothy Peterson, Chair

CERTIFIED CORRECT:

Rob Pingle, Recorder

From: Laura Patrick
Sent: Thursday, July 20, 2023 7:37 AM
To: Bobby Shank
Cc: Jamie Harris; SSInfo
Subject: Re: Colonizers Continued

Bobby,

Thank you for your email. I agree that the “rules and regulations” drove inequality and the resulting housing mess. We are tweaking at the edges while the entire system needs an overhaul.

The current situation makes upsets me. We did not create this housing mess, but we can provide the leadership to set us on a path to addressing the challenges.

We need all voices to be heard and to participate in updating the tools we can use to manage growth and cultivate an equitable, inclusive, and resilient island community.

Laura

On Jul 20, 2023, at 10:00 AM, Bobby Shank <[REDACTED]> wrote:

I've just read the post made by Greg Clayton on the exchange and I felt compelled to email in and voice my opinion on this matter. It's something I've felt for a long time.

For too long the islands trust has meant to serve one class of people: rich homeowners who only wish every working class person should have to commute to this island to serve them. Your entire purpose here is to enforce a classist agenda that doesn't aim to understand and work with our less advantaged citizens, it simply hopes to eradicate them.

In a time where we are in a literal housing crisis, to force people out of their homes is ridiculous. I met some of these families that were kicked out of Aloha due to your incessant need for complete control, and they were young families, good people who had kids and dogs and were now homeless. They were contributors to this island and part of the community, whether you approve of their lifestyle or not should not mean that you

abuse the way the law is written to leverage your own vision for this island against them.

To force homelessness upon people because of your inability to be flexible in allowing alternative ways of living is cruel and inhumane. Do not hide behind "agricultural zoning" or "environmental risks". That is a ridiculous notion to assume forcing homelessness upon families could ever be better for the environment than a stable living situation. The truth is these codes were not written to help anyone, they simply act as leverage points for the more fortunate and educated to exact their own will upon those they see unfit to be included in their own selfish vision. To make sure everything is under the thumb of the rich ruling class.

There is a literal housing crisis and you choose to force families into homelessness. Shame on you. Your work is pointless, your chosen life is nothing but an extension of an age old Canadian tradition of oppression that has colonized and ruined communal living on this land since time immemorial. I am a First Nations person on this island and our people have lived in communal situations long before "Patrick's" and "Harris" and "Petersons" were on this land. And it was people like you who came along and forced them out of that to serve your own vision.

Think about that. That is the role you are playing.

And now you choose to carry on your parents and grandparents mission in controlling this place and making it in the image of your own secular, capitalist ideals. Out of everything we've learned from the horrific act of colonialism, you've chosen to continue its evil agenda on this land.

Shame on you all for using your power to prey upon the less fortunate. For wasting the gifts you've been given just to further this colonial ideal that we know has ruined this land. You are continuing that horrific dream that villified my ancestors, that ruined their "alternative" way of life. If they were living on this island in their traditional way you would fine and leverage your power against them to force them into nuclear family living and individual homes. You are those evil souls that committed that act, reincarnate.

I'm sure you don't see it, but when you look in the mirror you should see the face of the colonizer. You are exacting that same evil mission upon people today and I know it because I saw the kids living out of a tent in the park, who's parents had to beg to stay at Ruckle for longer because they had nowhere else to go and their whole lives were here on this island. You each

own the cruel and evil hearts that have ruined living with nature in favour of living for money since white oriole stepped on this land. Shame on you for carrying on that tradition.

Do better.

Follow Up Action Report

Salt Spring Island

16-Mar-2023

Activity	Responsibility	Dates	Status
1 It was MOVED and SECONDED, 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: a. Provision of a project charter indicating: i. The purpose, goal, deliverables, schedule and budget of the project. ii. An engagement strategy with the public and other government stakeholders iii. A strategy to engage the 13 First Nations on whose traditional and Treaty territory the project lies. 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. July, 16, 2023: Discussed with Robyn about contract to provide information on best methods for FN engagement to create plan. Sept 9, 2023: Service Contract nearing completion - BC Active Transportation Grant Contract	Anthony Fotino		In Progress

Follow Up Action Report

Salt Spring Island

18-May-2023

Activity	Responsibility	Dates	Status
1 April 28, 2023 SSI LTC Special Meeting Follow Up It was MOVED and SECONDED, 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.	Chris Hutton Jennifer Baddeley		In Progress
2 SS-DVP-2022.12 - J. Litke - 744 Lower Ganges Road & Baker Road, SSI It was MOVED and SECONDED, 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. It was MOVED and SECONDED, 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.	Charly Caproff Rob Pingle		In Progress

Follow Up Action Report

Salt Spring Island

18-May-2023

Activity	Responsibility	Dates	Status
3 Official Community Plan Project Charter preview - Staff Report 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.	Chris Hutton Louisa Garbo		Completed

Follow Up Action Report

Salt Spring Island

18-May-2023

Activity	Responsibility	Dates	Status
4 Official Community Plan Project Charter preview - Staff Report 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. Ongoing Sept 6, 2023 - RFP in process	Chris Hutton Louisa Garbo		In Progress
5 Ganges Village Planning - Staff Report It was MOVED and SECONDED, 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. Deadline extended	Louisa Garbo	Target: 12-Oct-2023	In Progress

Follow Up Action Report

Salt Spring Island

18-May-2023

Activity	Responsibility	Dates	Status
6 Coastal Douglas Fir Project - Staff Report It was MOVED and SECONDED, 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.	Louisa Garbo Rob Pingle	Target: 14-Sep-2023	Completed

22-Jun-2023

Activity	Responsibility	Dates	Status
1 SS-LCB-2023.2 - K. Armstrong - 121 Upper Ganges Road, SSI 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.	Bruce Belcher Rob Pingle	Target: 14-Sep-2023	Completed

Follow Up Action Report

Salt Spring Island

22-Jun-2023

Activity	Responsibility	Dates	Status
2 SS-DP-2023.1 - S. Campbell - 166 Rainbow Road, SSI 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.	Chris Buchan Rob Pingle		Completed
3 SS-LCB-2022.1 - R. Hardin - 270 Furness Road, SSI 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.	Anthony Fotino		Completed
4 SS-LCB-2022.1 - R. Hardin - 270 Furness Road, SSI 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.	Anthony Fotino		Completed

Follow Up Action Report

Salt Spring Island

22-Jun-2023

Activity	Responsibility	Dates	Status
5 Proposed Bylaw 530 - Accessory Dwelling Units - Staff Report - Open House Summary 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.	Louisa Garbo		Completed
6 Proposed Bylaw 530 - Accessory Dwelling Units - Staff Report - Open House Summary 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 from at the open houses and other relevant information regarding accessory dwelling units in rural areas.	Louisa Garbo		Completed

Follow Up Action Report

Salt Spring Island

22-Jun-2023

Activity	Responsibility	Dates	Status
7 Proposed Bylaw 530 - Accessory Dwelling Units -Units - Staff Report - Open House Summary 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.	Louisa Garbo		Completed
8 Clean and Safe Harbours Initiative 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.	Chris Hutton	Target: 16-Nov-2023	In Progress

Follow Up Action Report

Salt Spring Island

22-Jun-2023

Activity	Responsibility	Dates	Status
9 Clean and Safe Harbours Initiative 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.	Chris Hutton	Target: 16-Nov-2023	In Progress
10 - Staff will invite the Agricultural Alliance and Agricultural Advisory Planning Committee to a Special Meeting held in the fall 2023.	Rob Pingle	Target: 16-Nov-2023	In Progress

13-Jul-2023

Activity	Responsibility	Dates	Status
1 SS-DVP-2023.3 - J. Noble - 38 McKenzie Cres, PI SS-2023-85 It was MOVED and SECONDED, 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.	Chris Buchan Rob Pingle	Target: 28-Jul-2023	Completed

Follow Up Action Report

Salt Spring Island

13-Jul-2023

Activity	Responsibility	Dates	Status
2 SS-LCB-2022.1 - R. Hardin - 270 Furness Road, SSI SS-2023-86 It was MOVED and SECONDED, 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. CARRIED SS-2023-87 It was MOVED and SECONDED, 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 and materials received at the meeting, with the response to the Liquor and Cannabis Regulation Branch regarding the 270 Furness Road application. CARRIED	Anthony Fotino Rob Pingle	Target: 28-Jul-2023	Completed

Follow Up Action Report

Salt Spring Island

13-Jul-2023

Activity	Responsibility	Dates	Status
3 CMHC Housing Accelerator Fund SS-2023-88 It was MOVED and SECONDED, 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. CARRIED SS-2023-89 It was MOVED and SECONDED, That the Salt Spring Island Local Trust Committee accepts the Housing Action Plan Initiatives in principle for the CMHC Housing Accelerator Fund grant application. CARRIED	Louisa Garbo	Target: 18-Aug-2023	Completed

Follow Up Action Report

Salt Spring Island

13-Jul-2023

Activity	Responsibility	Dates	Status
4 Salt Spring Island Watershed Protection Alliance SS-2023-90 It was MOVED and SECONDED, 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. CARRIED SS-2023-91 It was MOVED and SECONDED, 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. CARRIED SS-2023-92 It was MOVED and SECONDED, 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. CARRIED	Anthony Fotino		Completed

Follow Up Action Report

Salt Spring Island

13-Jul-2023

Activity	Responsibility	Dates	Status
5 UBCM Attendance SS-2023-82 It was MOVED and SECONDED, That Salt Spring Island Local Trust Committee approve expenses for Union of B.C. Municipalities 2023 convention registration for Trustee Patrick. CARRIED SS-2023-83 It was MOVED and SECONDED, That Salt Spring Island Local Trust Committee request the Executive Committee to fund the expenses for Trustee Patrick to attend the Union of B.C. Municipalities 2023 convention. CARRIED	Chris Hutton Rob Pingle	Target: 27-Jul-2023	Completed
6 Active Projects Report dated July 2023 SS-2023-84 It was MOVED and SECONDED, That Salt Spring Island Local Trust Committee request staff to present 2024/2025 budget cycle business case updates for the local trust projects at the September 14, 2023 regular meeting of the committee. CARRIED	Chris Hutton Louisa Garbo	Target: 14-Sep-2023	Completed



Follow Up Action Report

STAFF REPORT

File No.: 6500-20 – CDF Ecosystem
Protection

DATE OF MEETING: September 14, 2023
TO: Salt Spring Island Local Trust Committee
FROM: Rob Pingle, Legislative Clerk
Salt Spring Island Team
COPY: Chris Hutton, Regional Planning Manager
Salt Spring Island Team
SUBJECT: Fire Risk Reduction Workshop Report Submitted by Transition Salt Spring

RECOMMENDATIONS

1. **That the Salt Spring Island Local Trust Committee accepts the workshop summary report submitted by Transition Salt Spring.**
2. **That the Salt Spring Island Local Trust Committee requests staff to close the Protection of Coastal Douglas-Fir and Associated Ecosystems (CDF) project and transfers all information and recommendations obtained from the project into the amendment to the “Salt Spring Island Local Trust Committee Official Community Plan Bylaw No. 434, 2008” project.**

REPORT SUMMARY

This report provides an update to the workshop summary report submitted by Transition Salt Spring at the 18 May 2023 meeting where the following resolution was passed.

SS-2023-62

It was MOVED and SECONDED,

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.

CARRIED

BACKGROUND

As part of the Protection of Coastal Douglas-Fir and Associated Ecosystems (CDF) project, SS LTC passed the following resolution at their meeting on October 11, 2022, in support of sponsoring a fire risk reduction workshop:

That the Salt Spring Island Local Trust Committee authorize staff to spend up to \$11,000 in support of the Wildfire Management Practices workshop for the Coastal Douglas-fir and Associated Ecosystems project.

On February 27, 2023, Transition Salt Spring (TSS) hosted a virtual practitioners workshop of the “Fire risk reduction in the Coastal Douglas-fir biogeoclimatic zone,” sponsored by SS LTC through a service contract with Islands Trust. TSS conducted the workshop as outlined in the service contract (see attached summary

report on the workshop that fulfilled the terms of the contract). The summary report will help inform the Salt Spring Island Official Community Plan policy development stage of the CDF project.

ALTERNATIVES

1. Request further information

The SS LTC may request further information prior to making a decision. Staff advises that the implications of this alternative will be a delay in completing the CDF project and transfer the information to the SS OCP amendment process. If selecting this alternative, the LTC should be advised to 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 requests that staff returns with additional information to include:

Item: [1, 2, ...]

Submitted By:	Rob Pingle, Legislative Clerk	September 7, 2023
Concurrence:	Chris Hutton, Regional Planning Manager	September 7, 2023

ATTACHMENTS

Attachment 1 Fire risk reduction in the Coastal Douglas-fir biogeoclimatic zone: A practitioner's report

Fire risk reduction in the Coastal Douglas-fir biogeoclimatic zone: A practitioner's report

2023 September

Prepared by Shauna Doll with contributions from Ruth Waldick, Kacia Tolsma, Cian Kelly, and Pierre Mineau



Fire risk reduction in the Coastal Douglas-fir biogeoclimatic zone: A practitioner's report

Prepared by Transition Salt Spring with support from Raincoast Conservation Foundation for the consideration of ecosystem managers, local governance authorities, private landholders, and others with an interest in minimizing fire risk through the promotion of ecological integrity in the forests of the Coastal Douglas-fir biogeoclimatic zone.

Acknowledgements

The progress made by the Maxwell Creek Watershed Project team (now referred to as the Climate Adaptation Research Lab) has been made possible by the dedicated community of practice that has assembled around this work. The project team is incredibly grateful for the shared expertise, resources, and time that have been so generously given by this community. Together, we seek to restore biodiversity to, and enhance climate resilience of, these landscapes we all love so much.

Financial support for this project generously provided by:

This project was undertaken with the financial support of:
Ce projet a été réalisé avec l'appui financier de :



Environment and
Climate Change Canada

Environnement et
Changement climatique Canada



A note about using this document

This report is a synthesis of the expertise shared by the community of practice, who under the leadership of Transition Salt Spring, have assembled around the issue of fire risk in the Coastal Douglas-fir (CDF) biogeoclimatic zone. It centres on the perspectives shared during a virtual workshop that took place in February 2023, and an in-person debrief that occurred a few days later on Salt Spring Island. It is intended to be an informative resource for a variety of practitioners, land holders, and decision makers living and working within the CDF zone.

The report was circulated to all workshop presenters before being publicly shared. It is expected that there will be future iterations as work to study, refine, and strengthen ecologically-focused fire mitigation strategies in the CDF zone continues.

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Executive summary

On February 27, 2023, Transition Salt Spring (TSS) hosted a virtual practitioners workshop, *Fire risk reduction in the Coastal Douglas-fir biogeoclimatic zone* as an extension of efforts undertaken by the Climate Adaptation Research Lab (CARL) at TSS and collaborators since 2021. This community of practice works together to explore intersections between ecological enhancement and fire risk reduction in the Coastal Douglas-fir (CDF) biogeoclimatic zone and surrounding areas. Ongoing discussions and preliminary results from on-the-ground work in pilot sites on Salt Spring Island, have highlighted gaps and challenges to addressing fire risk while maintaining ecological functionality and resilience in the highly settled CDF zone.

One of these gaps is a lack of guiding resources for private landholders and managers outlining how to manage fire risk that are specific to the CDF zone where vulnerability to wildland urban interface (WUI) fires is high due to little separation between human settlements/infrastructure and forests. This is exacerbated by the CDF zone having some of the highest rates of human settlement in the province.¹ Regional WUI areas experience some of the highest rates of wildfire exposure in British Columbia.²

Fire risk in this region is not only a function of WUI but is also associated with the ubiquity of degraded, second and third growth forests across the CDF zone. An example of such forests is provided in Photo 1 below. Climate change and extreme weather increase the need for prompt action to address existing hazards and reduce future vulnerability.

A clear message from the community of practice assembled around this work is that some degree of active management is necessary for ecological recovery, climate adaptation, and wildfire risk mitigation. This report outlines some modes of intervention being piloted in the CDF zone; highlights tools, resources, and supports available through the Province of British Columbia and other authorities; and identifies information gaps unique to the CDF zone and neighbouring regions.

¹ B.C. Ministry of Forests, Mines and Lands. (2010). The State of British Columbia's Forests, 3rd ed. Forest Practices and Investment Branch, Victoria, B.C. www.for.gov.bc.ca/hfp/sof/index.htm#2010_report

² Robert Gray, personal communication, January 2023.

Photo 1: Even-aged, monoculture tree plantation.



Background

The [Maxwell Creek Watershed Project](#) (the Project) was launched in November 2021. It is a collaborative, multidisciplinary forest restoration initiative based on Salt Spring Island, British Columbia (BC) under the leadership of [Transition Salt Spring](#) (TSS) with the support of multiple organisations including [Brinkman Earth Systems](#), [Coastal Douglas-fir Conservation Partnership](#), [North Salt Spring Waterworks District](#), [Raincoast Conservation Foundation](#), [Salt Spring Water Preservation Society](#), the University of British Columbia, and a number of private forest managers and other experts. The Project aims to create a template for restoring ecological integrity and climate resilience to Coastal Douglas-fir (CDF) forests and associated ecological communities across the Gulf Islands, while also building a community of practice around established methodologies. Discussions within this community since 2021 have reinforced the reality that there are gaps and challenges to addressing fire risk while maintaining ecological functionality and resilience in the highly settled CDF biogeoclimatic zone.

The Climate Adaptation Research Lab (CARL) was established to oversee the Project in late 2022 and address these gaps and challenges while also responding to community interest in increasing climate resilience.³ The CARL focuses on answering the questions:

- What activities are available to landholders to prevent catastrophic fire?
- What techniques can help mitigate fire risk while enhancing ecological functions (flood regulation, water provision, carbon sequestration) and protecting other forest values such as biodiversity, cultural value, and sustainable timber supply?

³ Transition Salt Spring. (2020). Salt Spring Island Climate Action Plan 2020. *Ethelo*.
<https://ethelo.com/case-studies-directory/case-study-salt-spring-island-climate-action-plan-2020/>

Answers to these questions are being pursued through development and implementation of treatments designed to reduce fire risk, protect freshwater supply, and enhance local ecological integrity and climate resilience. Monitoring and documentation of potential benefits are designed following scientific methods and analysis. One early finding of the outreach and engagement component of the CARL is the lack of local tools, resources, and data available for privately held lands to understand and manage fire risk. Given that many conservancies, land trusts, researchers, forest and water managers, and local governments are working to address the same questions - for a range of different values - the time was ideal to host a workshop for practitioners and government representatives.

Workshop summary

The workshop explored the ways humans engage with, and live within ecosystems throughout the CDF. It was facilitated by Carrie Oloriz and hosted by Ruth Waldick, with Dimirti Vaisius providing contextual support throughout. Adam Olsen, MLA for Saanich North-Gulf Islands and a member of the Tsartlip Nation, opened the workshop urging attendees to recognize plants, animals, and islands of the region as relatives and accept the responsibility of being good stewards of Coast Salish Territory.

Photo 2: Establishing characteristics typical of older growth forests is one of the goals of this work.



Next, Quw'utsun (Cowichan) Elder, Robert George, shared a song and prayer, then spoke about the importance of working together rather than separately to protect local ecosystems. Like MLA Olsen, Elder George encouraged people to live in harmony with one another and the environment.

A group of experts and practitioners who work in forest management on the southern coast of BC contributed to the rest of the workshop, which was divided into three sessions. Each presenter shared their experience and described approaches to prevent catastrophic wildfire through ecologically-informed forest management. A complete list of presenters and their affiliations/expertise are provided in Table 1.

Table 1. Workshop presenters

Contributor	Role(s)/Expertise
Tony Botica, MSc, RPF	• Wildfire Prevention Officer (Coastal), BC Wildfire Service
Conor Corbett, RPF, MSFM	• Wildfire & Forestry Division Manager, Diamondhead Consulting
Robert George	• Quw'utsun Elder
Bowie Keefer	• President, Galiano Ecoforestry Association
Adam Olsen	• MLA, Saanich North-Gulf Islands
Mark Lombard	• Operations Manager, Cortes Community Forest Network
Adam Olsen	• MLA, Saanich North-Gulf Islands
Marlow Pellatt, PhD	• Ecosystem Scientist, Parks Canada
Jonathan Reimer, MSc	• Fire & Emergency Programs Manager, Capital Regional District
Robert Seaton	• Fire Advisor, TSS Climate Adaptation Research Lab • Expert Forest Analyst, Brinkman Earth Systems
Mitchell Sherrin	• Assistant Chief, Salt Spring Island Fire Rescue
Margaret Symon, RPF	• Owner/Manager, Strathcona Forestry Consulting
Dimitri Vaisius	• Wildfire Officer (South Island Zone), BC Wildfire Service
Ruth Waldick, PhD	• Lead, TSS Climate Adaptation Research Lab
Jay Zakaluzny, BA	• Fire Management Officer, Parks Canada

Session 1 - Practical realities: CDF forests and managing fire risk in the CDF region

Mark Lombard opened *Session one* by sharing experience from the Cortes Community Forest Cooperative (CCFC), which is held by Cortes Forestry General Partnership with Klahoose First Nation. The forest under the CCFC's care amounts to over one third of Cortes Island's land area presenting a significant responsibility to pursue wildfire mitigation projects. The CCFC has done significant planning, producing a [Community Wildfire Protection Plan](#) and complementary Five Year Plans to fulfil this obligation. Activities undertaken to date to reduce fire risk include thinning dense forest stands, creating fire breaks, and building increased access to high risk areas. Lombard also remarked on the socioeconomic challenges associated with working on a small tenure on a remote island where community buy-in is a key component of operational success.

Robert Seaton then discussed his work with the CARL, which aims to transition forest stands toward the ecological and structural diversity inherent to mature CDF forests prior to industrial logging (conditions that fostered fire resistance). Multi-pass thinning and pruning, native species reintroductions, and the installation of deer exclosures were all recommended approaches within the broad toolkit that will be needed to achieve this diversity.

Next, Bowie Keefer of Galiano Island described forest management aimed at rehabilitating abandoned industrial plantations now zoned as Privately Managed Forest Land (PFML). Keefer and some other PMFL holders on Galiano are employing "light-touch" approaches similar to those recommended by Seaton to achieve recreational, economic, fuel reduction, and forest restoration goals.

Finally, Jay Zakaluzny, discussed wildfire risk in areas with high human populations and outlined initiatives Parks Canada has undertaken to reduce fire risk which include a combination of thinning, prescribed burning, and [FireSmart protocols](#).

The discussion portion of *Session 1* revealed some synergies between different scales and sectors. Though expressed in different ways, all practitioners emphasised the importance of:

- collaboration and community engagement,
- employing long-term perspectives in forest management, and
- achieving better balance between competing priorities and values (e.g. conserving biodiversity vs. economic viability).

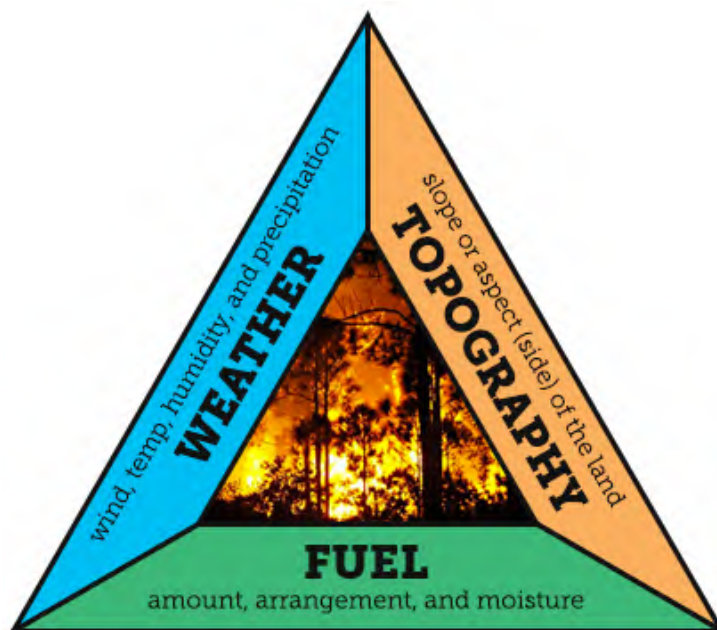
Session 2 - Panel discussion: Reflections from local experts

The *Session two* panel discussion was moderated by Ruth Waldick and contributed to by Dimiti Vaisius, Tony Botica, Robert Seaton, and Conor Corbett. Though FireSmart Ambassador, Rob Syverson appears on the agenda for this session, he was unable to attend and Mitchell Sherrin filled this gap. The panel opened with a reflection from Waldick about *Session one*: that presenters seemed to be in consensus about the need for active management, but advancing that management at a broad scale is impeded by uncertainties and limitations such as identification of priority sites, funding availability, and determination of appropriate treatments for disparate sites.

Each panellist was then asked to describe their work and speak to the issues raised by *Session one* presenters.

Dimitri Vaisius described the structure of the BC Wildfire Service (BCWS) and highlighted the locations of the six regional Fire Centres in the province, which are further divided into [local fire zones](#). Vaisius' presentation focused on the Southern Gulf Islands (SGIs), which are within the South Island Fire Zone, to explain the jurisdictional responsibilities of BCWS. Using the *Fire Behaviour Triangle*⁴ (Photo 3), Vaisius described how fire behaviour is understood, predicted, and planned for. According to Vaisius, the CDF zone is looked at as a “unique area” from a fuel-typing perspective and fires act differently in the CDF compared to other biogeoclimatic zones. Vaisius also reassured attendees that the South Islands Fire Zone experiences few high risk wildfire days per year.

Photo 3: Fire behaviour triangle



Fire Behavior Triangle

Then Tony Botica briefly took the stage and introduced the [Community Resiliency Investment Program](#), which provides financial support to Indigenous and non-Indigenous communities to pursue wildfire risk reduction efforts. Botica also echoed *Session one* presenters by reiterating the need for collaborative efforts between individuals, organizations, and communities to achieve efficacy in this work.

Next, Seaton returned to the screen, this time in his role as a Forest Analyst with Brinkman Earth Systems, and opened by clarifying the meaning of wildfire risk. Though there may be few days per year during which the likelihood of catastrophic fire in the SGIs is high, as asserted by Vaisius, this assessment fails to consider the magnitude of impact, which according to Seaton “would be horrendous”. Seaton goes on to explain that the “fire issue” is a result of industrial management regimes and its resolution will only be achieved using “ecosystem-[focused]” approaches. Particularly in the “terminally disturbed” CDF zone, ecologies at all scales, from backyards to bailiwicks, must be managed with long-term (i.e., 100+ years) resiliency in mind.

⁴ WeatherStem. (2017). Fire behaviour triangle. *WeatherSTEM Lesson*. <https://learn.weatherstem.com/modules/learn/lessons/121/12.html>

“We need to be thinking at a combination of scales. Not only at all scales for the forest stand in terms of heterogeneity, but also at all scales in terms of the work we do: a heterogenous approach to our management of the land”

- Robert Seaton⁵

Next, Mitchell Sherrin opened by describing the natural fire resistance of CDF forests, but remarked that forest conditions have shifted due to climate change, invasions of volatile plant species, and fire suppression activities. Though many forest ecosystems coevolved alongside fire and have historically benefited from its occurrence, current forest conditions in the CDF zone combined with “high [amounts] of human values” mean that allowing fires to burn in this region is not a viable option. As a firefighter working in the CDF with an active interest in protecting human values, Sherrin upheld FireSmart protocols as an avenue toward enhancing community resilience, emphasizing the importance of customizing these protocols to fulfil site-specific needs.

Finally, Conor Corbett revisited the Fire Triangle (see Photo 3), emphasizing that fire history is an important factor to consider when determining the likelihood and severity of wildfire. Corbett also explained that in most regions of BC, communities gradually transition from a developed core (i.e., low wildfire risk) to more rural areas (i.e., higher wildfire risk). These rural areas have a high wildland urban interface (WUI). In the CDF however, this transition is less pronounced as communities are essentially “embedded in the forest”. Though historically, there has been a low frequency of wildfire in the CDF, this high degree of interface between wildland and human values (i.e., built infrastructure) presents a high risk to these communities. Like presenters before, Corbett asserted that wildfire risk in the CDF must be approached at multiple scales with provincial and local governments taking the lead on landscape wildfire management and private landholders taking responsibility for their properties. For the latter Corbett recommended [FireSmart Assessments](#) for residential homes and [Wildfire Threat Assessments](#) for forested parcels.

Wildland urban interface (WUI, pronounced “yooey”): the transition zone between unoccupied land and human development. In these areas, “structures, usually private homes, and other human developments meet or are intermingled with wildland (vegetative) fuels or can be impacted by the heat transfer mechanisms of a wildfire, including ember transport.”

- Adapted from [Natural Research Council of Canada](#)⁶

⁵ Seaton, Robert. (2023, February 27). *Fire risk reduction in the Coastal Douglas-fir biogeoclimatic zone*. [YouTube Video]. Transition Salt Spring. <https://youtu.be/BoewPcKSHsQ>

⁶ Bénichou N., Adelzadeh M., Singh J., Gomaa I., Elsagan N., Kinatader M., Ma C., Gaur A., Bwalya A., & Sultan M. (2021). *National Guide for Wildland-Urban Interface Fires*. National Research Council Canada: Ottawa, ON. 192 pp. DOI: 10.4224/40002647

Compared to *Session 1*, *Session 2* focused more fully on the risks wildfire poses to privately held land. Engaging in risk management for the communities of the CDF zone, which mostly exist at the WUI, if not completely embedded in the forest, is made more complex by the high proportion of land that is held privately throughout the CDF. Though the panellists demonstrated that resources are being developed and asserted that multi-scale collaborations are the closest solution to a “silver bullet”⁷, it remains unclear how private landholders, in their many forms, including individuals, conservancies, and land managers, among others, will be meaningfully involved. Few of these private entities have the mandates, funding, or in-house knowledge to proceed in wildfire preparedness, but as the majority of land in the CDF is under their care they may be the most essential players in managing fire risk and restoring ecological integrity to the landscape.

Session 3 - Roles, responsibilities, and opportunities for large land owners/managers

The last official session of the workshop focused on actionable solutions to the fire problem. Most of the learnings from this session have been incorporated into later sections of this report, so will be only briefly summarized here.

Session 3 opened with a presentation by Margaret Symon who shared experiences implementing FireSmart protocols in a residential context. Next, in an effort to reintegrate the protection of ecological values in a conversation skewing more heavily toward protection of human assets, Marlow Pellat was invited to discuss ecologically-informed wildfire management at the watershed-scale. Mitchell Sherrin then briefly rejoined the conversation naming an expansion of on-the-ground effort and establishment of education initiatives as essential components of the overall response to wildfire risk in the CDF. The session closed with Jonathan Reimer, who introduced new community resources for the Capital Regional District including an intermittently applied [fire bylaw](#), [evacuation guides](#), and Community Wildfire Resiliency Plans for Salt Spring and the SGIs (see Appendix II). The resiliency plans were described by Reimer “as everything discussed in the workshop and more”, and though they will likely be essential resources for wildfire preparedness for some, they may not be accessible to others due to their technical focus.

The workshop ended with informal final remarks from forest ecologist, Erik Piikkila, forest manager, David Haley, and current Salt Spring Island Local Trustee, Laura Patrick. These contributions are integrated in later sections of the report.

⁷Corbett, Conor. (2023, February 27). Fire risk reduction in the Coastal Douglas-fir biogeoclimatic zone. [YouTube Video]. Transition Salt Spring. <https://youtu.be/BoewPcKSHs0>

Photo 4: Common structure and condition of forests found throughout the CDF.



State of knowledge

By synthesizing information shared by the CARL community of practice over the past two years, culminating in the one-day workshop and post event debrief discussions, the following sections of this report (including the Appendices) aim to:

1. enhance understanding of past and current conditions of CDF forests (see Photo 4 for context),
2. identify the primary drivers of change within CDF forests over time,
3. explore how changing conditions have influenced fire risk, and ultimately
4. mobilize teachings to mitigate fire risk through the enhancement of ecological integrity.

Historical context

Most biogeoclimatic zones in BC are categorized into a variety of subzones or variants. Conversely, the entire CDF zone is classified as a single “moist maritime” subzone. These moist conditions contributed to the coevolution of a naturally fire resistant assemblage of ecological communities. However, since settler arrival, systematic removal of Indigenous communities and thus Traditional stewardship practices, combined with industrial-scale logging, high rates of development, and fire suppression activities, have fragmented and homogenized forests. The dense, even-aged, low-diversity second, third, and in some cases fourth growth forests that

dominate the landscape today are more often than not without ecological management and at risk of experiencing catastrophic wildfire.

Wildfire risk is a function of 1) probability and 2) severity. That is, 1) the likelihood of occurrence and 2) the consequences such an event might have on values such as built infrastructure. In the CDF zone, where communities are embedded in the forest, consequences of wildfire have the potential to be severe. Climate change is increasing this potential via prolonged and intensified droughts, higher average temperatures, and lower water availability. However, the jurisdictional matrix in this region makes coordinated planning and response difficult. The highest rates of private land ownership (about 80%) in a province where 95% of the landbase is provincial or federal crown land adds a particular layer of complexity that is unique to the CDF zone.

Though current conditions may indicate the opposite, there is a long regenerative relationship between humans, fire, and ecosystems in this region.

Humans employed fire to actively manage this landscape for millenia prior to settler contact. According to paleoecological findings and Indigenous Knowledge, low-intensity fires were lit in late summer and early fall to maintain the Garry oak/Camas ecosystems (see Photo 5) once common in the CDF zone with fire return intervals ranging between 27 and 41 years. This pre-colonial Indigenous prescribed fire influenced the presence and structure of Garry oak/Camas *gardens* and it is reasonable to hypothesise that this approach likewise maintained a heterogeneous forest structure with greater levels of biodiversity than seen in forests throughout the region today.

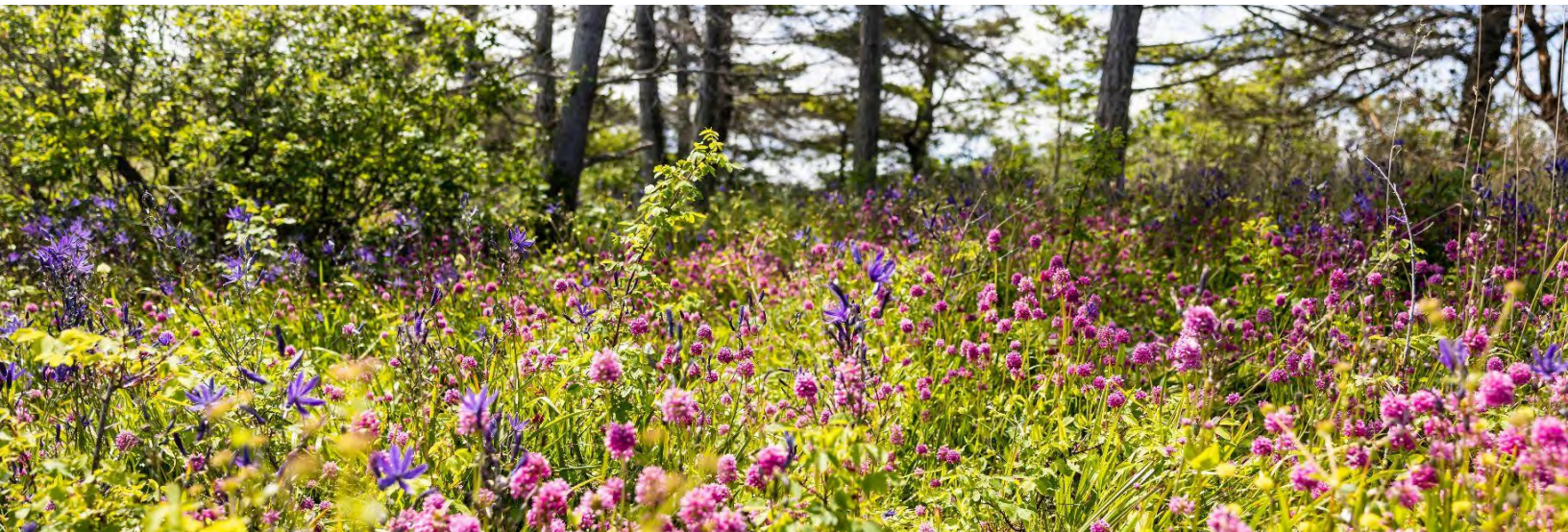


Photo 5: Meadow habitat in the CDF zone. Photo by Alex Harris.

By the mid-1800s settlers began clearing forests and draining wetlands at a broad scale for agriculture, at which point larger and more intense fires were observed. *Terra nullius*, Latin for “land that is deemed to be legally unoccupied” was invoked by colonial governments around this same time, suppressing Indigenous land management practices and restricting prescriptive burns.

Though colonial ideology remains entrenched in land management and policy to this day, there is a growing recognition of the histories of these landscapes and the validity of Indigenous Knowledge in managing them. The reintroduction of Indigenous land management practices is increasingly recognized as key to recovering species diversity, restoring ecological function, and reducing catastrophic fire risk.

The role history plays in forest management was explored by forest ecologist, Erik Piikkila, both during the workshop and the in-person debrief on Salt Spring Island. A high-level summary of Piikkila’s reflections is provided in the pop-out box below, and a list of reference books and other resources Piikkila and others in the community of practice have recommended is provided in Appendix II of this report.

Understanding the history of forests is key to addressing current challenges

It is important to improve understanding of the history of forested ecosystems and watersheds in the CDF zone to envisage a more sustainable future. Reflecting on and learning from the past can aid in navigating current challenges. The preservation of Indigenous Traditional Knowledge and Practice is essential to this process.

Current conditions

Climate change and extreme weather events over the last decade have raised concerns about increased risk of large-scale wildfire in the CDF zone. However, ground fires that left forests standing were common in CDF-associated ecological communities resulting in some degree of fire resistance within those communities. Increased vulnerability to stand disrupting fire today is the consequence of fire suppression and the homogenized structure of industrially logged landscapes.

These over-dense, single-age, species-poor stands are often described as “tree deserts”, “tree farms”, or “monoculture stands”, as they more closely resemble crops than forests to the trained eye. With the added uncertainty of climate change (the consequences of which would be exacerbated by large scale wildfires releasing carbon stores into the atmosphere), a measure of management is needed to help restore the heterogeneity and ecological complexity that once conferred natural fire resistance. This might include strategic thinning to restore the clump and gap structure characteristic of old-growth forests, removal of ladder fuels, and/or planting to increase native tree diversity. Table 2 outlines these and other proposed treatments to improve ecological integrity and reduce fire risk in CDF forests.

Table 2. Desired conditions and proposed treatments for fire resistant forests

Desired Conditions	Proposed Treatments
1. Uneven age and distribution (i.e., clump/gap structure)	• Multi-pass gap/clump to open forest stands and accelerate development of bigger trees (without removing too many stems which would create excessive windthrow risk).
2. Increased tree and understory species diversity	• Create gaps in the canopy (see Row 1) to increase light penetration to the forest floor. • Plant native fire-resistant species. • Plant and seed in areas where desired/missing species have been extirpated, particularly deciduous/broadleaf species (eg., big-leaf maple, red alder, bitter cherry). • Reduce herbivory: In areas with a hyperabundant deer population install exclosures at some sites to allow time for understory recovery post-thinning. • Retain moisture: keep woody materials for carbon and moisture storage by, for example, leaving some thinned trees and materials as both standing and lying deadwood. ◦ Note: this also provides wildlife habitat and is an example of how multiple values can be achieved alongside fire hazard management. • Remove invasive species with a particular focus on highly flammable species such as Scotch broom and gorse.
3. Breaks in canopy to allow light penetration to the forest floor thus fostering understory growth and reduction of canopy fire risk	• Thin using ecologically-informed approaches (see Row 1) • Prune/trim lower branches in areas with high ignition potential to address fire ladder risk (i.e., along trails, roads and other areas with high visitation rates by people).
4. Increased volume of standing and downed deadwood* <i>*Though this will increase fire risk for a short-time (i.e., during transition phase) it is expected to increase soil nutrient and moisture content in the long-term.</i>	• Retain 'mulch'/ ground cover and organic composition of soils to increase local soil moisture. (e.g., retain and manage wood 'fuel' distributions on site in the form of Assembled Nurse Logs**, clumps/berms, or similar innovative, ecologically-enriching methods to increase moisture and nutrient retention). ◦ Note: This has the added benefit of restoring habitat features that are missing in many mono-age stands. • Leave thinned stems as both standing and lying deadwood. <i>**Some recommendations in this section are experimental and still under development by the community of practice.</i>



Photos 6 & 7: Assembled nurse logs as a fuel management technique being piloted in the Maxwell Creek Watershed by Transition Salt Spring under the guidance of forest manager, Tal Engel.

Understanding fire risk in the CDF zone: Challenges ahead

Though ecologically-informed management is a vital strategy for minimizing wildfire risk and maximizing local benefits (e.g., increased climate resilience, biodiversity, habitat availability, access to food and other non-timber forest products, etc), such management requires operating on ecological timescales. Securing long-term investment in forest management was one of the major challenges discussed during the workshop. For example, most thinning treatments require multiple passes by a trained professional who can appropriately select trees for removal to prevent windthrow and undue stress at a rate of once every ten-to-twenty years. Funding/grant programs are not designed to support sustained management activities of this sort. As a result, working with ecological timescales in mind, as recommended by Robert Seaton, is a significant challenge for practitioners within the community of practice and beyond.

As reiterated throughout this report, current conditions within the CDF zone have created a higher likelihood of severe wildfire. However, the average number of days per year with a high risk of catastrophic burning in the South Island Fire Zone is small (i.e., less than 10 days per fire season). Yet, as noted by Robert Seaton, should a wildfire occur, particularly on a Gulf Island, the consequences could be catastrophic. Even if wildfires are expected to occur with low frequency and under very specific conditions, there is strong impetus to proactively pursue educational initiatives and targeted management activities to reduce the likelihood of an ignition during high risk periods. The pop-out box below outlines the factors that intersect to increase the likelihood and severity of a wildfire in the CDF zone.

Intersecting factors to consider when assessing the likelihood and severity of a wildfire⁸

- **Location:** Does the area have a high visitation or presence of human activity?
 - Note: Most fires in the CDF region are caused by human activity
- **Vegetation:** Is the area heavily vegetated? Is vegetation flammable (i.e., high leaf flammability index)? Are the trees in good health, with thick bark? Does the landscape support wetlands and/or are there gaps throughout the forested area? Are trees young, stressed or dead, and in close contact with each other?
- **Climate:** Is the area experiencing hot, dry conditions (i.e., temperature >30°C with relative humidity <30%)? Is there someone monitoring fire risk? Is there an educational campaign or other community outreach initiative underway to mitigate risk in the immediate area?
- **Terrain:** Is the area steep? What direction are the slopes and, is the area prone to strong winds?
- **History:** Has the area experienced severe fire before? How recently? Has the area recently been cut? Are there piles of dry slash present?

Under typical conditions, BC Wildfire Service has high response capacity within the South Island Fire Zone. Wait times for aerial support are generally between three and ten minutes depending on which island requires service. Due to the physical isolation of the many island communities within the CDF zone, aerial response capacity is vital. However, as recent fire seasons have revealed, the “typical conditions” that have informed wildfire response in the past are shifting which may present a challenge for BCWS’ suppression resources in the future.

Particularly because many residents within the CDF zone depend on ferries, it is important that communities familiarize with resources like the evacuation guides prepared by the CRD (mentioned in the *Session 3* summary) while also participating in on-the-ground wildfire prevention and preparedness planning. This presents another challenge because, as noted in *Session 2* of the workshop, private landholders do not necessarily have access to the information or resources needed to engage in wildfire readiness. This is made doubly challenging by the dual purpose of this work: 1) wildfire mitigation through 2) enhancement of ecological integrity. One-size-fits all approaches are not necessarily conducive to fostering ecological integrity, but most existing resources are not site-specific or even generally specific to the CDF zone.

Further, due to the complex interjurisdictional management matrix within the CDF zone, it is challenging to establish and implement best management practices to prevent the occurrence of catastrophic wildfire. The pop-out box below provides an example of this complexity from the perspective of a fire chief based on the Southern Gulf Islands.

⁸Adapted from: Corbett, Conor. (2023, February 27). Fire risk reduction in the Coastal Douglas-fir biogeoclimatic zone. [YouTube Video]. Transition Salt Spring. <https://youtu.be/BoewPcKSHs0>

Demonstrating the complexity of an inter-jurisdictional land management matrix

A fire chief is tasked with structural fire protection in a distributed intermix community, with large District lots, many of which were once managed as tree farms (i.e., plantation-like conditions) and are now under the care of newer, urban-experienced owners. Other large parcels of land are under the care of the Province of BC, Capital Regional District Parks, and local land trusts, the last of which holds conservation covenants that in some cases restrict wildfire risk reduction activities. Most landholders (including both individuals and organizations/societies) are ineligible for the same kinds of funding available to manage fire risk on crown land.

What options are available to allow the fire chief to adequately protect their community from wildfire risk?

This complexity is partially the outcome of past zoning and jurisdictional management paradigms that are still in place in some areas, or, have not been updated to consider contemporary issues regarding land use. These issues include the current state of forests and their vulnerability to fire and settlement patterns, including the increasing WUI that is created as people choose to live in isolated forested areas. The combination of shifting, once fire-resistant systems toward more fire prone, young stands via industrial scale logging, replacement of Indigenous management with fire suppression, and the 'leave it to mend itself' approach to protecting forested areas are part of the challenge. Some key questions raised during the workshop and following debrief in regards to these issues included: 1) how should we be managing vulnerable forest areas? and 2) who should be responsible for ensuring they are appropriately (i.e. accounting for all the values outlined in this report) managed?

Private landholder and forest manager, David Haley, explored the complexity of this interjurisdictional matrix near the end of the workshop with a particular focus on the challenges of implementing government programs on private land. Haley's reflections are outlined in the pop-out box below.

Thoughts from a private land manager

A current lack of proactive government involvement/leadership has delayed progress in addressing fire risk in the CDF zone. Some landholders (David Haley included) have been working to fill that gap by advocating for, and demonstrating responsible land stewardship. This has taken the form of implementing FireSmart protocols, increasing water resources, and keeping access roads clear (in case of need by emergency responders). However, there is some uncertainty around how to manage trade-offs between maintaining watershed values and creating fire resilience at a broader scale. Additionally there are financial costs associated with these efforts and few clear opportunities to be compensated for good stewardship. Stronger connections between individuals, their communities, and local services will be necessary to make progress towards landscape-level resilience.

Among all the challenges associated with ecologically-informed wildfire mitigation, perhaps the most limiting are the disparate focuses and priorities of different agencies and responsible authorities. For example, though BCWS actively works at fire hazard assessment and risk reduction in applied forest settings, Private Forest Land managers, watershed managers, and conservancies have limited capacity and/or resources to manage fire, particularly given the complexity of regulatory, land management, and jurisdictional requirements (e.g., navigating fuel management near watershed boundaries, permits for tree thinning, etc).

Experts within the CARL community of practice agree that there is no single approach or ‘rules’ when it comes to managing wildfire risk in the CDF zone, as the features and traits of different locations create different problems, many of which call for different approaches. Adaptive management will likely become an essential tool to develop a selection of diverse and site specific approaches.

“It is humbling to try to do forestry in a good way, and it's humbling to do forestry in a way that makes sense for fire because what works in one place doesn't always work in other places”

- Mark Lombard⁹

⁹ Lombard, Mark. (2023, February 27). Fire risk reduction in the Coastal Douglas-fir biogeoclimatic zone. [YouTube Video]. Transition Salt Spring. <https://youtu.be/BoewPcKSHs0>

Key challenges and takeaways summary

A high level summary of the key challenges to addressing wildfire risk through an ecologically-informed lens is provided in this section. More detailed explanations can be found in Appendix I.

The ten key challenges identified through the workshop and associated gatherings are:

1. The CDF is a multi-jurisdictional landscape with few tools/resources available for preventing fire risk and enhancing ecological integrity on privately held land.
2. FireSmart is one of the only resources available to guide activities on privately held land.
3. There is a strong understanding of fire behaviour in other biogeoclimatic zones in BC, but little research has been done on the CDF specifically.
4. There is a lack of guidance for implementing ecologically-focused practices to reduce fire risk in the CDF zone.
5. Competing community values.
6. Provincial legislation is designed to support industrial-scale logging.
7. Climate change.
8. Inertia.
9. Funding availability.
10. Addressing fire risk in protected places.

A number of potential solutions were also proposed, including, but not limited to:

- New local policy tools, such as an “Educational Wildfire DPA” to guide wildfire preparedness planning.
- A new standard to guide conservation covenant holders in writing wildfire risk prevention measures into protection agreements.
- Funding programs to increase community collaboration and preparedness.

Ultimately, addressing the complexities of wildfire mitigation in the CDF zone will require 1) inter-jurisdictional land management to build community resilience and 2) the introduction (and reintroduction) of ecologically-informed land management practices, such as prescribed fire, thinning and ground fuel management strategies to recover ecological integrity on the landscape.

Conclusion

In the CDF, and indeed across BC, a fundamental change in the relationship between forests, fire, and people is needed. The zero fire model (i.e., suppression) has failed and it is time to set new goals. Unfortunately, no one solution will work for all situations. The experts involved in the preparation of this workshop agree that education and generational effort will be central to ensuring that forest health is enhanced while risk of catastrophic fire is reduced in years to come.

Though there are challenges to working in a multi-jurisdictional context, without collaboration efficacy will be limited. One landholder stewarding their property does not make much difference if their neighbour mismanages theirs. Collaboration and partnerships among stakeholders, including First Nation and other governments, local communities, NGOs, and the private sector, are crucial for effective forest management and conservation. Sharing resources, working together, and investing in the future of CDF forests and associated ecosystems for a variety of values will be important steps forward. These ecosystems have historically done much to support human communities, but colonial landscape management approaches over the past 100+ years have given ecological integrity little consideration. It is time to learn from lessons from the past and look to the future.



Appendix I: Key challenges and proposed solutions

The tables below contain detailed explanations of key challenges and proposed solutions identified in the workshop and associated discussions. They are coded red or yellow based on timescale. Red-coded challenges require immediate attention to address wildfire risk in the short-term, while yellow-coded challenges will likely require more time to address. A yellow code does not necessarily mean lower priority.

Key things to remember in reviewing this section of the report:

- Challenges within each colour code have been assembled in no particular order.
- Some challenges yielded fewer potential solutions than others.
- Some proposed solutions are not applicable in all cases, while others are applicable in multiple.
- Some solutions will require further development to address the associated challenge.

Ultimately, each challenge identified will be a focal point for ongoing work in the days following these early gatherings of experts and practitioners from across the CDF zone.

Key Challenge # 1: The CDF is a multi-jurisdictional landscape with few tools/resources available for preventing fire risk and enhancing ecological integrity on private land.

Considerations:

- The amount of industrial-scale forestry occurring in the CDF zone has dramatically decreased in the last 20 years, but little remediation has occurred.
- The majority of land within the CDF is privately held, yet there are no site-specific programs in place to include landholders in efforts to reduce fire risk beyond the more generalized FireSmart program.
 - How can resources and support be provided to private landholders to holistically address wildfire risk, that is, by considering values beyond just built infrastructure (i.e., community and sociocultural values (e.g. water protection) and linked landscape-level issues (e.g., erosion))?
 - Who will provide support and resources?
- Though there is a high capacity for collaboration and cooperation on fuel management techniques and other treatment options with the BCWS, and the CRD Fire and Emergency Program has just completed a Community Wildfire Resiliency Plan, jurisdictional mandates are directed largely at crown lands and built infrastructure on private land. A broadening of mandates to include multiple objectives and values beyond just wildfire hazard and risk reduction would be required to allow agencies like the CRD, BCWS, Fire Rescue Services, Emergency Management BC, and provincial ministries to better support private landholders. Operative questions are:
 - What would be required to expand existing programs to private lands?
 - How can this best be achieved in light of climate change and extreme weather events?

Proposed Solutions:

- Development Permit Areas for wildfire.
 - Option 1: An educational model providing resources and support.
 - Option 2: A regulatory model that requires certain ecologically-informed treatments/interventions in areas identified as being at high risk of fire.
- Development standards for new development/buildings.
 - Official Community Plans could consider the placement of new buildings and/or subdivisions to ensure they are built in areas of low fire hazard (and with fire resistance and resilience in mind).
- FireSmart Critical Infrastructure programming:
 - Continue to support replacement of old infrastructure with new, fire-resistant alternatives (e.g. replace old shake roof with metal roof).
- Legislation to require fire preparedness, emergency evacuation routes, ecologically-informed land management practices, etc.
- Pilot or demonstration sites that include participation by fire managers and responsible authorities from different organisations - with the aim of identifying techniques, policies, and educational resources that can aid private land holders.
- Funding program that provides incentives and information for private landholders, similar to the FireSmart for Farms provincial test project.
- Education programs for private landholders and managers that consider multiple goals (i.e., those of Island Trust, CRD, conservancies/land trusts, foresters, watershed organisations, etc).
- Most of the mandate letters for BC Ministers (Finance, Forests, Environment, Emergency Management, Agriculture, Municipal Affairs, and Land, Water, and Resource Stewardship, etc) include a statement about community health and resiliency. Resiliency should include social, environmental, and economic values.

Key Challenge # 2: FireSmart is one of the only resources available to guide activities on privately held land.

Considerations:

- The aim of FireSmart is not to prevent fire but to reduce catastrophic losses caused by fire.
- FireSmart efforts are currently underway in some residential areas, with many fire departments interested in and ready to engage in this work. FireSmart approaches are also being trialled in farm and other contexts, with an emphasis on reducing fire hazard. However:
 - Zone of influence ends at 100 m (i.e., zone of greatest impact to private property).
 - The retention of organic materials and management of forest areas is currently outside the scope of the program (beyond 100 m).
- Can FireSmart protocols be adapted to consider the broader issues of the WUI of inhabited large forest areas and the complex forest values outlined through this report?
 - In the past, wildfire control measures have tended to be reactive rather than proactive. Regenerative, ecological approaches for wildfire management, including forest management that consider multiple values have been identified as a priority by contributors to practitioner discussions.
- Areas that are most susceptible to fires include those recently cleared landscapes which retain large quantities of slash (fuels) and/or sites where burning has been inadequately overseen. Regional Fire Rescue Services and BCWS acknowledge that almost all fires in Gulf Islands are caused by human activities (largely open burn and land clearing fires).

Proposed Solutions

- The FireSmart framework highlights key areas of concern around built infrastructure and supports different pathways to reduce risk according to what is important to different individuals. For some this includes xeriscaping, vegetable gardens, and fire resilient shrubs and forbs. The use of fire resistant native plants should also be encouraged.
- FireSmart protocols could be more site-specific incorporating locational and ecological considerations (such as position in watershed, aspect, etc).
 - Local conservancies and responsible authorities can work together to develop resources/training programs that consider multiple values to support private land holders.
- Burning and active cutting must be restricted and conducted in accordance with local regulations, all of which are dictated by local conditions, topography, weather, and meteorological conditions.
- Mitigation efforts to protect trees and forests can be similar to those suggested by FireSmart to protect built infrastructure. That is, targeted limbing of ladder fuels, and reducing or managing fuels around and below trees.
- There is potential to expand education through the Community Wildfire Resiliency Plan for Salt Spring Island Electoral Area and associated plans (see Appendix II).

Key Challenge #3: There is a strong understanding of fire behaviour in other biogeoclimatic zones in BC, but little research has been done on the CDF specifically.

Considerations:

- The Canadian Forest Fire Behavior Prediction (FBP) System, or the “Red Book”, is a systematic method that aids practitioners in predicting wildfire behaviour based on fuel typing, weather patterns, and other factors. Currently the BCWFS is using proxies for the CDF zone as information for this region is not readily available. Creating a new designation specific to the CDF may be helpful, particularly if goals for restoration and resiliency are included that consider the natural fire resistance capacity of native trees, plants, and ecologies.
- There is a need for better definitions and clarity on goals for ecological integrity and restoration in the CDF zone.
- Forest management practices should be based on scientific research and data to ensure they are effective and sustainable.

Proposed Solutions:

- Conduct research needed to create a new Red Book designation specific to the CDF.
- Collect more data on WUI/fire risk status for the Islands Trust area, particularly under projected climate conditions.
 - The fire behaviour knowledge gap can be addressed using field data, models (which constitutes most fire behaviour work, including crown fires), and experimental treatments that are designed to reduce hazards (eg., fuel management).
- Engage with and learn from Indigenous experts to implement multiple value fire management/use. Although Traditional practices such as prescribed burns are not always options for private landholders, the value of recreating the conditions introduced by burns can be mimicked using other approaches.

Key challenge #4: There is a lack of guidance for implementing ecologically-focused practices to reduce fire risk in the CDF zone.

Considerations have been deeply explored throughout this report.

Proposed solutions:

- Seek answers to key questions to better guide wildfire management through an ecological lens:
 - What condition is determined to be most representative of the CDF's characteristic state (e.g. conditions when a protected area was established? pre-colonization condition? something else?) but also likely to demonstrate resilience to climate change and associated extreme heat and other weather anomalies?
 - What, if any, temporal baseline should be used to assess ecological integrity?
 - What other characteristics or traits should be used to identify relevant management targets that capture multiple values?
 - How can climate change adaptation goals be considered in the context of ecological integrity and resilience?
 - Are there climate change adaptation and mitigation requirements that have not been captured?
- Establish large demonstration sites where potential methodologies for reducing fire risk can be tested and modelled (e.g., Cortes Community Forest, Maxwell Creek Watershed, Galiano Conservancy Association (and other conservancy managed) lands, select Parks Canada sites).
- Identify and evaluate strategies to retain wood and other organic materials to increase nutrients in soils, moisture retention, and carbon sequestration. For example, bucking and flattening logs to promote decomposition while reducing fire risk. [These strategies can also benefit wildlife by replacing missing habitat features.](#)
 - In some cases, smaller woody debris up to about 5 cm diameter, can be chipped (though the retention of larger woody debris is preferable) . These chips can be left in-situ* and might briefly increase risk (this can be mitigated through scattering), but over the long-term could create improved conditions. Chips can also be used in the creation of:
 - [Assembled Nurse Logs](#)
 - Berms
 - Swales
 - Paths
- Local land trusts/conservancies and governments to guide land holders in pursuing ecologically-informed fire risk management on their properties.
 - There are a number of land trusts operating within the CDF zone who have direct ties to the communities where they operate. This is an untapped relationship when it comes to engaging in wildfire mitigation.

** Chipping must be done carefully to avoid depths that will smother native understory herbs. In some places chip piles have eliminated native plants which are replaced by invasives like Canada thistle (*Cirsium arvense*).*

Key Challenge #5: Competing community values

Considerations:

- There are deep ties to forestry in many communities throughout BC with varying opinions regarding how it should be practised in the future (e.g., clear cuts vs. selective harvest).
- Old growth logging in particular has a contentious history, but old growth CDF forests are most resistant to fire and little of it remains on the landscape today. Mature second growth is increasingly important in this regard in the absence of old growth stands.
- The management of forests must factor in multiple ecological, sociocultural, and economic values. This includes the needs of local communities to have wood supply and sustainable jobs. The retention of ecosystem services such as flood control and carbon storage as cost effective strategies for risk reduction to extreme weather events are being discussed provincially at the time of writing (during the 2023 fire season).

Proposed Solutions:

- Education opportunities for practitioners, land managers and members of the public.
 - This includes education for those working in the forestry sector to transition toward more ecologically-informed harvesting approaches.
 - Certification and training programs to develop regional capacity for multiple-value forest management practitioners.
 - This direct outreach by local community members should be supported wherever possible. In addition, a cornerstone of community engagement regarding emergency management is the POD Program.
- Broader approach for programming among responsible authorities to include private land and multiple values (e.g., FireSmart Program builds in protection of ecological values and other goals).
- New policy or programs that recognize changes in land use and climate change adaptation goals.

Key challenge #6: Provincial legislation is designed to support industrial-scale logging

Considerations:

- Provincial targets and harvesting approaches are best suited to large-scale forestry operations. More selective, multi-value logging approaches are not specifically acknowledged under existing regulations, making sustainable forestry more challenging to practise.
 - There is a lack of incentives to encourage smaller scale forestry operations to pursue wildfire mitigation treatments.
- Intensive forestry practices of the type seen previously in this region, can increase vulnerability to wildfire and should be discouraged.

Proposed solutions:

- New policies or programs tailored to, or piloted in, the CDF zone for small-scale forest management targeting multiple values including fire risk reduction, forest/wildlife stewardship, and value-added forestry operations.
- Incentives and financial support to encourage forest/land managers to use ecological and sustainable forest management practices on private lands.
- Create economic opportunities through responsible forest management:
 - *Example:* Many homes on Cortes Island are firewood heated. The Community Forest Co-op rarely meets demand due to small harvest volume. To rectify this a portion of co-op profits will subsidize heat pump installations, reducing firewood demand and increasing home heating efficiency.

Key challenge #7: Climate change

Considerations:

- It is beyond the scope of this report to solve the wicked problem of climate change, which must be addressed at all levels including local land-based work. Solutions proposed are starting points for increasing local adaptive capacity.
- Forests and other intact ecosystems are essential for mitigating climate change, increasing carbon sequestration, supporting biodiversity, and supporting human livelihoods.

Proposed solutions:

- Incorporation and consideration of climate impacts and adaptation strategies in existing and new policies, programs, and land use practices (including zoning, construction, etc).
- Development of a climate resilience strategy that connects existing programs (e.g., [Farmland Advantage Funding Extension Program](#), FireSmart, CRD plans, Official Community Plans, etc.)
- Development of evacuation guides and community preparedness training in case of an emergency event like an out of control wildfire

Key challenge #8: Inertia

Considerations:

- The CDF zone comprises islands and other coastal areas that are geographically siloed. This separation makes it difficult to build a united community of practice.
- There is a lack of capacity and leadership to undertake the coordination of multiple values into consideration and coordinate work at the scale needed to meaningfully address existing and future fire risk and community vulnerability to climate change.
- Coordination among local and regional governments is necessary to engage local communities and decision-makers in the challenging work of risk reduction and climate adaptation.

Proposed solutions:

- Tap into community resources to bridge communities and generations in accomplishing the goals of this work.
 - Examples provided by workshop presenters include: working bees, more community workshops, restoration training, more engagement between local decision-makers and land holders, etc.
 - The Community Wildfire Resiliency Plan for Salt Spring Island Electoral Area (February 2023) outlines mechanisms for coordination by government agencies to provide the support needed in these communities.
- Establish cross-island partnerships (i.e., build wider regional community of practice)
- Make use of local and regional strategies (e.g., CRD plan for Community Resilience)

Key challenge #9: Funding availability

Proposed solutions:

- Some local governments have programs to provide free assessments which could be adapted for stewardship (multi-values) fire and other values
- [Community Resilience Investment Program](#)
- FireSmart Community funding/rebates (and their expansion to include broader values and community stewardship goals)
- Partnerships expanded to allow training and support to communities from Provincial experts (eg., BC Wildfire Services, CRD Emergency Program/Emergency POD program, etc)
- Explore [Municipal Natural Asset strategies](#), such as those implemented in the Town of Gibsons, BC

Key challenge #10: Addressing fire risk in protected places

Considerations:

- Conservation covenants are among the foremost tools for protecting intact ecosystems within the CDF region. However, it is challenging to maintain that protection, adapt to changing climatic conditions, and actively manage landscapes to reduce fire risk.
- In some cases, land protection has been pursued using a “fortress” model, which excludes humans from visiting, and active management from being pursued on the landscape.
- There is a gap between fuel reduction standards for mitigating wildfire risk and conservation of ecological values.
 - Allowing fuel removal for fire risk reduction is needed, but the nature of conservation lands requires approaches that will not negatively impact the natural values in a covenant area.

Proposed solutions:

- Financial and legal support for land trusts, conservancies and other large land managers to adapt covenants and forest management allowances to consider climate adaptation and ecological service stewardship goals.
- Develop a standard that can be adopted into existing covenants to guide acceptable fuel reduction and forest stewardship measures.
 - If FireSmart improves its content to include ecological values, it has the potential to be the professional body to uphold this standard.
- Allowances for conservation covenant agreements that permit parties to work together on special projects to achieve overarching ecological objectives and address fundamental issues such as risk of catastrophic fires.
- The Natural Areas Protection Tax Exemption Program (popularly known as NAPTEP) currently only applies to the Islands Trust Area. If it could be extended to the rest of the CDF zone, this incentive to protect intact habitat might prevent future ecological degradation. Further, *if* covenants are written with fire resilience in mind there might be increased opportunity for land trusts to liaise with property owners/forest managers to determine how best to introduce that resilience while maintaining (and even enhancing) ecological values.
 - Restoration and conservation of degraded forest ecosystems is essential for improving their ecological and socioecological functions.

Appendix II: Recommended Resources

(Not linked in text)

Books

- [Pattern and Processes in a Forested Ecosystem: Disturbance, Development and the Steady State Based on the Hubbard Brook Ecosystem Study](#) by F. Herbert Bormann & Gene Likens
- [Ecological Forest Management](#) by Jerry F. Franklin, K. Norman Johnson, and Debora L. Johnson
- [Creating a Forestry for the 21st Century: The Science Of Ecosystem Management](#) by Kathryn A. Kohm and Jerry F. Franklin
- [Conserving Forest Biodiversity: A Comprehensive Multiscaled Approach](#) by David B. Lindenmayer and Jerry F. Franklin
- [Habitat Fragmentation and Landscape Change: An Ecological and Conservation Synthesis](#) by David B. Lindenmayer and Joern Fischer
- [Salvage Logging and Its Ecological Consequences](#) by David B. Lindenmayer, Philip J. Burton, and Jerry F. Franklin
- [Watershed Management: Balancing Sustainability and Environmental Change](#) by Robert J. Naimen
- [The Tree Farm: The Evolution of Canada's First Community Forest](#) by Michelle Rhodes
- [Old Growth in a New World: A Pacific Northwest Icon Reimagined](#) edited by Thomas A. Spies and Sally L. Duncan

Government reports

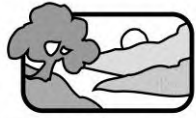
- [Density Management in the 21st Century: West side story](#) - United States Department of Agriculture Pacific Northwest Research Station (2013)
- [Community Wildfire Resiliency Plan for Salt Spring Island Electoral Area in the Capital Regional District](#) - Diamondhead Consulting produced for the Capital Regional District (Feb, 2023)
- [Southern Gulf Islands Community Wildfire Resiliency Plan At-a-Glance](#) - Diamondhead Consulting produced for the Capital Regional District (Feb, 2023)

Films

- [The West is Burning](#)

Articles and op-eds

- Acuna, M, Palma, C.D., Cui, W., Martell, D.L., Weintraub, A. (2010). Integrated spatial fire and forest management planning. *Canadian Journal of Forest Research*, 40(12): 2370-2383. DOI: 10.1139/X10-151
- Giuliano, C., and Lacourse, T. (2023). Holocene fire regimes, fire-related plant functional types, and climate in south-coastal British Columbia forests. *Ecosphere* 14(2): e4416. DOI: 10.1002/ecs2.4416
- Halofsky, J.E., Peterson, D.L. & Harvey, B.J. (2020). Changing wildfire, changing forests: the effects of climate change on fire regimes and vegetation in the Pacific Northwest, USA. *Fire Ecology*, 16, 4. DOI: 10.1186/s42408-019-0062-8
- Hirsch, K., Kafka, V., Tymstra, C., McAlpine, R., Hawkes, B., Stegehuis, H., Quintilio, S., Gauthier, S., & Peck, K. (2011). Fire-smart forest management: A pragmatic approach to sustainable forest management in fire-dominated ecosystems. *The Forestry Chronicle*, 77(2): 357-363. DOI: 10.5558/tfc77357-2
- Johnston, L.M., Wang, X., Erni, S., Taylor, S.W, McFayden, C.B., Oliver, J.A., Stockdale, C., Christianson, A., Boulanger, Y., Gauthier, S., Arseneault, D., Wotton, B.M., Parisien, M.A., & Flannigan, M.D. (2020). Wildland fire risk research in Canada. *Environmental Reviews*. 28(2): 164-186. DOI: 10.1139/er-2019-0046
- [CARL Project Field Files](#)
- Penn, B & Holt, R. (2023, Aug 24). As big burns become the new normal, we need new forest management policies. *Vancouver Sun*.
<https://vancouver.sun.com/opinion/op-ed/opinion-we-need-new-forest-management-policies-to-put-an-end-to-big-burns>
- [Story of the CDF article series](#)
 - [The return of fire to the landscape](#)
 - [An ancient legacy, a critical future](#)
- Wong, C., B. Dorner, and H. Sandmann. (2003). Estimating historical variability of natural disturbances in British Columbia. B.C. Min. For., Res. Br., B.C. Min. Sustain. Resource. Manage., Resource Plan. Br., Victoria, B.C. Land Manage. Handb. No. 53.
www.for.gov.bc.ca/hfd/pubs/Docs/Lmh/Lmh53.htm



DATE OF MEETING: September 14, 2023
TO: Salt Spring Island Local Trust Committee
FROM: Rob Pingle, Legislative Clerk
Salt Spring Island Team
COPY: Chris Hutton, Salt Spring Regional Planning Manager
SUBJECT: April 28th Special Meeting “What we heard”

RECOMMENDATION

1. **That the Salt Spring Island Local Trust Committee approves the “What we Heard” meeting summary of the April 28th Special Meeting.**

REPORT SUMMARY

This report provides the summary requested by the Local Trust Committee (LTC) at their 18 May 2023 meeting.

BACKGROUND

At the 18 May 2023 Regular meeting the LTC passed the following resolution:

SS-2023-54

It was MOVED and SECONDED,

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.

CARRIED

The attached meeting summary addresses this resolution.

ALTERNATIVES

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

1. **Approve the meeting summary with amendments**

The LTC may amend the summary. Recommended wording for the resolution is as follows:

That the Salt Spring Island Local Trust Committee approves the “What we heard” meeting summary of the April 28th Special Meeting with the following amendments:

a) ...

b) ...

NEXT STEPS

If approved the meeting summary will be shared with the public via our website and email list.

Submitted By:	Rob Pingle, Legislative Clerk	September 7, 2023
Concurrence:	Chris Hutton, Regional Planning Manager	September 7, 2023

ATTACHMENTS

1. "What we Heard" meeting summary



1-500 Lower Ganges Road, Salt Spring Island, BC V8K 2N8
Telephone **(250) 537-9114** Fax (250) 537-9116

Toll Free via Enquiry BC in Vancouver (604) 660-2421.

Elsewhere in BC **1-800-663-7867**

Email ssiinfo@islandstrust.bc.ca

Web www.islandstrust.bc.ca

The Salt Spring Island Local Trust Committee (LTC) met with staff on April 28, 2023 during a Special Meeting to discuss the 2023 – 2026 term planning. The following are highlights from that discussion:

- The LTC, Capital Regional District (CRD), and other governing bodies require a better coordination approach, specifically when it comes to the following topics:
 - Water and sewage issues
 - Governance consistency
 - Working together towards common goals
 - Building complete communities through the Official Community Plan
- The Trust Policy Statement (TPS) is not the only input into local policies and regulations. The TPS is only the Islands Trust's process, community planning requires further coordination with the public and other governing bodies.
- Advocacy should be a combined approach.
- Islands Trust needs to improve its engagement process – including engaging earlier. A neutral approach needs to be taken in order to recognize all voices in the community. Different approaches to gain public acceptance also need to be taken.

IMPROVE HOUSING AFFORDABILITY

- The LTC discussed 'work-force' housing:
 - 'Work-force' housing should be ownership-based. Rentals can compose part of the total stock.
 - There is a need to identify who the 'work-force' housing community is and what is their demographic makeup. This community includes people who work at the hospital, schools, BC Ferries, and grocery stores to name a few. It was also identified that people currently earning a paycheque but who are not currently in the housing market, make up this community.
 - Diverse housing options are needed on Salt Spring for both ownership and rentals.
- Short-term actions (0-3 years) include:
 - Adding zoning for work-force housing. Rural and Rural Uplands Zone regulations include strata titled dwelling units.
 - Focus on Ganges Village in increasing housing stock and diversity of housing.
 - Accessory Dwelling Units
 - Define Ganges Village boundary and work towards urban containment.

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

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

- Long-term actions (3+ years) include:
 - Expand on the Ganges Village Policy. Create connection ‘nodes’ through villages, look at increased density, and create service areas to support villages and nodes.
 - Ensure protection of housing diversity. This includes protecting the lower ends to secure housing for the community.

AGRICULTURAL PLANNING

- The LTC discussed agricultural planning:
 - The Agricultural Land Commission’s (ALC) Agricultural Land Reserve (ALR) boundaries do not necessarily align with the Islands Trust’s Agricultural Zoning boundaries. The reasons being that the ALC designs the ALR boundaries to encompass large square parcels, whereas Salt Spring Island parcels are typically small and irregularly shaped.
 - The Islands Trust policy should be to ensure farms stay complete, which currently may not be the case.
 - North End Farm came up as an example. Reducing parcel size could create more attainable parcels for farming, but there are also housing needs. It was asked if smaller agricultural parcels are more important, or should the focus be on increasing forms of housing on the island.
 - There is some rationalization required to remove non-productive farm land around Ganges Village from the ALR. Other parcels around the island are also being considered for this.
 - The Agricultural Area Farm Plan could be better implemented.
- Short-term actions (0-3 years) include:
 - Reviving engagement with the agricultural sector.
 - Consider through Ganges Village planning if rationalization exists to support ALR applications and reduce application conflicts.
- Long-term actions (3+) include:
 - Align the Official Community Plan (OCP) and Land Use Bylaw (LUB) with the Agricultural Area Farm Plan. As a note, composting setups require local government regulations.
 - Implement the Agricultural Area Farm Plan.
 - Improve food security and increase local production.

FIRST NATIONS RELATIONSHIP BUILDING

- Staff asked the LTC what roles they think Trust Council, LTC Members, and SSI office staff play in First Nations relationship building.
 - Trust Council is to provide general advice to new Trustees on guidelines for First Nations consultation and relationship building.
 - LTC Members can pursue individual relationships. It’s been identified that more community consultation and relationship building is needed.
 - Islands Trust staff need to provide more clear direction for appropriate engagement to the LTC.
 - Islands Trust staff need to update the LTC throughout the project process on consultation, not just at the consideration.

- Short-term actions (0-3 years) include:
 - Plan for excursions for government-to-government days to build relationships in an appropriate setting. This allows for personal connections to be built in a less formal setting.
 - Develop guidelines and policy for appropriate relationship building. Having access to advice from the Islands Trust on how to act with confidence throughout the relationship building process.
 - The Senior Intergovernmental Policy Advisor position needs to be filled for the Islands Trust.
 - Education needs to be provided to the community on First Nations' rights and Titles, along with the importance of relationship building with First Nations.
 - There needs to be a focus on engaging with local Salt Spring Island First Nations, especially since there has been a historical lack of engagement.
 - Conduct co-planning with First Nations for Ganges Village.
- Long-term actions (3+ years) include:
 - Co-plan with First Nations for the future of Salt Spring Islands.
 - Use the Weston Watershed as a pilot project to work with First Nations regarding water governance.

File No.: SS-LCB-2023.2

DATE OF MEETING: September 14, 2023
TO: Salt Spring Island Local Trust Committee
FROM: Bruce Belcher, Planner 1
Local Planning Services
COPY: Chris Hutton, Regional Planning Manager
SUBJECT: Liquor & Cannabis Regulation Branch Application for Change to Hours of Liquor Service (outside Service Hours)
Applicant: Harbour House Hotel (Kelly Armstrong)
Location: 121 Upper Ganges Road

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 hour extension application for 121 Upper Ganges Road (Harbour House Hotel) 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 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 with the response to the Liquor Cannabis Regulation Branch regarding the Harbour House Hotel application.

REPORT SUMMARY

To provide an update to the Salt Spring Island Local Trust Committee (LTC) per the previous report (Attachment 1) of the Planner, dated June 22, 2023. The report reviewed the applicable regulations and provided resolutions and comments to proceed with the public consultation requirement regarding an application for the permanent change to opening and closing hours of liquor service by Harbour House Hotel to the Liquor and Cannabis Regulation Branch (LCRB), which was subsequently referred to the LTC.

This report details public consultation steps undertaken and provides a summary of such consultation for the LTC to consider.

At the Local Trust Committee meeting held June 22, 2023, the LTC passed the following resolution regarding the proposed liquor licence hour extension application SS-LCB-2023.2:

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

Consultation

To gather input, Islands Trust scheduled an Open House for July 25th, 2023 and mailed notices to occupants and owners of properties within 100 metres of the subject property on July 10th, 2023. The application was also advertised on the Islands Trust website and office notice board.

Copies of the notices are attached to this report as Attachment 3.

The Open House was conducted electronically via Zoom between 5:00 p.m. and 7:00 on Tuesday July 25th, 2023 to inform residents of the application and answer any questions that they may have. The Open House drew zero attendees.

Rationale for Recommendation

As the public consultation process did not reveal any neighbourhood impacts or concerns, staff recommend that the LTC forward a resolution of support to the LCRB, including a record of the forms of public consultation undertaken. Staff are of the opinion consultation provided significant and sufficient opportunities to gather public input and so do not recommend going beyond the minimum established.

ALTERNATIVE RESOLUTION OPTIONS**1. Request further information**

The SS LTC may request further information prior to making a decision. If selecting this alternative, the SS 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 requests that the applicant submit to the Islands Trust _____.

NEXT STEPS

If the application proceeds, staff will undertake notification and schedule the Open House

Submitted By:	Bruce Belcher, Planner 1	August 23, 2023
Concurrence:	Chris Hutton, Regional Planning Manager	September 6, 2023

ATTACHMENTS

1. Staff Report 22 June 2023
2. Application Package
3. Open House Notice

File No.: SS-LCB-2023.2

DATE OF MEETING: June 22, 2023
TO: Salt Spring Island Local Trust Committee
FROM: Bruce Belcher, Planning Technician
Local Planning Services
COPY: Chris Hutton
SUBJECT: SS-LCB-2023.2
Applicant: Harbour House Hotel (Kelly Armstrong)
Location: 121 Upper Ganges Road | Salt Spring Island

RECOMMENDATION

1. 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.

REPORT SUMMARY

The purpose of this report is to seek direction of the Salt Spring Island Local Trust Committee (SS LTC) on the public consultation requirement for the permanent change to opening and closing hours of liquor service application submitted by the Harbour House Hotel to the Liquor and Cannabis Regulation Branch (LCRB) to extend their hours of liquor service by two hours, opening at 9 am instead of 11 am from their location at 121 Upper Ganges Road.

BACKGROUND

The Harbour House Hotel contains a restaurant and bar with a liquor primary licence. They have applied to the Liquor and Cannabis Regulation Branch (LCRB) for a change to hours of liquor service. The proposed hours of operation from 9:00 a.m. to 1:00 a.m. 7 days a week. The Hotel is currently open from 11:00 a.m. to 1:00 a.m. 7 days a week.

ANALYSIS

Official Community Plan

The property is designated as Ganges Village – Upper (GVU) per the Salt Spring Island Official Community Plan (SS OCP). The objectives of this land use designation is “to accommodate those land uses that allow Ganges to remain the commercial, social, cultural, and institutional centre for residents of Salt Spring Island.”

The property is located within the Development Permit Area 1 for “Island Villages” areas.

Land Use Bylaw

The property is zoned as Commercial Accommodation 1, variant f - CA1 (f) in the Salt Spring Island Land Use Bylaw No. 355 (SS LUB). The CA1 zone allows for *liquor primary* use.

LCRB Referral

The provincial Liquor Control and Licensing Act requires that applicants for a permanent extension of hours of liquor service give notice to the local government. As the local land use authority, the SS LTC is required to provide resolutions and comments on the application through a referral process. The LCRB will approve or refuse the license but will take community input into consideration, including potential adverse impacts such as noise, traffic, and concerns provided by the local residents.

The LCRB allows local land use authority to opt out of commenting on specific applications, however, in those cases the LCRB may complete the community input and comment process that would otherwise have been completed by the local land use authority, at the applicant's expense. The SS LTC could decide on its own accord, or the Harbour House Hotel could request SS LTC to opt out of commenting on this application. Implications of that decision could be as follows:

1. The LCRB's consultation may take longer than the Islands Trust's process.
2. The LCRB's costs for consultation may be greater than the Islands Trust's application fee.

Staff is recommending that the required public consultation be gathered through conducting an Open House before the next SS LTC meeting. Notice for the Open House will be mailed within 100m of the subject property, posted to the statutory notice board in the Salt Spring office and on the website under "Current Applications."

RATIONALE FOR RECOMMENDATION

Undertaking notification and an Open House will help inform the LTC's recommendations and support LCRB in their decision.

ALTERNATIVES

1. Request further information

The SS LTC may request further information prior to making a decision. If selecting this alternative, the SS 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 requests that the applicant submit to the Islands Trust _____.

2. Opt Out of Commenting

The SS LTC may opt out of gathering input and commenting on the application. The implications of this alternative will be a potential increased costs to the applicant and time delays. Recommended wording for the resolution is as follows:

That the Salt Spring Island Local Trust Committee opt out of commenting on referral application SS-LCB-2023.2 (121 Upper Ganges Road) and provide written notification to the Liquor and Cannabis Licensing Branch of the decision.

NEXT STEPS

If the application proceeds, staff will undertake notification and schedule the Open House

Submitted By:	Bruce Belcher, Planning Technician	June 13, 2023
Concurrence:	Chris Hutton, Regional Planning Manager	June 13, 2023

Schedule E: LCRB License Referral

Liquor and Cannabis Regulation Branch Referrals

The Province of BC is the authority responsible for the issuance of Liquor and Cannabis Retail License applications. However, the Liquor and Cannabis Regulation Branch may require applicants to consult with local governments or First Nations in conjunction with their license review process. In the case of Cannabis Retail license applications, the proposal must have the support of the applicable local government or First Nation in order for a license to be issued by the Province.

Application Process

Pre-Application

- Review the **Islands Trust Policy Statement** and **Official Community Plan (OCP)**, which guide decisions on planning and land use management in the Local Trust Area.
- Determine whether or not proposed uses, buildings or structures will be located within a Development Permit Area; if so, an application for a Development Permit may also be required. Contact the Islands Trust to confirm.
- Review and confirm compliance with the **Land Use Bylaw (LUB)**. The LUB will specify the uses that are permitted or prohibited in various zones, and provide regulations for the siting, size and dimensions of uses, buildings and structures. The LUB may also contain regulations for parking, signage, landscaping, run-off control, and Development Permit guidelines.
- Applicants are urged to contact Islands Trust staff prior to making an application for a new Liquor License or Cannabis Retail License. Issuance of these licenses will be firstly contingent on permissive zoning regulations. As noted, in the case of Cannabis Retail applications, despite zoning, the proposal must have support from the local government or First Nation.

Application Submission

- Submit a complete application and fee; **incomplete applications will not be accepted.**
- The Islands Trust will contact you to request any missing application materials.

Application Review

- An Islands Trust planner will review the application; additional information may be requested, if needed.
- If the application does not comply with applicable local trust committee bylaws, the planner will request that the application be modified or that an additional application be made for a development permit, or bylaw amendment.

Application Decision

- Islands Trust staff will prepare a report for the local trust committee, which includes an evaluation of the proposal in relation to the Islands Trust Policy Statement, OCP, Land Use Bylaw and applicable LCRB policies. The report may incorporate comments received from the public, provide supporting documentation, and make a recommendation to the local trust committee.
- The local trust committee will consider the staff report at a regular business meeting and may:
 - Refer the application to the advisory planning commission (APC) for review and comment, prior to passing a resolution; in this case, the applicant has the right to present their proposal and be heard by the APC;
 - Pass a resolution to recommend that the LCRB issue the license, with or without conditions;
 - Pass a resolution to recommend that the LCRB not issue the license; or
 - Decide not to provide a recommendation to the LCRB. (This will result in the LCRB no longer considering the application.)

Standing Resolution on Cannabis Retail License Applications

The majority of local trust committees have adopted the following standing resolution to guide the review of non-medical cannabis retail license applications. This resolution is as follows:

- Proposed or amended licenses for non-medical cannabis retail establishments require an application to the Local Trust Committee;
- The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical;
- The public consultation process shall be determined by the Local Trust Committee after initial review of the proposal; and
- However, as a minimum, the Local Trust Committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information:
 - Name of the applicant and a description of the proposal in general terms;
 - The location of the proposed establishment and the subject site;
 - The place where, and date and time when, both a public meeting will be held and a resolution of the local trust committee considered;
 - The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application; and
 - How public comments may be submitted to the Local Trust Committee.

Application Requirements

Please provide the following information in addition to the completed application form, fee, title search and title charges:

- ☐ A written description of the existing and proposed uses, buildings and structures on the subject property including a description of any home occupation (if applicable);
- ☐ A Site Survey completed by a registered BC Land Surveyor (BCLS), unless the Islands Trust confirms a survey is not needed;
- ☐ An 11x17 Site Plan, drawn to scale, showing the following:
 - a. The location, dimensions and floor area of existing and proposed buildings and structures;
 - b. The location of existing and proposed water infrastructure (e.g. septic tanks, disposal fields, wells, water lines, cisterns, retention ponds, etc.) on both the subject property and neighbouring properties (if applicable);
 - c. The location of existing and proposed driveways, off-street parking, loading, outdoor storage, stream crossings, pathways, decks and patios;
 - d. The location of all watercourses (including streams, ditches, lakes and wetlands);
 - e. The location, dimensions and area of existing and proposed covenant areas, easements and utility corridors;
 - f. Setbacks of existing and proposed buildings, structures and water infrastructure to lot lines, the natural boundaries of watercourses and the sea, and, where applicable, the edge of any cliff on the subject property;
 - g. The area of the subject property;
 - h. The height of existing and proposed buildings and structures.

Additional Requirements

If the proposed development is located within a Development Permit Area, as identified in the applicable OCP, a Development Permit may also be required. If it is not possible to comply with all bylaw requirements, the application will need to be modified, or an application will need to be made for a bylaw amendment.

In addition to complying with local trust committee bylaws, applicants are responsible for meeting all other regulatory requirements applicable to land use and development in BC (e.g. *BC Building Code, Transportation Act, Water Sustainability Act, Environment Act, Public Health Act, Agricultural Land Commission Act*, etc.).

For further information, visit the Islands Trust website at www.islandstrust.bc.ca and applicable bylaws.

NOTE: This information is intended to provide guidance only and should not be interpreted as a right to a development approval if the steps indicated are followed. Please consult the Local Government Act and its regulations, as well as the other Islands Trust applicable bylaws for the definitive requirements and procedures. For any further information, please contact the Islands Trust.

Land Use Application

Application Type: Check all that apply

See Associated Schedules for Information
and Application Requirements

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

Description of Subject Property:

Civic Address	PID
121 Upper Ganges Rd	004909721
Legal Description	
LOT 1, PLAN VIP11914, SECTION 3, RANGE 3E, COWICHAN LAND DISTRICT, PORTION NORTH SALT SPRING, EXCEPT PLAN VIP59981 VIP56622	

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

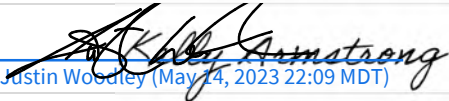
Extend Hours of Liquor service to 9 am from 11 am

Applicant:

Name	Company
Kelly Armstrong	Marlow Properties (B.C.) Inc.
Mailing Address	
121 Upper Ganges Rd	
Salt Spring Island, BC V8K 2S2	
Phone	Email
2502210370	kelly @harbourhousessi.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.


Justin Woodley (May 14, 2023 22:09 MDT)
Signature

Office Use Only:

Date Received	Fees Paid	Receipt No.	TAPIS No.
---------------	-----------	-------------	-----------

Owner Authorization:

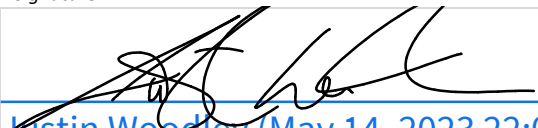
As the registered owner(s) of the subject property, I/we declare that the information submitted in support of this application is true and correct in all respects. I/we hereby authorize Islands Trust staff or their contractors to conduct site inspections of the subject property for the purpose of processing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

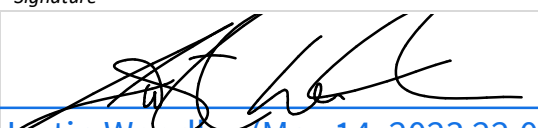
Kelly Armstrong

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
Justin Woodley	 Justin Woodley (May 14, 2023 22:09 MDT)
Mailing Address	
121 Upper Ganges RD	
Salt Spring Island, BC V8K 2S2	
Phone	Print Name
7808171677	Justin Woodley
Email	Date
woodley.justin@gmail.com	2023-05-14

Name/Company Name	Signature
	 Justin Woodley (May 14, 2023 22:09 MDT)
Mailing Address	
Phone	Print Name
Email	Date

Name/Company Name	Signature
	 Justin Woodley (May 14, 2023 22:09 MDT)
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.



Liquor and Cannabis Licensing

Provide Comment on Change to Hours of Liquor Service (outside Service Hours) Application

Licensees may apply to revise hours of liquor service, subject to any restrictions within the Liquor Control and Licensing Act, Regulations, branch policies and/or original terms and conditions of licensing.

The application fee is \$330.

☒ If you leave this page, the information you input will be saved. You can continue later from the dashboard.

BEFORE STARTING THE APPLICATION

This application is to request a change to the hours of service **outside the hours currently approved** for your licensed establishment. To make a change within the hours currently approved must submit a different application.

If an LG/IN is the applicant, the Branch will gather community input and consider the regulatory criteria; the LG/IN is not permitted to conduct public input or provide comments on their own application. This is to prevent conflicts of interest. The applicant must pay any costs incurred to obtain the views of residents.

☒ If you have any questions about this application, contact the Liquor and Cannabis Regulation Branch (LCRB) at LCRBLiquor@gov.bc.ca (<mailto:LCRBLiquor@gov.bc.ca>)

ESTABLISHMENT DETAILS

Establishment Name

Harbour House Hotel (078632)

LIQUOR PRIMARY LOCATION ADDRESS

The establishment is currently located at the following address:

Address

121 Upper Ganges Road

City

SALT SPRING ISLAND

Province

British Columbia

Postal Code

V8K2S2

Country

Canada

Parcel Identifier (PID)

ESTABLISHMENT CONTACT DETAILS

The phone and email address used to contact your establishment:

Establishment Email

gm@harbourhousessi.com

Establishment Phone

(250) 221-0370

HOURS OF SALE

Indicate the proposed hours of sales below.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open	0 ▾	0 ▾	0 ▾	09:0 ▾	09 ▾	▾	05 ▾
Close	0 ▾	0 ▾	0 ▾	01:0 ▾	01 ▾	▾	01 ▾

APPLICATION CONTACT DETAILS

Please provide contact information for the contact that the LCRB should communicate with regarding this application.

First Name *

Kelly

Last Name *

Armstrong

Title/Position

General Manager

Phone Number (main) *

2502210370

Email *

By submitting the email address, you agree that the Liquor and Cannabis Regulation Branch can use it to communicate with you about this application.

gm@harbourhousessi.com

DECLARATIONS

The application must only be submitted by an individual with the authority to bind the applicant. The branch relies on the applicant to ensure that the individual who submits this application is authorized to do so. Typically, an appropriate individual in a corporation will be a duly authorized signatory who will usually be an officer or, in some cases, a director

Note: A lawyer or consultant, may NOT submit this application on behalf of the applicant.

☐ * I understand and affirm that I am authorized to submit the application

Section 20 (1) of the Liquor Control and Licensing Act states: "The general manager may refuse to issue, renew, transfer or amend a licence if the applicant fails to disclose a material fact required by the application or makes a false or misleading statement in the application."

☐ * I understand and affirm that all of the information provided for this application is true and complete

LOCAL GOVERNMENT/INDIGENOUS NATION CONFIRMATION OF RECEIPT OF APPLICATION

LG/IN

Islands Trust

Name of Official

Title/Position

Phone

Email

This application serves as notice from the Liquor and Cannabis Regulation Branch (LCRB) that an application for a change to hours of liquor service for a Food Primary, Liquor Primary or Liquor Primary Club has been made within your community.

TO UPLOAD DOCUMENTS, DRAG FILES HERE OR [BROWSE](#).
FILES MUST BE IN PDF, JPEG, OR PNG FORMAT.
MAX FILE SIZE: 25MB.

Opt Out of Comment

Reject Application

Accept Application



Islands Trust

**HAVE
YOUR
SAY**

When:

Tuesday
July 25, 2023
5:00 pm to
7:00 pm



Where:

Online via Zoom
<https://islandstrust.zoom.us/j/65210766148>



Who should attend?

Anyone affected by the proposed change.



Enquiries?

Bruce Belcher
Planning Technician
Islands Trust
ssiinfo@islandstrust.bc.ca
250-537-9144



Liquor & Cannabis Regulation Branch Lounge Area Endorsement

Attachment 3

Subject Property Address: 121 Upper Ganges Road, SSI
Parcel Identifier Number: 004-909-721
Application: SS-LCB-2023.2

OPEN HOUSE

SALT SPRING ISLAND LOCAL TRUST COMMITTEE

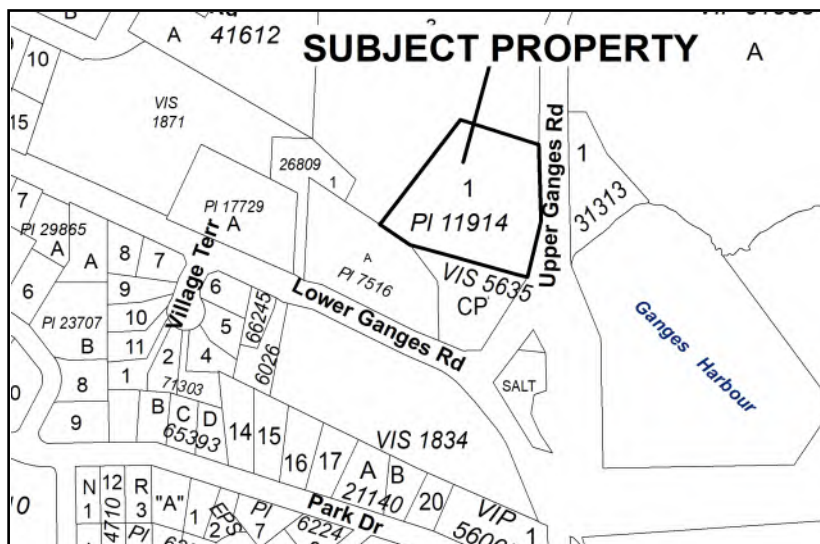
What is being proposed?

Harbour House Hotel has applied to the Liquor and Cannabis Regulation Branch (LCRB) to Expand Alcohol Service Hours.

The application is to:

- 1) Change hours of operation to 9:00 am to 1:00 am 7 days a week from the current 11:00 am to 1:00 am 7 days a week

As the local government, the Salt Spring Island Local Trust Committee (SS LTC) is requested to consider the application for this endorsement. Public input on this application is being sought. The SS LTC may consider a decision on this application at their meeting Sept 14, 2023, to be held at the 64 Learning Hub (122 Rainbow Road) or via Zoom (see [Islands Trust Meetings and Minutes webpage](#) for details).



How do I get more information?

Copies of the application are available for review at the Islands Trust office at #1-500 Lower Ganges Road, Salt Spring Island, BC V8K 2N8 from the hours of 8:30 am to 4:30 pm Monday to Friday, excluding statutory holidays.

Submissions

Written submissions are welcome up until the conclusion of the Public Hearing and can be emailed to ssiinfo@islandstrust.bc.ca, mailed or dropped off at the Islands Trust office by **Sept 4, 2023**. Written comments made in response to this notice will be available for public review.

b File No.: SS-DVP-2022.13

X-Ref.: SS-DP-2022.5

SS-SUB-2021.1

DATE OF MEETING: September 14, 2023

TO: Salt Spring Island Local Trust Committee

FROM: Chris Buchan, Planner 2
Salt Spring Island Team

COPY: Chris Hutton, Regional Planning Manager

SUBJECT: In correlation with Subdivision SS-SUB-2021.1, an exemption from legislative lot frontage requirements and a Development Variance Permit to:

1. Defer the installation of drainage works;
2. Defer the water treatment system requirement; and
3. Reduce the minimum permitted lot frontage off Reynolds Road for Proposed Lot 3 from 10% to 2.5%.

Applicant: Jordan Litke

Location: 536 Beaver Point Road.

RECOMMENDATION

1. **THAT the Salt Spring Island Local Trust Committee approve Development Variance Permit SS-DVP-2022.13 and direct that staff not issue the permit until a covenant consistent with the draft covenant in Attachment 5 of the report from Planner Buchan, dated September 14, 2023 is registered on the property title addressing the installation of a storm water drainage system and water treatment system for proposed lots 1 - 3 prior to the construction of a dwelling unit.**
2. **THAT the Salt Spring Island Local Trust Committee, with reference to Section 512(2) of the *Local Government Act*, approve the frontage relief from the required 10 percent to 2.5 percent for proposed Lot 3 as shown on the plan of subdivision in Attachment 4 of the report from Planner Buchan dated September 14, 2023.**

REPORT SUMMARY

This report brings forward variance requests to address three subdivision approval conditions required by the Islands Trust. Specifically, the applicant has requested relaxation to the following:

1. Subsection 5.3.1 which requires a minimum 10% lot frontage, provided it exceeds 10 metres, for all new lots created by subdivision. The applicant is requesting variance to this subsection to facilitate development of Proposed Lot 3 as a *panhandle lot* (see Figure 1) which is proposed at a width of 19.6 metres. This also requires a waiver from the legislative requirement found under Section 512(2) of the *Local Government Act*, requiring a minimum lot frontage of 10% unless specifically waived by a Local Government authority;
2. Subsections 5.5.1, 5.5.2, and 5.5.8 which requires that Proposed Lots 1-3 in the proposed subdivision must be supplied with sufficient water to supply all uses, buildings and structures permitted on the lot by the

Land Use Bylaw according to the standards set out in Table 1 of the Land Use Bylaw. The applicant requests the deferral of the requirement to install water treatment systems in the subject water wells to be secured via covenant; and

3. Subsection 5.7.10 which requires that the applicant provide written certification under seal of an engineer that the subdivision has been constructed in accordance with the drainage system design prepared under Subsection 5.7.9. The applicant requests deferral of the requirement for the installation of the drainage works for proposed Lots 1 -3 specified in the report from Westbrook Consulting Ltd. and dated January 28, 2022 (Attachment 1).

Staff find that there is sufficient rationale to support the requested relaxations to the Land Use Bylaw. While the cost of the drainage works installation is passed on to the future property owners, the lot sizing would allow for a large number of potential locations for a single family dwelling. Staff recommend that a development variance permit be issued subject to registration of a restrictive covenant under section 219 of the *Land Title Act* restricting any dwelling construction on each of the proposed lots until a drainage system and potable water treatment system are installed on the same proposed lot.

RATIONALE FOR VARIANCE

The applicant has requested the above-said variances and has provided the following rationale:

“At this stage in the development, new homes have not been designed. Homes have not been designed because some or all of these lots will be sold in the future and the future owners will have their own preferences for house design and location.”

“Installing a rock pit as part of the subdivision process and prior to marketing the lots is illogical. A four-hectare lot offers many different options for building sites and it would be premature to construct a rock pit prior to building plans being prepared and a building permit granted.”

Additionally, the Land Use Bylaw has policy which enables a panhandle lot subdivision layout, while also restricting the lot frontage to 10%. As panhandle lots are supported by regulations in the Land Use Bylaw, a variance to the lot frontage is supported by Staff.

The complete background and rationale provided with the original application is included with the application as Attachment 2.

BACKGROUND

The application is proceeding as a result of a previous subdivision application referral, for which a Preliminary Layout Review was issued (Subdivision file SS-SUB-2021.1). Subdivision conditions were provided in accordance with the Official Community Plan No. 434 and Land Use Bylaw No. 355 policy and regulation. The applicant has submitted the DVP application to address those subdivision conditions that can be addressed through these processes.

The applicant has also submitted a development permit application as the proposed development is located in Development Permit Area 7 – Riparian Areas (DPA 7) as part of the subdivision process. DPA7 permits are delegated to Islands Trust staff, and the application is in process awaiting further information from the applicant.

The subdivision application is for three new lots located within the Rural Watershed 1 Zone at the minimum permitted parcel sizes of 4 hectares, while retaining the remaining portion within the Agricultural Zone. Two of the three lots maintain a lot frontage significantly exceeding 10%; however, the third proposed lot is designed as a panhandle access at 27.8 metres, 2.5% of the total lot perimeter.

The subdivision plan indicates a potential building footprint for a single family dwelling, but future property owners are not restricted to this location. The 4.0 ha (9.84 ac) parcels provide flexibility in dwelling siting. All of the three installed wells (not serviced by potable water) and the proposed drainage design are conceptual and adequately demonstrate subdivision feasibility, but cannot be considered final or construction plans. The Remainder Lot is currently serviced by a well with a potable water treatment.

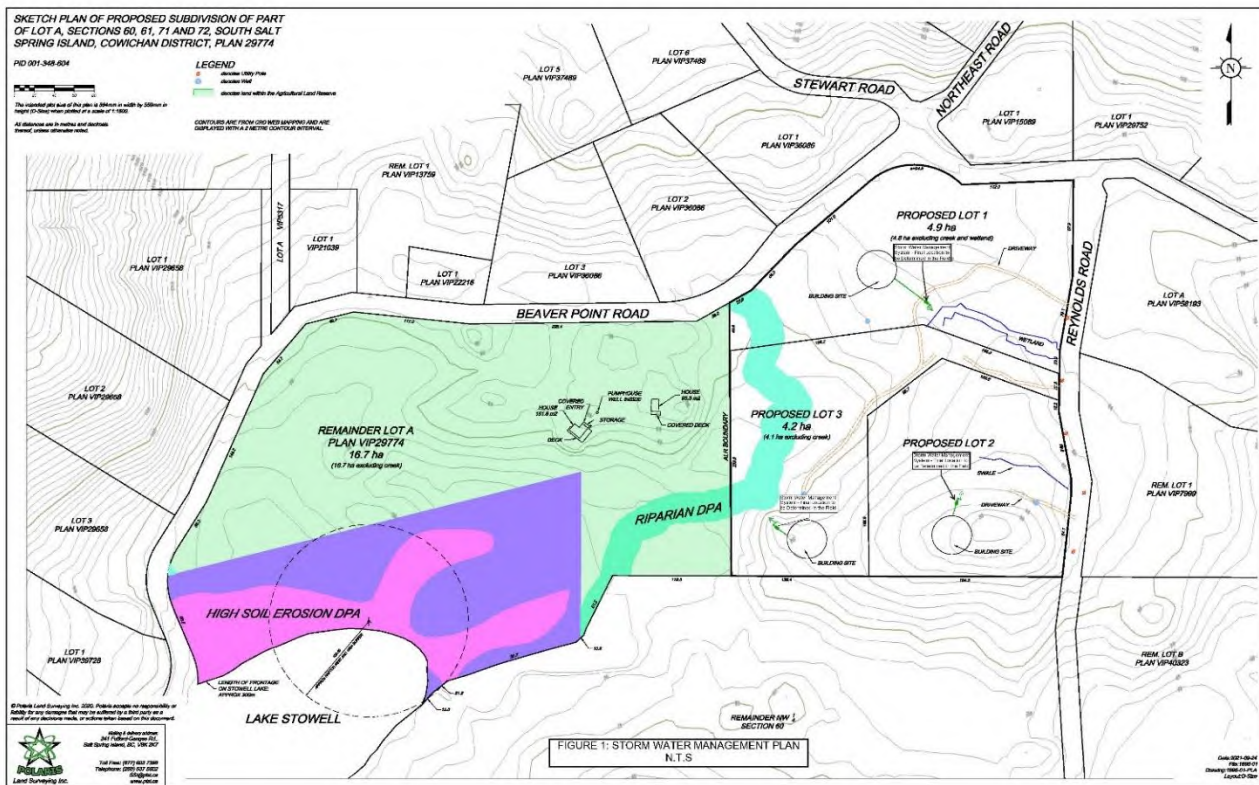


Figure 1: Site Plan



Figure 2: Aerial Photo



Figure 3: Site Location

ANALYSIS

Policy/Regulatory

Official Community Plan:

The subject property is designated as both Agricultural (Subdivision Remainder Parcel) and Watershed & Islet Residential (Proposed Lots 1-3) under Salt Spring Island Official Community Plan No. 434.

The Agricultural designation is intended to support agricultural operations on viable agricultural lands while allowing for limited residential development subject to ALR policy and regulations.

The Watershed & Islet Residential designation is intended to accommodate low density residential use and limited commercial, residential, and institutional land uses with a minimum parcel size of 4 hectares in areas other than Maxwell Lake.

Land Use Bylaw:

The current property is zoned Agricultural and Rural Watershed 1 under Salt Spring Island Land Use Bylaw No. 355. The zoning allows for a small range of uses, with the most relevant being single family dwellings and agriculture.

The subdivision preliminary layout review establishes the conditions which are required to be met for the subdivision final approval to take place. These conditions are based on regulations established in Bylaw No. 355. Division 9 of the *Local Government Act* enables an owner of land to vary Subdivision and Development Regulations (Division 11 of the *Local Government Act*).

Issues and Opportunities

Drainage System:

The requirement that a drainage system designed by an engineer is meant to ensure that future development as a result of the subdivision does not prevent precipitation from percolating into the ground, cause overland runoff, or have negative impacts to the quality or quantity of groundwater. The subdivision involves lots that have not been developed and would create additional development potential allowed by current zoning. The applicant proposes rock pit drainage systems based on a potential building footprint outlined in the Westbrook Consulting Ltd. report; however, no final location has been determined as of yet. The applicant requests deferral of the drainage system installation until a final location for a dwelling has been determined.

Potable Water:

Subdivision would result in additional development potential on the properties. The applicant has proposed onsite well's with well pump test results indicating sufficient water is available onsite. Future property owners may require a different well location based on the resulting dwelling location. With this in mind, the applicant requests deferral of the water treatment system.

Lot Frontage:

The Land Use Bylaw provides regulations for a panhandle access under Section 5.4; however, a minimum 10% lot frontage is also required under both Section 5.3.1 of the Land Use Bylaw and Section 512(2) of the *Local Government Act*. This regulation greatly restricts the potential for panhandle design, and requires variance to move forward.

Consultation

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 of properties within 100 metres of the subject property's boundaries on August 21.

At time of preparing this report, the SS LTC has not received any public correspondence for this application. Additional correspondence may be received before or during the SS LTC meeting. Correspondence may be sent to ssiinfo@islandstrust.bc.ca.

Protocols

No Islands Trust protocols have been identified as applicable.

Agencies

No agency referrals have been identified as necessary.

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.

Rationale for Recommendation

The variances requested in this application are would assist the applicant in progressing through the proposed four lot subdivision (3 Lots + Remainder), and the applicants provided rationale appears valid. Staff find there is reason to support variances for the drainage and water treatment system installation provided a covenant is secured to ensure installation when a final single family dwelling location is determined. Additionally, the lot frontage exemption for the proposed panhandle lot would be supported by Staff as the proposed layout would be in compliance with Land Use Bylaw Section 5.4.

ALTERNATIVES

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

1. Request further information

The SS LTC may request further information prior to making a decision. Staff advise that the implications of this alternative are increase processing time and potentially increased cost to the applicant. If selecting this alternative, the SS 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 [indicate information required].

2. Deny the application

The SS LTC may deny the application. Staff advise that the implications of this alternative are either file closure, or subdivision layout re-design. This would trigger a new review of the subdivision layout, and

potential further studies required to at the applicant's expense. If this alternative is selected, the SS LTC should state the reasons for denial. Recommended wording for the resolution is as follows:

That the Salt Spring Island Local Trust Committee deny application SS-DVP-2022.13 for the following reasons:

[indicate reasons for denial]

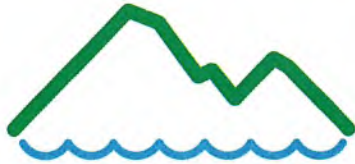
NEXT STEPS

If the SS LTC accepts staff's recommendation, the applicant would proceed to finalize the draft covenant. Once the covenant is registered, the DVP as presented in Attachment 5 will be issued and the applicant can continue working to meet all of the Subdivision conditions to receive final approval. The applicant still requires an approved Development Permit which would be processed, as delegated, by Islands Trust Staff.

Submitted By:	Chris Buchan, Planner 2	August 16, 2023
Concurrence:	Chris Hutton, Regional Planning Manager	September 7, 2023

ATTACHMENTS

1. Stormwater Management Plan
2. Applicant Letter
3. Site Context
4. Proposed Permit
5. Draft Covenant



**WESTBROOK
Consulting Ltd.**

January 28, 2022

3742-02

British Columbia Ministry of Transportation and Infrastructure
Saanich Area Office
240-4460 Chatterton Way
Victoria, BC
V8X 5J2

Attn: Owen Page, Development Officer

Re: 536 Beaver Point Road – Storm Water Management Plan

Dear Sir:

Westbrook Consulting Ltd has been engaged to provide civil engineering services for the subdivision of the above-noted property.

The storm drainage system outlined in this report has been designed in accordance with Section 5.7 of Salt Spring Island Local Trust Committee Bylaw No. 355, dated June 2019.

Background

The property at 536 Beaver Point Road currently contains a single-family home, detached garage and several other small buildings. There is an existing gravel driveway on the northernmost proposed lot. All the existing structures will remain and be contained within a 16.7 Ha lot, located on the western portion of the site, to be known as Lot A.

The property is bordered by Reynolds Road to the east, Stowell Lake Farm and Stowell Lake to the south, and Beaver Point Road to the west and north. The site slopes down from south to north along the east property line and north to south along the west property line. A riparian area crosses north to south through the property. Additionally, a wetland area and a swale exist along the eastern portion of the property.

There is no available stormwater infrastructure to service the site, therefore all stormwater produced by the development will be required to be managed onsite.

Proposed Works

A house will be constructed on each of the new lots, however, there are no house plans currently available for these proposed houses. An impervious area of 0.02 Ha is assumed for each lot and will include the proposed house and any patio or deck areas. The proposed driveways will be composed of pervious materials and are excluded from the storm water management calculations.

Design

The storm water management system has been designed in accordance with Salt Spring Island Local Trust Committee Bylaw No. 355 and Ministry of Transportation and Infrastructure BC Supplement to TAC Geometric Design for Canadian Roads, April 2019. The storm water management system will detain the storm water produced by the development and release it at the pre-development flow rate.

The storm water management has been designed to accommodate the runoff from 200m² of impervious area. These areas will include the building footprint and any deck or patio areas. Our understanding is that the proposed driveway will be composed of gravel and there will be vegetation adjacent to the driveway.

The storm water runoff from the pervious areas will mimic predevelopment conditions and there will be no impact to the neighbouring lots. The storm water detention system has been designed to accommodate additional runoff from the building and patio or deck areas.

Storm water runoff will be detained within a rock pit for each of the proposed lots and will be re-introduced to the site subsurface and dispersed within a dispersion trench. The dispersion trench will release runoff at the 5 year, 10 minute pre-development flow rate.

A schematic drawing of the storm water management system can be seen in the enclosed Figure 1.

Assumptions

The proposed storm water management plan was designed based on the following assumptions.

- Impervious surfaces have a runoff coefficient of 0.9.
- No changes will occur to Lot A, which contains the existing house.
- 200 m² of impervious area will be added to Lots 1-3.
- The District of North Cowichan Intensity Duration Frequency curve was used.
- Stormwater runoff will be detained within a rock pit.
- Rock pits have a void space ratio of 33%.
- Stormwater will be released at the 5 year, 10-minute pre-development flow rate.

Calculations

The Rational Method was used to calculate the pre and post development runoff flows for the 5, 10, 25, and 200-year design storms. Refer to the attached tables for results.

$$Q = RAINC$$

Where,

→ Q = Runoff, L/s

→ R = Runoff Coefficient

→ A = Tributary Area, ha

→ I = Rainfall Intensity, mm/hr

→ N = Constant, 2.778

→ C = Climate Change Factor, 31% Increase in Precipitation*

*As per *Climate Projections for the Capital Region*, dated July 2017.

The peak post development 25-year storm is the 2-hour storm, and is calculated as follows:

$$Q_{Post} = RAINC = 0.9(0.02ha)(15mm/hr)2.778(1 + 0.31) = 0.983L/s$$

The storm water runoff will be detained and released at the pre-development 5 year, 10 minute flow rate. The pre-development flow is calculated as follows:

$$Q_{Pre} = RAINC = 0.35(0.02ha)(30mm/hr)2.778 = 0.583L/s$$

The storage volume required was calculated as follows:

$$Storage\ Rate\ Required = 0.983L/s - 0.583L/s = 0.40L/s$$

$$Storage\ Volume\ Required = 0.40L/s \times 60s \times 120min / (1000L/m^3) = 2.88m^3$$

$$Proposed\ Rock\ Pit\ Dimensions = 4.5m\ long \times 2m\ wide \times 1m\ deep$$

$$Storage\ Capacity = 4.5m \times 2m \times 1m \times 0.333 = 3.0m^3$$

Stormwater will be released at the 5 year, 10 minute pre-development flow rate through a restrictive orifice.

Orifice Sizing

The orifice equation used to size the controlled outlet for the site is shown below:

$$Q = C_d \times A \times \sqrt{2gh}$$

where,

Q = Flow

C_d = Coefficient of Discharge (0.6 for sharp edge)

A = Cross – sectional Area, m^2

g = Acceleration due to gravity, $9.81m/s^2$

h = Head

$$Q = C_d \times \pi \times \frac{D^2}{4} \times \sqrt{2gh}$$

Rearranging:

$$d = \sqrt{\frac{4 \times Q}{C_d \times \pi \times \sqrt{2gh}}} = \sqrt{\frac{4 \times 0.00058 \text{ m/s}}{0.6 \times \pi \times \sqrt{2 \times 9.81 \text{ m/s}^2 \times 1 \text{ m}}}} = 0.017 \text{ m} = \mathbf{17 \text{ mm}}$$

200 Year Flood Route

Storm water runoff which exceeds the capacity of the rock pits will be allowed to flow overland towards the onsite waterways. For Lot 1 the runoff will flow overland towards the existing wetland area, Lot 2 will flow towards the existing swale and Lot 3 will flow towards the riparian area.

Salt Spring Island Local Trust Committee Bylaw No. 355

The following outlines each subsection of Section 5.7 of Bylaw 355 and the corresponding action, if any, that is required as part of the proposed subdivision.

5.7.1 Every subdivision must be designed and constructed to maximize the amount of precipitation that percolates into the ground, to minimize direct overland runoff, and to minimize impacts on the quality and quantity of groundwater.

A storm water management system has been designed to collect and detain storm water produced by the development, and disperse it at the pre-development flow rate. The system will be permeable to allow for infiltration to the extent possible, in order to re-introduce the water to the site subsurface.

5.7.2 Every surface drainage system in a subdivision must be designed to provide for the continuity of any existing surface drainage system serving the drainage basin in which the lot to be subdivided is located.

Additional storm water produced by modifications to the existing surface, through the addition of impervious surfaces on the proposed lots will be collected, stored, and dispersed at a controlled rate. No modifications to existing surface drainage are proposed on Lot A.

5.7.3 Every surface drainage system designed for a land subdivision located within 30 m of a fish-bearing water body, including the sea, must be consistent with the Land Development Guidelines.

No works are proposed within 30m of a fish bearing water body.

5.7.4 No water body may be diverted, altered, or used for surface drainage purposes so as to transfer water between natural surface water watersheds.

No diversions or alterations, including the addition of additional storm water runoff, are proposed to existing water bodies.

5.7.5 Every surface drainage system must be designed so that the system is capable of conveying the peak rate of runoff from a 20-year storm event for the entire drainage basin within which the subdivision or development is located when such basin is fully developed.

A storm water management system has been designed to detain and release the peak 25 year run off created by the addition of impervious surfaces within the proposed lots when they are developed. The stormwater will be released at the pre-development flow rate. Lot A has been previously developed and no further development of Lot A is anticipated to occur.

5.7.6 Every surface drainage system must be designed and constructed to minimize scouring and erosion of ditch banks.

No change in surface runoff is proposed to be added to existing ditches and no ditches are proposed to be constructed. Storm water produced by the site that does not infiltrate will be released overland at the pre-development flow rate.

5.7.7 All drainage works, including ditches and culverts must be located in statutory rights-of-way granted to the Crown, or in dedicated highways, or in the case of a Bare Land Strata subdivision, on common property or an access lot.

All proposed drainage works will be privately owned and are within private property. A statutory right-of-way is not required.

5.7.8 If stormwater is discharged from a surface drainage system to the sea or a watercourse on or adjacent to the land being subdivided or developed, the system must be constructed and designed to retain stormwater for the period of time necessary to allow for settling of silt and other suspended solids.

Storm water runoff created from the development of the site will be detained prior to being released.

5.7.9 Every applicant for subdivision must provide the written certification under seal of an engineer with experience in drainage engineering that the drainage system for the subdivision has been designed in accordance with Subsections 5.7.1 through 5.7.8

The storm drainage requirements outlined in this report has been designed in accordance with Subsections 5.7.1 through 5.7.8 of Bylaw No. 355, dated June 2019.

5.7.10 Every applicant for subdivision must provide written certification under seal of an engineer with experience in drainage engineering that the subdivision has been constructed in accordance with the drainage system design prepared under Subsection 5.7.9 and such certification is to be provided before deposit of the subdivision plan in the Land Title Office.

No drainage works have been constructed at this time. Construction will commence following approval of the proposed design. Westbrook Consulting Ltd. will inspect the proposed storm water management system during construction and certify the installed works following construction.

Summary

At this time, a subdivision of the property at 536 Beaver Point Road into four lots is proposed. Lot A has been previously developed and no further development is planned to occur. Single family homes will be constructed on Lots 1-3. The houses will be built in the approximate locations indicated on the site plan prepared by Polaris Land Surveying Inc., dated January 7, 2021.

A storm water management system has been designed to detain and infiltrate or exfiltrate additional storm water created by the proposed development of Lots 1-3 for the peak 25-year storm, with a climate change factor of 31%. The system consists of a 4.5 m long, 2 m wide, 1 m deep rock pit with a void space ratio of 33% and a total storage volume of 3.0 m³ for each lot. Stormwater collected in a rock pit that does not infiltrate will be released to a dispersion trench at the 5 year, 10 minute pre-development flow rate and then be allowed to infiltrate into the soil or exfiltrate and flow overland to existing watercourses.

The storm drainage items outlined in this report have been designed based on Section 5.7 of Bylaw 355, dated June 2019.

If you have any questions, please do not hesitate to contact the undersigned.

Yours truly,

WESTBROOK CONSULTING LTD.



Tracey Klatt, EIT
Project Manager

MD

ENCL: Figure 1: Rock Pit Location Plan
Figure 2: Stormwater Management Details
Figure 3: Flow Control Manhole Detail
Drainage Calculations

Reviewed By,



Jan 28/2022
Mike Wignall, P.Eng, LEED AP
Project Engineer

**SKETCH PLAN OF PROPOSED SUBDIVISION OF PART
OF LOT A, SECTIONS 60, 61, 71 AND 72, SOUTH SALT
SPRING ISLAND, COWICHAN DISTRICT, PLAN 29774**

PID 001-348-604



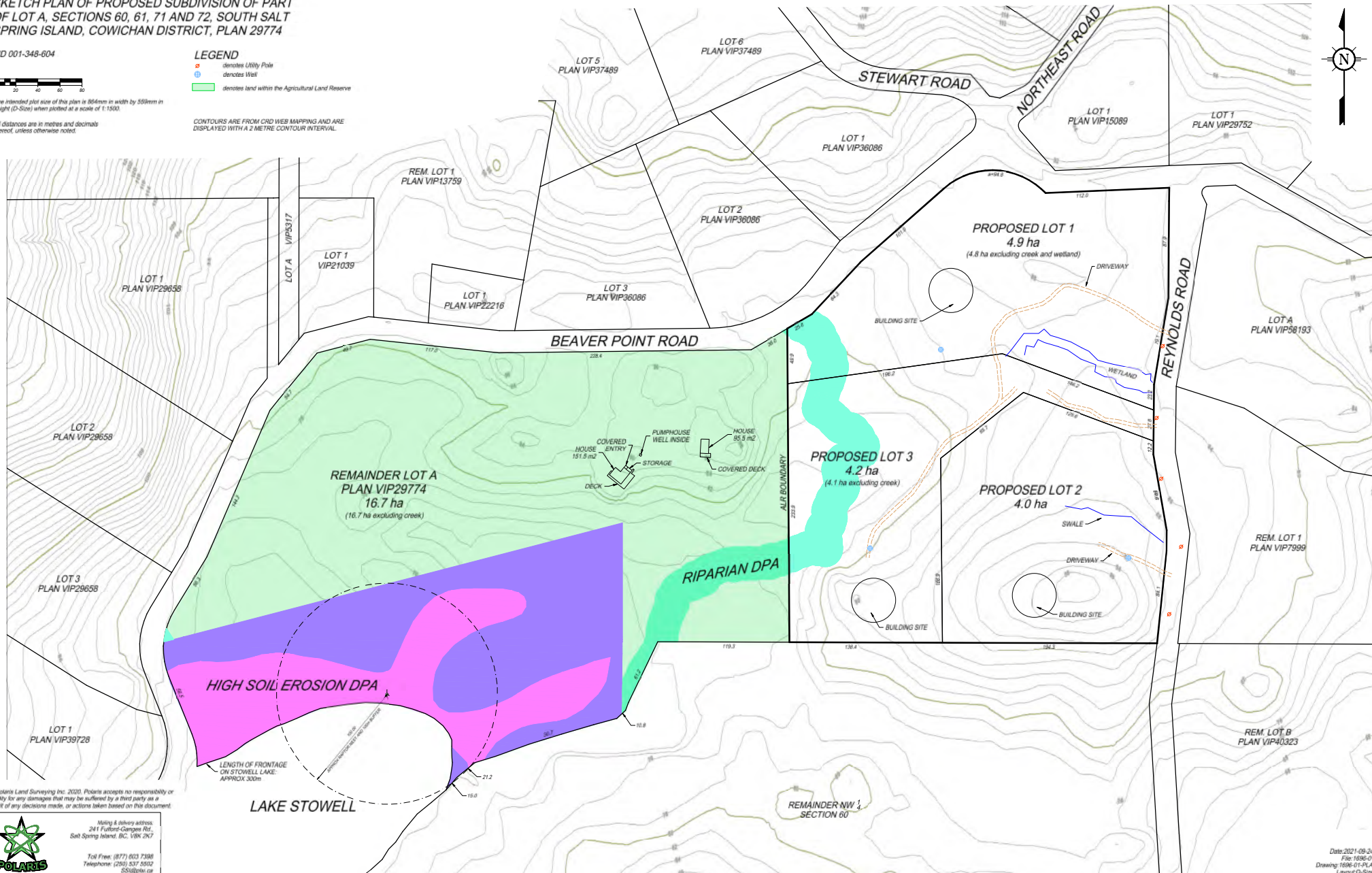
The intended plot size of this plan is 864mm in width by 595mm in height (D-Sizes when plotted at a scale of 1:1500).

All distances are in metres and decimals thereof, unless otherwise noted.

LEGEND

- denotes Utility Pole
- denotes Well
- denotes land within the Agricultural Land Reserve

CONTOURS ARE FROM CRD WEB MAPPING AND ARE
DISPLAYED WITH A 2 METRE CONTOUR INTERVAL.



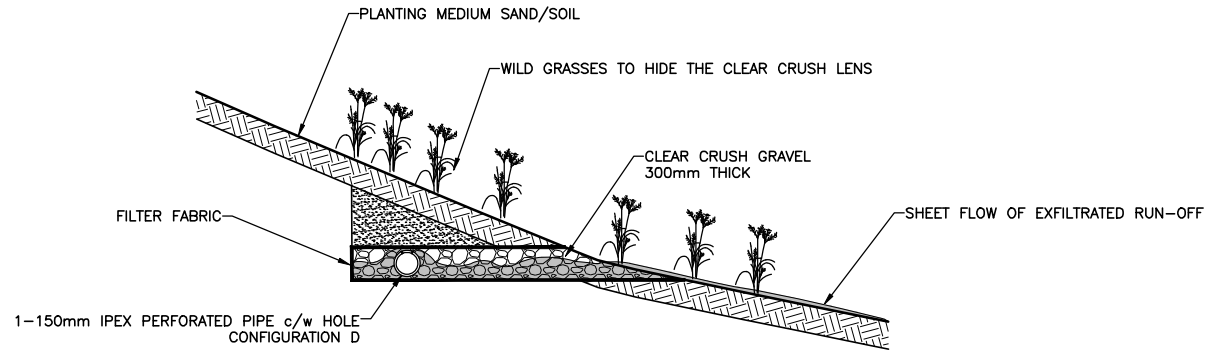
© Polaris Land Surveying Inc. 2020. Polaris accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document.

Mailing & delivery address:
241 Fulford-Ganges Rd.
Salt Spring Island, BC, V8K 2K7

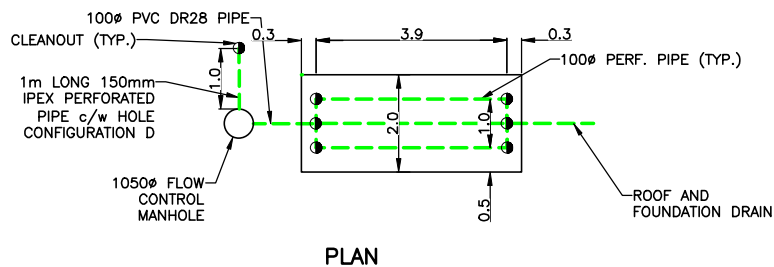
Toll Free: (877) 863 7388
Telephone: (250) 537 5552
Email: info@polaris.ca
www.polaris.ca



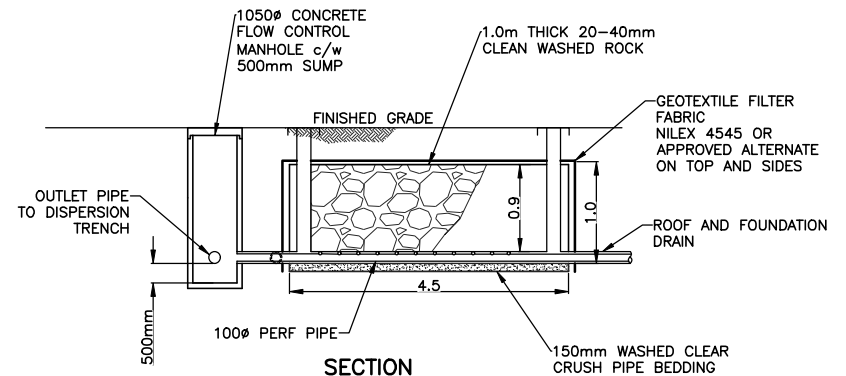
Date: 2021-09-24
File: 1696-01
Drawing: 1696-01-PLA
Layout: D-Site



DISPERSION TRENCH DETAIL
N.T.S.



PLAN



SECTION

TYPICAL ROCK PIT DETAIL
N.T.S.

ENGINEER	MW
DESIGNER	JM
CHECKED	
DATE	JAN 2022
B.M.	
ELEV.	
SCALE	Horz.
	Vert.

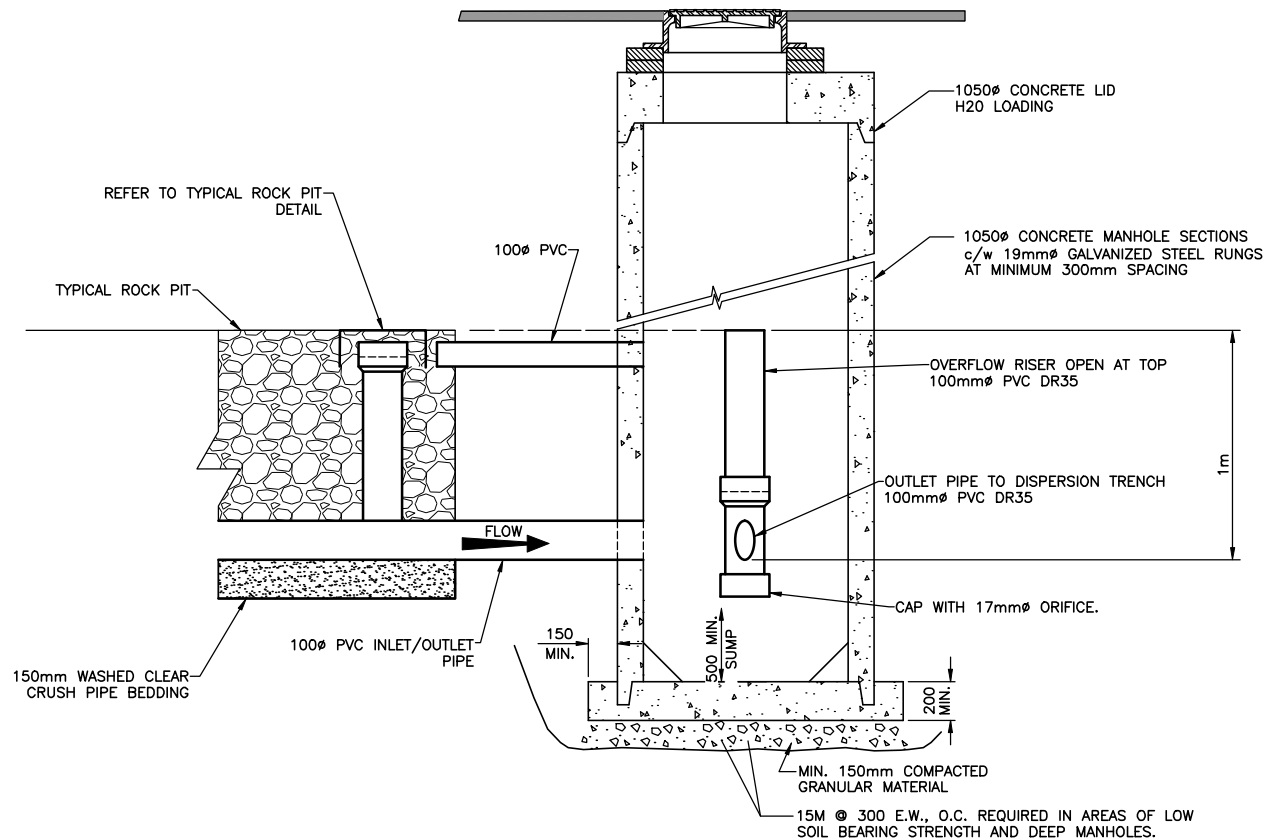


WESTBROOK
Consulting Ltd.

#115 - 866 Goldstream Ave., Victoria, BC V9B 0J3
Telephone: 250-391-8592 Facsimile: 250-391-8593

PROJECT
536 BEAVER POINT ROAD
BEVERLY BYRON
STORMWATER MANAGEMENT DETAILS

WESTBROOK PROJECT No. 3742	
GOVERNING AUTHORITY FILE No.	
SHEET 1	OF 2
REV. FIGURE 2	



FLOW CONTROL MANHOLE DETAIL
N.T.S.

ENGINEER	MW
DESIGNER	JM
CHECKED	
DATE	JAN 2022
B.M.	
ELEV.	
SCALE	Horz.
	Vert.



WESTBROOK
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Telephone: 250-391-8592 Facsimile: 250-391-8593

PROJECT
536 BEAVER POINT ROAD
BEVERLY BYRON
STORMWATER MANAGEMENT DETAILS

WESTBROOK PROJECT No. 3742	
GOVERNING AUTHORITY FILE No.	
SHEET 2	OF 2
REV. FIGURE 3	



Polaris Land Surveying Inc.
204 - 149 Fulford-Ganges Road
Salt Spring Island, BC, V8K 2K9
Salt Spring: 250-537-5502
Toll free: 877-603-7398
ssi@plsi.ca

April 26, 2022

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

Attention: Kristine Mayes, Planner 1

Re: Subdivision application SS-SUB 2021.1 – 536 Beaver Point Road

On behalf of the owners of 536 Beaver Point Road, we hereby apply for the following from the Local Trust Committee:

1. An exemption from the 10% frontage requirement of section 5.3.1 of the Land Use Bylaw. Proposed Lot 3 has been designed as a panhandle lot to allow for best usage of the land.
2. A Development Permit for Development Permit Area 7 – Riparian Areas. Qualified Environmental Professionals Dave Gooding and Kathy Reimer have prepared a Riparian Areas Protection Regulation Assessment Report. This report has been submitted to the Province and is currently awaiting review. A copy has been attached for your records.
3. A covenant requiring water treatment system for the water wells, in order to bring the water in to compliance with the Potable Water Supply Standards for Subdivision. Please see the corresponding report from Lowen Hydrogeology Consulting Ltd.
4. A Development Variance Permit for Condition number 9 of the Conditions Report. We are requesting a variance to the requirement to install a drainage system as per the Storm Water Management Plan (SWMP) for proposed Lots 1 to 3. These lots are large, rural lots (all 4 ha or larger). The SWMP requires a rock pit to be constructed for each lot in order to manage the changes to storm water when a new house is constructed.

At this stage in the development, new homes have not been designed. Homes have not been designed because some or all of these lots will be sold in the future and the future owners will have their own preferences for house design and location.



Installing a rock pit as part of the subdivision process and prior to marketing the lots is illogical. A four-hectare lot offers many different options for building sites and it would be premature to construct a rock pit prior to building plans being prepared and a building permit granted.

Rather than constructing rock pits in an arbitrary location based upon a hypothetical building size and location, we are requesting that a covenant be placed on the land, requiring the rock pit to be constructed in accordance with the SWMP and under the supervision of a civil engineer, as a condition of a building permit.

Sincerely,

A handwritten signature in black ink that reads "Jordan Litke". The signature is fluid and cursive, with the first name "Jordan" and last name "Litke" clearly distinguishable.

Jordan Litke, BCLS
Polaris Land Surveying Inc.

ATTACHMENT 3 – SITE CONTEXT

LOCATION

Legal Description	LOT A, SECTIONS 60, 61, 71 AND 72, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 29774
PID	001-348-604
Civic Address	536 Beaver Point Road

LAND USE

Current Land Use	Rural Residential / Agriculture
Surrounding Land Use	North, East and West of subject parcels: Residential South of subject parcels: Agriculture

HISTORICAL ACTIVITY

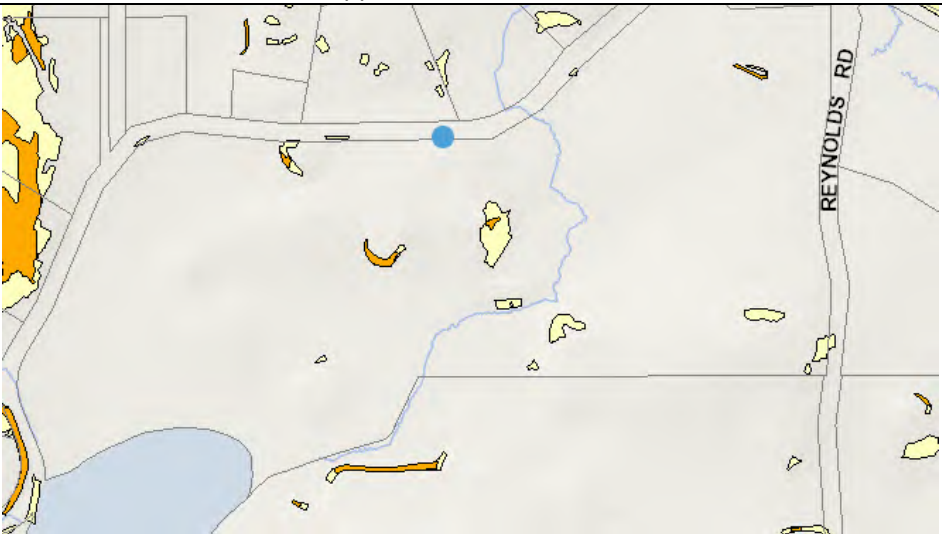
File No.	Purpose
SS-SUB-2021.1	Proposed 4 Lot Subdivision
SS-BP-2021.42	Farm building
SS-DP-2022.5	Permit to allow subdivision in DPA 7

POLICY/REGULATORY

Official Community Plan Designations	Agriculture / Watershed & Islet Residential
Land Use Bylaw	Rural Watershed 1 (RW1) / Agriculture (A1) Part 5 – General Regulations (Subdivision) 5.5 POTABLE WATER 5.5.1 Each lot in a proposed subdivision must be supplied with potable water in accordance with the service levels specified in Part 9 of this Bylaw. 5.5.8 Where the water supply is provided through a groundwater well or through a private surface water license, an engineer must also provide a water quality analysis that demonstrates that the surface water or the groundwater from each proposed water supply source or well is potable or can be made potable with a treatment system that is customarily used in a single-family dwelling. The certificate must include a plan of the proposed subdivision indicating each well location where a water sample was taken, and a statement that the water samples upon which the water quality analysis was performed were unadulterated samples taken from the locations indicated on the plan. If the water to be supplied is not potable, but can be made potable with a treatment system that is customarily used in a single-family dwelling, then the Approving Officer may nonetheless

	approve the subdivision if the applicant grants a covenant under the Land Title Act to the Salt Spring Island Local Trust Committee that requires on-going treatment of the water to ensure that it is potable before it is used as drinking water. 5.7 STORMWATER DRAINAGE 5.7.9 Every applicant for subdivision must provide the written certification under seal of an engineer with experience in drainage engineering that the drainage system for the subdivision has been designed in accordance with Subsections 5.7.1 through 5.7.8. 5.7.10 Every applicant for subdivision must provide written certification under seal of an engineer with experience in drainage engineering that the subdivision has been constructed in accordance with the drainage system design prepared under Subsection 5.7.9 and such certification is to be provided before deposit of the subdivision plan in the Land Title Office.
Covenants	None
Bylaw Enforcement	None

SITE INFLUENCES

Islands Trust Conservancy	No referral/process requirements: Policy 3.3.ii
Regional Conservation Strategy	Rated Medium/Low relative value in the "Regional Conservation Plan: 2018-2027"
Species at Risk	Present on portions of the Property
Sensitive Ecosystems	Wetland and Freshwater Mapped
Hazard Areas	 ■ High Risk ■ Moderate Risk ■ Low Risk

Archaeological Sites	Mapping indicates areas of archaeological potential within 100m of the subject properties. Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the <i>Heritage Conservation Act</i> . If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.
Climate Change Adaptation and Mitigation	Application does not propose changes to the current use of the land and no additional climate change induced hazards are anticipated.
Shoreline Classification	Not Applicable



PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT VARIANCE PERMIT SS-DVP-2022.13

To: Beverly Byron & Frances Teitge

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

LOT A, SECTIONS 60, 61, 71 AND 72, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 29774 (PID: 001-348-604)
2. Salt Spring Island Land Use Bylaw No. 355, 1999 is varied as follows:
 - a) Subsection 5.3.1 which states that “The *frontage* of any *lot* in a proposed *subdivision* must be at least 10 per cent of its perimeter, provided that in no case may the *frontage* be less than 10 m.” is varied to permit to enable the creation of a panhandle design lot (Proposed Lot 3) at 2.5% frontage (27.8 metres) as depicted in Plan No. 1.; and,
 - b) Subsection 5.5.1 which states that “Each *lot* in a proposed *subdivision* must be supplied with *potable* water in accordance with the *service* levels specified in Part 9 of this Bylaw.” is varied to remove the requirement for a water treatment system and to defer the subdivision requirements for potable water *to dwelling construction* which would enable the proposed subdivision as depicted in Plan No. 1; and,
 - c) Subsection 5.5.2 which states that “Each *lot* in a proposed *subdivision* must be supplied with sufficient water to supply all *uses, buildings and structures* permitted on the *lot* by this Bylaw according to the standards set out in Table 1. Where more than one *use* is permitted on a *lot*, the amount of water to be supplied is the sum of the amounts required for each permitted *use*, calculated separately.” is varied to remove the requirement for a water treatment system and to defer the subdivision requirements for potable water *to dwelling construction* which would enable the proposed subdivision as depicted in Plan No. 1; and,
 - d) Subsection 5.5.8 which states that “Where the water supply is provided through a groundwater well or through a private surface water license, an *engineer* must also provide a water quality analysis that demonstrates that the surface water or the groundwater from each proposed water supply source or well is *potable* or can be made *potable* with a treatment system that is customarily used in a *single-family dwelling*. The certificate must include a plan of the proposed *subdivision* indicating each well location where a water sample was taken, and a statement that the water samples upon which the water quality analysis was performed were unadulterated samples taken from the locations indicated on the plan. If the water to be supplied is not *potable*, but can be made *potable* with a treatment system that is customarily used in a *single-family dwelling*, then the *Approving Officer* may nonetheless approve the *subdivision* if the applicant grants a covenant under the Land Title Act to the Salt Spring Island Local Trust Committee that requires on-going treatment of the water to ensure that it is *potable* before it is used as drinking water.” is varied to remove the requirement for a water treatment system and to defer the subdivision requirements for potable water *to dwelling construction* which would enable the proposed subdivision as depicted in Plan No. 1; and,
 - e) Subsection 5.7.10 which states that “Every applicant for *subdivision* must provide written certification under seal of an *engineer* with experience in drainage *engineering* that the *subdivision* has been constructed in accordance with the drainage system design prepared under Subsection 5.7.9 and such certification is to be provided before deposit of the *subdivision* plan in the Land Title Office.” is varied to



PROPOSED

**SALT SPRING ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT
SS-DVP-2022.13**

remove the requirement for the installation of a stormwater drainage system as depicted in Plan No. 2, and to defer the stormwater drainage system installation to dwelling construction.

The development shall be consistent with Plans '1' and '2' which are attached to and form part of this permit.

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

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

Deputy Secretary, Islands Trust

Date of Issuance

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

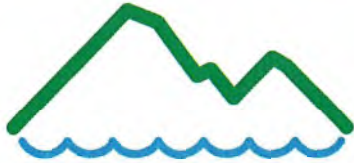


PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT
SS-DVP-2022.13

PLAN '1'

Stormwater Management Plan (Attached)



WESTBROOK Consulting Ltd.

January 28, 2022

3742-02

British Columbia Ministry of Transportation and Infrastructure
Saanich Area Office
240-4460 Chatterton Way
Victoria, BC
V8X 5J2

Attn: Owen Page, Development Officer

Re: 536 Beaver Point Road – Storm Water Management Plan

Dear Sir:

Westbrook Consulting Ltd has been engaged to provide civil engineering services for the subdivision of the above-noted property.

The storm drainage system outlined in this report has been designed in accordance with Section 5.7 of Salt Spring Island Local Trust Committee Bylaw No. 355, dated June 2019.

Background

The property at 536 Beaver Point Road currently contains a single-family home, detached garage and several other small buildings. There is an existing gravel driveway on the northernmost proposed lot. All the existing structures will remain and be contained within a 16.7 Ha lot, located on the western portion of the site, to be known as Lot A.

The property is bordered by Reynolds Road to the east, Stowell Lake Farm and Stowell Lake to the south, and Beaver Point Road to the west and north. The site slopes down from south to north along the east property line and north to south along the west property line. A riparian area crosses north to south through the property. Additionally, a wetland area and a swale exist along the eastern portion of the property.

There is no available stormwater infrastructure to service the site, therefore all stormwater produced by the development will be required to be managed onsite.

Proposed Works

A house will be constructed on each of the new lots, however, there are no house plans currently available for these proposed houses. An impervious area of 0.02 Ha is assumed for each lot and will include the proposed house and any patio or deck areas. The proposed driveways will be composed of pervious materials and are excluded from the storm water management calculations.

Design

The storm water management system has been designed in accordance with Salt Spring Island Local Trust Committee Bylaw No. 355 and Ministry of Transportation and Infrastructure BC Supplement to TAC Geometric Design for Canadian Roads, April 2019. The storm water management system will detain the storm water produced by the development and release it at the pre-development flow rate.

The storm water management has been designed to accommodate the runoff from 200m² of impervious area. These areas will include the building footprint and any deck or patio areas. Our understanding is that the proposed driveway will be composed of gravel and there will be vegetation adjacent to the driveway.

The storm water runoff from the pervious areas will mimic predevelopment conditions and there will be no impact to the neighbouring lots. The storm water detention system has been designed to accommodate additional runoff from the building and patio or deck areas.

Storm water runoff will be detained within a rock pit for each of the proposed lots and will be re-introduced to the site subsurface and dispersed within a dispersion trench. The dispersion trench will release runoff at the 5 year, 10 minute pre-development flow rate.

A schematic drawing of the storm water management system can be seen in the enclosed Figure 1.

Assumptions

The proposed storm water management plan was designed based on the following assumptions.

- Impervious surfaces have a runoff coefficient of 0.9.
- No changes will occur to Lot A, which contains the existing house.
- 200 m² of impervious area will be added to Lots 1-3.
- The District of North Cowichan Intensity Duration Frequency curve was used.
- Stormwater runoff will be detained within a rock pit.
- Rock pits have a void space ratio of 33%.
- Stormwater will be released at the 5 year, 10-minute pre-development flow rate.

Calculations

The Rational Method was used to calculate the pre and post development runoff flows for the 5, 10, 25, and 200-year design storms. Refer to the attached tables for results.

$$Q = RAINC$$

Where,

→ Q = Runoff, L/s

→ R = Runoff Coefficient

→ A = Tributary Area, ha

→ I = Rainfall Intensity, mm/hr

→ N = Constant, 2.778

→ C = Climate Change Factor, 31% Increase in Precipitation*

*As per *Climate Projections for the Capital Region*, dated July 2017.

The peak post development 25-year storm is the 2-hour storm, and is calculated as follows:

$$Q_{Post} = RAINC = 0.9(0.02ha)(15mm/hr)2.778(1 + 0.31) = 0.983L/s$$

The storm water runoff will be detained and released at the pre-development 5 year, 10 minute flow rate. The pre-development flow is calculated as follows:

$$Q_{Pre} = RAINC = 0.35(0.02ha)(30mm/hr)2.778 = 0.583L/s$$

The storage volume required was calculated as follows:

$$Storage\ Rate\ Required = 0.983L/s - 0.583L/s = 0.40L/s$$

$$Storage\ Volume\ Required = 0.40L/s \times 60s \times 120min / (1000L/m^3) = 2.88m^3$$

$$Proposed\ Rock\ Pit\ Dimensions = 4.5m\ long \times 2m\ wide \times 1m\ deep$$

$$Storage\ Capacity = 4.5m \times 2m \times 1m \times 0.333 = 3.0m^3$$

Stormwater will be released at the 5 year, 10 minute pre-development flow rate through a restrictive orifice.

Orifice Sizing

The orifice equation used to size the controlled outlet for the site is shown below:

$$Q = C_d \times A \times \sqrt{2gh}$$

where,

Q = Flow

C_d = Coefficient of Discharge (0.6 for sharp edge)

A = Cross – sectional Area, m^2

g = Acceleration due to gravity, $9.81m/s^2$

h = Head

$$Q = C_d \times \pi \times \frac{D^2}{4} \times \sqrt{2gh}$$

Rearranging:

$$d = \sqrt{\frac{4 \times Q}{C_d \times \pi \times \sqrt{2gh}}} = \sqrt{\frac{4 \times 0.00058 \text{ m/s}}{0.6 \times \pi \times \sqrt{2 \times 9.81 \text{ m/s}^2 \times 1 \text{ m}}}} = 0.017 \text{ m} = \mathbf{17 \text{ mm}}$$

200 Year Flood Route

Storm water runoff which exceeds the capacity of the rock pits will be allowed to flow overland towards the onsite waterways. For Lot 1 the runoff will flow overland towards the existing wetland area, Lot 2 will flow towards the existing swale and Lot 3 will flow towards the riparian area.

Salt Spring Island Local Trust Committee Bylaw No. 355

The following outlines each subsection of Section 5.7 of Bylaw 355 and the corresponding action, if any, that is required as part of the proposed subdivision.

5.7.1 Every subdivision must be designed and constructed to maximize the amount of precipitation that percolates into the ground, to minimize direct overland runoff, and to minimize impacts on the quality and quantity of groundwater.

A storm water management system has been designed to collect and detain storm water produced by the development, and disperse it at the pre-development flow rate. The system will be permeable to allow for infiltration to the extent possible, in order to re-introduce the water to the site subsurface.

5.7.2 Every surface drainage system in a subdivision must be designed to provide for the continuity of any existing surface drainage system serving the drainage basin in which the lot to be subdivided is located.

Additional storm water produced by modifications to the existing surface, through the addition of impervious surfaces on the proposed lots will be collected, stored, and dispersed at a controlled rate. No modifications to existing surface drainage are proposed on Lot A.

5.7.3 Every surface drainage system designed for a land subdivision located within 30 m of a fish-bearing water body, including the sea, must be consistent with the Land Development Guidelines.

No works are proposed within 30m of a fish bearing water body.

5.7.4 No water body may be diverted, altered, or used for surface drainage purposes so as to transfer water between natural surface water watersheds.

No diversions or alterations, including the addition of additional storm water runoff, are proposed to existing water bodies.

5.7.5 Every surface drainage system must be designed so that the system is capable of conveying the peak rate of runoff from a 20-year storm event for the entire drainage basin within which the subdivision or development is located when such basin is fully developed.

A storm water management system has been designed to detain and release the peak 25 year run off created by the addition of impervious surfaces within the proposed lots when they are developed. The stormwater will be released at the pre-development flow rate. Lot A has been previously developed and no further development of Lot A is anticipated to occur.

5.7.6 Every surface drainage system must be designed and constructed to minimize scouring and erosion of ditch banks.

No change in surface runoff is proposed to be added to existing ditches and no ditches are proposed to be constructed. Storm water produced by the site that does not infiltrate will be released overland at the pre-development flow rate.

5.7.7 All drainage works, including ditches and culverts must be located in statutory rights-of-way granted to the Crown, or in dedicated highways, or in the case of a Bare Land Strata subdivision, on common property or an access lot.

All proposed drainage works will be privately owned and are within private property. A statutory right-of-way is not required.

5.7.8 If stormwater is discharged from a surface drainage system to the sea or a watercourse on or adjacent to the land being subdivided or developed, the system must be constructed and designed to retain stormwater for the period of time necessary to allow for settling of silt and other suspended solids.

Storm water runoff created from the development of the site will be detained prior to being released.

5.7.9 Every applicant for subdivision must provide the written certification under seal of an engineer with experience in drainage engineering that the drainage system for the subdivision has been designed in accordance with Subsections 5.7.1 through 5.7.8

The storm drainage requirements outlined in this report has been designed in accordance with Subsections 5.7.1 through 5.7.8 of Bylaw No. 355, dated June 2019.

5.7.10 Every applicant for subdivision must provide written certification under seal of an engineer with experience in drainage engineering that the subdivision has been constructed in accordance with the drainage system design prepared under Subsection 5.7.9 and such certification is to be provided before deposit of the subdivision plan in the Land Title Office.

No drainage works have been constructed at this time. Construction will commence following approval of the proposed design. Westbrook Consulting Ltd. will inspect the proposed storm water management system during construction and certify the installed works following construction.

Summary

At this time, a subdivision of the property at 536 Beaver Point Road into four lots is proposed. Lot A has been previously developed and no further development is planned to occur. Single family homes will be constructed on Lots 1-3. The houses will be built in the approximate locations indicated on the site plan prepared by Polaris Land Surveying Inc., dated January 7, 2021.

A storm water management system has been designed to detain and infiltrate or exfiltrate additional storm water created by the proposed development of Lots 1-3 for the peak 25-year storm, with a climate change factor of 31%. The system consists of a 4.5 m long, 2 m wide, 1 m deep rock pit with a void space ratio of 33% and a total storage volume of 3.0 m³ for each lot. Stormwater collected in a rock pit that does not infiltrate will be released to a dispersion trench at the 5 year, 10 minute pre-development flow rate and then be allowed to infiltrate into the soil or exfiltrate and flow overland to existing watercourses.

The storm drainage items outlined in this report have been designed based on Section 5.7 of Bylaw 355, dated June 2019.

If you have any questions, please do not hesitate to contact the undersigned.

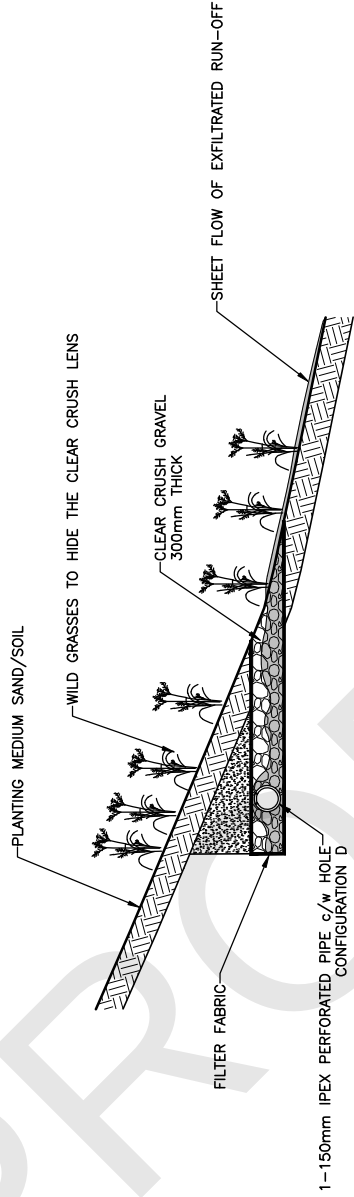
Yours truly,
WESTBROOK CONSULTING LTD.


Tracey Klatt, EIT
Project Manager

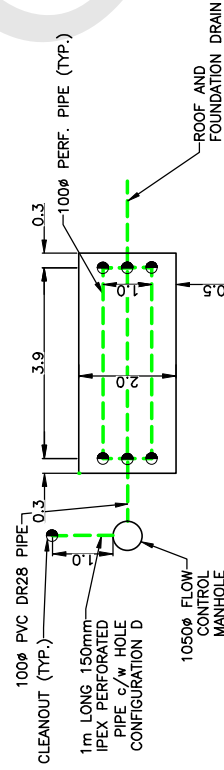
MD
ENCL: Figure 1: Rock Pit Location Plan
Figure 2: Stormwater Management Details
Figure 3: Flow Control Manhole Detail
Drainage Calculations

Reviewed By,

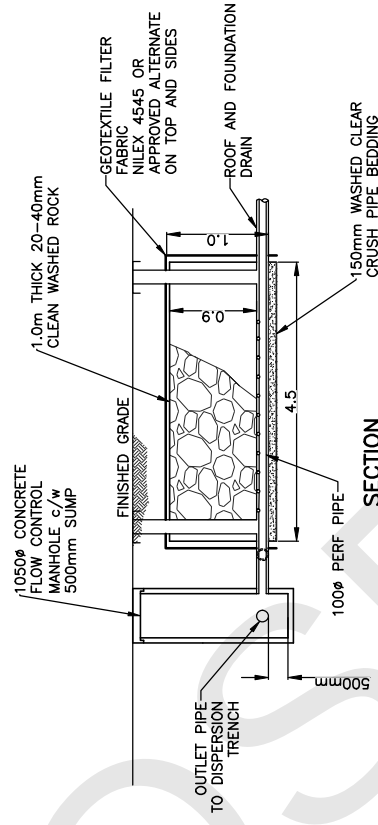

Jan 28/2022
Mike Wignall, P.Eng, LEED AP
Project Engineer
#1000992



DISPERSION TRENCH DETAIL
N.T.S.



PLAN



SECTION

TYPICAL ROCK PIT DETAIL
N.T.S.



**WESTBROOK
Consulting Ltd.**

#115 - 866 Goldstream Ave., Victoria, BC V9B 0J3
Telephone: 250-391-8592 Facsimile: 250-391-8593

ENGINEER	MW
DESIGNER	JM
CHECKED	
DATE	JAN 2022
B.M.	
ELEV.	
SCALE	Horz. Vert.

PROJECT

536 BEAVER POINT ROAD
BEVERLY BYRON

STORMWATER MANAGEMENT DETAILS

WESTBROOK PROJECT No.

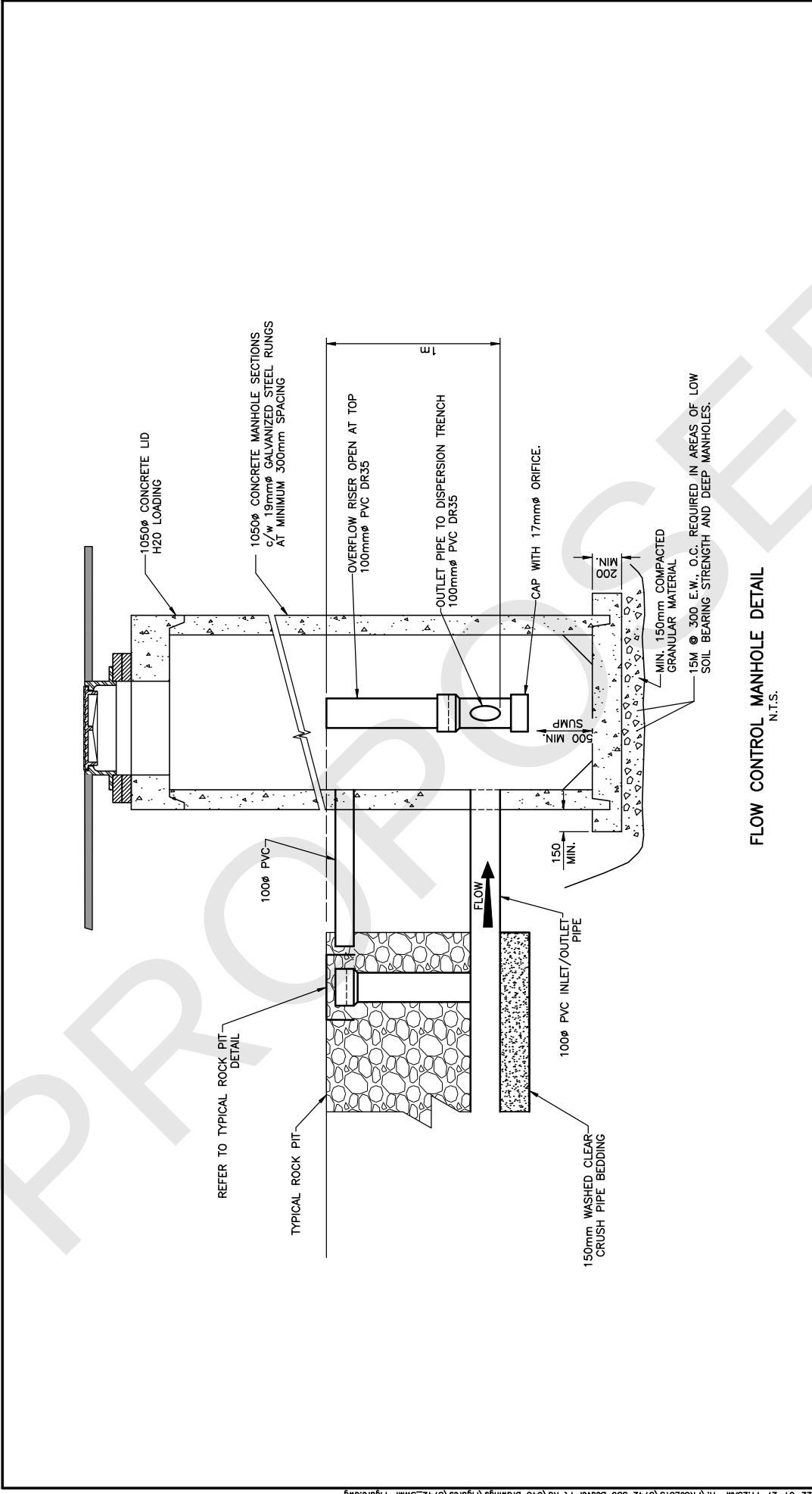
3742

GOVERNING AUTHORITY FILE No.

SHEET 1 OF 2 REV.

WESTBROOK DRAWING No.

FIGURE 2



ENGINEER DESIGNER CHECKED DATE B.M. ELEV. SCALE MW JM JAN 2022 Horz. Vert.		 WESTBROOK Consulting Ltd. #115 - 866 Goldstream Ave., Victoria, BC V9B 0J3 Telephone: 250-391-8592 Facsimile: 250-391-8593		PROJECT 536 BEAVER POINT ROAD BEVERLY BYRON STORMWATER MANAGEMENT DETAILS		WESTBROOK PROJECT No. 3742 GOVERNING AUTHORITY FILE No. SHEET 2 OF 2 REV. 2 WESTBROOK DRAWING No. FIGURE 3	
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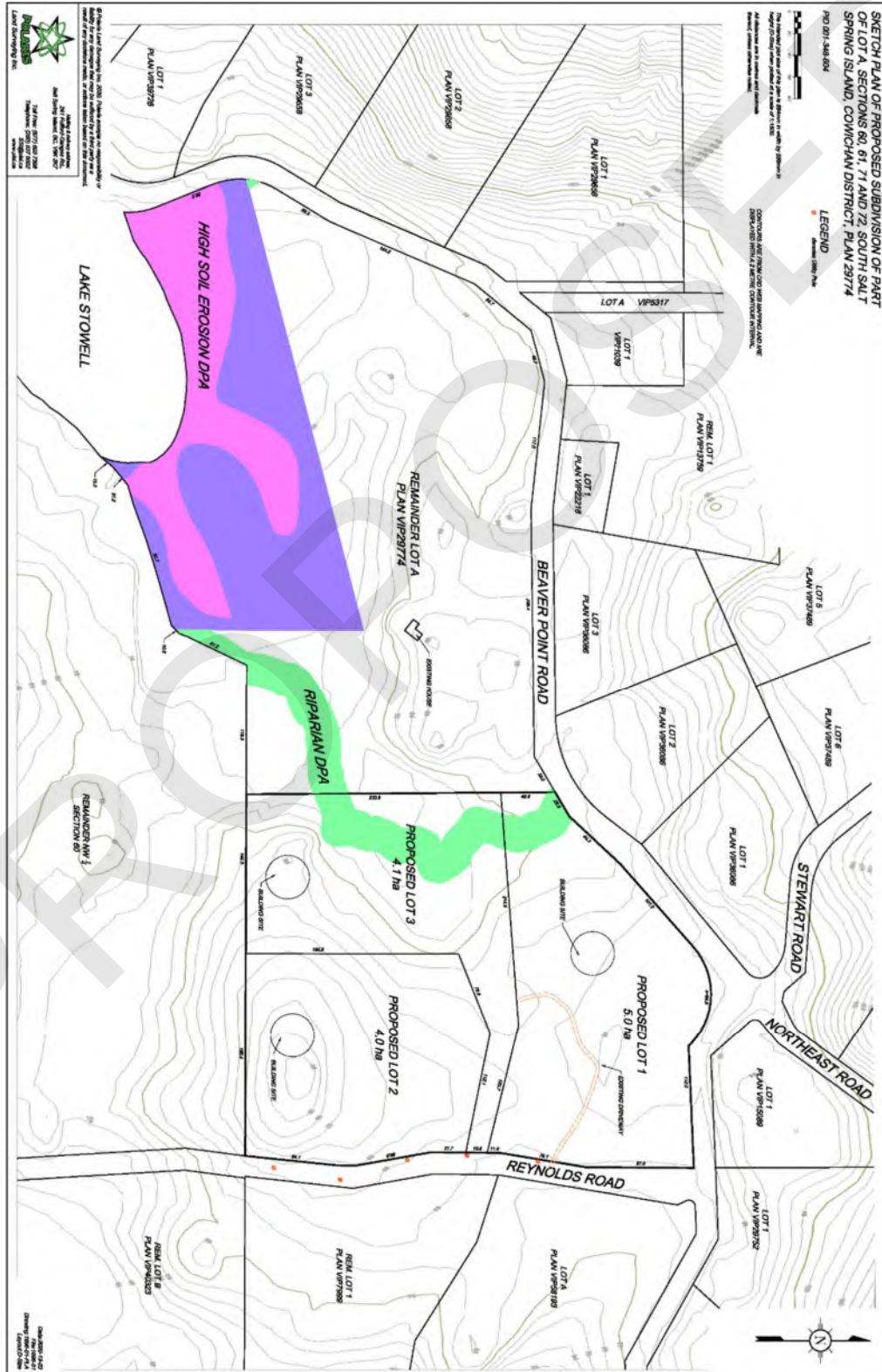
#115 - 866 Goldstream Ave., Victoria, BC V9B 0J3
Telephone: 250-391-8592 Facsimile: 250-391-8593



PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT VARIANCE PERMIT SS-DVP-2022.13

PLAN '2' Site Plan



TERMS OF INSTRUMENT - PART 2

COVENANT

BETWEEN:

Frances Teitge & Beverly Byron

(hereinafter called the "Owner")
 OF THE FIRST PART

AND:

Salt Spring Island Local Trust Committee,
 #1 - 500 Lower Ganges Road,
 Salt Spring Island, B.C. V8K 2N8,

(hereinafter called the "Covenant Holder")
 OF THE SECOND PART

WHEREAS:

A. The Owner is the registered owner of:

New Lot A – [Insert Legal Description]

(herein called the "Lands");

B. Section 219 of the *Land Title Act* provides that a covenant in respect of the use of land or of a building that land is, or is not to be built on in favour of a local trust committee under the *Islands Trust Act* may be registered as a charge against the title to that land;

C. The Owner has applied for Development Variance Permit from the Trust Committee related to a Subdivision application, and the Owner has granted the Trust Committee this covenant in order to induce the Trust Committee to approve the Development Variance Permit;

D. The Owner wishes to grant and the Trust Committee wishes to accept this Covenant restricting the use of the Covenant Area included within the heavy outline shown on reference plan EPPXXXXX;

NOW THEREFORE in consideration of the payment of \$2.00 by the Covenant Holder to the Owner (the receipt and sufficiency of which is acknowledged by the Owner) and in consideration of the promises exchanged below, the parties agree:

1. Interpretation

1.1 This Agreement must be interpreted in accordance with the laws of British Columbia and the

laws of Canada applicable in British Columbia, and the parties agree to attorn exclusively to the jurisdiction of the courts of British Columbia (the "courts").

1.2 In this Agreement:

- (a) reference to the singular includes a reference to the plural, and vice versa, unless the context otherwise requires;
- (b) where a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (c) reference to a particular numbered section or article is a reference to the correspondingly numbered or lettered article, section of this Agreement;
- (d) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (e) the word "enactment" has the meaning given to it in the *Interpretation Act* (BC) on the reference date of this Agreement;
- (f) reference to any enactment is a reference to that enactment as consolidated, revised, amended or re-enacted or replaced, unless otherwise expressly provided;
- (g) reference to a "party" or the "parties" is a reference to a party or the parties to this Agreement and their respective successors, assigns, trustees, administrators and receivers; and
- (h) "successor" means any person who, at any time after registration of this Agreement, becomes the registered owner of the Lands or any part thereof by any means, including a beneficial owner

2. Restrictions on use of the Lands

2.1 The Owner covenants and agrees with the Covenant Holder that:

- (a) no residential dwelling unit or seasonal cottage may be constructed or built within the Covenant Area included within the heavy outline shown on reference plan EPPXXXXX.

3. Owner's Obligations

3.1 The Owner agrees to indemnify the Covenant Holder and its elected and appointed officials, officers, employees and agents, from and against any and all liabilities, losses, suits, actions, damages, claims, demands, costs and other harm arising out of or in any way connected with this Agreement or its subject-matter, and for any fees or expenses it may occur as a result of a breach of the Covenant by the Owner.

3.2 The Owner releases the Covenant Holder, its directors, officers, employees, agents and

contractors, from and against all liability, causes of action, actions, claims, damages, expenses, costs, debts, demands or losses suffered or incurred by the Owner or any other person, arising from the granting of this Agreement, or by the act or omission of the Owner in relation to the operation and maintenance of the Covenant Area.

- 3.3 The rights given to the Covenant Holder by this Agreement are permissive only and nothing imposes any obligation on the Covenant Holder to anyone, or obliges the Covenant Holder to perform any act or incur any expense for any purpose in respect of this Agreement.

4. Owner's Reserved Rights

- 4.1 The Owner reserves all of its rights as owner of the Lands, including the right to use, occupy, and maintain the Lands in any way that is not expressly restricted by this Agreement.

5. Successor in Title of the Owner

- 5.1 This Agreement binds the parties to it and their respective successors, heirs, executors, permitted assigns, and administrators.
- 5.2 The obligations and covenants contained in this Agreement shall be covenants running with the Lands and are perpetual, and will bind successors in title to the Lands and all parcels created by subdivision of the Lands, and will be registered in the Land Title Office in Victoria pursuant to Section 219 of the *Land Title Act*.

6. Obligation

- 6.1 The rights given to the Covenant Holder by this Agreement are permissive only and nothing imposes any obligation on the Covenant Holder to anyone, or obliges the Covenant Holder to perform any act or incur any expense for any purposes in respect of this Agreement.
- 6.2 Nothing in this Agreement renders the Covenant Holder an owner or occupier of the Lands.

7. No Tort Liability

- 7.1 The parties agree that this Agreement creates only contractual obligations and obligations arising out of the nature of this document as a covenant under seal. The parties agree that no tort obligations or liabilities of any kind are created or exist between the parties in connection with this Agreement, it being the intent of this clause to exclude tort liability of any kind and to limit the parties to their rights and remedies under the law of contract and the law pertaining to covenants under seal.

8. Registration

- 8.1 The Owner agrees to do everything necessary at the Owner's expense to register this Agreement against title to the Lands in priority to all financial charges.

9. Severance

- 9.1 If any part of this Agreement is held to be invalid, illegal or unenforceable by the courts, that part is to be considered to have been severed from the rest of this Agreement and the rest of this Agreement is to remain in force unaffected by the severance.

10. No Other Agreements

- 10.1 This Agreement is the entire agreement between the parties and it terminates and supersedes all other such agreements regarding its subject.

11. Amendments

- 11.1 This Agreement is intended to be perpetual, and this Agreement may only be changed or cancelled by a written instrument signed by all the parties.

As evidence of their agreement to be bound by the above terms, all the parties each have executed this Agreement under seal by signing Part 1 of the Land Title Act Form C to which this Agreement is attached and which forms part of this Agreement.

END OF DOCUMENT

DATE OF MEETING: September 14, 2023
TO: Salt Spring Island Local Trust Committee
FROM: Chris Buchan, Planner 2
Salt Spring Island Team
COPY: Chris Hutton, Regional Planning Manager, Salt Spring Island Team
SUBJECT: Applicant: Will McGuire
Location: 177 Thomas Road

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee approve issuance of SS-DVP-2023.6.

REPORT SUMMARY

This report brings forward a variance request to:

- 1) Legalize the setback between an existing Single Family Dwelling and Accessory Residential Building/Rental Cottage;
- 2) Allow for the attachment of a full-time rental cottage to an accessory building (workshop).

The applicant had initially requested a variance to reduce the minimum setback between a single family dwelling and an accessory building from 3 metres to 2.7 metres; however, through the Planner's review and site visit, two additional variances were identified as being required due to the presence of a full time rental cottage and the cottage's attachment to the subject workshop. Additionally, the requested variance was amended as the continuous porch connecting the structures is considered applicable to the setback area.

In brief, the applicant requires the following relaxations to the Land Use Bylaw:

1. Section 3.14.3 which states that "A full-time rental cottage is to be physically detached from any other building or structure, and may not be constructed or occupied on any lot occupied by two or more other dwelling units";
2. Section 3.5.4 which states that "A full-time rental cottage, including any stairs, decks or porches or other structures that are attached to the cottage or that function as part of the cottage, is not to be located within 6 m of any other building on a lot"; and
3. Original Request - Section 4.1.1 which states "No accessory building with the exception of a carport may be located within 3 m of another building on a lot. For the purposes of this regulation, the distance between buildings is to be measured between their closest points, including any structural features such

as raised decks or stairs which are physically attached to the exterior walls or that function as a part of any building”.

RATIONALE FOR VARIANCE

The applicant submitted a letter of rationale (Attachment 3) alongside the application which provided additional background on the history of the two buildings. The letter requested variance approval so that a building permit to legalize the structures can be issued. This would enable the owner to bring the accessory building up to building code, while addressing the issues of non-compliance with the Salt Spring Island Land Use Bylaw.

The cottage and workshop do not share any enclosed or covered access and are effectively two separate habitable structures. The attachment of the subject uses within the same building reduces the overall site building footprint, preserving the surrounding vegetation and achieving Objective B.2.1.1.1 of the Official Community Plan.

Additionally, the full-time rental cottage and workshop is a permitted use. Planning Staff do not consider the attachment of the two with a continuous raised deck as a negative impact to the site nor the surrounding neighbourhood.

BACKGROUND

The property has two existing buildings initially constructed illegally (Single Family Dwelling + Accessory/Cottage Building) in 2002 which later received a notice on title. The single family dwelling received final occupancy in 2011; however, the accessory building remains in non-compliance. As the current owner is seeking to bring the structures into compliance, the remaining siting contraventions need to be addressed by variance or removal of the structure.

The two buildings are connected via a continuous and partially covered porch, and are 4.6 metres apart (exterior frame). Additionally, the porch extends around the single family dwelling. The requested variance was amended to 0 metres as the buildings are connected via a continuous porch.

The application was initially submitted classifying the accessory building as a workshop. In turn, a single variance was requested for a reduced setback. However, the site visit revealed the presence of a full-time rental cottage (53.49 m² in total floor area) on the second floor of the accessory building. Additional floor plans were provided by the applicant clarifying the building use/layout (See figure 1 below).

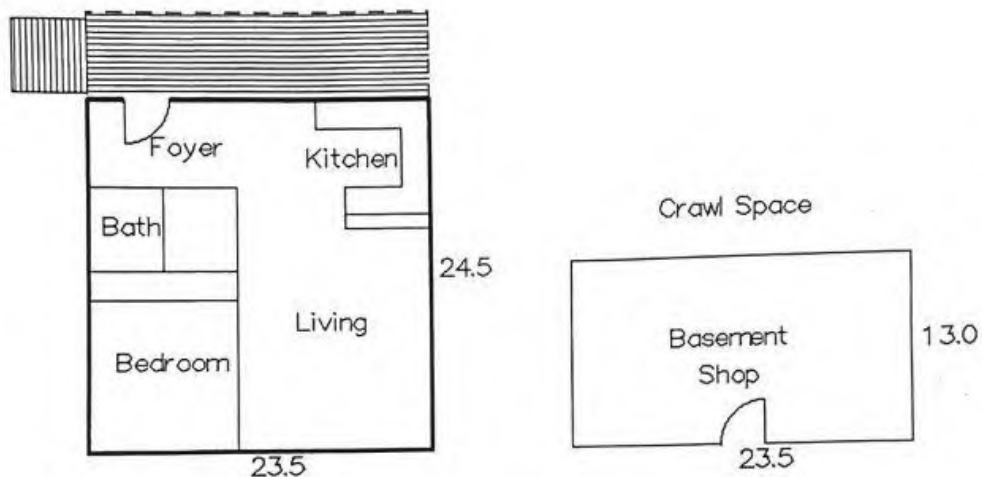
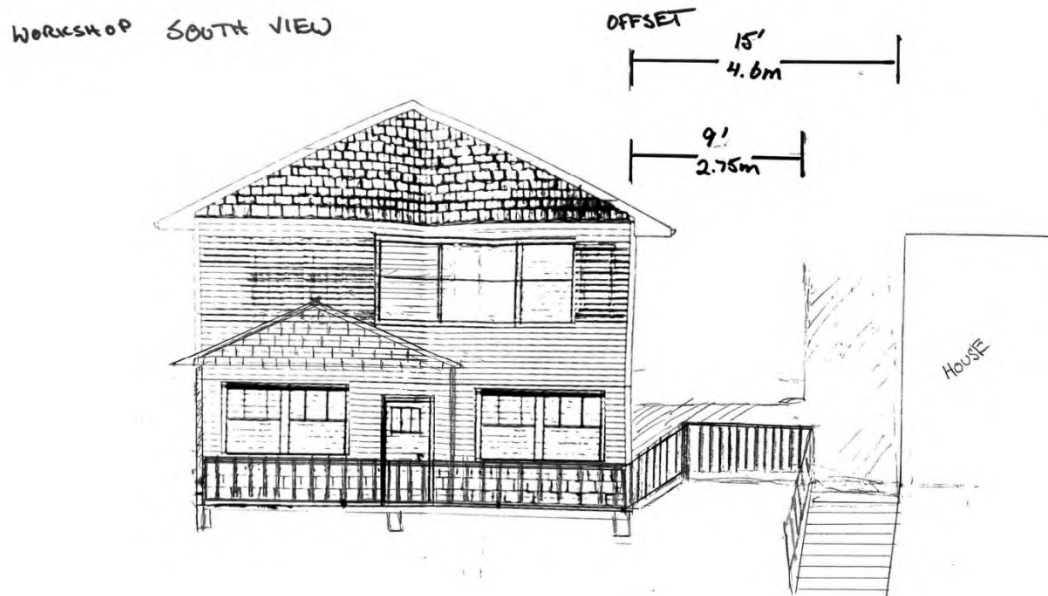


Figure 1: Accessory Building Floor Plan

The Land Use Bylaw prohibits cottages from being physically attached to accessory buildings, while also establishing setbacks between buildings and structures (including attached porches/decks). If the variance

requests are approved, , the applicants can apply for a building permit remove the subject notice on title once final occupancy is given.



The subject property is 1.26 hectares in an area and covered in dense vegetation. The property is designated Residential Neighborhoods under the Salt Spring Island Official Community Plan.

Relevant OCP objectives include:

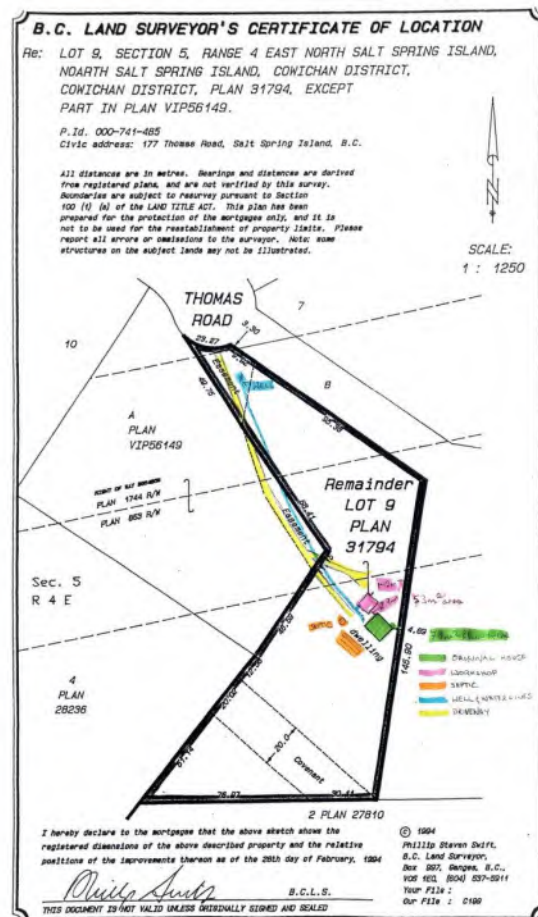
- Section B.2.1.1.1 “To support a mix of housing types in appropriate locations without compromising protection of the natural environment.”

The property is zoned Residential 7, variant “a” (R7(a)) which allows for a single family dwelling, accessory buildings, and a full-time rental cottage. While the property uses are in compliance, the siting issues remain unresolved.

ANALYSIS

Intent of Regulations being varied

1. Section 3.14.3 which states that “A full-time rental cottage is to be physically detached from any other building or structure, and may not be constructed or occupied on any lot occupied by two or more other dwelling units” is intended to ensure that the accessory building floor area is not utilized as additional cottage floor area after final occupancy is issued.



2. Section 3.5.4 and Section 4.1.1 require a minimum setback between buildings. Although Section 4.1.1 requires a minimum 3 metres, Section 3.5.4 increases this setback to 6 m (20 ft). This setback is intended to provide additional clearance between buildings.

Potential impacts of granting to variance

If the three variances are granted, the applicant may move forward with the remaining building permit process.

Allowing the continued existence of a combination cottage/accessory building would allow for the structures to remain in their current use; however, the applicant could alter the building interior in the future if interior access is viable. This may defeat the intent of the maximum 56 square metre floor area requirement for a full-time rental cottage on a 1.2 hectare property. Currently, there is no interior access between the units which are separated by a storey.

Reducing the setback requirement for existing buildings is not anticipated to create a negative site impacts. Additionally, the setback between the two buildings exterior walls exceed six metres. The continuous porch is considered an extension to the buildings, thus technically reducing the setback to 0 metres.

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 August 21, 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 fall in an area of archaeological potential. No First Nations referral is required.

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 as the variances are considered minor and the residential character is not anticipated to be negatively impacted, nor would the subject variance pose a negative impact to the neighborhood. Additionally, there has been no expressed concern from the neighbors since construction in 2002. Finally, OCP objectives (Section B.2.1.1.1) for residential neighborhoods support the combination of the accessory building and cottage.

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. Staff advise that the implications of this alternative are [insert implications, e.g. budget, time, staff resources]. 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:

2. *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-2023.6, 177 Thomas Road).*

3. Deny the application

The LTC may deny the application. Staff advise that the implications of this alternative are [insert implications, e.g. file closure, application refund, bylaw enforcement, etc.].

That the Salt Spring Island Local Trust Committee deny issuance of Development Variance Permit SS-DVP-2023.6 for the following reasons: [list reasons] (SS-DVP-2023.6, 177 Thomas Road).

Submitted By:	Chris Buchan, Planner 2	August 11, 2023
Concurrence:	Chris Hutton, Regional Planning Manager	September 7, 2023

ATTACHMENTS

1. Site Context
2. Application Letter
3. Notice
4. Draft Development Variance Permit

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	LOT 9, SECTION 5, RANGE 4 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 31794 EXCEPT PLAN VIP56149
PID	000-741-485
Civic Address	177 Thomas Road

LAND USE

Current Land Use	Residential
Surrounding Land Use	North, East, South and West of subject parcel: Residential

HISTORICAL ACTIVITY

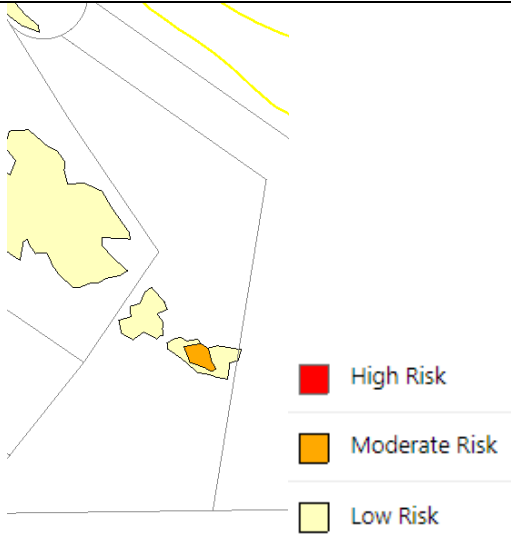
File No.	Purpose
N/A	N/A

POLICY/REGULATORY

Official Community Plan Designations	Residential Neighbourhoods
Land Use Bylaw	Residential 7 (a) (R7(a)) Part 3 – General Regulations 3.15.3 A full-time rental cottage is to be physically detached from any other building or structure, and may not be constructed or occupied on any lot occupied by two or more other dwelling units. 3.15.4 A full-time rental cottage, including any stairs, decks or porches or other structures that are attached to the cottage or that function as part of the cottage, is not to be located within 6 m of any other building on a lot. Part 4 – General Regulations (Siting) 4.1.1 No accessory building with the exception of a carport may be located within 3 m of another building on a lot. For the purposes of this regulation, the distance between buildings is to be measured between their closest points, including any structural features such as raised decks or stairs which are physically attached to the exterior walls or that function as a part of any building. Part 9 – Zone Regulations

	Zone Variation – R7(a) (30) Instead of a seasonal cottage, the following accessory use is permitted: A seasonal cottage subject to Section 3.14 or a full-time rental cottage subject to Section 3.15. deposit of the subdivision plan in the Land Title Office.
Covenants	EG30805 – conservation area – No development. Not impacted in this proposal
Bylaw Enforcement	SS-BE-2009.18 – resolved – unlawful dwelling

SITE INFLUENCES

Islands Trust Conservancy	LTC Conservation Covenant located on property
Regional Conservation Strategy	Rated Medium/Low relative value in the “Regional Conservation Plan: 2018-2027”
Species at Risk	N/A
Sensitive Ecosystems	N/A
Hazard Areas	
Archaeological Sites	Mapping indicates areas of archaeological potential within 100m of the subject properties. Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the <i>Heritage Conservation Act</i> . If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.
Climate Change Adaptation and Mitigation	Application does not propose changes to the current use of the land and no additional climate change induced hazards are anticipated.
Shoreline Classification	Not Applicable

South Elevation View



East Elevation View



Currently there are two structures on the property. The main house, with three bedrooms and two bathrooms, and the accessory building. Back in 2011 we worked with the CRD to address the deficiencies with the main house and were granted final occupancy for that building.

In the last year or so we've been trying to sell the property but potential buyers have been unable to secure financing with the current notice on title in place.

Our aim in applying for this development variance is to allow for the approval of the existing buildings as constructed so that the notice on title can be removed.

When the accessory building was originally built in 2002 the offset between the two buildings was measured from foundation to foundation and that distance is 4.6 M. It was identified after the foundation had been poured and the framing begun that the proper offset should have been measured from the edge of the porch. This distance is only 2.7m. Based on the records from the CRD with respect to permits, the building construction continued and though a DVP was begun (we found it in the files on the property) it was never submitted.

Here we are 20 years later and there is now a continuous porch that connects the two structures.

The variance we would like to apply for is one that allows for the buildings to remain as constructed to minimize any additional construction related costs. In particular this would allow for the porch/deck to remain as constructed between the two buildings.

I believe the part of the Land Use Bylaw applicable is 4.1.1:

"No accessory building with the exception of a carport may be located within 3 m of another building on a lot. For the purposes of this regulation, the distance between buildings is to be measured between their closest points, including any structural features such as raised decks or stairs which are physically attached to the exterior walls or that function as a part of any building."

If the variance is granted, we will apply for a building permit (again after the fact) and work with the CRD building inspectors to address the other deficiencies indicated by the notice on title.

Salt Spring Island Local Trust Committee

DEVELOPMENT VARIANCE PERMIT – NOTICE

NOTICE is hereby given pursuant to Section 499 of the *Local Government Act* that the Salt Spring Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit.

The purpose of this Permit is to vary the requirements of Bylaw No. 355, cited as “*Salt Spring Island Land Use Bylaw, 1999*” to permit the height of a single family dwelling.

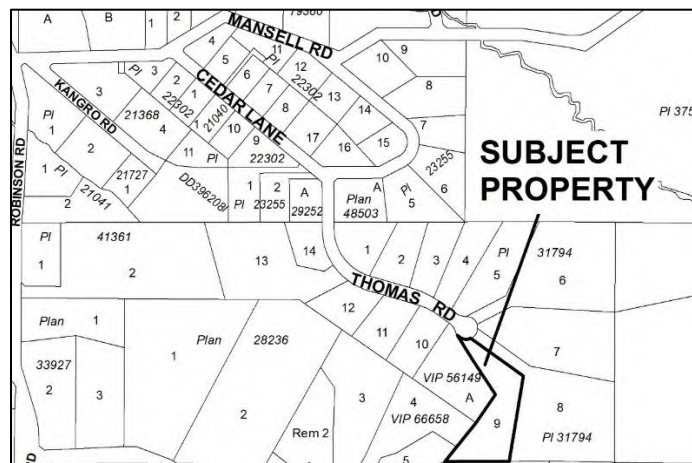
The applicant is seeking the following variance(s) to make lawful the siting between an existing single family dwelling and an accessory residential building connected by a continuous deck:

- Section 3.15.3 – to make enable the connection of a full-time rental cottage to an existing accessory building;
- Section 3.15.4 – to reduce the required setback between a full time rental cottage and any other building on the lot from 6 meters to 0 meters; and
- Section 4.1.1 – to reduce the required setback between buildings and all structures attached from 3 meters to 0 meters.

The subject property is described as:

- 177 Thomas Road, Salt Spring Island
- PID: 000-741-485
Legal Description: LOT 9, SECTION 5, RANGE 4 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 31794 EXCEPT PLAN VIP56149
- Application SS-DVP-2023.6

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, September 14, 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

Comments?

- Written submissions are accepted until 4:30pm Wednesday, September 13, 2023 and can be sent to our office, or provided via email to ssiinfo@islandstrust.bc.ca
- Your comments are provided to the Salt Spring Island Local Trust Committee and staff. Written comments made in response to this notice will be available for public review.
- Verbal comments can be made directly to the Trustees during the Town Hall portion of the agenda on September 14, 2023.

More Information?

- Additional information on this application is available for review by the public after September 7, 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.

Rob Pingle,
Legislative Clerk/Deputy Secretary



PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT VARIANCE PERMIT SS-DVP-2023.6

To: William Lawrence McGuire

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

LOT 9, SECTION 5, RANGE 4 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 31794 EXCEPT
PLAN VIP56149
(PID: 000-741-485)
2. Salt Spring Island Land Use Bylaw No. 355, 1999 is varied as follows:
 - a) Subsection 3.15.3 which states that “A *full-time rental cottage* is to be physically detached from any other *building* or *structure*, and may not be constructed or occupied on any *lot* occupied by two or more other *dwelling units*.” is varied to make lawful an existing full-time rental cottage dwelling unit located above an existing accessory building (workshop) as depicted in Plan No. 1; and,
 - b) Subsection 3.15.4 which states that “A *full-time rental cottage*, including any stairs, decks or porches or other *structures* that are attached to the cottage or that function as part of the cottage, is not to be located within 6 m of any other *building* on a *lot*.” is varied to make lawful the siting of a continuous deck connecting the two buildings as depicted in Plan No. 1 & 2; and,
 - c) Subsection 4.1.1 which states that “No accessory *building* with the exception of a *carport* may be located within 3 m of another *building* on a *lot*. For the purposes of this regulation, the distance between *buildings* is to be measured between their closest points, including any structural features such as raised decks or stairs which are physically attached to the exterior walls or that function as a part of any *building*.” is varied to make lawful the siting of an existing dwelling and accessory residential building continuous porch connecting the two buildings as depicted in Plan No. 1 & 2.

The development shall be consistent with Plans ‘1’ and ‘2’ which are attached to and form part of this permit.

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

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

Deputy Secretary, Islands Trust

Date of Issuance

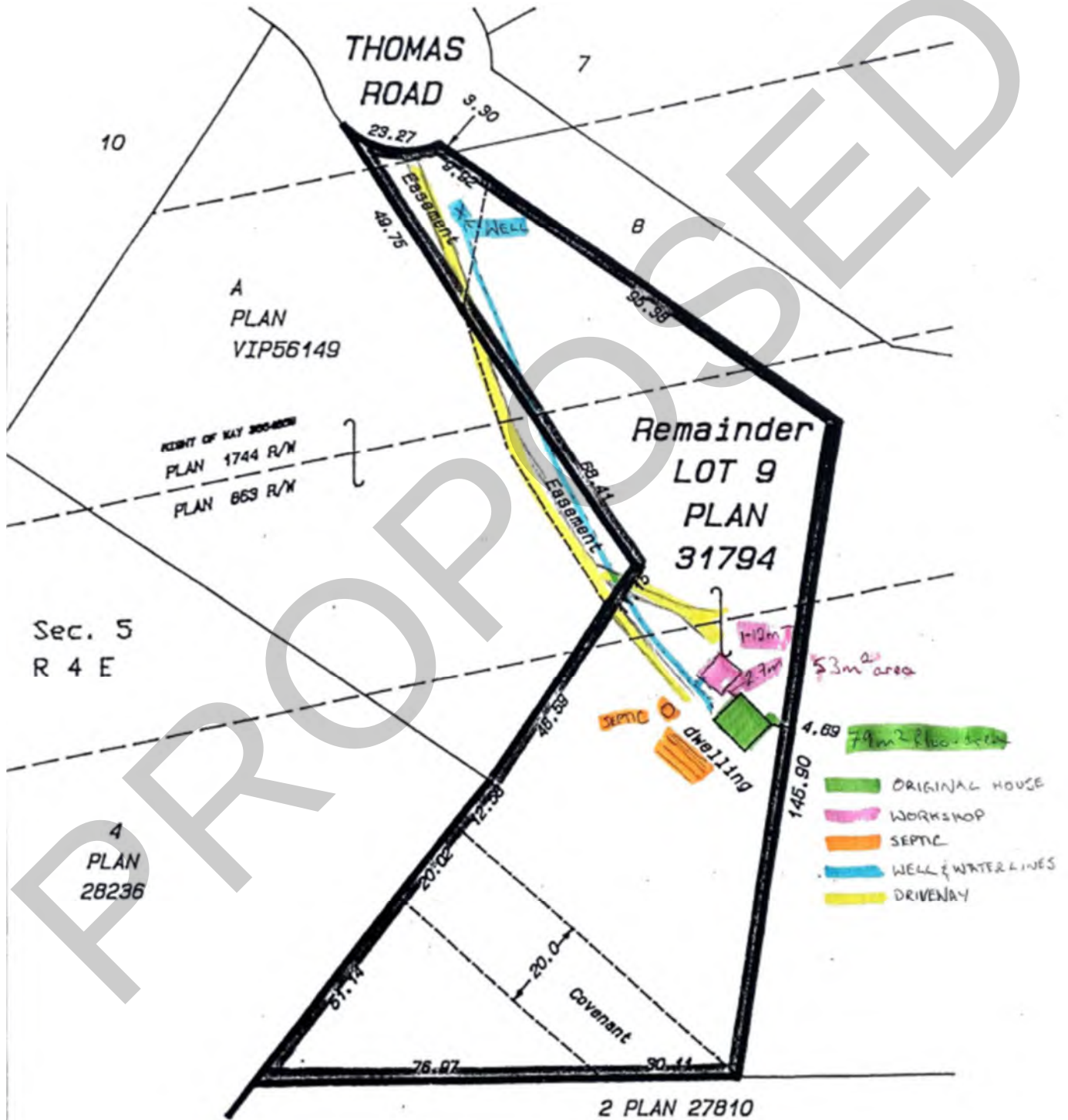
IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE ##th DAY OF [MONTH], [YEAR (2 YEARS FROM DATE OF ISSUANCE))] THIS PERMIT AUTOMATICALLY LAPSES.



PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT
SS-DVP-2023.6

PLAN NO. 1: Site Plan

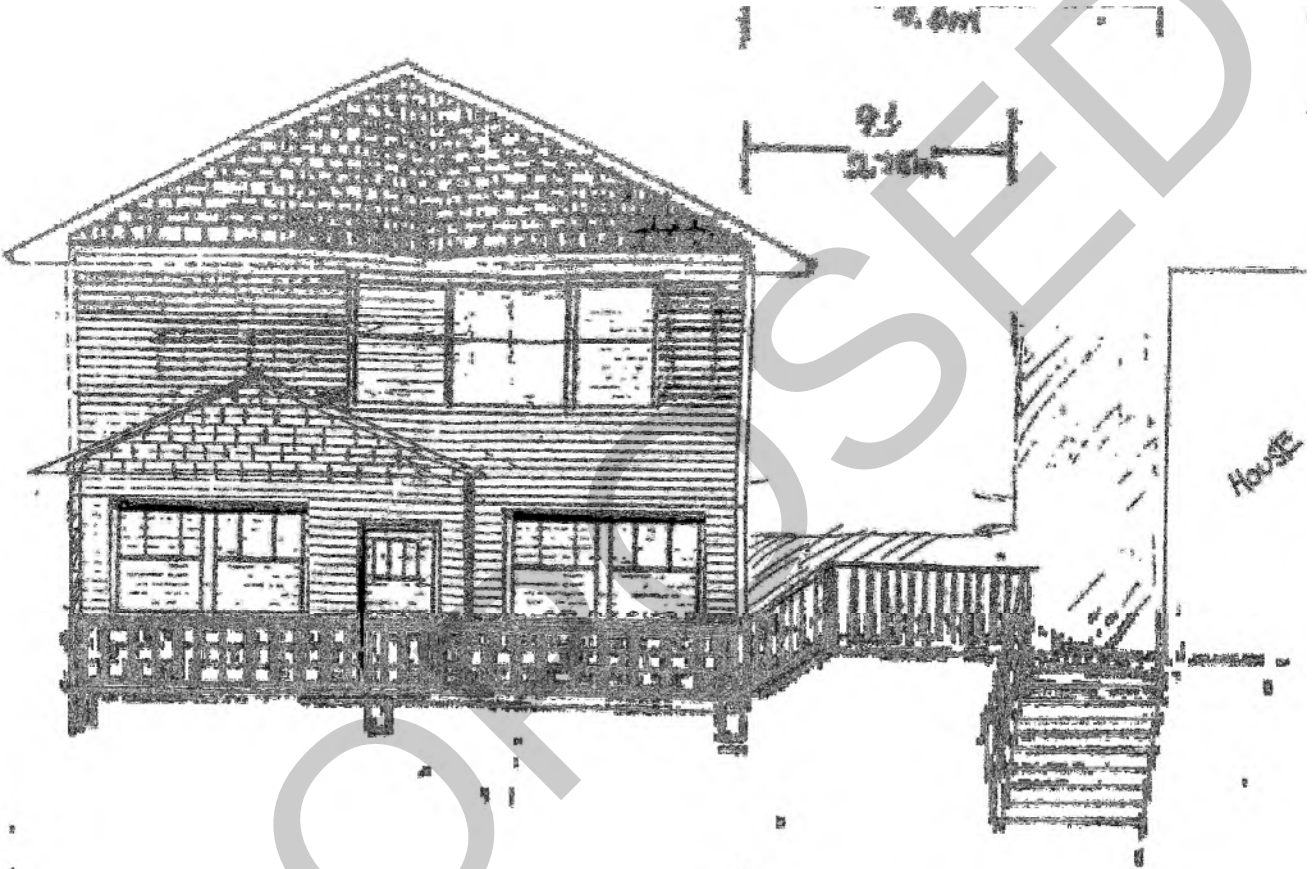




PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT
SS-DVP-2023.6

Plan No. 2: Elevation Drawing



DATE OF MEETING: September 14, 2023

TO: Salt Spring Island Local Trust Committee

FROM: Chris Buchan, Planner 2
Salt Spring Island Team

COPY: Chris Hutton, Regional Planning Manager
Salt Spring Island Team

SUBJECT: Development Variance Permit to reduce septic field setbacks to natural boundary of a stream.
Applicant: Holly Kerr
Location: 687 Beaver Point Road – PID: 001-358-545

STRATA LOT 3 SECTION 1 NORTH SALT SPRING ISLAND RANGE 1E
COWICHAN DISTRICT STRATA PLAN EPS578

TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN
PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN
ON FORM V

RECOMMENDATION

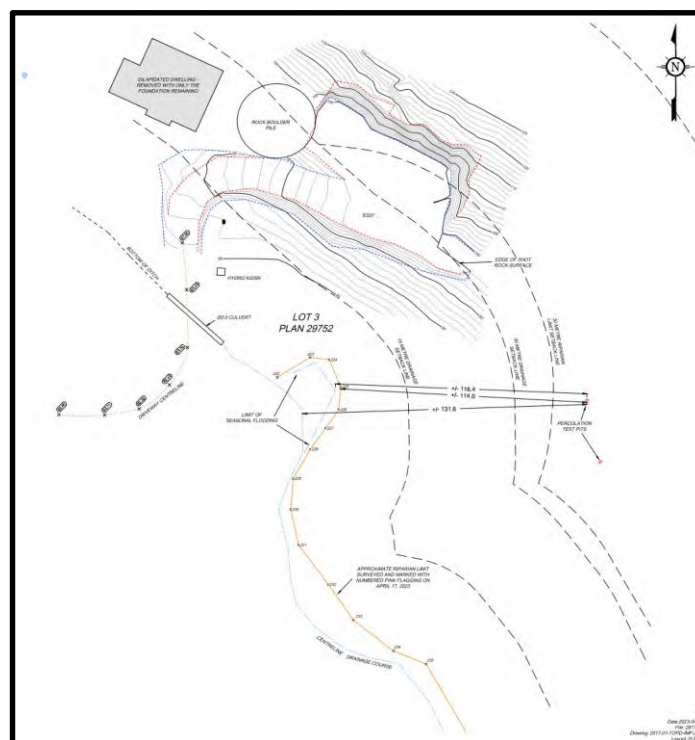
1. That the Salt Spring Island Local Trust Committee approves issuance of SS-DVP-2023.8.

REPORT SUMMARY

This report brings forward a Development Variance Permit (DVP) request to reduce the septic field setback requirements from a waterbody that leads into Lake Weston from 60 metres to 34 metres respectively. Based on the justification/professional analysis provided, staff recommend that the permit be issued.

BACKGROUND

The subject property, as it currently exists, has an existing dwelling in disrepair, driveway within an ephemeral stream, and outbuildings. The applicant is proposing to use this land to construct a single family dwelling to replace the existing dwelling in disrepair. The applicant engaged Aurora Professional Group Inc. to determine the most suitable site for a septic system. An area located 34 metres from the seasonal stream was identified; however, setback requirements found in Section 4.5.1 require sewage disposal systems to be located a minimum 60 metres from any waterbody leading into specific lakes (including Lake Weston). Additionally, the applicant is planning on upgrading the existing laneway, located within the seasonal stream, and has engaged the appropriate Qualified Environmental Professionals to initiate the RAPR process. A Development Permit under DPA 7 will be required as part of this process. This DVP is in regards to the proposed septic system located outside of DPA 7 (15 metres from the natural boundary). Through analysis from Bradley Fossen (P.Eng) and Erin Vekic (R.P. Bio), the subject sewerage site does not pose negative impacts to the nearby waterbody. Therefore, the applicant is seeking relief from the LUB's setback requirements.



ANALYSIS

Policy/Regulatory

Official Community Plan:

The subject property is designated as Watershed and Islet Residential (WIR) in the Salt Spring Island Official Community Plan Bylaw No. 434. The OCP contains a policy (B.8.1.2.4) to guide decision making on setback reduction in this instance.

The policy reads as follows:

Section B.8.1.2.5: “Zoning should continue to protect community water supply lakes from the potential impacts of septic field siting”

Land Use Bylaw:

The subject property is zoned Rural (R) under Salt Spring Island Land Use Bylaw No. 355. For the purpose of this application, it is subject to zoning requirements in section 4.5.1(2) of Salt Spring LUB No. 355. This section stipulates that:

4.5.1 No sewage disposal field or septage pit may be located within:

(2) 60 m of the natural boundary of Blackburn Lake, Bullock Lake, Cusheon Lake, Ford Lake, Maxwell Lake, Roberts Lake, Rosemurgy Lake, St. Mary Lake, Stowel Lake, or Weston Lake;

For any other waterbody (not leading into the specified lakes), a 30 metre setback to sewage systems is required under Subsection 4.5.1(4).

Issues and Opportunities

Setbacks

Septic disposal field or septic system setbacks are intended to provide buffer areas from the natural boundaries of Salt Spring Island while protecting the delicate environmental characteristics of said ecosystems. In this case, when considering the engaged professional’s (P.Eng, R.P.Bio) project analysis and concluding impact statements justifying the location, the reduction of the 60 m setback is not anticipated to impact the nearby/downstream waterbodies.

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 21, 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 fall in an area of archaeological potential. No First Nations referral is required.

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 60 metre setback greatly constrains suitable sewage dispersal areas. A great amount of thought has been put into the design and siting of the proposed septic field. This site has been recommended by a Registered Onsite Wastewater Practitioner (ROWP) despite occurring within the required 60 metre Land Use Bylaw setback for several reasons, including topographical constraints, lack of suitable soil types, steep rocky outcrops, and intact ecosystems. The proposed variance is minor and of limited impact. For these reasons staff recommend that the permit be issued.

ALTERNATIVES

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

1. Request further information

The LTC may request further information prior to making a decision. Staff advise that the implications of this alternative are increased processing time and potentially increased cost to the applicant. Recommended wording for the resolution is as follows:

That the Salt Spring Island Local Trust Committee request that the applicant submit to the Islands [specify information requested].

2. Deny the application

The LTC may deny the application. Staff advise that the implications of this alternative are that the application will be closed. The applicant may seek other options to pursue a variance, such as the BOV. If this alternative is selected, the SS LTC should state the reasons for denial. Recommended wording for the resolution is as follows:

That the Salt Spring Island Local Trust Committee deny issuance of SS-DVP-2023.8.

NEXT STEPS

If the SS LTC accepts the recommended resolution, the permit will be issued.

Submitted By:	Chris Buchan, Planner 2	August 16, 2023
Concurrence:	Chris Hutton, Regional Planning Manager	September 7, 2023

ATTACHMENTS

- 1. Site Context
- 2. Engineering Concept and Rationale
- 3. Draft Development Variance Permit
- 4. Notice

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	LOT 3, SECTION 72, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 29752
PID	001-358-545
Civic Address	687 Beaver Point Road

LAND USE

Current Land Use	Residential
Surrounding Land Use	East, South and West of subject parcel: Residential North of the subject parcel: Rural

HISTORICAL ACTIVITY

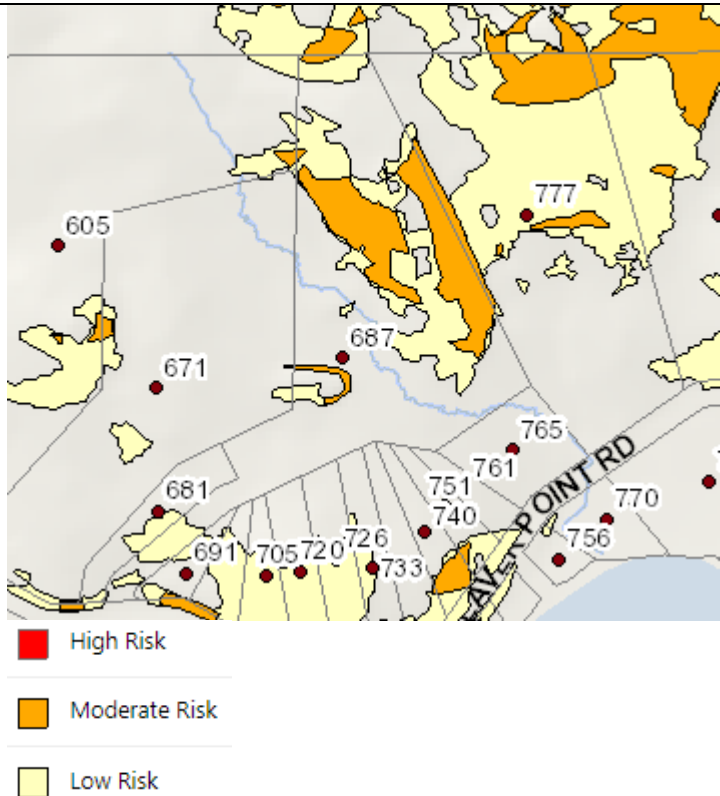
File No.	Purpose
SS-BP-2022.87	Permit for New SFD
SS-DP-2023.7	Riparian DP for new Driveway

POLICY/REGULATORY

Official Community Plan Designations	Watershed and Islet Residential
Land Use Bylaw	Rural Watershed 1 (RW1) Part 4: General Regulations (Siting) 4.5.1 No sewage disposal field or septage pit may be located within: (1) 30 m of the natural boundary of the sea; (2) 60 m of the natural boundary of Blackburn Lake, Bullock Lake, Cusheon Lake, Ford Lake, Maxwell Lake, Roberts Lake, Rosemurgy Lake, St. Mary Lake, Stowel Lake, or Weston Lake; (3) 60 m of the natural boundary of a water body that leads into the lakes named in Article 4.5.1(2), or (4) 30 m of the natural boundary of any other water body.
Covenants	N/A
Bylaw Enforcement	N/A

SITE INFLUENCES

Islands Trust Conservancy	N/A
Regional Conservation Strategy	Rated Medium/Low relative value in the “Regional Conservation Plan: 2018-2027”

Species at Risk	N/A
Sensitive Ecosystems	N/A
Hazard Areas	 ■ High Risk ■ Moderate Risk ■ Low Risk
Archaeological Sites	Mapping indicates areas of archaeological potential within 100m of the subject properties. Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the <i>Heritage Conservation Act</i>. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.
Climate Change Adaptation and Mitigation	Application does not propose changes to the current use of the land and no additional climate change induced hazards are anticipated.
Shoreline Classification	Not Applicable

SITE PHOTO'S: TEST SEPTIC PITS



Purpose of Development Variance Permit Application**687 Beaver Point Road**

The purpose of this application is to seek approval for (1) extension of the existing driveway, and (2) installation of a new septic field.

(1) Proposed Driveway Extension

We are requesting an extension to the current driveway in order to reach the proposed site for a new house build. Approximately 9 metres of the proposed driveway extension falls within a DP7 zone. The current driveway, installed in 2012 by the previous owners, crosses the seasonal creek and terminates approximately 6 metres north of the seasonal creek. The impact of the proposed driveway extension has been evaluated by a QEP. Please see the report from Corvidae Consulting dated December 2022. The rationale for the location of the proposed house site was provided in the Preliminary Plan submitted to the Islands Trust in May 2022.

(2) Proposed Septic Field Site

We are requesting a variance regarding LUB #4.5.1 (3) with respect to the proposed location of a septic field site because the proposed site location falls within 60 metres of a seasonal creek flowing into Weston Lake. The topographical survey map dated 17-Apr-2023, included with this application, indicates the distance from the closest high-water mark, as estimated by the surveyor, to the proposed septic site. Please refer to the document package submitted by B. Fossen of Aurora Professional Group on March 23, 2023 regarding the proposed septic field site.



PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT VARIANCE PERMIT SS-DVP-2023.8

To: Roger Brooks & Holly Kerr

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

LOT 3, SECTION 72, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 29752
(PID: 001-358-545)
2. Salt Spring Island Land Use Bylaw No. 355, 1999 is varied as follows:
 - a) Subsection 4.5.1(2) which states that "No sewage *disposal* field or septage pit may be located within: (2) 60 m of the *natural boundary* of Blackburn Lake, Bullock Lake, Cusheon Lake, Ford Lake, Maxwell Lake, Roberts Lake, Rosemurgy Lake, St. Mary Lake, Stowel Lake, or Weston Lake" is varied to enable the installation of a septage system located 34 metres from the natural boundary of a waterbody as depicted in Plan No. 1.

The development shall be consistent with Plan '1' which is attached to and form part of this permit.
3. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of "Salt Spring Island Land Use Bylaw No. 355, 1999" and to obtain other approvals necessary for completion of the proposed development, including approval of the Capital Regional District and Ministry of Transportation and Infrastructure.

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

Deputy Secretary, Islands Trust

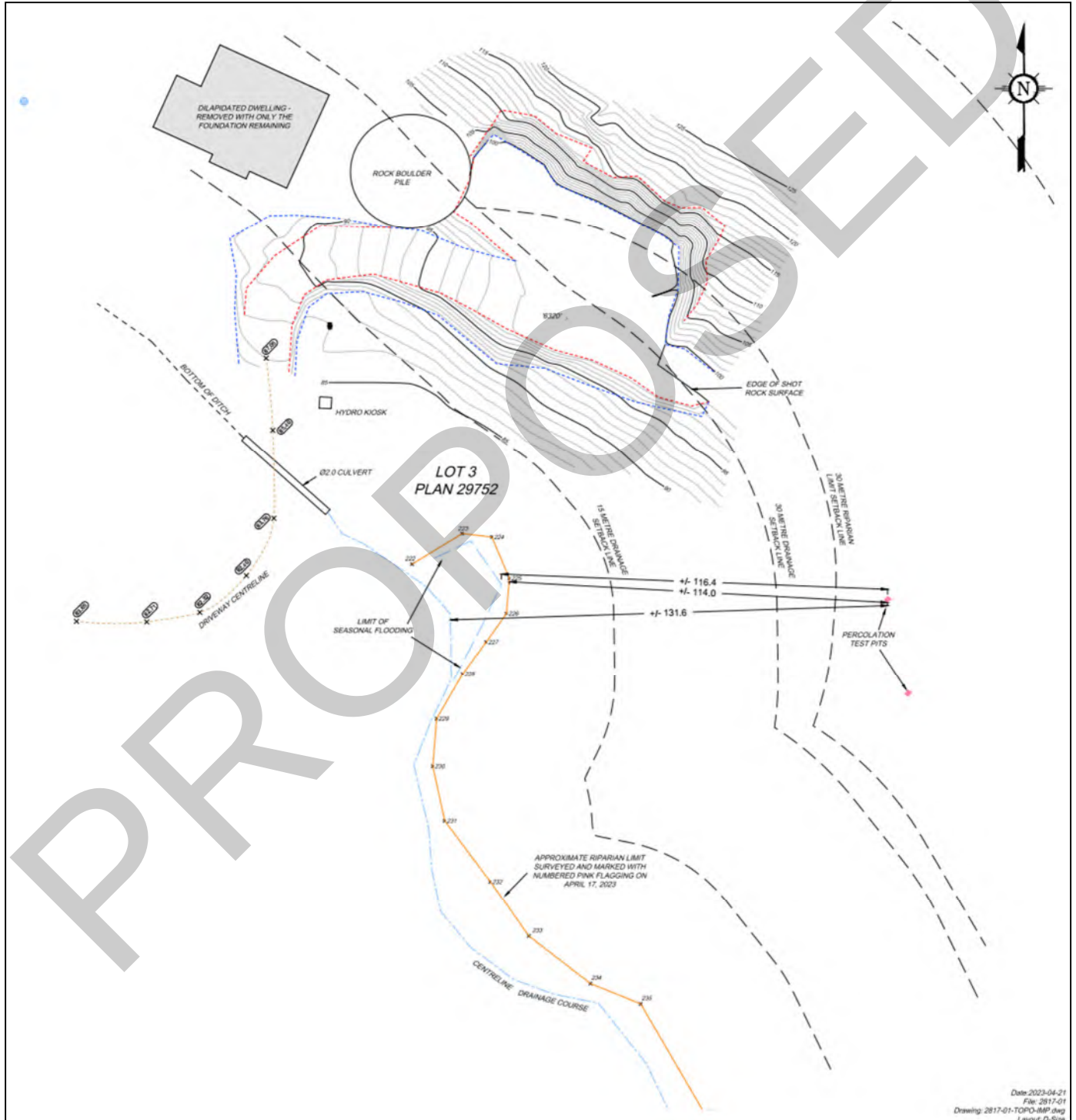
Date of Issuance

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

PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT
SS-DVP-2023.8

PLAN NO. 1: Site Plan

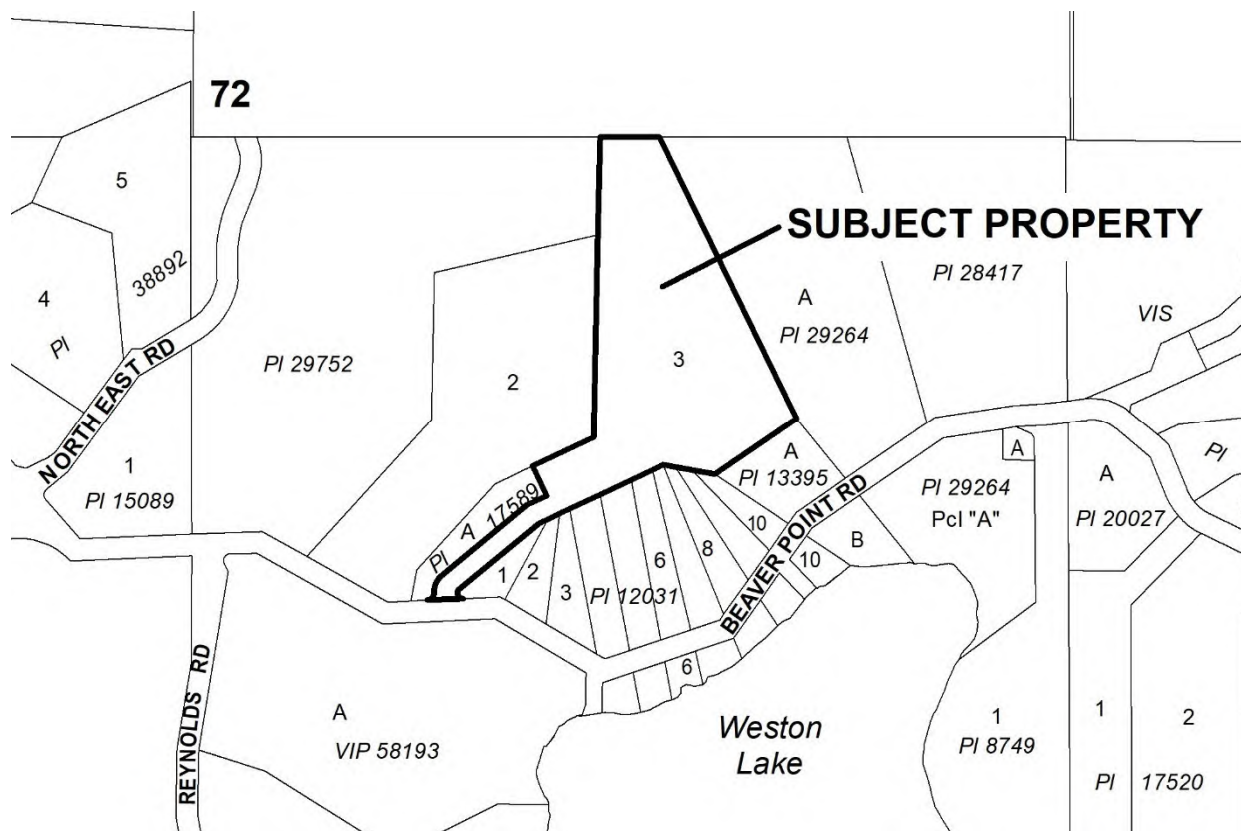


NOTICE is hereby given pursuant to Section 499 of the *Local Government Act* that the Salt Spring Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit, the proposed permit would vary the Salt Spring Island Land Use Bylaw No. 355 by:

- Section 4.5.1(2) – to reduce the minimum setback from a septic system to a waterbody from 60 metres to 34 metres.

The property is located at **687 Beaver Point Road, Salt Spring Island** and is legally described as LOT 3, SECTION 72, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 29752 (PID: 001-358-535).

The general location of the subject property is shown on the following sketch:



A copy of the proposed permit may be inspected at the Islands Trust Office, 1-500 Lower Ganges Road, Salt Spring Island BC V8K 2N8 between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday inclusive, excluding statutory holidays, commencing **August 21, 2023** and continuing up to and including **September 6, 2023**.

For the convenience of the public only, and not to satisfy Section 499 (2) (c) of the *Local Government Act*, additional copies of the Proposed Permit may be inspected at various Notice Boards on Salt Spring Island.

Enquiries or comments should be directed to Chris Buchan, Planner 2 at (250) 537-9144, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: ssiinfo@islandstrust.bc.ca before 4:30 pm, **September 6, 2023**.

The Salt Spring Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the business meeting starting 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.

All applications are available for review by the public with prior appointment. Written comments made in response to this notice will also be available for public review.

A handwritten signature in black ink, appearing to read 'Rob Pingle', with a stylized flourish at the end.

Rob Pingle, Deputy Secretary

DATE OF MEETING: September 14, 2023

TO: Salt Spring Island Local Trust Committee

FROM: Charly Caproff, Planner 1
Salt Spring Island Team

COPY: Chris Hutton, Regional Planning Manager

SUBJECT: Development Permit Application – DPA 2
Applicant: Andrew Aust
Location: 1415 Fulford-Ganges Road

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee approve issuance of Development Permit SS-DP-2023.5 (Aust)

REPORT SUMMARY

This report is to consider issuance of a development permit for three storage buildings located at 1415 Fulford-Ganges Road.

The application is supported as the application substantively meets the objectives of Development Permit Area 2 – Non-Village Commercial and General Employment (DPA 2). The proposed and existing buildings conform with height, siting, and lot coverage regulations. The storage buildings are adequately screened from Garner Road and do not obstruct neighbouring structure views. All relevant recommendations from the drainage plan, prepared by Grange Engineering, have been incorporated into the conditions of the proposed Development Permit (DP).

BACKGROUND

The subject property is 1.02 ha (2.52 ac) in area and located at 1415 Fulford-Ganges Road (Figure 1). Additional site information can be found as Attachment 1. In 2020, the property's zoning was changed from Industrial In2 to General Employment GE2(c) through the adoption of Bylaw No. 489, 2020 developed through the Local Trust Committee's (LTC) Industrial Land Uses project. The purpose of the project was to encourage socio-economic diversity and enhance community economic sustainability and security on Salt Spring Island by seeking to meet the need for commercial industrial lands for the next 25 years. There are two existing storage buildings on the property, and a third storage building is proposed. The site plan, building plans and site photos can be found as Attachment 2. Within DPA 2, development of more than 280 m² (3014 ft²) of impervious surfaces requires a DP. As shown in the drawings in the draft permit, each building exceeds this limit, so a DP is required. The total area for the existing and proposed storage buildings is 1070.3 m² (11521 ft²).

Subdivision of the property into three strata lots was approved in 2008 (SS-SUB-2004.3). As per Section 5.7 of the Salt Spring Island Land Use Bylaw No. 355 (LUB), a storm water drainage plan was prepared by Grange Engineering Associates Ltd. in 2008 (the Grange Report) and provided to Islands Trust. Anticipating future development of impervious surfaces on the property, the report provides recommendations for a volume reduction and detention

system, which are included in the draft permit conditions (Attachment 4). The oil/water/sediment separator tank is on-site and the owner confirmed during the site visit that addition surface drainage would be established with construction of Storage Building #3.

There is an active Bylaw Enforcement file on the property, SS-BE-2023.34, regarding siting of shipping containers in the interior side lot line. The owner is cooperating with Bylaw staff and the file is unrelated to the storage buildings, which are permitted by zoning and comply with siting, height, and lot coverage regulations.

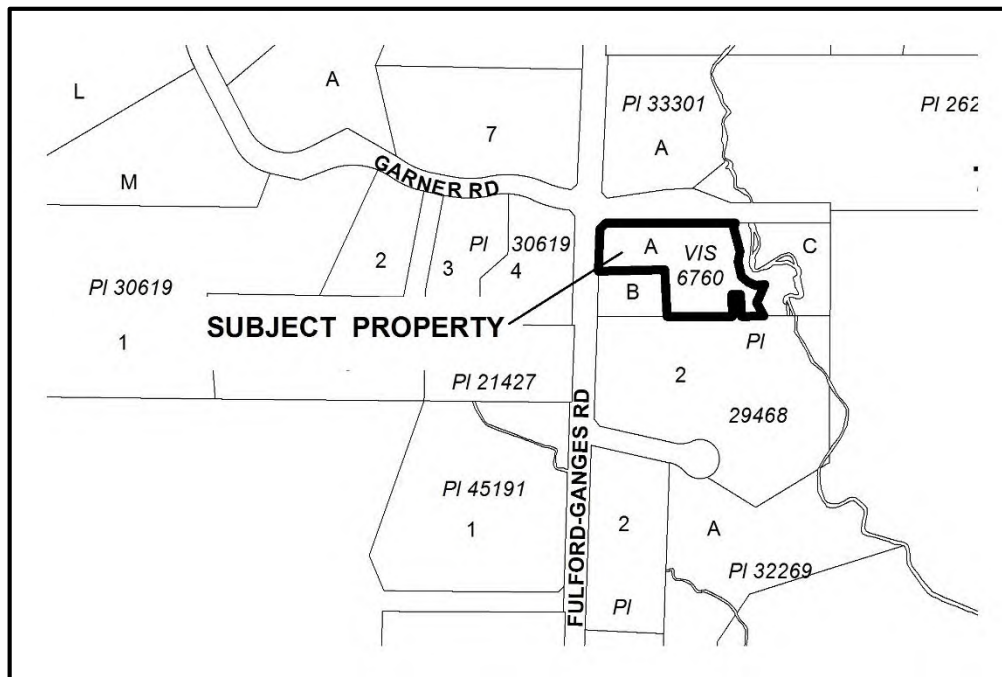


Fig. 1 – Subject property

ANALYSIS

Policy/Regulatory

Islands Trust Policy Statement:

Relevant sections of the ITPS include:

5.7 Economic Opportunities

- 5.7.2** Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible.

Official Community Plan:

The property is designated General Employment and Commercial Services GE in the Salt Spring Island OCP Bylaw No. 434, 2008. As per subsection B.3.3.1.1, an objective of this designation is to *provide an adequate amount of land zoned for general employment use that is affordable, appropriately serviced and well located to accommodate local economic development.*

Development Permit Area 2 – Non-Village Commercial and General Employment

The property is entirely within DPA 2 (Figure 2). Objectives of the DPA include:

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

The DPA 2 guideline checklist can be found as Attachment 3. The proposed development substantively meets the objectives of DPA 2.

Drainage Plan

Philip Grange (Grange Engineering) was retained by the applicant to provide a drainage plan for development permit SS-DP-2008.1 to construct a 302.8 m² (3260 ft²) building with 10 parking spaces within DPA 2 on what is now Strata Lot B and in accordance with Subsection 5.7 of the LUB for a three lot subdivision application SS-SUB-2004.3. The report provides recommendations for site drainage and maintenance for Strata Lot A and Strata Lot B and specifications for a stormwater volume and detention system for new development of impervious surfaces exceeding a total of 280 m² (3014 ft²). As per Subsection E.2.12.1 of the DPA 2 guidelines:

New commercial or general employment developments that will create more than 280 m² of new impervious surfacing should include a report prepared by a Professional Engineer that determines the extent of changes to the natural drainage. It should identify any conditions that should be incorporated into the development permit to protect property from flooding, erosion or from other undesirable impacts as a result of changes to stormwater runoff. Particular attention should be paid to ensuring that drainage changes will not result in detrimental impacts such as flooding or reduced groundwater availability on agricultural lands or watercourses that either adjoin the development or are located in the same watershed.

While the report is dated (from 2008), staff have visited the site and are of the view that due to the flat grade, largely permeable crushed gravel surface, established drainage plan which includes recommendations for channelling surface flows into the existing oil/water/sediment separator tank, and restrictive covenant protecting Ford Creek, that an additional drainage report is not required. Further the OCP guidelines state that a drainage report “should” be provided when there is new construction of impervious surfaces greater than 280 m² (3014 ft²), not “must” or “shall.” However, if this is of concern to the LTC, then the application may be deferred until an updated assessment is provided.

Draft Development Permit

In accordance with the recommendations of the professional engineer, the draft DP (Attachment 4) includes site specific conditions with respect to the following:

- Maintenance of the existing drainage path, including regular cleaning prior to and during winter rain periods and after a major rainfall event, and clearing of vegetation; and
- Installation of a volume reduction and detention system

Land Use Bylaw

The property is zoned GE2(c) in the LUB. The proposed development conforms to all zoning regulations. Any development requiring a building permit must be [reviewed by Islands Trust](#) prior to submission to the Capital Regional District (CRD).

Archaeological Potential

Mapping indicates that there are no archaeological sites or areas of archaeological potential on the subject property. Despite this, the applicant will be notified that the lot may contain previously unrecorded archaeological material that is protected under the *Heritage Conservation Act*. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a *Heritage Conservation Act* permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.

Issues and Opportunities

The guidelines for DPA 2 are analysed in Attachment 3. Below are some specific comments:

Siting, Screening, and Access

- Property line setbacks are not varied from what is permitted by zoning;
- There is only one access to the storage buildings from Garner Road with adequate area for vehicle circulation; and
- Existing screening and vegetation provides an effective visual barrier. The fencing is coordinated with the design of the storage buildings.

Building Form and Character

- Building height does not exceed what is permitted by zoning and does not obstruct neighbouring structure views;
- All portions of the storage building are functional space; and
- No landscape alterations (other than what is recommended for stormwater drainage) are proposed

Signage and Lighting

- There is only one freestanding sign with no lighting; and
- Lighting has been kept to the minimum necessary for safety and visibility

Stormwater Drainage and Water Pollution

- Stormwater drainage from the property is passed through an oil/water/sediment separator tank;
- The drainage report prepared by a professional engineer recommends a volume reduction and detention system be installed when new impervious surfaces exceeding 280 m² (3014 ft²) are developed, which is included in the draft permit regulations; and
- A restrictive covenant is registered on title establishing protection of the SPEA for Ford Creek

Consultation

There is no public or agency consultation requirement for a Development Permit application. In addition, there is no statutory notification required.

Rationale for Recommendation

The recommendation on page one is supported as the existing and proposed storage buildings conform to zoning regulations, are adequately screened from Garner Road, substantively meets the DPA guidelines, and are supplemented by professional reports conducted at the time of subdivision for the proposed general employment use.

ALTERNATIVES

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

1. Request further information

The LTC may request further information prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request.

Recommended wording for the resolution is as follows:

That the Salt Spring Island Local Trust Committee request that the applicant submit to the Islands Trust _____.

2. Deny the application

The LTC may deny the application. If this alternative is selected, the LTC **must** state the reasons for denial.

Recommended wording for the resolution is as follows:

That the Salt Spring Island Local Trust Committee deny application SS-DP-2023.5 (Aust) for non-compliance with the following guideline(s) _____.

Submitted By:	Charly Caproff, Planner 1	August 14, 2023
Concurrence:	Chris Hutton, Regional Planning Manager	September 6, 2023

ATTACHMENTS

1. Site Context
2. Maps, Plans, Photographs
3. DPA 2 Guideline Checklist
4. Draft Development Permit (SS-DP-2023.5)
5. Revised Drainage Plan, Grange Engineering Associate Ltd., March, 2008

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	STRATA LOT A SECTION 78 SOUTH SALT SPRING ISLAND COWICHAN DISTRICT STRATA PLAN VIS6760 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V
PID	027-925-811
Civic Address	1415 FULFORD-GANGES RD

LAND USE

Current Land Use	General employment
Surrounding Land Use	General employment, residential

HISTORICAL ACTIVITY

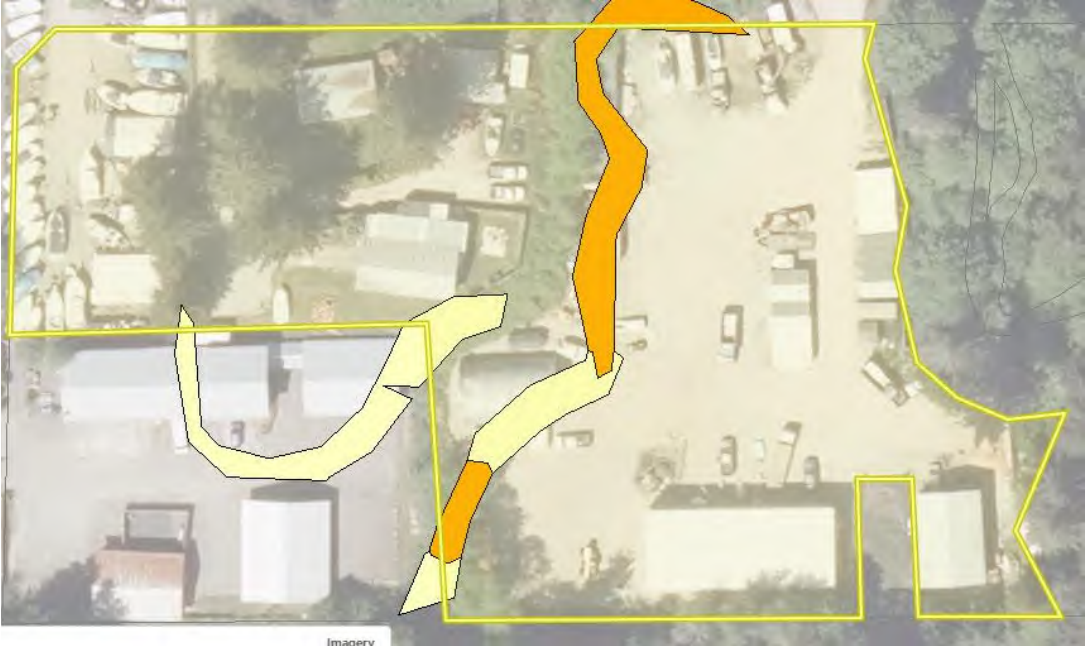
File No.	Purpose
SS-RZ-2004.2	Application withdrawn by applicant
SS-SUB-2004.3	Three lot strata subdivision
SS-DP-2008.1	New building and 10 parking lots in DPA 2
SS-RZ-2012.3	Application withdrawn by applicant
SS-TUP-2016.2	Indoor in-vessel composting of organic matter
SS-BP-2019.69	Indoor storage under 280 m ²

POLICY/REGULATORY

Official Community Plan Designations	The property is designated General Employment and Commercial Services GE in the Salt Spring Island Official Community Plan Bylaw No. 434, 2008
Land Use Bylaw	The property is zoned GE2(c) in the Salt Spring Island LUB No. 355, 1999
Other Regulations	
Covenants	FB250838 – Protection of the Ford Creek SPEA
Bylaw Enforcement	SS-BE-2023.4 – siting of seacans

SITE INFLUENCES

Islands Trust Conservancy	There is no ITC covenant on the subject site, nor on adjacent properties.
Regional Conservation Plan	The proposal does not impact the objectives and priorities of the Islands Trust Conservancy RCP.
Species at Risk	SAR habitat area – Western Painted Turtle

Sensitive Ecosystems	 Imagery Wetland
Hazard Areas	Areas of moderate and low risk steep slope  Imagery Moderate Risk Low Risk
Archaeological Sites	Mapping indicates there are no archaeological sites nor archaeological potential on the property or within 100 m. Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the <i>Heritage Conservation Act</i>. If such material is encountered during development, all work should

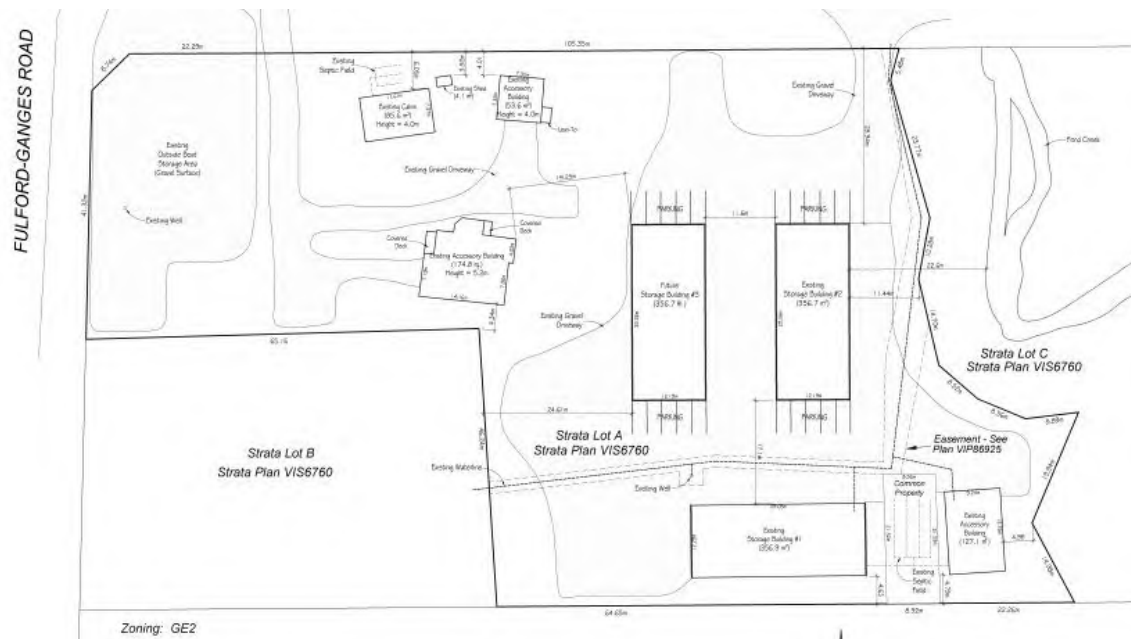
	cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.
Climate Change Adaptation and Mitigation	No major impacts foreseen by the application.
Shoreline Classification	Not Applicable
Shoreline Data in TAPIS	N/A

ATTACHMENT 2 – MAPS, PLANS, DRAWINGS, PHOTOGRAPHS

2.1 AERIAL VIEW



2.2 SITE PLAN



2.3 SITE VISIT AUGUST 11, 2023



VIEW FROM GARNER ROAD



EXISTING STORAGE BUILDING #2



LIGHTING FOR STORAGE BUILDING #2



EXISTING STORAGE BUILDING #1

ATTACHMENT 3 –DEVELOPMENT PERMIT AREA GUIDELINES

DPA 2

Guideline	Complies	Comments		
Guidelines for General Site Design, Building Location and Access				
E.2.4.1 Property line setbacks should not be varied from those allowed by local bylaws.	Yes	Staff Comments: Complies, see below:		
		Building	Minimum setback	Actual
		Existing storage #1	Front: 7.5 m Rear: 3 m Interior Side: 3 m Exterior Side: 7.5 m	Front: ~114 m Rear: ~27 m Interior Side: 4.63 m Exterior Side: ~75 m
		Existing storage #2	Front: 7.5 m Rear: 3 m Interior Side: 3 m Exterior Side: 7.5 m	Front: ~111 m Rear: 11.4 m Interior Side: ~ 34 m Exterior Side: 28.94 m
		Proposed storage #3	Front: 7.5 m Rear: 3 m Interior Side: 3 m Exterior Side: 7.5 m	Front: ~90 m Rear: ~36 m Interior Side: 24.61 m Exterior Side: ~29 m
E.2.4.2 Site access to commercial and general employment properties should maintain the character of the surrounding neighbourhood as much as possible; there should ideally be only one access to a commercial or general employment property from the public street.	Yes	Staff Comments: Complies Site access is via Garner Road, a rural residential road. There is adequate screening of the storage buildings from the road provided by mature trees and a metal fence (see Attachment 2 for reference).		
E.2.4.4 An effective vegetation screen, providing a visual barrier, noise abatement, and dust barrier, as required, should be maintained along any boundary with a non-commercial or non-general employment property.	Yes	Staff Comments: Complies, see Attachment 2 for reference.		
E.2.4.5 Developments adjoining agricultural lands should be designed to minimize conflicts with that land. The location of access roads, the siting of structures and the layout of subdivisions should follow the edge planning guidelines developed by the Ministry of Agriculture and Lands and the Agricultural Land Commission as a guide to implementing the Farm Practices Protection (Right to Farm) Act (MAFF, 1996). Site designs should allow for a vegetated buffer, as outlined in Guideline E.2.8.7.	N/A	Staff Comments: Property is not adjoining agricultural land.		
E.2.4.6 Where the subject property adjoins agricultural land, building setbacks for general employment and commercial uses should be at least 15 m from the property line, to be	N/A	Staff Comments: Property is not adjoining agricultural land.		

consistent with the Guide to Edge Planning (2015), developed by the BC Ministry of Agriculture.		
Guidelines for General Site Design, Building Location and Access		
E.2.5.1 Commercial and general employment parking lots with more than 15 spaces should be screened from adjacent streets and homes. If this is not possible, the lot should be landscaped to break up large continuous parking areas.	Yes	Staff Comments: Parking for the storage buildings is screened from Garner Road.
E.2.5.2 Areas should be provided for the loading and unloading of delivery trucks. The site should allow delivery trucks to maneuver without having to block or back onto adjacent streets.	Yes	Staff Comments: Complies, circular driveway with wide access.
E.2.5.3 Emergency vehicles should be able to readily reach all parts of the development.	Yes	Staff Comments: Complies
E.2.6 Guidelines for Building Form		
E.2.6.1 Building height should not exceed that permitted by local bylaws and should minimize the obstruction of views from neighbouring structures.	Yes	Staff Comments: Complies Maximum structure height: 7.6 m Actual: 3.89 m
E.2.6.2 On sloping land, horizontal modulation (stepped buildings) should be used so buildings and structures conform to the site.	Yes	Staff Comments: Minimal slope, flat land  Contours 10m
E.2.6.3 Existing site topography and landscape should not be altered and should be complemented by proposed structures.	Yes	Staff Comments: Complies, no landscape alteration proposed
E.2.6.4 Where development is allowed along shorelines, it should be designed to conform to, rather than conceal the natural contours of the land that borders the shoreline.	N/A	Staff Comments: N/A
E.2.6.5 Large new structures should avoid long, homogenous facades. They should have a scale, size, massing, shape, roof line and exterior finish varied and articulated to reduce apparent mass	No – see comments	Staff Comments: Typical facade for storage facilities – it is not practical to have varied rooflines, exterior finish, etc. for indoor storage units
E.2.6.6 Where practical, building roofs should be similar in design to those on neighbouring structures.	Yes	Staff Comments: Complies, storage buildings are consistent roof design
E.2.6.7 Roof-top mechanical equipment (satellite dishes, air-conditioning) should be screened from view.	N/A	Staff Comments: N/A not proposed

E.2.6.8 Large areas of curtain-wall glazing should not be used.	N/A	Staff Comments: N/A not proposed
E.2.6.9 All portions of a building should be authentic, functional space - artificial or contrived architectural features should not be included in building designs.	Yes	Staff Comments: Complies, plans are for storage units
E.2.7 Guidelines for Building Exteriors		
E.2.7.1 Where a large new commercial service or general employment building is visible from public streets, an effort should be made to make it unobtrusive.	Yes	Staff Comments: Complies, screened from Garner Road
E.2.8 Guidelines for Landscaping and Parking Lot Surfaces		
E.2.8.1 Where large new commercial or general employment developments are visible from streets or other public areas, site landscaping should be installed before issuance of the building occupancy permit. A letter of credit should be deposited with the Local Trust Committee for an amount equal to 150% of the cost of the work to complete any landscaping that would be visible from public areas.	Yes	Staff Comments: No landscaping required, storage buildings not visible from the road
E.2.8.2 Where landscaping of large new commercial and general employment areas is visible from public areas, informal, natural landscaping with native species is encouraged as opposed to formal, decorative plantings.	N/A	Staff Comments: N/A, no landscaping proposed
E.2.8.3 New plant materials should be chosen with a view to conserve water.	N/A	Staff Comments: N/A, no landscaping proposed
E.2.8.4 Landscaping next to creeks and lakes should remain natural and wild to protect fish habitat. Plant species with a high water demand or that may require the use of pesticides or fertilizers should not be located in this area. Bark mulches and impermeable landscape fabric should not be used.	N/A	Staff Comments: N/A, no landscaping proposed
E.2.8.5 Where practical, special care should be taken to retain existing vegetation and incorporate it into new development.	N/A	Staff Comments: N/A, site is flat with crushed aggregate gravel, storage buildings are not in proximity to existing vegetation
E.2.8.6 Fencing should be natural in appearance and coordinated with the design of the main building.	N/A	Staff Comments: N/A, no fencing proposed surrounding buildings
E.2.8.7 Where the property being subdivided or developed adjoins a property zoned for residential or commercial guest accommodation uses, a vegetated buffer of at least 3 m is to be planted or retained. The buffer width should increase to at least 7.5 m where general employment or commercial uses (with the exception of a farm business) are not contained within a building	N/A	Staff Comments: No subdivision proposed and property doesn't adjoin property zoned for residential or commercial guest accommodation uses
E.2.9 Guidelines for Lighting		

E.2.9.1 Lighting should be kept to the minimum necessary for safety and visibility, to maintain a low level of light in the island's night time atmosphere.	Yes	Staff Comments: Complies, small overhead light set on a timer provides lighting to the entrance of the storage building (existing and proposed).
E.2.9.2 Light fixtures should be carefully chosen to focus light on the area to be illuminated.	Yes	Staff Comments: One overhead light provides sufficient lighting for the entrance
E.2.9.3 Incandescent fixtures are preferred.	Yes	Staff Comments: Complies
E.2.9.4 Flashing or strobe lights should not be used to attract attention to commercial uses. Neon lighting should not be used outside buildings.	Yes	Staff Comments: Complies
E.2.10 Guidelines for Signs		
E.2.10.1 Total sign area should not exceed that permitted by local bylaws.	Yes	Staff Comments: Complies. Pre-existing not part of this application.
E.2.10.2 Signs should not be placed more than 5 m above the ground.	Yes	Staff Comments: Complies. Pre-existing not part of this application.
E.2.10.3 Plastic, back lit signs should not be used.	Yes	Staff Comments: Complies. Pre-existing not part of this application.
E.2.10.4 Signs should not move or be audible. They should not incorporate lighting that moves or flashes or gives the impression of doing so.	Yes	Staff Comments: Complies. Pre-existing not part of this application.
E.2.11 Guidelines for Subdivision		
E.2.11.1 Land in this Development Permit Area should not be subdivided so that parking becomes visible from public streets and neighbouring properties, if it had been screened to meet the guidelines of this Area.	N/A	Staff Comments: N/A
E.2.11.2 When land that is zoned for general employment or commercial service use is subdivided, lot configuration should encourage the development of a single entrance from the public street. An internal circulation system should be developed that does not require vehicles to manoeuvre outside the property. New lot sizes and shapes should ensure that a vegetation buffer can be maintained along the border with neighbouring properties.	N/A	Staff Comments: N/A
E.2.12 Guidelines regarding Stormwater Drainage and Water Pollution		
E.2.12.1 New commercial or general employment developments that will create more than 280 m ² of new impervious surfacing should include a report prepared by a Professional Engineer that determines the extent of changes to the natural drainage. It should identify any conditions that should be incorporated into the development permit to protect property from flooding, erosion or from other undesirable impacts as a result of changes to stormwater runoff. Particular attention should be paid to ensuring that	Yes	Staff Comments: Complies, a drainage report prepared by Grange Engineering as a requirement of subdivision. Relevant recommendations incorporated into draft permit.

drainage changes will not result in detrimental impacts such as flooding or reduced groundwater availability on agricultural lands or watercourses that either adjoin the development or are located in the same watershed.		
E.2.12.2 Developments that would create less than 280 m ² of impervious surface area should not alter drainage in a way that would cause detrimental impacts on other properties, including agricultural land. The Local Trust Committee could request that a drainage plan be prepared by a Professional Engineer to assist in establishing development permit conditions related to drainage.	N/A	Staff Comments: N/A
E.2.12.3 Development should not result in the pollution of surface or groundwater supplies. Particular care should be taken to ensure that there are no detrimental impacts on agricultural land or fishbearing watercourses because of water pollution. Note: Applicants are referred to B.C. Ministry of Environment, Lands and Parks (1992) for mechanisms to minimize stormwater pollution in a manner that will meet the objectives and guidelines of this Development Permit Area.	Yes	Staff Comments: As part of the subdivision process (SS-SUB-2004.3), a Riparian Area Regulation (RAR) assessment was conducted by Kathleen Reimer to establish a SPEA for Ford Creek. A geotechnical report was also prepared by Ryzuk & Associates to provide slope stability and sediment and erosion control recommendations for future development. A restrictive covenant to ensure protection of the SPEA was subsequently registered on title at the time of subdivision.
E.2.13 Guidelines regarding Buffering for Commercial Composting Facilities		
E.2.13.1 New commercial composting facilities, subject to the Capital Regional District Composting Facilities Regulation Bylaws, should be buffered from neighbouring uses in a manner consistent with the Compost Facility Requirements Guideline: How to Comply with Part 5 of the Organic Matter Recycling Regulation (Ministry of Water, Land and Air Protection, 2004).	N/A	Staff Comments: N/A



PROPOSED
SALT SPRING ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT
SS-DP-2023.5

To: Andrew Aust

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

STRATA LOT A SECTION 78 SOUTH SALT SPRING ISLAND COWICHAN DISTRICT STRATA PLAN VIS6760 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V (PID: 027-925-811)

2. This Development Permit SS-DP-2023.5 authorizes the existing and proposed development of storage buildings within the Development Permit Area 2 (DPA 2) – Non-Village Commercial and General Employment, subject to the following requirements and conditions:

Existing and Proposed Development of Storage Buildings

- a) The siting and dimensions of the storage buildings shall be substantively consistent with Schedule A attached to and forming part of this permit.

Site Drainage and Maintenance

- b) The drainage system layout shall be substantively consistent with Schedule B attached to and forming part of this permit.
- c) The drainage path ("surface flood-way"), catch basin and pipe system as shown on Schedule B must be designed and maintained to carry small and extreme rainfall events towards the oil/water/sediment separator tank.
- d) As part of maintenance, the drainage system shall be cleaned prior to and during winter rain periods and after a major rainfall event.
- e) The headwall and culvert entry to the neighbouring downstream property must be kept clear of vegetation.
- f) An underground infiltration chamber unit with a restricted maximum outflow orifice, or other approved volume reduction and detention system, must be installed for new development of impervious surfaces exceeding a total of 280 m² to the following specifications:
 - i. Volume of live storage: 100 cu.m. per Ha (of impervious surface), and
 - ii. Maximum release rate: 10L/sec. per Ha. (of impervious surface)
3. Any further development within designated Development Permit Areas will require a new Development Permit, or a Development Permit Amendment.
4. The area described herein shall be developed in accordance with the terms, conditions and provisions of this Permit, and any plans and specifications attached to this Permit, which shall form a part thereof.
5. This permit does not relieve the applicant from complying with the provisions of the Salt Spring Island Land Use Bylaw No. 355, 1999 unless varied by this Permit.



PROPOSED

**SALT SPRING ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT
SS-DP-2023.5**

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 Salt Spring Island Land Use Bylaw No. 355, 1999 and to obtain other approvals necessary for completion of the proposed development.

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

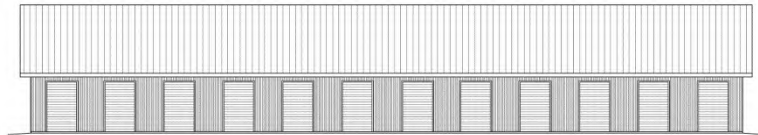
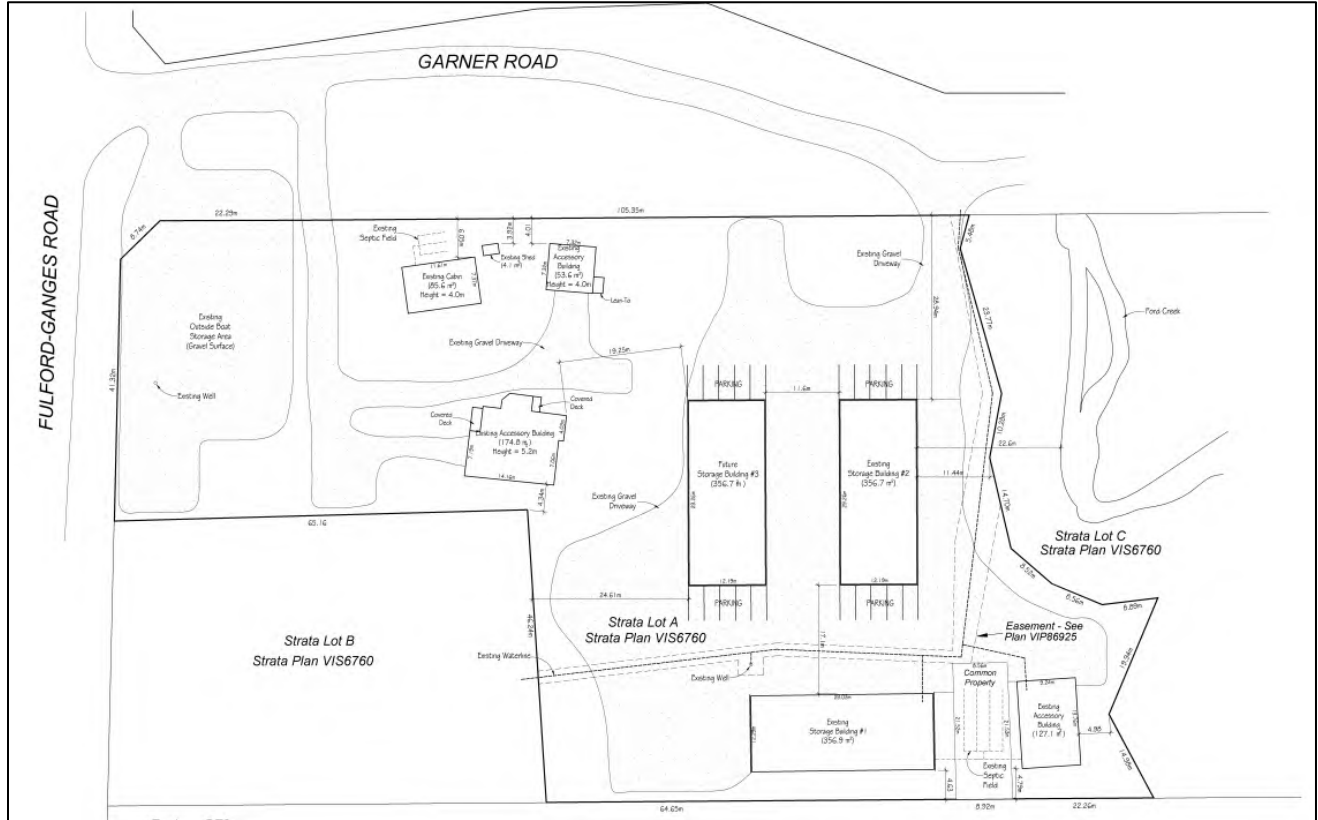
Deputy Secretary, Islands Trust

Date of Issuance

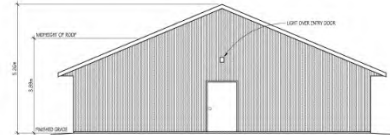
**IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY
THE ##th DAY OF MONTH, YEAR, THIS PERMIT AUTOMATICALLY LAPSES.**

PROPOSED

SCHEDULE 'A'



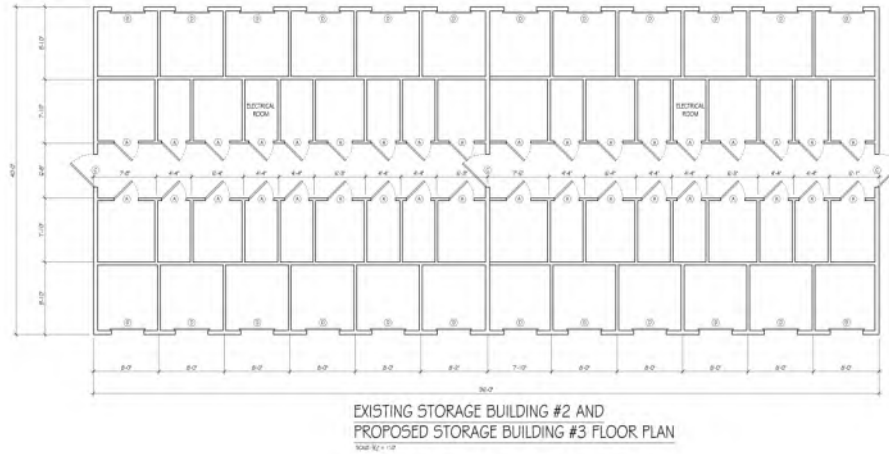
EXISTING STORAGE BUILDING #2 AND
PROPOSED STORAGE BUILDING #3
EAST AND WEST ELEVATION
SCALE: 1/2" = 1'-0"



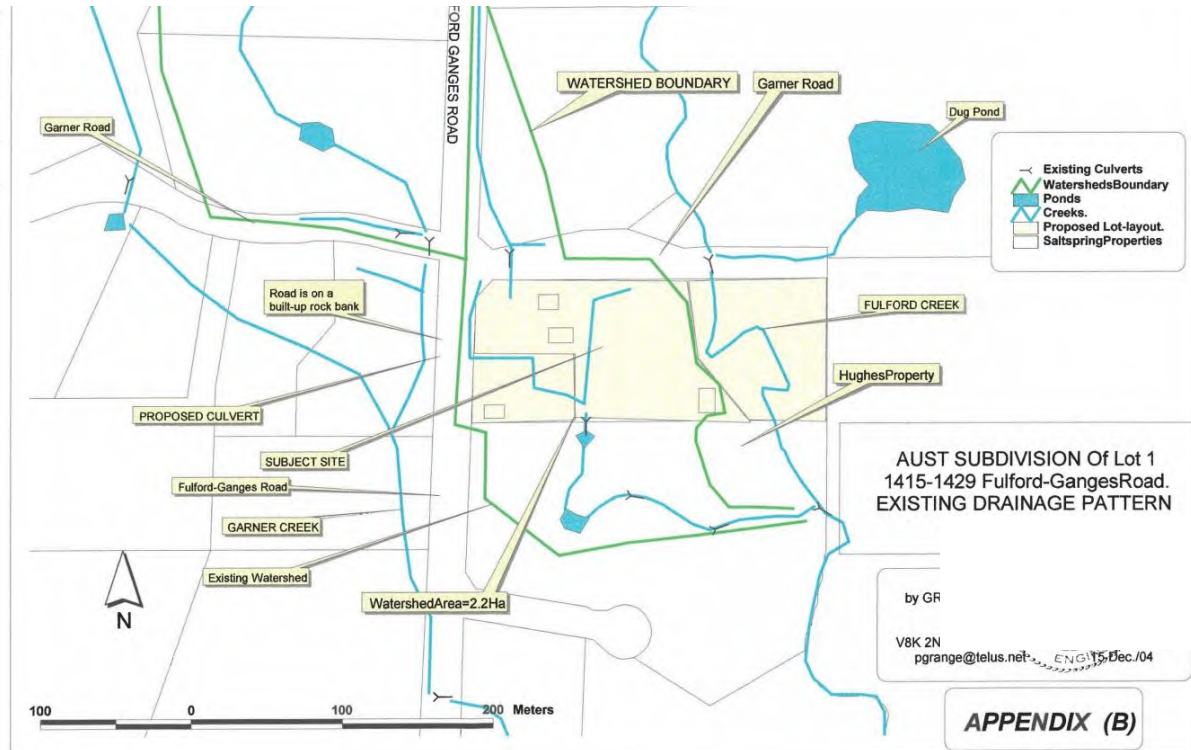
EXISTING STORAGE BUILDING #2 AND
PROPOSED STORAGE BUILDING #3
NORTH AND SOUTH ELEVATION
SCALE: 1/2" = 1'-0"

PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT
SS-DP-2023.5

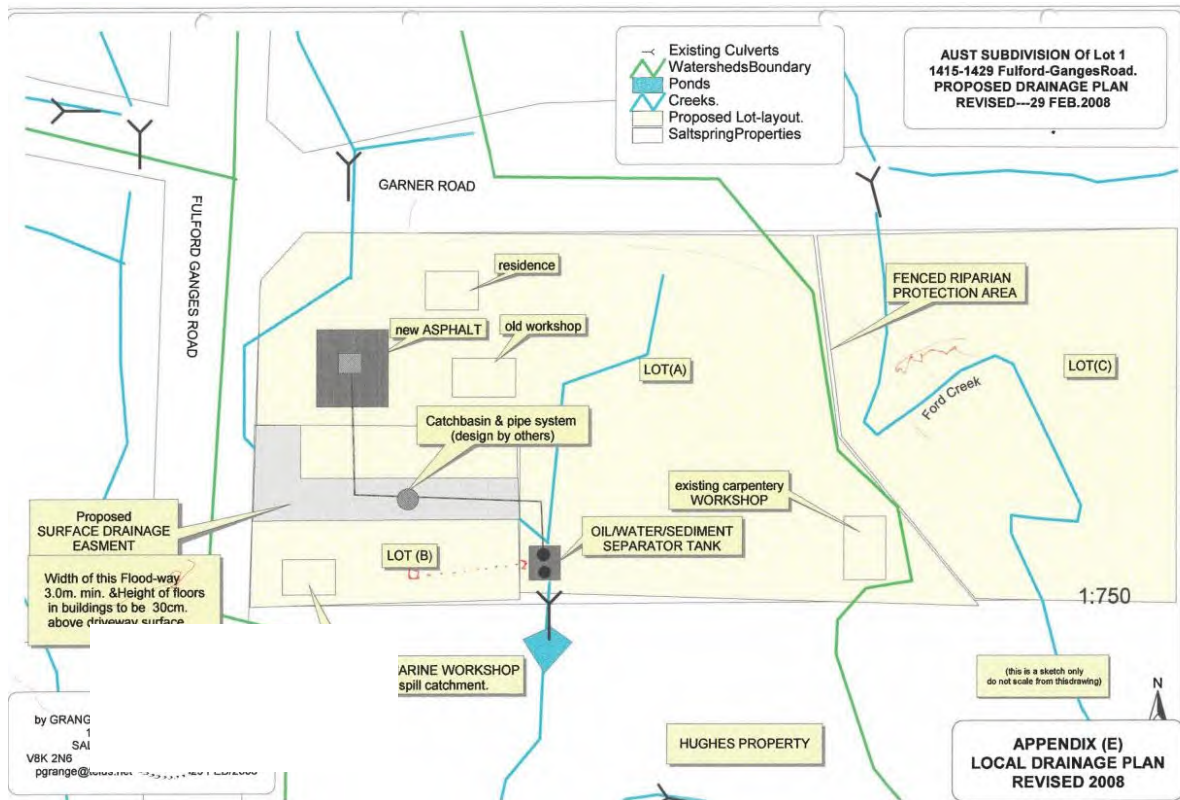


SCHEDULE 'B'



PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT
SS-DP-2023.5

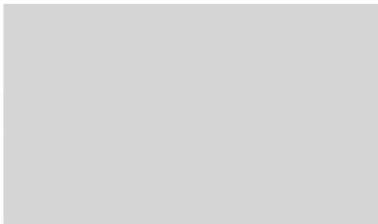


SUBDIVISION AT
GARNER ROAD and 1415 FULFORD-GANGES ROAD

REVISED DRAINAGE PLAN

1 MARCH 2008

For: Mr Strick Aust



By: **GRANGE ENGINEERING ASSOCIATES LTD.**



165A HIGH HILL ROAD,
SALT SPRING ISLAND, BC.,
CANADA, V8K.2N6
250.537.5066tel, 250.537.4602fax.
e-mail pgrange@telus.net

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- (1) INTRODUCTION
- (2) SITE INSPECTIONS
- (3) REVISED DRAINAGE PLAN
- (4) RECOMMENDATIONS
- (5) CONCLUSION

APPENDICES

- (E) DRAINAGE PLAN (As Built -FEB 2008)
- (A) REGIONAL DRAINAGE
- (B) LOCAL DRAINAGE

(1) **INTRODUCTION**

- 1.0 We were engaged in December 2004, to conduct a Drainage Study under the terms of Islands Trust (File # SS-SUB-2004.3) to ensure design of the drainage system meets the requirements of Bylaw #355., Section 5.7. The Ministry of Transportation and Highways file was # 01-001-22660.
- 1.1 In March 2005 a revision proposal to our study, requested by the Owner, was submitted to the ministry of Highways for a permit to change ditching along Garner road. This work has not been done, and this present revision no longer contemplates doing this work.
- 1.2 The new drainage plan is described in Section (3) below, and illustrated in Appendix (E).
- 1.3 We have site inspections on 10 July 2007, 4 Feb 2008 and 28 Feb 2008, whose findings are recorded in correspondence.
- 1.4 Reference should also be made to our Report of December 2004, for pre-development site conditions and other details & recommendations.

(2) SITE INSPECTIONS

2.1 10 July 2007

There is a boat engine maintenance shop in the existing building in proposed Lot B, and the area adjacent to the highway is in use as a (gravel) parking place. This shop is fitted with a below ground spill tank and pickup grate across the main access doorways, to capture any materials washed down from the floor slab. Periodic clean-out of this tank will be required.

2.1.1 There is a landscape materials storage area in use in the area of Lot (A) adjacent to the highway, accessed by driveway from Garner road. It has a small area of asphalted surface at the middle of which is a catchbasin to collect surface runoff from the surrounding storage bins. This drainage system was designed by others, and conveys surface water to the Oil/water separator tank.

2.1.2 The three other buildings in Lot (A), a small residence and two workshops are still in place and use, there are no new buildings at present.

2.1.3 The two catchbasins (see Appx(D)) with interconnecting pipes, (was designed by others) capture surface water in the west side only of Lot(A), and part of Lot (B), and convey water to an Oil/Water/Sediment Separator tank in place at the existing outfall culvert passing into the Hughes property to the south.

2.1.4 An area of Lot (A) immediately west of Ford Creek has been modified by excavation since 2004, such that it is now fairly level and slopes (west) away from the main Ford creek and towards a new ditch draining (via the oil /water separator tank) south into the Hughes property drainage system, which is also tributary to Ford Creek.

2.1.5 We understand Lot (C) is to be the balance of land from 5m west of the creek top of bank to the easterly boundary of the original Lot. There is so far no development in this lot which we understand may be re-zoned to residential use only.

2.2 4 Feb 2008

2.2.1 I have received the revised subdivision plan by Wolfe Milner Surveying Inc., reviewed the file and our correspondence of 10 July 2007, and visited the site today.

2.2.2 The footings of a new building on Lot B have been started, concrete not yet poured.

2.2.3 The layout of these footings does not appear to allow surface drainage to pass behind the building, therefore it must pass in front via the existing driveway area.

This will be ok provided the finished concrete floor level of the building is 30cm above the existing grade level toward the street, where I expect a flood flow will occur at sometime in the future.

2.2.4 The rocklined swale down the bank toward the oil/water separator tank, has no geofabric lining under the rock. There will continue to be on-going erosion of the sandy bank material whenever water flows down this channel.

2.2.5 The inlet to the oil/water separator tank is located 10m. or so from the tank, at the base of the above swale, this means that a considerable area of Lot A does not drain via the tank but goes directly into the downstream neighbour's culvert.

Another inlet should be installed within about 1m. of the tank , to pick up this area drainage, and the 6" pipe fitted with a headwall .

2.2.6 The culvert into Hughes needs to have a headwall (rock or bag.) and clean-out around the inlet to make sure bigger floods can get through (this pipe is a bit undersized for the development area served)

2.3.0 **28 Feb. 2008**

2.3.1 **the suggested measures in 2.2.4,5 and 6 above have been satisfactorily addressed.**

(3) REVISED DRAINAGE PLAN

3.1 The revised plan is shown in Appendix (B) & (E) , maintains the existing drainage path through Lot (A) into Lot(B) and thence into Lot (A) and the original channel through the Hughes property to the south and thence into Ford Creek.

3.2 This "drainage path" in Lot (A) & (B), is an existing "overland flow" system which must be maintained as a "flood-way" to carry extreme rainfall events, while smaller events will be carried by the newly installed catchbasin and pipe system.

3.2 This flood-way through Lot (B) must be kept at a level to avoid water damage to buildings and their contents(min. 30cm. below floor slabs level) . The width of this flood-way should be 3.0m., along it's length through Lot(B). (see Appendix(E))

3.3 An area of Lot(A), west of Ford creek also drains to the Hughes system , due to changes to the topography, which has added some 0.4Ha. to this catchment area. The purpose in part was the protection of Ford creek embankments required under the R.A.R. measures(see report to RAR. by K Reimer R.P.Bio.). Mr Hughes is aware of this small change, and impact is thought to be acceptable, the small additional drainage passes via the oil/separator tank.

3.4 All surface runoff from Lot(A) & (B) will pass through an oil/water/sediment Separator Tank prior to entering the Hughes property.

3.5 The only (post development) added impervious surface area to date has been the 230 sq.m. (2500sq.ft) of "New asphalt" in Lot (A), see appendix (E)

3.6 We understand a "right-of-way" and maintenance agreement is to be established between Lot(A) & (B) to ensure these surface catchbasins and flood-way drainage routes are to be maintained in perpetuity.

3.6 Culvert Capacity at the Oil/Water Tank outlet to Hughes property ---
Using Rational Method---Catchment= 2.4Ha. C= 0.35 (very porous soils)
 $Q_p(20) = 0.35 \times 30\text{mm/hr} \times 2.4/360 = 0.07 \text{ cms.}$
this is some-what greater than capacity of a 30cm CSP= 0.055 cms.
the pipe may over flow in a 20 year rain event., the consequence of such an event (ie. at a secondary driveway) is minor.

(nb the Garner Rd culvert,upstream, reportedly does not produce much surface flow in winter,which would reduce frequency of this event)

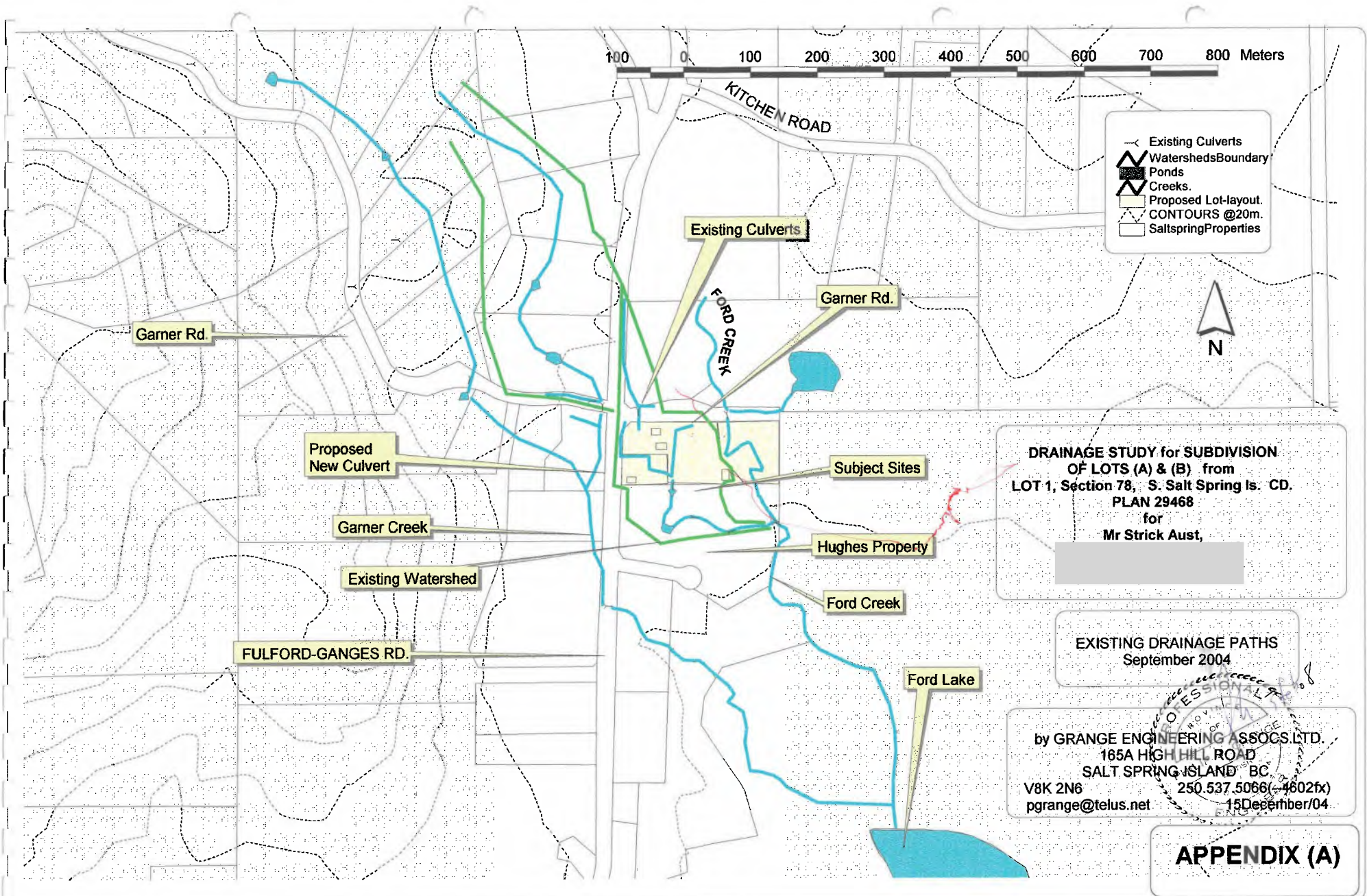
We therefore recommend a headwall& clean out to maximise inlet capacity at the Hughes culvert (this has been done Feb/08).

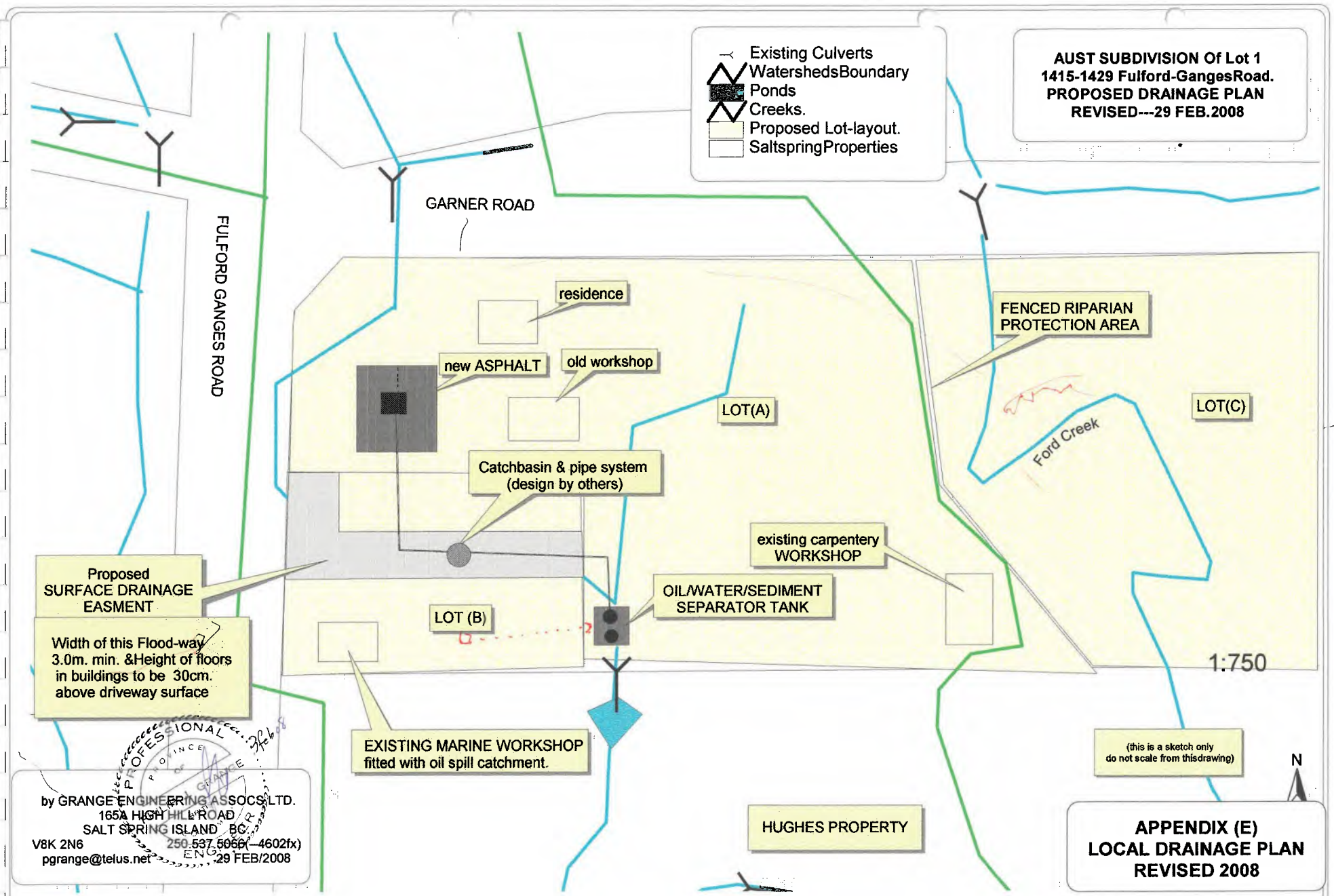
(4) **RECOMMENDATIONS**

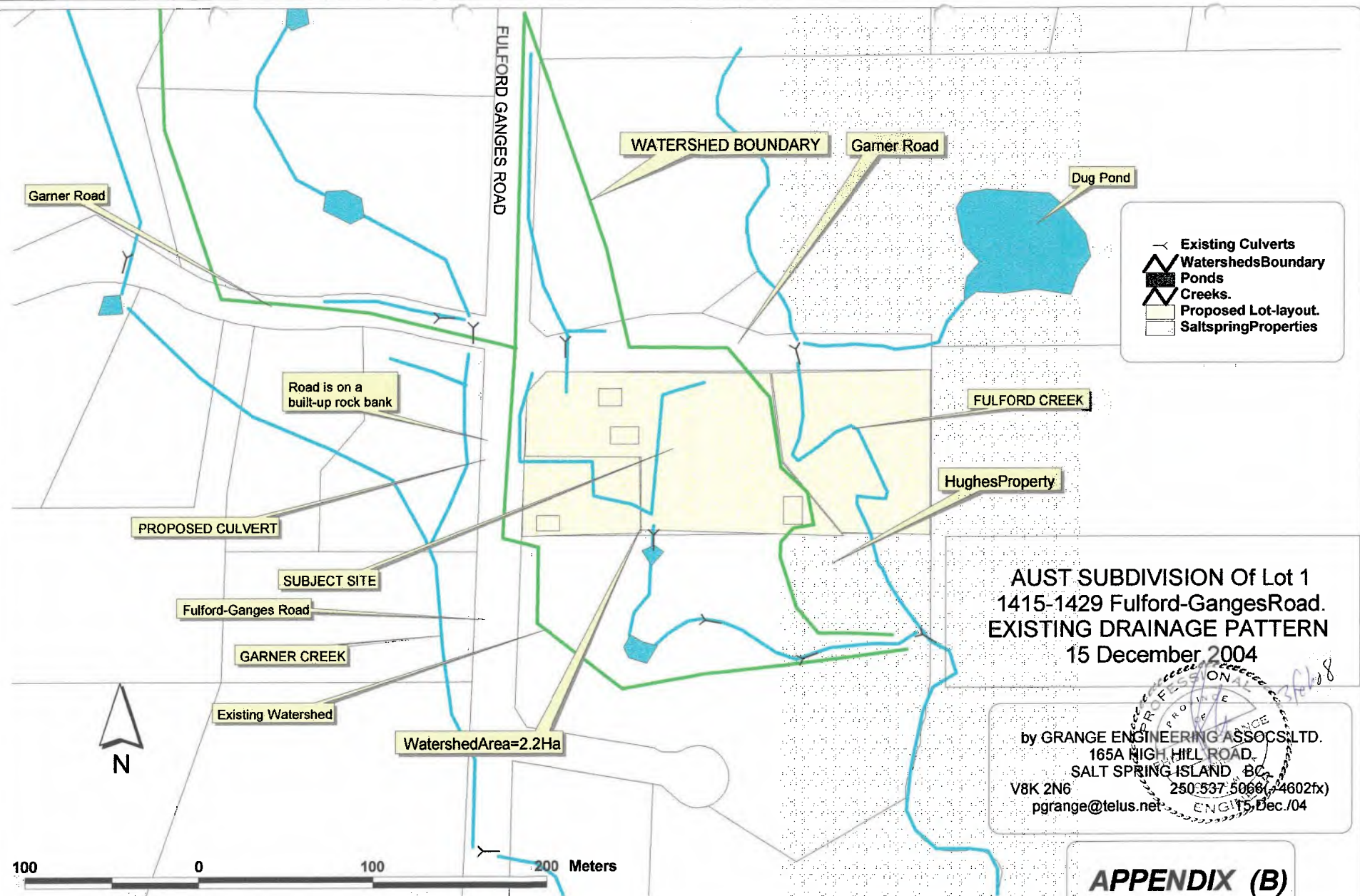
- 4.1 Maintain the surface "flood-way" and catchbasin & pipe system through Lots A & B shown in Appendix(E) to carry small & extreme rain events toward the Oil/Water Tank.
New buildings to have floor levels at 30cm above the finished flood-way surface.
- 4.2 Establish a maintenance schedule, incumbent on both Lots A & B, to clean the system at regular intervals (prior to and during winter rain periods), and after a major event.
- 4.3 Maintain the headwall and entry to the culvert to Hughes driveway to enhance inlet capacity, this area must be kept clear of vegetation.
- 4.4 If new impervious surfaces (from pre-development conditions) are to be installed, exceeding a total of 280 sq.m. (in each of the new lots), then an associated "volume reduction and detention" system is recommended.
- 4.5 This is to be designed to limit peak outflow rates to the Oil/Water Tank, and hence to the neighbouring property downstream.
- 4.6 The system can be in below grade infiltration chamber units with a restricted max outflow orifice (or other approved system), designed to the following formula.
Volume of live storage = 100cu.m. per Ha (of impervious surface), and
maximum release rate = 10 L/sec. per Ha. (of impervious surface).
- 4.7 We believe with the above provisions that the development will have met the requirements of Islands Trust Bylaw #355 Section 5.7 Stormwater.

(5) **CONCLUSION**

- 5.1 GEA. Ltd. does not provide expertise in Pollution Control, and accepts no responsibility or liability for chemical or biological effects of materials which may be handled at any time within these properties.
- 5.2 Our design includes measures to handle surface water drainage safely through the site to a traditional out-fall, and to some degree protection from sediment and accidental oil spillage.
- 5.3 Reference should be made to reports by Wittich Environmental Services Ltd. (Nov./2003) and Lowen Hydrology (June /2004) for comment on environmental precautions. In particular comments there-in on the sensitivity of the soils within the subject site and surrounding area to possible effects of materials should be recognised, and especially in regard to effect on water quality in shallow wells.







DATE OF MEETING: September 14, 2023
TO: Salt Spring Island Local Trust Committee
FROM: Chris Hutton, Regional Planning Manager
Salt Spring Island Team
SUBJECT: Business Cases for Salt Spring Island Local Trust Committee Projects

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee requests the business case for the major amendment to the Salt Spring Island Local Trust Committee Official Community Plan and the Salt Spring Island Local Trust Committee Land Use Bylaw as shown in Attachment 1 to be considered by the Islands Trust Finance Committee for inclusion in the 2024-2025 Islands Trust budget.
2. That the Salt Spring Island Local Trust Committee requests the business Case for the Ganges (Shiya'hwt/SYOW T) Village Area Plan as shown in Attachment 2 to be considered by the Islands Trust Finance Committee for inclusion in the 2024-2025 Islands Trust budget.

REPORT SUMMARY

This report discusses two underspent project budgets from the 2023/2024 fiscal year (FY24) proposed to be carried over to the 2024/2025 budget cycle. Since the budget policy does not allow any unspent funds to be automatically "carried over" to the next fiscal cycle, a new request (in the same amount that was approved minus the amount projected to be expended by the end of FY24) to the Islands Trust Finance Committee for the 2024-2025 (FY25) budget consideration is required from the Salt Spring Island Local Trust Committee (LTC). The two projects include:

- A major amendment to Salt Spring Island Local Trust Committee Official Community Plan (OCP) and the Salt Spring Island Local Trust Committee Land Use Bylaw (LUB) for a total budget of \$96,000.
- Ganges (Shiya'hwt/SYOW T) Village Area Plan for \$86,500.

BACKGROUND

At their meeting on August 9, 2022, the LTC passed the following resolutions to request staff to forward the business case for the major amendment to the OCP and review of the LUB for consideration of inclusion in the 2023-2024 Islands Trust budget. The LTC also requested that the business case for the Ganges (Shiya'hwt/SYOW T) Village Area Plan be sent to the Islands Trust Financial Planning Committee (FPC) for inclusion in the 2023-2024 Islands Trust budget.

SS-2022-119

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee amend the Business Case for the major amendment to the Salt Spring Island Local Trust Committee Official Community Plan shown in Appendix 1 of the staff report dated August 9, 2022 by increasing the projected budget by

\$100,000 to include technical analysis and collaboration, and include the review of the Salt Spring Island Local Trust Committee Land Use Bylaw in the title of the project.

CARRIED

SS-2022-120

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee endorse the Business Case for the major amendment to the Salt Spring Island Local Trust Committee Official Community Plan and Land Use Bylaw shown in Appendix 1 of the staff report dated August 9, 2022 as amended and forward it to the Islands Trust Financial Planning Committee for consideration of inclusion in the 2023-2024 Islands Trust budget.

CARRIED

SS-2022-121

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee endorse the Business Case for the Ganges (Shiya'hwt/SYOW T) Village Area Plan shown in Appendix 2 of the staff report dated August 9, 2022 and forward it to the Islands Trust Financial Planning Committee for consideration of inclusion in the 2023-2024 Islands Trust budget.

CARRIED

DISCUSSION

OCP-LUB Project

This funding is intended to support a project to update the OCP and the LUB and the project's associated activities, including early and ongoing consultation with 13 First Nations that have territorial interests in Salt Spring Island, external consultants to conduct technical analysis and a public engagement, and assist in drafting of the OCP amendment. The initiative to amend the OCP and the LUB was a deliverable of the approved project charter established for the Housing Action Program. The OCP-LUB Project is a crucial step in the implementation of the Housing Action Program. Additionally, as part of the Protection of Coastal Douglas-fir Zones and Associated Ecosystems (CDF) projects, there is a need to review sections of the OCP and LUB in consideration of potential environmental and safety risks associated with the management of this resource.

Ganges (Shiya'hwt/SYOW T) Village Area Plan

This business case was advanced to fund the drafting of the Ganges (Shiya'hwt/SYOW T) Village Area Plan. In 2020, the SSI LTC passed the resolutions adopting the project charter, budget, and engagement plan for the Ganges Village Planning Project. Since then, a Ganges Village Planning Task Force was formed to meet twice a month to explore issues, policies, and visions and offer recommendations to the SS LTC. A consulting team was retained to conduct a robust public engagement program, working collaboratively with the Task Force. The consulting team also facilitated a two-day workshop with the Task Force and a community design idea workshop. A comprehensive report summarizing the public engagement program by the consulting team is available on the [project webpage](#). This budget request was for the final stage of the Ganges (Shiya'hwt/SYOW T) Village planning process to draft the Ganges (Shiya'hwt/SYOW T) Village Area Plan. The requested funding was \$86,500, and the Islands Trust Finance Committee approved the total amount requested.

Analysis

Why the budget unspent

The business case approved by LTC for the OCP-LUB Project requested \$227,000. Of that, \$96,000 was awarded in FY24. Along with several staffing changes, the remainder of the FY24 budget process contained a number of revisions to the timelines and approaches to the 2023/2024 LTC work program.

As work began on a draft project charter for the OCP-LUB project, LTC acknowledged that pursuing additional funding to conduct necessary data collection and analysis to support policy decisions created high demand on staff resources; LTC also determined additional, comprehensive, meaningful consultations and relationship building with First Nations should occur before finalizing the project charter. The LTC expressed the same sentiment with the Ganges (Shiya'hwt/SYOW T) Village Area Plan. To facilitate this, LTC agreed to pause certain aspects of these projects, per the resolution below.

SS-2023-61

It was MOVED and SECONDED,

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.

CARRIED

The LTC also requested staff, by the resolutions below, to compete for the Complete Community Grant administered by the Union of BC Municipalities (UBCM) to seek additional funding to conduct comprehensive data collection and geospatial mapping and analysis. The objective of the grant is to provide support for communities to develop evidence-based analysis to build a complete community, such as data collection and analysis, and geospatial mapping to inform policy development and the decision-making process. While this grant cannot be used directly to fund the OCP-LUB Project, the information from this grant will immeasurably inform engagement and policy development for the OCP-LUB and Ganges (Shiya'hwt/SYOW T) Village Projects, meaning that the original budget funding is anticipated to be adequate to execute these projects.

SS-2023-47 It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee authorize staff to submit an application for 'Complete Communities' funding from the 2023/2024 'Complete Communities' funding program.

CARRIED

In Spring 2023, the Government of Canada released details of its \$4 billion federal Housing Accelerator Fund program to encourage initiatives that help increase housing supply and promote the development of affordable, inclusive, diverse communities that are low carbon and climate resilient. The funding distribution is through a grant competition process administered by the Canada Mortgage and Housing Corporation (CMHC). The LTC requested staff, per the resolutions below, to develop a Housing Action Plan with the required minimum of seven initiatives to compete for the grant. The Housing Action Plan developed in support of this grant includes the OCP-LUB Project funding. This grant also allows parallel funding from another source to support the effort to increase the housing supply. This is a highly competitive grant and given Salt Spring Island's population, it is competing for funding against every other land use authority with a population of great than 10,000 across the country. This budget request should be considered in the event of the grant not being awarded.

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

Both grants required substantial time and staff resources to complete and have been submitted in early August for consideration. The results for the grants are expected to be released in late August to September of this year. Due to the budget schedules, business cases for these projects should be endorsed by the SS LTC before September to ensure the previously-committed unspent funds for the two projects are secured. Should Salt Spring Island be awarded any grants, further budget adjustment and updates will be provided to the LTC and the FPC.

Rationale for Recommendation

Unspent LTC Project funds automatically return to reserve at the end of each fiscal year. In order to continue a project, a new business case is required. It is Islands Trust practice that, where an LTC wishes to continue or complete the project, a business case for the amount of the original budget minus the amount spent, or expected to be spent by the end of the Fiscal Year, should be submitted for consideration. Staff recommends that the SS LTC endorse the two business cases and request funds amounting to the approved amount from last year, minus the amount forecast to be expended by the end of the 2023/2024 fiscal year, for the Islands Trust Finance Committee to include in the 2024/2025 budget.

ALTERNATIVES

1. Not pursue any LTC projects at this time.

The LTC may choose to not continue with either or both projects at this time. In this case, work on the projects would cease and no projects would be proposed for FY25. If LTC wishes to choose this option, the recommended wording is provided below:

That the Salt Spring Island Local Trust Committee direct staff to withdraw from the CMHC Housing Accelerator Fund competition and close the OCP-LUB Amendment and Ganges (Shiya'hwt/SYOW T) Village planning projects:

NEXT STEPS

Upon SS LTC's adoption of the recommended resolutions, submit the two business cases to the Planning Director to forward to the Islands Trust Executive Finance Committee for their consideration.

Submitted By:	Chris Hutton, Regional Planning Manager	September 6, 2023
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ATTACHMENTS

- Attachment 1 2024-2025 Business Case for SS OCP/SS LUB
- Attachment 2 2024-2025 Business Case for Ganges Village Area Plan
- Attachment 3 2023-2024 Business Case for SS OCP/SS LUB
- Attachment 4 2023-2024 Business Case for Ganges Village Area Plan



Islands Trust

**Budget Funding Request
Short-Form Business Case**

Completion of this form initiates a request to the management team, FPC, and ultimately Trust Council for allocation funding in the next fiscal year budget. The form is to be completed and submitted at the start of the decision making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.i).

TO BE COMPLETED BY INITIATOR

Requested by (Committee or Operational Unit):

Salt Spring Local Trust Committee (SS LTC)

Department:

Local Planning Services

Name of Request:

Major amendment to SS OCP and SS LUB

\$ Value of Request (indicate by fiscal year and total if project is multi-year):

\$96,000

Budget Source (select all that apply):

- ☐ **Specific Project Funding** (select all that apply)
- ☒ Third Party Contractors
 - ☐ Staff Travel Expense
 - ☐ Staff Overtime Expense
 - ☐ New Staff Member – Temporary for project
 - ☐ Computer Hardware/Software

☐ **Furniture & Equipment**

☐ **Computer Hardware/Software/Supplies**

☐ **New Staff Resources** (see Staff Costing Tool)

☐ Permanent

☐ Temporary

Temp Duration: _____

☐ **Other – please describe:** _____

Date of Submission to Finance: TBD, 2023

Funding Required for (date range): April 1 2024-March 31, 2025, \$96,000

April 1 2025-March 31, 2026, \$20,000

TIE TO ISLANDS TRUST GUIDING DOCUMENTS: (Indicate how the proposed project/activity/work ties to Trust Council's strategic plan, Policy Statement directives, Council Bylaws, work programs, the Trust's object, etc. Provide a copy/paste of the relevant reference, along with hyperlinks to external documents where available.)

Addresses numerous Strategic Plan Goals and Objectives including: fostering preservation and protection of the Trust Area's ecosystems, sustaining island character and healthy communities, and effective, efficient and collaborative governance.

Implement project under the SS LTC work program per SS LTC's request. The Business case for the SS OCP/SS LUB project was approved for the FY24 per the SS LTC resolution below:

SS-2022-119

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee amend the Business Case for the major amendment to the Salt Spring Island Local Trust Committee Official Community Plan shown in Appendix 1 of the staff report dated August 9, 2022 by

increasing the projected budget by \$100,000 to include technical analysis and collaboration, and include the review of the Salt Spring Island Local Trust Committee Land Use Bylaw in the title of the project.

CARRIED

ISSUE/OPPORTUNITY: *(What issue are you trying to resolve with this initiative, or what opportunity has been identified that would benefit Islands Trust by undertaking this initiative? What are the future needs? What organizational objectives are being addressed? Include background information that decision makers will need to properly assess this request.)*

This business case involves the underspent project budgets for the 2023/2024 fiscal year (FY24) that was approved by the Islands Trust Finance Committee to be carried over to the 2024/2025 budget cycle. Since the budget policy does not allow any unspent funds to be automatically “carried over” to the next fiscal cycle, a new request, in the same amount that was approved minus the amount projected to be expended by the end of FY24, to the Islands Trust Finance Committee for the 2024-2025 (FY25) budget consideration is required. The staff report requesting the SS LTC to endorse the request to submit the business case can be found [here](#).

This business case involves funding support for a major amendment to the (SS OCP) and the (SS LUB), and the associated actions to inform policy development, such as early and ongoing consultation with 13 First Nations that have territorial interests in SSI, conduct of a robust public engagement process, and preparation of a comprehensive draft of the SS OCP amendment. The major amendment to SS OCP is also the final stage for the Protection of Coastal Douglas-fir Zones and Associated Ecosystems (CDF) and the Housing Action Program (HAP). The SS LUB will be updated to reflect changes in the SS OCP. Both projects were originally approved by Islands Trust in 2023/24 Fiscal Year.

Protection of Coastal Douglas-fir Zones and Associated Ecosystems:

The CDF’s objectives, as indicated in the Project Charter, aims to develop an educational toolkit on the protection of CDF and to complete a wildfire protection study to inform policy development. The next step, the final stage, involves the amendment to the SS OCP on relevant policies and establishing a new development permit area that supports fire mitigation and protection of the CDF ecosystem.

Housing Action Program:

In late 2022, the Housing Action Program Task Force provided SS LTC with a summary of recommendations to the SS LTC, which included increase interagency collaboration and advocacy for affordable housing, support gentle and moderate density in appropriate areas, enable alternative housing types, reduce environmental impact through home plate, ecovillage, and flexible zoning, consider ecological building credits and transferring density closer to village centres, and decrease current and future housing supply loss due to short-term vacation rental activity. Some policies and bylaw updates have been implemented or are being considered to allow alternative housing types in rural and low-density areas of the island.

In order to advance Housing Action Plan initiatives that were recently adopted by the SS LTC, a major amendment to the Official Community Plan is necessary. This significant review and revision to the OCP will tackle a range of issues that impact the housing affordability, the types of housing options, and the environmental sustainability related to the locations, sizes, and designs of housing development. Issues such as water availability and the moratorium on new connections to the North Salt Spring Waterworks District service area, storm-water and sewer systems, active transportation infrastructure, innovative site and building design, arts and culture, and archaeological significance will all be examined. Active and meaningful engagement with First Nations based on the Islands Trust First Nations Engagement Policy and ongoing collaboration with external agencies and local organizations as well as the public at large will also be part of this planning process.

The major amendment to SS OCP for the CDF is to develop policy and consider creation of a new development permit area through an amendment to the SS OCP to mitigate and reduce risks from interface wildfires. The major amendment to SS OCP for the Housing Action Program is to the OCP’s content and its various elements and how these can be improved to ensure performance on OCP goals while mitigating the ongoing housing affordability and availability crisis.

The need to amend the OCP was identified in the Project Charters of both the HAP and CDF projects; this business case is to request funding to proceed with the last stage of the process for both projects. Staff will draft the revisions to the SS OCP; the consulting team will develop and facilitate a robust public engagement process and provide professional input to the draft OCP.

PROJECTED RESULTS/DELIVERABLES: *(How does this address the issue/opportunity described above? Indicate how results of this work will impact decision-making by trustees or staff. Will this work result in better decisions, more efficient decision-making, more efficient completion of work, better public perception, etc. Consider all possible results from undertaking this work.)*

An updated SS OCP with modernized policies to address current issues on the island and the associated SS LUB to implement the policies changes are critical to the decision-making process for SS LTC.

The funding request for FY24/25 is to cover costs associated with:

Description of Activities	Timelines	Budget	Projected expenditure by the end of 24 FY
Early and ongoing consultation with 13 First Nations with territorial interests on SSI	Approximately 8 months and beyond	\$26,000 (engagement funding)	\$26,000
Consultant contract for public engagement program	Spring 2024 for six months	\$59,000	
Development of communication and educational info, printouts, mail-outs, brochures, posting of meetings and legal notifications, facilities rental. Multiple virtual and/or in-person open houses and community engagement meetings	Over the remainder of 2024	\$11,000	
	Total FY25 Request	\$96,000	(\$70k if the \$26k consultation can be arranged before end of 24FY)

RISK ASSESSMENT: *(List and discuss potential risk factors associated with this work, if identified. List and discuss the options that exist to mitigate identified risks.)*

Timelines – a major amendment to the SS OCP is unlikely to conclude in one year. The previous request stated that if funding was approved, a request to carry over unspent money will likely be required.

There has been no full review of the SS OCP since its adoption in 2008; the last amendment was an update to the industrial lands per Bylaw 488. The current document no longer reflects current issues, particularly on policies relating to climate change, First Nations reconciliation, infrastructure servicing, and various affordable housing related policies. This risk is mitigated by the concurrent OCP-LUB Review. Conducting these projects enables Islands Trust to merge engagement activities, technical review, and other project tasks to achieve efficiencies in the project work and consistency across both documents.

ALTERNATIVES CONSIDERED: *(What other options/alternative courses of action were considered? List and discuss each alternative separately. Each option must be supported by a succinct and realistic presentation of the benefits, risks, financial implications, resource requirements and other implications to allow for an informed decision among the options. One option should reflect the status quo - i.e. do nothing - and the anticipated results of that action.)*

Option 1: Undertake the work in-house, with a less robust public engagement process and significantly more additional in-house resources.

The benefit would be some saving in the Islands Trust budget, but it will, continue to burden existing staff time and resources, slow down the policy development and the associated SS LUB amendment process which impact adversely on the decision-making process. The financial implications may be saving some money in the budget but at the cost of not having an update SS OCP is significant. The resource requirement in this option will be a substantial amount of time and staff resources. Other implication include not able to bring the current SS OCP up to date to address issues related to housing crises, climate change, infrastructure servicing and First Nations Reconciliation which is missing in this 2008 version.

Option 2: not pursue this amendment or take on smaller, ad hoc amendments over time, but this option would still require substantial elevation and analysis to prioritize amendments to ensure highest impact. This alternative would reduce annual expenditure in the short term while making small progress but the risks is making small and likely in effective progress, and continued non-compliance with the Trust Council's commitment to climate change declaration and First Nations Reconciliation. The financial implication is to save money in the budget but at the cost of having an outdated SS OCP. The resource requirement under this option is the staff time and resource not being utilized effectively. This would limit our

ability to bring the current SS OCP up to date effectively to address issues related to housing crises, climate change, infrastructure servicing and First Nations Reconciliation which is missing in this 2008 version.

CRITICAL SUCCESS FACTORS: *(What related factors have been identified that are important to the success of completing this work/initiative? Which of these factors are considered critical to the success of this initiative? Discuss outcomes if critical success factors are not met.)*

The support of skilled facilitation and innovative approaches and an unbiased, neutral third-party professional to assist in the process are critical. Best practice in OCP development and engagement fields are constantly evolving fields and specialists can offer considerable value to these process elements. While staff in the Salt Spring office and the Regional Planning Team can provide valuable input and support, relying solely on in-house staff resources would burden staff and take away from sustaining the ongoing administration of planning services (i.e. development inquiries, applications, and minor projects). The financial implications of contracting the service is outweighed by the advantages of specialist expertise and specific scopes of work.

RECOMMENDED OPTION: *(State your recommendation, referencing the options discussed earlier, and summarise why you chose it over others.)*

Approve the request to secure the approved \$96,000 to conduct a major amendment to the SS OCP to and SS LUB to advance the final stage of the work on the CDF and HAP LTC projects.

COST/BENEFIT ANALYSIS: *(Discuss both quantitative and qualitative considerations of this initiative. Quantitative discussion should include financial costs as well as benefits (savings). Qualitative considerations include non-quantifiable costs and benefits.)*

Quantitative:

- \$59,000 for a contract with a consultant with experience in a public engagement program, from designing visuals, preparing the technical aspect, conducting the facilitation and outreach, to analysing, summarizing and presenting the outcome, and providing professional third-party review of the draft amendment.
- \$26,000 for early and ongoing consultation with First Nations will result in \$2000 per nation (it is anticipated that this amount will be spent if the coordination with First Nations was successful before the end of 2023).
*This budget was cut to half and merged with the Ganges Village Area Plan project, but the total amount of \$26,000 is critical as this is by far the most important part of the project in strengthening the relationship with the 13 First Nations with territorial interests on the island.
- The cost of \$11,000 is based mainly on the previous public engagement program; the cost of printing and distribution to the island is substantial but critical and effective, and facilities rental and technology support are estimates based on previous events.

Qualitative:

Per the Islands Trust "Best Management Practices For Delivery Of Local Planning Services," the CDF and the HAP are considered extraordinary projects as both involve a major amendment to the SS OCP (and likely a few subsequent LUB amendments). There was unspent money from the previous budget in 2021 but was not being carried over to 2022. As a result, the RFP for a consultant to conduct the public engagement process for HAP was cancelled.

To undertake the major amendment to the SS OCP and the accompanied SS LUB will require significant funding support. Data collection and analysis has always been missing in the policy development work for recent bylaws and OCP amendments. In order to conduct a comprehensive review and update, consultation with expertise will be necessary. Furthermore, many efforts at the front end on the two projects had been undertaken. If the SS OCP is not updated to reflect the findings and recommendations, this work will not be put to productive use.

The project team will draw on their experience and propose a creative and responsive public engagement process that to achieve the desired goals and outcomes for the Salt Spring community. They will interview key stakeholders, interest groups, communities, and others who may be the focus of an engagement process. The contract will include the design of a public engagement plan, the facilitation of engagement activities, participation logistics, prepare materials and/or translation, offering interacting tools for public engagement, recording and documenting public input received, conducting an ongoing assessment of engagement activities, summary and presentation of the outcomes to the SS LTC, and other activities as appropriate.

Public engagement must be done planned strategically to facilitate an open dialogue and to inspire collaborative development of a long-term vision and goals. Through use of skilled consultant to support engagement planning and execution, the achievement of sound, valid engagement outcomes can lead to successful outcomes. With local knowledge input from the SS LTC and community partners need to draw on the skill sets and experiences, as well as the models or

techniques that a professional group can offer to better respond to the public participation needs unique to the Salt Spring community.

PURCHASING PROCEDURE: *(Describe any purchasing processes that will be needed to support this initiative (ie. Direct Award, RFP, ITQ to qualified vendor) if goods or services need to be procured for the work. If this is for new staff hiring, indicate likely hiring method (ie: external competition, government-restricted internal competition, etc.)*

Per Islands Trust and BC procurement process for hiring consultants.

PROPOSED IMPLEMENTATION STRATEGY: *(What are the specific features of the “roll-out” of the recommended solution? What is the timeline and anticipated date of completion for this initiative?)*

RFP in early 2024, consulting services in late spring, completion of public engagement by late summer, draft OCP by late fall for first reading on draft SS OCP.

STAFF RESOURCING: *(What staff resources will be needed to achieve success on this initiative? Estimate how many hours of staff time will be required, by staff level/role. Comment on the reasonability of expected staff hours when assessed in conjunction with other work underway or planned.)*

As proposed, this is an Extraordinary Project under Trust Council Policy 6.2.1 due to its budget and anticipated staff resourcing needs.

- RPM: 0.15 FTE
- Island Planner: 0.75 FTE
- Planner 2: 0.3 FTE
- Admin: 0.1 FTE
- Information Services (Mapping): 0.1 FTE

Standard service support will be needed from Administrative Services for Information Services, Finance Support. Trust Area Services will also contribute non-extraordinary advisory and role in supporting public engage. First Nations engagement will be critical to the success of this project and an outsized role is anticipated in staff resources from this departmental function.

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION: *(Discuss proposed change management requirements, communications needed, involvement with others. Are there any concerns related to these? If so, how will these be addressed? Have other stakeholders been identified?)*

To ensure the need for professional services is minimized and use of staff is maximized, a scope of work will be prepared by staff through the remainder of this Fiscal Year, and this will be reviewed with SS LTC prior to issuance of an RFP. The scope of work will be supported by sources that have informed policy since the last SS OCP was prepared, which include:

- A backgrounder of:
 - recent studies
 - landmark developments
 - major policy changes
 - identified needs
- A communications and engagement strategy to:
 - clarify the purpose and scope of public engagement in this project
 - establish high-level public engagement goals
 - identify available communications and engagement resources and limitations (software, human resources, travel)
 - Establish policies of engagement for the project through various forms of media
 - List and analyse risk and management needs of interest holders.

The scope of work will serve to provide local context and ensure that submissions compete on matters that are relevant to developing suitable project proposals, deliverables, and milestones to be included in the eventual contract. Throughout the project's execution, the project manager will be responsible for identifying risk and potential consideration for substantial

change from the contract, and put forward recommendations to SS LTC for possible actions to address this. Changes that exceed phase budgets or timing will be brought to SS LTC as early as possible with options for budget shifts, schedule changes, or other alternatives.

Requested by: the SS LTC

Prepared by Chris Hutton, RPM, September 7, 2023

Reviewed by (name, title)/date: Stefan Cermak, Director, Planning Services, [date]



Islands Trust

**Budget Funding Request
Short-Form Business Case**

Completion of this form initiates a request to the management team, FPC, and ultimately Trust Council for allocation funding in the next fiscal year budget. The form is to be completed and submitted at the start of the decision making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.i).

TO BE COMPLETED BY INITIATOR

Requested by (Committee or Operational Unit):

Chris Hutton on behalf of
Salt Spring Local Trust Committee (LTC)

Department:

Local Planning Services

Name of Request:

Ganges Village Area Plan

\$ Value of Request (indicate by fiscal year and total if project is multi-year):

\$86,500

Budget Source (select all that apply):

- ☐ **Specific Project Funding** (select all that apply)
- ☒ Third Party Contractors
 - ☐ Staff Travel Expense
 - ☐ Staff Overtime Expense
 - ☐ New Staff Member – Temporary for project
 - ☐ Computer Hardware/Software

☐ **Furniture & Equipment**

☐ **Computer Hardware/Software/Supplies**

☐ **New Staff Resources** (see Staff Costing Tool)

☐ Permanent

☐ Temporary

Temp Duration: _____

☐ **Other – please describe:** _____

Date of Submission to Finance: November 10, 2023

Funding Required for (date range): April 1 2024-March 31, 2025, total ask of \$86,500

TIE TO ISLANDS TRUST GUIDING DOCUMENTS: *(Indicate how the proposed project/activity/work ties to Trust Council's strategic plan, Policy Statement directives, Council Bylaws, work programs, the Trust's object, etc. Provide a copy/paste of the relevant reference, along with hyperlinks to external documents where available.)*

Addresses numerous Strategic Plan Goals and Objectives including: ensuring that human activity and the scale, rate and type of development in the Trust Area are compatible with maintenance of the integrity of trust area ecosystems, 'sustaining island character and healthy communities, and effective, efficient and collaborative governance.

Implement project under the LTC work program per LTC's request. The Business case for the Ganges Village Area Plan project was approved for the FY24 per the LTC resolution below:

SS-2022-121

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee endorse the Business Case for the Ganges (Shiya'hwt/SYOW T) Village Area Plan shown in Appendix 2 of the staff report dated August 9, 2022 and forward it to the Islands Trust Financial Planning Committee for consideration of inclusion in the 2023-2024 Islands Trust budget.

CARRIED

ISSUE/OPPORTUNITY: *(What issue are you trying to resolve with this initiative, or what opportunity has been identified that would benefit Islands Trust by undertaking this initiative? What are the future needs? What organizational objectives are being addressed? Include background information that decision makers will need to properly assess this request.)*

Background

This business case involves the underspent project budgets for the 2023/2024 fiscal year (FY24) that was approved by the Islands Trust Finance Committee to be carried over to the 2024/2025 budget cycle. Since the budget policy does not allow any unspent funds to be automatically “carried over” to the next fiscal cycle, a new request, in the same amount that was approved minus the amount projected to be expended by the end of FY24, to the Islands Trust Finance Committee for the 2024-2025 (FY25) budget consideration is required. The staff report requesting the LTC to endorse the request to submit the business case can be found [here](#).

Ganges Village Planning:

On November 10, 2020, the LTC passed the resolutions adopting the Project Charter, budget and Engagement Plan for the Ganges Village Planning Project. Since then, a Ganges Village Planning Task Force (aka Special Project Advisory Planning Commission) was formed, meeting twice a month to explore issues, policies and visions, and offered recommendations to the LTC. A consulting team was retained to conduct a robust public engagement program, working in conjunction with the Task Force. The consulting team also facilitated a two-day workshop with the Task Force and a community Design Idea workshop. A comprehensive report summarizing the public engagement program by the consulting team is available on the [project webpage](#). This budget request is for the final stage of the Ganges (Shiya’hwt/SYOWT) Village planning process to draft the Ganges (Shiya’hwt/SYOWT) Village Area Plan (Note that the title of the area plan was suggested by Lyackson First Nations).

Ganges Village is the urban core of the Islands Trust Area and faces unique demands on a scale and intensity not experienced elsewhere within the Islands Trust Area. Previous community engagement efforts in relation to Ganges Village Planning were undertaken in 1995 and again in 2006. Much has changed since then while much remains unresolved:

- Ganges is acknowledged as a First Nations village site,
- Parts of Ganges are subject to sea level rise and could face the most costly levels of social and economic impact from climate change in the Islands Trust Area,
- Ganges is the focal point of homelessness on Salt Spring Island, which and has the greatest per capita homeless population in the Capital Regional District,
- Ganges infrastructure is aging and being replaced or upgraded which requires consideration of growth patterns,
- Ganges falls within the service area of the North Salt Spring Waterworks District, (NSSWD), which has a moratorium restricting new connections to the community water system.
- Ganges is the service centre and economic driver for Salt Spring Island, and to large extent, the Islands Trust Area. There is development potential to revitalize properties, hotels, harbours, and institutional supports.

Policies to address these issues and opportunities are woefully outdated and do not reflect Trust Council’s implementation of the First Nations Engagement Principles Policy, Trust Council’s Reconciliation Declaration, and Trust Council’s declaration of a Climate Emergency. To address these numerous issues, the SSI LTC requested staff to create a project charter that will deliver a Ganges Village Area Plan.

This project provides the SSI LTC the opportunity to advance various objectives within the Trust Council Strategic Plan including, but not limited to, the following topics:

- *Mitigate and adapt to climate change impacts*
- *Improve community engagement and participation in Islands Trust work*
- *Strengthen housing affordability*

Strengthen relations with First Nations and to advance Trust Council’s commitment to Reconciliation

PROJECTED RESULTS/DELIVERABLES: *(How does this address the issue/opportunity described above? Indicate how results of this work will impact decision-making by trustees or staff. Will this work result in better decisions, more efficient decision-making, more efficient completion of work, better public perception, etc. Consider all possible results from undertaking this work.)*

A standalone Area Plan for the Ganges Village to guide future development growth and to build a sustainable village.

The funding request for FY24/25 is to cover costs associated with:

Description of Activities	Timelines	Budget	Projected expenditure by the end of 24 FY
Consultation and coordination between LTC and 13 First Nations	ongoing	\$26,000	
Consultant selection process for drafting the area plan and the public consultation of the area plan	Spring 2024 for six months	\$53,000 – consulting contract	
Technology (mapping, data analysis, etc.) and administrative support for public consultation process	Over the course of 2024	\$2,500	
Development of communication and educational info, printouts, mail-outs, brochures, posting of meetings and legal notifications	Over the course of 2024	\$5,000	
	Total Request	\$86,500	
Dovetail work with concurrent OCP-LUB Project to facilitate policy and regulatory consistency with key development documents.		\$25,000	

RISK ASSESSMENT: *(List and discuss potential risk factors associated with this work, if identified. List and discuss the options that exist to mitigate identified risks.)*

Ganges Village is the Islands Trust's core economic and service centre, it is facing an immense demand for development. If suitable planning policies are not in place, the area will grow in the direction that deviates from the objectives set forth in the Trust Council Strategic Plan, which includes their commitment to First Nations Reconciliations, protection and preservation of the environment, and Climate Change without an area plan to provide specific guidelines for future development. This is the final stage of the Ganges Area Plan planning process, community has the expectation of an area plan being completed to guide the future of the core area. First Nations also anticipate being part of the process to address the future of Ganges Village as the area continue to grow and prospect with First Nations being part of the process.

ALTERNATIVES CONSIDERED: *(What other options/alternative courses of action were considered? List and discuss each alternative separately. Each option must be supported by a succinct and realistic presentation of the benefits, risks, financial implications, resource requirements and other implications to allow for an informed decision among the options. One option should reflect the status quo - i.e. do nothing - and the anticipated results of that action.)*

Option 1: Undertake the drafting of the area plan in-house. This option will require substantially longer timeframe to complete this project, which has already been nearly two years in the making. There is limited resources in the SS office, to undertake the drafting of the area plan, the consultation and co-development of policies with the 13 First Nations, the collaboration with agencies through the existing Technical Working Group, along with public consultation of the draft area plan and various discretionary process will be quite overwhelming for the staff involved.

Option 2: Instead of creating a standalone document of an area plan, only amend the existing section of the SS OCP – Section B.5.2 Ganges Village Designation, as part of the major amendment to the SS OCP process. This option will provide limited ability to address issues relating to Ganges Village holistically as identified in the original Project Charter.

Option 3: Keep the same project charter and budget but fund the project via a Special Tax Requisition. This project is not relevant to just Salt Spring Island, Ganges Village being the urban heartbeat of the Islands Trust Area and Ganges Village Planning is vital to the health of the Islands Trust's communities as a whole. The project will apply Trust Council's declarations and implement the Trust Council Strategic Plan. Salt Spring Island contributes the greatest portion of tax revenue funding to the Islands Trust. Salt Spring Island already uses a special tax requisition to fund SSIWPA which assists other water sustainability projects throughout the Trust area. The impact of funding this project via special tax requisition is to save the overall proposed Trust Council budget of approximately 1%, whereas the special tax requisition would have a more dramatic impact on local Salt Spring Island taxpayers. This option would further delay the project as there is a substantial process to implementing a special tax requisition.

CRITICAL SUCCESS FACTORS: *(What related factors have been identified that are important to the success of completing this work/initiative? Which of these factors are considered critical to the success of this initiative? Discuss outcomes if critical success factors are not met.)*

With an unbiased, neutral third-party professional to draft the area plan (based on recommendations from the completed engagement program and the Ganges Village Planning Task Force), will help to address public opinions and the pre-conceived notion of the island Islands Trust's staff.

RECOMMENDED OPTION: *(State your recommendation, referencing the options discussed earlier, and summarise why you chose it over others.)*

Approve the request for \$86,500 as requested, minus the projected expenses.

COST/BENEFIT ANALYSIS: *(Discuss both quantitative and qualitative considerations of this initiative. Quantitative discussion should include financial costs as well as benefits (savings). Qualitative considerations include non-quantifiable costs and benefits.)*

Quantitative Analysis:

- \$53,000 for a contract for combined graphic design and policy writing. Professional consulting to write area plan usually cost over \$100,000, but this usually includes public engagement. Since the engagement process has been completed, the cost should be substantially lower.
- \$7,500 for technical support and educational material are estimates based on prior processes.
- \$26,000 as capacity funding for First Nations is a low estimate. The LTC did not finalize a project charter for this project to pursue grant funding to inform this and other policy initiatives, and to focus on collaboration with First Nations. This commitment requires funding support; it is the same amount as in the SS OCP/SS LUB business case but this budget was cut to half and merged with the SS OCP/SS LUB project.
*The total amount of \$26,000 is required as this is by far the most critical part of the project in strengthening the relationship with the 13 First Nations with territorial interests on the island.

PURCHASING PROCEDURE: *(Describe any purchasing processes that will be needed to support this initiative (ie. Direct Award, RFP, ITQ to qualified vendor) if goods or services need to be procured for the work. If this is for new staff hiring, indicate likely hiring method (ie: external competition, government-restricted internal competition, etc.)*

As per Islands Trust Council Policy 6.5.3 (Procurement). If the budget is approved, staff will prepare a more detailed scope of work within the budgeted amount for the LTC's consideration and proceed with procurement.

PROPOSED IMPLEMENTATION STRATEGY: *(What are the specific features of the "roll-out" of the recommended solution? What is the timeline and anticipated date of completion for this initiative?)*

An approved Ganges Village Area Plan is expected to include an Implementation Plan with short, medium, and long-term policies and actions to achieve its vision and goals. Execution of these implementation items will be subject to Islands Trust Council Policy 6.2.1 (Priority Setting and Review Guidelines), including LTC projects. Additionally, as policy the plan's policy will form part of any review of issues, applications, or referrals that affect the Plan Area.

STAFF RESOURCING: *(What staff resources will be needed to achieve success on this initiative? Estimate how many hours of staff time will be required, by staff level/role. Comment on the reasonability of expected staff hours when assessed in conjunction with other work underway or planned.)*

As proposed, this is an Extraordinary Project under Trust Council Policy 6.2.1 due to its budget and anticipated staff resourcing needs.

- RPM: 0.1 FTE
- Island Planner: 0.5 FTE
- Planners: 0.2 FTE
- Admin: 0.1 FTE
- Information Services (Mapping): 0.1 FTE

Standard service support will be needed from Administrative Services for Information Services, Finance Support. Trust Area Services will also contribute non-extraordinary advisory and role in supporting public engage. First Nations engagement will be critical to the success of this project and an outsized role is anticipated in staff resources from this departmental function.

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION: *(Discuss proposed change management requirements, communications needed, involvement with others. Are there any concerns related to these? If so, how will these be addressed? Have other stakeholders been identified?)*

Prior to procuring professional services, staff will prepare a scope of work that reflects input received to ensure that proposals compete on matters that are relevant to developing suitable project proposals, deliverables, and milestones to be included in the eventual contract. Throughout the project's execution, the project manager will be responsible for identifying risk and potential consideration for substantial change from the contract, and put forward recommendations to SS LTC for possible actions to address this. Changes that exceed phase budgets or timing will be brought to SS LTC as early as possible with options for budget shifts, schedule changes, or other alternatives.

A standard educational and informational online tools have been developed, and a general stakeholder groups was identified in the Ganges Village Public Engagement Program conducted by the consulting team which included a specific list of contacts of stakeholders, community groups, relevant agencies, and various First Nations communities.

Requested by: the LTC

Prepared by: Chris Hutton, Regional Planning Manager, September 7, 2023

Reviewed by : Stefan Cermak, Director, Planning Services, September 7, 2023



**Budget Funding Request
Short-Form Business Case**

Completion of this form initiates a request to the management team for allocation of budget funds. The form is to be completed and submitted at the start of the decision making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.i).

TO BE COMPLETED BY INITIATOR

Initiated by: Louisa Garbo	Budget Source (select all that apply): X Specific Project Funding (select all that apply) ☒ Third Party Contractors ☐ Staff Travel Expense ☐ Staff Overtime Expense ☐ New Staff Member – Temporary for project ☐ Computer Hardware/Software ☐ Furniture & Equipment ☐ Computer Hardware/Software/Supplies ☐ New Staff Resources (see Staff Costing Tool) ☐ Permanent ☐ Temporary Temp Duration: _____ Other – please describe: none
Business Area: Salt Spring Island Local Trust Committee	
Name of Request: Major amendment to SS OCP and SS LUB	
Date of Funding Request: November 10, 2022	Funding Required for (date range): April 1 2023-March 31, 2024, total ask of \$227,000
ISSUE/OPPORTUNITY: This business case involves funding support for a major amendment to the SS OCP and the subsequent SS LUB, and the associated discretionary activities, such as early and ongoing consultation with 13 First Nations that have territorial interests in SSI, external consultants to conduct a robust public engagement process and provide a comprehensive draft of the SS OCP amendment. The major amendment to SS OCP is the final stage for both the Protection of Coastal Douglas-fir Zones and Associated Ecosystems (CDF) and the Housing Action Program (HAP). The SS LUB will also be updated to reflect changes in the SS OCP. Both projects were previously approved Islands Trust. <u>Protection of Coastal Douglas-fir Zones and Associated Ecosystems:</u>	

The CDF's objectives, as indicated in the Project Charter, aims to develop an educational toolkit on the protection of CDF and to complete a wildfire protection study to inform policy development. The next step, the final stage, involves the amendment to the SS OCP on relevant policies and establishing a new development permit area that supports fire mitigation and protection of the CDF ecosystem.

Housing Action Program:

In the past twelve months, the Housing Action Program Task Force explored various measures and made a few recommendations to the SS LTC. Two Bylaws, Bylaw 526 on farm workers housing and Bylaw 530 on Accessory Dwelling Units are proceeding toward the public hearing process, and the Tiny Homes Village Pilot Project has also been launched but will require further promotion and funding. The HAP's next step is preparing for a major amendment to the Official Community Plan. This significant review and revision to the OCP will tackle a range of issues that impact the affordability of housing, the types of housing options, and the environmental sustainability related to the locations, sizes, and designs of housing development. Issues such as water availability and the moratorium on new connections to the North Salt Spring community water system, storm-water and sewer systems, active transportation infrastructure, innovative site and building design, arts and culture, and archaeological significance will all be examined in the process. Active and meaningful engagement with First Nations based on the standard of *Free, Prior and Informed Consent (FPIC)* and on-going collaboration with external agencies and local organizations as well as the public-at-large will also be part of this planning process.

In summary, the major amendment to SS OCP for the CDF is to develop a new development permit area through an amendment to the SS OCP to implement the wildfire protection study (soon to be completed in December 2022). The major amendment to SS OCP for the Housing Action Program is to review policies on climate change, environmental preservation, and infrastructure servicing related to affordable housing within the SS OCP. The need to amend the OCP was identified in both projects' Project Charter; this business case is to request funding to proceed with the last stage of the process for both projects. Staff will draft the revisions to the SS OCP; the consulting team will develop and facilitate a robust public engagement process, and providing professional input to the draft OCP.

PROJECTED BUDGET:

The funding request for FY23/24 is to cover costs associated with:

Early and ongoing consultation with 13 First Nations with territorial interests on SSI	Approximately 8 months	\$26,000 (travel & capacity funding)
Technical analysis with university and agencies	Approximately 6 months	\$100,000
Consultant selection process for public engagement facilitation/presentation, and consulting contract	Spring 2023 for six months	\$90,000 – consulting contract
Development of communication and educational info, printouts, mail-outs, brochures, posting of meetings and legal notifications, facilities rental.	Over the course of 2023	\$8,000
Multiple virtual and/or in-person open houses and community engagement meetings	Over the course of 2023	\$3,000 – technology support, facility rental, and open houses material
	Total	\$227,000

RISK ASSESSMENT:

Timelines – a major amendment to the SS OCP is unlikely to conclude in one year. If funding is approved, a request to carry over unspent money will likely be required. There has been no full review of the SS OCP since its adoption in 2008; the last amendment was an update to the industrial lands per Bylaw 488. The current document no longer reflects current issues, particularly on policies relating to climate change, First Nations reconciliation, infrastructure servicing, and various affordable housing related policies.
ALTERNATIVES CONSIDERED: Option 1: Undertake the work in-house, with a less robust public engagement process, and will require significantly more time and resources.
CRITICAL SUCCESS FACTORS: Skilled facilitation and innovative approaches and an unbiased, neutral third-party professional to assist in the process are critical. The past has demonstrated the challenges of conducting an effective engagement process while balancing competing interests without the ability of staff to appear neutral on the issues. The financial implications of contracting the service may seem to be a reduction of fiscal resources; however, the soft cost, the likelihood of a less successful outreach process, and the additional staff resources required by performing the public engagement in-house may outweigh the cost of contracting a professional facilitator. As attested by the Policy Statement and the Ganges Village planning projects, an effective public engagement process conducted by experienced consultants has proven to be vital to the success of the process.
RECOMMENDED OPTION: Approve the request for \$227,000, to conduct a major amendment to the SS OCP to complete the final stage of the work on the CDF and the Housing Action Program projects.
COST/BENEFIT ANALYSIS: <u>Quantitative Analysis:</u> • \$90,000 for a contract with a consultant with experience in a public engagement program, from designing visuals, preparing the technical aspect, conducting the facilitation and outreach, to analysing, summarizing and presenting the outcome, and providing professional third-party review of the draft amendment. • \$100,000 for technical analysis is a much needed component to support various policies; funding will be require to work with university and local and provincial agencies, potentially through a consultant. • \$26,000 for early and ongoing consultation with First Nations will result in \$2000 per nation should all agree to participate, or offer a higher amount to those who participate and on behalf of other nations through the strength of claim concept. • The cost of \$21,000 is based mainly on the previous public engagement program; the cost of printing and distribution to the island is substantial but critical and effective, and facilities rental and technology support are estimates based on previous events. <u>Qualitative Analysis:</u> Per the Islands Trust “Best Management Practices For Delivery Of Local Planning Services,” the CDF and the HAP are considered extraordinary projects as both involve a major amendment to the SS OCP (and likely a few subsequent LUB amendments). There was unspent money from the previous budget in 2021 but was not being carried over to 2022. As a result, the RFP for a consultant to conduct the public engagement process for HAP was cancelled.

To undertake the major amendment to the SS OCP will require significant funding support. Data collection and analysis has always been missing in the policy development work for recent bylaws and OCP amendments. In order to conduct a comprehensive review and update, consultation with expertise will be necessary. Furthermore, many efforts at the front end on the two projects had been undertaken; unless the SS OCP is updated to reflect the findings and recommendations, all the work completed to this stage would be futile.

If the public engagement process has to be done in-house, the amount of time required will be substantially longer than in the proposed timeline originally anticipated in the two Project Charters. Without the consultant's support, all the relevant activities within the SS OCP process will be conducted in a more linear process. The preparation, design and facilitation of the various public engagement events, the analysis and drafting of the OCP bylaw, and the subsequent presentation preparation, and the report summary are all very time-consuming. Instead of processing the various steps (including research and analysis of existing conditions and efforts, collaboration and consultation with agencies, community leaders and First Nations, supporting the Task Force activities, working with potential partners such as the universities, research, competing for potential grant funding, and the subsequent drafting of the OCP) while the consultant is launching the public engagement program, many of those tasks will have to be pushed back to work on a public engagement program, the proposed timeline of one year will not be realistic. If a public engagement process is to be conducted in-house, it will impact other planners with a full-load of responsibilities and assignments and the administrative staff's functions.

The consultant team will draw on their experience and propose a creative and responsive public engagement process that to achieve the desired goals and outcomes for the Salt Spring community. They will interview key stakeholders, interest groups, communities, and others who may be the focus of an engagement process. The contract will include the design of a public engagement plan, the facilitation of engagement activities, participation logistics, prepare materials and/or translation, offering interacting tools for public engagement, recording and documenting public input received, conducting an ongoing assessment of engagement activities, summary and presentation of the outcomes to LTC, and other activities as appropriate.

Given the culture in the Salt Spring community, along with certain predetermined ideas of solutions, along with the cynicism towards government at all levels, coupled with diverse and at times, opposing interests within the community, the public engagement program must be done cautiously to transform any pre-conceived mind-sets and to inspire collective common visions. Bringing in a skilled consultant, a neutral third-party professional to help plan, design, facilitate, present, and most importantly, introduce innovative engagement approaches to the process can ensure successful outcomes. We need to draw on the skill sets and experiences, as well as the models or techniques that a professional group can offer to better respond to the public participation needs unique to the Salt Spring community.

PURCHASING PROCEDURE:

Per Islands Trust and BC procurement process for hiring consultants.

PROPOSED IMPLEMENTATION STRATEGY:

RFP in early 2023, consulting services in late spring, completion of public engagement by late summer, draft OCP by late fall for first reading on draft SS OCP.

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

Engagement tools will be developed, and a general stakeholder groups have been identified from previous efforts. A specific list of contacts that include stakeholders, community groups, relevant agencies, and various First Nations communities has also been developed.

Louisa Garbo, Acting Regional Planning Manager
Initiator Name and Title

August 15, 2022
Date

Reviewed by: Name and Title

Date

REVIEWED BY MANAGEMENT TEAM:

Date received:

Approved: ☐ YES ☐ NO

Next steps:

- If approved by management:
 - the business case will be forwarded to FPC for review in NOVEMBER.
 - the funding for the request will be included in Draft 1, Version 1 of the budget which is reviewed by FPC in October of each year
- If not approved by management:
 - the business case will be forwarded to FPC for information in NOVEMBER of each year, but not included in the budget draft.



**Budget Funding Request
Short-Form Business Case**

Completion of this form initiates a request to the management team for allocation of budget funds. The form is to be completed and submitted at the start of the decision making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.i).

TO BE COMPLETED BY INITIATOR

Initiated by: Louisa Garbo	Budget Source (select all that apply): X Specific Project Funding (select all that apply) ☒ Third Party Contractors ☐ Staff Travel Expense ☐ Staff Overtime Expense ☐ New Staff Member – Temporary for project ☐ Computer Hardware/Software ☐ Furniture & Equipment ☐ Computer Hardware/Software/Supplies ☐ New Staff Resources (see Staff Costing Tool) ☐ Permanent ☐ Temporary Temp Duration: _____ Other – please describe:
Business Area: Salt Spring Island Local Trust Committee	
Name of Request: Ganges Village Area Plan	
Date of Funding Request: November 10, 2022	Funding Required for (date range): April 1 2023-March 31, 2024, total ask of \$86,500

ISSUE/OPPORTUNITY:

On November 10, 2020, the SSI LTC passed the resolutions adopting the Project Charter, budget and Engagement Plan for the Ganges Village Planning Project. Since then, a Ganges Village Planning Task Force (aka Special Project Advisory Planning Commission) was formed, meeting twice a month to explore issues, policies and visions, and offered recommendations to the SS LTC. A consulting team was retained to conduct a robust public engagement program, working in conjunction with the Task Force. The consulting team also facilitated a two-day workshop with the Task Force and a community Design Idea workshop. A comprehensive report summarizing the public engagement program by the consulting team is available on the [project webpage](#).

This budget request is for the final stage of the Ganges (Shiya’hwt/SYOWT) Village planning process to draft the Ganges (Shiya’hwt/SYOWT) Village Area Plan. The title of the area plan was suggested by Lyackson First Nations.

Ganges Village is the urban core of the Islands Trust Area and faces unique demands on a scale and intensity not experienced elsewhere within the Trust area. Previous community engagement efforts in relation to Ganges Village Planning were undertaken in 1995 and again in 2006. Much has changed since then while much remains unresolved. For example: Ganges is a First Nations village site, Ganges is subject to sea level rise with the greatest social, economic impacts in the Trust area, Ganges is the focal point of homelessness on Salt Spring Island and has the greatest per capita homeless population in the Capital Regional District, Ganges infrastructure is aging and being replaced or upgraded which requires consideration of growth patterns, Ganges is subject to a moratorium restricting new connections to the community water system. Ganges is the economic driver for Salt Spring Island, and to large extent, the Trust area, and with high land values comes desires to revitalize properties, hotels, harbours, and key institutional lands. Meanwhile policies are woefully outdated and do not reflect Trust Council's implementation of the First Nations Engagement Principles Policy, Trust Council's Reconciliation Declaration, and Trust Council's declaration of a Climate Emergency. To address these numerous issues, the SSI LTC has directed staff to create a Project Charter that will deliver a Ganges Village Area Plan.

This project provides the SSI LTC the opportunity to advance various objectives within the Trust Council Strategic Plan including, but not limited to, the following topics:

- *Mitigate and adapt to climate change impacts*
- *Improve community engagement and participation in Islands Trust work*
- *Strengthen housing affordability*
- *Strengthen relations with First Nations and to advance Trust Council's commitment to Reconciliation*

PROJECTED RESULTS/DELIVERABLES:

The funding request for FY23/24 is to cover costs associated with:

Consultation and coordination between LTC and 13 First Nations	ongoing	\$26,000
Consultant selection process for drafting the area plan and the public consultation of the area plan	Spring 2023 for six months	\$50,000 – consulting contract
Task Force meetings	Over the course of 2023	\$3,500 – (Cost anticipates advertising, and minutes taking at ±\$25/hr)
Technology (mapping, data analysis, etc.) and administrative support for public consultation process	Over the course of 2023	\$2,000
Development of communication and educational info, printouts, mail-outs, brochures, posting of meetings and legal notifications	Over the course of 2023	\$5,000
	Total	\$86,500

RISK ASSESSMENT:

Ganges Village is the Islands Trust's core urban centre, it is facing an immense demand for development. It will grow in the direction that deviates from the objectives set forth in the Trust Council Strategic Plan, which includes their commitment to First Nations Reconciliations, protection and preservation of the environment, and Climate Change without an area plan to provide specific guidelines for future development.

This is the final stage of the Ganges Area Plan planning process, community has the expectation of an area plan being completed to guide the future of the core area. First Nations also anticipate being part of the process to address the future of Ganges Village as the area continue to grow and prospect with First Nations being part of the process.

ALTERNATIVES CONSIDERED:

Option 1: Undertake the drafting of the area plan in-house. This option will require substantially longer timeframe to complete this project, which has already been nearly two years in the making. There is limited resources in the SS office, to undertake the drafting of the area plan, the consultation with 13 First Nations, the facilitation of the Ganges Area Planning Task Force, the collaboration with agencies through the existing Technical Working Group, along with public consultation of the draft area plan and various discretionary process will be quite overwhelming for the staff involved.

Option 2: Instead of creating a standalone document of an area plan, only amend the existing section of the SS OCP – Section B.5.2 Ganges Village Designation, as part of the major amendment to the SS OCP process. This option will provide limited ability to address issues relating to Ganges Village holistically as identified in the original Project Charter.

Option 3: Keep the same project charter and budget but fund the project via a Special Tax Requisition. This project is not relevant to just Salt Spring Island, Ganges Village being the urban heartbeat of the Islands Trust area and Ganges Village Planning is vital to the health of the Islands Trust's communities as a whole. The project will apply Trust Council's declarations and implement Trust Councils Strategic Plan. Salt Spring Island contributes the greatest portion of funding to the Islands Trust federation model. Salt Spring Island already uses a special tax requisition to fund SSIWPA which assists other water sustainability projects throughout the Trust area. The impact of funding this project via special tax requisition is to save the overall proposed Trust Council budget of approximately 1%, whereas the special tax requisition would have a more dramatic impact on local Salt Spring Island taxpayers.

CRITICAL SUCCESS FACTORS:

With an unbiased, neutral third-party professional to draft the area plan (based on recommendations from the completed engagement program and the Ganges Village Planning Task Force), will help to address public opinions and the pre-conceived notion of the island Islands Trust's staff.

RECOMMENDED OPTION:

Approve the request for \$86,500 as requested.

COST/BENEFIT ANALYSIS:

Quantitative Analysis:

- \$50,000 for a contract with a consultant with experience graphic design to content writing. Professional consulting to write area plan usually cost way over \$100,000, but the cost usually included the public engagement component, since the engagement process has been completed, the cost should be substantially lower.
- \$7,000 on technical support and educational material are estimates based on prior processes.
- \$3,500 on task force meetings are estimates based on previous years.

- \$26,000 as capacity fund for First Nations is a low estimates. SS LTC put a pause on the planning process to focus on collaboration with First Nations, this commitment requires funding support.
- The total cost of \$86,500 is very near to the amount that was not carried over from 2021 to 2022 and the amount that was cut by the Executive Committee in early 2022.

PURCHASING PROCEDURE:

As per Islands Trust process for hiring consultants.

PROPOSED IMPLEMENTATION STRATEGY:

Implementation is for the last stage of the Ganges Village Area Plan planning process as identified in the Project Charter and approved by SS LTC and the Regional Planning Committee.

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

A standard educational and informational online tools have been developed, and a general stakeholder groups was identified in the Ganges Village Public Engagement Program conducted by the consulting team which included a specific list of contacts of stakeholders, community groups, relevant agencies, and various First Nations communities.

Louisa Garbo, Acting Regional Planning Manager
Initiator Name and Title

August 15, 2022
Date

Reviewed by: Name and Title

Date

REVIEWED BY MANAGEMENT TEAM:

Date received:

Approved: ☐ YES ☐ NO

Next steps:

- If approved by management:
 - the business case will be forwarded to FPC for review in NOVEMBER.
 - the funding for the request will be included in Draft 1, Version 1 of the budget which is reviewed by FPC in October of each year.
- If not approved by management:
 - the business case will be forwarded to FPC for information in NOVEMBER of each year, but not included in the budget draft.

BRIEFING

To:	Salt Spring Island Local Trust Committee	For the Meeting of:	September 14, 2023
From:	Trust Area Services	Date Prepared:	July 19, 2023
SUBJECT:	Census infographics		

PURPOSE: To provide local trust committees with infographics regarding trends in local trust areas and the Islands Trust Area.

BACKGROUND: Trust Area Services staff contracted Statistics Canada to provide a set of infographics for both the Trust Area and local trust areas/Bowen Island (see attached).

To develop the infographics, there was a need for Statistics Canada to undertake geocoding and custom tabulations of past Census years as local trust area Census boundaries have shifted through the decades. This work completes efforts that began in 2016 to identify trends in the Trust Area and improve Census data sets for the Islands Trust Area.

ATTACHMENTS:

1. 2021 Census Infographics – Salt Spring Island Local Trust Area
2. 2021 Census Infographics – comparisons across the Trust Area

FOLLOW-UP: These products will inform work throughout the Islands Trust including land use planning, communications, and advocacy. They can be found under the Trend Monitoring webpage on the website, and staff plan to feature the infographics on Islands Trust social media.

Since production of the infographics, planning staff have identified that it would be helpful to also seek an infographic showing the trend in number of dwellings in each jurisdiction over time. Staff intend to order this additional data set and associated infographics at a cost between \$275 and \$457 before applicable taxes.

Prepared By: Clare Frater, Director, Trust Area Services

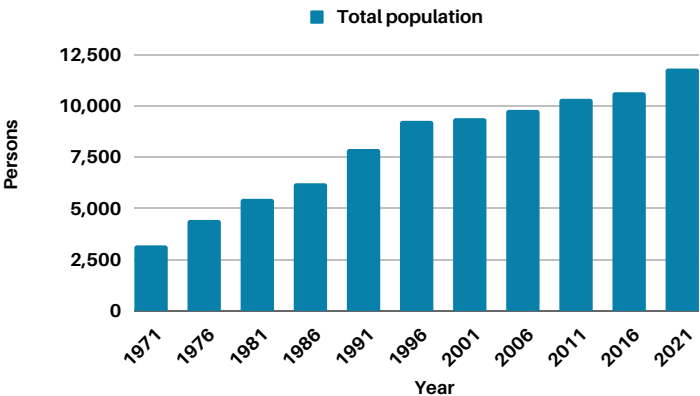
Reviewed By/Date: Chris Hutton, Regional Planning Manager/September 6 , 2023

2021 Census Profile

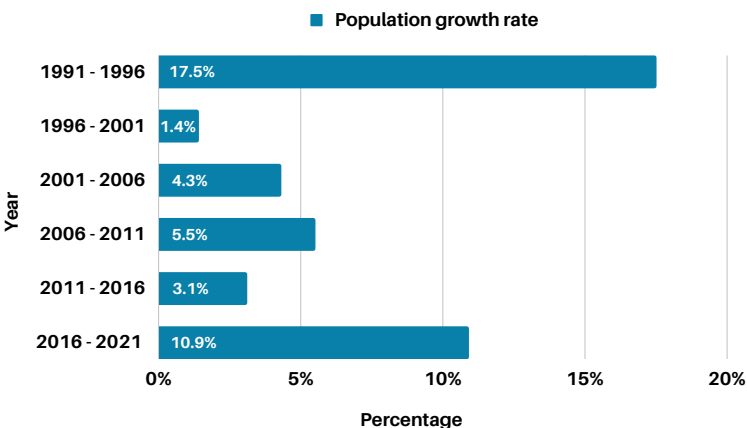
Salt Spring Island Local Trust Area

Total population

The total population of Salt Spring Island Local Trust Area was 11,795 in 2021.



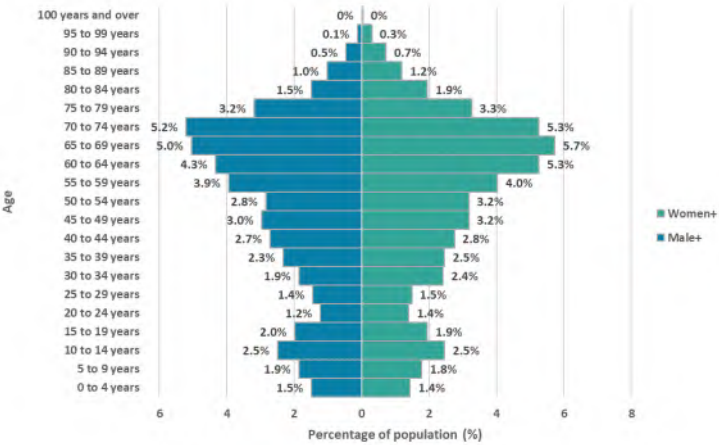
Total population growth rate



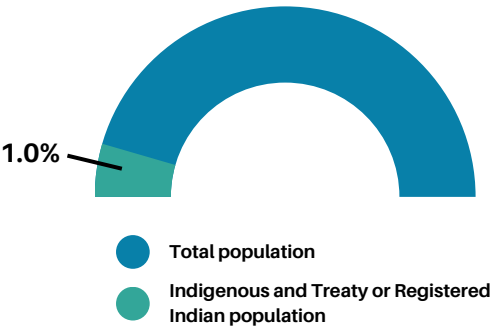
Between 1991 and 2021 the population of Salt Spring Island Local Trust Area grew by 49.9%.

Total population by gender, 2021

The median age of Salt Spring Island Local Trust Area was 56.8 in 2021.

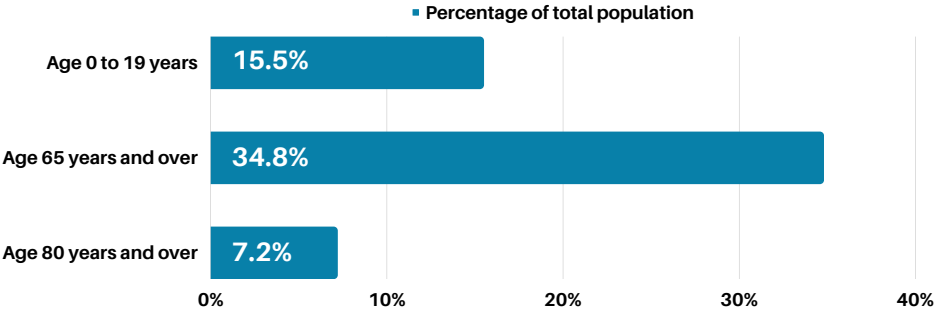


Population by Indigenous and Registered or Treaty Indian status, 2021

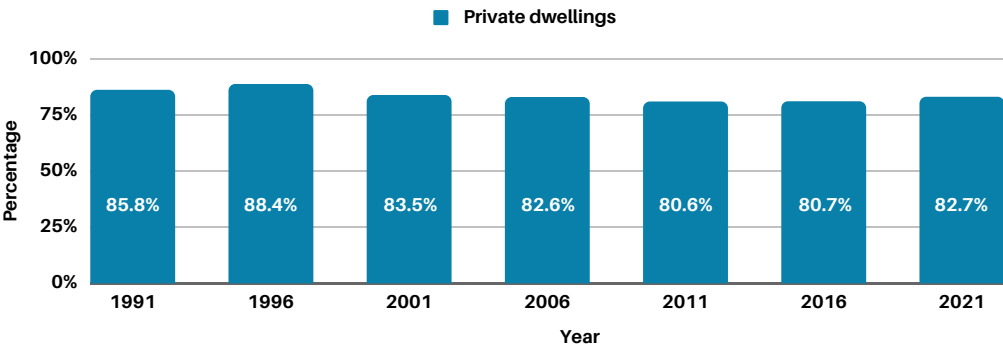


In 2021, 1.0% of the total population identified as Indigenous or Registered or Treaty Indian.

Population of children versus seniors, 2021



Percentage of private dwellings occupied by usual resident between 1991 and 2021



Notes:

- 1981 Census, about five-sixths of EA 59005252 included here and about one-sixth of EA 59005252 included here.
- To ensure confidentiality, the values, including totals, are randomly rounded either up or down to a multiple of '5' or '10.' To understand these data, you must be aware that each individual value is rounded. As a result, when these data are summed or grouped, the total value may not match the individual values since totals and sub-totals are independently rounded. Similarly, percentages, which are calculated on rounded data, may not necessarily add up to 100%.

Sources: Statistics Canada, 1971 to 1986 Census of Population, Geocoding; Statistics Canada, 1981 to 2021 Census of Population, 100% Data; Statistics Canada, 2021 Census of Population, 25% Sample-based Data

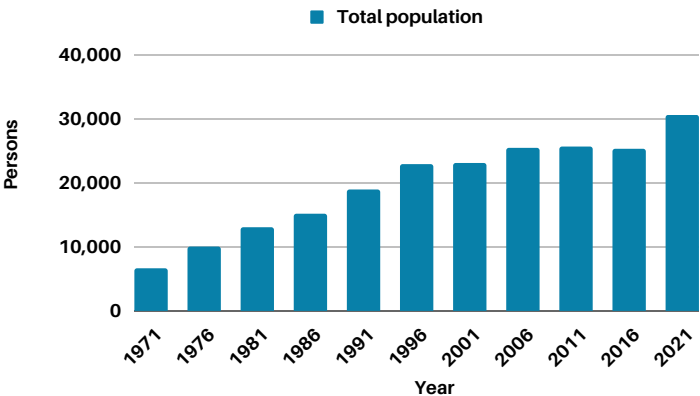


2021 Census Profile

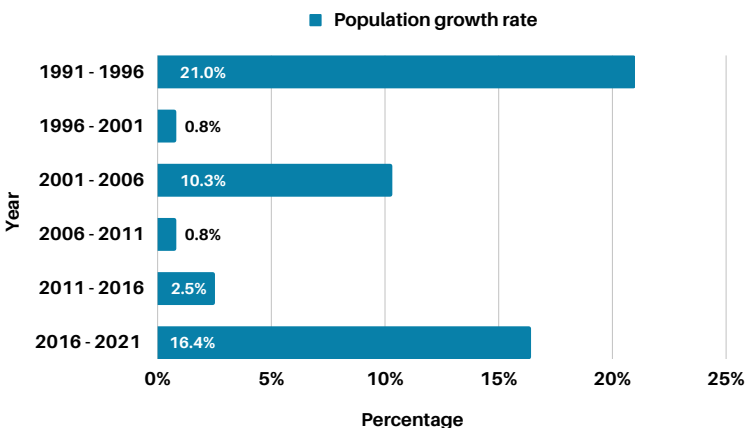
Islands Trust Area

Total population

The total population of Islands Trust Area was 30,510 in 2021.



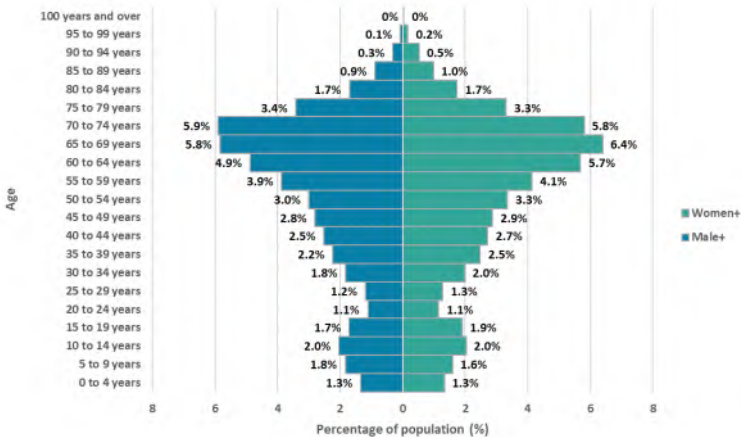
Total population growth rate



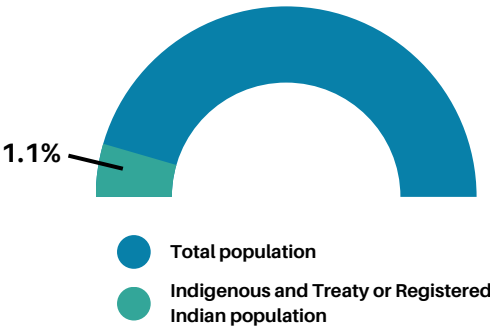
Between 1991 and 2021 the population of Islands Trust Area grew by 61.7%.

Total population by gender, 2021

The median age of Islands Trust Area was 58.8 in 2021.

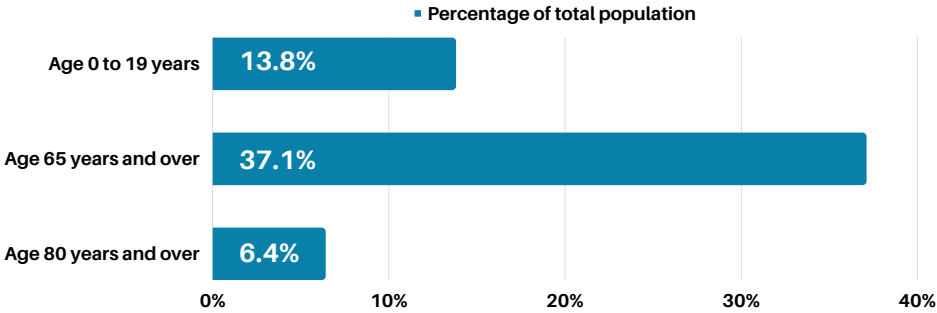


Population by Indigenous and Registered or Treaty Indian status, 2021

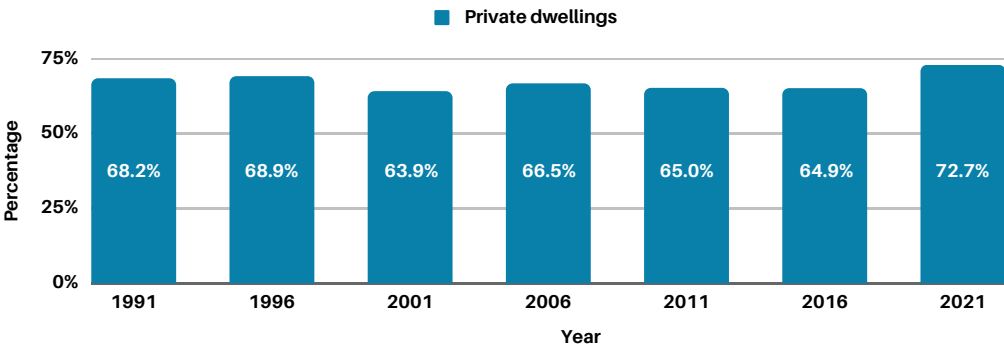


In 2021, 1.1% of the total population identified as Indigenous or Registered or Treaty Indian.

Population of children versus seniors, 2021



Percentage of private dwellings occupied by usual resident between 1991 and 2021



Notes:

- 1981 Census, about five-sixths of EA 59005252 included here and about one-sixth of EA 59005252 included here.
- To ensure confidentiality, the values, including totals, are randomly rounded either up or down to a multiple of '5' or '10'. To understand these data, you must be aware that each individual value is rounded. As a result, when these data are summed or grouped, the total value may not match the individual values since totals and sub-totals are independently rounded. Similarly, percentages, which are calculated on rounded data, may not necessarily add up to 100%.

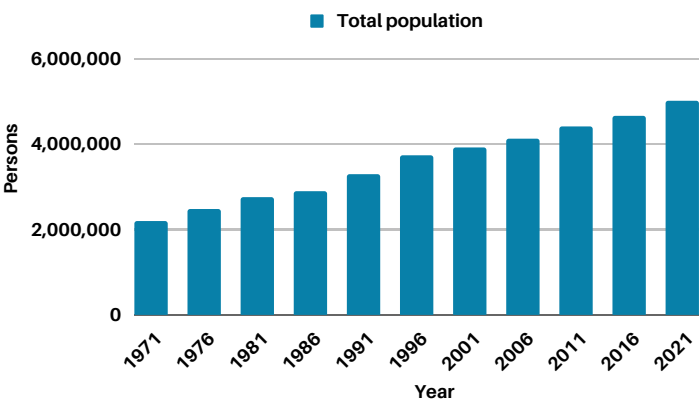
Sources: Statistics Canada, 1971 to 1986 Census of Population, Geocoding; Statistics Canada, 1981 to 2021 Census of Population, 100% Data; Statistics Canada, 2021 Census of Population, 25% Sample-based Data

2021 Census Profile

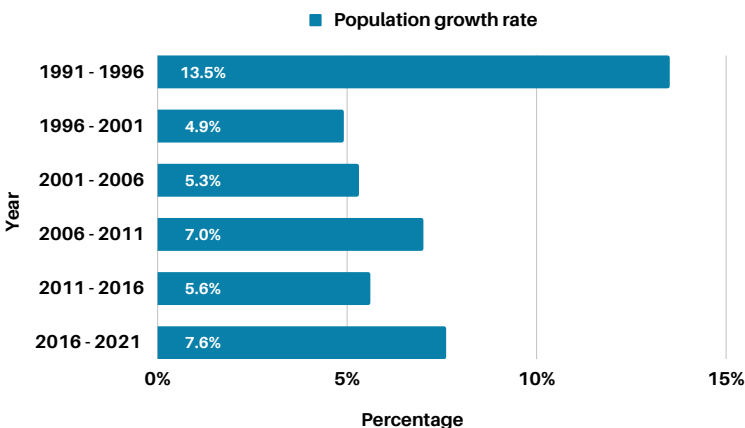
British Columbia

Total population

The total population of British Columbia was 5,000,875 in 2021.



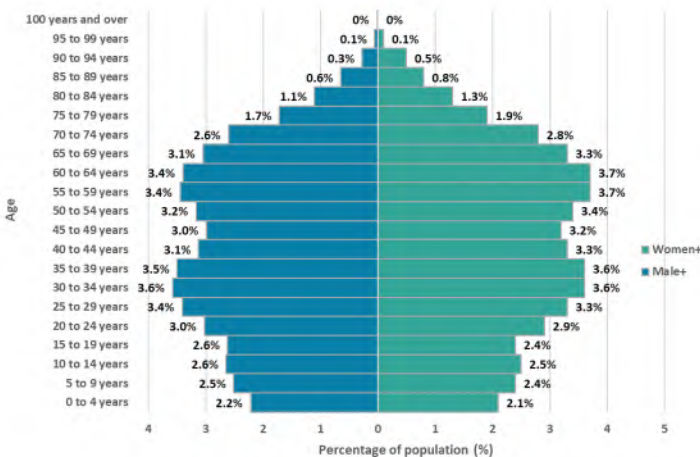
Total population growth rate



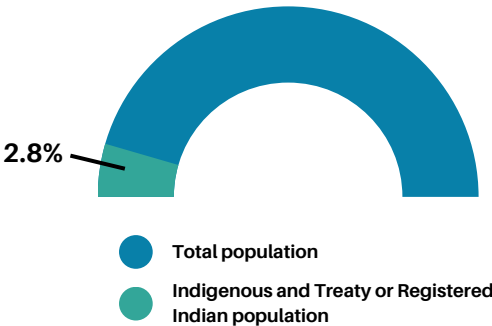
Between 1991 and 2021 the population of British Columbia grew by 52.4%.

Total population by gender, 2021

The median age of British Columbia was 42.8 in 2021.

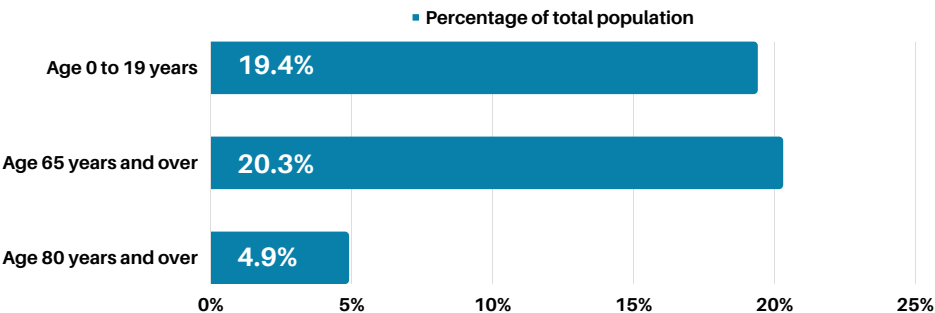


Population by Indigenous and Registered or Treaty Indian status, 2021

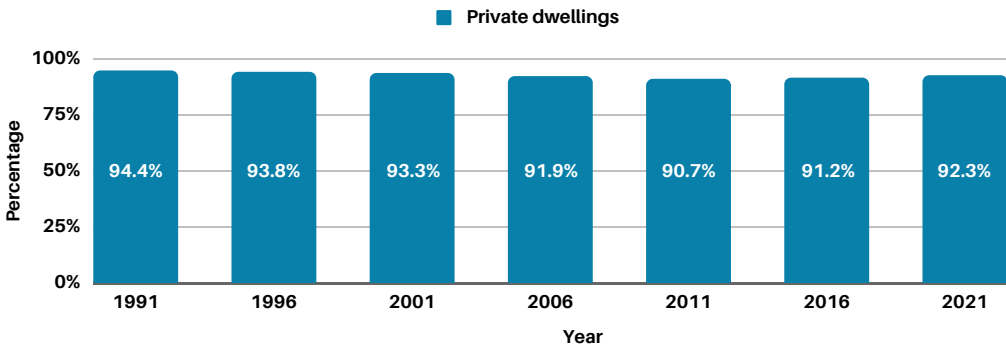


In 2021, 2.8% of the total population identified as Indigenous or Registered or Treaty Indian.

Population of children versus seniors, 2021



Percentage of private dwellings occupied by usual resident between 1991 and 2021



Note:

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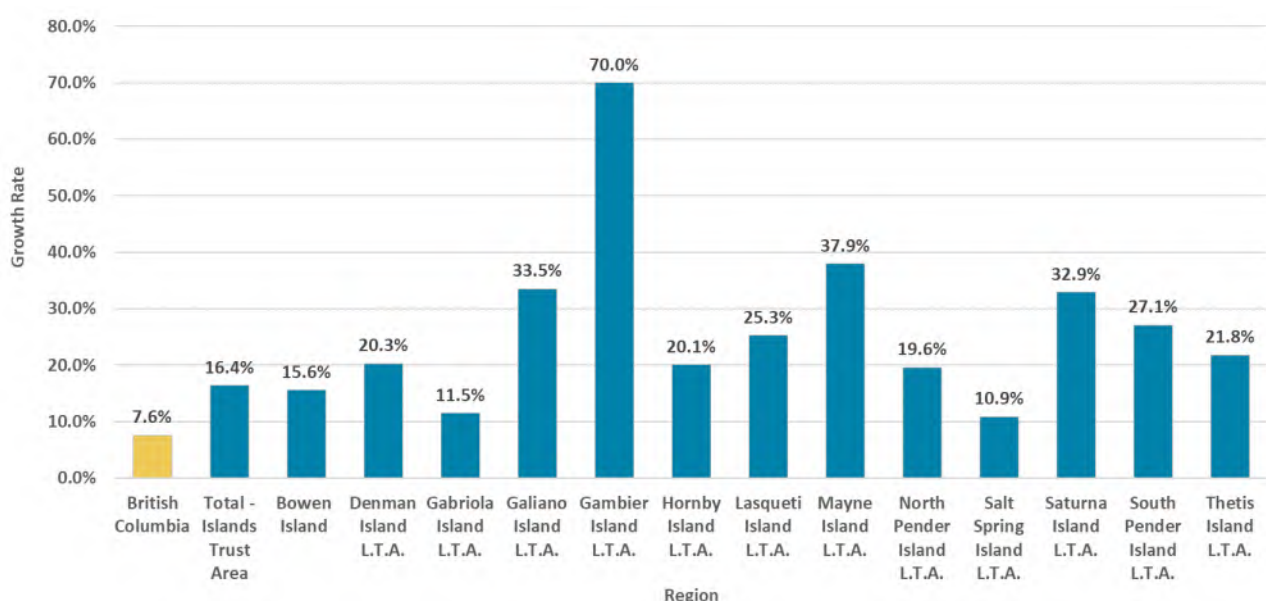
Sources: Statistics Canada, Census of Canada, 1971, vol. 1, part 2, table 14, (Catalogue 92-716); Statistics Canada, 1981 to 2021 Census of Population, 100% Data; Statistics Canada, 2021 Census of Population, 25% Sample-based Data

Islands Trust Area Census Profile 2021

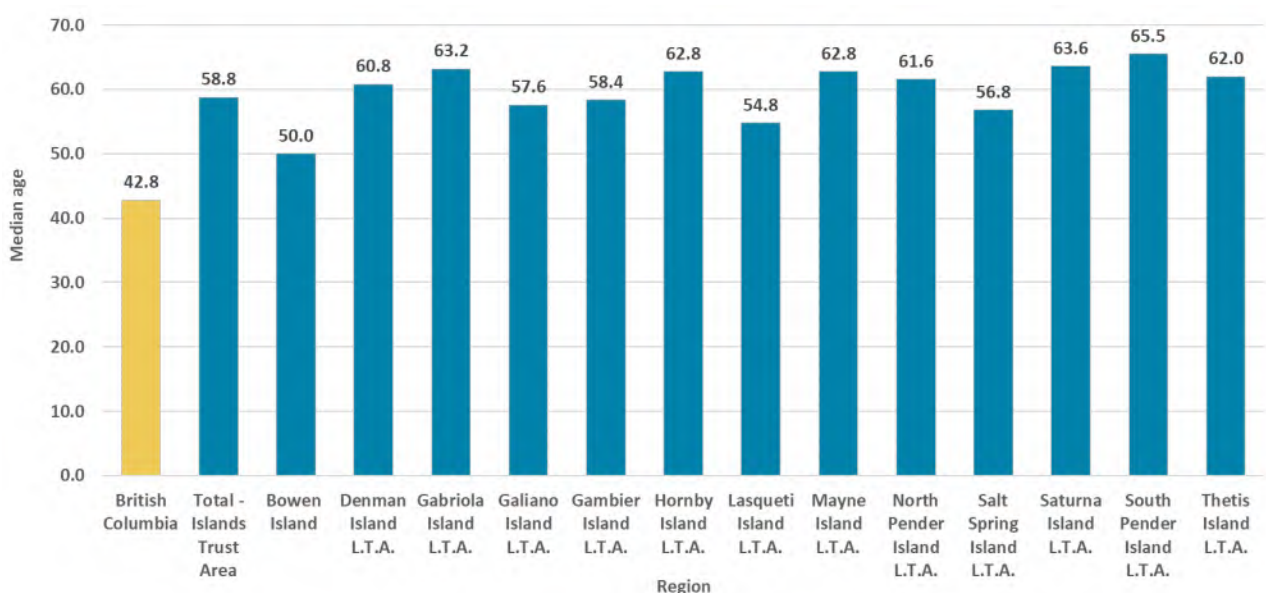


People

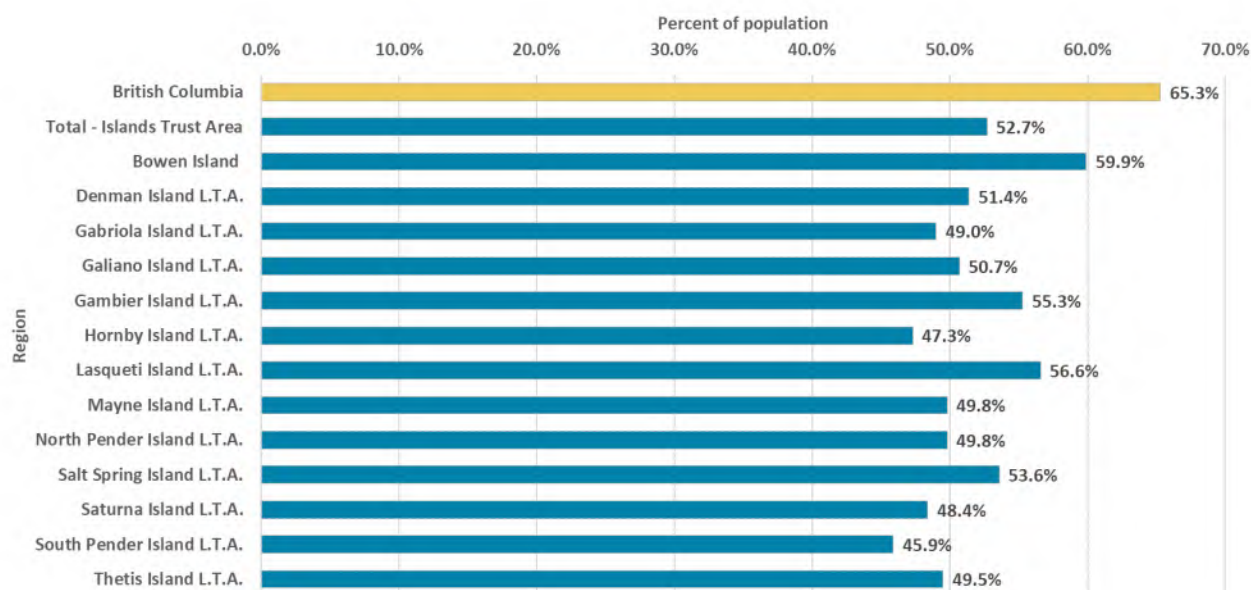
Population growth rate, 2016 to 2021



Median age of population, 2021

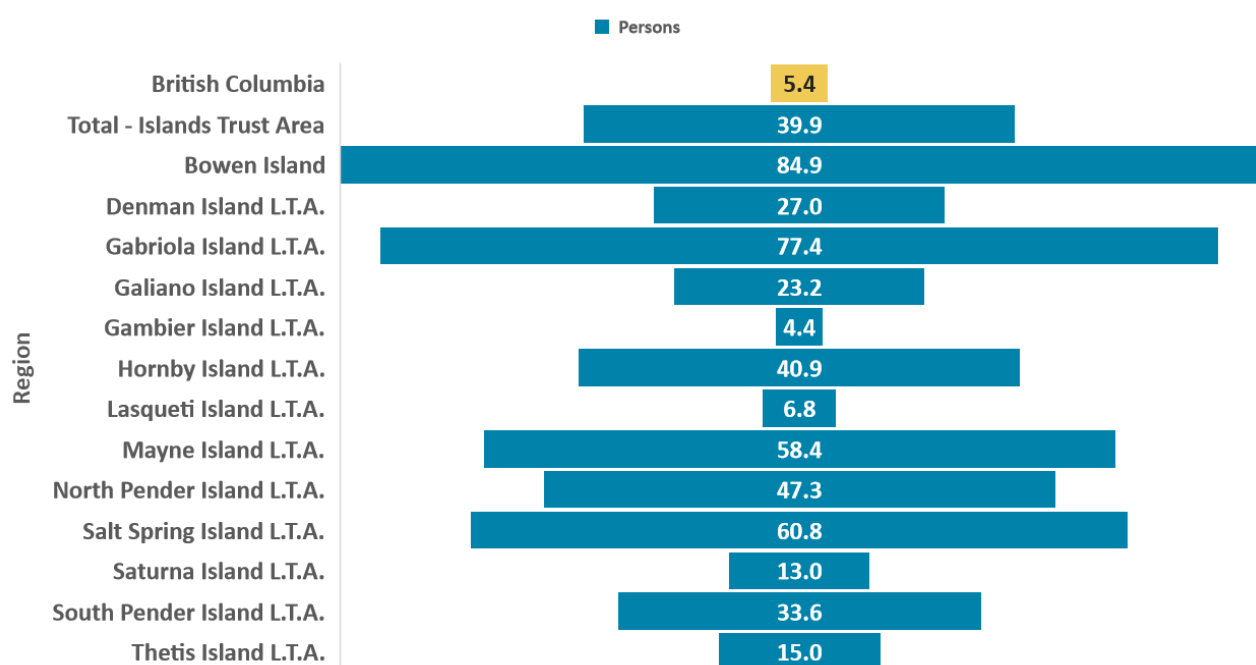


Working age population, 2021*



*Working age is 15 to 64 years old

Population density per square kilometer, 2021



Notes:

- With high global non-response rate, the 2016 Census data for Lasqueti Island Local Trust Area data should be used with caution as counts and estimates for this community have a high risk of non-response bias.
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- The abbreviation 'L.T.A.' means 'Local Trust Area'.

Sources: Statistics Canada, 1991 to 2021 Census of Population, 100% Data; Statistics Canada, 2016 and 2021 Census of Population, 25% Sample-based Data



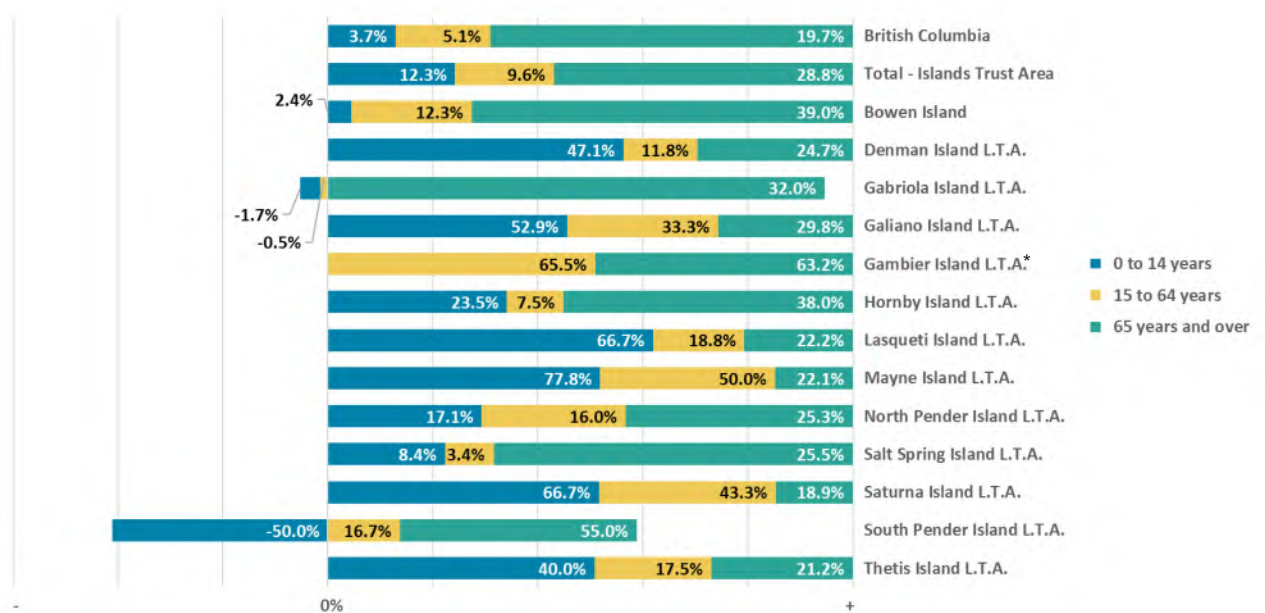
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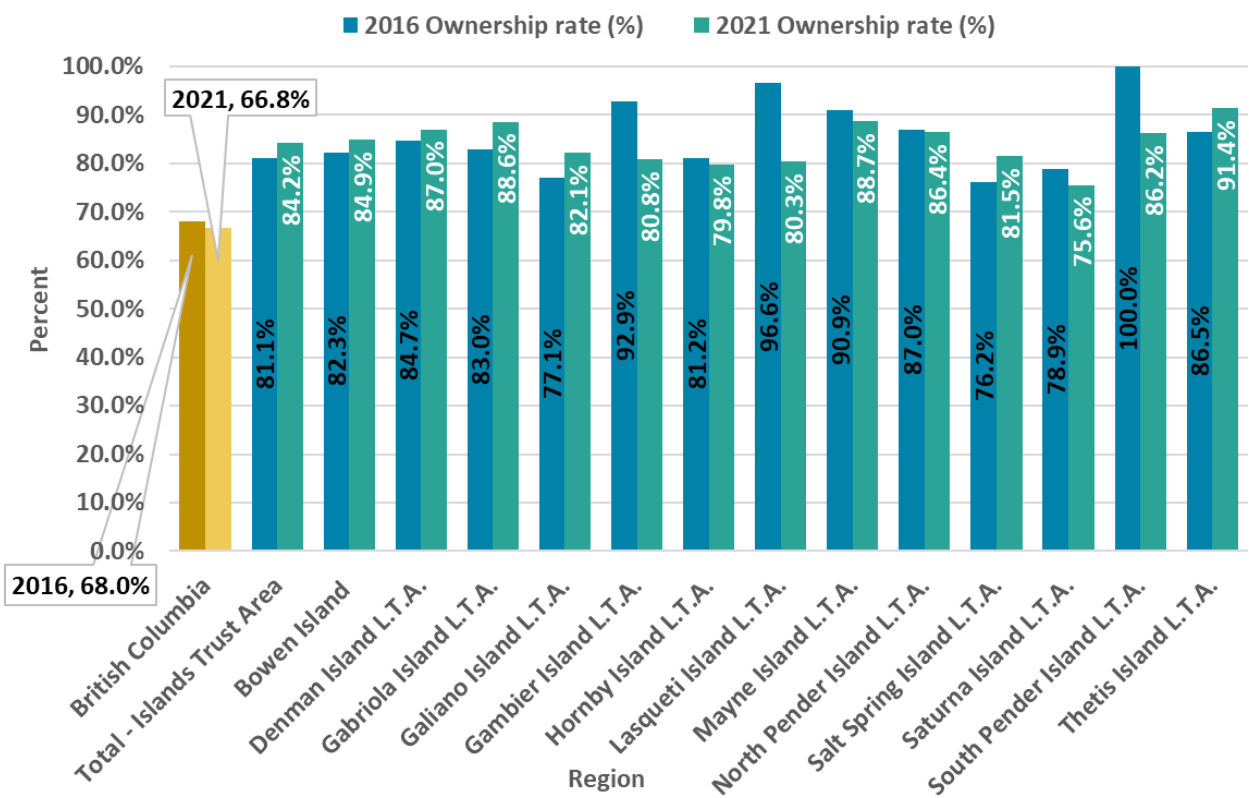
Population change by broad age group, 2016 to 2021



* The population change of 0 to 14 years age group was 250.0% in Gambier Island.

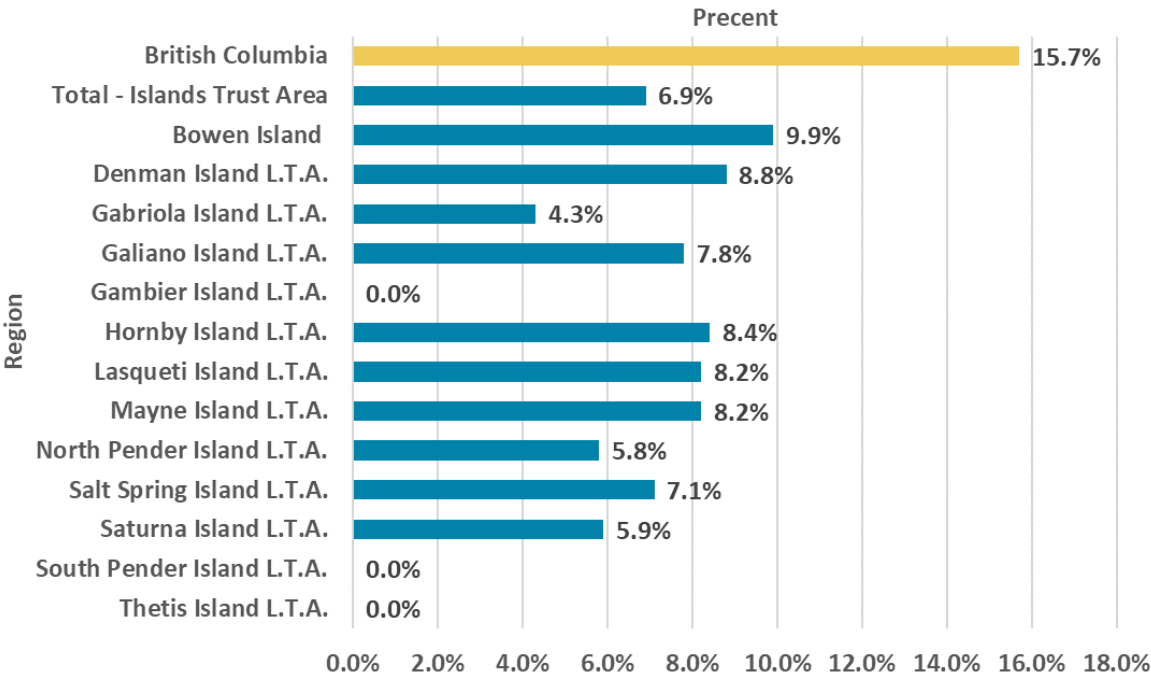
Dwelling

Homeownership rate, 2016 and 2021*

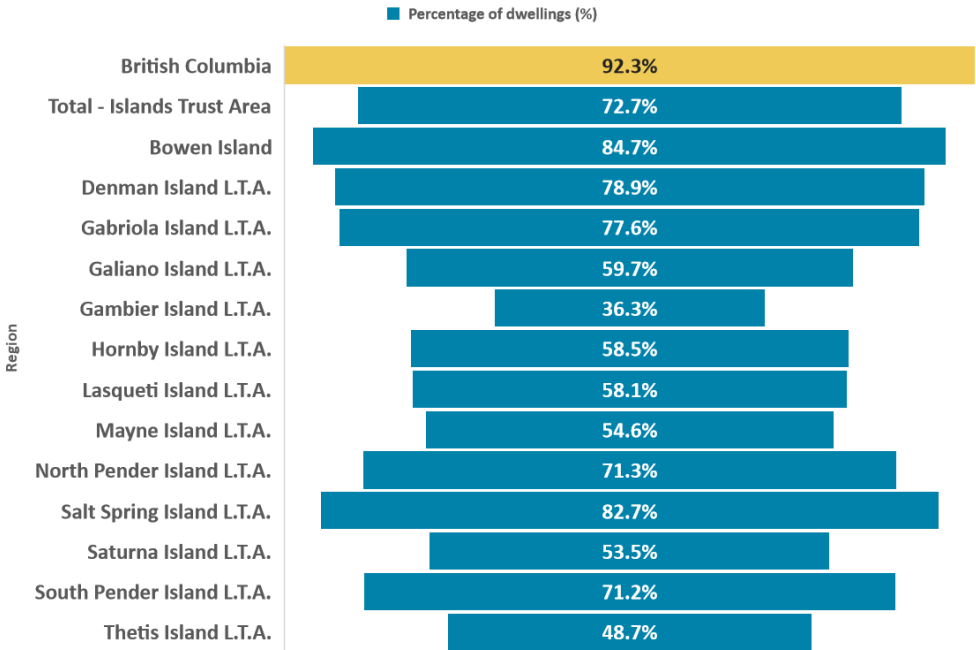


*Owner household refers to a private household where some member of the household owns the dwelling, even if it is still being paid for.

Homeownership rate among 25 to 39 year olds, 2021



Percentage of dwellings occupied by usual residents, 2021

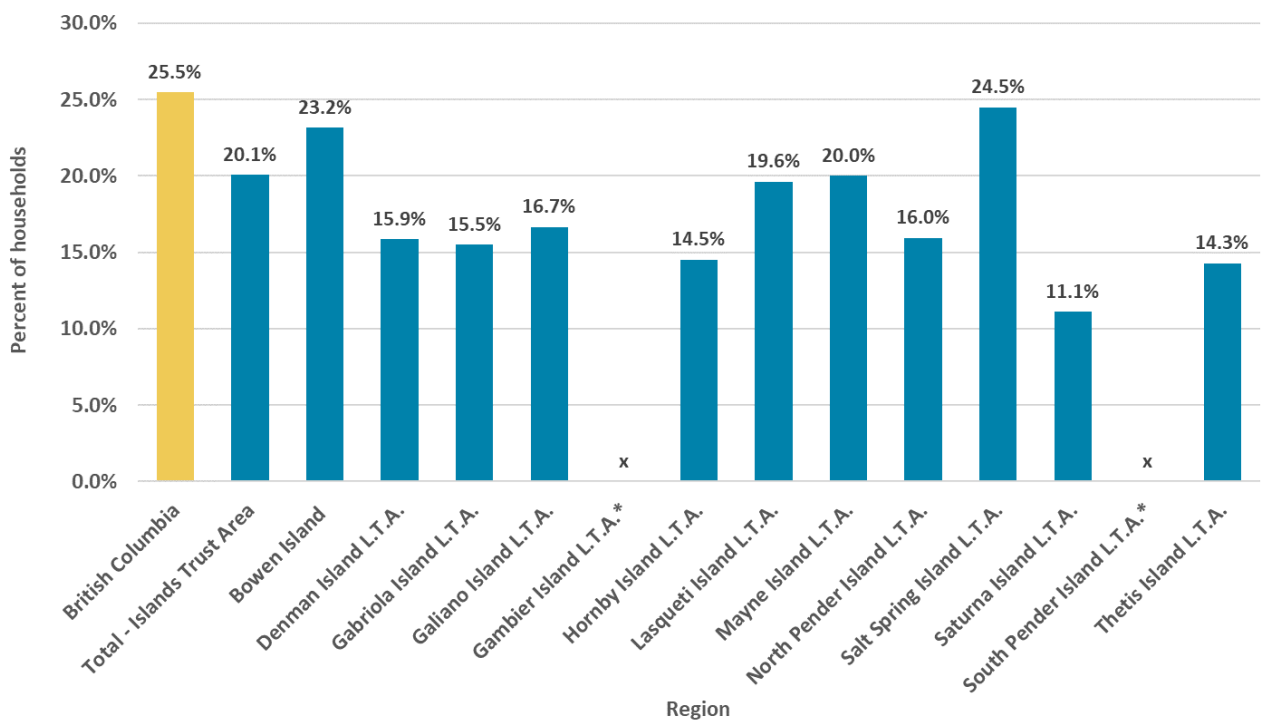


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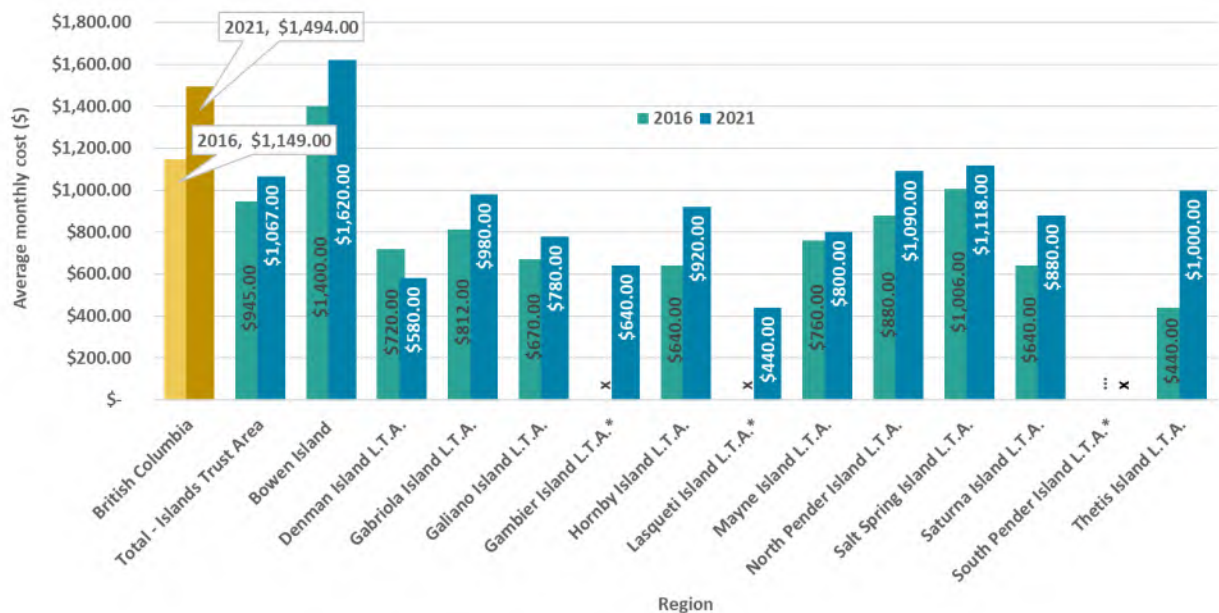
Percentage of households that spend 30% or more of income on shelter costs, 2021¹



*Data for Gambier Island Local Trust Area and South Pender Island Local Trust Area suppressed (x) to meet confidentiality requirements of the Statistics Act.

1. Total - Owner and tenant households with household total income greater than zero, in non-farm, non-reserve private dwellings by shelter-cost-to-income ratio.

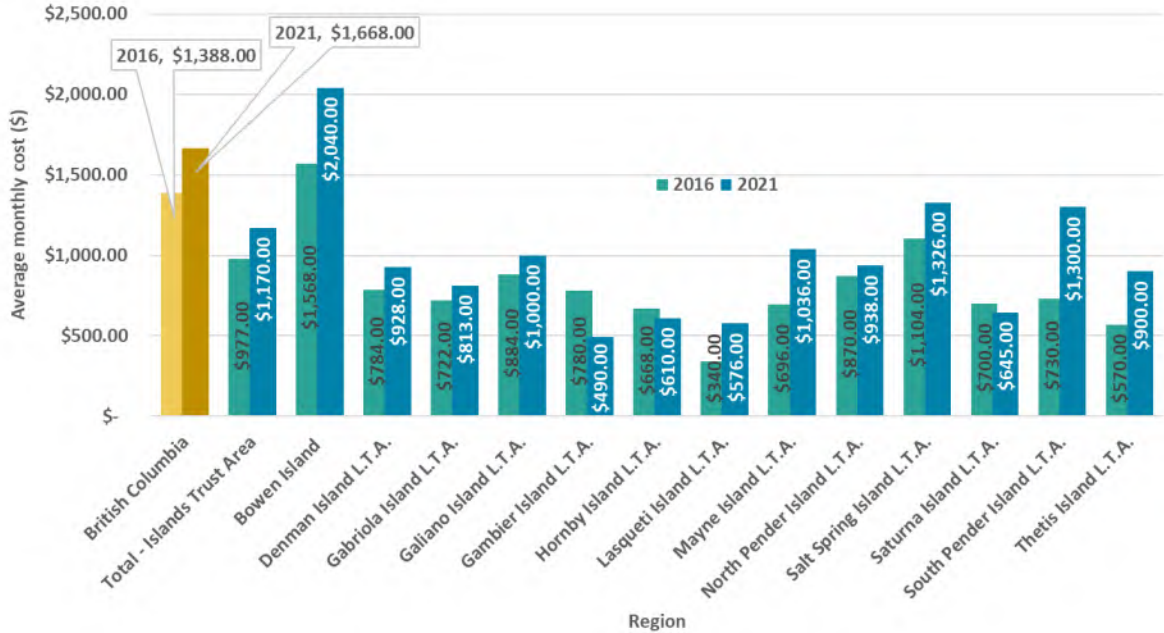
Average monthly shelter cost for renters, 2016 and 2021



Average monthly shelter costs for renters increased by 30.0% in B.C. while the Islands Trust Area saw an increase of 12.9%.

*2016 Census data for Gambier Island Local Trust Area and Lasqueti Island Local Trust Area suppressed (x) to meet confidentiality requirements of the Statistics Act. 2016 Census data for South Pender Island Local Trust Area not applicable (...). 2021 Census data for South Pender Island Local Trust Area suppressed (x) to meet confidentiality requirements of the Statistics Act.

Average monthly shelter cost for owners, 2016 and 2021



Average monthly shelter costs for owners increased by 20.2% in B.C. while the Islands Local Trust Area saw an increase of 19.8%.

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Sources: Statistics Canada, 1991 to 2021 Census of Population, 100% Data; Statistics Canada, 2016 and 2021 Census of Population, 25% Sample-based Data

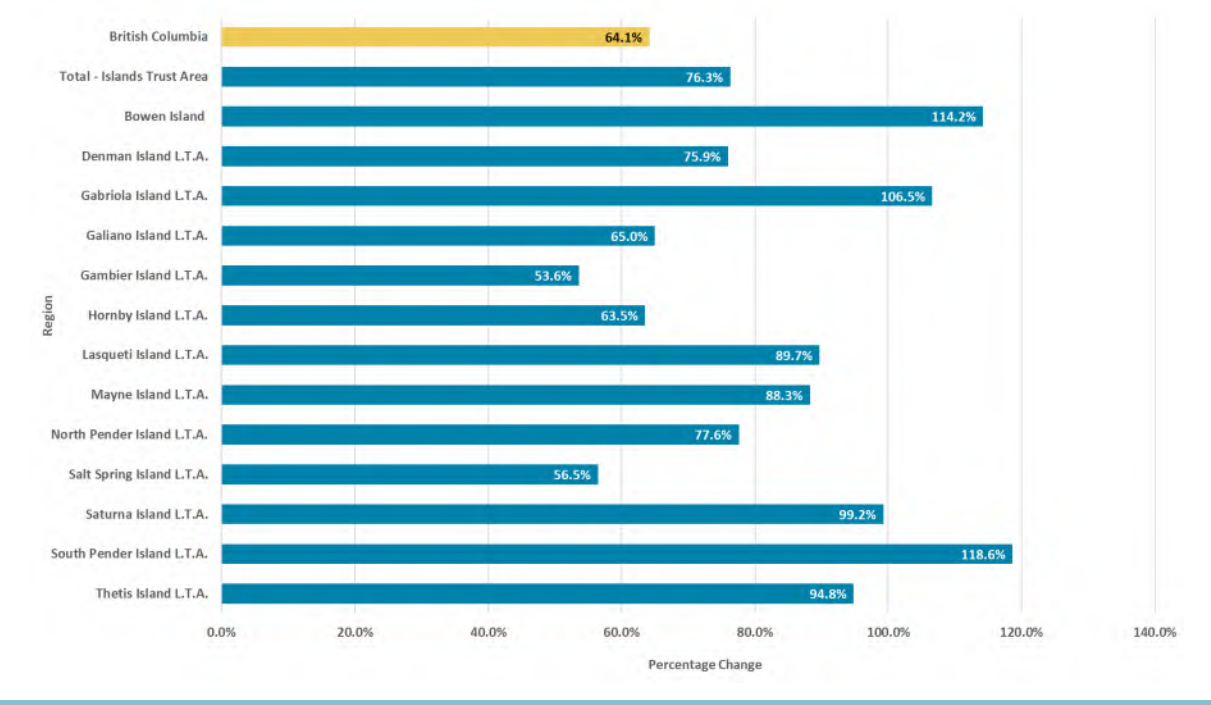


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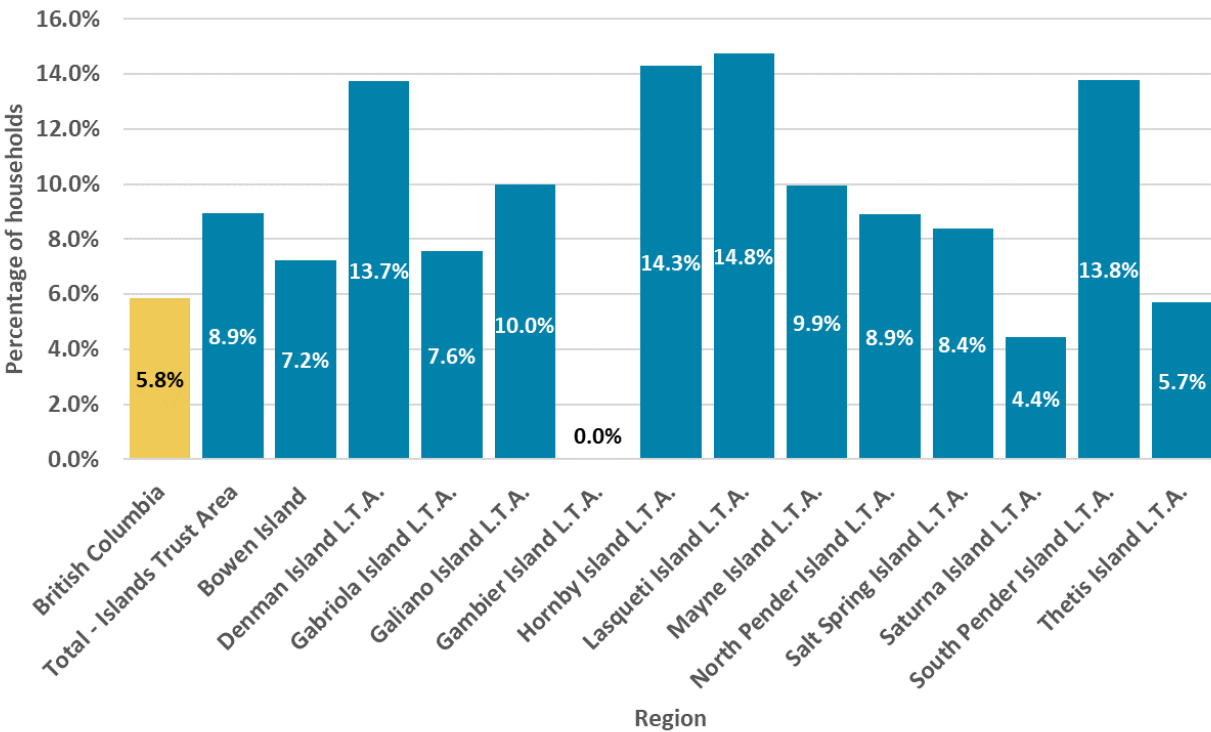
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Percentage change in private dwellings occupied by usual residents, 1991 to 2021



Percentage of households with inadequate housing, 2021*

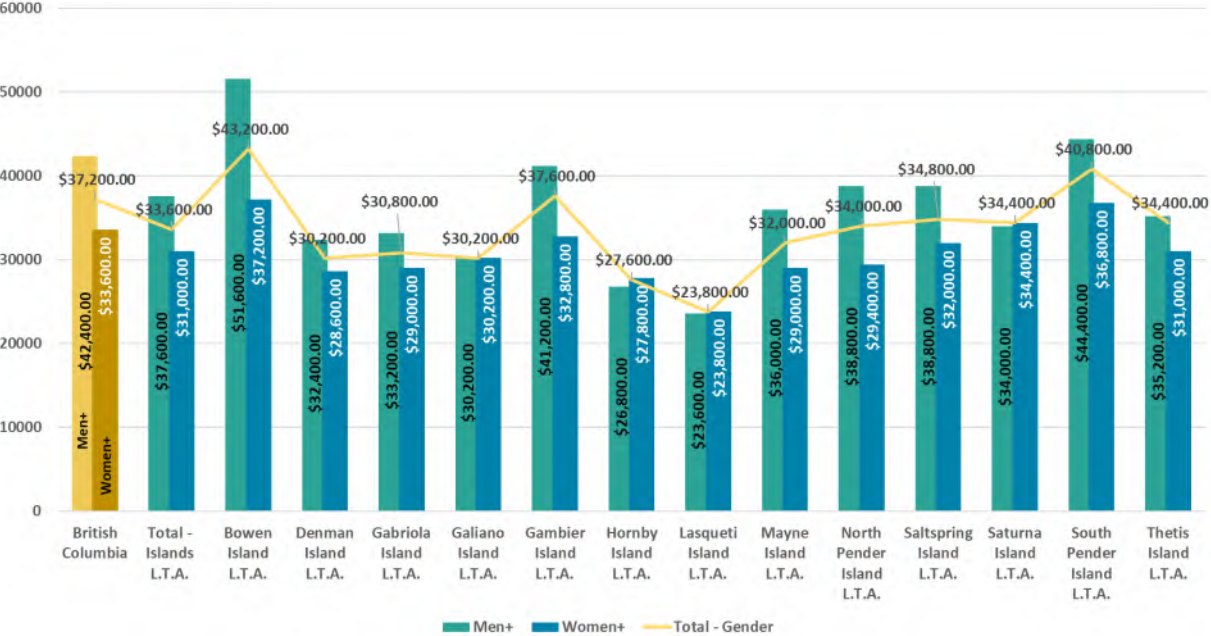


*Housing is considered adequate when it isn't in need of major repairs. Major repairs include defective plumbing or electrical wiring, or structural repairs to walls, floors, or ceilings.
<https://www.cmhc-schl.gc.ca/en/professionals/housing-markets-data-and-research/housing-research/core-housing-need/identifying-core-housing-need>



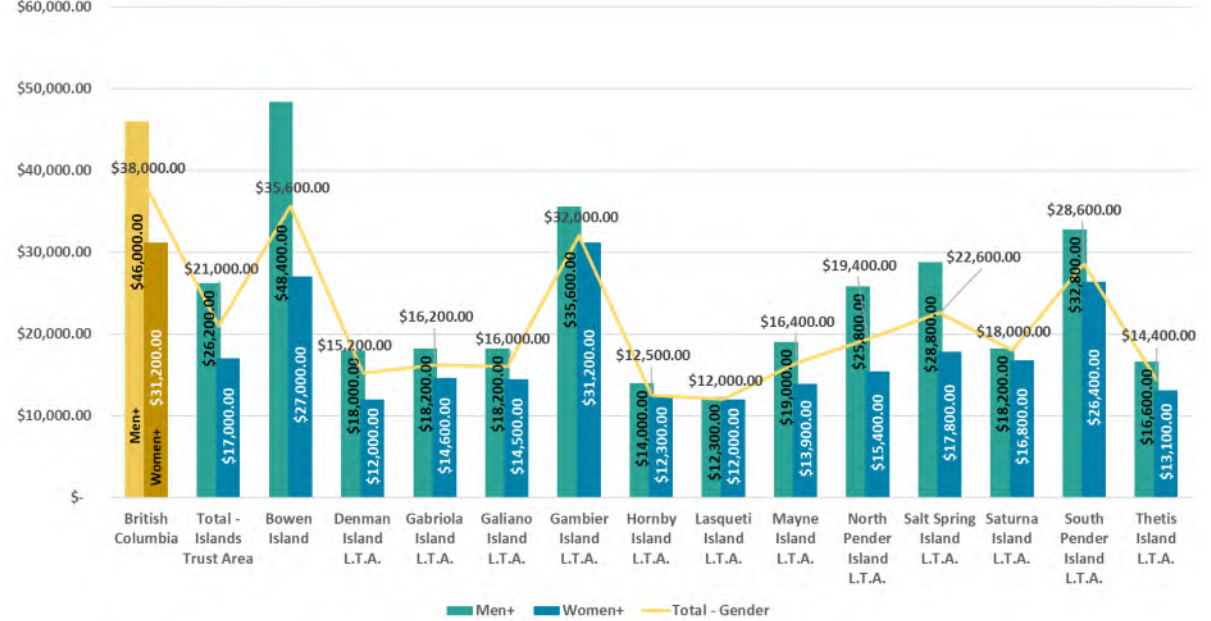
Income

Median after-tax income, 2020*



*For the 2021 Census, the reference period for income data is the calendar year 2020, unless otherwise specified.

Median employment income, 2020*



*For the 2021 Census, the reference period for income data is the calendar year 2020, unless otherwise specified.

- Notes:
- With high global non-response rate, the 2016 Census data for Lasqueti Island Local Trust Area data should be used with caution as counts and estimates for this community have a high risk of non-response bias.
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 - The abbreviation 'L.T.A.' means 'Local Trust Area'.

Sources: Statistics Canada, 1991 to 2021 Census of Population, 100% Data; Statistics Canada, 2016 and 2021 Census of Population, 25% Sample-based Data



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www.statcan.gc.ca

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MEMORANDUM

File No.: SS-NAP-2021.1

DATE OF MEETING: September 14, 2023
TO: Salt Spring Island Local Trust Committee
FROM: Islands Trust Conservancy
SUBJECT: NAPTEP Information Item

PURPOSE

The Islands Trust Conservancy has received a Natural Area Protection Tax Exemption Program (NAPTEP) application from Skye Larmour, to donate a covenant on approximately 2.5 ha on Salt Spring Island, to protect wetlands, mature forest, and connectivity to other protected areas. As per NAPTEP policy, the Salt Spring Island Local Trust Committee is being advised of this application as an information item.

BACKGROUND INFORMATION

The landholder is interested in protecting approximately 2.5 ha of the property that lies between Sky Valley Road and Beddis Road. The property to the east, Parcel H, was purchased by the Salt Spring Island Water Protection Society in October 2020, following a well-publicized acquisition campaign. The natural areas of Parcel F, adjacent to the west, have recently been subdivided and transferred to Islands Trust Conservancy to create Larmour Lands Nature Reserve.

The proposed covenant area is largely forested, with young forest in the Coastal Douglas-fir subzone and several types of mature and young forest in the Coastal Western Hemlock zone. There is an abundance of large wildlife trees and tumbled boulders providing diverse habitat for birds, bats, amphibians, and other species. There are mapped areas of three at-risk ecosystems in both the Coastal Douglas-fir and Coastal Western Hemlock zones, and numerous at-risk species have been observed on the property. Considering the varied terrain and mature forest on the property, it is likely that more detailed surveys will identify at-risk owls, bats, and amphibians.

The ITC Board approved the Conservation Proposal at their January 25, 2022 meeting. The application will be presented to Trust Council at its September 2023 quarterly meeting to determine whether or not to approve a Natural Area Exemption Certificate (to exempt a portion of the property tax). Approval will be subject to a conservation covenant being registered on the land title and a baseline report that is satisfactory to the Islands Trust Conservancy Board.

The Islands Trust Conservancy Board currently holds 11 NAPTEP covenants in the Salt Spring Island Local Trust Area (all on Salt Spring Island).

Property Information

Address: 765 Beddis Road, Salt Spring Island, Salt Spring Island Local Trust Area

PID: 000-138-452

Legal Description: Lot 1, Section 87, South Salt Spring Island, Cowichan District, Plan VIP 27894

Property size: 8.97 ha
 Proposed protected area size: 2.45 ha
 The property has split zoning with the northern portion an active farm in the Agricultural Land Reserve (ALR).
 The southern area, outside of the ALR, is the proposed covenant area.

Figure 1. Location of property (red balloon/blue outline) on Salt Spring Island, showing landscape context of nearby Protected Areas.

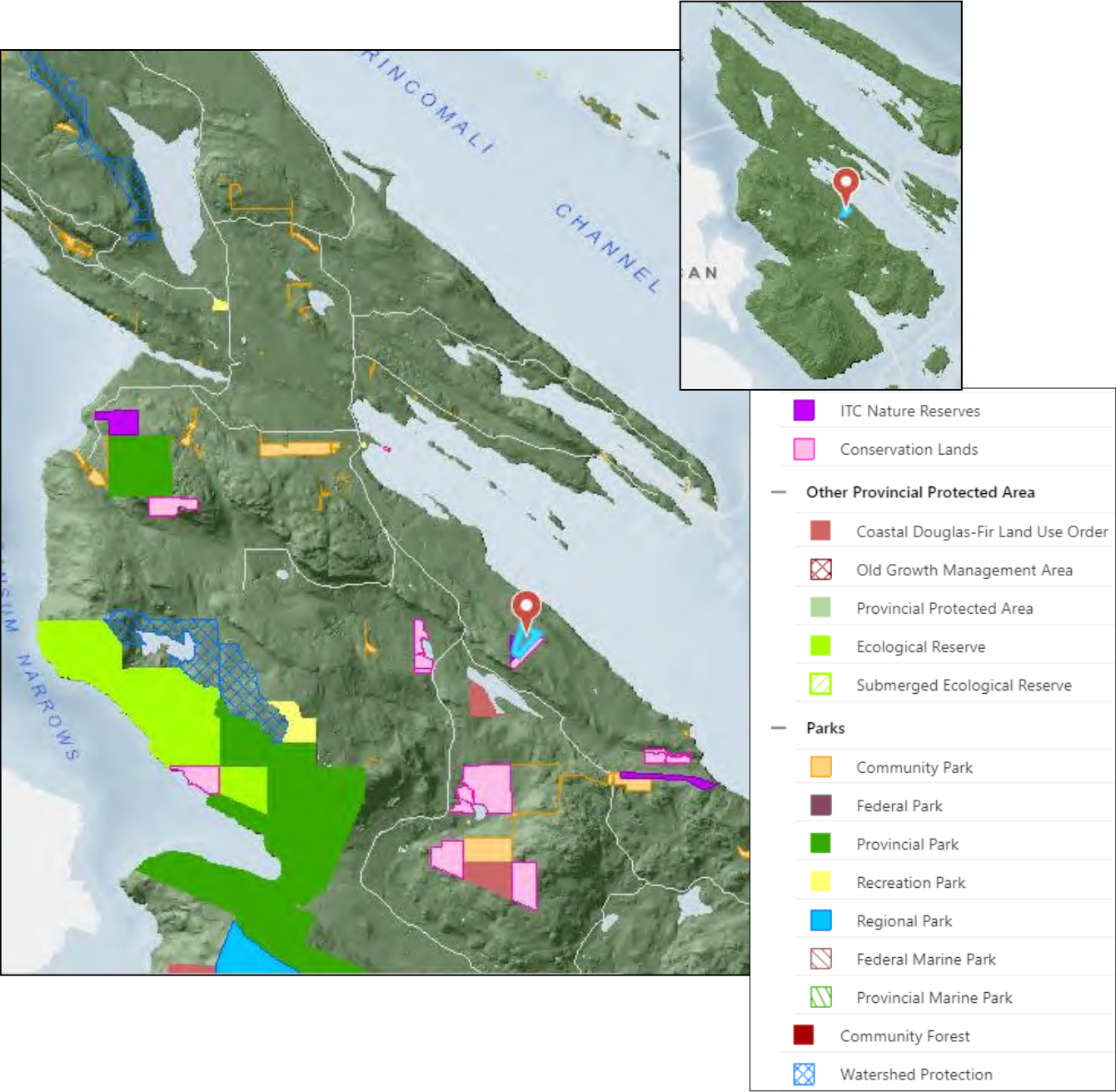
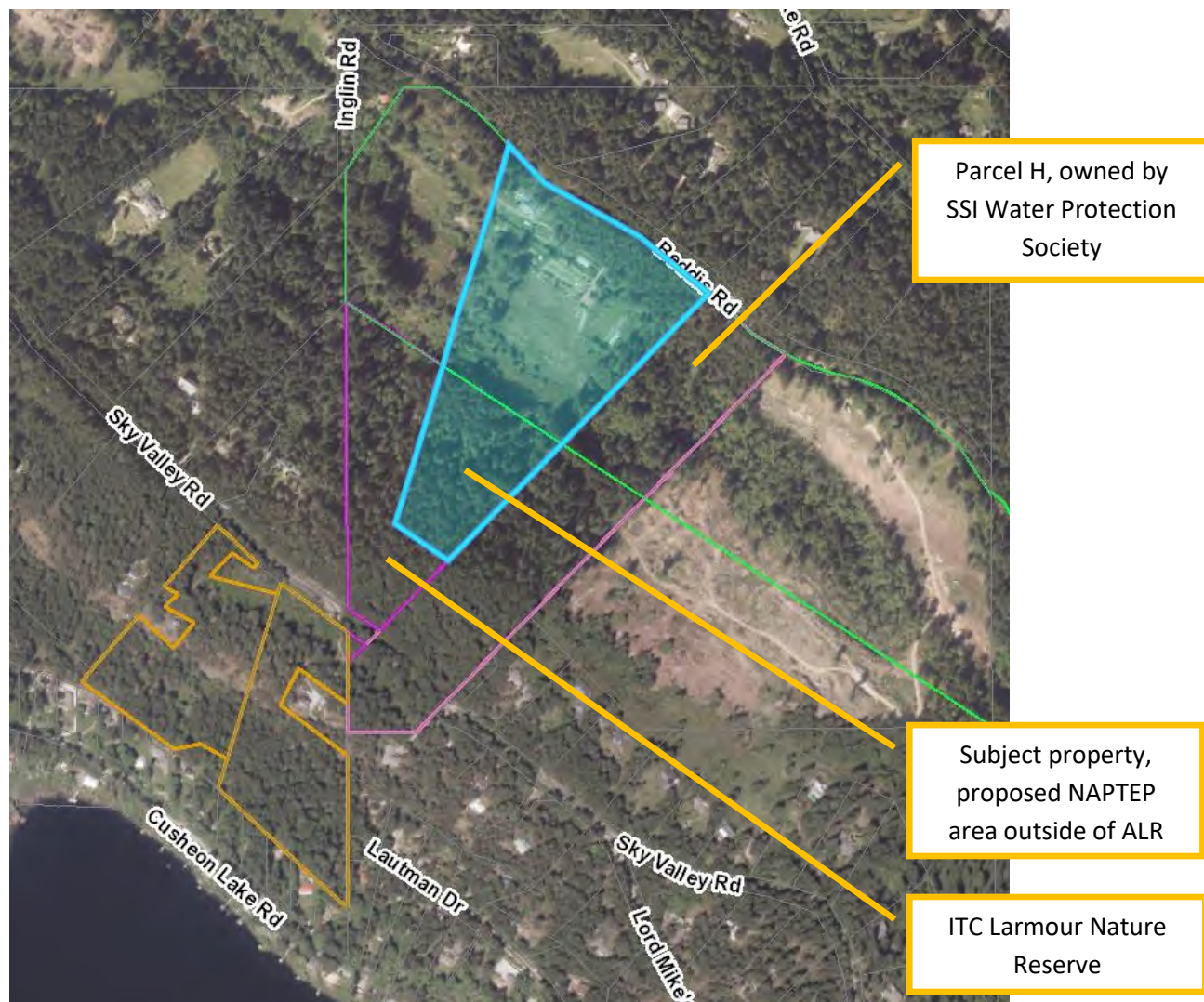


Figure 2. Aerial image of Subject Property, and Agricultural Land Reserve area. *The Agricultural Land Reserve area is outlined in green; existing NAPTEP covenant areas are in orange.*



NAPTEP Natural Values & Amenities

Islands Trust Conservancy staff have reviewed the proposal and confirmed that it is eligible under section 2 of the NAPTEP Regulations, due to presence of:

- 1 Areas that are relatively undisturbed by human activity¹ and are good examples of one or more of the ecosystems described in the Schedule to the regulation**
 - *Mature Forest*
 - *Woodland (coniferous)*
- 2 Areas that are relatively undisturbed by human activity and are key habitat for rare native plant species or plant communities**

¹ Islands Trust Conservancy notes that the area in question has a rich history of human activity pre and post contact and that the area in question is an area of Indigenous cultural heritage, activity, and use.

- The property contains areas of both Coastal Douglas-fir (CDF) and Coastal Western Hemlock (CWH) biogeoclimatic ecosystem zones. There are both young and mature forest patches in each of these zones, and mapped areas of 3 ecological communities considered at-risk by the British Columbia Conservation Data Centre (CDC):

Coastal Douglas-fir zone

- Douglas-fir / Salal (Red-listed)

Coastal Western Hemlock zone

- Douglas-fir – Western Hemlock / Salal Dry maritime (Red-listed)
- Western Hemlock – Douglas-fir / Oregon beaked moss (Red-listed)
- The property contains numerous small pockets of mossy balds, small cliffs, and rock outcroppings, supporting rare and sensitive plant communities

FIRST NATIONS

- This conservation proposal has been referred to all First Nations within the BC Consultative Areas Database for this property (Cowichan, Halalt, Ts'uubaa-asatx, Lyackson, Malahat, Pauquachin, Penelakut, Semiahmoo, Stz'uminus, Tsartlip, Tsawout Tsawwassen, Tseycum).

NEXT STEPS

- Comments from the SSI LTC will be relayed to the ITC Board and Trust Council.
- Trust Council review of application, September 26-28, 2023
- ITC staff will proceed as directed by Trust Council and the ITC Board, and will consult with the applicant and the potential covenant co-holder, SSIC, to negotiate the conservation covenant.

Submitted By:	Kathryn Martell, RPBio Ecosystem Protection Specialist	August 24, 2023
Concurrence:	Kate Emmings, Manager, Islands Trust Conservancy	September 6, 2023

ATTACHMENTS

n/a



SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

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



SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

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



SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2017-03-02	SS-2017-16	Quarterly Application Summary Staff Reports	It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee direct staff to provide a quarterly summary of application tracking. <u>CARRIED</u>



SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

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



SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2018-12-06	SS-2018-278	Cannabis – Processing of Notice to Local Authorities	It was MOVED and SECONDED, That the Salt Spring Island Local Trust Committee adopt the following standing resolution: that the Salt Spring Island Local Trust Committee request that Notices of Intention to apply for a Federal Cannabis License be included in the Local Trust Committee Regular Meeting agenda package. <u>CARRIED</u>
2019-04-30	SS-2019-88	Families as Stakeholders	It was MOVED and SECONDED, That the Salt Spring Island Local Committee direct staff to include families as stakeholders in Project Charters and to propose family oriented engagement techniques, or to explain why such inclusion is not appropriate. <u>CARRIED</u>



SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

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



SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

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



SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2019-12-17	SS-2019-275	Referral of Items to the Agricultural Advisory Planning Commission	It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee refer Agricultural Land Commission applications directly to the Agricultural Advisory Planning Commission, prior to consideration by the Salt Spring Island Local Trust Committee when: a) Applications demonstrate either that local farming or the greater community would benefit and conditions of Official Community Plan policy B.6.2.2.16 apply, or b) Applications are for public recreation use and are consistent with the Official Community Plan. <u>CARRIED</u>



SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2020-04-28	SS-2020-045	Policy Options for Bylaw Enforcement Compliance on Unlawful Uses	It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee adopt the following policy on unlawful land uses and planning applications: - 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. - 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. - 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. - In deciding whether to grant land use approval for a use that was commenced in contravention of a land use bylaw, the Local Trust Committee may consider whether the applicant has suspended the prohibited land use pending a decision on the application. <u>CARRIED</u>



SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

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



SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2021-11-09	SS-2021-213	Residential Use in Commercial Accommodations	It was MOVED and SECONDED, That the Salt Spring Island Local Trust Committee endorse the Housing Action Program Task Force’s recommendation to defer enforcement of residential use in commercial accommodations, such as cabins, hotels, guest houses, and motels that provide long-term (more than 30 days) residency in order to offer an interim solution to the housing needs on Salt Spring Island. <u>CARRIED</u>
2021-12-14	SS-2021-237	First Nations Consultation for Proposed Antenna Systems	It was MOVED and SECONDED, That the Salt Spring Island Local Trust Committee adopt the following standing resolution with respect to First Nations consultation in accordance with the “Strategy for Antenna Systems” in the Local Trust Area: a. The proponent will consult with the Local Trust Area representative during the pre-consultation phase to determine proximity of the proposed antenna system to known archaeological sites and/or areas of archaeological potential and obtain a list of First Nations rights and title holders; b. The proponent is recommended to undertake consultation during the pre-consultation phase with the Islands Trust and a First Nations cultural knowledge holder for the siting of the proposed antenna system as it relates to cultural and sacred sites; c. The proponent will obtain and provide a BC Archaeological Information request response from the BC Archaeology Branch to confirm proximity of the proposed antenna system to known archaeological sites and/or areas of archaeological potential including permit requirements under the Heritage Conservation Act; d. The proponent will obtain and provide an Archeological Impact Assessment for antenna systems proposed to be sited on or within 100 metres of a known archaeological site or cultural/sacred site identified by a First Nations cultural knowledge holder; and e. The proponent will provide written notice – including, if applicable, the Archeological Impact Assessment – sent by regular mail or hand delivered to all First Nations rights and title holders identified during the pre-consultation phase <u>CARRIED</u>

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

·Outer Islands (Feb. 2015)	06-Oct-2020
·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

·Bylaw Enforcement Policies (Feb. 2015)	06-Oct-2020
·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



Print Date: September 7, 2023

Follow Up Action List

Active Projects Report

Salt Spring Island

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: 10-Jul-2023			
In application queue, pending Planner review			
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 Planner: Anthony Fotino	15-Mar-2021	NEW TASTING ROOM, WASHROOM/ACCESSORY BUILDING, CARETAKER'S COTTAGE, 4-PLEX - 270 Furness Road
Planning Status			
Status Date: 01-Feb-2023 Planner received updated materials			
Status Date: 31-Aug-2022 File reassigned to Planner Fotino			
Status Date: 01-Feb-2022 Follow-up email to applicant re. application status			

File Number	Applicant Name	Date Received	Purpose
SS-DP-2022.5	Polaris Land Surveying Planner: Chris Buchan	04-May-2022	Permit to allow subdivision in DPA 7 - 536 Beaver Point Road, SSI
Planning Status			
Status Date: 09-Mar-2023 Applicant to submit required reports			
Status Date: 03-Feb-2023 Meeting booked with applicant - w/ Buchan			
Status Date: 31-Jan-2023 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 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-2022.9	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: 10-Jul-2023

Applicant provided geotech addendum, waiting on RPBio

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

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
SS-DP-2023.3	Archeus Architecture & Design INC Planner: Chris Buchan	25-May-2023	Building renovation in DPA 7 - 1525 Beddis Road, SSI
Planning Status			
Status Date: 10-Jul-2023 Application in queue, pending Planner review			
Status Date: 30-May-2023 File assigned to Planner Buchan			
File Number	Applicant Name	Date Received	Purpose
SS-DP-2023.4	Spencer Purdy Architecture Planner: Chris Buchan	31-May-2023	DP Amendment - new structure - 319 Upper Ganges Road, SSI
Planning Status			
Status Date: 10-Jul-2023 Application in queue, pending Planner review.			
Status Date: 02-Jun-2023 Files forwarded to Planner Buchan			

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
SS-DP-2023.5	Aust, Andrew	20-Jun-2023	DP - New Storage Building - 1415 Fulford-Ganges Road

Planner: Charly Caproff

Planning Status

Status Date: 07-Sep-2023

Uploaded to Escribe

Status Date: 14-Aug-2023

Submitted to RPM for review - to be presented at Sept 14 LTC

Status Date: 03-Aug-2023

Contacted applicant regarding arranging a site visit.

File Number	Applicant Name	Date Received	Purpose
SS-DP-2023.6	Matheson, Wendy	28-Jun-2023	Septic field replacement within a well capture permit area - 329 Old Scott Road, SSI

Planner: Charly Caproff

Planning Status

Status Date: 03-Aug-2023

Contacted applicant regarding arranging a site visit.

Status Date: 18-Jul-2023

File assigned to Planner Caproff

File Number	Applicant Name	Date Received	Purpose
SS-DP-2023.7	Kerr, Holly	22-Aug-2023	Driveway Extension in DPA7 - 687 Beaver Point RD, SSI

Planner: Anthony Fotino

Planning Status

Status Date: 22-Aug-2023

File assigned to Planner Fotino

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
SS-DP-2023.8	Black, Stuart	24-Aug-2023	Addressing work within DPA3 - 365 Isabella Point RD, SSI

Planner: Chris Buchan

Planning Status

Status Date: 24-Aug-2023

File assigned to Planner Buchan

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.

Applications

Development Variance Permit

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

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

Planner: Charly Caproff

Planning Status

Status Date: 09-Aug-2023

Contacted the applicant regarding the use, to schedule a site visit, for elevations/FA, and to confirm moving this to Oct 12 LTC

Status Date: 11-Jul-2023

File reassigned to Planner Caproff

Status Date: 04-Jul-2023

Riparian Report dated 23-06-23 received from applicant

Applications

Development Variance Permit

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

Planner: Chris Buchan

Planning Status

Status Date: 10-Aug-2023

File reassigned to Planner Buchan

Status Date: 02-Feb-2023

Planner waiting for information from applicant.

Status Date: 25-Apr-2022

File reassigned to Planner Stephen Baugh.

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: Charly Caproff

Planning Status

Status Date: 10-Aug-2023

File re-assigned to Planner Caproff

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.

Applications

Development Variance Permit

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

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2023.11	Spencer Purdy Architecture	31-May-2023	DVP - Vary height of building and setback of water catchment system - 319 Upper Ganges Road, SSI

Planner: Chris Buchan

Planning Status

Status Date: 02-Jun-2023

Files forwarded to Planner Buchan

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2023.12	MiCo Properties	16-Jun-2023	DVP - frontage requirements - 1281 Fulford-Ganges Road, SSI

Planner: Chris Buchan

Planning Status

Status Date: 19-Jun-2023

Files forwarded to the Planner

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2023.13	Polaris Land Surveying	28-Jun-2023	Seasonal Cottage size variance - 200 Collins Rd, SSI

Planner: Chris Buchan

Planning Status

Status Date: 29-Jun-2023

File assigned to Planner Buchan

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2023.14	871344 AB Ltd	14-Aug-2023	Variance to allow subdivision with on-site water source - 361 Sunset Drive, SSI

Planner: Anthony Fotino

Planning Status

Status Date:

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2023.15	Johns Southward LLP	28-Aug-2023	Variance of floor area coverage - 351 Mountain Park DR, SSI

Planner: Charly Caproff

Planning Status

Status Date: 28-Aug-2023

File assigned to Planner Caproff

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2023.17	Salt Spring Mercantile	29-Aug-2023	Lot line setback variance for accessory buildings - 2915 Fulford-Ganges Rd, SSI

Planner: Charly Caproff

Planning Status

Status Date: 30-Aug-2023

File assigned to Planner Caproff

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

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

Applications

Development Variance Permit

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-2023.2	Marlow Properties (B.C.) Inc.	16-May-2023	To expand alcohol service hours - 121 Upper Ganges RD, SSI
Planner: Bruce Belcher			
Planning Status			
Status Date: 23-Aug-2023			
Final staff report on Sept 14th SSI LCB meeting agenda.			
Status Date: 16-May-2023			
File assigned to Planner Belcher			

Rezoning

File Number	Applicant Name	Date Received	Purpose
SS-RZ-2017.2	Fernando & Tammy Dos Santos	15-Feb-2017	Proposal to permit 30 affordable housing dwelling units and common building - 221 Drake Road, SSI.
Planner: Anthony Fotino			
Planning Status			
Status Date: 31-Aug-2022			
File reassigned to Planner Fotino			
Status Date: 19-Jul-2022			
File transferred to Planner Youmans			
Status Date: 29-Apr-2022			
Meeting with applicant and W. Shulba. Applicant indicates water system management/ownership work is on-going.			

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
Planner: Anthony Fotino			
Planning Status			

Status Date: 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
Planner: Anthony Fotino			
Planning Status			

Status Date: 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
Planner: Chris Buchan			
Planning Status			

Status Date: 27-Mar-2023
Chris B to contact applicant in May regarding next steps / application options

Status Date: 27-Jan-2023
Planner contacted applicant, site visit conducted.

Status Date: 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: Charly Caproff

Planning Status

Status Date: 10-Aug-2023

File re-assigned to Planner Caproff

Status Date: 03-Oct-2022

Applicant working on PLR conditions.

Status Date: 24-Jun-2022

File re-assigned to Planner Baugh

Applications

Subdivision

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

Planner: Charly Caproff

Planning Status

Status Date: 01-Aug-2023

File assigned to Planner Caproff

Status Date: 31-Jul-2023

MOTI PLR letter received

Status Date: 08-Aug-2022

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

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2022.1	Polaris Land Surveying INC	10-Jun-2022	3 lot subdivision - 250 Collins Road

Planner: Chris Buchan

Planning Status

Status Date: 31-Jan-2023

PLR referral response prepared for review

Status Date: 27-Jan-2023

PLR referral response under preparation

Status Date: 12-Jan-2023

File transferred to Planner Buchan

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2022.2	Polaris Land Surveying	13-Jun-2022	Boundary Line Adjustment - 271 Beddis Road, SSI

Planner: Charly Caproff

Planning Status

Status Date: 01-Aug-2023

Planner Caproff assigned to file

Status Date: 31-Jul-2023

MOTI PLR letter received

Status Date: 22-Aug-2022

Referral response sent to MOTI

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

Inc

Planner: Chris Buchan

Planning Status

Status Date: 27-Mar-2023

Chris B to assess and inquire on CSR applicability.

Status Date: 16-Mar-2023

PLRS letter received from MOTI

Status Date: 24-Aug-2022

Referral response sent to MOTI

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2022.4	Polaris Land Surveying Inc	14-Nov-2022	Proposed 2 lot conventional Subdivision, 373 Wright Road, Salt Spring Island
Planner: Charly Caproff			
Planning Status			
<u>Status Date:</u> 25-Jul-2023			
PLR letter received from MOTI			
<u>Status Date:</u> 25-Jul-2023			
File assigned to Planner Caproff			
<u>Status Date:</u> 21-Nov-2022			
referral response sent			
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
Planner: Bruce Belcher			
Planning Status			
<u>Status Date:</u> 19-Jun-2023			
Received PLR			
<u>Status Date:</u> 19-Apr-2023			
Referral Response sent to MoTI			
<u>Status Date:</u> 23-Feb-2023			
File re-assigned to Planner Belcher			
File Number	Applicant Name	Date Received	Purpose
SS-SUB-2023.3	Frisch, Pierre	28-Jul-2023	Boundary Adjustment - 778 & 784 Vesuvius Bay Road, SSI
Planner: Bruce Belcher			
Planning Status			
<u>Status Date:</u> 31-Jul-2023			
Planner Belcher assigned to the file			

Applications

Temporary and Industrial Use Permit

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

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

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

655 Salt Spring	Invoices posted to Month ending June 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	3,335.04	-1,142.04
65210-655	LTC - Local Exp - APC Meeting Expenses	999.00	426.45	572.55
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>3,761.49</u>	<u>2,321.51</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	43,500.00	0.00	43,500.00
73001-655-4131	Salt Spring Housing Action Program	<u>5,000.00</u>	<u>0.00</u>	<u>5,000.00</u>
TOTAL Project Expenses		<u>231,000.00</u>	<u>0.00</u>	<u>231,000.00</u>

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

655 Salt Spring	Invoices posted to Month ending July 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	4,234.85	-2,041.85
65210-655	LTC - Local Exp - APC Meeting Expenses	999.00	426.45	572.55
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>4,661.30</u>	<u>1,421.70</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	43,500.00	0.00	43,500.00
73001-655-4131	Salt Spring Housing Action Program	<u>5,000.00</u>	<u>201.19</u>	<u>4,798.81</u>
TOTAL Project Expenses		<u>231,000.00</u>	<u>201.19</u>	<u>230,798.81</u>



HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY July 18th, 2023 BOARD MEETING

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

1. ORGANIZATION UPDATES/TEAM

- The Islands Trust Conservancy Board welcomed its newest member Lisa Gauvreau, Trust Council Elected Board Member.
- Chair Adams announced her resignation as Chair since her term ends in August of 2023. Nominations for the Chair and Vice-Chair were held. Trustee Risa Smith was elected Chair of the ITC Board. The election for Vice-Chair will be deferred to the August 29th special meeting.

2. STRATEGIC PLANNING/ADMINISTRATION

- The ITC Board hosted the Executive Committee for the annual ITC/EC Liaison Meeting. The following topics were discussed:
 - The responsibilities of ITC and Trust Council under [Islands Trust Council Bylaw No. 86](#).
 - Decisions made at the March Trust Council meeting regarding the Coastal Douglas-fir Biogeoclimatic Zone delegation that impacted the ITC.
 - The status of the Trust Council Provincial Funding Request.
 - First Nations referral processes.
 - Needs for biologist support for Planning Services.
 - The ITC Board and Executive Committee also expressed a desire to meet again to discuss the impacts of Climate Change of the Islands Trust Area, including fire risk management.
- Discussions are ongoing regarding policy of danger tree removal at S'ul-hween X'pey/Elder Cedar Nature Reserve. The Islands Trust Conservancy team is working on communication messaging for Board members moving forward to manage public feedback. Staff requested that Board members encourage the public to direct feedback to staff at itcmail@islandstrust.bc.ca or 250-405-5186 so that the Conservancy can manage responses with current information.
- The Ruby Alton Management Plan approval item was deferred to the October 3rd board meeting.
- A special meeting of the Board will be hosted in August to review and approve the audit prior to the October 3rd board meeting.
- The Board discussed budget expenditure for the year to date, including Western Screech Owl Project spending, the Link Island (Building) Removal Fund, and Property Management expenses.

3. COVENANT AND PROPERTY MANAGEMENT

- Islands Trust Conservancy's Ecosystem Protection Specialist briefed the Board on the status of the work plan for the Regional Conservation Plan. Discussions on the content, background, and



ISLANDS TRUST CONSERVANCY

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

direction of the plan were held. Board members will consider direction to staff regarding next steps for the Regional Conservation Plan at the October 3rd Board meeting.

- Islands Trust Conservancy's Ecosystem Protection Specialist advised that the Koontz and Larmour NAPTEP covenants were referred to First Nations for feedback.
- The Public Acquisitions Report was received for information.

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- **Learn more about Islands Trust Conservancy:** <https://islandstrust.bc.ca/conservancy/>
 - **Regional Conservation Plan 2018-2027:** <https://islandstrust.bc.ca/conservancy/conservation-planning/>
 - **Subscribe for Islands Trust Conservancy updates:** <https://islandstrust.bc.ca/subscribe/>