



Salt Spring Island Local Trust Committee

Regular Meeting Agenda

Date: Thursday, December 14, 2023
Time: 9:30 a.m.
Location: 64 Learning Hub
122 Rainbow Road

	Pages
1. CALL TO ORDER	9:30 AM - 9:35 AM
2. APPROVAL OF AGENDA	
3. TOWN HALL AND QUESTIONS	9:35 AM - 9:50 AM
4. DELEGATIONS	9:50 AM - 10:00 AM
4.1 Jaime Halan-Harris	8
Regarding the closure of SS-TUP-2023.1 - 130 Blackburn Road, SSI	
4.2 Mielle Chandler	18
Regarding the closure of SS-TUP-2023.1 - 130 Blackburn Road, SSI	
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	10:20 AM - 10:25 AM
8.1 Draft Minutes of the Salt Spring Island Local Trust Committee	
8.1.1 <u>Draft Minutes of the November 16, 2023 SS LTC Regular Meeting</u>	24
For Adoption	
8.2 Resolutions Without Meeting Report - NONE	
8.3 Draft Minutes of the Advisory Planning Commissions	

For Information

9. CORRESPONDENCE

10:25 AM - 10:30 AM

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

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

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

- 9.1 J. Lebowitz to LTC - Dated 16 Nov 2023 - Regarding Crown Land Staking Notice File : 1415439 37**

For Information

- 9.2 S. Douglas to LTC - Dated 16 Nov 2023 - Regarding Crown Land Staking Notice File : 1415439 38**

For Information

- 9.3 M. Chandler to LTC - Dated 23 Nov 2023 - Regarding SS-TUP-2023.1 - 130 Blackburn Rd 40**

For Information

- 9.4 J. Cameron to LTC - Dated 23 Nov 2023 - Regarding SS-TUP-2023.1 - 130 Blackburn Rd 43**

For Information

- 9.5 B. Gillespie to LTC - Dated 28 Nov 2023 - Regarding SS-TUP-2023.1 - 130 Blackburn Rd 44**

For Information

- 9.6 S. Worrall to LTC - Dated 28 Nov 2023 - Regarding SS-TUP-2023.1 - 130 Blackburn Rd 45**

For Information

- 9.7 B. Belanger to LTC - Dated 28 Nov 2023 - Regarding SS-TUP-2023.1 - 130 Blackburn Rd 46**

For Information

- 9.8 C. Skelcher to LTC - Dated 29 Nov 2023 - Regarding SS-TUP-2023.1 - 130 Blackburn Rd 47**

For Information

- 9.9 J. Christian to LTC - Dated 29 Nov 2023 - Regarding SS-TUP-2023.1 - 130 Blackburn Rd 48**

For Information

9.10 J. Harrison to LTC - Dated 29 Nov 2023 - Regarding SS-TUP-2023.1 - 130 Blackburn Rd 52

For Information

9.11 O. McGill to LTC - Dated 29 Nov 2023 - Regarding SS-TUP-2023.1 - 130 Blackburn Rd 54

For Information

9.12 S. Tremblay to LTC - Dated 29 Nov 2023 - Regarding SS-TUP-2023.1 - 130 Blackburn Rd 55

For Information

9.13 T. Harrison to LTC - Dated 29 Nov 2023 - Regarding SS-TUP-2023.1 - 130 Blackburn Rd 57

For Information

9.14 T. Schulz to LTC - Dated 29 Nov 2023 - Regarding SS-TUP-2023.1 - 130 Blackburn Rd 58

For Information

9.15 A. Korchynski to LTC - Dated 30 Nov 2023 - Regarding SS-TUP-2023.1 - 130 Blackburn Rd 60

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9.16 A. Sikich to LTC - Dated 30 Nov 2023 - Regarding SS-TUP-2023.1 - 130 Blackburn Rd 61

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9.17 A. Stewart to LTC - Dated 30 Nov 2023 - Regarding SS-TUP-2023.1 - 130 Blackburn Rd 62

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9.18 B. Milne to LTC - Dated 30 Nov 2023 - Regarding SS-TUP-2023.1 - 130 Blackburn Rd 63

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9.19 B. Travelbea to LTC - Dated 30 Nov 2023 - Regarding SS-TUP-2023.1 - 130 Blackburn Rd 64

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9.20 C. Rowthorn to LTC - Dated 30 Nov 2023 - Regarding SS-TUP-2023.1 - 130 Blackburn Rd 65

For Information

9.21 D. Madsen to LTC - Dated 30 Nov 2023 - Regarding SS-TUP-2023.1 - 130 67

Blackburn Rd

For Information

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10.	BUSINESS ARISING FROM MINUTES	10:30 AM - 11:15 AM	
10.1	Follow-Up Action List		101
	Report dated DECEMBER 2023		
10.2	Bylaw Compliance and Enforcement on Salt Spring Island		113
	Staff Report		
11.	COMMUNITY INFORMATION MEETING - NONE		
12.	PUBLIC HEARING - NONE		
	<u>.....BREAK UNTIL 12:00 NOON.....</u>		
13.	APPLICATIONS AND REFERRALS	12:00 PM - 12:30 PM	
13.1	SS-ALR-2023.2 - J. Litke - 710 Cranberry Road, SSI		114
	Staff Report		
14.	LOCAL TRUST COMMITTEE PROJECTS	12:30 PM - 2:30 PM	
14.1	Proposed Bylaw 530 - Accessory Dwelling Units		
	Staff Report In Process		
14.2	Watershed Protection Plan Coordination		121
	Staff Report		
14.3	Water Sustainability – Proof of Water at Time of Subdivision		135
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14.4	Ground Water and Surface Water Monitoring Pilot Project		158
	Staff Report		
14.5	Official Community Plan - Land Use Bylaw - Project Terms of Reference		171
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15.	NEW BUSINESS	2:30 PM - 2:45 PM	
15.1	North Pender Island Local Trust Committee Draft Bylaw No. 234 Referral		184
	For Response		
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Staff Memorandum

16. **REPORTS** 2:45 PM - 3:00 PM
- 16.1 **Policy and Standing Resolutions List** 190
 For Information
- 16.2 **Future Projects Report** 201
 Report dated DECEMBER 2023
- 16.3 **Active Projects List** 204
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- 16.4 **Applications with Status Report** 208
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- 16.5 **Expense Report**
- 16.5.1 Expense Report 225
 Report dated SEPTEMBER 2023
- 16.5.2 Expense Report 226
 Report dated OCTOBER 2023
- 16.6 **Islands Trust Conservancy Board Report - NONE**
17. **CLOSED MEETING - NONE**
18. **UPCOMING MEETINGS**
- The next regular meeting of the Salt Spring Island Local Trust Committee is proposed for 9:30 a.m. on February 15, 2024 at the Salt Spring Legion, Meaden Hall, 120 Blain Road, Salt Spring Island.
19. **ADJOURNMENT**

Jaime Halan-Harris

Salt Spring Island

December 3, 2023

Re: Salty Dog Retreat TUP Application

CONTEXT

The LTC considered my TUP Application at the November 16 meeting and voted in agreement with the Staff Report recommendations, which denied my Application and closed the file. Let me accept some responsibility for missing the meeting however, my lack of readiness, an incomplete Application and poor communication with Staff at the LTC all contributed to the regrettable outcome.

In light of the results and circumstances of my first Application, File No.: SS-TUP-2023.1, I ask the LTC to waive the one-year waiting period so I may re-apply with the benefit of experience I gained from the process and speak to the merits of my temporary plan for the 130 Blackburn Road property.

Considering all the effort I invested in meeting the requirements of various agencies, I trust you will find it reasonable to waive the one-year waiting period so I may speak to the merits of my Application. In addition, urgency is required in order to maintain the kennel. Here, the Staff Report agrees with me that “(a) Kennel operation (is) certainly required on SSI” (Salt Spring Island Local Trust Committee Regular Meeting Agenda November 16, 2023, p. 169).

INTRODUCTION

This delegation describes the services Salty Dog delivers to the community, explains how the Salty Dog Retreat business protects the watershed, addresses concerns raised by the Planners and suggests reasonable next steps.

COMMUNITY SERVICES

Salty Dog Retreat offers significant services to emergency workers who encounter dogs that require immediate care. For the past 6 years I have supported the community, by caring for lost dogs and rescues at no cost. This means that I accept dogs brought to me by the RCMP, CRD, IWAV, hospital and ambulance services, SPCA and people in the community. Sometimes, this means I take care of ten or more of these dogs at a time.

I ask the Trustees and Planners to consider how much treasure this saves the Salt Spring Island Community. It is not a convenience for these services and individuals to deliver dogs to me. It is an essential service because; in time and effort, the alternative is often very expensive for other essential services like, police and paramedics. My policy of accepting rescue and lost dogs means emergency service providers are more available to serve the larger community.

With respect to the community water supply system, the levelling of land in the sandy area of the property to allow for a cluster of temporary structures also manifests as a community amenity. The amenity is that levelling the land enhances groundwater infiltration. Covering kennel areas with temporary roof structures directs precipitation away from nutrient enriched wood chips so, precipitation infiltrates without contacting kennel operations.

WATERSHED PROTECTION

My 12 years of work as a Registered Nurse provides me with expert training and experience controlling and managing pathogens. The key elements of watershed protection in the kennel operation are (a) collection and on-site composting of dog feces (b) kennels bedded with non-cedar bark mulch and woodchips with replacement at a regular interval. This activity attenuates nutrients like, nitrogen and (c) septic holding tanks with regular off-site disposal of human sewerage effluent and grey water.

A Qualified Engineer assessed the risk of impact to shallow groundwater and wrote that as designed and operated, the kennel posed no greater risk than would be “created by a primary dwelling with a properly designed and installed onsite sewerage system and likely less risk than that from a light agricultural operation” (Fossen, 2023, p. 3).

NOVEMBER 16, 2023 STAFF REPORT: ADDRESSING PLANNER RECOMMENDATIONS

The Preserve and Protect Trust Object informs Objectives and Policies contained within the Official Community Plan (OCP). I think the Preserve and Protect mandate skewed staff interpretation of LTC documents to the degree their report shows excessive bias against my kennel operation.

To some minimal extent, bias may be normal and expected. However, this Staff Report demonstrates excessive bias against my kennel operation. For instance, key points of the Staff Report (a) impute exclusions not found in the OCP, (b) misrepresent important facts about Salty Dog and (c) quote the OCP out of context.

In other words, the report reads as though staff decided to deny the application then, sought reasons to justify the decision. A balanced and neutral approach would wait to receive relevant information prior to making recommendations. Furthermore, Schedule K, the TUP Application Form compels Staff to ensure applications are complete before opening a file, “incomplete

applications will not be accepted” (Schedule K : Temporary Use Permit Application form, 2021, p. 1).

This is important because the Staff Report includes significant criticism that the application does not include, “information on the impact to the watershed, well information, septic information, or a Building Location Certificate prepared by a qualified surveyor” (Salt Spring Island Local Trust Committee Regular Meeting Agenda November 16, 2023, p. 160). Obviously, LTC Staff accepted my incomplete Application.

(a) Impute exclusions not found in the OCP

Here are examples of the bias that skewed the report against issuance. I begin with what the Staff Report says is the “primary reason for non-support.”

“Recommendation 1. a. The Salt Spring Island Official Community Plan Bylaw No. 434 does not list the Watershed and Islet Residential designation as eligible for Temporary Use Permit Issuance;”

While it is true that the OCP does not list the watershed land designation, the Staff Report imputes that only listed land designations are eligible for TUP. In the “Rationale for Recommendation,” the Staff Report states categorically, in bold, “a TUP **is not eligible** for issuance for this property” (Salt Spring Island Local Trust Committee Regular Meeting Agenda November 16, 2023, p. 164). A reasonable Recommendation based on the relevant Section G.1.1 would read that Watershed and Islet Residential (WIR) zoning **is not listed** as an area LTC may issue TUP’s.

The main problem with imputing eligibility from a list is that plain reading of Part G, the TUP section of the OCP, shows there is no restriction to additional land designations. The terms “can be issued” and “may issue” allow Trustees to exercise reasonable discretion (Islands Trust, 2020, G.1.1, p. 143).

An example shows the significance of the distinction between listed and eligibility. Suppose, an almost identical TUP Application proposed development of an organic, indigenous aquatic plant nursery. Virtually all of the Staff Report objections, “not eligible, meets none of the TUP objectives and only 4 of the 12 guidelines”, would equally apply because nutrient contamination of groundwater resources could also be an issue at an organic, indigenous aquatic plant nursery.

Since on SSI there are many wetlands infested with invasive aquatic plants like, Reed Canary Grass and Swamp Iris, it is easy to see a TUP for such a nursery would align with the Preserve and Protect Object. Yet, dogmatic adherence to pedantic aspects of the OCP guidance could prevent Planners from grasping a broader perspective. A better perspective follows from evaluating the merits of an application against the intent and spirit of the OCP. It does not make sense to follow literal interpretations of the OCP, which is a guidance document; because the fact

sets of individual land uses may align with the spirit and intent of the OCP even when they conflict with a literal interpretation.

The above plant nursery example appeals to the Trust Object “to preserve and protect...environment.” Similarly, the Salty Dog TUP Application appealed to the “preserve and protect...unique amenities...for the benefit of residents.”

In my TUP Application and the example above, the salient issue is risk to a sensitive watershed that is also within a community water supply system. Since the engineer’s letter affirms that the risk of adverse impacts to the watershed are less than or equal to a single-family dwelling, the substantive concern about impact to watershed issue should be considered properly dealt with.

Clearly, it is reasonable to believe that if the OCP meant for the list of land designations to be exhaustive and exclusive, the language would say so.

(b) Misrepresents important facts

The Staff Report misrepresents basic facts. The Staff Report does not describe the subject property zoning accurately. Staff Report states “the 10.06-acre property is zoned Rural Watershed 1 (RW1)” (Salt Spring Island Local Trust Committee Regular Meeting Agenda November 16, 2023, p. 159). MAPiT indicates 130 Blackburn Road is split zoned R1 and RW1. About 17% of the property is zoned R1. Given that kennels are permitted in R1 zoning it is conceivable that Staff failure to identify zoning properly is a result of excessive bias against the Applicant.

The Staff Report misrepresents the well. The Staff Report states “The operation has been drawing from a non-registered and unlicensed well on site” (Salt Spring Island Local Trust Committee Regular Meeting Agenda November 16, 2023, p. 159). In fact, the provincial, online well registry indicates the Well, Tag Number 43497, 1979, (3 GPM) was registered in 2003. It is one thing to state the Applicant did not provide well information. To state that a registered well is not registered suggests excessive bias against the Applicant.

The Staff Report makes an unsubstantiated claim that development included unauthorized soil removal. In fact, development of the property did not require or cause any soil removal. These and other claims in the Staff Report add up to a pattern of excessive bias against Salty dog.

(c) quote the OCP out of context

In general, the Staff Report implies an embargo on development in RW1 zoning areas when single family dwelling, home based business and agriculture are permitted. The best example of this bias relates to the primary reason for denial, that the list does not include the RW1 Designation. The Planner Comments state “this can likely be attributed to the OCP policy around no further development in these designations” (Salt Spring Island Local Trust Committee

Regular Meeting Agenda November 16, 2023, p. 161). This narrow comment downplays that zoning allows for dwelling, home-based business and agriculture.

Furthermore, notwithstanding the Staff Report claim that my TUP Application “meets none of the TUP objectives,” Objective G.1.2.2 provides for use of land “to provide essential community services not provided by local government” (Islands Trust, 2020, p. 143). Meeting one of the Objectives is sufficient.

In addition, the Staff Report states “the applicant has moved the kennel business from a suitably zoned property without obtaining required land use permissions to a rural watershed zoned property...while other adequately zoned properties exist” (Salt Spring Island Local Trust Committee Regular Meeting Agenda November 16, 2023, p. 164). This statement offends fairness three ways. First, a Family Law judge ordered the suitably zoned property sold. Second, my realtor offered only one property as zoned R1 and, like the Staff Report, failed to report the split zoning. Third, the Staff Report fails to acknowledge the TUP Permit Guideline, G.1.3.6 that states, in part, “Consideration could also be given to the temporary relocation of an existing business in emergency or hardship situations” (Islands Trust, 2020, p. 144).

NEXT STEPS

In the event LTC agrees to waive the one-year waiting period to reapply for TUP, please expect the engineer to expand on his work. In particular, to generate draft recommendations for the design and implementation of a shallow groundwater-monitoring program in combination with scheduled operational compliance inspections.

Let me close by speaking briefly to the emergency housing aspects of the kennel operation. In general, the OCP welcomes island-based businesses that support challenged, unemployed and homeless people with counselling, employment and safe, emergency housing. Within the OCP these attributes are promoted, encouraged and needed.

References

- Fossen, B. (Aurora P. G. I. . (2023). *Operational Assessment for Dog Boarding @ 130 Blackburn Rd.* Salt Spring Island.
- Islands Trust. Salt Spring Island Local Trust Committee Official Community Plan Bylaw No . 434 , 2008 Schedule “ A ” Volume 2 :, Salt Spring Island Local Trust Committee Official Community Plan Bylaw No . 434 § (2020).
- Salt Spring Island Local Trust Committee Regular Meeting Agenda November 16,, 2023.* (2023). Salt Spring Island.
- Schedule K : Temporary Use Permit Application form (2021).

Date: November 30, 2023

To: SaltyDog Retreat – Dog Boarding

Attention: **Jamie Halan-Harris, Owner**

Re: Operational Assessment for Dog Boarding @ 130 Blackburn Rd, Salt Spring Island, BC (PID: 001-162-276)

1 ASSESSMENT

SaltyDog Retreat has requested Aurora Professional Group Inc. to assess their operations regarding animal waste management at 130 Blackburn Rd (the “subject parcel”). After our site visit on August 04, 2023, we continued our assessments; however, we regret that our schedule has not allowed for a complete site capability report and management plan. This letter serves as our preliminary assessment and preliminary waste management plan.

I.A. SITE OVERVIEW

The subject parcel is designated RW1 by the Salt Spring Island LTC Land Use Bylaw and is situated approximately 389m upslope from Blackburn Lake and adjacent to Blackburn Rd and Fulford-Ganges Rd. Operations are generally in the area of the marker on the following Figure 1.¹

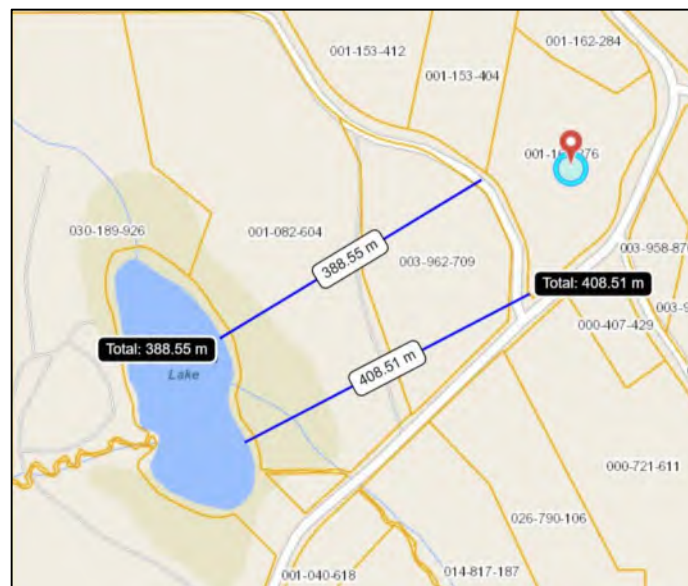


Figure 1: Site Location (North is top of page.)

¹ Province of British Columbia. 2023. iMapBC. [PMBC Parcel Cadastre]. Retrieved from <https://www2.gov.bc.ca/gov/content/data/geographic-data-services/web-based-mapping/imapbc>. Actual operations have been plotted at 48.8243055556, -123.4788611111

The property generally slopes down towards both Blackburn Rd and Fulford Ganges Rd. Operations are downslope of a cutbank as part of a landing area within a bank with an overall slope of approximately - 25% South by West. This landing area transitions to road (gravel) or undisturbed, forested soils. The landing area has been constructed with local, native materials, likely ranging from Loamy Sand to Sandy Loam, which was excavated from the cutbank and graded for surface drainage. Soils within the area can be generally expected to range from Moderately Well Drained Sandy Loam to Rapidly Drained Sandy Loam with a seasonal high water table of approximately 65cm overlying till.²

The subject parcel resides in the Cusheon Creek watershed. This watershed, though not a “fisheries sensitive watershed,”³ has undergone a water quality assessment, which has previously highlighted the nutrients as a potential issue in the watershed and that excess nutrients can come from households, recreation, agriculture, erosion, and wildlife.⁴

I.B. REGULATORY ENVIRONMENT

We understand that parcels designated as RW1 can have single-family dwellings and non-extensive agriculture, though not pet boarding services. As such, either a zoning variance or a temporary use permit is required. Composting of organic matter that originates at the site appears to be permitted in all zones, so long as it is not commercial composting.⁵

Regarding animal waste management, our preliminary review has not identified a regulation specific to dog boarding waste, and it does not fit within the context of the Sewerage System Regulation. However, we should assume that the BC Environmental Management Act may have some application. We have enquired with the Ministry to confirm whether a permit is required. However, it is our experience that volumes need to be considerably large to warrant a waste discharge permit.

The Owner wishes to properly manage their waste on site, with public health, safety, and environmental stewardship in consideration. In the absence of confirmed, specific regulations, at this time, we can suggest using the Sewerage System Regulation (SSR) and the Agricultural Waste Control Regulations as proxies, as both of those regulations would apply to the subject parcel’s currently permitted uses.

I.C. PERFORMANCE OBJECTIVES

It is our recommendation at this time that an onsite waste management plan is developed meeting the following criteria:

Solids

- Groundwater performance objectives as described in the Ministry of Health Sewerage System Standard Practice Manual (SPM)⁶
- Solids management standards that are generally in line with the BC Ministry of Health Manual of Composting Toilet and Greywater Practice⁷

² “Soils of the Gulf Island of British Columbia – Volume 1 Soils of Salt Spring Island,” Report No. 43 of the British Columbia Soil Survey, Agriculture Canada, 1987, https://www.env.gov.bc.ca/esd/distdata/ecosystems/Soils_Reports/bc43-1_report.pdf#page=145

³ <https://www.env.gov.bc.ca/wld/frpa/fsw/approved.html>

⁴ BC Ministry of Environment. (2015). Water Quality Assessment and Objectives for Cusheon Lake, Maxwell Lake, St. Mary Lake and Weston Lake: Salt Spring Island, B.C.

⁵ Section 3.23.3 Islands Trust, & Salt Spring Island Local Trust Committee. (2020). Bylaw No. 355 Salt Spring Island Land Use Bylaw (Consolidated September 2020).

⁶ See Section IV-2.2.2 Performance Objectives and Application. Ralston, I., Payne, M., & ASTTBC. (2014). Sewerage System Standard Practice Manual. In BC Ministry of Health (Version 3). Government of British Columbia.

⁷ BC Ministry of Health. (2016). Manual of Composting Toilet and Greywater Practice (Version 1). BC Ministry of Health. <https://www2.gov.bc.ca/assets/gov/environment/waste-management/sewage/provincial-composting-toilet-manual.pdf>

- General waste management meeting the requirements of the BC EMA/Agricultural Waste Control Regulation (BC Reg. 131/92)

Liquids

- Considering the nature of the outdoor operations, liquids management is not practical. In that case, the waste management plan must suitably address liquid waste.

Meeting the above criteria, we could expect operations to provide no greater risk of impact to shallow groundwater than what risk could be created by a primary dwelling with a properly designed and installed onsite sewerage system and likely less risk than that from a light agricultural operation.

II. OPERATIONS AND ANIMAL WASTE MANAGEMENT PLAN

We understand that the outdoor boarding facility's operational capacity generally accommodates twenty dogs on average and up to forty in peak season. As such, our preliminary waste management plan is as follows:

- Solid waste management
 - Regular collection of solids waste
 - Onsite composting that generally meets the BC Ministry of Health Manual of Composting Toilet and Greywater Practice operational requirements.
 - With compost bins covered in all seasons.
 - With no animal solids import.
- Liquid waste management
 - Urine could be considered a contributor to excess nutrients within the watershed, similar to an agricultural operation.
 - In consideration of that, we would then expect
 - Kennels bedded with a prescribed depth of non-cedar bark mulch or woodchips to promote nutrient attenuation⁸.
 - Replaced at intervals as prescribed in the final waste management plan
- Monitoring
 - Baseline water testing with a shallow piezometer placed upslope from operations;
 - Two shallow piezometers placed downslope of operations, and one placed downslope from composting bins.
 - With bi-annual testing of shallow groundwater for fecal coliforms and total nitrogen.
 - And monitoring against the water quality objectives described within the SPM.
- Auditing
 - Bi-annual auditing of operations in regard to waste management.
 - We suggest that the monitoring/testing/auditing frequency be lengthened to 1 year and then to possibly 2 years, if supported by groundwater testing after 2 years of operations.

⁸ Woodchips and other natural methods are well researched for nutrient attenuation. A final waste management plan would provide the full rationale, with supporting research.

2 DISCLAIMERS

- This report relates only to shallow groundwater assessments of the subject parcel and is valid only at its issuance.
- Our investigations and assessments rely on public information that has the potential to be inaccurate. Further, our testing of soils cannot reveal all underground conditions. We endeavour to make all reasonable efforts to manage this uncertainty; however, it cannot be eliminated.
- Should site conditions change, this report becomes void.
- The use of this report shall be in its entirety; that is, assessments can not be used piecemeal.

Per:



Bradley Fossen, P.Eng.

Managing Director | Aurora Professional Group Inc.

E: brad@thinkapg.com | T: 778-400-3375

November 29th 2023

Mielle Chandler

Salt Spring Island, BC

Local Trust Committee
Salt Spring Island

RE: Letter for submission to the December 14th LTC meeting:

**Addressing Problematic Procedures and Protocol in the Salty Dog Retreat
TUP Application...and Bringing Some Balance to a One-Sided Report.**

Dear Trustees Patrick, Harris, and Peterson,

Thank you for supporting the wellbeing of residents and small local business on Salt Spring.

A number of problematic procedures and protocols are evidenced in how the Salty Dog TUP application has been handled. My hope is that you will undertake some creative problem-solving to remedy this difficult situation.

Below are outlined some of the salient failures in the application process, as well as some important points absent from the staff report that culminated in the November 16th Trustee vote to deny the application.

FAILURE OF COMMUNICATION

The applicant was absent from the November 16th LTC meeting in which her TUP application was heard and decided upon.

The planner assigned to the case indicated that he had communicated with the applicant but had not received a reply from her.

This communication had been in the form of an email. The planner had not heard back from the applicant because the applicant had not received the planner's email.

Although in possession of the applicant's cell number, the planner had not followed up his email communication with a text or phone call to make sure the applicant had received notification of the meeting and a copy of his report.

While the planner had visited the applicant's property on other occasions, despite not hearing from the applicant, he did not drop in to ensure that the applicant had received his communication.

During the November 16th LTC meeting Trustee Harris commented that: "it would have been nice if the applicant showed up", however neither he, nor Trustees Patrick or Peterson, moved to table the application to the next meeting in order to give the applicant an opportunity to "show up."

Islands Trust should have good protocol, especially when something as important as a person's home and livelihood are at stake, to ensure that an applicant is given every opportunity to be present when her application is heard, and to speak to the merits of her application.

Trustees are elected represent the interests of residents. Basic fairness requires protocol for both planners and trustees to follow to ensure that residents are given every opportunity to represent their applications.

In fairness to residents, please consider instituting such protocols.

INCOMPLETE ZONING REPRESENTATION

The staff report's conclusion that Salty Dog's TUP be denied hinges on the Watershed zoning of the property.

Zoning is the central issue in the report, and yet *the report fails to mention that the property has split zoning: part of it is zoned Watershed, and part of it is zoned Rural.*

While Watershed zoning does not list dog kennels as an approved use, *Rural zoning *does* list dog kennels as an approved use.*

DISINGENUOUS PROCESS

The report explains that there is no possibility of issuing a TUP of any kind for this property because "watershed designations are not eligible for the issuance of temporary use permits." If that is the case, then why was the applicant told she could apply for a TUP by staff in the first place?

Why did the Trust office take the applicant's hard-earned \$2000 and accept her TUP application if the property designation had already foreclosed any possibility of obtaining a TUP?

Surely there is something procedurally wrong when a governing institution accepts funds and an application for something that it disallows!

THE 'OTHER PROPERTIES' CRITERIA

The report reads: “staff do not recommend issuance of a permit as the applicant has moved the kennel business from a suitably zoned property...to a rural watershed zoned property... while other adequately zoned properties exist on the island including the Rural...zone.”

_____, the applicant had a very short period of time in which to find a new property and relocate. She purchased 130 Blackburn Road because the real estate agent told her it was zoned Rural, and that thus her dog kennel—her livelihood and source of income—was allowed.

Later, after moving the kennel to 130 Blackburn, the applicant learned that the property has split zoning, and only part of it is zoned Rural.

The notion that the applicant should be denied her livelihood due to the fact that other properties with more conducive zoning exist makes no sense in the real world of working class people just doing their best to survive. The applicant does not own any other properties on which to locate the kennel. Indeed, if the Trust closes the kennel, the applicant will be left without a livelihood and will thus lose the property she has. She and her family will be financially ruined, and Salt Spring will lose the important services she provides.

Recently Trust Council affirmed and underscored that the Trust’s Mandate includes the well-being of communities. A community is comprised of its residents. The Mandate supersedes the OCP, and it is the OCP that suggests denying a resident a TUP when other properties with conducive zoning exist.

The fact that other properties, which the applicant has no access to (because she doesn’t own them) exist with conducive zoning is second in importance to the Mandate. In other words, a particular zoning in the OCP is less important than the preservation of both community and the environment.

So long as a community member’s livelihood is conducted in such a way as to protect the watershed and environment, it is in contravention of the Mandate to economically (and thus also socially) destroy that community member in order to uphold OCP zoning.

Having said that, the argument can be made that Salty Dog’s TUP application can, in fact, be interpreted to be in accordance with not only the Rural zoning, but also with the Watershed zoning. All this requires is a generosity in interpretation.

THE APPLICATION IS COMPATIBLE WITH ALLOWABLE AGRICULTURAL USE

Both the Watershed zoning covering most of the property, and the Rural zoning, allows agricultural use.

“Pet kennels and breeding facilities” are permitted uses of agricultural land under the Agricultural Land Reserve Use Regulation. As such, they can be accepted as permitted uses by the LTC in this instance of Watershed zoning as well.

The applicant’s request for three campsites is also in keeping with the “temporary or seasonal agri-tourism activities” that are permitted farm uses under the Agricultural Land Reserve Use Regulation.

For a broad-minded and supportive local land use government, the land uses in Salty Dog’s application could be considered farm uses, and thus allowed in the Watershed zoning.

THE APPLICATION IS COMPATIBLE WITH AN ALLOWABLE HOME-BASED BUSINESS

The Watershed zoning permits a home-based business. Both a kennel and a small 3-site campground can be understood as constituting a home-based business.

DEVELOPMENT IS EXTREMELY RESTRICTED AND MINIMAL

The report states: “Staff draw careful attention to Section B.2.” of the OCP “which severely restricts development in watershed designations.”

In accordance with Section B.2. the Salty Dog kennel and staff accommodation is taking place with extremely restricted and minimal development. A permeable driveway has been constructed without pavement. Holding tanks which are regularly pumped out have been installed for sewage. Easily moveable fencing has been put up. A modular and moveable greenhouse cover has been erected to serve as a kennel, and easily movable trailers house the humans on site. No buildings have been constructed. No concrete has been poured. In sum, has been almost no ‘development’ on the site and none is requested in the TUP.

The staff report claims that a TUP should be denied in order to prevent development. This is perplexing—no development is proposed in the TUP. Rather than being in contravention of the Watershed zoning, the TUP is in fact extremely compatible with it.

HOUSING

OCP B.2.2.212, quoted in the report, reads: “Flexible unit dwellings” (trailers) “should not be allowed in zones within the Watershed-Islet Residential Designation....”

The trailer accommodation which the applicant is providing [REDACTED] is not located in the Watershed zoned portion of the property, but rather in the Rural zoned area.

The quoted text continues “...unless they” (the trailers) “are shown not to increase population or sewage generation over that expected in single family dwellings.” The trailers occupied by the applicant and [REDACTED] who are assisting in the kennel accord with this—they do not

constitute a higher population or sewage generation than would be expected in a single family dwelling.

NEIGHBOURS, (IN)TOLERANCE, AND PRIVATE PROPERTY

When discussing the Salty Dog TUP application during the November 16th LTC meeting, Trustee Patrick expressed the belief that the applicant had not consulted with the neighbours prior to purchasing and relocating her dog kennel. Does Trustee Patrick mean to say that neighbours have the right to decide how one can live and make a living on one's own property?

If so, does this not threaten to embolden intolerance of others, and especially newcomers to a neighbourhood?

How much should one's freedom to be oneself on one's own land, and to make an honest rural living in a rural community be circumscribed by the varied and unforeseeable sensibilities and possibly biases of one's neighbours? How much is too much controlling power for neighbours to be afforded?

The applicant is, in fact, very concerned with abiding by the wishes of her neighbours. The reason the applicant located the dog kennel where she did, in the Watershed-zoned portion of the property rather than the Rural-zoned portion of the property, was in order to respect her neighbours—a neighbour communicated that they would be bothered by the kennel if it was located in the Rural-zoned portion.

DRIVEWAY

When discussing the Salty Dog TUP application during the November 16th LTC meeting, Trustee Harris expressed his dislike of the driveway that exits onto Fulford-Ganges road.

The planner explained that the driveway had been blocked off. Trustee Harris commented that blocking it off was insufficient. He wants it removed.

It is important for Trustees to remember that landholders who do not own excavators are at the mercy of very busy excavating contractors. It is not the fault of the applicant that the contractor had not yet made the time to return to her property to remove the driveway and culvert yet. The wait-time for an excavating contractor can be substantial and should not reflect negatively on an applicant.

INFLAMED CONCERNS REGARDING CONTAMINATION

The comment made by the planner during his presentation on the TUP application, that the kennel poses a threat of "significant contamination potential" to the aquifer is without merit.

Were the kennel located in the Rural (and thus allowable) zoned portion of the property where the surface is bare rock with very little soil cover, contamination *may* be a concern.

The kennel is located, however, on a bench of thick soil just above blackburn road. The microorganisms in the first foot of soil do an excellent job of completely removing and neutralizing any pathogens long before it can contact with the water table.

An [REDACTED] septic engineer has also visited the property and attested to the safety of the kennel for the watershed.

Further to this, the dog excrement is collected and safely composted.

On this island in particular it is especially important for public reports to avoid unnecessarily inflaming or overblowing concerns about water. The protection of our water and the environment is paramount, yes. This protection is also compatible with responsible land use. Rather than preventing land use and unnecessarily destroying residents' livelihoods, good planning supports responsible land use which preserves the health of the environment and the hydrological system.

The statements made in the report regarding possible contamination are biased and uninformed by the research bibliography found in Volume 4 of the Sewerage System Standard Practice Manual on soil treatment of pathogens.

PROBLEMATIC ONE-SIDEDNESS

The staff report on Salty Dog's TUP application is one-sided and fails to outline, let alone mention, the many merits of the application.

How are other TUP applicants to trust the application process given the very real possibility of facing a similar one-sided report?

And how is it an acceptable process to have a resident rely on a planner for guidance on her application when that planner's every point seems framed against her home life and livelihood?

We need a different process—one that is fair to and supportive of residents. We need a process that seeks 'win/win' solutions and good planning outcomes. The current adversarial process is expensive, time consuming, and often an awful experience for the applicant. It pits community members against each other, and leaves people feeling oppressed by the Trust. We need a process that builds community, peace, harmony, that seeks good solutions, and that represents the many sides of an issue in the process of finding the best path forward for all.

Thank you for considering these comments,
Mielle



Salt Spring Island Local Trust Committee Minutes of Regular Meeting

Date: Thursday, November 16, 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)
Louisa Garbo, Island Planner (Zoom)
Anthony Fotino, Island Planner (Zoom)
Chris Buchan, Planner 2 (Zoom)
Charly Caproff, Planner 1 (Zoom)
Rob Pingle, Legislative Clerk
Sarah Shugar, Recorder

Others Present: Gary Holman, Capital Regional District (CRD) Salt Spring Island Electoral Area Director
Earl Rook, Capital Regional District (CRD) Salt Spring Island Local Community Commission (LCC) Chair
Approximately 13 members of the public

These minutes follow the order of the agenda although the sequence may have varied. The electronic meeting was live streamed and recorded.

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

The following item was presented for inclusion in the agenda:

15.3 BC Legislative Assembly Bill 44 – Housing Statutes Amendment Act, 2023

By general consent, the agenda was adopted as amended.

3. TOWN HALL AND QUESTIONS

Chair Peterson opened the town hall at 9:34 a.m.

Member of the Housing Action Program Task Force Yvonne Saunders expressed disappointment that the Housing Action Program Task Force recommendations have not been acted upon and requested the LTC to make decisions on housing to help the housing situation on Salt Spring Island.

4. DELEGATIONS - None

5. TRUSTEE REPORTS

Trustee Patrick presented the following report:

- Trustee Patrick spoke to her work on housing initiatives over the years including the Community Economic Sustainability Commission and as SSILTC Trustee. Bylaw 530 was initiated as a recommendation of the Housing Action Program Task Force to allow secondary suites and accessory dwelling units (ADU's). The LTC asked staff to provide options for limiting the number of ADU's and the only method for limiting numbers presented as an option to date is map based. Many property owners want to be landlords and have positive experiences sharing their property;
- The Regional Planning Committee endorsed a housing toolkit including new mapping techniques to identify where additional housing should be located;
- Working with the Rural Island Economic Partnership Housing Group on rural island housing programs. No islands within the Trust Area are not experiencing housing issues;
- Trustee Patrick has been following the progress of BC Legislative Assembly Bill 44 – Housing Statutes Amendment Act, 2023 and raising awareness regarding the impacts of Islands Trust being exempted from section 481.3;
- Trustee Patrick spoke to Adam Olsen's speech in the legislature regarding Bill 44 and noted the following quote "We are getting exactly the results of the system that we created and nurtured";
- Attended the Salt Spring Island Abattoir birthday celebration.

6. CHAIR'S REPORT

Chair Peterson presented the following report:

- Attended a Trust Programs Committee meeting regarding the Draft Trust Policy Statement and the Wildfire Prevention and mitigation Stewardship Program;
- Attended a Financial Planning Committee meeting regarding 2024/25 draft budget;
- The Governance Committee is making progress on the recommendations in the 2022 Great Northern Management Consultants Islands Trust Governance Review Report;
- The next Trust Council meeting will be held in December 5 to 7, 2023 in Victoria;
- Attended an evening Town Hall meeting on November 15, 2023 at the Salt Spring Island Golf Course and noted Bill 44 was a topic of concern at the meeting;
- The BC Legislative Assembly gave first reading to Bill 35 – Short-Term Rental Accommodations Act on October 16, 2023 and noted LTC's will have the option to opt into the Provincial residents requirement for Short-Term Rental Accommodations.

7. CRD DIRECTOR'S REPORT

CRD Director Holman presented the following report:

- The Lady Minto Hospital Foundation is proceeding with renovations at the Seabreeze that will include 17 units for healthcare workers;
- The CRD will request inclusion in the BC Housing Secondary Suite Incentive Program and MLA Olsen has expressed support for SSI to be included as well;
- The Province has introduced mandatory Province-wide registry for STVR's as part of Bill 35 – Short-Term Rental Accommodations Act and hired staff to monitor and enforce the regulations. The CRD will request Salt Spring Island to be included in the owner occupation provision of Bill 35;
- CRD staff will present a Rural Housing Strategy at the next CRD Board meeting and consider a dedicated coordinator position and CRD secondary suite incentives program. CRD Staff will present on Rural Housing Strategy at the November 23, 2023 Local Community Commission (LCC) meeting including pre-development funds options for housing projects;
- The CRD will initiate an alternate approval process for an 85 million dollar Regional Housing First Borrowing Bylaw for affordable housing. The CRD has met with the Province requesting BC Housing to match the 85 million on a 2:1 basis;
- Gulf Islands Seniors Residence Association (GISRA) will apply for a BC Housing Grant Program for the Kings Lane property;
- The CRD Drake Road property has been leased to BC Housing for a 60-year term and is committed to 28-unit supported housing development. Director Holman requested BC Housing to consider an encampment on the Drake Road property although BC Housing does not support encampments. Director Holman has asked local NGO's to consider managing an encampment;
- The Southern Gulf Island Tourism Partnership receives a 2% "hotel tax" and is supporting a Housing Now Program that matches available housing with people seeking housing. Director Holman is in discussions with the Housing Now Program and the LCC to see what the program will look like on Salt Spring Island;
- The LCC has identified employee housing as the number one housing priority;
- The LCC has proposed an alternate approval process for the Rainbow Road Indoor Pool repair project;
- The LCC has proposed an alternate approval process for a dewatering facility for liquid waste;
- A Salt Spring Island Food Summit will be held on November 26, 2023;
- The CRD Board approved a motion to request a staff report on the merits of joining a class action suit against 5 major oil companies to address the economic impacts of climate change;
- The CRD draft 2024 budget increase is approximately 9.6% and the main drivers of the tax increase are staff wages and salaries (4-5%), deficits from the COVID pandemic including parks and recreation and transit budgets and operating the Salt Spring Island Middle School (Salt Spring Island Multi Space) building.

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

- Acknowledged members of the public for their support for housing and noted the LCC is monitoring housing issues including Bill 44 and Short-term vacation rental regulations;
- The LCC expressed support for Salt Spring Island to be included in the Speculation and Vacancy Tax;
- CRD housing will present at the November 23, 2023 LCC meeting and encouraged everyone to attend;
- The CRD Draft 2024 budget increase will be considered at the November 23, 2023 LCC meeting. A goal of the LCC is to sustain existing services and members of the public are encouraged to provide input at the meeting;

- LCC Commissioners hold office hours on Wednesdays 8:30 a.m. to 4:30 p.m. at the CRD office at 108 – 121 McPhillips Avenue.

8. PREVIOUS MEETINGS

8.1 Draft Minutes of the Salt Spring Island Local Trust Committee

8.1.1 Draft Minutes of the October 12, 2023 SSI LTC Regular Meeting

By general consent, the minutes of October 12, 2023 Salt Spring Island Local Trust Committee Regular meeting were adopted.

8.2 Resolutions Without Meeting Report - None

9. CORRESPONDENCE

9.1 M. Chandler to LTC - Dated 7 Oct 2023 - Regarding Rainwater Catchment Advocacy

The correspondence item was received.

9.2 C. Schmah to LTC - Dated 10 Oct 2023 - Regarding Saltspring Island Botanimed Inc. Cultivation Licensing

The correspondence item was received.

9.3 V. Watkins to LTC - Dated 12 Oct 2023 - Regarding Long-Term Rentals

The correspondence item was received.

9.4 Chair Peterson to CRD Parks and Recreation Manager - Dated 23 Oct 2023 – Regarding Ganges Harbourwalk

The correspondence item was received.

9.5 Chair Peterson to Gulf Islands Seniors Residence Association - Dated 24 Oct 2023 - Regarding BC Housing Community Housing Program

The correspondence item was received.

9.6 Chair Peterson to Salt Spring Island Fire Protection District - Dated 24 October 2023 Regarding Committee liaison to District

The correspondence item was received.

9.7 Chair Peterson to Minister Conroy - Dated 30 October 2023 - Regarding Speculation and Vacancy Tax

By general consent, the Salt Spring Island Local Trust Committee requested staff to draft an email correcting the error in the letter to replace “Minister of Housing” with “Minister of Finance”.

The correspondence item was received.

9.8 A. Walter to LTC - Dated 6 Nov 2023 - Regarding Salt Spring Cannabis Cultivation Licensing

The correspondence item was received.

10. BUSINESS ARISING FROM MINUTES

10.1 Follow-Up Action List dated November 2023

The report was received.

11. COMMUNITY INFORMATION MEETING- None

12. PUBLIC HEARING – None

The meeting recessed at 11:35 a.m. for a lunch break and reconvened at 12:10 p.m.

13. APPLICATIONS AND REFERRALS

13.1 SS-ALR-2023.2 - J. Litke - 710 Cranberry Road, SSI

Planner Caproff presented a staff report dated November 16, 2023 regarding an Agricultural Land Reserve (ALR) Application for Non-Farm Use and Subdivision.

A Trustee expressed support to ask the Agricultural Advisory Planning Commission (AAPC) to comment on whether it is good practice to protect farmland to be inclusive of split zoned areas surrounding the ALR portion of a property.

SS-2023-132

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee refer application SS-ALR-2023.2 (710 Cranberry Road) to the Agricultural Advisory Planning Committee (AAPC) for comment on the application generally as well as specifically on the following aspects:

- a. The potential changes to existing drainage patterns with the creation of two bare land strata lots adjacent to ALR land on the property;
- b. The proposed common road access (“Common Property Access Route”) on ALR land for two bare land strata lots on non-ALR land; and
- c. Whether the Salt Spring Local Trust Committee should support the subdivision and non-farm use application.

CARRIED

13.2 SS-DVP-2023.15 - R. Margetts - 351 Mountain Park Drive, SSI

Planner Caproff presented a staff report dated November 16, 2023 regarding a development variance permit application to increase the maximum accessory building floor area to legalize an existing accessory building, reduce the minimum setback from the interior side lot line to legalize an existing accessory structure and reduce the minimum setback from the natural boundary of the sea to legalize an existing accessory structure.

Applicant Richard Margetts spoke to the application.

SS-2023-133

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee approve application SS-DVP-2023.15 (351 Mountain Park Drive).

CARRIED

13.3 SS-DVP-2023.17 - T. Rissling - 2915 Fulford-Ganges Road, SSI

Planner Caproff presented a staff report dated November 16, 2023 regarding a development variance permit application to vary the minimum distance of an accessory building from another building on a lot.

SS-2023-134

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee approve issuance of SS-DVP-2023.17 (2915 Fulford-Ganges Road).

CARRIED

13.4 SS-DVP-2023.9 - D. Miller - 2101 Fulford-Ganges Road, SSI

Planner Buchan presented a staff report dated November 16, 2023 regarding a development variance permit application for a frontage waiver and request for two variances to address the final subdivision approval conditions.

SS-2023-135

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee approve development variance permit SS-DVP-2023.9 (2101 Fulford-Ganges Road).

CARRIED

SS-2023-136

It was MOVED and SECONDED,

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 3.74% percent for proposed Strata Lot 1 and 7.66% for proposed Strata Lot 2 as shown on the plan of subdivision in Attachment 3 of the report from Planner Buchan dated November 16, 2023 (2101 Fulford-Ganges Road).

CARRIED

13.5 SS-DP-2023.9 - M. Ogilvie - Lot 2 Jackson Ave, SSI

Planner Buchan presented a staff report dated November 16, 2023 regarding a Development Permit application for the removal of vegetation within the setback area in Development Permit Area 1 (DPA1) - Island Villages.

SS-2023-137

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee approve issuance of Development Permit SS-DP-2023.9 (Lot 2 – Jackson Avenue).

CARRIED

Trustee Harris OPPOSED

13.6 SS-TUP-2023.1 - J. Halan-Harris - 130 Blackburn Road, SSI

Planner Buchan presented a staff report dated November 16, 2023 regarding a temporary use permit for a dog kennel business including staff accommodation and a proposed campground.

SS-2023-138

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee deny issuance of Temporary Use Permit SS-TUP-2023.1 (130 Blackburn Road) and direct staff to close application SS-TUP-2023.1 for the following reasons:

- a. The Salt Spring Island Official Community Plan Bylaw No. 434 does not list the Watershed and Islet Residential designation as eligible for Temporary Use Permit Issuance;
- b. The Watershed policy under Section B.8 Salt Spring Island Official Community Plan Bylaw No. 434 restricts any further development than what is permitted by current zoning; and
- c. There are a number of appropriately zoned properties located on Salt Spring Island that are suitable for the proposed kennel use.

CARRIED

14. LOCAL TRUST COMMITTEE PROJECTS

14.1 Official Community Plan and Ganges Village Planning

Planner Garbo presented a staff report dated November 16, 2023 regarding a roadmap for three major projects: Data collection/analysis, geospatial mapping, and complete community growth modeling; the OCP/LUB process; and Ganges (Shiya'hwt/SYOWT) Village Area Plan.

In discussion the following items were noted:

- Request staff to make modifications to the scope to have a phased approach and add regular check-ins with the LTC prior to the public engagement process;
- Identify easy wins during the process;

- The UBCM Complete Communities Grant would fund the data collection/analysis, geospatial mapping, and complete community growth modeling project.

SS-2023-139

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee accept the roadmap for the three major projects identified in this staff report.

CARRIED

SS-2023-140

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request staff to proceed with the Request for Proposal process to carry out the tasks and the equity-centred public engagement program through a phased approach to the Scope of Services that includes the identified partners and add a deliverable confirming the scope prior to public engagement for LTC approval.

CARRIED

14.2 Proposed Bylaw 530 - Accessory Dwelling Units

RPM Hutton presented a staff report dated November 16, 2023 regarding proposed Bylaw No. 530 "Accessory Dwelling Units".

In discussion the following items were noted:

- There was a suggestion to consider the current version of Bylaw 530 as Bylaw 530 "lite";
- There was a suggestion to develop a spot zoning pilot program that would allow property owners to apply to be added to the Bylaw 530 map;
- The LTC has the right to waive public hearings for applications that are in alignment with the Salt Spring Island Official Community Plan.

SS-2023-141

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request staff to prepare a new bylaw number replicating Bylaw 530 as presented in the staff report dated November 16, 2023.

CARRIED

SS-2023-142

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request staff to look into whether Bylaw readings could be held at a Special Meeting or by Resolution Without Meeting.

CARRIED

SS-2023-143

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee direct staff to develop a spot zoning pilot program for Accessory Dwelling Units considering criteria, fees and potential to waive Public Hearings.

CARRIED

15. NEW BUSINESS

15.1 Housing Agreement Bylaw No. 447

Planner Fotino presented a staff report dated November 16, 2023 regarding a request to discharge a housing agreement for a 10-unit affordable housing unit development.

A representatives of the applicant Chris Freeman, Van City and William Roberts spoke to the application to discharge the 2010 Housing Agreement for 584 Rainbow Road. It was noted the property is being marketed for affordable housing projects and the BC Supreme Court will oversee the sale.

SS-2023-144

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee discharge the notice of housing agreement from the property at 584 Rainbow Road, (PID 015-854-698) with legal description as Lot A, Section 2, Range 1 East, North Salt Spring Island, Cowichan District, Plan 49990.

CARRIED

15.2 Dust and Bones screening

Chair Peterson presented an email dated October 11, 2023 regarding screening of the Dust and Bones movie. It was noted the movie screening was organized in 2020 and did not proceed due to the COVID- 19 pandemic and the movie is available online.

15.3 BC Legislative Assembly Bill 44 – Housing Statutes Amendment Act, 2023

SS-2023-145

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request the Chair of the Salt Spring Local Trust Committee to send a letter to the Minister of Housing and the Premier's office requesting that Salt Spring Island Local Trust Area be included in Bill 44 as if it were a Municipality with a population of greater than 10,000, marked with high importance and urgent, no later than November 21, 2023.

CARRIED

16. REPORTS

16.1 Policy and Standing Resolutions List

The report was received.

16.2 Future Projects Report dated November 2023

The report was received.

16.3 Active Projects Report dated November 2023

The report was received.

16.4 Applications with Status Report dated November 2023

The report was received.

16.5 Expense Report - None

16.6 Islands Trust Conservancy Board Report – None

17. CLOSED MEETING

17.1 Motion to Close the Meeting

SS-2023-146

At 10:31 a.m., **It was MOVED and SECONDED** that the Salt Spring Island Local Trust Committee close this meeting to the public subject to Community Charter Section 90 (1): (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; and that staff be invited to remain.

CARRIED

17.2 Motion to Open the Meeting

SS-2023-147

At 11:32 a.m., **It was MOVED and SECONDED** that the Salt Spring Island Local Trust Committee re-open this meeting to the public subject to Section 89 of the Community Charter.

CARRIED

17.3 Rise and Report - None

18. UPCOMING MEETINGS

The next regular meeting of the Salt Spring Island Local Trust Committee is scheduled on December 14, 2023 at 9:30 a.m. at the SD64 Learning Hub, 122 Rainbow Road. Please see the meeting calendar on the Islands Trust website at www.islandstrust.bc.ca for current meeting information and location.

19. ADJOURNMENT

By general consent the meeting adjourned at 2:37 p.m.

Timothy Peterson, Chair

CERTIFIED CORRECT:

Sarah Shugar, Recorder

DRAFT



Salt Spring Island Agricultural Advisory Planning Commission

Minutes of a Regular Meeting

Date of Meeting: Thursday, November 30, 2023

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

Members Present: Ken Byron, Commissioner (Acting Chair)
Conrad Pilon, Commissioner
Scott Royal, Commissioner

Regrets: Bree Eagle, Chair
Brent Brochu-Ingram, Vice Chair

Staff Present: Kalyaan Selvakumar, Planning Team Assistant
Charly Caproff, Planner 1

Others Present: None

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

Brief introductions were made.

Commissioner Byron was nominated and accepted to be the Acting Chair

Commissioner Byron called the meeting to order at 3:05 p.m. and welcomed everyone to a meeting of the Salt Spring Island Agricultural Advisory Planning Commission.

1. APPROVAL OF AGENDA

By general consent the agenda was adopted.

2. MINUTES OF PREVIOUS MEETING

2.1. Draft Minutes of the June 1, 2023 Meeting AAPC Meeting – For Adoption

By general consent, the minutes of the June 1, 2023 Meeting Salt Spring Island Agricultural Advisory Planning Commission meeting were adopted.

3. BUSINESS ITEMS

3.1 SS-ALR-2023.2 - ALR Application for Non-Farm Use and Subdivision – 710 Cranberry Road - Staff Report

Planner Caproff presented a memorandum dated November 20, 2023 regarding ALR Application for Non-Farm Use and Subdivision.

It was MOVED and SECONDED,

That the Salt Spring Island Agricultural Advisory Planning Commission recommends that Salt Spring Island Local Trust Committee forward application SS-ALR-2023.2 to the Agricultural Land Commission with support subject to the following recommendation:

- No further subdivision of the ALR land

CARRIED

4. OTHER BUSINESS – None

5. ADJOURNMENT

By general consent the meeting adjourned at 3:28 p.m.

Ken Byron, Acting Chair

CERTIFIED CORRECT:

Kalyaan Selvakumar, Recorder

From: Jake Lebowitz <[REDACTED]>
Sent: Thursday, November 16, 2023 11:43 AM
To: SSInfo
Subject: Crown Land Staking Notice File: 1415439

Categories: To be filed (already forwarded)

I am very worried about this application from Shaw Cable to clear cut down to the beach off Monkswood. This forest canopy walk to the truly treasured little beach is something that should be preserved. My kids call it tidepool beach and love love love wandering down to play on the logs and in the tide pools. It is truly a beloved little spot on the South End that will be ruined by this work. Surely there is a better place to run the cable.

From: Sally Douglas <[REDACTED]>
Sent: Thursday, November 16, 2023 10:33 AM
To: SSInfo
Subject: Crown Land Staking Notice File: 1415439

Categories: To be filed (already forwarded)

Dear Islands' Trust,

I am writing to enquire if you are away of this application from Shaw cable (email attached below).

The application is to clear-cut a road 33 feet wide through a pristine forest, down to a pristine beach, and to erect poles and cable for entry under the ocean to Pender Island.

The road would run directly in the path of an active Eagle nest.

The beach is quiet, and untouched by development.

I am in favour of technology and understand the need for infrastructure. I believe that big tech companies, however, should work with our natural environment and minimise the destruction of forests and beaches. There are many routes that this cable could be laid, that would follow already developed roads and beach front.

Please will you let me know your stance on this application, and your intention around protecting our Islands from such proposals. The application is open for a little more than a week.

Please will you confirm receipt of my email.

Thank you very much.

Sally Kaldor Douglas
[REDACTED]

Begin forwarded message:

From: "West Coast Land Referrals FOR:EX"
<WestCoast.LandReferrals@gov.bc.ca>
Subject: Response to Crown Land Staking Notice File: 1415439
Date: 15 November 2023 at 12:01:59 GMT-8
To: [REDACTED]

Hi Sally,

So far, it looks like a new application is being staked and advertised for comment.

Follow this link for more info and to add your concerns:

[Applications, Comments & Reasons for Decision \(gov.bc.ca\)](https://gov.bc.ca/applications/comments/reasons-for-decision)

Commenting is currently open for file 1415439 (10 days remaining).

I think that is all you were asking for, but if you need more information from us here at FrontCounter BC, feel free to reach out.

Thank you!



Susan Sader CSP (She/Her)

Client Service Representative

FrontCounterBC

Ministry of Forests

Suite 142 - 2080 Labieux Road | Nanaimo BC V9T 6J9

Tel: 250 739-8613 | Fax: 250 751-7224 | Toll-Free Contact Centre: 877 855-3222

[Tell us](#) about your experience with FrontCounter BC. We welcome feedback!

[Freedom of Information Disclaimer](#)

From: Mielle Chandler <[REDACTED]>
Sent: Wednesday, November 22, 2023 10:04 PM
To: Chris Hutton
Cc: Laura Patrick; Jamie Harris; Timothy Peterson; SSInfo; Russ Hotsenpiller; Stefan Cermak
Subject: Re: Staff Communication

Thank you for explaining Chris!

As I understand the situation, no response was forthcoming from the applicant because she did not receive the email from the planner.

When a resident's home and livelihood are at stake, it seems important that planning staff request confirmation of receipt of their correspondence so that they can follow up with a phone call in the event that no confirmation is forthcoming.

While Trust Staff operate adeptly over email and are highly attuned to bureaucratic schedules, many residents, especially busy working residents, have quite different realities, ways of communicating, and temporal structures. Respecting the diversity of our community means reaching out to people in a variety of ways to ensure that communication is actually taking place.

Kind regards,
Mielle

On Wed, Nov 22, 2023 at 4:44 PM Chris Hutton <chutton@islandstrust.bc.ca> wrote:

Thank you for your email.

The staff planner advised the applicant by email on November 9 that the application would be on the agenda for the November 16 Regular meeting of the Salt Spring Island Local Trust Committee. This email reiterated that staff's recommendation is for denial due to policy restricting TUP issuance within the Watershed Designations.

This email included a link to where the applicant would be able to find the agenda once published. As is standard practice in our office, the planner also requested the applicant to advise if they are planning to attend in order to provide an invite.

No response was received.

The planner also notified the applicant on Friday, November 17 of the results of the LTC meeting.

The recommendation from planning staff was based solely on policy, as outlined in their report. The Rationale for Recommendation section of the planner's report (found on page 164 of [the agenda](#)) clearly indicates the reason for this recommendation, and these issues have been communicated early and continuously.

Chris Hutton, RPP, MCIP (he/him)

Regional Planning Manager

Islands Trust | 250-538-5608

From: Mielle Chandler <[REDACTED]>

Sent: Wednesday, November 22, 2023 6:32 AM

To: Laura Patrick <lpatrick@islandstrust.bc.ca>; Jamie Harris <jharris@islandstrust.bc.ca>; Timothy Peterson <tpeterson@islandstrust.bc.ca>; Chris Hutton <chutton@islandstrust.bc.ca>; Clare Frater <cfrater@islandstrust.bc.ca>

Subject: Staff Communication

Dear Local Trust Committee,

I have just learned that the owner of Salty Dog was not informed that her TUP application was on the last LTC agenda. Thus, she was not given the opportunity to speak to the merits of her application. Nor was she given the opportunity to submit the many letters of support she has collected from the community for her important service.

Instead, nine letters of opposition/complaint were submitted by the planner. The LTC denied the application without hearing from the owner or her many supporters. This denial, if it stands, will result in the owner losing her long-standing local business, her livelihood, and her land and home.

The owner of Salty Dog is a longstanding member of our community who is going through very hard times, a messy and acrimonious divorce, a move to a new location, and the frightening process of having Trust and CRD bylaw officers show up in search of violations. She is also working herself to the bone to try to survive. She learned that the LTC had denied her application on a facebook post.

The owner of Salty Dog expressed to me that she got the impression that the planner assigned to her application thought his job was necessarily to recommend against her TUP application.

Please speak to the CAO and ask him to communicate to Staff the importance of clear, respectful, supportive, and on-going communication with residents who have applications before the Trust. Please find out from the CAO if, indeed, planning staff are expected to recommend against TUPs as a matter of course. If they are, please consider putting this on the agenda of Trust Council so that Trust Council may direct the CAO otherwise.

Kind regards,

Mielle

From: Jenny Cameron [REDACTED]
Subject: Salty Dog Retreat
Date: November 23, 2023 at 11:53 AM
To: ssiinfo@islandstrust.bc.ca

JC

Salt Spring Island Trust,

To Whom it may concern,

I am writing in support of Salty Dog Retreat and Kennel. I have been a resident on Salt Spring for over 6 years, and my husband and I have conflicting work schedules, away from home. We have a 8 year old dog that requires care a few times a month. We depend on Salty Dogs to enable us to work, as our dog cannot be left alone all day.

Jaimie Halan-Harris has tirelessly ran her business and helped rescue and re home many dogs in need. Salty Dogs is an integral part of our community, and deserves recognition, and all the support it deserves.

Yours Sincerely,

Jenny Cameron

[REDACTED]

Re: Support for Salty Dog and Jamie Halan-Harris

To Islands Trust:

I am writing to you to convey my support of Salty Dog Retreat and Jamie Halan-Harris. Jamie and the Salty Dog Retreat are huge contributors to the community here in many ways and provide support and services that no other organizations or individuals do on the island.

Salty Dog Retreat houses and treats rescue animals from all corners of this island, often brought to them by the RCMP, CRD and individual community members. Often you will see posts on various facebook groups about dogs that have been seen wandering the streets. Salty Dog/Jamie are the people that take these animals in, care for them or reunite them with their owners. Jamie and the team at Salty Dog have also supported me with my two rescue dogs. We came to Jamie last December, looking for help in training and boarding our dogs. Jamie immediately supported us and over the course of the past year, we have seen a massive change in their behaviour. This has allowed them to live full lives, and taught us valuable skills. Without Salty Dog, we may have had to give our dogs up, or worse, they may have been euthanized. There are no other individuals on this island or in this community that are able to provide support to the dogs and dog owners on this island in the way they do.

In addition to the work Jamie does with animals, she also houses vulnerable community members. This keeps them off the streets, out of parks, and provides security for them and residents in the community. Jamie currently houses multiple single mothers and their children. Without Jamie, these vulnerable people would be in high risk situations that impact their safety, security, and futures.

Lastly, I am aware that Jamie has offered extensive support to families who have children with special needs. Jamie has dedicated her time, free of charge, educating families on various resources available to them. In doing so, she has changed the lives of parents and youths on this island.

Jamie and Salty Dogs services are critical to this island and the many residents who use her services, and who she supports. It is crucial that Islands Trust support her and her business. Without Jamie, dogs will be homeless, people will be unhoused, and many, many people will be negatively impacted.

Should you wish to discuss anything in this letter with me, please call me at [REDACTED]

Brett Gillespie [REDACTED]

Nov. 28, 2023.

Re: Islands Trust TUP meeting
Jaime Halan-Harris

To whom it may concern:

I have known Jaime Halan-Harris for well over 4 years. In those years, I have known her to be a caring individual with a true love for animals and for people. I have watched her to continue to overcome [REDACTED] both word and deed, from her ex-partner to start the new kennel while trying to sell her old (joint) property with that [REDACTED] ex. [REDACTED]

[REDACTED] That being said, there is so much she has done. in the community to ensure dogs are kept safe.

For instance, this kennel is like no ordinary kennel. Not only does Jaime take care of well-loved pets, she Routinely takes in lost dogs and rescues for well-over 6 years. Dogs have been brought to her from the RCMP CRD, IWAV, vets, ambulance attendance and Lady Minto. Many people got new pups during COVID and have since been abandoned. Jaime takes them all in and cares and feeds them at her own expense.

In addition, the kennel is a vocational rehab and therapy program for homeless youth. Many of them on the spectrum and have trauma and mental health disorders. Her experience working with Community Services has provided her with the experience to work with some of the young people. Her existing Program offers food, housing and support. The young people do 15 hours of cleaning (on average) and In return receive support from Jaime. There are 3 single parents with a total of 5 children, age 9 months to 8 years.

There is so much more to add, but I believe Jaime's services at Salty Dogs should be considered an Essential and vital service. It would be a travesty if she wasn't allowed to continue operating on Blackburn Road.

I am glad to testify in person as to her character and ability to run this vital business.

Yours very truly

Susan Worrall

From: Laura Patrick
Sent: Thursday, November 30, 2023 2:06 PM
To: SSInfo
Subject: Fwd: Support Saltydog

Begin forwarded message:

From: Jaime Halan-Harris >
Subject: Support Saltydog
Date: November 29, 2023 at 7:56:28 PM PST
To: "lpatrik@islandstrust.bc.ca" <lpatrik@islandstrust.bc.ca>

Salty dog

I remember One day I missed the bus towards Fulford and had to hitchhike. I was kindly picked up by this young man associated with Salty dog. In his car, he had a little, dirty, shaking, scared dog Who proceeded to take comfort in my lap. He went out that morning because of a call Saltydog received about a lost dog wandering the shores near Ganges. That's how I learned about Salty dog and what they do. He proceeded to tell me How they would care for the animal and try and reunite it with its original owners. He also told me about all the other dogs they have in their care. All of this is free of charge mind you! I have recently learned that the Salty dog has graciously brought in and housed some people in need from the cold, including A small family I know. Such a beautiful asset to this island! I wanted to write this note as a token of Gratitude for Salty dog and to bring awareness to those who read it about the importance of what they do. If you can find it in your hearts, please show support for Salty dog in any way you can. Thank you, Branden Belanger.

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From: Jaime Halan-Harris <[REDACTED]>
Sent: Wednesday, November 29, 2023 5:19 AM
To: Laura Patrick; Jamie Harris; SSIIInfo
Subject: Letter of support of SaltyDog Kennel and Dog Rescue

In support of The Salty Dog

The essential services that have been generously offered and compassionately created at Jaime's Salty Dog, are beyond necessary and in fact crucial, to the community!

The deep care, concern and dedication to not only all dogs in need, (in all and any ways required) but has since expanded into other areas of crucial needs unfulfilled within the community.

Jaime has also provided living space and multiple supports to youth and young families living marginally without conventional housing options, or worse circumstances.

With a background and varied work experience in fields of youth work, Jaime has opened her heart, home, rescue and kennel services, to include housing support and life skills to otherwise unhoused young people.

The rescue, rehabilitation, care and deep devotion to dogs is beyond the standard offered by typical rescues.

Dogs discarded at the driveway. Dogs picked up when lost or abandoned. Dogs simply unwanted for whatever reasons, are sheltered, cared for, rehabilitated if necessary, and carefully re-homed when ready.

All of these things, and much more, are most kindly provided without funding other than fees for daycare and kennelling for the dogs.

What Jaime is providing in reestablishing the Salty Dog, in good faith, in its current location, is absolutely essential and crucial to this community.

It is deserving of community support and fund raising to keep it operating as well.

Without The Salty Dog in place, most certainly dogs will suffer, in immeasurable ways.

Sincerely,
Colleen Skelcher

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From: Jaime Halan-Harris [REDACTED]
Sent: Wednesday, November 29, 2023 5:26 AM
To: Laura Patrick; Jamie Harris; SSIIInfo
Subject: Letter of support SaltyDog Kennel and Dog rescue
Attachments: Screenshot_20231128_185504_Facebook.jpg;
Screenshot_20231128_185440_Facebook.jpg;
Screenshot_20231128_185427_Facebook.jpg;
Screenshot_20231128_185512_Facebook.jpg

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6:55

LTE 4%



Posts

**Meanwhile on Salt Spring Island...**

Joseph Christian · 2h · 🌐

To Whom It May Concern,

I am writing to express my wholehearted support for Salty Dogs to continue operating as a doggy daycare and a facility for rescuing dogs.

Having observed Jaime's dedicated efforts, particularly in creating housing for single mothers and those at risk of homelessness and running a doggy daycare, it is evident to me that her work is not detrimental to Cusheon Lake and the local watershed.

It is disheartening that supporters like myself were not afforded the opportunity to voice our opinions during the process that led to the denial of Salty Dogs' temporary permit. The meeting, intended for Jaime to share her vision and present letters of support, proceeded without her knowledge.

Jaime has been granted an opportunity to appeal this decision, and I encourage

Joseph Christian turned off commenting for this post.



6:54

LTE 4%



Posts



Jaime has been granted an opportunity to appeal this decision, and I encourage others to submit letters of support before December 1st. Please reach out to Salty Dogs or Jaime directly for details.

Aside from utilizing the daycare service for my dogs and actively participating in finding homes for rescues, I firmly believe that having a few dogs and responsibly composting waste poses no negative impact on the local ecosystems.

Providing a space for dogs to be adopted and rehabilitated, as opposed to facing euthanasia, is crucial. Salty Dogs plays a significant role in our community, and I hope that its valuable contributions can continue without hindrance.

Sincerely,



Joseph Christian turned off commenting for this post.



6:55

LTE 4%



Posts



continue without interruption.

Sincerely,



Like

Share

32

All comments



Joseph Christian
[SaltyDog Retreat](#)

2h Like



Joseph Christian
[Jaime Halan-Harris](#)

2h Like

Joseph Christian turned off commenting for this post.



IN SUPPORT OF SALTY DOG RETREAT

November 27, 2023

Islands Trust

Salt Spring Island

Jaime, owner of Salty Dog Retreat, provides an invaluable service for all dogs, dog owners and dog lovers on Salt Spring Island. She takes in any lost dog until its owner can be found (at no charge) and also takes in rescue dogs and finds them a new home. She helped find a wonderful home for a dog I rescued/fostered but was unable to keep long term.

Jaime also helps rehabilitate dogs who have not had a good start in life. She cared for a homeless person's dog after the dog had been hit by a car. The dog stayed at Salty Dog until he had recuperated from surgery.

There is also Doggie Daycare at Salty Dog. My Poodle cross dog goes to doggie daycare two days a week and boards overnight whenever I need to leave the Island for things like medical appointments. In the Summer, when it is too hot to leave my dog in the car while running errands and getting groceries, I just drop my dog off at Salty Dog for a few hours and know he will not only be well cared for, but will also have a few hours of fun, playing with other little dogs.

Salty Dog is truly a Godsend not just to me but to this whole Island and many of us, and so many dogs, would be lost and in distress without their services.

I hope you can find some way to allow Salty Dog to continue operating and providing this invaluable service to our Island. There is no other dog rescue, no lost dog center, and no other doggie daycare or dog boarding kennel providing these same services on SSI.

Jaime has worked with the Trust to move the original driveway, as requested, and they recycle all the dog waste (to use in their gardens), so none of it pollutes the environment.

I truly hope you will consider the incredible benefit Salty Dog Retreat provides to our Island and to our community when making your decision about whether to grant a TUP to this business.

Thank you for your consideration,

Judith Harrison

Salt Spring Trustees

#1 – 500 Lower Ganges Road
Salt Spring Island, BC
V8K 2N8

**Re: Letter of the appreciation of the Salty Dog Retreat
business**

We are writing this letter is to express our gratitude for the service of Salty dogs retreat, continuously provided to us. Without the ability to leave our dogs with them, we would not have been able to go for work off the island or go for medical procedures.

Definitely hundreds of residents of Salt Spring Island feel the same way.

Salty Dogs has always been available to help us.

Our dogs were recently rescued from the war zone in Ukraine and came to us very stressed and reactive to all . Jamie has spent so much time to calm them, re-train them and teach them the social skills, and they are doing much better now. They are totally different dogs now because of her!

We thank Jamie for what she is doing, and hope we will be her clients and supporters for a long time to come!

Sincerely

Giga & Charles McGill

Residents of Salt Spring island

From: Jaime Halan-Harris <[REDACTED]>
Sent: Wednesday, November 29, 2023 2:56 PM
To: Laura Patrick; Jamie Harris; SSIIInfo
Subject: Support letters Saltydog Kennel and rescue
Attachments: 20231129_144720.jpg

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Support letter for continuity of operation address with:

Salty dog retreat
130 Blackburn Rd,
Salt spring island

To:
Salt spring Island Trust
500 Lower Ganges rd,
Salt spring island

From:

Samuel Tremblay
Property care taker and worker on Salt spring island

Hi, I moved on Salt spring island few years ago and had nowhere to go.
Knowing the problem that is occurring for a long-time, madame Jamie Halan-Harris invited me to their previous property on Rainbow Rd, on witch I stayed for about 2 winters.

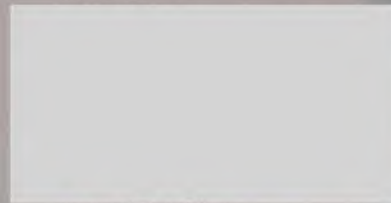
I testify that Jamie provides support to the community, by accepting all dogs, no matter their issues, at an affordable cost, and caring for lost/rescues dog for free.
We had no such services till now and, still no other that provide this service with all requirements.

Moreover, and above all,
Jamie gave me the opportunity for self improvement, providing stable place to do so.
I since then moved elsewhere on island to become who I am now fully autonom.

As I know of now,
Several peoples live over there, which rely on in order to take their step further in life such it did for me.
Few people take this challenge, some comes with mental health issues with or without animals.

Hoping this letter will help to keep this essential service.

Sincerely yours:



Samuel Tremblay

29th November 2023



Tracy Harrison

To Whom it May Concern

This letter is in support of Salty Dog and all the community support Jaime Halan-Harris provides not only to Salt Spring Island pet owner, stray dogs in need of shelter but also the citizens and families of Salt Spring who would likely be homeless without her support.

Jaime has worked extremely hard to build a center for dogs and families and with the increasing rise in pet and person displacement in our province, places like Salty Dog are all the more important and crucial for small communities like ours. Without her service, 9 rescue dogs are at risk of euthanization and 5 children are at risk of being homeless again, along with their adult guardians. Jaimie provides work trade opportunities. People with mental health issues in our community are in need of such opportunities to help build self confidence and self esteem.

Jaime has done all of this human and canine support without financial support from others and I believe Jaime has applied for charitable status. I hope the trust will consider the essential community service she provides and reduce any barriers, especially financial barriers for her to continue to provide this service on the property she is currently running her business and non profit shelter from.

Yours truly,

Tracy Harrison R.C.A.T.

From: Jaime Halan-Harris [REDACTED]
Sent: Wednesday, November 29, 2023 11:03 AM
To: Laura Patrick; Jamie Harris; SSIIInfo
Subject: I am sharing 'To Salt Spring Island Trustees' with you
Attachments: To Salt Spring Island Trustees.pdf

One app for all your Word, Excel, PowerPoint and PDF needs. Get the Microsoft 365 app:
<https://aka.ms/GetM365>

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To Salt Spring Island Trustees.

I write this letter in support of the TUP for the Salty Dog Retreat at its current location at 130 Blackburn Road, Salt Spring Island. I have known Jaime Halan Harris for many years and have stayed in contact with her even after leaving Salt Spring. Her work as a kennel owner as well as being a keen supporter for the improvement of mental health of children, youth and young adults is an incredible asset to the community of Salt Spring Island.

Given that the Salt Spring BC SPCA does not address the dog rescues, lost dogs, likely due to capacity issues, it has been incredible to see Jaime step up many, many times to help in reuniting lost dogs with their humans, taking care of injured animals at her own cost, and assisting in re-homing dogs when their owners are no longer able to care for them. This takes an incredible amount of time not to mention expenses.

It was interesting to see the realtor listing for the property at 130 Blackburn road listed a barn as a permittable building. Is a kennel like a barn for dogs I wonder?

Having said that, I believe that partial re-zoning of the subject property would alleviate concerns raised by Islands Trust staff. Re-zoning of other properties on Blackburn road, namely the location of the transfer station has taken place, no doubt because it is considered an essential service for the Island. I believe that Jaime would work with staff to accommodate and resolve any environmental concerns. I believe she provides a very essential service to the island.

Yours truly

Tanya Schulz

B.Sc. Civil Eng.

From: Chris Buchan
Sent: Thursday, November 30, 2023 9:12 AM
To: SSInfo
Subject: FW: Dog shelter on Blackburn watershed

-----Original Message-----

From: Ananda Korchynski <[REDACTED]>
Sent: Thursday, November 30, 2023 9:11 AM
To: Laura Patrick <lpatrick@islandstrust.bc.ca>; Jamie Harris <jharris@islandstrust.bc.ca>; Timothy Peterson <tpeterson@islandstrust.bc.ca>
Cc: Chris Hutton <chutton@islandstrust.bc.ca>; Chris Buchan <cbuchan@islandstrust.bc.ca>
Subject: Dog shelter on Blackburn watershed

Hi there,
Just wanting to express my concern about Salty Dog being on the Blackburn watershed. I understand you are voting on this soon.

I am on Cusheon Lake and it really needs all the help it can get to stay healthy and avoid algae blooms.

Please let me know if you need more info, (for example about low water levels).

Dog waste contains nitrogen and phosphorus, which can deplete oxygen that fish and other water-based life need to survive, as well as encourage the growth of harmful algae.

I don't think this operation is a fit for its location.

Thank you for your consideration.
Ananda

From: Jaime Halan-Harris [REDACTED]
Sent: Thursday, November 30, 2023 6:03 AM
To: Laura Patrick; Jamie Harris; SSInfo

To whom it may concern,

I am writing this as a valued community member, working 3 jobs in the public sector here, housed by Community Services (because I still can't afford current expected rental rates) and a mother of 3 Island born and raised children.

I'd like to speak about a few things.

Firstly (and I think most importantly) is to advocate for the ability for the folks living at 130 Beddis rd to continue to live there. This property provides a safe space for families with young children, who struggle to be housed under regular circumstances. Some of whom are unable to receive help with housing from any local organization. They have literally NO OTHER OPTION. This property provides an address so they can register for schools and busses to get to/from school. To keep safe, warm and dry, always, but especially these cold months ahead. To tell these families they need to leave, and thereby making them homeless is inhumane, and even cruel.

Secondly, I do not have a dog, so my experience with the kennel is minimal. However, there is nobody else who will come faster (if at all) to help a lost or injured dog. The SPCA here does not take dogs, and I've tried bylaw officers on multiple occasions to ask for help with lost dogs and they never came (once they came days later and just did a report) if I see a lost dog and call Jamie she's called me back no longer than 5 minutes (even at 6am) and come VERY quickly to offer whatever assistance is needed.

I do hope you take these things into consideration and allow both the homes and kennel to remain. Our Island needs all the help it can get. Shutting services or housing down feels very counter intuitive.

Thank you for your time in reading this letter.

Sincerely,
Amédée Chappus Sikich
[REDACTED]

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Salty Dogs Retreat
130 Blackburn Rd,
Salt Spring Island, BC
V8K 2B8

Re: Thank you for serving our community.

This letter is to express our gratitude for the service you have provided to our community at Salty dogs Retreat. Without the ability to leave the dogs with you, we would not have been able to go ~~for~~ travelling off the island or go for medical procedures.

Definitely hundreds of residents of Salt Spring Island feel the same way.

You have always been available to help.

Thank you very much for what you are doing and hope we will be your clients and supporters for a long time to come!

Sincerely,
Ann & John
Stewart


Residents of Salt Spring Island



SALTY DOG TUP

You have received the critique of Islands Trust Planning from Ms. Mielle Chandler.

You should also be aware of BYLAW ENFORCEMENTS continuation of trespass on this property, and the use of photos taken in the trespass in the Planners submission.

You should also be aware that the failure of Islands Trust Salt Spring Planners to communicate with property owners is not uncommon. [REDACTED]

I have visited the Salty Dog Rescue site on several occasions and note that Ms. Halan-Harris provides services in areas that the Islands Trust has failed.

- a. Housing for homeless and disadvantaged.
- b. Employment for homeless and disadvantaged.
- c. A kennel for stray and unwanted dogs. [REDACTED]

All these services are at no cost to the Salt Spring property owners in contrast to the costs of enforcement and Islands Trust bureaucracy.

Ms. Chandler has provided the Islands Trust Planning Department and the LTC with a rational and compassionate interpretation of how the Salty Dog Rescue meets the Zoning requirements for the property.

I urge you to adopt the Islands Trust policy of fairness and to approve this facility as compliant with the By-laws.

Sincerely

Brian Milne

From: Chris Buchan
Sent: Thursday, November 30, 2023 11:40 AM
To: SSInfo
Subject: FW: In support of Salty Dog

From: Brian/Laura Travelbea <[REDACTED]>
Sent: Thursday, November 30, 2023 11:39 AM
To: Chris Buchan <cbuchan@islandstrust.bc.ca>
Subject: Fwd: In support of Salty Dog

From: Brian/Laura Travelbea <[REDACTED]>
Date: November 30, 2023 at 11:35:00 AM PST
To: lpatrik@islandstrust.bc.ca
Subject: In support of Salty Dog

We are writing to express our support for Salty Dog to continue operating as a dog daycare and a facility for rescuing dogs.

We understand Jaimie also provides housing for single mothers as well as dog daycare. We don't believe her passion for dogs and people could possibly be detrimental to the watershed.

She bought the property as "rural" not realizing a portion was zoned "watershed." We understand she took the necessary steps to follow the "your rules." How convenient this was brought up after you took her money for her application.

Did you give this woman an opportunity to defend herself? No you carried on as if she and her business did not matter. We see this as discrimination.

Wake up Islands Trust!
This woman is providing a service to our community.

The members of our community elected you to represent them without discrimination!

Please take a moment and put yourself in her position.

Thank you for taking the time to read our letter.

Sent from my iPhone

From: Chris Buchan
Sent: Thursday, November 30, 2023 11:41 AM
To: SSInfo
Subject: FW: Regarding Jaime Halan-Harris and Salty Dog Retreat and Rescue

From: Chris Rowthorn < >
Sent: Thursday, November 30, 2023 11:43 AM
To: Chris Buchan <cbuchan@islandstrust.bc.ca>
Subject: Regarding Jaime Halan-Harris and Salty Dog Retreat and Rescue

Hi Chris,

I'm writing in regard to Jaime Halan-Harris and Salty Dog Retreat and Rescue. I understand that Islands Trust has turned down her initial application for a Temporary Use Permit (TUP) for her kennel and rescue service.

The stated mandate of the Trust is as follows:

“The object of the Trust is to preserve and protect the Trust Area and its unique amenities and environment...”

According to Wikipedia, the word “amenity” is defined as follows: “something considered to benefit a location, contribute to its enjoyment, and thereby increase its value.”

My family is one of many families on the island who make regular use of Jaime's kennel services. Without her kennel, we would not be able to travel as a family to see my parents in the United States or my wife's parents in Japan.

Furthermore, we have taken stray dogs that we have found in our neighbourhood to Jaime and she has reunited them with their owners.

In denying Jaime's application for a TUP, the Trust is making two grave errors:

- 1) The Trust is failing to fulfill its stated purpose of “maintaining the unique amenities” of this particular Gulf Island.
- 2) The Trust is inflicting a very real and immediate harm on the lifestyles and safety of Salt Spring Island residents, in order to prevent a hypothetical and unrealized impact on a watershed.

I believe that the Trust should take into account the valuable service that Jaime offers to the island and issue her a TUP. It would be perfectly reasonable for the Trust to attach conditions to the issuance and renewal of such a permit: namely, that Jaime will ensure that runoff water from her property contains no evidence of fecal contamination from the dogs she cares for. Surely, it is in the interest of all Salt Springers that there be a legally established dog kennel on the island,

instead of underground and unregulated businesses that would surely spring up in the absence of such a facility.

Thank you for your consideration,

Christian Rowthorn

From: Chris Buchan
Sent: Thursday, November 30, 2023 9:06 AM
To: SSInfo
Subject: FW: Salty Dog Retreat TUP application

From: Donna Madsen <[REDACTED]>
Sent: Thursday, November 30, 2023 8:39 AM
To: Laura Patrick <lpattick@islandstrust.bc.ca>; Jamie Harris <jharris@islandstrust.bc.ca>; Timothy Peterson <tpeterson@islandstrust.bc.ca>; Chris Hutton <chutton@islandstrust.bc.ca>; Chris Buchan <cbuchan@islandstrust.bc.ca>
Subject: Salty Dog Retreat TUP application

Dear Trustees,

I am writing to say I fully support the TUP application put forth by Salty Dog Retreat.

I find your review of the application flawed and one sided and not in the best interests of our community.

Respectfully,
Donna Madsen
Island Resident for 34 years

From: Chris Hutton
Sent: Thursday, November 30, 2023 2:34 PM
To: SSInfo
Subject: FW: Salty Dog Kennels

Chris Hutton, RPP, MCIP (he/him)
Regional Planning Manager
Islands Trust | 250-538-5608

From: Jamie Alexander <[REDACTED]>
Sent: Thursday, November 30, 2023 8:06 AM
To: Laura Patrick <lpatrick@islandstrust.bc.ca>; Jamie Harris <jharris@islandstrust.bc.ca>; Timothy Peterson <tpeterson@islandstrust.bc.ca>; Chris Hutton <chutton@islandstrust.bc.ca>; Chris Buchan <cbuchan@islandstrust.bc.ca>
Subject: Salty Dog Kennels

To whom it may concern:

I am writing in support of the TUP application by Jaime Halan-Harris on behalf of Salty Dog Kennel.

I am also standing against IT Planners' opposition to this application.

Jaime has been a Human Service Provider in our community for 2 decades and her current project continues this role. She has run programs like Yellow Submarine, a long-standing drop-in for persons with disability.

Salty Dog serves both dogs facing euthanasia, and persons facing homelessness.

Planners must consider the needs of the community above the needs of NIMBY neighbours.

Please grant this TUP application.

Yours Truly,

Jamie Alexander
[REDACTED]

Salt Spring Island

From: John Davies <[REDACTED]>
Sent: Thursday, November 30, 2023 12:07 PM
To: Timothy Peterson; Laura Patrick; SSIInfo; Jamie Harris
Subject: Fwd: Jaime Halan-Harris, signed copy of letter
Attachments: CCF_000072.pdf

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

Subject: Jaime Halan-Harris

Date: Thu, 30 Nov 2023 12:01:56 -0800

From: John Davies [REDACTED]

To: tpeterson@islandstrust.bc.ca, lpatrick@islandstrust.bc.ca, ssiinfo@islandstrust.bc.ca,
jharris@islandstrust.bc.ca

Per attached letter.

November 30, 2023

Islands Trust
Local Trust Committee
Salt Spring Island, BC

Dear Elected Officials and Staff,

Re: Jamie Halan-Harris

I have read the letter of Mielle Chandler and concur with the analysis and questions raised. As well, as a post graduate student of environmental sciences including forest hydrology and soil sciences and public health, I have significant concerns about the validity of alleged scientific facts stated by staff which I think raise ungrounded fears.

What comes to mind is the fact that money talks, that is, money that the Vortex had to spend to buy seemingly endless expert opinions, that persuaded the Islands Trust that it

was right and proper to discharge domestic and commercial sewage effluent into ground adjacent a salmon stream.

Preservation of community and environment means working with residents who are providing housing and other essential humane and necessary services, which enhance the quality of life for all. It does not mean an open door for big money commercial developments which are in my opinion unnecessary and undesirable and suburban blight.

Please schedule a proper hearing with plenty of advance notice with disclosure of all documents at least one month in advance, so that we who support Jaime may have the fair and democratic opportunity to answer your office's prosecutorial documents.

Best regards,

John Allan Davies

From: Chris Buchan
Sent: Thursday, November 30, 2023 2:22 PM
To: SSInfo
Subject: FW: TUP for Salty Dog Retreat (Jaime Halan-Harris)
Attachments: salty_dog_tup.pdf

From: James Smith [REDACTED]
Sent: Thursday, November 30, 2023 2:21 PM
To: Laura Patrick <lpattick@islandstrust.bc.ca>; Jamie Harris <jharris@islandstrust.bc.ca>; Timothy Peterson <tpeterson@islandstrust.bc.ca>
Cc: Chris Hutton <chutton@islandstrust.bc.ca>; Chris Buchan <cbuchan@islandstrust.bc.ca>
Subject: TUP for Salty Dog Retreat (Jaime Halan-Harris)

Attached is a letter in support of Jaime Halan-Harris urging the Islands Trust to grant the temporary use permit for Salty Dog Retreat.

James Smith, PhD
[REDACTED]



November 30, 2023

Dear Islands Trust:

We are writing to ask you to grant Jaime Halan-Harris a temporary use permit for her business Salty Dog Retreat.

Salty Dog Retreat has provided excellent and caring boarding for our two dogs. Unlike previous boarding situations, both private and commercial, our dogs have been happy and healthy upon our return. This is due to the attentive and loving care provided by Jaime and her staff. As you are aware this service is not provided by anyone else on Salt Spring.

In addition to providing an essential service for boarding customers, Jamie provides a critical service for lost and abandoned animals. It is my understanding that previous to Jaime's generosity, little effort was put into finding a dog's owner and many animals were destroyed. Jaime uses her facility to shelter and re-locate these animals and does so at her own expense. In doing so, she has stepped in to fill a need that the CRD has neglected.

Jaime has also temporarily homed the animals of women who have had to leave abusive home situations and the animals of owners who have been hospitalized or otherwise unable to take care of their beloved pets. Once again, Jaime has done so at her own expense.

The Salty Dog facility is warm, clean, safe, and environmentally conscious. If this were not the case, we would not entrust our dogs to her care.

Providing Jaime Halan-Harris with a TUP is the minimum I would expect from Islands Trust. It is our hope that a formal contract and appropriate compensation would also be given for the work that Jaime has done and continues to do for the CRD.

Jaime Halan-Harris and Salty Dog Retreat should be supported in every way possible.

Yours sincerely,

Deborah Smith, PhD
Dr. James Smith, PhD

From: Laura Patrick
Sent: Thursday, November 30, 2023 2:04 PM
To: SSInfo
Subject: Fwd: Support for Salty Dog

Begin forwarded message:

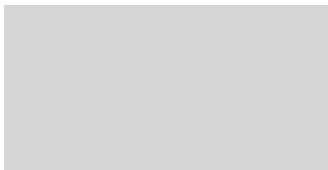
From: Joan Watterson [REDACTED]
Subject: Support for Salty Dog
Date: November 30, 2023 at 10:41:52 AM PST
To: lpatrick@islandstrust.bc.ca
Cc: jharris@islandstrust.bc.ca, tpeterson@islandstrust.bc.ca

Dear Islands Trustees,

I want to add my Salt Spring resident's voice to the many sharing their support for Jaime Harris and her life's work to care for, support, and rehome dogs in need. Salt Spring NEEDS this resource, and dogs everywhere need all possible supporters. As a repeat rescue dog guardian, its clear that it's never been harder for a dog to find a home!

Sincerely,

JP Watterson



Nov. 30th, 2023

To Whom it may concern,

I am writing to express my support for Jaime Halan-Harris and the 'SaltyDog Retreat'.

Ms. Halan-Harris has been providing a CRUCIAL service for the dog owners & animal lovers of Salt Spring for many years.

There is no need for me to list all the things that SaltyDog offers (but what an impressive array!) The thing that stands out to me as one of the MOST important and helpful that Ms. Halan-Harris provides is making herself and her facility available 24 hrs a day, 7 days a week to help with a lost or surrendered dog. There is great comfort in knowing that, if I find a scared & wandering pup, there is a safe, knowledgeable & comfortable haven to take them to... and what a generous & selfless person who is willing to fill this much needed void in Salt Spring's animal care services.

I truly hope that the issues regarding zoning, etc. can be resolved for the benefit of all parties. I'm sure the issue is complicated, but, please let common sense prevail... 'Salty Dog Retreat' is too valuable an island resource to lose.

Sincerely,

From: Marsha Goldberg <[REDACTED]>
Sent: Thursday, November 30, 2023 9:20 PM
To: SSIIInfo
Subject: Feedback concerning Salty Dog

To the Islands Trust

I wish to give another voice to the rumblings of Salt Spring Island.

It has travelled widely your ill advised decision to cancel the TUP for Salty Dog , with no warning to affected parties.

This is an essential service. Where do you expect these families and dogs to go in December? Why so quick to judgement?

Please reconsider this abrupt decision. Please don't put gas on the fire of the already dire lack of housing on our island.

They run a beautiful clean operation. Using potential contamination of ground water as a reason? Well that is just shameful. There are dozens of dirty and much worse offenders all over this island.

We are coming upon the season of good will. Please reverse this decision and your lack of transparency . You are not exercising the trust we have placed in you.

I appreciate you taking the time to listen.

Marsha Goldberg

From: Chris Buchan
Sent: Thursday, November 30, 2023 9:25 AM
To: SSInfo
Subject: FW: Salty dog support.

-----Original Message-----

From: Natalie Slavik <[REDACTED]>
Sent: Thursday, November 30, 2023 9:24 AM
To: Laura Patrick <lpatrick@islandstrust.bc.ca>; Jamie Harris <jharris@islandstrust.bc.ca>; Timothy Peterson <tpeterson@islandstrust.bc.ca>; Chris Hutton <chutton@islandstrust.bc.ca>; Chris Buchan <cbuchan@islandstrust.bc.ca>
Subject: Salty dog support.

To Whom it concerns

I am writing this letter in massive whole hearted support of Jaime and all the lovely people of salty dog.

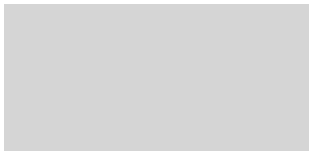
I have been sending my most beloved dog Maple there for 5 years now and have nothing but amazing things to say about her business. The concerns I have heard over the years are always surprising to me as the space is always pleasant and lovely to visit.

Jaime and her staff not only care for the kennel dogs but also take in rescues. In my opinion this should have her be treated as a saint she does not deserve to constantly have to better for land. The lack of compassion for the animals astounds me to care more about land and water over living things saddens me beyond words.

If the fear is that dog poop will enter the water shed then I will say that I have never seen any dog poop on the ground. Jaime and her staff take great pride in their space.

So as a whole please don't ruin this island essential service. Myself and other people who work hard on the island greatly need Salty dog. Not just for myself but for all the future displaced dogs who need a chance at life.

Steven and Natalie Slavik



Nat Slavik

From: Chris Hutton
Sent: Thursday, November 30, 2023 2:28 PM
To: SSInfo
Subject: FW: Salty dog

Chris Hutton, RPP, MCIP (he/him)
Regional Planning Manager
Islands Trust | 250-538-5608

-----Original Message-----

From: Patrick Koby [REDACTED]
Sent: Thursday, November 30, 2023 8:36 AM
To: Laura Patrick <lpatrick@islandstrust.bc.ca>; Jamie Harris <jharris@islandstrust.bc.ca>; Timothy Peterson <tpeterson@islandstrust.bc.ca>; Chris Hutton <chutton@islandstrust.bc.ca>
Subject: Salty dog

Dear Trustees,

I am writing as a constituent of this community. I have lived here for 20 years and have witnessed a gradual degradation of our community and lands due to a lack of adherence to our land use bylaws. I would like to voice my strong support of the decision to deny the TUP for the Salty dog daycare business and trailer park on Blackburn road. The majority of this property is located in a Rural watershed and is no place for a dog kennel, as is reflected in the approved uses for this area. So thank you for adhering to our local bylaws designed to protect the island and its residents.

Patrick Koby
Sent from my iPhone

From: savannah butler [REDACTED]
Sent: Thursday, November 30, 2023 7:19 PM
To: SSInfo; Laura Patrick; Jamie Harris

November 29, 2023

Dear Islands Trust:

Re: SS-TUP-2023.1

I am writing this letter of support Jaime Halan-Harris and plan to attend the 9:30 am December 14th LTC Meeting located at the 122 Rainbow Road, Unit 64 Learning Hub.

I am a tenant to Jaime Halan-Harris and reside at 130 Blackburn Road together with my 3 young children. I was in dire need of housing and after much searching in a housing crisis was unable to find anything available on Salt Spring Island where I have lived for the past 7 years. Jaime was kind enough to allow my family a spot. It is especially difficult to find housing, given that one of my children is neurodivergent and has special needs. Had it not been for Jaime's unending kindness, I don't know what else I would have done.

Should the TUP be rejected, I will find myself together with my 3 young children, homeless! This is incredibly distressing as I, along with many other persons on this island, require a place to live.

Sincerely,

Savannah Butler
[REDACTED]

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From: Jaime Halan-Harris [REDACTED]
Sent: Wednesday, November 29, 2023 2:16 PM
To: Jamie Harris; SSIInfo
Subject: Fwd: Letter of Support Saltydog Kennel and Dog rescue
Attachments: 1000000611.jpg

Get [Outlook for Android](#)

From: Jaime Halan-Harris
Sent: Wednesday, November 29, 2023 1:57:24 PM
To: lpatrik@islandstrust.bc.ca <lpatrik@islandstrust.bc.ca>; jharris@islandstrust.bc.ca <jharris@islandstrust.bc.ca>; Islands Trust <ssiinfo@islandstrust.bc.ca>
Subject: Letter of Support Saltydog Kennel and Dog rescue

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November 29, 2023

Regarding Salty Dog Day Care

I am writing to support this business. I have relied heavily on the support from this business. It is due to them that I am able to support my dog to have exercise and care when I have to go to work or take extended trips from home.

Without this service, I am not sure if I will be able to look after my dog in a safe and convenient manner. I would have to go off island to find this type of care.

Please consider the hardship on those who have found this business to be a part of the fabric of our island to keep their critters happy and healthy. Should you wish to talk further please contact me.

Kind Regards,

Sheila Houston

1000000611.jpg

From: Christopher Dodd <[REDACTED]>
Sent: Friday, December 1, 2023 11:45 AM
To: Laura Patrick; Jamie Harris; SSInfo
Subject: Salty Dog.

Hello,

I am writing to express my support for Salty Dog to continue operations on Salt Spring Island. Jaime provides an invaluable service to the island, providing safe haven for dogs, and those suffering mental illness. I am a frequent user of Jaime's services, and as a health care worker, it is often hard to find daycare for my dog. I appreciate all of Jaime's efforts. She puts in long days and often at her own expense.

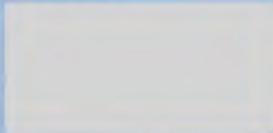
Please allow Jaime to provide her services.

Kind regards,

Christopher Dodd [REDACTED]

Sent from my iPhone

David King



To The Islands Trust,

I am writing to express my sincere concern and strong support for the continued operation of our local dog daycare, Salty Dog. As a resident and a member of our community, I believe that this establishment plays a crucial role in enhancing our island's well-being, and I urge you to consider the positive impact it has on both pets, their owners, and an even larger population.

The list I could create of the benefits that Salty Dog, and Jamie, have had on me and others is extensive. But here are some key reasons why I believe the daycare should remain open:

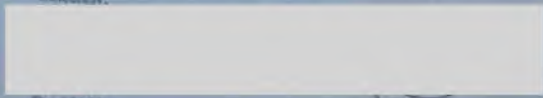
- Salty Dog does more than just care for dogs. They are dedicated to fostering a vibrant community - a village.
- Salty Dog not only provided a safe and nurturing environment but also played a pivotal role in addressing and positively altering my dogs' behavioral issues.
- The dedicated staff have been instrumental in shaping my pets into well-adjusted animals. Since finding Jamie, my dogs have not only avoided the distressing fate of being put down but have also blossomed into delightful and social beings.
- Salty Dog, Jamie, and her wonderful staff also create a safe space for people who are searching for just that. No one who has need is turned away.

For Salty Dog not to exist would mean the island would be stripped of this community - this village. This doesn't just have an impact on the dogs, it has an impact on their owners and those that find shelter through Jamie's kindness. Without Salty Dog the island would not be the same. I see Jamie's work as not only valuable but absolutely essential.

If there are concerns or issues that need to be addressed, I encourage the council to work collaboratively with Jamie and her staff to find solutions that allow the facility to continue its positive contributions to our community.

Thank you for your time and consideration of this matter. I trust that you will make a decision that reflects the best interests of our entire community.

Sincerely,



David King

From: Laura Patrick
Sent: Friday, December 1, 2023 3:47 PM
To: SSInfo
Subject: Fwd: salty dog

Begin forwarded message:

From: Donna Zwick [REDACTED]
Subject: salty dog
Date: December 1, 2023 at 12:36:35 PM PST
To: "lpatrik@islandstrust.bc.ca" <lpatrik@islandstrust.bc.ca>
Cc: Jaime Halan-Harris <jaimesplace@outlook.com>

I am not sure I understand everything tup stands for but I do know I have been bringing my dogs to Jaime's Salty Dog for several years now. I believe she is completely dedicated to her dogs in care and those brought to her as strays. She is the only person offering the services she provides and many dogs would not have survived without her loving care. It would be nice to solve your issues soon so the care can continue. Donna

Zwick [REDACTED]
Sent from [Mail](#) for Windows

From: Christopher Dodd <[REDACTED]>
Sent: Friday, December 1, 2023 11:45 AM
To: Laura Patrick; Jamie Harris; SSInfo
Subject: Salty Dog.

Hello,

I am writing to express my support for Salty Dog to continue operations on Salt Spring Island. Jaime provides an invaluable service to the island, providing safe haven for dogs, and those suffering mental illness. I am a frequent user of Jaime's services, and as a health care worker, it is often hard to find daycare for my dog. I appreciate all of Jaime's efforts. She puts in long days and often at her own expense.

Please allow Jaime to provide her services.

Kind regards,

Christopher Dodd [REDACTED]

Sent from my iPhone

From: Laura Patrick
Sent: Friday, December 1, 2023 3:48 PM
To: SSInfo
Subject: Fwd: letter for inclusion on the Dec.14,2023 Islands Trust agenda package
Attachments: Islands Trust letter for Jaime.pdf

Begin forwarded message:

From: susan close [REDACTED]
Subject: letter for inclusion on the Dec.14,2023 Islands Trust agenda package
Date: December 1, 2023 at 12:00:36 PM PST
To: "Lpatrick@islandstrust.bc.ca" <Lpatrick@islandstrust.bc.ca>
Cc: susan close [REDACTED]

November 30, 2023

To: The Members of the Islands Trust

From: Bill Earle and Susan Close

Re: Jaime Harris: issuing a Temporary Use (TUP) Permit for the Salty Dog Daycare and Kennel

We are writing to ask you to reconsider your recent decision to deny Jaime Harris' application for a Temporary Use Permit (TUP) for the Salty Dog Daycare and Kennel. Many red flags went up when we heard that the decision was made without Jaime being present. How can that be? We are wondering why the decision wasn't postponed when the applicant was not present. Clearly something was wrong. Her livelihood and the lives of animals and employees in her care were to be deeply affected by the decision. We understand she did not receive the email notification, and no one attempted to ensure she got notice of the meeting.

Without the applicant present, the decision would have been made without a complete picture of the situation, or knowledge of how Jaime has worked to comply with the split zoning requirements. We hope when you realize the errors in the process, you will reconsider the application.

We have been sending our golden retriever to Salty Dog Daycare and kennel for over three years. We are very happy with the socializing experience that our dog experiences on a regular basis.

Over the three years we have known Jaime Harris, we have come to see the incredible impact she has on Salt Spring Island. Offering an excellent daycare and kennel is only part of the story. For years she has taken lost, rescued, or abandoned dogs into her care, at no cost to the community. She personally pays the vet bills and provides food and shelter until the animals can be rehomed.

One early morning, when she picked up our dog, she had just come from a home where the owner was threatening to kill his dog. Fortunately, the man turned the dog over to Jaime, and signed papers relinquishing responsibility. It took months of rehabilitation to nurture the dog back to health. We often heard his progress reports. Later the dog was rehomed. Dogs have been brought to Jaime by the RCMP, CRD, veterinary services, the ambulance, the hospital, and people in the community.

Last year an elderly man brought Jaime an emaciated-looking cat that he could no longer care for. He was afraid to take it to the SPCA because he thought the cat would be put down. Jaimie took the cat in, had it seen by a vet at her own expense, and in a matter of weeks was able to rehome it.

Jaimie has a very big heart, one that cares deeply for animals and the people she employs. The Salty Dog facility has become a vital resource on Salt Spring. If a TUP is not granted to Jaime, where will lost, abandoned, hurt, abused, or rescued dogs go? Where will her employees go? Many who work in the facility are vulnerable and virtually homeless. The facility has become a vocational rehabilitation centre, and 'a home' for at-risk youth and families.

Working with animals is therapy. Being coached and cared for by a caring employer with deep professional training and experience offers staff the opportunity to gain skill, perspective, strength, respect, and confidence, in a safe environment.

For the sake of the community, we hope you will do the right thing: invite Jaime to your next meeting, reconsider the application in all its detail, and issue Jaime Harris a Temporary Use Permit for the Salty Dog Daycare and Kennel.

Sincerely,

Bill Earle and Susan Close

p.s. Please feel free to call us to discuss the matter further:

From: Chris Buchan
Sent: Tuesday, December 5, 2023 8:05 AM
To: SSInfo
Subject: FW: Letter of Support for Salty Dog

FYI

From: Joselyn Porciuncula <[REDACTED]>
Sent: Saturday, December 2, 2023 1:27 PM
To: Laura Patrick <lpattick@islandstrust.bc.ca>; Jamie Harris <jharris@islandstrust.bc.ca>; Timothy Peterson <tpeterson@islandstrust.bc.ca>
Cc: Chris Hutton <chutton@islandstrust.bc.ca>; Chris Buchan <cbuchan@islandstrust.bc.ca>
Subject: Letter of Support for Salty Dog

Like many, Jaime has been our number one choice for caring for our dogs for day and overnight stays. Our dogs display affection and security with her. The dogs in her care mirror that for which we are ever so grateful. She is a calm and caring individual for our dogs and humans. Jaime has also been a support to us on several occasions both when we have found lost dogs on the island, and when we lost our own dog. She serves a very important service to this dog-friendly community.

Regards,
Joselyn Porciuncula and Will Skrivan

From: Laura Patrick
Sent: Saturday, December 2, 2023 2:20 PM
To: SSInfo
Subject: Fwd: Recouping climate change costs from the oil industry

Sent from my iPhone

Begin forwarded message:

From: Kris Fleerackers <[REDACTED]>
Date: December 2, 2023 at 11:19:54 PST
To: Laura Patrick <lpatrick@islandstrust.bc.ca>, Jamie Harris
<jharris@islandstrust.bc.ca>
Subject: Recouping climate change costs from the oil industry

Dear Trustees Laura Patrick and Jamie Harris,

A number of local governments in BC are working together to bring a class action lawsuit to recoup a portion of their climate costs from the fossil fuel industry. It is particularly important that Regional Districts and the Islands' governments get involved, to make sure that the needs of rural communities and the Gulf Islands are addressed. The Islands Trust and Sunshine Coast Regional District cannot afford the skyrocketing costs of climate change. Fortunately, there is a way for us to avoid facing these soaring costs alone.

Fossil fuels are the biggest cause of climate change. Yet although oil companies knew in the 1950s and 60s that their products would lead to devastating climate change, they have spent decades spreading misinformation, undermining climate science and blocking climate change policies. Meanwhile, while the rest of us are facing an affordability crisis compounded by climate change, the oil and gas industry makes trillions of dollars per year in profit.

As a resident of this community, I encourage you to collaborate with other BC local governments to bring a class action lawsuit to help pay for our climate costs. I believe that this would be a fiscally responsible decision that would greatly benefit our community. Three BC municipalities (Squamish, Gibsons and View Royal) have already committed to join Sue Big Oil, and several others are considering it.

For more information, I strongly encourage you to reach out to West Coast Environmental Law, a BC-based non-profit organization that (along with over 30 other organizations in BC) is advocating for local governments to recover a fair share of climate costs from Big Oil.

Sincerely,

Kris Fleerackers



From: Jenn LeBlanc
Sent: Sunday, December 3, 2023 6:57 PM
To: Jamie Harris; Laura Patrick; SSIInfo
Subject: In support of Salty Dog

I just wanted to write a short note in support of Salty Dog and Jaime. Jaime had cared for my dog and so many others including rescues who otherwise would be sold for meat. Literally.

I am a homeowner here on Salt Spring, after coming as a visitor for thirty years.

Not only does Jaime provide a home for rescues, she also provides kennel care for the dogs of women who are hiding for their safety at the IWAV Transition House.

I am also a water quality biologist and I understand the concern is the pet waste. I've worked with many landowners in my time to preserve water quality so there must a solution. Please I urge you to find one.

Please do not shut down this business that does so much for our community beyond what she is paid for, which is kenneling and daycare for dogs. We need businesses like Salty Dog. They make Salt Spring the amazing community that it is.

Thank you

Jennifer LeBlanc
SSI homeowner

Sent from Gmail Mobile

From: J Halan-Harris [REDACTED]
Sent: Sunday, December 3, 2023 8:11 PM
To: SSInfo; Jamie Harris; Laura Patrick
Subject: Support letter for Saltydog Kennel and rescue

From Joel Morris
jmorris@

To the attention
of Island Trust
and the public.

from Joel Morris [redacted]
[redacted]

Hello my name is Joel Morris
and I am [redacted]
[redacted] As well
[redacted]

do not see how it is even
anyway reasonable to deny
the permit for a campground
or affordable dwelling of any
kind here especially due to
the ~~over~~ severity of the
housing crisis that is apparent
here on the island, by denying
what Jamie has begun here
you will be destabilizing
people who are now safely
and effectively housed, some
including single mothers as
well as at-risk youth who
really benefit from being here.
Jamie even offers a well below
her rate work exchange program.
So please because as it
stands there is nothing on the
horizon besides stalled and hopeless.

↓

pg 1

• pg-2 → projects & now primarily vacant
unused property etc. Even the
fully employed can barely afford
the market rates that are
offered anywhere else.
please explain to me
how evicting and halting
stable housing options is
in anyway acceptable, or
beneficial to the community.

Next you have denied Jamie
her permit to continue
with her Salty dog retreat.
Not only is this Jamies income
& business that she has and
still proceeds to work her heart out
and devote herself to everyday
This service also at no profit
helps several rescues and
reactive dogs who would otherwise
be put down, Instead most are
rehabilitated & find new families.

... Most of these animals are
dropped off by Co. Ro. D
& span Jamie does this
at her own expense...
which is a really substantial
service if u ask me.

If u do not allow the kennel
not only are u denying Jamie
her living.

↓

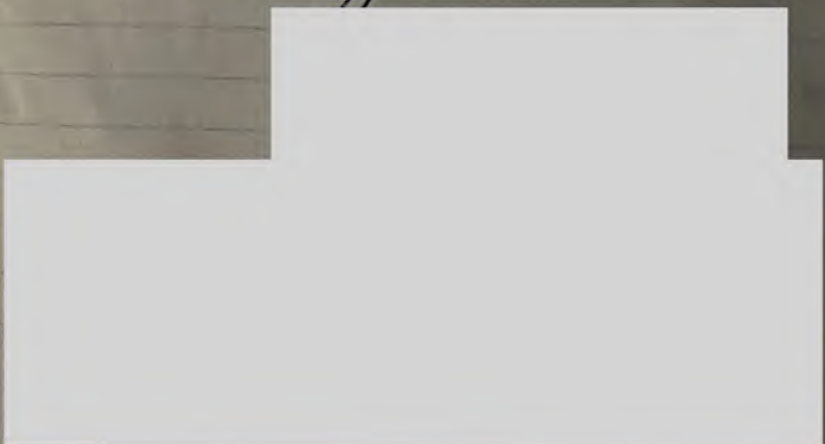
pg 3. You will be rendering
these animals ~~unhappy~~
without a home and they
will definitely be euthanised.
I am an animal lover &
they can't speak but I'm sure
they appreciate their safety
and the care they receive...

I really don't know what to
do. I'm too ~~not~~ neither
of these 2 outcomes ~~are~~ should
be acceptable to anybody

So please please
reconsider...

A lot of people & pets
are relying on ~~as~~
these permits

Thank you



From: Chris Hutton
Sent: Monday, December 4, 2023 9:11 AM
To: SSInfo
Subject: FW: Salty Dog

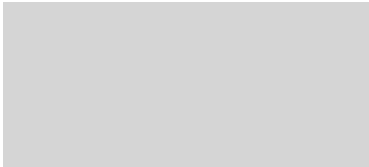
Chris Hutton, RPP, MCIP (he/him)
Regional Planning Manager
Islands Trust | 250-538-5608

From: Rob Irving <[REDACTED]>
Sent: Sunday, December 3, 2023 1:15 PM
To: Laura Patrick <lpattick@islandstrust.bc.ca>; Jamie Harris <jharris@islandstrust.bc.ca>; Timothy Peterson <tpeterson@islandstrust.bc.ca>; Chris Hutton <chutton@islandstrust.bc.ca>; Chris Buchan <cbuchan@islandstrust.bc.ca>
Subject: Salty Dog

Thank you for upholding the zoning regulations. If you don't, the result will be chaos if land owners are able to do whatever they want, regardless of zoning.

Regards,

Rob Irving



From: Chris Hutton
Sent: Monday, December 4, 2023 11:10 AM
To: SSIInfo
Subject: FW: Alternative Kennel Business on Salt Spring Island
Attachments: Dog Kennel Birdseye.pdf

Chris Hutton, RPP, MCIP (he/him)
Regional Planning Manager
Islands Trust | 250-538-5608

From: The Old SchoolHouse Farm [REDACTED]
Sent: Monday, December 4, 2023 10:40 AM
To: Laura Patrick <lpattick@islandstrust.bc.ca>; Jamie Harris <jharris@islandstrust.bc.ca>; Timothy Peterson <tpeterson@islandstrust.bc.ca>
Cc: Chris Hutton <chutton@islandstrust.bc.ca>; Chris Buchan <cbuchan@islandstrust.bc.ca>
Subject: Alternative Kennel Business on Salt Spring Island

Dear Trustees of Salt Spring Island,

I wanted to write today to inform the members of the Island Trust who are contemplating the land use permit of the business "Salty Dogs" that there is a viable alternative for a kennel business on salt spring island in the works in case it may be of use in their making of an informed decision.

Firstly, in my concern over the business called 'Salty Dog Kennels'. I became aware of my concerns last year when I had two local friends use their services, and the K9's which came back, returned with injury (two different instances, two different days). It was then that I realized a problem. Monopoly businesses can get away with mal-practice and sub-standard codes of conduct.

So, I relocated for a time and trained with a company in Maple Ridge to acquire a diploma on training dogs: pet, detection/service/protection k9's and remediating violent dog behaviour. As I understood it, if I could train all manner of dog, I could handle the population of salt spring island's dogs and not need to turn anyone away. This was in March 2023.

I began taking on training clients shortly after, but had a baby in July 2023 and took a pause for a short while. I have been designing a kennel which would be suitable for police and protection dog boarding, the highest echelon of security. Whilst I understand there are no clients for this sort of work on salt spring, I aim to create an environment which prevent all types of escape artists and disobedient dog.

I have been in conversation with the CRD's animal control and relying heavily on the Canadian kennel code practices to develop a suitable establishment. The CRD confirmed that though they usually do not accept private kennel's to house lost dogs captured by the Animal Control Units, with my training background and the planned degree of security, the suitability of my kennel would permit the CRD to lease a kennel on a monthly basis so that dogs found on lost on SSI can stay on SSI until the CRD reconnect them with their owners. This is an additional benefit that would serve the population of salt spring as currently, owners of lost dogs have to go to Victoria to reclaim their animals, and as such lost dogs are not being reported to the CRD and instead being brought to the

unlicensed 'salty dog' kennel, sidestepping the fees and fines claimed by local governments for free-roaming K9's.

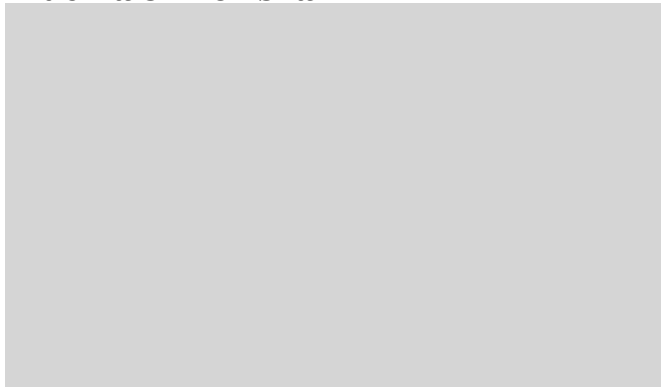
I have adequate investment to go above and beyond in the creation of this establishment. Preliminary fencing, internal fencing, kennel fencing are all going to be part of the kennels. Indoor kennel construction and separate kennel runs for each dog. I live on 10 acres of farmland and no neighbours dwellings are within eyesight of my property lines. It is zoned A1 (ALR) and I have done my due diligence in conferring with the Ag. Ministry to discuss kennel use in the classification. They said 'kennels and breeding facilities' aligns with their acceptable use designations.

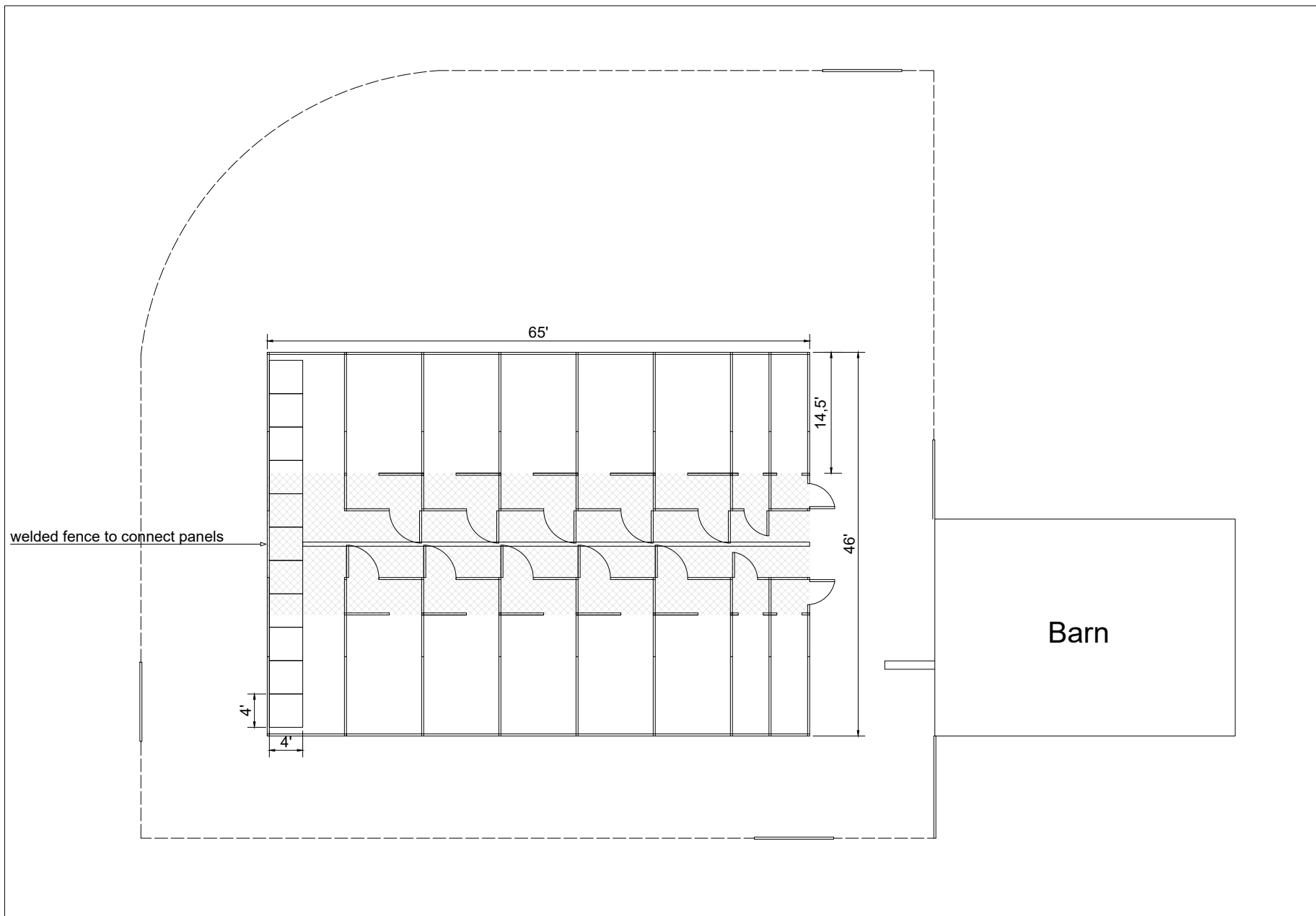
So my final step in completing this process is to finalize my Temporary Land Use permit with the Island Trust so that I may begin construction. I am in contact with Mr. Charly Caproff over in the planning committee of the Islands Trust with this process of obtaining a Land Use Permit. I have attached the architect's drawing of the kennel we have designed with our initial predictions of the capacity and demand on the island.

My aim here is to provide the Island's Trust and all committee members involved in the decision regarding 'salty dogs' that there is a viable alternative in the works to combat the island's need for a commercial kennel. I hope this information assists your decision-making.

Sincerest Regards,

Lucina Sliwowska





Project Name: Dog Kennels	Drawing No.: 004	Project No.: 001	Date: 04.12.2023	
Title: Option 4 - Metal panels with additional small dog kennel area	Scale: NTS	Drawn By: GR	Revision: B	

From: Mielle Chandler
Sent: Monday, December 4, 2023 12:05 PM
To: Laura Patrick; Jamie Harris; Timothy Peterson; SSInfo
Subject: Delegations and the public record

Dear Laura, Jamie, and Timothy,

I have been informed that no video recording is made of delegations at the LTC meetings.

Further, last week Mr. Hutton informed me that Staff to not collect a paper copy of delegations to form part of the public record.

From watching recordings of LTC meetings I can attest that it is difficult to hear voices from the floor or even people speaking from the 'town hall' podium.

The reports provided by planning staff are clearly recorded, and, importantly, their very human faces are displayed for the entire duration of their presentation as well as whenever they speak. This is technologically accomplished by having planning staff present their reports from their computers.

Delegates, however, are disallowed from presenting their delegations or reports from computers. Delegate reports must be presented in person.

As representatives of the voting residents (not representatives of staff planners) it seems important for you to institute mechanisms whereby public voices can be properly heard.

Clear audio, of course, is one factor.

It is also particularly important that the face of the speaker accompany their voice. The visual of the face of the speaker makes all the difference in terms how a speaker is heard. Residents who take the time to present delegations are not disembodied voices. We are real people, and deserve to be seen as such.

Please, for basic fairness and democracy and an accurate public record, it is critical that:

1. Provision is made to include the face of the delegate presenting at an LTC meeting to the LTC, for the duration of the presentation.
2. The text of the delegation may be submitted by the delegate and form part of the public record.

Thank you,
Mielle

Sent from my iPhone

From: [REDACTED]
Sent: Tuesday, December 5, 2023 10:51 AM
Cc: Laura Patrick; Jamie Harris; Timothy Peterson; SSInfo; Chris Hutton; Chris Buchan
Subject: Saltydog - NOT in support

Hello,

I am writing to express that I am NOT in support of the Saltydog retreat/rescue's location. There has been proof posted that they had prior knowledge that when they bought the property it wasn't zoned for what they had planned to use it for and that it was water shed not to have excess buildings or sewage.

While I agree that you should be able to do what you want on your property to an extent. Certain zoning like this one on watershed is set for a reason. Having excess people that live on the property, and animals on watershed could possibly damage the eco system.

What measures are being done that all the trailers and people are properly disposing their greywater. What measures are being done that all their animal feces is being cleaned up and disposed of properly.

While people posting their letters and a backstory of who knows what is true. I still do not support their use of this property and think they should have chosen a property that wasn't watershed.

Thank you
Ashley Woods

Follow Up Action Report

Salt Spring Island

22-Jun-2023

Activity	Responsibility	Dates	Status
1 Clean and Safe Harbours Initiative 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: 31-Dec-2023	In Progress
2 Clean and Safe Harbours Initiative 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
3 - Staff will invite the Agricultural Alliance and Agricultural Advisory Planning Committee to a Special Meeting held in the fall 2023. 06- Dec-2023 Planning in process	Chris Hutton Kalyaan Selvakumar Rob Pingle	Target: 16-Nov-2023	In Progress

13-Jul-2023

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Salt Spring Island

13-Jul-2023

Activity	Responsibility	Dates	Status
1 Salt Spring Island Watershed Protection Alliance 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. 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. 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.	Anthony Fotino Jason Youmans	Target: 31-Mar-2024	Completed

14-Sep-2023

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Salt Spring Island

14-Sep-2023

Activity	Responsibility	Dates	Status
1 Coastal Douglas Fir Project That the Salt Spring Island Local Trust Committee request staff to review the status of the integrated geographical data base tool created by the former Coastal Douglas Fir Project Science Working Group and report back to the LTC.	Anthony Fotino Chris Hutton	Target: 14-Dec-2023	In Progress

Follow Up Action Report

Salt Spring Island

14-Sep-2023

Activity	Responsibility	Dates	Status
2 SS-DVP-2022.13 - J. Litke - 536 Beaver Point Road, SSI That the Salt Spring Island Local Trust Committee approve Development Variance Permit SS-DVP-2022.13 and direct that the staff do 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 (536 Beaver Point Road). 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 (536 Beaver Point Road). Waiting on the applicant to get back with the covenant.	Chris Buchan Rob Pingle		In Progress

12-Oct-2023

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Salt Spring Island

12-Oct-2023

Activity	Responsibility	Dates	Status
1 Proposed Bylaw 530 - Accessory Dwelling Units That the Salt Spring Island Local Trust Committee rescind second reading of proposed "Salt Spring Island Local Trust Committee, Bylaw No. 355. Land Use Bylaw, 1999, Amendment No. 1, 2022". That the Salt Spring Island Local Trust Committee request a new Schedule for Accessory Dwelling Units by duplicating Schedule I by removing all lots that are located within the North Salt Spring Waterworks District boundary and any other water service district as of October 12, 2023; and moderate to high salt water intrusion risk areas as indicated on the GIS Modelling of Sea Water Intrusion Risk along British Columbia's Coast by Sivak and Wei dated 2021.	Chris Hutton Rob Pingle	Target: 16-Nov-2023	Completed
2 That the Salt Spring Island Local Trust Committee request staff to work in cooperation with relevant agencies to complete the Proof of Water Decision Tree and any relevant mapping for accessory dwelling units as part of the OCP/LUB review project.	Chris Hutton Louisa Garbo		In Progress

Follow Up Action Report

Salt Spring Island

12-Oct-2023

Activity	Responsibility	Dates	Status
3 OCP/LUB Project Notice of Motion That the Salt Spring Island Local Trust Committee take immediate action to move beyond the now out dated practice of simple 'inclusion' in public processes and begin a practice of 'equity in participation' for all its public engagement processes and this will be accomplished by: 1. Directing staff to prepare a Terms of Reference and Request for Proposals for LTC approval to source qualified professionals to develop an equity-based public engagement strategy for the organization that adheres to the IAP2 Core Values for the Practice of Public Participation, and subsequently developing and implementing aligned public engagement work plans for the Official Community Plan/Land Use Bylaw Review and Ganges Village Planning projects, and 2. Allocating appropriate public engagement funding for projects currently underway. cite "Beyond Inclusion - Equity in Public Engagement, A Guide for Practitioners", Morris J. Wosk Centre for Dialogue	Chris Hutton Louisa Garbo	Target: 16-Nov-2023	In Progress

Follow Up Action Report

Salt Spring Island

12-Oct-2023

Activity	Responsibility	Dates	Status
4 SS-RZ-2022.1 - M. Gelb - Sec 50 Musgrave Road That Salt Spring Island Local Trust Committee not waive the requirement for a public hearing on Bylaw No. 536 cited as 'Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 1, 2023' and request staff to undertake statutory notification of the proposed rezoning in accordance with Section 466 of the Local Government Act and the Salt Spring Island Development Procedures Bylaw No. 304. That the Salt Spring Island Local Trust Committee request staff to refer proposed Bylaw No. 536 to applicable First Nations, Agencies, and Organizations as identified in this staff report dated October 12, 2023 and the Salt Spring Island Coast Salish Society (SS-RZ-2022.1, Section 50 Musgrave Road). Referral process started 06-Nov-2023	Anthony Fotino Rob Pingle	Target: 31-Jan-2024	Completed

16-Nov-2023

Activity	Responsibility	Dates	Status
1 Chair Peterson to Minister Conroy - Dated 30 October 2023 - Regarding Speculation and Vacancy Tax By general consent, the Salt Spring Island Local Trust Committee requested staff to draft an email correcting the error in the letter to replace "Minister of Housing" with "Minister of Finance".	Rob Pingle		Completed

Follow Up Action Report

Salt Spring Island

16-Nov-2023

Activity	Responsibility	Dates	Status
2 SS-ALR-2023.2 - J. Litke - 710 Cranberry Road, SSI That the Salt Spring Island Local Trust Committee refer application SS-ALR-2023.2 (710 Cranberry Road) to the Agricultural Advisory Planning Committee (AAPC) for comment on the application generally as well as specifically on the following aspects: a. The potential changes to existing drainage patterns with the creation of two bare land strata lots adjacent to ALR land on the property; b. The proposed common road access ("Common Property Access Route") on ALR land for two bare land strata lots on non-ALR land; and c. Whether the Salt Spring Local Trust Committee should support the subdivision and non-farm use application.	Charly Caproff	Target: 30-Nov-2023	Completed
3 SS-DVP-2023.15 - R. Margetts - 351 Mountain Park Drive, SSI That the Salt Spring Island Local Trust Committee approve application SS-DVP-2023.15 (351 Mountain Park Drive).	Charly Caproff Rob Pingle		Completed
4 SS-DVP-2023.17 - T. Rissling - 2915 Fulford-Ganges Road, SSI That the Salt Spring Island Local Trust Committee approve issuance of SS-DVP-2023.17 (2915 Fulford-Ganges Road).	Charly Caproff Rob Pingle		Completed

Follow Up Action Report

Salt Spring Island

16-Nov-2023

Activity	Responsibility	Dates	Status
5 SS-DVP-2023.9 - D. Miller - 2101 Fulford-Ganges Road, SSI That the Salt Spring Island Local Trust Committee approve development variance permit SS-DVP-2023.9 (2101 Fulford-Ganges Road). 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 3.74% percent for proposed Strata Lot 1 and 7.66% for proposed Strata Lot 2 as shown on the plan of subdivision in Attachment 3 of the report from Planner Buchan dated November 16, 2023 (2101 Fulford-Ganges Road).	Chris Buchan Rob Pingle		Completed
6 SS-DP-2023.9 - M. Ogilvie - Lot 2 Jackson Ave, SSI That the Salt Spring Island Local Trust Committee approve issuance of Development Permit SS-DP-2023.9 (Lot 2 - Jackson Avenue).	Chris Buchan Rob Pingle		Completed

Follow Up Action Report

Salt Spring Island

16-Nov-2023

Activity	Responsibility	Dates	Status
7 SS-TUP-2023.1 - J. Halan-Harris - 130 Blackburn Road, SSI That the Salt Spring Island Local Trust Committee deny issuance of Temporary Use Permit SS-TUP-2023.1 (130 Blackburn Road) and direct staff to close application SS-TUP-2023.1 for the following reasons: a. The Salt Spring Island Official Community Plan Bylaw No. 434 does not list the Watershed and Islet Residential designation as eligible for Temporary Use Permit Issuance; b. The Watershed policy under Section B.8 Salt Spring Island Official Community Plan Bylaw No. 434 restricts any further development than what is permitted by current zoning; and c. There are a number of appropriately zoned properties located on Salt Spring Island that are suitable for the proposed kennel use.	Chris Hutton Chris Buchan Kalyaan Selvakumar Rob Pingle		In Progress
8 Official Community Plan and Ganges Village Planning That the Salt Spring Island Local Trust Committee accept the roadmap for the three major projects identified in this staff report. That the Salt Spring Island Local Trust Committee request staff to proceed with the Request for Proposal process to carry out the tasks and the equity-centred public engagement program through a phased approach to the Scope of Services that includes the identified partners and add a deliverable confirming the scope prior to public engagement for LTC approval.	Chris Hutton Louisa Garbo Rob Pingle		Completed

Follow Up Action Report

Salt Spring Island

16-Nov-2023

Activity	Responsibility	Dates	Status
9 Proposed Bylaw 530 - Accessory Dwelling Units That the Salt Spring Island Local Trust Committee request staff to prepare a new bylaw number replicating Bylaw 530 as presented in the staff report dated November 16, 2023. That the Salt Spring Island Local Trust Committee request staff to look into whether Bylaw readings could be held at a Special Meeting or by Resolution Without Meeting. That the Salt Spring Island Local Trust Committee direct staff to develop a spot zoning pilot program for Accessory Dwelling Units considering criteria, fees and potential to waive Public Hearings.	Chris Hutton		In Progress
10 Housing Agreement Bylaw No. 447 That the Salt Spring Island Local Trust Committee discharge the notice of housing agreement from the property at 584 Rainbow Road, (PID 015-854-698) with legal description as Lot A, Section 2, Range 1 East, North Salt Spring Island, Cowichan District, Plan 49990. 06-Dec-2023 Email sent to the Legal council inviting to submit a discharge request	Anthony Fotino Chris Hutton Rob Pingle		In Progress

Follow Up Action Report

Salt Spring Island

16-Nov-2023

Activity	Responsibility	Dates	Status
11 BC Legislative Assembly Bill 44 - Housing Statutes Amendment Act, 2023 That the Salt Spring Island Local Trust Committee request the Chair of the Salt Spring Local Trust Committee to send a letter to the Minister of Housing and the Premier's office requesting that Salt Spring Island Local Trust Area be included in Bill 44 as if it were a Municipality with a population of greater than 10,000, marked with high importance and urgent, no later than November 21, 2023.	Rob Pingle		Completed

STAFF REPORT

DATE OF MEETING: December 14, 2023
 TO: Salt Spring Island Local Trust Committee
 FROM: Warren Dingman, Bylaw Compliance and Enforcement Manager
 Local Planning Services
 SUBJECT: Compliance and Enforcement on Salt Spring Island

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee received this report for information only.

REPORT SUMMARY

This report provides a summary of current open compliance and enforcement files for Salt Spring Island.

ENFORCEMENT ACTIONS

There are a total of 233 files open as shown on the following table.

Development Permit	Foreshore	Home occupation	Siting	Soil	STVR	Unenclosed vehicle	Non-permitted dwellings	Density	Other Land Use
31	3	7	18	7	89	3	41	1	33

The greatest number of files remain short-term vacation rentals (STVR) as there is a standing resolution directing bylaw staff to proactively enforce on the non-permitted operations. In November, 40 plus STVR files were closed after it was determined that they had no online advertising presence and there was no other evidence that an unlawful use continued. Proactive enforcement continues and 18 new STVR files were opened this year.

There have been multiple complaints received regarding the non-permitted uses in Ganges Harbour. These include liveaboards, the rental of mooring buoys, and the presence of floats and other non-permitted structures in the Shoreline 8 (S8) Zone. Bylaw staff are documenting the non-permitted mooring buoys and Transport Canada is also documenting and tagging unmarked mooring buoys, which can be removed because they do not comply with federal regulations. There is no enforcement proceeding against liveaboards as they are covered under the deferred enforcement policy for non-permitted dwellings.

Submitted By:	Warren Dingman, Bylaw Compliance and Enforcement Manager	December 5, 2023
Reviewed By:	Chris Hutton, RPP, MCIP, Regional Planning Manager	December 7, 2023

DATE OF MEETING: December 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: ALR Application for Non-Farm Use and Subdivision
Applicant: Jordan Litke
Location: 710 Cranberry Road

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee supports application SS-ALR-2023.2 and requests staff to forward the application to the Agricultural Land Commission (ALC) for further consideration with the following consideration:
 - That the Salt Spring Island Agricultural Advisory Planning Commission notes concerns future exclusion and further subdivision of Proposed Lot A.

REPORT SUMMARY

The purpose of this report is to update the Salt Spring Island Local Trust Committee (SS LTC) on the Agricultural Advisory Planning Commission's (AAPC) recommendation for the ALR application for non-farm use and subdivision at 710 Cranberry Road and to provide technical information from staff.

BACKGROUND

At the SS LTC meeting of November 16, 2023, the LTC passed the following resolution:

SS-2023-132

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee refer application SS-ALR-2023.2 to the Agricultural Advisory Planning Committee (AAPC) for comment on the application generally as well as specifically on the following aspects:

- a. The potential changes to existing drainage patterns with the creation of two bare land strata lots adjacent to ALR land on the property.
- b. The proposed common road access ("Common Property Access Route") on ALR land for two bare land strata lots on non-ALR land.
- c. Whether the Salt Spring Local Trust Committee should support the subdivision and non-farm use application.

CARRIED

The staff report for this meeting can be found on page 43 of the agenda package:

At the November 30 AAPC meeting, the committee passed the following resolution in response to the referral:

It was MOVED and SECONDED,

That the Salt Spring Island Agricultural Advisory Planning Commission recommends that Salt Spring Island Local Trust Committee forward application SS-ALR-2023.2 to the Agricultural Land Commission with support subject to the following recommendation:

- No further subdivision of the ALR land

CARRIED

The draft minutes for this meeting can be found as Attachment 1. Staff note that this recommendation would require registration of a Section 219 covenant restricting further subdivision of the ALR land on the property.

ANALYSIS

Policy/Regulatory

Zoning regulations as they pertain to the proposed subdivision layout and recent changes to the *Agricultural Land Commission Act* are discussed below:

Land Title Act

Pursuant to subsection 77.2 of the *Land Title Act*, subdivisions in the Islands Trust Area are administered and approved by a Provincial Approving Officer (PAO), who is appointed by the Lieutenant Governor and operates under the Ministry of Transportation (MOTI). Subdivisions must not be approved if they do not meet the requirements of a local land use bylaw. Approving Officers also must not approve subdivisions that are not consistent with the OCP, and has discretion as it relates taking into account the policies of a local OCP.

Agricultural Land Commission Act:

Effective September 30, 2020, applications to exclude ALR land must be applied for by local governments on behalf of the landowner as per section 29 of the *Act*:

Exclusion applications

- 29** (1) A person may apply to the commission to have land excluded from the agricultural land reserve if the person is
- (a) the owner of the land and is
 - (i) the Province, a first nation government or a local government, or
 - (ii) a prescribed public body,
 - (b) a local government, and the land is within the local government's jurisdiction, or
 - (c) a first nation government, and the land is within the first nation's settlement lands.
- (2) Subject to subsection (3),
- (a) an applicant must give notice, in the prescribed form and manner and before making the application, of the application and of a public hearing respecting that application, and
 - (b) the public hearing must be held in the prescribed manner.
- (3) On request of an applicant described in subsection (1) (a), the commission may waive one or more of the requirements of subsection (2).
- (4) An application made by an applicant described in subsection (1) (a) may not proceed unless authorized as follows:
- (a) by a resolution of a local government if the application is made by a person other than a first nation government and, on the date the application is made, the application
 - (i) applies to land within the local government's jurisdiction that is zoned by bylaw to permit farm use, or
 - (ii) requires, in order to proceed, an amendment to an official settlement plan, official community plan, official development plan or zoning bylaw of the local government;
 - (b) by a law of a first nation government if the application applies to settlement lands over which the first nation has legislative authority.

If in the future a submission was made to the LTC to exclude a subdivided portion of ALR land, the LTC could refuse the application, regardless of a restrictive covenant on title. The LTC may recommend that the ALC require a restrictive covenant preventing further subdivision of ALR land, which is included as an alternative recommendation.

Official Community Plan:

The ALR land on the property is designated as **Watershed-Agriculture (WA)** in the Salt Spring Island Official Community Plan No. 434, 2008. The following subsection is applicable:

B.6.2.2.9 The minimum average size of lots that can be created by subdivision in the Agriculture and Watershed-Agriculture Designation will remain the same as permitted by existing zoning. The Local Trust Committee could consider amending the minimum size of individual lots, if such a change would benefit local farming or protect agricultural land by allowing clustered development.

The minimum size of individual lots created through subdivision in the Agricultural 2 (A2) zone is 8 ha (19.8 ac) and Proposed Lot A, zoned A2, is 19.5 ha (48.2 ac), meaning that its subdivision potential is two lots. Further restriction on subdivision of the ALR land would be inconsistent with the OCP -- it would not be advised that the PAO approve a subdivision in this case and it is likely future discharge would be supported under current OCP policy.

Land Use Bylaw:

Proposed Lot A as proposed would require a development variance permit as a Preliminary Layout Review (PLR) condition as per subsection 5.11.1 of Salt Spring Island Land Use Bylaw No. 355, 1999 (LUB) to create a hooked lot for the common property access route. As mentioned previously, the minimum area of an individual lot that may be created through subdivision in the A2 zone is 8 ha (19.8 ac) – Proposed Lot A is 19.5 ha (48.2 ac), meaning the subdivision potential for Proposed Lot A is two lots. A restrictive covenant preventing subdivision beyond the lot's existing subdivision potential would likely be required as per Subsection 5.9.2 of the LUB. Combined with section 29 of the *Agricultural Land Commission Act* this would prove challenging to subdivide the ALR land and subsequently apply for exclusion of the land from the ALR.

Issues and Opportunities

AAPC Referral

The AAPC did not have concerns or recommendations for the PAO with respect to potential changes to existing drainage patterns. They did not have issue with the existing driveway being used as the highway access, but had some general comments regarding what would be required to upgrade the driveway. They commented that the proposed location would likely result in less ditching being required for road drainage along the east side of the access route. They were in support of the application but were concerned about future subdivision of ALR land and exclusion of the land from the ALR. Their concerns have been included in the proposed recommendation for SS LTC.

First Nations

Mapping indicates that Proposed Lot A and the proposed common property access route overlap with an archaeological site. The applicant has been notified and if this application proceeds to subdivision review, this would be communicated to the PAO. Should archaeological material be encountered during development, all work should cease and the BC Archaeology Branch should be contacted immediately as a *Heritage Conservation Act* permit may be required. This may involve the need to hire a qualified archaeologist to monitor the work.

Rationale for Recommendation

The recommendation on page one (1) of the report is supported as the proposed common road access and application is supported by the AAPC. No recommendations were made for the PAO to consider with respect to drainage.

ALTERNATIVES

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

1. Request further information

The Salt Spring Island 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 Salt Spring Island LTC may deny the application. Staff would communicate the decision to the ALC and the application would not proceed. Recommended wording for the resolution is as follows:

That the Salt Spring Island Local Trust Committee deny forwarding application SS-ALR-2023.2 to the Agricultural Land Commission.

3. Support the application and recommend that the ALC require registration of a restrictive covenant on title

The Salt Spring Island LTC may support the application and recommend that the ALC require registration of a restrictive covenant on title preventing further subdivision of the ALR land. Recommended wording for the resolution is as follows:

That the Salt Spring Island Local Trust Committee supports application SS-ALR-2023.2 and requests staff to forward the application to the Agricultural Land Commission (ALC) for further consideration subject to the following recommendation:

- *That that ALC require registration of a restrictive covenant on title preventing further subdivision of the ALR land*

NEXT STEPS

Staff will forward the LTC’s decision to the ALC. If supported by the LTC, then the application would be submitted to the ALC for deliberation. Should the ALC approve the non-farm use, then an application is made to the Ministry of Transportation and Infrastructure (MOTI) for the proposed subdivision. Islands Trust would then receive a referral from MOTI for subdivision review. If the application is refused by the ALC, then it does not proceed further.

Submitted By:	Charly Caproff, Planner 1	December 5, 2023
Concurrence:	Chris Hutton, Regional Planning Manager	December 7, 2023

ATTACHMENTS

1. Agricultural Advisory Planning Commission Draft Minutes November 30, 2023.



Salt Spring Island Agricultural Advisory Planning Commission

Minutes of a Regular Meeting

Date of Meeting: Thursday, November 30, 2023

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

Members Present: Ken Byron, Commissioner (Acting Chair)
Conrad Pilon, Commissioner
Scott Royal, Commissioner

Regrets: Bree Eagle, Chair
Brent Brochu-Ingram, Vice Chair

Staff Present: Kalyaan Selvakumar, Planning Team Assistant
Charly Caproff, Planner 1

Others Present: None

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

Brief introductions were made.

Commissioner Byron was nominated and accepted to be the Acting Chair

Commissioner Byron called the meeting to order at 3:05 p.m. and welcomed everyone to a meeting of the Salt Spring Island Agricultural Advisory Planning Commission.

1. APPROVAL OF AGENDA

By general consent the agenda was adopted.

2. MINUTES OF PREVIOUS MEETING

2.1. Draft Minutes of the June 1, 2023 Meeting AAPC Meeting – For Adoption

By general consent, the minutes of the June 1, 2023 Meeting Salt Spring Island Agricultural Advisory Planning Commission meeting were adopted.

3. BUSINESS ITEMS

3.1 SS-ALR-2023.2 - ALR Application for Non-Farm Use and Subdivision – 710 Cranberry Road - Staff Report

Planner Caproff presented a memorandum dated November 20, 2023 regarding ALR Application for Non-Farm Use and Subdivision.

It was MOVED and SECONDED,

That the Salt Spring Island Agricultural Advisory Planning Commission recommends that Salt Spring Island Local Trust Committee forward application SS-ALR-2023.2 to the Agricultural Land Commission with support subject to the following recommendation:

- No further subdivision of the ALR land

CARRIED

4. OTHER BUSINESS – None

5. ADJOURNMENT

By general consent the meeting adjourned at 3:28 p.m.

Ken Byron, Acting Chair

CERTIFIED CORRECT:

Kalyaan Selvakumar, Recorder

File No.: 6500-20 – Water
Sustainability

DATE OF MEETING: December 14, 2023
TO: Salt Spring Island Local Trust Committee
FROM: Jason Youmans, Auxiliary Planner
Salt Spring Island Team
COPY: Gary Holman, CRD; Karla Campbell, CRD; Brian Pyper, NSSWD; Mark Boysen, NSSWD;
SUBJECT: Salt Spring Island Watershed Protection Plan 2023-2032 Coordination

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee endorse Watershed Protection Plan 2023-2032 Coordination Project Charter v1 attached as Appendix 1 to the staff report of December 14, 2023.
2. That the Salt Spring Island Local Trust Committee forward the Watershed Protection Plan 2023-2032 Business Case attached as Appendix 2 to the staff report of December 14, 2023 to Financial Planning Committee for inclusion in the 2024/25 Trust Council budget.
3. That the Salt Spring Island Local Trust Committee designate trustee _____ to represent SS LTC at meetings to coordinate implementation of Salt Spring Island Watershed Protection Plan 2023-2032.

REPORT SUMMARY

The purpose of this report is to explore approaches to coordinating the implementation of the Salt Spring Island Watershed Protection Plan 2023-2032 (WPP). It recommends that Islands Trust staff convene regular inter-agency meetings in lieu of the Salt Spring Island Watershed Protection Alliance (SSIWPA) until a suitable multi-organization forum for coordination and communication of watershed protection activities can be established.

BACKGROUND

At its meeting of July 13, 2023, SS LTC received a [staff report](#) containing the final draft of Phase 2 of the Salt Spring Island Watershed Protection Plan and a proposed work plan for the Salt Spring Island Watershed Protection Alliance (SSIWPA) for the remainder of the fiscal year to March 31, 2024. This work plan instructed SSIWPA to assist with the migration of SSIWPA from Islands Trust to the Capital Regional District (CRD).

In accordance with staff recommendations, SS LTC passed the following resolutions:

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

Staff subsequently e-mailed the SSIWPA 2023/24 Work Plan to SSIWPA members.

ANALYSIS

Trust Council Bylaw No. 154

In 2013, Islands Trust Council adopted Bylaw No. 154 that delegated authority to the Salt Spring Island Local Trust Committee (LTC), for the purpose of preserving and protecting the quality and quantity of water resources within the Salt Spring Island Local Trust Area, the power to:

- *Coordinate and assist in the determination of regional, improvement district and government of British Columbia policies;*
- *Coordinate the implementation of regional, improvement district and government of British Columbia policies; and*
- *Coordinate the carrying out of regional, improvement district and government of British Columbia policies*

Under Bylaw No. 154 SS LTC may continue to coordinate watershed protection work on Salt Spring Island if it so chooses.

Salt Spring Island Official Community Plan Bylaw No. 434

The Salt Spring Island OCP generally supports SS LTC involvement in watershed protection initiatives as per the following community objective:

- A.4.3.2 To provide direction for the conservation and stewardship of natural resources, especially our surface and groundwater supply.

Salt Spring Island Watershed Protection Plan 2023-2032

Endorsed by SS LTC in July 2023, the Salt Spring Island Watershed Protection Plan recognizes the importance of coordinated implementation of the plan and that watershed protection requires cooperation among multiple agencies and stakeholders.

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

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

Watershed Protection Governance and Coordination: Priority Projects

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

(Excerpt from Salt Spring Island Watershed Protection Plan 2022-2032)

ISSUES AND OPPORTUNITIES

Watershed Protection Plan 2023-2032 Coordination

In its July 2023 resolution 2023-92, SS LTC directed staff to initiate the transfer of SSIWPA to the CRD. However, subsequent conversations with CRD staff and the Electoral Area Director for Area F indicate that the CRD will not be in a position to assume administration of a SSIWPA-like entity in the current, or next, fiscal year. Given that CRD is unlikely to establish a watershed protection coordination function in the near-term and that SS LTC, by its July resolution, has signalled it no longer wishes to administer SSIWPA, SS LTC must decide what role to play for the remainder of this fiscal year, and the fiscal year following, in the coordination of watershed protection efforts. To this end, staff recommend establishing and leading an inter-agency staff working group to advance the objectives and actions of the WPP. This working group will attempt to establish a preferred path forward for freshwater coordination and make recommendations to elected officials accordingly. Staff hope that this working group can advance the governance review proposed under Action 17 of the WPP:

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

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

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

In the business case attached as Appendix 2, and reflected in Table 1 below, staff recommend setting aside \$40,000 of unspent special property tax requisition funds to hire a consultant if external expertise on watershed governance options is determined to be necessary. Alternatively, if consensus emerges that a watershed protection service under the CRD is the best path forward, this \$40,000 could be allocated to engage a qualified consultant to help develop a terms of reference and other necessary background work for this service.

Staff also recommend scheduling a final meeting of the SSIWPA Steering Committee and general membership for review of the final version of the Watershed Protection Plan and to share SS LTC's next steps in watershed protection coordination.

Staff are cognizant that in winding down SSIWPA, local groups, small water systems, and individuals with an interest in freshwater sustainability may feel like they are losing the opportunity to bring their concerns to, and influence the decisions of the agencies with jurisdiction over such matters. However, staff contend that agency staff and elected officials need time and space to appreciate each other's interest, capacity and financial ability to participate in watershed protection coordination work, on the understanding that community groups and other actors will be re-engaged when an appropriate vehicle can be established. Staff do recommend, however, convening at least one annual "big tent" meeting in fiscal 2024/25 bringing together all those with an interest in freshwater sustainability on the Island where agencies can share progress and solicit input.

Watershed Protection Plan 2022-2032 Coordination Staffing

Since 2013 SS LTC has benefited from a dedicated SSIWPA coordinator that carried out not only the organization's administrative functions, but also led its education and outreach efforts. This coordinator enabled SSIWPA to be more than just a meeting table and helped give SSIWPA's work a profile within the wider community. SSIWPA's past coordinator is now unavailable to carry on in this administrative role.

The path laid out in the project charter attached as Appendix 1 reflects an approach that can be championed by Islands Trust planning staff in accordance with the anticipated LTC work program for the remainder of this, and into the coming, fiscal year. Limiting the proposed working group to agency staff will minimize associated administrative tasks. However, as the lead agency in this initiative, planning staff will still have to compile agenda packages, take meeting notes and track progress. Providing a more robust form of coordination similar to that provided by the long-time SSIWPA coordinator would require contracting a new coordinator through an RFP process. This could be funded through existing available special property tax requisition funds, or through a new requisition for fiscal 2024/25.¹

Watershed Protection Plan 2023-2032 Actions

Given SS LTC's commitments to other substantial major projects, and given the current time in the budget cycle, staff do not recommend new watershed protection action/projects in the near-term beyond establishing the coordination mechanism discussed in this report. Once this matter is addressed, SS LTC can begin to consider some specific planning actions for watershed protection. In the interim, and discussed elsewhere in this agenda package, SS LTC has two ongoing projects that address subject areas identified in the WPP. Those projects are:

- A proposed bylaw amendment to strengthen proof of water requirements for subdivision applicants; and
- Ongoing ground water and surface water monitoring.

Watershed Protection Coordination Budget

Since 2013, LTC watershed protection coordination work has been funded through a special property tax requisition levied on the Salt Spring Island Local Trust Area. From 2013 to end of the 2022/2023 Fiscal Year, most

¹ While starting later than previous years, SS LTC could still request a special property tax requisition in accordance with [Trust Council Policy 6.3.2](#) although several special meetings would likely be required.

of the annual budget was used to contract the SSIWPA coordinator. There is currently no coordinator under contract, as such the 2023/24 requisition of \$43,500 remains largely unspent. At the end of the fiscal year, this year's requisition will be added to \$40,000 that has accumulated from previous years' unspent requisition funds.

Any projected spending of previous year's requisition funds in fiscal 2024/25 requires submitting a business case to Financial Planning Committee for inclusion in the Trust Council 2024/25 budget. While this does not require any new taxation, it is important that the potential draw be reflected in the budget.

Anticipated spending associated with the proposed project charter is as follows:

Table 1

Item	Cost	Comment
Inter-agency staff meetings	\$0	Staff time is only anticipated cost
First Nations consultation	\$10,000	Could be undertaken in conjunction with other major LTC projects
"Big Tent" meeting	\$5,000	Venue rental, advertising, potentially hiring a facilitator
(1) Consulting services to help develop the terms of a Drinking Water and Watershed Protection Service [OR] (2) Consulting services to help advance governance solutions for watershed protection	\$40,000	(1) If CRD requests assistance from Islands Trust to help expand its existing storm water protection service (which authorizes groundwater monitoring, assessment and protection) or establish a new Drinking Water and Watershed Protection Service; (2) There are firms with expertise in helping local governments establish watershed governance bodies

SSIWPA Wind-Down

Winding down SSIWPA will involve the following actions:

- Final SSIWPA Steering Committee meeting
- Discontinue SSIWPA website
 - Migrate important content from SSIWPA website to SS LTC website; and
 - Archive remaining content for eventual revival of multi-organization freshwater watershed protection forum;
- Discontinue SSIWPA social media
- Advertise in local media to notify of SSIWPA's conclusion
- Thank you letters to SSIWPA participants

First Nations Engagement

Watershed Protection Plan 2022-2032 identifies the need to work with area First Nations to identify their priority interests in watershed protection on Salt Spring Island.

Watershed Protection Governance and Coordination: Priority Projects

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

It will be important that some component of the inter-agency staff meetings proposed under this project charter have as a focus developing an approach that can eventually lead to co-management of the Island's freshwater resources with First Nations. To date efforts at this sort of engagement have been poor, owing in part to concern about SSIWPA's lack of clear purpose and uncertainty about what First Nations representatives would actually be called upon to engage about under that structure. This deficiency was highlighted in both the [Watershed Stewardship and Protection Coordination Situation Analysis and Options Identification Report](#) and WPP.

The project charter attached as Appendix 1 anticipates \$10,000 should be set aside for this work in fiscal 2024/25. This engagement may be carried out in conjunction with First Nations engagement taking place as part of the LTC's other major projects in the coming fiscal year.

Rationale for Recommendation

1. That the Salt Spring Island Local Trust Committee endorse Watershed Protection Plan 2022-2032 Coordination Project Charter v1 attached as Appendix 1 to the staff report of December 14, 2023.

The project charter proposed in Appendix 1 reflects the steps required to wind down SSIWPA and initiate an inter-agency staff WPP coordination working group.

The actions proposed in the project charter address bullets 2 and 4 below from Recommendation No. 1 of the [Salt Spring Island Watershed Stewardship and Protection Coordination Situation Analysis and Options Identification Report](#) received by SS LTC in April 2022:

Recommendation 1: *internalize watershed protection coordination as an operational function within Islands Trust, including the following steps:*

- *integrate activities currently done under SSIWPA with Islands Trust's work on the federation wide Freshwater Sustainability Strategy and related functions;*
- *discontinue use of the independent SSIWPA brand identity, including the logo, Internet domain, and title, in favour of applying Islands Trust's corporate brand to all internal and external communications going forward;*
- *continue a steering committee with revised terms of reference as an Islands Trust advisory committee and with a chair elected from its membership;*

- *continue to deliver watershed protection coordination services from Islands Trust's Salt Spring Island office; and,*
- *continue to staff a coordinator position; improve integration of the coordinator's workplan with Freshwater Sustainability Strategy implementation.*

2. That the Salt Spring Island Local Trust Committee forward the Watershed Protection Plan 2023-2032 Coordination Business Case to Financial Planning Committee for inclusion in the 2024/25 Trust Council budget.

While staff propose funding all activities scoped in the project charter from unspent special property tax requisition funds from previous fiscal years, a business case is still required so the anticipated draws are noted in the Trust Council budget.

3. That the Salt Spring Island Local Trust Committee designate trustee _____ to represent SS LTC at meetings to coordinate implementation of Salt Spring Island Watershed Protection Plan 2023-2032.

Coordinated implementation of the WPP will require political commitment to allocating the necessary staff and financial resources to make that happen. Elected officials from signatory agencies to the plan should have periodic opportunities to hear from one another about their perspectives. This will also help staff establish an appropriate path forward.

ALTERNATIVES

1. Maintain SSIWPA to coordinate WPP implementation using unspent special property tax requisition funds

SS LTC may decide that because SSIWPA's transition to CRD does not appear imminent that it wishes to maintain SSIWPA using current and unspent special property tax requisition funds. If so, SS LTC could consider the following resolutions:

That the Salt Spring Island Local Trust Committee direct staff to amend the Salt Spring Island Watershed Protection Plan 2022-2032 Coordination Project Charter to reflect maintaining SSIWPA through current and unspent special property tax requisition funds, and return the project charter to SS LTC for review and endorsement.

That the Salt Spring Island Local Trust Committee direct staff to maintain SSIWPA for the remainder of fiscal year 2023/24 and through fiscal year 2024/25, hiring a contract coordinator using the 2023/24 special property tax requisition and unspent special property tax requisition funds as needed.

The implications of this resolution is that SSIWPA would continue as the forum within which WPP implementation and exploration of watershed governance options are advanced.

2. Maintain SSIWPA to coordinate WPP implementation using a new special property tax requisition

SS LTC may decide that because SSIWPA's transition to CRD does not appear imminent that it wishes to maintain SSIWPA with a robust level of coordination using a new special property tax requisition. If so, SS LTC could consider the following resolutions:

That the Salt Spring Island Local Trust Committee direct staff to schedule a special meeting of the SS LTC in the first week of January 2024.

That the Salt Spring Island Local Trust Committee direct staff to amend the Salt Spring Island Watershed Protection Plan 2022-2032 Coordination Project Charter to reflect ongoing maintenance of SSIWPA with a contract coordinator through a new special property tax requisition in the amount of _____ and return the project charter to SS LTC for review and endorsement at the January 2024 meeting.

That the Salt Spring Island Local Trust Committee direct staff to amend the Salt Spring Island Watershed Protection Plan 2023-2032 Business Case to reflect ongoing maintenance of SSIWPA with a contract coordinator through a new special property tax requisition in the amount of _____ and return the business case to SS LTC for review and endorsement at the January 2024 meeting.

The implications of these resolutions are that SSIWPA would continue as the forum within which WPP implementation and exploration of watershed governance options would be advanced.

Staff caution that one, and possibly two, special meetings of the LTC would be required to meet the special property tax requisition process laid out in [Trust Council Policy 6.3.2](#).

3. Do not coordinate WPP implementation

SS LTC may decide that it no longer wishes to play a coordinating role in the implementation of the WPP. If so, SS LTC could consider the following resolutions:

That the Salt Spring Island Local Trust Committee direct staff to conclude SSIWPA and undertake the wind-down actions proposed in the staff report of December 14, 2023.

That the Salt Spring Island Local Trust Committee rescind SS LTC resolution No. SS-2023-92.

The implications of these resolutions are that signatory agencies to the WPP would pursue plan implementation independently, as there would no longer be an effort made toward aligning each others' actions. The staff working group proposed in the project charter in Appendix 1 would no longer be pursued by Islands Trust.

Staff would return at a later meeting with a proposal to spend the remaining unspent special property tax requisition funds on freshwater-related projects unrelated to watershed governance and coordination.

NEXT STEPS

If SS LTC endorses the proposed project charter, staff will carry out the following near-term actions:

- Submit the business case in Appendix 2 to Financial Planning Committee for inclusion in the fiscal 2024/25 Trust Council budget;
- Schedule a SSIWPA meeting early in the new year;
- Disable the SSIWPA website and social media presence; and
- Work with agency partners to schedule required meetings.

Submitted By:	Jason Youmans, Auxiliary Planner	November 30, 2023
Concurrence:	Chris Hutton, RPP, MCIP, Regional Planning Manager	December 6, 2023

ATTACHMENTS

1. Project Charter v1 – Salt Spring Island Watershed Protection Plan 2022-2032 Coordination
2. Business Case – Salt Spring Island Watershed Protection Plan 2022-2032 Coordination

SALT SPRING ISLAND LOCAL TRUST COMMITTEE**PROJECT CHARTER v1****Water Sustainability Project****December 14, 2023*****Salt Spring Island Watershed Protection Plan 2022-2032 Coordination*****Purpose**

- 1) To establish inter-agency meetings to coordinate implementation of Salt Spring Island Watershed Protection Plan 2023-2032 (WPP);
- 2) To wind down the Salt Spring Island Watershed Protection Alliance (SSIWPA); and
- 3) To support the Capital Regional District (CRD) to establish a Drinking Water and Watershed Protection Service¹

Background

In 2013, Islands Trust Council adopted Bylaw No. 154 which delegated authority to the Salt Spring Island Local Trust Committee (LTC), for the purpose of preserving and protecting the quality and quantity of water resources within the Salt Spring Island Local Trust Area, the power to:

- Coordinate and assist in the determination of regional, improvement district and government of British Columbia policies;
- Coordinate the implementation of regional, improvement district and government of British Columbia policies; and
- Coordinate the carrying out of regional, improvement district and government of British Columbia policies

To date, the LTC has used this delegated authority to fund and coordinate the Salt Spring Island Watershed Protection Alliance (SSIWPA). During its lifetime SSIWPA has advanced understanding, agency cooperation, and community engagement in watershed issues. However, SS LTC has signalled a desire for the CRD take over the coordination function provided by SSIWPA, presumably under a watershed protection service. The CRD has stated it is not currently in a position to administer such a body. As such, if there is to be a coordinated multi-agency approach to implementation of the recently-endorsed Watershed Protection Plan 2023-2032 in the near term, it is necessary that SS LTC continue to provide leadership and organizational resources to this.

SS LTC will support CRD to establish a new watershed protection service if CRD requests such assistance.

Objective

- To confirm a preferred governance model that allows for the coordinated, cost-efficient implementation of the Salt Spring Island Watershed Protection Plan 2023-2032.

In Scope

- Draft Terms of Reference for WPP Implementation Staff Working Group and Memorandum of Understanding for signature by agency staff;
- Meeting Scheduling/Agenda Prep/Minutes
 - 1 x SSIWPA meeting to share WPP and SSIWPA wind-down plan;
 - 6 x annual meetings(at least) between relevant staff from Islands Trust, CRD, NSSWD and the Province
 - 1 x Annual meeting (at least) between elected officials and relevant staff from Islands Trust, CRD, NSSWD and the Province
 - 1 x annual meeting among agencies and local organizations and individuals with an interest in freshwater sustainability on Salt Spring to update on WPP implementation and receive feedback;
- Procure consulting services to assist in the development of Terms of Reference for future Drinking Water and Watershed Protection Service [AND/OR] Procure consulting services to advise/facilitate watershed governance decision process

Out of Scope

- WPP Actions*
- New budget request for 2024/25

* This project focuses on clarifying the SS LTC's coordinating role regarding SSIWPA and watershed protection. A future project charter could address SS LTC's implementation of its accountabilities under the WPP and the recommended actions listed therein.

¹ If CRD opts to pursue this approach

	- Engage First Nations to determine watershed protection plan priority actions on SSI; - SSIWPA wind-down - Notifications - Thank you letters - Advertising - Close out website/social media and migrate/archive content - Use unspent special property tax revenue to fund the work	
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Work Plan Overview

Deliverable/Milestone	Date
LTC endorse project charter and submit 2024/25 business case for use of unspent special property tax requisition funds	December 14, 2023
First agency staff working group meeting	February 2024
Final SSIWPA meeting	February 2024
Terms of Reference and Memorandum of Understanding for agency working group signed	March 2024
Ongoing agency working group meetings and actions through 2024/25	April 1, 2024 to March 31, 2025
Joint elected official/staff agency working group meeting	Fall 2024
"Big Tent" meeting between agencies, NGOs and water-interested individuals	Between January and March 2025

Project Team		Budget		
SSI Planning Staff	Project Manager	Budget Source: Unspent Special Property Tax Requisition Funds		
William Shulba	Technical Support	Fiscal	Item	Cost
Kalyaan Selvakumar	Administrative Support	23/24	SSIWPA Meeting	\$500
		23/24	SSIWPA wind-down advertising	\$500
		23/24	Total	\$1,000
		24/25	"Big Tent" Meeting	\$5,000
RPM Approval: Chris Hutton Date: 07/12/2023	LTC Endorsement: Resolution #: SS-2023-XX Date: 14/12/2023	24/25	Consultant support to help develop Watershed Protection Service Terms of Reference ² /Provide watershed governance advice	\$40,000
		24/25	FN Engagement	\$10,000
		24/25	Total	\$55,000

² If so requested by CRD

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: Salt Spring Island Local Trust Committee	Budget Source (select all that apply): ☒ Specific Project Funding ☒ Third Party Contractors ☐ Staff Travel Expense ☐ Staff Overtime Expense ☐ New Staff Member ☐ Computer Hardware/Software ☐ Furniture & Equipment ☐ Computer Hardware/Software ☐ New Staff Resources (see Staff Costing Tool) ☐ Permanent ☐ Temporary Temp Duration: _____ ☒ Other – please describe: Meeting costs; advertising
Business Area: Salt Spring Island Local Trust Committee Local Planning Services	
Name of Request: Salt Spring Island Watershed Protection Plan 2022-2032 Coordination	
Date initiated: December 14, 2023	Date required: April 1, 2024 to March 31, 2025

BACKGROUND:

Since 2013 SS LTC has funded the coordination of watershed protection work on Salt Spring Island through the Salt Spring Island Watershed Protection Alliance (SSIWPA). In July 2023 SS LTC signalled a desire to see coordination of SSIWPA transfer to the Capital Regional District (CRD). However, CRD will not be in a position in the 2024/25 fiscal year to administer a SSIWPA-like entity. As such, SS LTC has resolved to continue leading coordination of the recently-endorsed Salt Spring Island Watershed Protection Plan 2023-2032 in the form of an inter-agency staff working group instead of SSIWPA.

At its meeting of December 14, 2023 the SS LTC passed the following resolution concerning coordination of the implementation of Salt Spring Island Watershed Protection Plan 2023-2032:

SS-2023-XXX

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee forward the Salt Spring Island Watershed Protection Plan 2023-2032 Coordination Business Case, attached to the staff report of December 14, 2023, to Financial Planning Committee for inclusion in the fiscal 2024/25 Trust Council budget.

CARRIED

PROBLEM STATEMENT/OBJECTIVES:

- The objective of this initiative is to confirm a preferred governance model that allows for the coordinated, cost-efficient implementation of the Salt Spring Island Watershed Protection Plan 2022-2023

PROJECTED RESULTS/DELIVERABLES:

Results/deliverables of this funding request are as follows:

- Multi-agency agreement on the best way to coordinate and advance implementation of the Salt Spring Island Watershed Protection Plan 2023-2032;
- Assist the Capital Regional District to develop a Drinking Water and Watershed Protection Service if requested;
- Engage First Nations on priority watershed protection actions; and
- A public meeting to share progress on implementation of the WPP and solicit input

Proposed spending is as follows:

\$5,000 – “Big tent” meeting of agencies, NGOs and water-interested individuals

\$10,000 – First Nations engagement

\$40,000 – Consulting services to either a) develop a terms of reference for a Drinking Water and Watershed Protection Service; or b) Support watershed governance decision-making process.

ALTERNATIVES CONSIDERED:

SS LTC considered the following alternatives:

- 1) Maintain SSIWPA through fiscal 2024/25 using fiscal 2023/24 special property tax requisition funds and unspent special property tax requisition funds from previous fiscal years;
- 2) Maintain SSIWPA through fiscal 2024/25 using a new special property tax requisition; or
- 3) Cease to lead the coordination of watershed protection initiatives on Salt Spring Island.

CRITICAL SUCCESS FACTORS (List):

- Islands Trust clarity of purpose;
- Multi-agency commitment

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

N/A

BENEFIT/COST ANALYSIS SUMMARY:

In 2022 SS LTC funded the development of the Salt Spring Island Watershed Protection Plan 2023-2032, a multi-agency plan to better protect the Island's freshwater resources. The plan was created with the active participation of the CRD, North Salt Spring Waterworks District, and the Province. The final report was received by SS LTC in 2022. This plan now needs a collaborative mechanism to advance its implementation. SSIWPA could provide such a vehicle, however there are sufficient uncertainties at each signatory agency around plan implementation that staff-to-staff meetings are more appropriate than public meetings at the present time to work through these issues together.

Proposed SS LTC spending on this initiative in fiscal 2024/25 does not require new taxation as it will be drawn from unspent special property tax requisition funds from previous fiscal years.

RECOMMENDED DECISION:

That the SS LTC requests Islands Trust FPC include a draw of \$55,000 from unspent special property tax requisition funds in fiscal 2024/25 to support Watershed Protection Plan 2023-2032 Coordination.

PURCHASING PROCEDURE:

Project spending will be undertaken in accordance with Islands Trust [Procurement Policy 6.5.3](#).

Salt Spring Island Local Trust Committee

Initiator:

December 14, 2023

Date

Director/CAO

Date

REVIEWED BY MANAGEMENT TEAM:

Date received:

Approved: X ☐ YES ☐ NO

Next steps:

- If approved by management:
 - the business case will be forwarded to FPC for review in October of each year.
 - 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, and the business case forwarded to FPC.
- If not approved by management:
 - the business case will be forwarded to FPC for information in October of each year.

File No.: 6500-20 – Water
Sustainability

DATE OF MEETING: December 14, 2023
TO: Salt Spring Island Local Trust Committee
FROM: Jason Youmans, Auxiliary Planner
Salt Spring Island Team
SUBJECT: Water Sustainability – Proof of Water at Time of Subdivision

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee endorse Proof of Water – Subdivision Project Charter v2 attached as Appendix 1 to the staff report dated December 14, 2023 and proceed in accordance with the LTC's resolutions of the meeting of May 17, 2022.
2. That the Salt Spring Island Local Trust Committee forward the Proof of Water - Subdivision Business Case attached as Appendix 3 to the staff report dated December 15, 2023 to Financial Planning Committee for consideration of inclusion in the fiscal 2024/25 Trust Council budget.

REPORT SUMMARY

The purpose of this staff report is to provide the Salt Spring Island Local Trust Committee with an update and to seek direction under its greater Water Sustainability Project to an ongoing project amending the Salt Spring Island Land Use Bylaw's subdivision application proof of water requirements.

This report recommends that SS LTC proceed with proposed amendments (Draft Bylaw No. 532) to the Salt Spring Island Land Use Bylaw's subdivision servicing regulations to strengthen proof of water requirements at time of subdivision in accordance with previous resolutions.

BACKGROUND

SS LTC last considered amending its subdivision servicing proof of water requirements (Draft Bylaw No. 532) at its May 17, 2022 meeting. That staff report, which includes full discussion of the bylaw, is available starting on Page 83 [here](#). At that meeting, SS LTC passed the following resolutions:

SS-2022-075

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

That the Salt Spring Island Local Trust Committee request staff to provide the following information:

- *Communication materials for the introduction of the bylaw; and*
- *Potential amendments based on the discussion today including 5.5.14 and Table 1.*

CARRIED

Staff have not acted on these resolutions since they were made. Given that there has subsequently been a local government election and that new trustees are in office, staff felt it prudent to return to SS LTC to determine whether there remains interest in advancing the proposed amendments.

An annotated version of the bylaw explaining the proposed changes is attached to this staff report as Appendix 5.

ANALYSIS

Policy/Regulatory

Islands Trust Freshwater Sustainability Strategy

[Islands Trust Freshwater Sustainability Strategy](#) endorsed in December 2021 anticipates a review and update of local subdivision proof of water requirements.

GWSS 10. Customize water supply requirements for new development to local circumstances

Incorporating proof-of-water requirements into land use bylaws for subdivision and rezoning applications provides an opportunity to customize requirements to the unique characteristics of each local trust area/island municipality. It can also improve integration of water management considerations into subdivision applications administered by the Ministry of Transportation and Infrastructure. Some land use bylaws in the Islands Trust Area already include proof-of-water provisions. However, these may not account for the latest information or climate change. Islands Trust will review all proof-of-water requirements currently in use, incorporate new requirements into land use bylaws for areas that do not currently have them, and develop parallel requirements for rezoning applications.

Salt Spring Island Watershed Protection Plan 2022-2032 (WPP)

Aligning with the greater Islands Trust Freshwater Sustainability Strategy, the recently-endorsed Salt Spring Island Watershed Protection Plan anticipates that Islands Trust will advance local regulations and guidelines concerning proof of water for development applications.

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

Issues and Opportunities

Proposed Bylaw No. 532, attached as Appendix 4, will better protect groundwater and groundwater users when land is subdivided and ensure that expectations are clear about what potable water information applicants must provide as part of a subdivision application. The bylaw amendment:

- Provides greater clarity with respect to proof of potable water documentation that subdivision applicants must provide;
- Provides clear requirements and expectations for professional hydrogeologists to follow;

- Increases the per-dwelling-unit water volume required to harmonize with Section 22(8) of the [Water Sustainability Act](#);
- Eliminates requirement to demonstrate specific potable water volumes for commercial/industrial uses; defers to [Water Sustainability Act](#) licensing requirements for non-domestic uses.

Bylaw No. 532 is primarily a technical exercise to bring the land use bylaw into alignment with the [Water Sustainability Act](#), [Groundwater Protection Regulation](#), [Professional Governance Act](#) and associated guidelines established by the Province. Bylaw amendments have been developed by Islands Trust Senior Freshwater Specialist and planning staff with initial guidance provided by SSIWPA Technical Working Group (TWG) and three drafts of proposed amendments reviewed by staff from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD).

If SS LTC wishes to advance Bylaw No. 532 staff will carry out the direction from the resolutions of May 17, 2022.

Funding to advance this bylaw will be drawn from SS LTC's unspent special property tax requisition. Submission of a business case is required to ensure that the draw is reflected in the fiscal 2024/25 Trust Council budget.

For a fulsome discussion of the proposed bylaw and the process through which it was designed see the staff report starting on Page 83 [here](#).

North Pender Local Trust Committee incorporated the suite of bylaw amendments recommend here into its own land use bylaw in Spring 2023.

Consultation

Community

The staff report of May 17, 2022 recommends referral of the proposed bylaw amendment to hydrogeologists practicing in the Gulf Islands for their review and comment. The project charter attached as Appendix 1 anticipates a Community Information Session to be held following second reading.

Agencies

The staff report of May 17, 2022 recommends referral of the proposed bylaw amendment to Government of British Columbia water staff following first reading.

First Nations

The staff report of May 17, 2022 recommends referral of the proposed bylaw amendment to area First Nations following first reading.

Rationale for Recommendation

- 1. That the Salt Spring Island Local Trust Committee endorse Proof of Water – Subdivision Project Charter v2 attached as Appendix 1 to the staff report dated December 14, 2023 and proceed in accordance with the LTC's resolutions of the meeting of May 17, 2022.**

The project charter attached as Appendix 1 assumes that SS LTC wishes to advance the proposed bylaw amendment conditional upon staff's response to the resolutions made at the May 17, 2022 meeting. It updates the anticipated bylaw adoption timeline.

The previous iteration of the project charter with proposed changes is attached as Appendix 2.

2. That the Salt Spring Island Local Trust Committee forward the Proof of Water – Subdivision Business Case attached as Appendix 3 to the staff report dated December 14, 2023 to Financial Planning Committee for consideration of inclusion in the 2024/25 Trust Council budget.

The business case attached as Appendix 3 reflects anticipated spending to advance the proposed bylaw amendment.

ALTERNATIVES

1. Pause work for use in future land use bylaw amendment project

If SS LTC no longer wishes to allocate staff resources to the proposed bylaw amendment, it can direct that no further work is done. To do so would require rescinding the resolution made at the May 17, 2022 meeting. A potential resolution to do so is as follows:

That the Salt Spring Island Local Trust Committee rescind resolution SS-2022-075 and direct that staff retain the project work done to date for consideration of use in future land use bylaw amendment projects.

The implications of this resolution are that no further work would be undertaken on the proposed bylaw amendments. Staff would continue to rely on the current subdivision proof of water requirements in the land use bylaw with its attendant problems that staff hoped to rectify through this project. Retaining and re-engaging the work done so far would require institutional memory of the project.

NEXT STEPS

If SS LTC accepts staff's recommendations, staff will:

- Return at February SS LTC meeting with response to May 27, 2022 resolutions.

Submitted By:	Jason Youmans, Auxiliary Planner	December 7, 2023
Concurrence:	Chris Hutton, RPP, MCIP, Regional Planning Manager	December 7, 2023

ATTACHMENTS

1. Proof of Water – Subdivision Project Charter v2
2. Proof of Water – Subdivision Project Charter v1.1
3. Proof of Water - Subdivision Business Case
4. Draft Bylaw No. 532
5. Explanatory Document – Draft Bylaw No. 532

Water Sustainability Project: Land Use Planning for Watershed Protection

Proof of Water – Subdivision: Project Charter v2

Salt Spring Island Local Trust Committee

Date: December 14, 2023

Purpose: The purpose of this project is to amend the Salt Spring Island Land Use Bylaw to better protect groundwater resources and groundwater users by improving the quality of groundwater information provided by subdivision applicants.

Background: Staff have determined that groundwater information furnished by subdivision applicants is not always consistent with the Province's Guidelines for Conducting Pumping Tests. This has led to conflict between staff, applicants and their consulting engineers. Staff believe that greater clarity around required information will minimize conflict. Additionally, the Salt Spring Island Watershed Protection Alliance (SSIWPA) has identified "Proof of Water" as a priority project to enhance water sustainability on the Island.

Objectives

- Consistency between Land Use Bylaw and Government of British Columbia Guidelines for Conducting Pumping Tests
- Clear deliverables for applicants
- Reduced staff/applicant conflict

In Scope

- Land Use Bylaw amendments
- Cooperation with SSIWPA Technical Working Group and provincial agencies in bylaw development
- Agency and professional referrals
- 1 Community Information Session
- Development of supplementary communications materials

Out of Scope

- Non-water-related bylaw amendments
- Extensive community engagement

Workplan Overview

Deliverable/Milestone	Date
Project Charter endorsement, direction to draft bylaw in cooperation with SSIWPA TWG and provincial agencies	May 26, 2020
Draft bylaw for LTC review, first reading + First Nations, agency, and professional referral	February, 2024
Bylaw amendment, second reading, Community Information Session	April, 2024
Third reading, executive committee referral	May, 2024
Bylaw adoption	June, 2024

Project Team

Island Planner	Project Manager
William Shulba	Technical Advisor
Rob Pingle	Legislative Clerk
RPM Approval: Chris Hutton Date: December 7, 2023	LTC Endorsement: Resolution #: SS-2023-XXX Date: December 14, 2023

Budget

Budget Sources: SS LTC Unspent Special Property Tax Requisition		
Fiscal	Item	Cost
24/25	Community Information Session	\$500
24/25	Bylaw Notification (waive public hearing)	\$1,000
	Total	\$1,500

Water Sustainability Project: Land Use ~~Management~~ Planning for Watershed Protection Proof of Water – Subdivision: Project Charter v~~1.1~~2

Salt Spring Island Local Trust Committee
~~2020~~2023

Date: ~~May 19~~December 14,

Purpose: *The purpose of this project is to amend the Salt Spring Island Land Use Bylaw to better protect groundwater resources and groundwater users by improving the quality of groundwater information provided by subdivision applicants.*

Background: *Staff have determined that groundwater information furnished by subdivision applicants is not always consistent with the Province's Guidelines for Conducting Pumping Tests. This has led to conflict between staff, applicants and their consulting engineers. Staff believe that greater clarity around required information will minimize conflict. Additionally, the Salt Spring Island Watershed Protection Alliance (SSIWPA) has identified "Proof of Water" as a priority project to enhance water sustainability on the Island.*

Objectives

- Consistency between Land Use Bylaw and Government of British Columbia Guidelines for Conducting Pumping Tests
- Clear deliverables for applicants
- Reduced staff/applicant conflict

In Scope

- Land Use Bylaw amendments
- Cooperation with SSIWPA Technical Working Group and provincial agencies in bylaw development
- Agency and professional referrals
- 1 Community Information Session
- Development of supplementary communications materials

Out of Scope

- Non-water-related bylaw amendments
- Extensive community engagement

Workplan Overview

Deliverable/Milestone	Date
Project Charter endorsement, direction to draft bylaw in cooperation with SSIWPA TWG and provincial agencies	May 26, 2020
Draft bylaw for LTC review, first reading + First Nations, agency, and professional referral	July 28 <u>February,</u> 2024 0
Bylaw amendment, second reading, Community Information Meeting <u>Session</u>	October 6 <u>April,</u> 2024 0
Third reading, executive committee referral	November 10 <u>May,</u> 2024 0
Bylaw adoption	December 15 <u>June,</u> 2024 0

Project Team

Jason Youmans <u>Island Planner</u>	Project Manager
William Shulba	Technical Advisor
Kristine Mayes	Project Assistant
Daniela Murphy <u>Rob Pingle</u>	Legislative Clerk
RPM Approval:	LTC Endorsement:

Budget

Budget Sources: LTC Project Budget		
Fiscal	Item	Cost
2024/21 <u>25</u>	Community Information Session	\$ 0 -500
2024/25 <u>1</u>	Bylaw Notification (waive public hearing)	\$1,000

~~Stefan Cermak~~Chris Hutton

Date: ~~May 19, 2020~~

December XX, 2023

Resolution #: ~~SS-2020-072~~

SS-2023-XXX

Date: ~~May 26, 2020~~

December 7, 2023

	Total	\$1,500

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: Salt Spring Island Local Trust Committee	Budget Source (select all that apply): ☒ Specific Project Funding ☐ Third Party Contractors ☐ Staff Travel Expense ☐ Staff Overtime Expense ☐ New Staff Member ☐ Computer Hardware/Software ☐ Furniture & Equipment ☐ Computer Hardware/Software ☐ New Staff Resources (see Staff Costing Tool) ☐ Permanent ☐ Temporary Temp Duration: _____ ☒ Other – please describe: Communications and education materials; Meeting costs
Business Area: Salt Spring Island Local Trust Committee Local Planning Services	
Name of Request: Salt Spring Island Proof of Water - Subdivision	
Date initiated: December 14, 2023	Date required: April 1, 2024 to March 31, 2025

BACKGROUND:

In May 2022 SS LTC considered a bylaw amendment to strengthen its proof of water requirements at time of subdivision. At that meeting, SS LTC directed staff to provide additional information before further consideration of the bylaw. At its December 14, 2023 meeting, SS LTC directed staff to return with the information originally requested in May 2022.

See staff report of December 14, 2023 for fulsome discussion of this project.

The purpose of this business case is to ensure that **unspent funds from SS LTC's special property tax requisition** are set aside to fund next steps in the Proof of Water – Subdivision project. Estimated expenses associated with this bylaw amendment project in fiscal 2024/25 are:

\$500 – to host a Community Information Session; and

\$1,000 – to advertise the proposed bylaw in place of a public hearing.

At its meeting of December 14, 2023 SS LTC passed the following resolution concerning the Proof of Water – Subdivision project:

SS-2023-XXX

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee forward the Proof of Water – Subdivision Business Case attached to the staff report of December 14, 2023 to Islands Trust Financial Planning Committee for consideration of inclusion in the Trust Council 2024/25 budget

CARRIED

PROBLEM STATEMENT/OBJECTIVES:

Staff have observed that water quantity reports received as part of subdivision applications are of varied quality and occasionally inadequate to determine the long term reliability of the groundwater source. This suggests that there are ambiguities within the current regulations which results in inconsistent reporting. Current regulations are based on a “professional reliance” model and defer responsibility for determining water sufficiency to the consulting engineer hired by the applicant to certify, based on the test undertaken, that the quantity of available water is satisfactory. This professional reliance model was developed when Islands Trust did not have in-house expertise to interpret groundwater reporting. However, with the creation of the Senior Freshwater Specialist position, Islands Trust now has on staff a professional hydrogeologist that can advise on groundwater matters. Notwithstanding the availability of the Senior Freshwater Specialist, proposed bylaw amendments arising from this project will be drafted so that review of submitted information by a professional staff hydrogeologist will not be required. Rather, it will make the reporting requirements for applicants more prescriptive, such that planning staff are assured consistent report content across applications.

PROJECTED RESULTS/DELIVERABLES:

The proposed bylaw will better protect groundwater and groundwater users when land is subdivided and ensure that expectations are clear about what potable water information applicants must provide as part of a subdivision application. The bylaw amendment:

- Provides greater clarity with respect to proof of potable water documentation that subdivision applicants must provide;
- Provides clear requirements and expectations for professional hydrogeologists to follow;
- Increases the per-dwelling-unit water volume required to harmonize with Section 22(8) of the [Water Sustainability Act](#);
- Eliminates requirement to demonstrate specific potable water volumes for commercial/industrial uses; defers to [Water Sustainability Act](#) licensing requirements for non-domestic uses.

ALTERNATIVES CONSIDERED:

SS LTC considered retaining its existing proof of water requirements.

CRITICAL SUCCESS FACTORS (List):

- LTC commitment

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

N/A

BENEFIT/COST ANALYSIS SUMMARY:

The proposed bylaw amendments are minor. The associated costs are standard costs associated with the bylaw amendment process. **Funds will be drawn from SS LTC's unspent special property tax requisition funds** and therefore no new taxation will be required.

RECOMMENDED DECISION:

That the SS LTC requests Islands Trust FPC include a draw of \$1,500 from unspent special property tax requisition funds in the fiscal 2024/25 budget to support the Proof of Water – Subdivision Project.

PURCHASING PROCEDURE:

Spending on the Proof of Water – Subdivision Project will occur in accordance with Islands Trust [Procurement Policy 6.5.3](#).

Salt Spring Island Local Trust Committee

Initiator:

December 14, 2023

Date

Director/CAO

Date

REVIEWED BY MANAGEMENT TEAM:

Date received:

Approved: X ☐ YES ☐ NO**Next steps:**

- If approved by management:
 - the business case will be forwarded to FPC for review in October of each year.
 - 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, and the business case forwarded to FPC.
- If not approved by management:
 - the business case will be forwarded to FPC for information in October of each year.

DRAFT

SALT SPRING ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 532

A BYLAW TO AMEND SALT SPRING ISLAND LAND USE BYLAW NO. 355, 1999

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

1. Citation

This bylaw may be cited for all purposes as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2022”.

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

2.1 By adding the following definitions under Section 1.1 – Definitions:

- | | |
|-------------------------|---|
| “aquifer” | means a geological formation, a group of geological formations, or a part of one or more geological formations, that is capable of storing, transmitting and yielding groundwater. |
| “pumping test” | means a flow test to determine the long-term sustainable yield of a well, conducted under supervision of a <i>hydrogeologist</i> , and that is consistent with the British Columbia Guide to Conducting Pumping Tests, Guidance for Technical Assessments in Support of an Application for Groundwater Use in British Columbia, other guidance documents which may be issued, applicable legislation, and consists of pumping groundwater from a well typically for 12 to 72 hours depending on <i>aquifer</i> characteristics. |
| “groundwater” | means water naturally occurring below the surface of the ground. |
| “Hydrogeologist” | means an engineer or geoscientist with competency in the field of hydrogeology, regulated under the <i>Professional Governance Act</i> , Engineers and Geoscientists Regulation. |
| “stream” | means a natural watercourse, including a natural glacier course, or a natural body of water, whether or not the stream channel of the stream has been modified, or a natural source of water supply, including, without limitation, a lake, pond, river, creek, spring, ravine, gulch, wetland or glacier, whether or not usually containing water, including ice, but does not include an aquifer. |

2.2 By amending the following definitions under Section 1.1 – Definitions:

“community water system” means a system of waterworks that serves more than one lot and is owned, operated and maintained by an improvement district, a regional district, a water utility, a society, or a water supplier.

“potable” means water provided by a domestic water system that meets the standards prescribed by regulation including Health Canada Guidelines for Canadian Drinking Water Quality, and is safe to drink and fit for domestic purposes without further treatment.

“water body” means the sea or a *stream*; whether containing fish or not; and includes seasonal streams; and includes any surface drainage work or catchment pond that is a man-made replacement or diversion of a natural *water body*.

Information Note: *Dug ponds that do not replace or divert a natural water body are not included in the above definition.*

2.3 By deleting Schedule H – Potable Water Quality Standards

2.4 By replacing Section 5.5 as follows:

5.5 POTABLE WATER

5.5.1 Each *lot* in a proposed *subdivision* must be supplied with *potable water* in accordance with the *service* requirements specified in Part 9 of this Bylaw.

5.5.2 Each *lot* in a proposed *subdivision* must be supplied with sufficient *potable water* to supply the uses permitted on the *lot* by this Bylaw according to the standards set out in Table 1.

TABLE 1 POTABLE WATER SUPPLY STANDARDS FOR SUBDIVISION	
USE	VOLUME (litres per day)
<i>Per lot (including one dwelling unit)</i>	2000
<i>Each additional dwelling unit</i>	2000

Information Note: *If more than one dwelling unit is connected to the same source of water, the water system may be subject to the Drinking Water Protection Act, the Water Utility Act or other regulations pertaining to water supply systems.*

Information Note: *Water obtained from a stream, or non-domestic groundwater use requires a licence under the Water Sustainability Act.*

5.5.3 Where *potable water* is to be supplied by a *community water system*, the *community water system* must provide written confirmation that it is able to supply *potable water* for the *uses* specified in Table 1 to each *lot*.

- 5.5.4 Where *potable* water is to be supplied from a *stream*, the applicant for *subdivision* must provide proof of authorization (water licence) indicating the total volume of water granted to the licence holder confirming that it is able to supply *potable* water for the volume specified in Table 1 to each *lot*.
- 5.5.5 Where a lot proposed to be subdivided contains a non-domestic use that requires a licence under the *Water Sustainability Act*, the applicant must provide proof of authorization (water licence) indicating the total volume of water granted to the licence holder confirming that it is able to supply water for the non-domestic use, as well as *potable* water for the volume specified in Table 1 to each *lot*.
- 5.5.6 Where *potable* water for domestic use is to be supplied by a drilled well, and in the absence of a water licence, a *pumping test* shall be carried out on each well in a proposed subdivision by:
- pumping groundwater, at a constant rate, for a minimum period of 12 hours; and
 - withdrawing the total daily required volume specified in Table 1 over a maximum period of 24 hours; and
 - monitoring groundwater levels continuously during the *pumping test* and during the recovery period.
- 5.5.7 Where *potable* water is to be supplied by a drilled well in accordance with Subsection 5.5.6, a sounding tube or wellhead port must be installed to enable the insertion of water level monitoring equipment.
- 5.5.8 New drilled wells used for the purposes of subdivision application must not be located within 50 metres of the natural boundary of the sea.
- 5.5.9 Where *potable* water is to be supplied by a drilled well in accordance with Subsection 5.5.6., the applicant for subdivision must provide written certification under seal of a *hydrogeologist* that:
- Each well has been constructed in accordance with the *Groundwater Protection Regulation*;
 - Each well has been constructed in accordance with Subsections 5.5.7 and 5.5.8;
 - Each well has sufficient available groundwater to provide the daily required volume of *potable* water for each lot in accordance with Table 1; and
 - Includes recommendations for mitigation measures, if applicable, to ensure long-term sustainable yield of the drilled well.
- 5.5.10 If the daily required volume of *potable* water cannot be supplied in accordance with Subsections 5.5.2 or if the certification referred to in Article 5.5.9(c) cannot be made, the applicant must grant a covenant under the *Land Title Act* to the Salt Spring Island Local Trust Committee that restricts the development of the subdivision to the uses for which there is a sufficient volume of water.
- 5.5.11 Where the *potable* water supply is provided through a drilled well or water licence, a *hydrogeologist* must also provide:
- Results of a water quality analysis, completed by an accredited laboratory;

- b. A plan of the proposed *subdivision* indicating the location where each water sample was taken;
 - c. 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.
 - d. Confirmation, based on the accredited laboratory water quality analysis, that the proposed water supply source is *potable*, or can be made *potable*, with a treatment system; and
 - e. Confirmation, based on the accredited laboratory water quality analysis of chloride concentrations, that the drilled well is not likely to be affected by the intrusion of saline groundwater or sea water in accordance with the Province of British Columbia guidance documents;
- 5.5.12 If the water to be supplied is not *potable*, but can be made *potable* with a treatment system, the applicant must grant a covenant under the *Land Title Act* to the Salt Spring Island Local Trust Committee that requires on-going treatment of the water to *potable* water standards.
- 5.5.13 For the purposes of subdivision, drilled wells impacted by seawater intrusion or whose operation is likely to cause seawater intrusion are not permitted sources of potable water.
- 5.5.14 For the purposes of subdivision, alternative *potable* water supplies including, but not limited to, shallow dug wells, rainwater catchment and desalination are not permitted sources of *potable* water.
- 5.5.15 The requirements of Section 5.5 shall not apply where the proposed subdivision is a boundary adjustment that does not result in an increase in the number of lots or permitted dwelling units, provided that all proposed lots in the subdivision are currently serviced by existing wells, community water system connection or water licence.
- 2.5 By amending Schedule F – Campground Layout and Facility Regulations, Section 7 as follows:
- 7. The owner of a *campground* must provide proof of authorization (water licence) or written confirmation from a community water system indicating the total volume of potable water granted to supply the *campground* use in the amounts prescribed below:
- 2.6 By deleting Schedule F – Campground Layout and Facility Regulations, Section 8, in its entirety.

And by making consequential numbering alterations to effect this change.

READ A FIRST TIME THIS _____ DAY OF _____ 20_____

READ A SECOND TIME THIS _____ DAY OF _____ 20_____

PUBLIC HEARING HELD THIS _____ DAY OF _____ 20_____

READ A THIRD TIME THIS _____ DAY OF _____ 20_____

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

_____ DAY OF _____ 20_____

ADOPTED THIS _____ DAY OF _____ 20_____

Chair

Secretary

May 2, 2022

Water Sustainability Project: Proof of Water – Subdivision**EXPLANATION OF PROPOSED CHANGES****PROJECT PURPOSE**

The purpose of this project is to amend the Salt Spring Island Land Use Bylaw to better protect freshwater resources and groundwater users by improving the quality of proof of water information provided by subdivision applicants.

Staff have determined that groundwater information furnished by subdivision applicants is not always consistent with established guidelines from the Province, Engineers and Geoscientists of BC, and associated agencies. This has led to conflicting interpretations of the land use bylaw between staff, applicants and their consulting engineers. Staff believe that greater clarity around required information will minimize conflict.

Additionally, the Salt Spring Island Watershed Protection Alliance (SSIWPA) has identified “Proof of Water” as a priority project to enhance water sustainability on the Island.

SUMMARY OF PROPOSED CHANGES

Staff summarize the major proposed changes to the potable water requirements at time of subdivision under the Salt Spring Island Land Use Bylaw as follows:

- Greater clarity with respect to proof of potable water documentation that subdivision applicants must provide;
- Clear requirements and expectations for professional hydrogeologists to follow;
- Increases the per-dwelling-unit water volume required to harmonize with the Water Sustainability Act;
- Eliminates requirement to demonstrate specific potable water volumes for commercial/industrial uses; defers to Water Sustainability Act licensing requirements

See end of document for current subdivision servicing regulations.

DISCUSSION OF PROPOSED CHANGES

Each of the changes proposed through this bylaw amendment project are described and discussed below.

New Definitions***Aquifer***

“aquifer” means a geological formation, a group of geological formations, or a part of one or more geological formations, that is capable of storing, transmitting and yielding groundwater.

Staff Comment: This definition comes straight from the Water Sustainability Act and is relevant to the new proposed definition of “pumping test.”

Pumping Test

“pumping test” means a flow test to determine the long-term sustainable yield of a well, conducted under supervision of a *hydrogeologist*, and that is consistent with the British Columbia Guide to Conducting Pumping Tests, Guidance for Technical Assessments in Support of an Application for Groundwater Use in British Columbia, other guidance documents which may be issued, applicable legislation, and consists of pumping groundwater from a well typically for 12 to 72 hours depending on *aquifer* characteristics.

Staff Comment: Staff recommend defining pumping test to ensure that subdivision applicants provide pumping tests, as such term is understood in Government of British Columbia guidance documents, rather than other forms of well investigation, such as historical yields reported in well logs or short term well-yield tests. Pumping tests are carried out over a longer duration than other forms of well testing, are under direct supervision of a professional hydrogeologist, and provide more reliable estimation of a well’s long-term capacity.

Groundwater

“groundwater” means water naturally occurring below the surface of the ground.

Staff Comment: This definition comes straight from the Water Sustainability Act.

Hydrogeologist

“Hydrogeologist” means an engineer or geoscientist with competency in the field of hydrogeology, regulated under the *Professional Governance Act*, Engineers and Geoscientists Regulation.

Staff Comment: Staff recommend the addition of a definition of a hydrogeologist to ensure that oversight and analysis of pumping tests for the purpose of subdivision is undertaken only by qualified professionals.

Stream

“stream” means (a) a natural watercourse, including a natural glacier course, or a natural body of water, whether or not the stream channel of the stream has been modified, or (b) a natural source of water supply, including, without limitation, a lake, pond, river, creek, spring, ravine, gulch, wetland or glacier, whether or not usually containing water, including ice, but does not include an aquifer.

Staff Comment: Staff have replaced the word “surface water source” with the word “stream,” as this is the term used in the British Columbia *Water Sustainability Act*. Making stream a defined term in the Land Use Bylaw will mean that all instances of the use of stream will take on the new defined meaning.

Amended Definitions

Community Water System

“community water system” means a system of waterworks that serves more than one lot and is owned, operated and maintained by an improvement district, a regional district, a water utility, a society, or a water supplier.

Staff Comment: Staff have added the words “society” and “water supplier” to the current list of potential piped water purveyors in an effort to capture all possible piped water configurations.

Potable

“potable” means water provided by a domestic water system that meets the standards prescribed by regulation including Health Canada Guidelines for Canadian Drinking Water Quality, and is safe to drink and fit for domestic purposes without further treatment.

Staff Comment: Staff have amended the Land Use Bylaw definition of “potable” by removing reference to “Schedule H” of the Land Use Bylaw. This effectively removes Salt Spring-specific standards of what constitutes potable water. It is staff’s understanding that local water standards were originally included in the subdivision regulations to capture aesthetic qualities beyond those identified by Health Canada. Staff are today satisfied that reliance on the federal standard is sufficient to ensure that drinking water on Salt Spring Island will be safe to drink provided the Section 5 regulations are adhered to.

Deletions

Schedule H – Potable Water Quality Standards

Staff Comment: As noted above under the definition of potable water, staff propose removing the current Island-specific water quality parameters.

5.5 POTABLE WATER

5.5.1 Each lot in a proposed subdivision must be supplied with potable water in accordance with the service requirements specified in Part 9 of this Bylaw.

Staff Comment: This provision remains the same as in current land use bylaw.

5.5.2 Each lot in a proposed subdivision must be supplied with sufficient potable water to supply the uses permitted on the lot by this Bylaw according to the standards set out in Table 1.

TABLE 1	
POTABLE WATER SUPPLY STANDARDS FOR SUBDIVISION	
USE	VOLUME (litres per day)
Per lot (including one dwelling unit)	2000

Each additional dwelling unit	2000
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Information Note: If more than one dwelling unit is connected to the same source of water, the water system may be subject to the Drinking Water Protection Act, British Columbia Ministry of Health regulations of water supply systems, and may be subject to the Water Utility Act.

Information Note: Non-domestic uses serviced by groundwater or a stream may require a licence under the Water Sustainability Act.

Staff Comment: The revised Section 5.5.2 and revised Table 1 represent a significant departure from the current land use bylaw. Currently, Table 1 provides a list of several different use types and demands that staff then add together to arrive at anticipated water demand for a given property if all permitted uses are exercised simultaneously. Instead, staff propose aligning water requirements with Section 8 of the *Water Sustainability Act* which states:

- (8) Despite subsections (1) to (6), a person to whom section 6 (4) [*use of water — excluded groundwater users*] applies is deemed to have rights that have precedence under those subsections, as if the deemed rights were granted under an authorization that
- (a) sets out as the date of precedence the date of first use of the water, and
 - (b) authorizes the use of the greater of
 - (i) 2 000 litres of water per day for each private dwelling on a parcel, or
 - (ii) the amount of water the engineer is satisfied the person has been using for domestic purposes.

The reasons for this proposal are as follows:

First, local water regulations and policy should be generally consistent with the *Water Sustainability Act*. Therefore, staff recommend that Islands Trust align its potable requirement for residential uses to that of the 2,000 litre-per-day deemed right under the WSA.

Second, using groundwater or surface water for non-domestic uses of a property now requires an industrial water licence under the *Water Sustainability Act*. Staff recommend allowing the applicant of a non-residential use to apply for a new industrial water license under the WSA regime at a volume that is needed to fulfil water demand of the use taking place on a property.

2,000 litres per day is an increase of 400 litres per day from 1,600 litres per day per dwelling unit that the Land Use Bylaw currently requires.

While commercial and general employment-zoned land will no longer have to prove a specific volume requirement for those uses, they will have to prove a minimum 2,000 litres per day.

Important aspects to consider in the proposed water use requirements are as follows:

- Secondary suites and seasonal cottages are dwelling units as such term is defined in the Land Use Bylaw. Therefore, properties that permit such uses would be required to demonstrate 2,000 litres per day for each of those uses where permitted;
- Subdivision of land that permits multi-family dwelling units would be required to demonstrate 2,000 litres per day per permitted dwelling unit.

Please note, these requirements apply only at the time of subdivision. These are not volumes that must be proven out at time of building permit.

5.5.3 Where *potable* water is to be supplied by a *community water system*, the *community water system* must provide written confirmation that it is able to supply *potable* water for the *uses* specified in Table 1 to each *lot*.

Staff Comment: Current bylaw requires community water system to confirm how much water it can provide. However, it is assumed that community water systems supply water using an established anticipated volume per residential lot. As such, it seems logical that Islands Trust simply ask whether they can service the lot, not whether they can supply a specified volume.

5.5.4 Where *potable* water is to be supplied from a *stream*, the applicant for *subdivision* must provide proof of authorization (water licence) indicating the total volume of water granted to the licence holder confirming that it is able to supply *potable* water for the volume specified in Table 1 to each *lot*.

Staff Comment: This is generally consistent with the current Land Use Bylaw language although “stream” replaces “surface water source.”

5.5.5 Where a lot proposed to be subdivided contains a non-domestic use that requires a licence under the *Water Sustainability Act*, the applicant must provide proof of authorization (water licence) indicating the total volume of water granted to the licence holder confirming that it is able to supply water for the non-domestic use, as well as *potable* water for the volume specified in Table 1 to each *lot*.

Staff Comment: This new clause will enable staff to leverage the subdivision process to compel commercial/general employment water users to seek the required non-domestic water license required by the *Water Sustainability Act* prior to subdivision approval, thereby helping fulfil the objectives of the *Act*.

5.5.6 Where *potable* water for domestic use is to be supplied by a drilled well, and in the absence of a water licence, a *pumping test* shall be carried out on each well in a proposed subdivision by:

- a. pumping groundwater, at a constant rate, for a minimum period of 12 hours; and**
- b. withdrawing the total daily required volume specified in Table 1 over a maximum period of 24 hours; and**
- c. monitoring groundwater levels continuously during the *pumping test* and during the recovery period.**

Staff Comment: This clause is new, and provides a level of prescription not present in the current land use bylaw. These requirements are consistent with professional expectations under current provincial

guidance documents and align with the ethical requirements of the *Engineers and Geoscientists Act* and the *Professional Governance Act*. The pumping test parameters described here have been recommended by Islands Trust Senior Freshwater Specialist for the following reasons:

- a. With few exceptions, pumping tests by professional hydrogeologists for 2 to 3 lot subdivisions historically were 12 hours or greater;
- b. The well must provide the daily demand within a reasonable time; and
- c. Well recovery should be continuously monitored.

Professional hydrogeologists can undertake pumping tests for longer than 12 hours where professional best practices would warrant it. This bylaw, however, establishes a baseline for pumping test duration.

5.5.7 Where *potable* water is to be supplied by a drilled well in accordance with Subsection 5.5.6, a sounding tube or wellhead port must be installed to enable the insertion of water level monitoring equipment.

Staff Comment: This clause is new. Installation of this infrastructure will allow easy access for future well monitoring by land owners.

5.5.8 New drilled wells used for the purposes of subdivision application must not be located within 50 metres of the natural boundary of the sea.

Staff Comment: Wells in close proximity to the natural boundary of the sea are at greater risk of saltwater intrusion. Land owners can apply for a variance permit if required. Note that this will not affect existing lots.

5.5.9 Where *potable* water is to be supplied by a drilled well in accordance with Subsection 5.5.6., the applicant for subdivision must provide written certification under seal of a *hydrogeologist* that:

- a. Each well has been constructed in accordance with the *Groundwater Protection Regulation*;
- b. Each well has been constructed in accordance with Subsections 5.5.7 and 5.5.8;
- c. Each well has sufficient available groundwater to provide the daily required volume of *potable* water for each lot in accordance with Table 1; and
- d. Includes recommendations for mitigation measures, if applicable, to ensure long-term sustainable yield of the drilled well.

Staff Comment: This clause is a combination of current clauses 5.5.5 and 5.5.7 except it enumerates more clearly the specific certifications that must be included in the hydrogeologist's report.

5.5.10 If the daily required volume of *potable* water cannot be supplied in accordance with Subsections 5.5.2 or if the certification referred to in Article 5.5.9(c) cannot be made, the applicant must grant a covenant under the *Land Title Act* to the Salt Spring Island Local Trust Committee that restricts the development of the subdivision to the uses for which there is a sufficient volume of water.

Staff Comment: This clause is generally consistent with current clause 5.5.6 in the Land Use Bylaw. The primary difference being that the amended Table 1 of water volume requirements means that that

applicant can no longer shave off a variety of uses via covenant (bed-and-breakfast bedrooms for example). Instead, the only uses that can be restricted via covenant are the additional dwelling units (secondary suite, seasonal cottage) that may otherwise be permitted. Non-domestic uses would require a water licence from the Province under the Water Sustainability Act.

5.5.11 Where the *potable* water supply is provided through a drilled well or water licence, a *hydrogeologist* must also provide:

- a. Results of a water quality analysis, completed by an accredited laboratory;
- b. A plan of the proposed *subdivision* indicating the location where each water sample was taken;
- c. 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;
- d. Confirmation, based on the accredited laboratory water quality analysis, that the proposed water supply source is *potable*, or can be made *potable*, with a treatment system; and
- e. Confirmation, based on the accredited laboratory water quality analysis of chloride concentrations, that the drilled well is not likely to be affected by the intrusion of saline groundwater or sea water in accordance with the Province of British Columbia guidance documents.

Staff Comment: This clause is new, but generally consistent with current clause 5.5.8 of the Land Use Bylaw. It simply enumerates the requirements more clearly. It does add, however, a requirement that the hydrogeologist must confirm that drilled wells are not at risk of saltwater intrusion based on analysis of chloride concentrations.

5.5.12 If the water to be supplied is not *potable*, but can be made *potable* with a treatment system, the applicant must grant a covenant under the *Land Title Act* to the Salt Spring Island Local Trust Committee that requires on-going treatment of the water to *potable* water standards.

Staff Comment: This clause is new, but simply breaks out a component of current clause 5.5.8 into its own clause.

5.5.13 For the purposes of subdivision, drilled wells impacted by seawater intrusion or whose operation is likely to cause seawater intrusion are not permitted sources of potable water.

Staff Comment: This clause is new. Wells suffering from, or at risk of, saline intrusion should not be used to service new subdivisions as they risk contamination of the greater aquifer and impacts to existing users and ecosystems. It is unlawful under the Water Sustainability Act to operate a well that causes, or is likely to cause, the intrusion of saline groundwater into an aquifer or stream.

5.5.14 For the purposes of subdivision, alternative *potable* water supplies including, but not limited to, shallow dug wells, rainwater catchment and desalination are not permitted sources of *potable* water.

Staff Comment: This clause is new and based on the following rationale:

- The long-term viability of shallow dug wells under the influence of climate change is difficult to establish;

- Rainwater is too inconsistent a source under the influence of climate change on which to increase lot density; and
- Desalination on a lot-by-lot scale is potentially environmentally problematic.

Applicants who wish to use one of these sources of water in support of a subdivision application can apply for a variance permit.

5.5.15 The requirements of Section 5.5 shall not apply where the proposed subdivision is a boundary adjustment that does not result in an increase in the number of lots or permitted dwelling units, provided that all proposed lots in the subdivision are currently serviced by existing wells, community water system connection or valid water licence.

Staff Comment: This clause is new, and predicated on a desire to reduce the regulatory burden on boundary adjustment applicants. Where lot lines are being redrawn and no new lots or dwelling unit opportunities being created as a result, staff recommend that applicants are not required to provide water documentation as such would have been required at time of original subdivision. Applicants must, however, provide appropriate water documentation if any of the lots in the proposed boundary adjustment are not currently serviced with potable water.

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Amend [Schedule F](#) – Campground Layout and Facility Regulations – as follows:

Amend [Schedule F](#), Section 7 as follows:

7. The owner of a *campground* must provide proof of authorization (water licence) or written confirmation from a community water system indicating the total volume of potable water granted to supply the *campground* use in the amounts prescribed below:

Delete [Schedule F](#), Section 8 in its entirety.

Staff Comment: These amendments simply ensure that campgrounds are operating per the non-domestic water license requirements of the *Water Sustainability Act*.

These water requirements are unrelated to subdivision, but staff felt it useful to clean them up while the bylaw was being amended.

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DATE OF MEETING: December 14, 2023

TO: Salt Spring Island Local Trust Committee

FROM: Jason Youmans, Auxiliary Planner
Salt Spring Island Team

SUBJECT: Water Sustainability: Ground Water and Surface Water Monitoring Pilot Program

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee endorse Groundwater Sustainability Strategy Project Charter v10 attached as Appendix 1 to the staff report dated December 14, 2023.
2. That the Salt Spring Island Local Trust Committee forward the Groundwater Sustainability Strategy Business Case attached as Appendix 3 to the staff report dated December 14, 2023 to Financial Planning Committee for consideration of inclusion in the 2024/25 Trust Council budget.

REPORT SUMMARY

The purpose of this staff report is to provide the Salt Spring Island Local Trust Committee with an update and to seek direction under its greater Water Sustainability Project to SS LTC's ongoing Ground Water and Surface Water Monitoring Pilot Program.

This report recommends that SS LTC continue monitoring ground water and lake levels in fiscal 2024/25 (and beyond if necessary) while simultaneously engaging with agencies and organizations to explore opportunities to transfer the monitoring program. Additionally, staff will contact participating land owners to determine if any request immediate removal of the monitoring equipment.

BACKGROUND

Since 2017 SS LTC has been the lead agency in a Salt Spring Island Watershed Protection Alliance (SSIWPA)-coordinated pilot project that installed data loggers in 14 groundwater observation wells and at 5 lake monitoring stations on Salt Spring Island. This pilot project was made possible by a Real Estate Foundation of British Columbia (REFBC) Freshwater Sustainability Grant and financial contributions from SSIWPA member agencies. The purpose of the project is to monitor water levels to observe seasonal changes in the groundwater table and in lake levels. Monitoring partnerships were established through the generosity of Salt Spring Island community volunteers.

Islands Trust submitted its final grant reporting to the Real Estate Foundation of BC in 2020. Since then, Islands Trust Senior Freshwater Specialist has continued to retrieve the data recorded by the loggers. There has been limited reporting of the data to the LTC, land owners or the greater Salt Spring community during this time.

SS LTC last considered its monitoring program at its [April 28, 2020](#) meeting SS LTC where it passed the following resolutions:

SS-2020-041

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee (LTC) direct staff to provide the LTC with a project charter that is prepared in collaboration with relevant partner agencies to develop a community well and lake monitoring plan.

Carried

SS-2020-040

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee direct staff to continue groundwater well and lake monitoring for the 2020/21 fiscal year per Groundwater Sustainability Strategy Project Charter Version 9 attached as Appendix 2 to the staff report dated April 28, 2020.

Carried

Following these resolutions staff had some brief discussions with agencies about the future of the well and lake monitoring program, but no plan was developed.

ANALYSIS

Policy/Regulatory

Islands Trust Freshwater Sustainability Strategy

[Islands Trust Freshwater Sustainability Strategy](#) endorsed in December 2021 envisions a central role for Islands Trust in freshwater monitoring and analysis.

GWSS 2. Develop a coordinated long-term water monitoring program

Water monitoring must be continuous and coordinated with other agencies that have existing programs and regulatory structures. Islands Trust will collate data pertaining to water quality, quantity, and aquatic ecosystems. This will require expanding the Trust's role in coordinating these activities among water purveyors, regional districts, health authorities, First Nations, Provincial agencies, and community groups. In select cases, this will require direct involvement in on-the-ground monitoring. Islands Trust may also engage local stewardship groups and residents to participate in data collection.

GWSS 3. Groundwater data and information inventory

This action, already well underway, entails gathering and inventorying existing groundwater datasets and identifying gaps. This is foundational to many other actions in the strategy that use scientific information to inform decision making and influence resident behaviour.

Salt Spring Island Watershed Protection Plan 2022-2032 (WPP)

Aligning with the greater Islands Trust Freshwater Sustainability Strategy, the recently-endorsed Salt Spring Island Watershed Protection Plan anticipates Islands Trust retaining a primary role in groundwater data collection and monitoring going forward.

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

Issues and Opportunities

Ground water and surface water monitoring provide critical information to enhance understanding of the island's natural systems, the impact of climate change on them, and how land use planning should respond. Recently, information obtained from the SS LTC's Weston Lake monitoring station was used to complete the [Weston Lake Water Availability and Climate Change Assessment](#).

The only matter requiring SS LTC's immediate attention vis-a-vis the ground and surface water monitoring pilot project is to ensure that a contingency fund is available to remove any data loggers where participating land owners no longer wish to monitor *and* where removal may involve specialized equipment. Removal challenges are anticipated at very few monitoring locations and most removals can be carried out by the Senior Freshwater Specialist. Some, however, may require the services of a licensed pump installer. These funds may also be used for routine maintenance of existing data loggers.

See attached business case for endorsement that lays out potential project spending in fiscal 2024/25. Staff recommend that SS LTC use unspent special property tax funds from previous fiscal years to support this work. If the money earmarked for data logger removal goes unspent in fiscal 2024/25, SS LTC should ensure that this sum remains available in future years from the unspent funds until any problem data loggers are removed, or the monitoring equipment is transferred to another agency or organization.

Public reporting on the results of the monitoring program has been limited to date, but SS LTC will note from the proposed project charter in Appendix 1 that staff will provide a comprehensive report on the results of the monitoring program before the end of fiscal year 2023/24, and that early in fiscal year 2024/25 will host a Community Information Session that covers the pilot project results as well as other groundwater topics of interest. This will conclude the pilot project, although the Freshwater Specialist will continue monitoring where land owners wish to maintain loggers in their wells.

The same challenges to establishing a long-term ground water and lake water monitoring program identified in April 2020 remain extant. Islands Trust project funding model does not anticipate multi-year or open-ended projects, so it is awkward to fund ongoing service-type initiatives such as monitoring, which require technical field-work at regular intervals over several years. As such, if funds are required for this project they will have to be requested on an annual basis. In most jurisdictions collecting monitoring data would be carried out by a technician. In Islands Trust case it is done by the Senior Freshwater Specialist. Fortunately, the Freshwater Specialist indicates that monitoring costs are currently limited to staff time, with the only future outlays being

for removal of equipment, or replacement of failed equipment if SS LTC wishes to continue to fund monitoring once the current generation of loggers reach the end of their useful lives.

Staff recently had an informal conversation with a Water Protection Society representative to inquire whether that organization could assume ownership of the monitoring equipment and maintain the monitoring program. However, volunteer capacity there makes that unlikely. If a local non-profit organization does not take on operation of the monitoring program, then in future there may be an opportunity for the Capital Regional District to assume control under a Drinking Water and Watershed Protection Service. However, this is not assured, and the Freshwater Specialist is prepared to continue monitoring in the near term.

Consultation

Community

The project charter attached as Appendix 1 anticipates a Community Information Session to be held early in the new fiscal year to provide the results of the pilot project.

Agencies

Staff will continue to liaise with CRD staff to determine whether there are opportunities to transfer the monitoring program to that agency.

First Nations

Area First Nations will be provided with the final ground water and surface water monitoring reporting results and analysis when it is complete. Monitoring data can be provided to area First Nations if they are interested.

Rationale for Recommendation

- 1. That the Salt Spring Island Local Trust Committee endorse Groundwater Sustainability Strategy Project Charter v10 attached as Appendix 1 to the staff report dated December 14, 2023.**

The project charter attached as Appendix 1 assumes that Islands Trust will continue to monitor groundwater well and lake levels and that:

- Staff will check in with participating land owners before the end of the current fiscal year;
- Staff will provide a final report on the “pilot project” to SS LTC before the end of the current fiscal year; and
- Staff will host a Community Information Session early in fiscal 2024/25 to share results of the pilot project.

- 2. That the Salt Spring Island Local Trust Committee forward the Groundwater Sustainability Strategy Business Case attached as Appendix 3 to the staff report dated December 14, 2023 to Financial Planning Committee for consideration of inclusion in the 2024/25 Trust Council budget.**

The business case attached as Appendix 3 reflects anticipated spending on the monitoring program in fiscal 2024/25. Notably, it establishes the contingency fund necessary if removal of any of the data loggers requires a licensed pump installer.

The proposed business case assumes that all project spending will be drawn from unspent special property tax requisition funds from previous fiscal years.

ALTERNATIVES

1. Terminate Ground Water and Surface Water Monitoring

If SS LTC no longer wishes to allocate staff resources to ground water and surface water monitoring it can resolve to end the program following a final report to SS LTC by the end of the fiscal year. A resolution to do so is as follows:

That the Salt Spring Island Local Trust Committee direct staff to terminate all ground water and surface water monitoring at the end of fiscal year 2023/24 and;

- *Provide a comprehensive report to SS LTC; and*
- *Coordinate with participating land owners to remove monitoring equipment.*

Per staff's recommendations above, terminating the monitoring program still requires submission of a business case to the fiscal 2024/25 Trust Council budget to ensure that money is available to remove any data loggers that require a licensed pump installer.

That the Salt Spring Island Local Trust Committee forward the Groundwater Sustainability Strategy Business Case attached as Appendix 3 to the staff report dated December 14, 2023 to Financial Planning Committee for consideration of inclusion in the 2024/25 Trust Council budget.

The implications of ending the ground water and surface water monitoring program are that SS LTC, planning staff, and the greater community will lose an important ongoing source of information about the island's freshwater resources and how the condition of those resources impacts island ecology and settlement patterns.

NEXT STEPS

Ground Water and Surface Water Monitoring Pilot Project

If SS LTC accepts staff's recommendations, staff will:

- Submit the Groundwater Sustainability Strategy Business Case to Islands Trust Financial Planning Committee for consideration of inclusion in the 2024/25 Trust Council budget;
- Communicate with participating land owners to advise them of next steps and assess their interest in continuing to host a monitoring station; and
- Carry out one more data download and prepare to report pilot project results to SS LTC by end of fiscal 2023/24.

Submitted By:	Jason Youmans, Auxiliary Planner	December 7, 2023
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Concurrence:	Chris Hutton, RPP, MCIP, Regional Planning Manager	December 7, 2023
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ATTACHMENTS

1. Groundwater Sustainability Strategy Project Charter v10
2. Groundwater Sustainability Strategy Project Charter v9-v10 Tracked Changes
3. Groundwater Sustainability Strategy Business Case

Purpose: The purpose of this project is to continue groundwater monitoring of volunteer observation wells and lake monitoring stations on Salt Spring Island. Stable long-term monitoring partnerships yield information and data that enhance freshwater management decisions. Lake and groundwater levels provide a scientific view of the unique elements of watershed and aquifer health in a changing climate on Salt Spring Island. Long-term lake and groundwater monitoring data is a primary input for regional water budgets used to inform land use policy, water allocation planning, and climate adaptation.

Background: Since 2013, the Salt Spring Local Trust Committee (LTC) has advanced water sustainability as a top priority, including coordinating the Salt Spring Island Watershed Protection Alliance (SSIWPA). Since 2017 the LTC has been the lead agency in a SSIWPA-coordinated pilot project supported by a Real Estate Foundation of British Columbia (REFBC) Freshwater Sustainability grant and contributions from SSIWPA member agencies to establish 14 groundwater observation wells and 5 lake monitoring stations on Salt Spring Island. Final reporting to REFBC took place in 2020, The pilot continues to successfully collect monitoring data and is managing over 2 million data events. Efficiencies were developed through the pilot project including data management, collection methodology, and sample frequency. Monitoring partnerships were established through the generosity of Salt Spring Island community volunteers. The pilot project will be formally brought to a close in fiscal 2023/24, although monitoring is planned to continue subject to land owner agreement.

Objectives

- Collect data from groundwater and lake monitoring stations established during Real Estate Foundation of BC Pilot Project. Data collection to occur every 6 months.
- Manage data collected from groundwater and lake monitoring stations.
- Annual report to LTC

In Scope

- Coordination among Islands Trust staff, FLNRO staff and SSIWPA coordinator.
- Map project results; cross reference well data to GWELLS database and enter new records.
- Investigation of long-term monitoring strategy
- Development of methodology for the Volunteer Observation Wells Logger (VOWL) Tool for management of observations data.
- Communicate with Volunteer Observation Well (VOW) owners
- Decommissioning of VOW at request of owners

Out of Scope

- Increasing the number of groundwater and lake monitoring stations established during Real Estate Foundation of BC Pilot Project in 2020.
- Quantification of groundwater balance, use or demand studies
- Consumption metering
- Policy creation

Workplan Overview

Deliverable/Milestone	Date
Data Collection	January 2024
Data Report to LTC	March 2024
Community Information Session	April/May 2024
Discussions with agencies to transfer monitoring program	2024/25
Land Owner Relations	Ongoing
Ongoing Monitoring	2024/25+

Project Team

Island Planner	Project Manager
William Shulba, IT Freshwater Specialist	Technical Coordinator
Planning Team Assistant	Administrative Assistance

Budget

Budget Sources: Unspent Special Property Tax Requisition Funds		
Fiscal	Item	Cost
2023/24	Data downloads; data cleaning	\$0

RPM Approval: <i>Chris Hutton</i> Date: December 7, 2023	LTC Endorsement: Resolution #: SS-2023-XXX Date: December 14, 2023

2024/25	Community Information Session for presentation of data and analysis	\$1,500
2024/25	Contingency for data loggers that cannot be manually removed/routine maintenance of existing data loggers	\$15,000
	Total	\$16,500

Salt Spring Island Local Trust Committee
20202023

Date: April 20December 14,

Purpose: The purpose of this project is to ~~continue~~ ~~continue to develop long term coordinated~~ groundwater monitoring of volunteer observation wells and lake monitoring stations on Salt Spring Island. Stable long-term monitoring partnerships yields information and data that enhance freshwater management decisions. Lake and groundwater levels provide a scientific view of the unique elements of watershed and aquifer health in a changing climate on Salt Spring Island. Long-term lake and groundwater monitoring data is ~~the a~~ primary ~~need input~~ for regional water budgets used to inform land use policy, water allocation planning, and climate adaptation.

Background: Since 2013, the Salt Spring Local Trust Committee (LTC) has advanced ~~watershed protection~~ ~~water sustainability~~ as a top priority, including coordinating the Salt Spring Island Watershed Protection Alliance (SSIWPA). Since 2017 the LTC has been the lead agency in a SSIWPA-coordinated pilot project supported by a Real Estate Foundation of British Columbia (REFBC) Freshwater Sustainability grant and contributions from SSIWPA member agencies to establish 14 groundwater observation wells and 5 lake monitoring stations on Salt Spring Island. ~~Final reporting to REFBC took place in 2020. This pilot project ends March 2020.~~ The pilot continues to successfully collect monitoring data and is managing over ~~2.2~~ million data events. Efficiencies were developed through the pilot project including data management, collection methodology, and sample frequency. Monitoring partnerships were established through the generosity of Salt Spring Island community volunteers.

~~The pilot project will be formally brought to a close in fiscal 2023/24, although monitoring is planned to continue subject to land owner agreement. To continue to action the LTC water sustainability top priority, monitoring and data management by Islands Trust staff should continue for the 2020/21 fiscal year. Over the course of the year staff will develop a durable plan for long term monitoring.~~

Objectives

- Collect data from groundwater and lake monitoring stations established during Real Estate Foundation of BC Pilot Project. Data collection to occur every 6 months.
- Manage data collected from groundwater and lake monitoring stations.
- Annual report to LTC

In Scope

- Coordination among Islands Trust staff, FLNRO staff and SSIWPA coordinator.
- Map project results; cross reference well data to GWELLS database and enter new records.
- Investigation of long-term monitoring strategy
- Development of methodology for the Volunteer Observation Wells Logger (VOWL) Tool for management of observations data.
- Communicate with Volunteer Observation Well (VOW) owners
- Decommissioning of VOW at request of owners

Out of Scope

- Increasing the number of groundwater and lake monitoring stations established during Real Estate Foundation of BC Pilot Project in 2020.
- Quantification of groundwater balance, use or demand studies
- Consumption metering
- Policy creation

Workplan Overview

Deliverable/Milestone	Date
Data Collection	September-January 2024 2020
Data Collection	March 2020
Annual Data Report to LTC	March 2020 2024
Community Information Session	April/May 2024
Discussions with agencies to transfer monitoring program	2024/25
Land Owner Relations	Ongoing
Ongoing Monitoring	2024/25+

Project Team

~~Jason Youmans~~, Island Planner Project Manager

Budget

Budget Sources: ~~SSI LTC Water Sustainability — 4014~~ ~~Unspent~~ Special Property Tax Requisition Funds

<i>William Shulba, IT Freshwater Specialist</i>	Technical Coordinator
<i>Planning Team Assistant</i>	<i>Administrative Assistance</i>
<i>Shannon Cowan, SSIWPA Coordinator</i>	Project Coordinator
<i>Mark van Bakel, IT GIS Coordinator</i>	Information and Mapping Services
RPM Approval: <i>Stefan Cermak Chris Hutton</i> Date: April 20, 2020 <i>December X, 2023</i>	LTC Endorsement: Resolution #: <i>SS-2023-XXX</i> Date: xxx December 14, 2023

Fiscal	Item	Cost
<i>2023/24</i>	<i>Data downloads; data cleaning</i>	<i>\$0</i>
<i>2024/25</i>	<i>Community Information Session for presentation of data and analysis</i>	<i>\$1,500</i>
<i>2020/21</i> 2024/25	Well and Lake Monitoring Contingency for data loggers that cannot be manually removed/routine maintenance of existing data loggers	\$0 <i>\$15,000</i>
Budget Note —Staff are confident that Islands Trust Senior Freshwater Specialist can undertake all data collection and data management work for fiscal 2020/21. However, the LTC should anticipate that changes to the freshwater specialist's job duties or other unexpected issues with monitoring may require LTC project funds to address.—		
	Total	\$16,500

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: Salt Spring Island Local Trust Committee	Budget Source (select all that apply): ☒ Specific Project Funding ☐ Third Party Contractors ☐ Staff Travel Expense ☐ Staff Overtime Expense ☐ New Staff Member ☐ Computer Hardware/Software ☐ Furniture & Equipment ☐ Computer Hardware/Software ☐ New Staff Resources (see Staff Costing Tool) ☐ Permanent ☐ Temporary Temp Duration: _____ ☒ Other – please describe: Communications and education materials; Meeting costs
Business Area: Salt Spring Island Local Trust Committee Local Planning Services	
Name of Request: Salt Spring Island Groundwater Sustainability Strategy	
Date initiated: December 14, 2023	Date required: April 1, 2024 to March 31, 2025
BACKGROUND: Since 2017 SS LTC has been the lead agency in a Salt Spring Island Watershed Protection Alliance (SSIWPA)-coordinated pilot project that established 14 groundwater observation wells and 5 lake monitoring stations on Salt Spring Island. This pilot project was made possible by a Real Estate Foundation of British Columbia Freshwater Sustainability Grant and financial contributions from SSIWPA member agencies. The purpose of the project is to monitor water levels to observe seasonal changes in the groundwater table and in lake levels. Monitoring partnerships were established through the generosity of Salt Spring Island community volunteers. SS LTC wishes to formally conclude the pilot program before the end of fiscal 2023/24. Conclusion of the pilot project will culminate with the presentation of an analysis of the data derived from the pilot to the LTC,	

followed by a Community Information Meeting in early fiscal 2024/25 to share the results with the greater community.

See staff report of December 14, 2023 for discussion of next steps regarding continuity or conclusion of the ground water and surface water monitoring program on Salt Spring Island. The purpose of this business case is to ensure that **unspent funds from SS LTC's special property tax requisition** are set aside to fund next steps in the program. Estimated expenses associated with conclusion of the pilot project are:

\$1,500 – to host a Community Information Meeting to share data and analysis derived from the monitoring pilot project; and

\$15,000 – to remove any groundwater data loggers that require the assistance of a licensed pump installer.

At its meeting of December 14, 2023 the SS LTC passed the following resolution concerning the Ground Water and Surface Water Monitoring Pilot Program:

SS-2023-XXX

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee forward the Groundwater Sustainability Strategy Business Case attached to the staff report of December 14, 2023 to Financial Planning Committee for consideration of inclusion in the fiscal 2024/25 Trust Council budget.

CARRIED

PROBLEM STATEMENT/OBJECTIVES:

Staff will work with agencies and local organizations identify a path forward to maintain a monitoring program outside of Islands Trust and transfer ownership of monitoring infrastructure. However, SS LTC must prepare for the possibility that this does materialize, or that there are participating land owners who no longer wish to host monitoring stations and request the be infrastructure removed.

Islands Trust Senior Freshwater Specialist suggests that removal of the majority of monitoring stations is simple and can be undertaken by staff. However, there may be monitoring stations where removal requires the assistance of a licensed pump installer. The purpose of this business case is primarily to ensure that there is funding available for this contingency. Funding may also be needed for routine maintenance of the monitoring stations, which are approximately mid-way through their expected lifespans.

PROJECTED RESULTS/DELIVERABLES:

Results/deliverables of this funding request are:

- Removal of ground water and surface water monitoring stations at Islands Trust's cost (as needed)
- Routine maintenance of data loggers
- Public presentation of Ground Water and Surface Water Monitoring Pilot Project Results

ALTERNATIVES CONSIDERED:

There is no alternative to removal of data loggers if requested by land owners. Islands Trust installed these monitoring stations on private property and should be prepared to remove them if the land owner requests such when the pilot project concludes.

CRITICAL SUCCESS FACTORS (List): Agency and community organization commitment
CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION: N/A
BENEFIT/COST ANALYSIS SUMMARY: As noted, removal of the data loggers at the request of land owners is non-negotiable. Funds to do so will be drawn from SS LTC's unspent special property tax requisition funds and therefore no new taxation will be required.
RECOMMENDED DECISION: That the SS LTC requests Islands Trust FPC include a draw of \$16,500 from unspent special property tax requisition funds in the fiscal 2024/25 Trust Council budget to support the Ground and Surface Water Monitoring Pilot Project.
PURCHASING PROCEDURE: Spending on the Salt Spring Island Groundwater Sustainability Strategy will be done in accordance with Islands Trust Procurement Policy 6.5.3.

Salt Spring Island Local Trust Committee
Initiator: _____

December 14, 2023
Date _____

Director/CAO

Date

REVIEWED BY MANAGEMENT TEAM:	
Date received:	Approved: X ☐ YES ☐ NO
Next steps: - If approved by management: - the business case will be forwarded to FPC for review in October of each year. - 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, and the business case forwarded to FPC. - If not approved by management: - the business case will be forwarded to FPC for information in October of each year.	

DATE OF MEETING: December 14, 2023
TO: Salt Spring Island Local Trust Committee
FROM: Louisa Garbo, Island Planner
Salt Spring Island Team
COPY: Chris Hutton, Regional Planning Manager
Salt Spring Island Team
SUBJECT: OCP-LUB Project Terms of Reference

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee accepts the Terms of Reference for 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 identified in this staff report.

REPORT SUMMARY

In response to a request from the Salt Spring Island Local Trust Committee (SS LTC), this report provides the Terms of Reference for the update to the Salt Spring Islands Local Trust Committee Official Community Plan (OCP) and the Salt Spring Islands Local Trust Committee Land Use Bylaw (LUB), also known as the *OCP-LUB project* for discussion.

BACKGROUND

At their meeting on September 14, 2023, the SS LTC endorsed a business case to support a budget in the amount of \$96,000 for the OCP-LUB project with the following resolution:

SS-2023-105

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

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 in Attachment 1 as amended, to be considered by the Islands Trust Finance Committee for inclusion in the 2024-2025 Islands Trust budget.

CARRIED

Trustee Harris OPPOSED

Subsequently, at their meeting on October 12, 2023, the SS LTC made the following resolution requesting staff to prepare a Terms of Reference for the OCP-LUB project for consideration.

SS-2023-129

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

That the Salt Spring Island Local Trust Committee take immediate action to move beyond the now out dated practice of simple 'inclusion' in public processes and begin a practice of 'equity in participation' for all its public engagement processes and this will be accomplished by:

1. Directing staff to prepare a Terms of Reference and Request for Proposals for LTC approval to source qualified professionals to develop an equity-based public engagement strategy for the organization that adheres to the IAP2 Core Values for the practice of Public Participation, and subsequently developing and implementing aligned public engagement work plans for the Official Community Plan/Land Use Bylaw Review and Ganges Village Planning projects, and
2. Allocating appropriate public engagement funding for projects currently underway.

CARRIED

Trustee Harris Opposed

DISCUSSION

On November 16, 2023, the SS LTC accepted the Scope of Services that is part of the Request for Proposal to retain a professional consultant to prepare a Complete Community Analysis. The findings of this evidence-based work will help guide policy development in the OCP and the LUB update.

The attached Terms of Reference (TOR) for the OCP-LUB project includes the following:

- a brief background and context of the OCP
- a project roadmap of the three major projects as they relate to the OCP-LUB project
- the project objectives
- the engagement goals and the phasing of the engagement process to achieve the OCP-LUB objectives
- the Scope of Work (SOW) that identifies the early First Nations engagement, and early public community groups and agencies engagement, the potential engagement toolkits and methods, a summary of the engagement strategies, and a preliminary contact list
- a project process summary, target timelines, and the project budget
- a project level change management to ensure the project achieves its intended objectives

The SS LTC expressed the importance of getting participants representing the diversity of islands that may be impacted by a land use decision to engage in our process. The TOR describes in detail the engagement strategies in this undertaking to ensure an equitable, collaborative, and transparent process. The TOR also identifies the tentative phases of the engagement process throughout the OCP-LUB project.

The engagement process will be guided by the principles established in the [Equity in Public Engagement – A Guide for Practitioners](#) by Simon Fraser University Centre for Dialogue to ensure equity and accommodate a progression of dialogues throughout the life of the project. The process will also be guided by the *Diversity, Equity, and Inclusion* principle of the International Association for Public Participation (IAP2) and the [IAP2's Spectrum of Public Participation](#), which was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. In addition to the tasks identified in the Scope of Work, a summary of engagement strategies and a potential contact list are also provided.

The phasing of the engagement strategy



Consultation

Initial dialogues have occurred with some ministries' and the CRD's staff members. Upon review of the TOR by the SS LTC, staff will distribute the document to the members of the Technical Working Group for further discussion on collaborative approaches for this OCP-LUB project.

Rationale for Recommendation

This report provides the Terms of Reference for the OCP-LUB project as requested by the SS LTC to support the business case for the OCP-LUB Project.

ALTERNATIVES

The Salt Spring Island Local Trust Committee may consider the following options:

1. The SS LTC may request further information before accepting the Terms of Reference as presented. Resolutions to this option will be read as follow:
 - *That the Salt Spring Island Local Trust Committee requests staff to revise the Terms of Reference by providing the following additional items:*
 - *Item #1*
 - *Item #2.....*

NEXT STEPS

- Develop a project webpage to provide preliminary educational information on the purpose of the OCP and LUB.
- Develop a Project Charter based on initial input (upon early conversation with the community and First Nations) for SS LTC review.

Submitted By:	Louisa Garbo, Island Planner	December 5, 2023
Concurrence:	Chris Hutton, Regional Planning Manager	December 8, 2023

ATTACHMENTS

Attachment 1 Draft Terms of Reference



Salt Spring Island OCP-LUB Project Terms of Reference

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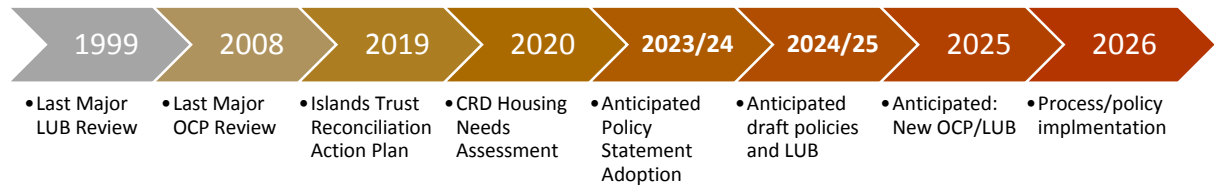
BACKGROUND/CONTEXT

An official community plan, as outlined in the Local Government Act section 471, describes the long-term vision of communities. These plans typically include, but are not limited to, the following:

- A statement of objectives and policies that guide planning and land use management
- Policies to guide a community’s sustainability and resilience
- A long-term development plan for a community
- A local government’s responsibilities

The Salt Spring Local Trust Committee (LTC) is responsible for making decisions on how land and marine areas are zoned and how uses are developed consistent with the Salt Spring Island Local Trust Committee Official Community Plan (OCP), a bylaw encompassing objectives and policies that serve as a development blueprint guiding existing and future development in Salt Spring Island. The Salt Spring Island Local Trust Committee Land Use Bylaw (LUB) provides development standards for specific zones to ensure land uses are developed consistent with the policies established in the OCP. Amendments to the LUB would be required to reflect any policy changes to the OCP.

In general, the existing OCP is a sound, well-drafted document that has served the Salt Spring Island community well over the past 15 years. However, there has been no full review of the OCP since its adoption in 2008; the last amendment was an update regarding industrial lands per Bylaw No. 488, 2020. The need to update the OCP was identified as a priority in response to policy, social, and technological change and to address contemporary community challenges the current document no longer serves. Those challenges include a lack of affordable housing and housing options, growth pressures, climate resiliency planning, infrastructure issues (such as the water moratorium), workforce stability challenges, transportation networks, and First Nations Reconciliation.

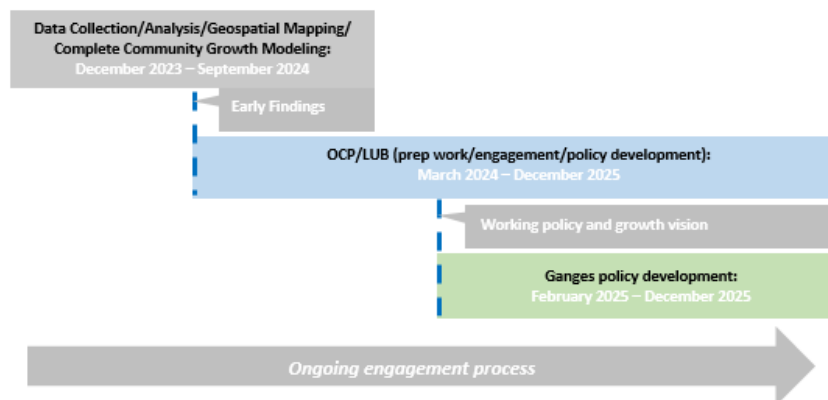


Furthermore, the most recent housing assessment conducted for the Salt Spring Island indicated that the population of Salt Spring Island grew by 10% between 2006 and 2016, and that the island could experience more rapid population growth in the future. Several housing reports and studies of the island over the years have identified the need for affordable housing and diverse housing options to address the growing housing crisis; however, to ensure a sustainable future for the island, housing must be developed in appropriate locations.

PROJECT ROADMAP

The Salt Spring Island Local Trust Area is an unincorporated area in the Capital Regional District (CRD). Many Services are provided by CRD. Road services are provided by the Ministry of Transportation and Infrastructure (MOTI). Improvement districts provide water service to various communities in the LTA. Collaboration with agencies is therefore crucial to achieving viable and helpful outcomes in this OCP-LUB project. A comprehensive, holistic analysis of available data is essential to support an evidence-based decision-making

process. A professional consulting team will be conducting data collection, synthesis and analysis, as well as a robust engagement process with First Nations and governance stakeholders, local organizations, and public interest holders to gain better knowledge of the supporting systems in the LTA, and develop growth scenarios and policy recommendations that will inform this project. The project roadmap below offers the sequence of the undertaking of the LTC's major projects.



PROJECT OBJECTIVES

The OCP-LUB project intends to achieve the following objectives:

- more diverse housing options for the community workforce and various income and social groups through diversifying and retrofitting housing forms and accommodation of purpose-built affordable housing;
- increase housing supply in appropriate locations as they relate to infrastructure servicing, transportation options, and walkability;
- discourage and prevent development in natural hazard or environmentally sensitive areas while incentivizing increased density in areas near existing infrastructure and amenities, i.e., within existing village hubs;
- Promote climate change resiliency planning through energy-efficient development that reduces carbon emissions, and building design standards support green transportation infrastructure and complete streets;
- protection of the natural environment and archaeological heritage;
- ensure equitable access to safe housing, infrastructure, and community services;
- support and promote housing for First Nations, preserve their cultural and day-to-day practices, and advance First Nations Reconciliation; and
- implementation actions within the OCP to help achieve a complete community.

ENGAGEMENT GOALS

The OCP and LUB are land use policies that have significant impact on the future of living in this area. Residents and other interested parties therefore have an essential role to play in the development of these plans. The engagement process for this project aims to achieve the following engagement goals:

Inclusive- The engagement process seeks to ensure that every voice can be heard authentically, and to create opportunities for people to contribute when, where, and how they feel most heard. The priority interest of First Nations is a crucial element of the inclusion strategy, and the [First Nations Engagement Principles](#) of the Islands Trust will apply.

Respectful - The engagement process seeks to ensure that every voice is treated equitably and that the feelings, rights, and traditions of others are honored through the engagement process. Input from the engagement will be wholly and broadly considered.

Community Voice - The engagement process will share relevant and accurate information to increase the community’s self-determination so they can better express their diverse interests, needs, and perspectives in the planning process.

Transparent - The engagement process will be communicated clearly and openly, including the purpose, timing, roles and responsibilities, constraints, and outcomes. Timely feedback will be provided for the participants including the range of views expressed and how the decision-makers will consider the public input.

Innovative - The options and mechanisms for engagement will provide a range of ways for citizens and interest-holders to participate in this project effectively. Likewise, the process encourages innovation from participants as it seeks input around the identified issues and encourages new approaches in how the policies and regulations may be developed for the Salt Spring community.

Wholly and Equitably Involved - The engagement process seeks to ensure that anyone and everyone has access to relevant information on the issues related to this project and the engagement process itself. Most importantly, the engagement process will ensure relevant information is available in various ways and through multiple sources.

Ongoing Evaluation - The engagement process for this OCP-LUB project will be evaluated on a regular basis to foster ongoing learning and improvement.

Engagement Phasing

The engagement phasing correlates with the Projects Roadmap identified above, more details on the engagement process is described within the next section.



	Phase I	Phase II	Phase III	Phase IV
Tentative Timelines	Starting in January 2024	March 2024 and ongoing	Late 2024	Early 2025
Purpose of the engagement	This phase is not part of the OCP-LUB project, but it offers early dialogues with the local residents and interest-holders on building a more complete community for the island. Questions may include the following to assist the consulting team in their data gathering: • <i>What do people prioritize within their neighborhood?</i> • <i>What is missing?</i> • <i>How do people get around?</i> • <i>What factors and elements affect people’s safety and enjoyment of walking?</i>	Offers early and ongoing dialogues and collaboration with the communities, interest-holders, First Nations, ministries, agencies, local organizations on policy development and land use bylaw changes that help achieve the collective goals identified earlier in the process. Questions and comments will be focusing on: • Housing • Public amenities • Transportation and infrastructure • Walkability • Cultural and archeological protection, etc.	Seek feedback on the draft OCP policies and potential land use regulations that reflect input from Phase I and Phase II.	Begins the formal referral and public comment process on the draft OCP bylaw and potential land use bylaws, and the subsequent public meetings and legislative process.

SCOPE OF WORK

The OCP-LUB project aims to help guide the development of a complete community with policies and regulations to address housing, climate resiliency planning, infrastructure servicing, and environmental protection, and to advance the Trust Council's Reconciliation Declaration that support the First Nations tradition and culture and respect their territorial interest on Salt Spring Island.

Early First Nations Engagement

Task 1 - First Nations communities' engagement

- The engagement are designed to ensure meaningful engagement and collaboration with First Nations. Early engagement will start in the Complete Community Assessment, and led by an Indigenous engagement expert with high professionalism, experience, integrity, confidentiality, and expertise to facilitate dialogue with the local First Nations communities on the island. This early engagement effort intends to establish a meaningful dialogue with the First Nations communities to ensure respect for the Free, Prior, and Informed Consent of Indigenous People. The engagement process itself will be reflective of the Trust Council adopted policy on [First Nations Engagement Principles](#), the foundation documents of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), and the Truth and Reconciliation Commission Calls to Action. The engagement process will ensure that the rights, interests, priorities, and concerns of the First Nations communities on the island are acknowledged and respected. The process will be guided by considerations and responses from First Nations on how to proceed in a mutually respectful, collaborative, relationship-building framework.

Public, Local Organizations, and Governance Partners Engagement

Task 1 - An Equitable Public Engagement Program

- An equitable public engagement program is designed to ensure that members of the community impacted by a decision have the opportunity to inform decision-making by removing barriers to their participation by providing resources and opportunities to address historic and ongoing disadvantages faced by marginalized groups. An early engagement process intends to identify elements supporting a complete community for Salt Spring Island. The process will be guided by the principles established in the [Equity in Public Engagement – A Guide for Practitioners](#) by Simon Fraser University Centre for Dialogue. The process should also be designed to ensure equity and accommodate a progression of dialogues throughout the life of the project and promote the following principles:
 - *Principle 1: Invite participation within an authentic and accountable engagement process*
 - *Principle 2: Plan early and proactively*
 - *Principle 3: Establish respectful relationships with Indigenous Peoples*
 - *Principle 4: Engage the internal diversity of a community*
 - *Principle 5: Work in reciprocal relationship with communities*
 - *Principle 6: Tailor engagement plans to the context*
 - *Principle 7: Commit to ongoing learning and improvement*
 - *Principle 8: Advance systemic equity*
- The Engagement Plan will be developed in accordance with the International Association for Public Participation (IAP2) engagement framework, and designed to incorporate its *Diversity, Equity, and Inclusion* principle

Task 2 - Public communication and engagement tools

- The essential communication and engagement tools provided by Islands Trust are listed below. Additional tools and methods may be proposed and negotiated within the project budget and schedule by a successful project consultant.

- Communications and engagement capabilities, including limited advice and local procedural support, media outreach, social media management, and local survey tool coordination.
- A Salt Spring Island email newsletter is available for notification and other push notification.

Task 3 - Agencies Collaboration

- A Technical Working Group (TWG) consists of staff from various ministries and other governance agencies. Islands Trust staff will work with the TWTG to promote cross-government policy alignment.

Task 4 - Interest Holders and Local Organizations

- In addition to the consultant-led community meetings, collaborate with the community groups and interest holders.
- Explore options for community-led engagement.
- Establish relationships for frequent consultation or collaboration, potentially through recurring meetings, with organizations or registered non-profit organizations that represent a target or highly affected audience or may be based on geographical communities on particular issues or sector interests.
- A preliminary list of key interest holders is outlined in the *Preliminary Contact* table.

Potential Engagement Toolkit and Methods

Town Hall	When to use
To be hosted by LTC with relevant information and agendas. An open assembly where people come to share their views and concerns and provide information. Typically organized as an in-person event but can also be conducted in an online format.	• To disseminate information or raise awareness of an issue • To seek views or reactions • To reach a large number of people in a single event • Have resources and time to promote
Web streaming	When to use
Use of online channels such as live streaming or social media discussions that allow people to share information with their followers and friends. Islands Trust currently does not have the capability, but the consulting team may be able to accommodate.	• To disseminate information • To raise awareness of a specific or set of issues
Online discussion forums	When to use
Web-based discussion forums to allow for discussion and interaction between participants. Depending on the design, participants can be anonymous or self-declare their identities when they opt in to participate; they may be required to register.	• To disseminate information • To obtain feedback in a public forum • Limited budget • To access a broad audience and allow conversations across time and place
Workshop	When to use
In-person sessions focused on obtaining feedback or collaborating on a specific topic. While there are a number of ways to run workshops, they are characterized by facilitation and interaction.	• For discussions on criteria or analysis of alternatives • To provide opportunity for interaction and relationships between participants • Have access to good facilitators
Roundtables (experts and/or public)	When to use
It often involves a short presentation by the host and/or invited experts, followed by dialogue and discussion designed to answer specific focus questions or examine a particular issue.	• Focus on a thorough discussion of an issue • Often with known audiences • Have access to good facilitators
Collaborative planning processes	When to use
A process that brings together a range of people to discuss and make determinations on relatively narrow issues. Discussions are analytic, reflective, and results-oriented focusing on collaboratively developing solutions rather than participants responding to established proposals (online or in person).	• To generate ideas • To develop plans • To enhance public support for government decision-making
Advisory panel	When to use
An appointed body of individuals convened to meet to provide advice to a decision-maker, with whom final authority and accountability rests. Participant selection may be targeted to those with relevant subject matter expertise or experience.	• To inform decision making • When expert advice is sought, with an expectation of a high degree of influence over recommendations, decisions or outcomes • When there is a need for consensus on available evidence or information
Deliberative dialogue	When to use
Deliberative dialogue can be defined as a process of collective and procedural discussion where an inclusive and representative set of participants consider facts from multiple perspectives, converse with	• When you are working with a complex, political issue with high degree of uncertainty • When one of your goals is to find common ground for action

one another to think critically about options, and refine and enlarge their perspectives, opinions and understandings. For example, Study Circles and Dialogue-to-Change processes combine organizing, deliberative dialogue, and action strategies to facilitate multiple types of change, from public policy to volunteerism.	When there is sufficient time and resources for planning preparation, and participation
Standing forums	When to use
Standing Forums build formal relationships for frequent consultation or collaboration, often with an organization or authority representing a target or highly affected audience. May be based on geographical communities; or particular issues or sector interests. The timeframe for this method is long-term and ongoing i.e. bilateral mechanisms with First Nations, youth forums, etc.	- To inform decision-makers of the views and interests of partners, stakeholders, rights holders or citizens - To ensure long-standing working relationships and/or partnerships - To engage with hard to reach groups - To fulfill legal or statutory requirements
Oral histories	When to use
Oral histories are at the heart of Indigenous teaching and learning. They educate the listener about cultural traditions, beliefs, values, customs, rituals, history, practices, relationships, and ways of life (being-knowing-and doing). Oral histories have often been passed down through many generations and are carefully held and shared by a recognized knowledge holder. Relationships are established between the teacher and the learner through the passing of knowledge in oral history. Patience and trust are essential for preparing to listen and learn. Oral histories that have been received should be treated with respect and can only be shared with permission, per the community or Nation protocols.	- As a foundation for holistic learning, relationship building and experiential learning - In partnership with the First Nations communities, and with appropriate protocols
Circle work	When to use
Circle Work encourages dialogue, respect, the co-creation of learning content, and social discourse. The nuance of subtle energy created from this respectful approach to talking with others provides a sense of communion and interconnectedness that is not often present in the common classroom communication methods. Circle Work is an encompassing term that includes the circle teachings of facilitators and practitioners from diverse cultural backgrounds. Talking or Sharing Circles is a specific practice used by Indigenous peoples in discussion, deliberation, and decision-making. Talking or Sharing Circles will be carried out differently depending on the traditional practices of each Nation or community.	- When the intention is to open hearts to understand and connect with one another - To make sure all voices are heard in a respectful manner - In partnership with the First Nations communities, and with appropriate protocols
Public hearings	When to use
They are open forums where citizens are invited to hear proposals from public authorities and are given the opportunity to respond.	- Upon LTC endorses a draft bylaw - Feedback is being sought from people with high influence/interest - To identify potential political and legal obstacles

Summary of the Engagement Strategies

	Government-to Government (not part the OCP-LUB project)	First Nations Communities	Public Engagement	Technical Working Group	Local groups	Appointed Groups
Timing	ASAP	Upon budget approval	Feb – May 2024	Ongoing in 2024	Ongoing in 2024	Ongoing
Parties involved	SS LTC and 13 First Nations' Chiefs and Councils	Local First Nations communities in SS	General public	Ministries/CRD/Agencies	Registered non-profit/charity groups	Advisory Planning Commissions
Format	Big Fest/Individual fests	Distinctive-based/collaborative meetings	Virtual/in-person open houses or workshops electronic/online interactive programs	Recurring zoom meetings	zoom	in-person
Facilitators	First Nations/ LTC/MLA	Indigenous consultant familiar with local First Nations communities	Consultants	Islands Trust staff	Islands Trust staff and consulting team	Islands Trust staff
Budget	Islands Trust/project budget	Project budget/grant	Project budget/Grant	N/A	Project budget	Project budget

Preliminary Contact

First Nations with treaty and territorial interest	Ministries/agencies	Community groups/organizations
- Ts'uubaa-asatx (Lake Cowichan) First Nation - Lyackson First Nation - MÁLEXEŁ (Malahat) Nation - Penelakut Tribe - Stz'uminus (Chemainus) First Nation - WJOLELP (Tsartlip) First Nation - STÁUTW (Tsawout) First Nation - WSIKEM (Tseycum) First Nation - BOKEČEN (Pauquachin) First Nation - WSÁNEČ Leadership Council - Halalt First Nation - Cowichan Tribes	- CRD - NSSWD - School District (SD64) - Salt Spring Fire and Rescue (SSIFR) - Agricultural Land Commission (ALC) - Ministry of Transportation and Infrastructure - Health Service Agencies VIHA (Salt Spring Island Health Unit) - BC Housing - Ministry of Municipal Affairs - Islands Trust Conservancy - FLRNORD - provincial authority of crown leases) - Coast Guard (federal authority)	- Wagon Wheels Society - Salt Spring Conservancy - Development community - Salt Spring Island Arts Council - Salt Spring Island Housing Council Society - Salt Spring Island Watershed Protection Alliance (SSIWPA) - Water Preservation Society - Green Community Design - Community Services - Salt Spring Island Harbour Authority - Chamber of Commerce - others

Formal Referral

Formal referrals of land use bylaws to agencies, organizations, and First Nations typically occur at the time of first reading. Statutory notification of any proposed bylaw will be made in accordance with [Section 475](#) of the *Local Government Act* at the time of the public hearing. Notification will be sent to the following agencies and organizations when the timing of the formal referral process has been determined:

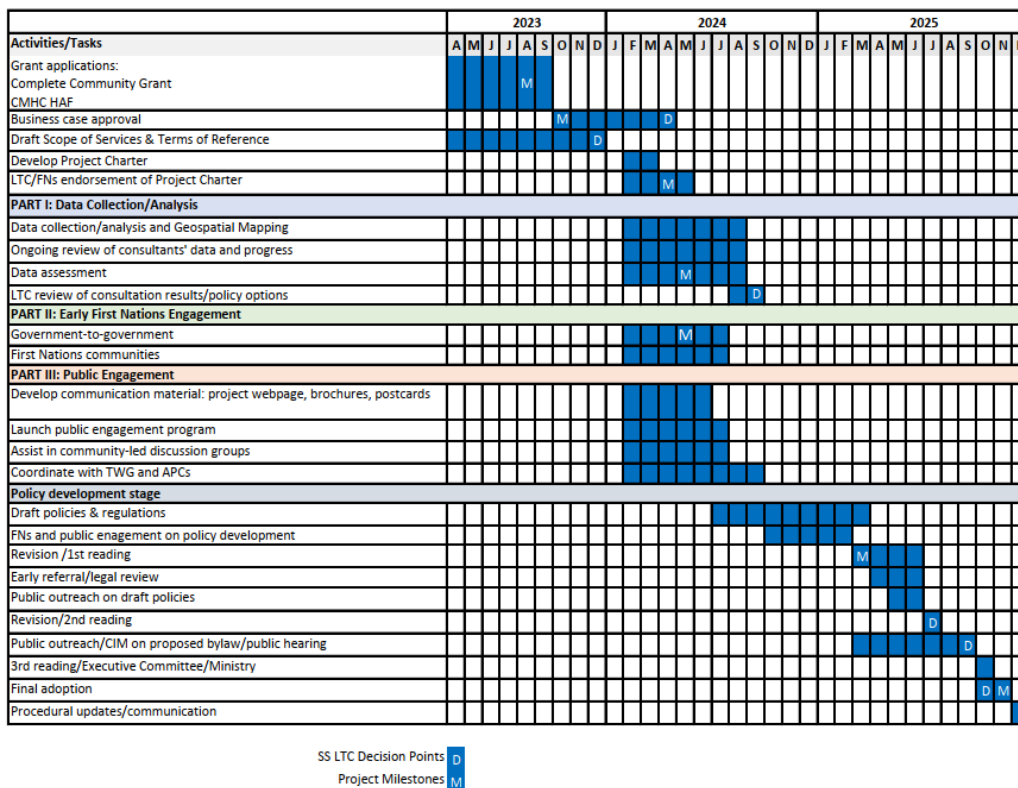
Public Agencies	Islands Trust/Local Government	First Nations*
- BC Assessment Authority - CRD – All Referrals - CRD – SSI Economic Sustainability Commission - CRD – SSI Building Inspection - CRD – SSI Director - CRD – SSI Transportation Commission - CRD – Housing Secretariat - Vancouver Island Health Authority - Ministry of Transportation and Infrastructure (MOTI) - Agricultural Land Commission	- Galiano Island Local Trust Committee - Mayne Island Local Trust Committee - North Pender Island Local Trust Committee - Thetis Island Local Trust Committee - Cowichan Valley Regional District - Islands Trust Bylaw Enforcement and Compliance - Islands Trust – Trust Conservancy Board	- Cowichan Tribes - Halalt First Nation - Lake Cowichan First Nation - Lyackson First Nation - Penelakut Tribe - Stz'uminus First Nation - Malahat First Nation - Pauquachin First Nation - Tsartlip First Nation - Tsawout First Nation - Tseycum First Nation - Semiahmoo First Nation - Tsawwassen First Nation - Hul'qumi'num Treaty Group (for information only) - Te'Mexw Treaty Association (for information only)
	Community Agencies/Groups - BC Ambulance Service - North Salt Spring Waterworks District - RCMP - SSI Fire-Rescue - SSI Advisory Planning Commission - SSI Agricultural Advisory Planning Commission - Housing Action Program Task Force	<i>*And others as determined by SIPA & Ministry of Municipal Affairs</i>

PROJECT PROCESS SUMMARY

The outcomes of the engagement processes help build the foundation of the policy development and land use regulations update of the OCP-LUB project. The kick-off of the legislative process begin once the draft policies of the OCP has been developed.



TARGET TIMELINES



BUDGET

Item Descriptions	Total Budget Cost
Early and ongoing consultation with 13 First Nations with territorial interests on SSI	\$26,000
Consultant to conduct and facilitate a robust and inclusive public engagement program	\$28,000
Draft and review of Plan Amendment bylaws	\$30,000
Development of communication and educational info, printouts, mail-outs, brochures, posting of meetings and legal notifications, facilities rental, public hearing costs	\$9,000
Technical and staff support on virtual and in-person sessions, and facility rental for in-person sessions, open houses and community engagement meetings	\$3,000
	\$96,000

PROJECT CHANGE MANAGEMENT

A change management structure is proposed to ensure that the project is achieving its intended objectives and outcomes on time and on budget. Any changes that would affect the project budget or timeline outlined in this terms of reference will be reviewed and brought to LTC by the Regional Planning Manager for approval.

The evaluation will assess the following, as necessary:

- Budget and schedule impacts;
- Alignment to the project objectives
- Contract implications
- Relational implications (public, inter-governmental)
- Feasibility and benefits of the change
- Complexity and/or difficulty of the change options requested
- Scale of the change solutions proposed
- Risk to the project in implementing the change
- Risk to the project in not implementing the change
- Impact on the project in implementing the change (time, resources, finance, quality)



Islands Trust

BYLAW REFERRAL FORM

Suite 200, 1627 Fort Street
Victoria, B.C. BC V8R 1H8
Ph: (250) 405-5151
Fax: (250) 405-5155
information@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: North Pender Island Local Trust Area Bylaw No.: 234 Date: November 9, 2023

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Pender Islands Housing Society (PIHS), #7-5719 Canal Road Pender Island, BC V0N2M1

PURPOSE OF BYLAW:

The purpose of draft Bylaw No. 234 is to make amendments to the North Pender Island Land Use Bylaw No. 224 (LUB) to permit multi-family dwellings within the Community Housing 1 (CH1) zone.

Currently, the LUB limits the permitted use within the CH1 zone to only two-family dwellings. The property owner and non-profit housing provider, the Pender Islands Housing Society (PIHS), is seeking to broaden their options for construction of affordable housing units. No changes to density are being considered, only the number of permitted dwelling units allowed in each building.

Additional background, including the preliminary staff report and draft Bylaw No. 234 are located at:
<https://islandstrust.bc.ca/island-planning/north-pender/current-applications/>

GENERAL LOCATION:

North Pender Island Local Trust Area

LEGAL DESCRIPTION:

LOT 1, SECTION 11, PENDER ISLAND, COWICHAN DISTRICT, PLAN 45713

SIZE OF PROPERTY AFFECTED:

1.43 hectares

ALR STATUS:

N/A

OFFICIAL COMMUNITY PLAN DESIGNATION:

Community Service

OTHER INFORMATION:

Additional information, including the current bylaws, is available at: <https://islandstrust.bc.ca/island-planning/north-pender/projects/> under the heading "Land Use Bylaw Review".

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

BSmith

(Signature)

Name: Brad Smith

Title: Island Planner

Tel: 250-405-5194
Contact Email: bsmith@islandstrust.bc.ca
Info:

PLEASE TURN OVER 

This referral has been sent to the following agencies:

Federal Agencies

n/a

Provincial Agencies

Ministry of Municipal Affairs & Housing

Ministry of Forests - Water Protection Branch

Non-Agency Referrals

None

Regional Agencies

Capital Regional District – Building Inspection

Capital Regional District – Planning & Protective Services

Adjacent Local Trust Committees and

Municipalities

Mayne Island Local Trust Committee

Saturna Island Local Trust Committee

South Pender Island Local Trust Committee

Salt Spring Island Local Trust Committee

First Nations

Cowichan Tribes

Halalt First Nation

Lake Cowichan First Nation

Lyackson First Nation

Malahat First Nation

Pauquachin First Nation

Penelakut Tribe

Semiahmoo First Nation

Snuneymuxw First Nation

Stz'uminus First Nation

Tsartlip First Nation

Tsawout First Nation

Tsawwassen First Nation

Tseycum First Nation

WSANEC Leadership Council

BYLAW REFERRAL FORM
RESPONSE SUMMARY

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

North Pender Island Local Trust Area

 (Island)

 (Signature)

 (Date)

234

 (Bylaw Number)

 (Name and Title)

 (Agency)

DRAFT

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 234

A BYLAW TO AMEND NORTH PENDER ISLAND LAND USE BYLAW NO. 224, 2022

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

1. Citation

This bylaw may be cited for all purposes as “North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 1, 2023”.

2. North Pender Island Local Trust Committee Bylaw No. 224, cited as “North Pender Island Land Use Bylaw No. 224, 2022,” is amended as follows:

Section 5.12 – Community Housing Zone, Article 5.12(1)(a) is amended by adding the words “and multiple-family” such that it reads “Two-family and multi-family dwellings managed by a non-profit society; and,”

3. SEVERABILITY

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

READ A FIRST TIME THIS _____ DAY OF _____ 20____

PUBLIC HEARING HELD THIS _____ DAY OF _____ 20____

READ A SECOND TIME THIS _____ DAY OF _____ 20____

READ A THIRD TIME THIS _____ DAY OF _____ 20____

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

ADOPTED THIS _____ DAY OF _____ 20____

CHAIR

SECRETARY

STAFF MEMORANDUM

DATE OF MEETING: December 14, 2023

TO: Salt Spring Island Local Trust Committee

FROM: Rob Pingle, Legislative Clerk
Salt Spring Island Team

SUBJECT: Salt Spring Island Local Trust Committee 2024 Regular Meeting Schedule

PURPOSE

- This memorandum proposes the Salt Spring Island Local Trust Committee Regular Meeting Schedule for the 2024 calendar year.
- Salt Spring Island Meeting Procedures Bylaw No. 529 stipulates that the Local Trust Committee shall establish a schedule of the date, time and place of regular Local Trust Committee meetings for the following calendar year, of which there shall be at least two, and that the schedule shall be posted on a bulletin board located at the Salt Spring Island Office of the Islands Trust.

RECOMMENDATION:

THAT the Salt Spring Island Local Trust Committee approve the proposed 2024 Regular Meeting schedule as presented in Appendix 1 to establish a meeting schedule as required by Salt Spring Island Meeting Procedures Bylaw No. 529.

Following a search for alternative meeting spaces to meet web connectivity, capacity, availability and security needs, staff have determined that Meaden Hall at the Salt Spring Legion, 120 Blain Street is the best option and have booked the hall for the dates in the schedule.

Submitted By:	Rob Pingle, Legislative Clerk	November 29, 2023
Concurrence:	Chris Hutton, Regional Planning Manager	December 6, 2023

ATTACHMENTS

1. 2024 Local Trust Committee Schedule (Proposed)



Islands Trust

2024 Regular Meetings of the Salt Spring Island Local Trust Committee

The Salt Spring Island Local Trust Committee will be meeting to consider various matters of general business such as applications received, bylaw reviews and meeting notes.

Regular Meetings are scheduled for:

DATE		TIME	LOCATION
Thursday	February 15	9:30 AM	Salt Spring Legion, Meaden Hall, 120 Blain Road
Thursday	March 7	9:30 AM	Salt Spring Legion, Meaden Hall, 120 Blain Road
Thursday	April 11	9:30 AM	Salt Spring Legion, Meaden Hall, 120 Blain Road
Thursday	May 16	9:30 AM	Salt Spring Legion, Meaden Hall, 120 Blain Road
Thursday	June 6	9:30 AM	Salt Spring Legion, Meaden Hall, 120 Blain Road
Thursday	July 11	9:30 AM	Salt Spring Legion, Meaden Hall, 120 Blain Road
Thursday	September 12	9:30 AM	Salt Spring Legion, Meaden Hall, 120 Blain Road
Thursday	October 10	9:30 AM	Salt Spring Legion, Meaden Hall, 120 Blain Road
Thursday	November 14	9:30 AM	Salt Spring Legion, Meaden Hall, 120 Blain Road
Thursday	December 12	9:30 AM	Salt Spring Legion, Meaden Hall, 120 Blain Road

The proposed meeting agenda is usually available one week prior to the meeting and may be obtained at the Islands Trust office or on our website.

Please note that correspondence received from the public may become part of a meeting agenda that is published online.

VISIT OUR WEBSITE: <https://islandstrust.bc.ca/location/salt-spring/>

CONTACT US AT 250-537-9144 OR: ssiinfo@islandstrust.bc.ca



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: a. Where an application is received and a use is continuing in contravention of a land use bylaw, staff are directed to request that the applicant cease the use prior to processing the application, and that staff are directed to continue with enforcement until the use is ceased. b. The applicant may request that the Local Trust Committee proceed with consideration of the application while the use is continuing; and, where the Local Trust Committee considers there is a community need to process the application while the prohibited use is continuing, the Local Trust Committee may direct that bylaw enforcement actions, including the issuing of notices, temporarily cease. c. Where the Local Trust Committee does not consider that there is a community need, or the applicant has not made such a request of the Local Trust Committee; bylaw enforcement actions, including the issuing of notices, will continue. d. In deciding whether to grant land use approval for a use that was commenced in contravention of a land use bylaw, the Local Trust Committee may consider whether the applicant has suspended the prohibited land use pending a decision on the application. <u>CARRIED</u>



SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

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



SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2021-11-09	SS-2021-213	Residential Use in Commercial Accommodations	It was MOVED and SECONDED, That the Salt Spring Island Local Trust Committee endorse the Housing Action Program Task Force’s recommendation to defer enforcement of residential use in commercial accommodations, such as cabins, hotels, guest houses, and motels that provide long-term (more than 30 days) residency in order to offer an interim solution to the housing needs on Salt Spring Island. <u>CARRIED</u>
2021-12-14	SS-2021-237	First Nations Consultation for Proposed Antenna Systems	It was MOVED and SECONDED, That the Salt Spring Island Local Trust Committee adopt the following standing resolution with respect to First Nations consultation in accordance with the “Strategy for Antenna Systems” in the Local Trust Area: a. The proponent will consult with the Local Trust Area representative during the pre-consultation phase to determine proximity of the proposed antenna system to known archaeological sites and/or areas of archaeological potential and obtain a list of First Nations rights and title holders; b. The proponent is recommended to undertake consultation during the pre-consultation phase with the Islands Trust and a First Nations cultural knowledge holder for the siting of the proposed antenna system as it relates to cultural and sacred sites; c. The proponent will obtain and provide a BC Archaeological Information request response from the BC Archaeology Branch to confirm proximity of the proposed antenna system to known archaeological sites and/or areas of archaeological potential including permit requirements under the Heritage Conservation Act; d. The proponent will obtain and provide an Archeological Impact Assessment for antenna systems proposed to be sited on or within 100 metres of a known archaeological site or cultural/sacred site identified by a First Nations cultural knowledge holder; and e. The proponent will provide written notice – including, if applicable, the Archeological Impact Assessment – sent by regular mail or hand delivered to all First Nations rights and title holders identified during the pre-consultation phase <u>CARRIED</u>

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

5. *Advocate*

Responsible

Date Received

·none listed

06-Oct-2020

Active Projects Report

Salt Spring Island

1. OCP-LUB Update

Responsible

Dates

Next Steps:

2023-12:

- Issue RFP for Complete Communities Grant (project dependency)
- Report Project Plans for OCP-LUB Project to LTC for approval

Chris Hutton

Louisa Garbo

Rec'd: 01-Apr-2023

Target: 12-Dec-2025

Most Recent:

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

Description:

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

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: December 6, 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: Charly Caproff

Planning Status

Status Date: 17-Oct-2023

LTC approved following recommendation:\nThat the Salt Spring Island Local Trust Committee supports application SS-ALR-2023.1 and requests staff to forward the application to the Agricultural Land Commission for further consideration.\nStaff have forwarded to ALC for further consideration.

Status Date: 03-Oct-2023

Application for Oct 12 LTC

Status Date: 03-Oct-2023

Uploaded to Escribe

File Number	Applicant Name	Date Received	Purpose
SS-ALR-2023.2	Polaris Land Surveying	14-Sep-2023	Subdivision Proposal - 710 Cranberry Rd, SSI

Planner: Charly Caproff

Planning Status

Status Date: 16-Nov-2023

Approved for referral to AAPC at Nov 16 2023 meeting. Will go to Nov 30 meeting AAPC. referral sent to SSI conservancy and The land conservancy of BC for adjacent property.

Status Date: 09-Nov-2023

Uploaded to escribe for Nov 16 LTC

Status Date: 27-Sep-2023

File assigned to Planner Caproff

Applications

Development Permit

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

Planner: Charly Caproff

Planning Status

Status Date: 23-Oct-2023

File reassigned to Planner Caproff

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

File Number	Applicant Name	Date Received	Purpose
SS-DP-2021.4	UCG Universal Consulting Group LTD	15-Mar-2021	DPA2 - NEW TASTING ROOM, WASHROOM/ACCESSORY BUILDING, CARETAKER'S COTTAGE, 4-PLEX - 270 Furness Road

Planner: Anthony Fotino

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

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
SS-DP-2022.5	Polaris Land Surveying	04-May-2022	Delegated DPA7 Permit to allow subdivision - 536 Beaver Point Road, SSI

Planner: Chris Buchan

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

File Number	Applicant Name	Date Received	Purpose
SS-DP-2022.7	Polaris Land Surveying	10-Aug-2022	Delegated DPA3 Dock - 250 Collins Road, SSI

INC

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

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
SS-DP-2023.10	Polaris Land Surveying Inc	30-Oct-2023	DPA7 - To create a 10 acre lot for the owner's daughter. This application is pursuant to Section 514 of the Local Government Act (formally Section 996 of the Municipal Act).

Planner: Louisa Garbo

Planning Status

Status Date: 06-Dec-2023

Planner Garbo assigned 12/05/2023

File Number	Applicant Name	Date Received	Purpose
SS-DP-2023.11	Rolland, David	21-Nov-2023	Delegated - DPA6 - Retaining Wall construction, drainage and landscaping works

Planner: Charly Caproff

Planning Status

Status Date: 05-Dec-2023

Planner Caproff assigned to SS-DP-2023.11

File Number	Applicant Name	Date Received	Purpose
SS-DP-2023.3	Archeus Architecture & Design INC	25-May-2023	Delegated DPA 7 Permit for Building renovation - 1525 Beddis Road, SSI

Planner: Chris Buchan

Planning Status

Status Date: 09-Nov-2023

DDP Report prepared for Chris H's Review

Status Date: 10-Jul-2023

Application in queue, pending Planner review

Status Date: 30-May-2023

File assigned to Planner Buchan

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
SS-DP-2023.7	Kerr, Holly	22-Aug-2023	Delegated DPA 7 Driveway Extension - 687 Beaver Point RD, SSI

Planner: Anthony Fotino

Planning Status

Status Date: 22-Aug-2023

File assigned to Planner Fotino

File Number	Applicant Name	Date Received	Purpose
SS-DP-2023.8	Black, Stuart	24-Aug-2023	Delegated 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: Charly Caproff

Planning Status

Status Date: 23-Oct-2023

File reassigned to Planner Caproff

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

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-2021.7	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.

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2022.12	Polaris Land Surveying	02-May-2022	Variances to allow a boundary adjustment - 744 Lower Ganges Road, SSI
Planner: Charly Caproff			
Planning Status			
Status Date: 15-Sep-2023			
Correspondence sent to MOTI SUB approving officer			
Status Date: 14-Sep-2023			
Emailed applicant regarding restrictive covenant on title			
Status Date: 10-Aug-2023			
File re-assigned to Planner Caproff			
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: 14-Nov-2023			
Email sent to applicant regarding inability to vary use. Refund offered per fee's bylaw. Tentatively scheduled for December unless withdrawn by applicant.			
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:			

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2023.16	Maten, Alan	28-Aug-2023	Lot line setback variance - 131 Northern Way, SSI

Planner: Chris Buchan

Planning Status

Status Date:

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2023.18	REEVE, BRYAN/SYLVA	27-Sep-2023	DVP - Variance for Turn-around/parking spot - SS-DVP-2023.18 - 103 Tantramar Dr

Planner: Charly Caproff

Planning Status

Status Date: 20-Oct-2023

Site visit finds that what has been developed does not match site plan submitted. Retaining wall in MOTI ROW.

Status Date: 17-Oct-2023

Contacted applicant for greater information re: variances. In correspondence folder.

Status Date: 17-Oct-2023

Applicant available early November. This will proceed to Dec LTC.

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

Planner: Anthony Fotino

Planning Status

Status Date: 18-Apr-2023

File assigned to Planner Fotino

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2023.7	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

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			
<u>Status Date:</u> 12-Oct-2023			
Bylaw given first and second reading			
<u>Status Date:</u> 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			
<u>Status Date:</u> 10-Jan-2023			
File assigned to Planner Fotino			
File Number	Applicant Name	Date Received	Purpose
SS-RZ-2023.1	GIVERYN GARDENS LTD	27-Sep-2023	Rezoning to retire Land use contract - 104 Atkins Road
Planner: Anthony Fotino			
Planning Status			
<u>Status Date:</u> 28-Sep-2023			
File assigned to Planner Fotino			

Applications

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: 14-Nov-2023

Applicant contacted regarding next steps

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.

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.

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2021.2	Polaris Land Surveying Inc	25-Jan-2021	Proposed 2 lot boundary adjustment and acquisition of road dedication to ensure all remains are within the cemetery boundary - 744 LOWER GANGES RD
Planner: Charly Caproff			
Planning Status			
<u>Status Date:</u> 10-Aug-2023 File re-assigned to Planner Caproff			
<u>Status Date:</u> 03-Oct-2022 Applicant working on PLR conditions.			
<u>Status Date:</u> 24-Jun-2022 File re-assigned to Planner Baugh			
File Number	Applicant Name	Date Received	Purpose
SS-SUB-2021.3	Shalbaf, Sina	31-Mar-2021	2 lot subdivision 150 Margolin Drive
Planner: Charly Caproff			
Planning Status			
<u>Status Date:</u> 20-Sep-2023 File reassigned to Planner Caproff			
<u>Status Date:</u> 12-Oct-2022 Email to appl and MoTI. Condition 4 (potable water met) with condition for treatment covenant for both wells.			
<u>Status Date:</u> 28-Sep-2022 Hydrologist's well report received.			

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 Inc	15-Jul-2022	3 lots Conventional Subdivision - 115 Lumley Road, SSI

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			

Applications

Subdivision

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> 26-Sep-2023			
Referral Response sent to MOTI			
<u>Status Date:</u> 31-Jul-2023			
Planner Belcher assigned to the file			
File Number	Applicant Name	Date Received	Purpose
SS-SUB-2023.4	Polaris Land Surveying Inc	06-Sep-2023	Proposed 4 Lot Conventional Subdivision - 291 Long Harbour Road, SSI
Planner: Charly Caproff			
Planning Status			
<u>Status Date:</u> 18-Sep-2023			
File assigned to Planner Caproff			
File Number	Applicant Name	Date Received	Purpose
SS-SUB-2023.5	Ahmadi, Padra	07-Nov-2023	Proposed 2 lot boundary adjustment - Lot 14 & 15 Trustees Trail, SSI
Planner: Charly Caproff			
Planning Status			
<u>Status Date:</u> 20-Nov-2023			
File assigned to Planner Caproff			

Applications

Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
SS-TUP-2023.1	SaltyDog Retreat Kennel and Dog Rescue	20-Apr-2023	Temporary Use Permit for a dog kennel - 130 Blackburn Road, SSI

Planner: Chris Buchan

Planning Status

Status Date: 14-Nov-2023

Scheduled for November LTC: Recommendation to deny and close file.

Status Date: 21-Apr-2023

File assigned to Planner Buchan

File Number	Applicant Name	Date Received	Purpose
SS-TUP-2023.2	Robert Blaney Design	24-Apr-2023	Temporary Use Permit for a Geodesic Dome and STVR - 805 Vesuvius Bay Road

Planner: Chris Buchan

Planning Status

Status Date: 27-Apr-2023

Planner Buchan assigned to SS-TUP-2023.2

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

655 Salt Spring	Invoices posted to Month ending September 2023	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-655	LTC "Trustee Expenses"	<u>1,727.00</u>	<u>1,035.18</u>	<u>691.82</u>
		<u>1,727.00</u>	<u>1,035.18</u>	<u>691.82</u>
LTC Local				
65200-655	LTC - Local Exp - LTC Meeting Expenses	2,193.00	5,389.93	-3,196.93
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>5,816.38</u>	<u>266.62</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
73001-655-4035	SSIWPA Events & Communications Expense	0.00	650.00	-650.00
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>851.19</u>	<u>230,148.81</u>

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

655 Salt Spring	Invoices posted to Month ending October 2023	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-655	LTC "Trustee Expenses"	<u>1,727.00</u>	<u>1,685.18</u>	<u>41.82</u>
		<u>1,727.00</u>	<u>1,685.18</u>	<u>41.82</u>
LTC Local				
65200-655	LTC - Local Exp - LTC Meeting Expenses	2,193.00	5,965.33	-3,772.33
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>6,391.78</u>	<u>-308.78</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
73001-655-4035	SSIWPA Events & Communications Expense	0.00	800.00	-800.00
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>1,001.19</u>	<u>229,998.81</u>