



Salt Spring Island Local Trust Committee

Regular Meeting Agenda

Date: Thursday, March 7, 2024
Time: 9:30 a.m.
Location: Meaden Hall
120 Blain Road, Salt Spring Island, BC

Pages

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. TOWN HALL AND QUESTIONS 9:35 AM - 9:50 AM
4. DELEGATIONS - NONE
5. TRUSTEE REPORTS 9:50 AM - 10:00 AM
Verbal Report
6. CHAIR'S REPORT 10:00 AM - 10:05 AM
Verbal Report
7. CRD DIRECTOR'S REPORT 10:05 AM - 10:10 AM
Verbal Report
8. PREVIOUS MEETINGS
 - 8.1 Draft Minutes of the Salt Spring Island Local Trust Committee
 - 8.1.1 Draft Minutes of the February 15, 2024 SSI LTC Regular Meeting 4
For Adoption
 - 8.2 Resolutions Without Meeting Report - None
 - 8.3 Draft Minutes of the Advisory Planning Commissions - None
 - 8.4 Local Trust Committee Public Hearing Record - None
9. CORRESPONDENCE
Please visit the Applications and Projects pages on the Islands Trust website for recent public submissions.

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

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

9.1	M. Chandler to LTC - Dated 8 Feb 2024 - Regarding affordable housing grant	14
	For Information	
9.2	B. Houser to LTC - Dated 9 Feb 2024 - Regarding potential rezoning of 130 Blackburn Road	15
	For Information	
9.3	A. Water to LTC - Dated 14 Feb 2024 - Regarding Cannabis Cultivation and Processing License Submission Notice	17
	For Information	
9.4	Transition Salt Spring Native Plant Stewardship Group to CRD - Dated 14 Feb 2024 - Regarding the future of Invasive Plant Drop-Offs	20
	For Information	
10.	BUSINESS ARISING FROM MINUTES	
10.1	Follow-Up Action List	22
	Report dated February 2024	
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-DVP-2023.18 - B. Reeve - 103 Tantramar Dr, SSI	32
	Staff Report	
13.2	SS-SUB-2024.1 - K. Ferguson - 1001 Fulford-Ganges Rd, SSI	51
	Staff Report	
14.	LOCAL TRUST COMMITTEE PROJECTS	12:30 PM - 2:00 PM
14.1	Official Community Plan - Land Use Bylaw: Project Terms of Reference	75
	Staff Report	
14.2	Official Community Plan - Land Use Bylaw: Complete Communities Assessment	107
	Staff Memo	

14.3	Proposed Bylaw No. 537 - Accessory Dwelling Units	118
	Staff Report	
15.	NEW BUSINESS - NONE	
16.	REPORTS	
16.1	Policy and Standing Resolutions List	124
	For Information	
16.2	Future Projects Report	135
	Report dated February 2024	
16.3	Active Projects List	138
	Report dated February 2024	
16.4	Applications with Status Report	142
	Report dated February 2024	
16.5	Expense Report - None	
16.6	Islands Trust Conservancy Board Report - None	
17.	CLOSED MEETING	2:00 PM - 2:30 PM
17.1	Motion to Close the Meeting	
	The Salt Spring Island Local Trust Committee close this meeting to the public subject to Community Charter Section 90	
	(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:	
	(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the <i>Freedom of Information and Protection of Privacy Act</i> ,	
	and that staff be invited to remain.	
17.2	Rise and Report	
18.	UPCOMING MEETINGS	
	The next regular meeting of the Salt Spring Island Local Trust Committee is scheduled for 9:30 a.m. on April 11, 2024 at the Legion Meaden Hall, 120 Blain Road, Salt Spring Island.	
19.	ADJOURNMENT	



Salt Spring Island Local Trust Committee Minutes of Regular Meeting

- Date:** Thursday, February 15, 2024
- Location:** Meaden Hall
120 Blain Road, Salt Spring Island
- Members Present:** Timothy Peterson, Chair
Jamie Harris, Local Trustee
Laura Patrick, Local Trustee
- Staff Present:** Chris Hutton, Regional Planning Manager (RPM)
Anthony Fotino, Island Planner (Zoom)
Jason Youmans, Auxiliary Planner (Zoom)
Charly Caproff, Planner 1 (Zoom)
Rob Pingle, Legislative Clerk
Sarah Shugar, Recorder
- Others Present:** Approximately 19 members of the public (18 in person, 1 on Zoom)

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 9:34 a.m. He welcomed everyone to a meeting of the Salt Spring Island Local Trust Committee (LTC) 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 Island Pathways PacificCan Tourism Growth Program Submission

By general consent, the agenda was adopted as amended.

3. TOWN HALL AND QUESTIONS

Chair Peterson opened the town hall at 9:37 a.m.

A member of the public asked whether the LTC is aware of bylaw enforcement against bed & breakfast short-term vacation rentals operated out of seasonal cottages. The member of the public requested the LTC to respond to her emails regarding bylaw enforcement of her bed and breakfast short-term vacation rental.

A member of the public spoke to protection of freshwater resources, requested the LTC to not allow additional uses at 130 Blackburn Road and referred to their letter in the agenda package, item 9.26 for further information.

A member of the public asked the LTC to hear delegations prior to the town hall section of the agenda. The member of the public expressed support for protection of the Cusheon Lake watershed, spoke to causes of toxic algal blooms and expressed concerns regarding uses at 130 Blackburn Road impacting the watershed. The member of the public requested the LTC to ask staff to provide a report on opting in to the province principal residence requirement for short-term rental.

Beddis Water Service Commissioner Mike McCormick expressed concerns regarding activities within the Cusheon Lake watershed including uses at 130 Blackburn Road, road building, tree cutting within Cusheon Creek riparian areas and requested the LTC to protect the Cusheon Lake watershed.

Cusheon Lake Stewardship Committee member Jack Rosen spoke to the efforts to protect the Cusheon Lake watershed ecosystem including an educational program for property owners to reduce phosphorous going into the lake. Mr. Rosen advised Cusheon Lake is the potable water source for over 600 residents and is used by thousands of people for recreation and requested the LTC to uphold the zoning to protect the watershed.

A member of the public expressed concerns regarding the uses at 130 Blackburn Road impacting the Cusheon Lake watershed and requested the LTC to uphold the current zoning.

4. DELEGATIONS

4.1 Salt Spring Island Water Preservation Society - Chris Drake regarding business operations at 130 Blackburn Road

Chris Drake presented the Salt Spring Island Water Preservation Society letter dated January 31, 2024. Mr. Drake spoke to the importance of protection of the Cusheon Lake watershed, expressed concerns regarding 130 Blackburn Road and requested the LTC to maintain the current zoning on 130 Blackburn Road and not allow a kennel, pound, campground or anything more than a single family dwelling to be located there.

4.2 Cusheon Lake Stewardship Committee - Doreen Hewitt regarding preservation of the Cusheon Watershed and other fresh watersheds on Salt Spring Island

Doreen Hewitt presented a delegation regarding preservation of the Cusheon Watershed and other watersheds. Doreen Hewitt acknowledged the LTC for denying application SS-TUP-2023.1 at 130 Blackburn Road at the LTC meeting of November 16, 2023 and requested the LTC to uphold the bylaws to protect the Cusheon Lake watershed.

5. TRUSTEE REPORTS

Trustee Harris expressed concern that the LTC approved the Proof of Water – Subdivision Project Charter at the December 14, 2023 LTC meeting and that the project as it is currently intended

would essentially make it impossible to subdivide due to rainwater catchment and desalinization not being permitted for proof of water.

Trustee Patrick presented the following report:

- At the 2023 Union of BC Municipalities Housing Summit, the Province announced plans to improve housing in every community in BC although Salt Spring Island was not included in the new legislation;
- Expressed support for working on providing choices for our diverse island community to be resilient;
- Attended a Corporate Planning Working Group meeting regarding implementing a corporate planning structure framework for the Islands Trust;
- Trustee Patrick is a member of the Chief Administrative Officer Hiring Committee;
- Attended a Financial Planning Committee meeting;
- Attended a Ferry Advisory Committee meeting regarding Vesuvius Terminal and schedules;
- Attended the Transport Canada 2024 Salish Sea Strategy Symposium;
- Attended a Southern Gulf Island Marine Roundtable hosted by MP Elizabeth May;
- Attended a Southern Gulf Island Forum meeting;
- Assisted the Rural Economic Partnership to prepare a grant application for a housing navigator organization;
- Attended the 2024 Climate Caucus for elected officials across Canada.

6. CHAIR'S REPORT

Chair Peterson presented the following report:

- Attended Financial Planning Committee and Governance Committee meetings in preparation for the March 12 to 14, 2024 Trust Council;
- Attended the Transport Canada 2024 Salish Sea Strategy Symposium and noted Islands Trust has requested an inter-government meeting approach to regulation of mooring buoys and noted Transport Canada designation of mooring buoys as minor works. Chair Peterson also attended a session led by Penelakut Tribe elder Kathleen Johnny regarding clam gardens;
- Chair Peterson advised he will not attend the March 7, 2024 LTC meeting and Peter Luckham will attend as alternate Chair.

7. CRD DIRECTOR'S REPORT - None

8. PREVIOUS MEETINGS

8.1 Draft Minutes of the Salt Spring Island Local Trust Committee

8.1.1 Draft Minutes of the November 15, 2023 SSI LTC Special Meeting

By general consent, the minutes of November 15, 2023 Salt Spring Island Local Trust Committee Special meeting were adopted.

8.1.2 Draft Minutes of the December 14, 2023 SSI LTC Regular Meeting

By general consent, the minutes of December 14, 2023 Salt Spring Island Local Trust Committee Regular meeting were adopted.

8.1.3 Draft Minutes of the January 22, 2024 SSI LTC Special Meeting For Adoption

By general consent, the minutes of January 22, 2024 Salt Spring Island Local Trust Committee Special meeting were adopted.

8.2 Resolutions Without Meeting Report – None

8.3 Draft Minutes of the Advisory Planning Commissions - None

9. CORRESPONDENCE

9.1 S. Meyers to LTC - Dated 8 Dec 2023 - Regarding SS-TUP-2023.1 - 130 Blackburn Road

9.2 U. Meyers to LTC - Dated 8 Dec 2023 - Regarding SS-TUP-2023.1 - 130 Blackburn Road

9.3 S. Mahoney to LTC - Dated 10 Dec 2023 - Regarding the Complete Communities Grant

9.4 R. Ferguson to LTC - Dated 11 Dec 2023 - Regarding SS-TUP-2023.1 - 130 Blackburn Road

9.5 R. Percy to LTC - Dated 11 Dec 2023 - Regarding SS-TUP-2023.1 - 130 Blackburn Road

9.6 G. Stevens to LTC - Dated 12 Dec 2023 - Regarding review of Clean And Safe Harbour Initiative

9.7 Ministry of Finance to Chair LTC - Dated 21 Dec 2023 - Regarding Speculation and Vacancy Tax

A Trustee noted Salt Spring Island has 82% full time residents and is not primarily a vacation community. The Trustee noted the Capital Regional District and Islands Trust did not take a coordinated approach to advocate for inclusion in the Speculation and Vacancy Tax.

9.8 N. Smith to LTC - Dated 24 Dec 2023 - Regarding Ganges Creek pollution

9.9 G. Stevens to LTC - Dated 1 Jan 2024 - Regarding review of Clean And Safe Harbour Initiative

9.10 D. Magnusson to LTC - Dated 2 Jan 2024 - Regarding potential rezoning of 130 Blackburn Road

9.11 Minister of Housing to Chair LTC - Dated 8 Jan 2024 - Regarding Housing Statues (Residential Development) Amendment Act, 2023 (Bill 44)

There was discussion and the following items were noted:

- Trustees expressed support to include Salt Spring Island in Bill 44;
- A Trustee noted we need updates to regulations regarding composting toilets, rainwater catchment, reclaiming water, water supply for multiple connections on groundwater wells and tiny homes to improve the housing situation;
- A Trustee noted the issues facing Salt Spring Island are far too great to figure out, and suggested the LTC could ask the Province to appoint an administrator to find solutions for housing;
- A Trustee noted it is appropriate for the Province to take a cautious approach for the Islands Trust Area although Salt Spring Island has the highest population within the Islands Trust Area;

SS-2024-009

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request Chair Peterson to respond to Minister of Housing letter dated January 8, 2024 regarding Housing Statues Amendment Act, 2023 (Bill 44).

CARRIED

9.12 A. Meyers to LTC - Dated 16 Jan 2024 - Regarding potential rezoning of 130 Blackburn Road

9.13 J. Rosen to LTC - Dated 16 Jan 2024 - Regarding potential rezoning of 130 Blackburn Road

9.14 C. Marshall to LTC - Dated 25 Jan 2024 - Regarding potential rezoning of 130 Blackburn Road

9.15 D. Hewitt to LTC - Dated 25 Jan 2024 - Regarding potential rezoning of 130 Blackburn Road

9.16 M. Moore to LTC - Dated 25 Jan 2024 - Regarding potential rezoning of 130 Blackburn Road

9.17 J. Wright to LTC - Dated 26 Jan 2024 - Regarding potential rezoning of 130 Blackburn Road

9.18 M. Leichter to LTC - Dated 26 Jan 2024 - Regarding potential rezoning of 130 Blackburn Road

9.19 R. Dinneny to LTC - Dated 26 Jan 2024 - Regarding potential rezoning of 130 Blackburn Road

9.20 N. Wigen to LTC - Dated 29 Jan 2024 - Regarding potential rezoning of 130 Blackburn Road

- 9.21 W. Ortlepp to LTC - Dated 30 Jan 2024 - Regarding potential rezoning of 130 Blackburn Road
- 9.22 P. Mineau to LTC - Dated 1 Feb 2024 - Regarding potential rezoning of 130 Blackburn Road
- 9.23 R. Waldick to LTC - Dated 1 Feb 2024 - Regarding potential rezoning of 130 Blackburn Road
- 9.24 Minister of Housing to Chair LTC - Dated 1 Feb 2024 - Regarding Secondary Suite Incentive Program

Chair Peterson requested staff to speak to how Salt Spring Island fits into the Provincial Secondary Suite Incentive Program. RPM Hutton reported there are approximately 1500 units on properties currently zoned for secondary suites and full time rental cottages.

- 9.25 L. Milne to LTC - Dated 5 Feb 2024 - Regarding potential rezoning of 130 Blackburn Road
- 9.26 W. Hewitt to LTC - Dated 7 Feb 2024 - Regarding potential rezoning of 130 Blackburn Road
- 9.27 M. Chandler to LTC - Dated 7 Feb 2024 - Regarding Secondary Suite Incentive Program

The correspondence items were received.

10. BUSINESS ARISING FROM MINUTES

10.1 Follow-Up Action List dated February 2024

A Trustee expressed support for inter-governmental meeting to discuss opportunities to improve cooperation in community planning and legislative advocacy initiatives including topics such as Saanich Peninsula Harbours Environmental Action service boundaries and business licenses. It was noted that the CRD and Islands Trust presented

SS-2024-010

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request staff to schedule a meeting with the Capital Regional District Board Chair, Electoral Area Directors for Salt Spring and the Southern Gulf Islands, and the Salt Spring Island Local Trust Committee in accordance with the 1999 Capital Regional District Board/Local Trust Committee Protocol Agreement to discuss opportunities to improve cooperation in community planning and legislative advocacy initiatives.

CARRIED

The report was received.

10.2 Salt Spring Island Local Trust Committee Special Meeting Schedule

Legislative Clerk Pingle presented a memorandum regarding the Salt Spring Island Local Trust Committee Special Meeting Schedule. It was noted evening meetings could be

coordinated with public engagement opportunities for projects and/or could host an evening meeting with the CRD and LCC.

SS-2024-011

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request staff to schedule an electronic Special Meeting at 5:00 p.m. on Tuesday February 27, 2024.

CARRIED

The meeting recessed for a lunch break at 11:25 a.m. and reconvened at 12:02 p.m.

11. COMMUNITY INFORMATION MEETING - None

12. PUBLIC HEARING – None

13. APPLICATIONS AND REFERRALS

13.1 SS-DVP-2023.5 - B. Taylor - 250 Collins Road, SSI

Planner Fotino presented a staff report dated January 30, 2024 regarding a development variance permit application to allow for an existing dock to be 73 square metres.

Applicant Brent Taylor spoke to the application.

SS-2024-012

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee approve issuance of SS-DVP-2023.5 (250 Collins Road).

CARRIED

13.2 SS-DVP-2023.19 - D. Fox - 118 Peregrine Way, SSI Staff Report

Planner Caproff presented a staff report dated January 30, 2024 regarding development variance application to vary the 7.5 metre rear lot setback minimum to permit a building within 5.0 metres of the rear lot line.

Applicant Duane Fox spoke to the application.

SS-2024-013

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee approve issuance of SS-DVP-2023.19 (118 Peregrine Way).

CARRIED

14. LOCAL TRUST COMMITTEE PROJECTS

14.1 Official Community Plan - Land Use Bylaw - Project Terms of Reference

Planner Youmans presented an update regarding the Official Community Plan (OCP) /Land Use Bylaw (LUB) project and the Water Sustainability project.

In discussion the following items were noted:

- The OCP/LUB project will be a refresh of the current OCP and not a new OCP;
- A Trustee asked whether the Province will be asked what is expected to align the project for best chance of approval regarding First Nations consultation and engagement and does the LTC have the funding to achieve good engagement. There was a question regarding whether Community to Community funding could provide additional funding. RPM Hutton advised the project budget needs to inform the scope of the engagement process to set expectations appropriately.

15. NEW BUSINESS

15.1 Thetis Island Local Trust Committee Draft Bylaw Nos. 113 & 114 Referral

A Bylaw Referral Form regarding Thetis Island Local Trust Committee Draft Bylaw No's 113 and 114 was presented.

SS-2024-014

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee respond to the Thetis Island Local Trust Committee to indicate interests are unaffected by draft Bylaw Nos. 113 and 114.

CARRIED

15.2 Housing Statute Changes to British Columbia Legislation

A Memorandum dated January 18, 2024 regarding Housing Statute Changes to British Columbia Legislation was presented.

In discussion the following items were presented:

- There is an opportunity for Salt Spring Island LOCAL TRUST COMMITTEE to opt in to the provincial's principal residence requirement for short-term rental accommodations and March 31, 2024 is the deadline for this year;
- Tofino and Bowen Island are considering opting-in to the provincial principle residence requirement and have community consultation processes underway;
- The Salt Spring Island Accommodations group has offered to participate in a review of the new STVR regulations and Islands Trust home based business regulations;
- A Trustee noted potential for a CRD business license program;
- The Hornby Island LOCAL TRUST COMMITTEE sent a letter of support for a feasibility study to be included in the Comox Valley Regional District (CVRD) business license program;

- A detailed analysis of the Housing Statute Changes to British Columbia Legislation is on the Regional Planning Committee February 16, 2024 meeting agenda;
- Trustees expressed support for consultation and data with the Complete Communities funding to provide information to make a decision regarding opting in to the provincial principle residence requirement in 2025;

15.3 Island Pathways PacifiCan Tourism Growth Program Submission

Trustee Patrick presented an email received from Island Pathways dated February 14, 2024 regarding a PacifiCan Tourism Growth Program grant for the Salish Sea Trail.

SS-2024-015

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request Chair Peterson to send a letter of support for Island Pathways grant application to PacifiCan Tourism Growth Program for the Salish Sea Trail project.

CARRIED
Trustee Harris OPPOSED

16. REPORTS

16.1 Policy and Standing Resolutions List

The report was received.

16.2 Future Projects Report dated February 2024

The report was received.

16.3 Active Projects Report dated February 2024

The report was received.

16.4 Applications with Status Report dated February 2024

The report was received.

16.5 Expense Report dated November and December 2023

The reports were received.

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 scheduled on March 7, 2024 at 9:30 a.m. at the Salt Spring Legion, Meaden Hall, 120 Blain 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 12:42 p.m.

Timothy Peterson, Chair

CERTIFIED CORRECT:

Sarah Shugar, Recorder

DRAFT

From: Mielle Chandler <[REDACTED]>
Sent: Thursday, February 8, 2024 11:23 AM
To: Laura Patrick; Jamie Harris; Timothy Peterson; SSInfo; Chris Hutton
Subject: Proposed solution for affordable housing grant

Dear Laura, Jamie, Tim, and Chris,

Let me propose a solution which facilitates obtaining the provincial grant to build a secondary suite for affordable rental housing:

The grant application requires:

1. a building permit, and
2. appropriate zoning.

My property already has zoning for two dwellings, and only has one dwelling on it! So it is zoned for one more!

The existing dwelling is a 'seasonal cottage'. Built prior to the Trust's forbidding full-time residence in seasonal cottages, it is 'grandfathered' for year-round residential use.

Therefore: the Trust can provide the 'go-ahead' for the CRD to issue a permit for another dwelling unit prior to making any changes to zoning!!!

The existing zoning plus a building permit may indeed satisfy the province's Secondary Suite grant guidelines. The new dwelling can be considered 'secondary' to the 'primary' residential cottage.

If for some reason the existing zoning doesn't quite do the trick, Trustees could ask Staff to work on a zoning amendment so that the building permit will be in hand for when the 'spot zoning' comes through.

If the existing zoning does satisfy the province's Secondary Suite grant guidelines, then the Trust can take its usual time to process the 'spot zoning' which can be obtained sometime after the grant has been obtained and construction has begun.

Please consider supporting this very good solution!

Oh, and please excuse the typo in my last correspondence--the well on site produces 20 gallons a minute, not 40. 20 gallons a minute is more than sufficient for the eventual three dwelling units on the property. (And of course I have every intention of leaving as much water in the ground as possible by installing rainwater catchment systems.)

Thank you for considering this proposed solution,
Mielle

From: Brucehouser <[REDACTED]>
Sent: Friday, February 9, 2024 3:30 AM
To: Rob Pingle
Cc: SSInfo
Subject: Please add our letter to the Feb. 15, 2024 agenda package

Dear Mr. Pingle:

On 14 January we sent the following email to the Trustees and Planners. Could you please see that our letter is added to the Feb 15 agenda package?

Thank you,
Bruce and Barbara Houser

To our local SALT SPRING ISLAND trustees re: 130 Blackburn Road

We have owned property on Cusheon Lake for [REDACTED] years. We draw all of our drinking water from the lake, so we are very concerned to learn that you are considering changes or amendments to the Community Plan, which would put our watershed at risk.

The water in Cusheon Lake is a precious resource relied on by hundreds of people, families, households. Maintaining the health and integrity of the watershed must be sacrosanct.

We do not know exactly what is going on at [REDACTED] 130 Blackburn Road, but what we see is very worrisome: a group of trailers and tents and other temporary accommodations . . . it looks like a [REDACTED] campground. [REDACTED] In fact, here is an excerpt from Salty Dog's own web page:

"SaltyDog Retreat / Warmland Wolves

"Canine Petcentre & Rescue offering Boarding, Daycare, and Rehoming services along with specialty care for rehabilitation, recovery, maternity, and hospice. We also feature a Wolfdog Sanctuary which offers educational, therapeutic, and recreational tours along with volunteer and youth to adult mentorship programs!"

It all sounds very laudable, and I'm sure there is a place somewhere on Salt Spring for such an operation . . . just not in the Cusheon Lake watershed.

They say that to be a plumber, all you have to know is two things: [REDACTED]. Well, we are not plumbers, but we do know that the effluent from an

████████ *campground and dog kennelling operation at 130 Blackburn Road will flow straight downhill into the Cusheon Lake water system.*

You have a duty to see that this does not happen.

Sincerely,

Bruce and Barbara Houser

████████████████████

████████████



Notices to local authorities template

Complete the required information. All fields indicated by an asterisk (*) are mandatory.

Subject: Notice of licence application to become a holder of a licence under the <i>Cannabis Act</i> and the <i>Cannabis Regulations</i>	
Date (YYYY-MM-DD)*	2024-01-22

Section 1: Information of local authority	
Local authority*	<input type="checkbox"/> Local police force or the Royal Canadian Mounted Police detachment (RCMP) <input type="checkbox"/> Local fire authority <input checked="" type="checkbox"/> Local government (municipal government such as city, municipality)
Address of the local authority*	#1 – 500 Lower Ganges Rd.
City or town*	Salt Spring Island
Province*	B.C.
Postal code*	V8K 2N8
Name of mayor, chief of council, fire chief, police chief or senior official*	Chris Hutton, Regional Planning Manager, Salt Spring Office Islands Trust

Section 2: Information on the cannabis licence applicant	
The purpose of this document is to provide a notice to local authority, in accordance with section 7 of the Cannabis Regulations, that, as of	
Expected date of licence application submission (YYYY-MM-DD)*	2023-12-21
The following applicant is submitting a licence application to become a licence holder	
Name of licence applicant*	Andrew Walter
Site address, and the address of each building on-site, if applicable*	150 Suffolk Rd.
City or town*	Salt Spring Island
Province*	B.C.
Postal code*	V8K 1L8

Select the licences being applied for at the stated site address based on the licences under the Cannabis Act and the Cannabis Regulations*	
<input type="checkbox"/> Cultivation <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Micro <input type="checkbox"/> Nursery <input type="checkbox"/> Standard <input type="checkbox"/> Processing <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Micro <input type="checkbox"/> Standard <input type="checkbox"/> Sale for medical purposes <ul style="list-style-type: none"> <input type="checkbox"/> With possession of cannabis <input type="checkbox"/> Without possession of cannabis 	<input type="button" value="Remove selection"/>
Refer to the authorized activities below associated with the different classes and subclasses. For more information about cannabis licences, refer to Types of cannabis and industrial hemp licences .	
<p>Micro-cultivation</p> <ul style="list-style-type: none"> • possessing cannabis • cultivating, propagating or harvesting cannabis indoors or outdoors, subject to a growing surface area limit of up to 200 m² • performing ancillary activities indoors, such as drying, trimming and milling • performing analytical testing of cannabis • performing research and development within your allowed activities, such as for developing new growing procedures • selling and distributing cannabis <p>Nursery</p> <ul style="list-style-type: none"> • possessing cannabis: <ul style="list-style-type: none"> ○ limited to 5 kg of flowering heads at any time (except seeds) ○ flowering heads (except seeds), leaves and branches of the plants must be destroyed within 30 days of harvesting them • cultivating, propagating and harvesting cannabis indoors or outdoors, subject to a growing surface area limit of up to 50 m² for all budding and flowering plants • performing ancillary activities indoors, such as drying • performing research and development within your allowed activities, such as for developing new growing procedures • selling and distributing cannabis <p>Standard cultivation</p> <ul style="list-style-type: none"> • possessing cannabis • cultivating, propagating and harvesting cannabis indoors or outdoors • performing ancillary activities indoors, such as drying, trimming and milling • performing analytical testing of cannabis • performing research and development within your allowed activities, such as for developing new growing procedures • selling and distributing cannabis 	

<p>Micro-processing</p> <ul style="list-style-type: none"> • possessing cannabis, up to 600 kg of dried cannabis (or its equivalent amount) per calendar year • producing cannabis, other than by cultivating, propagating or harvesting it, or by synthesizing it • performing analytical testing of cannabis • performing research and development within your allowed activities, such as for developing new processing procedures • selling and distributing cannabis <p>Standard processing</p> <ul style="list-style-type: none"> • possessing cannabis • producing cannabis, other than by cultivating, propagating or harvesting it • performing analytical testing of cannabis • performing research and development within your allowed activities, such as for developing new processing procedures • selling and distributing cannabis <p>Sale for medical purposes licence with possession of cannabis</p> <ul style="list-style-type: none"> • possessing cannabis • selling and distributing cannabis <p>Sale for medical purposes licence without possession of cannabis</p> <ul style="list-style-type: none"> • selling cannabis

If you require more information, contact the cannabis licence applicant using their contact information below.	
Name of responsible person or alternate*	Andrew Walter (RPIC) [REDACTED]
Phone or email*	andrew.w.walter@gmail.com

From: [REDACTED]

Sent: Wednesday, February 14, 2024 8:39 PM

To: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Cc: [REDACTED]
[REDACTED]

Subject: Response Requested re Future of Invasive Plant Drop-Offs

Attention: CRD (Gary Holman), LCC (Gayle Baker, Ben Corno, Earle Rook, Brian Webster) Salt Spring Fire District (Jamie Holmes, Ken Akerman) Ben Barter, Ben James, Agricultural Alliance, Transition Salt Spring, Preterra BioCarbon Solutions (Georg Janssen) Emcon (Andrew Gaetz) and Farmland Trust (Kevin Chipperfield)

Hello. In November our group, which has co-ordinated and operated the annual Invasive Plant Drop-Offs each May-June for the last 14 years, sent a letter to you to let you know we are unable to continue in the same way as before. (see attachment) Despite strong support from SSI Fire-Rescue, the huge volume of plant material being brought to the Drop-Offs, the physical work required to deal with it, the difficulties in booking chipping contractors, and the financial uncertainties have become too much for our volunteer group of seniors to manage.

We firmly believe that this program, which last year chipped 10 tons of plant material, (mostly highly inflammable Broom and Gorse) is vital to reduce the fire hazard and enhance biodiversity on the island. We are very willing to provide assistance with publicity, suggestions for organizing Drop-Offs, and advice based on practical experience, but a robust system with community agency support is urgently needed. We asked you to consider ways in which the Invasive Plant Removal and Disposal program could be re-vamped, and how you might help establish an ongoing program. We outlined some practical proposals for more effective ways of dealing with the problem of responsibly disposing invasive plants on Salt Spring, and offered to meet with you. While we realize you are very busy and there are many issues to address on the island, we hoped a co-ordinated approach could be developed with your input and leadership.

To date we have had just two responses. Georg is bringing a bio-char kiln to Salt Spring, and this could certainly be at least a partial solution. However, it's unlikely to be operational in time for this year's Broom and Gorse-cutting. We appreciate that Transition SS is considering a pilot project, but are concerned that it will not provide disposal options for all islanders, as our Drop-Offs have in the past.

An ongoing drop-off/chipping site is an option we think could be very effective, as is the possibility of using the Composter at the Community Farm. Since these would likely take time to establish and the key period for dealing with the inflammable Broom and Gorse plants is only 3 months away, we could help a community group or agency

organize 2 or 3 Invasive Plant Drop-Offs this spring, similar to those we've done previously but staffed by younger volunteers or workers.

We would really appreciate it if you could think about how your group or agency could help address this issue, and respond to our concerns in a timely manner.

With Respect,

Frances Hill, Deborah Miller, Jean Wilkinson, Cathy Young, Jane Petch, Anna Ford,
Emony Nicholls, Anne McKague, and Medwyn McConachy
Transition Salt Spring Native Plant Stewardship Group

CC: Salt Spring Garbage, SSI Local Trust Cttee, SSI Chamber of Commerce, MLA Adam Olsen

Follow Up Action Report

Salt Spring Island

14-Sep-2023

Activity	Responsibility	Dates	Status
<p>1 Coastal Douglas Fir Project</p> <p>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.</p>	<p>Chris Hutton Chris Buchan</p>	<p>Target: 14-Dec-2023</p>	<p>In Progress</p>

Follow Up Action Report

Salt Spring Island

14-Sep-2023

Activity	Responsibility	Dates	Status
<p>2 SS-DVP-2022.13 - J. Litke - 536 Beaver Point Road, SSI</p> <p>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).</p> <p>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).</p> <p>Waiting on the applicant to get back with the covenant.</p>	<p>Chris Buchan Rob Pingle</p>		<p>In Progress</p>

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
<p>1 OCP/LUB Project Notice of Motion</p> <p>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:</p> <p>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</p> <p>2. Allocating appropriate public engagement funding for projects currently underway.</p> <p>cite "Beyond Inclusion - Equity in Public Engagement, A Guide for Practitioners", Morris J. Wosk Centre for Dialogue</p>	<p>Chris Hutton Jason Youmans</p>	<p>Target: 16-Nov-2023</p>	<p>Completed</p>

16-Nov-2023

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Salt Spring Island

16-Nov-2023

Activity	Responsibility	Dates	Status
<p>1 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</p>	<p>Anthony Fotino Chris Hutton Rob Pingle</p>		<p>Completed</p>
<p>2 Proposed Bylaw 530 - Accessory Dwelling Units 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.</p>	<p>Chris Hutton</p>		<p>Completed</p>

14-Dec-2023

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Salt Spring Island

14-Dec-2023

Activity	Responsibility	Dates	Status
<p>1 Watershed Protection Plan Coordination - Staff Report</p> <p>That the Salt Spring Island Local Trust Committee amend the Water Sustainability Project Charter v1 presented in Appendix 1 of the December 14, 2023 staff report as follows:</p> <ul style="list-style-type: none"> - Replace the third purpose statement with "to develop consensus on longer term governance reforms to improve watershed protection and support reform."; and - Remove the remainder of the second paragraph that begins with the sentence "However, SS LTC has signaled" and replace with "SSI LTC has identified an opportunity to renew the governance and coordination of watershed protection activities by commissioning a Situation Analysis and Options Identification Report (Econics April 2022) and a multi-agency Watershed Protection Plan 2023-2032 (Econics March 2023). Until such time that another body steps into the coordinating role, the SSI LTC will retain the role. However, the priority action for a new staff lead agency working group will be watershed protection governance and coordination." <p>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 as amended.</p> <p>That the Salt Spring Island Local Trust Committee forward the Watershed Protection Plan 2023-2032 Business Case attached as Appendix 2 to the</p>	<p>Jason Youmans</p>		<p>In Progress</p>

Follow Up Action Report

Salt Spring Island

14-Dec-2023

Activity	Responsibility	Dates	Status
<p>staff report of December 14, 2023 to Financial Planning Committee for inclusion in the 2024/25 Trust Council budget.</p> <p>That the Salt Spring Island Local Trust Committee designate Trustee Patrick to represent SSI LTC at meetings to coordinate implementation of Salt Spring Island Watershed Protection Plan 2023-2032.</p>			
<p>2 Water Sustainability - Proof of Water at Time of Subdivision - Staff Report</p> <p>That the Salt Spring Island Local Trust Committee endorse Proof of Water - Subdivision Project Charter version 2 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.</p> <p>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.</p>	<p>Chris Buchan Jason Youmans</p>		<p>In Progress</p>

Follow Up Action Report

Salt Spring Island

14-Dec-2023

Activity	Responsibility	Dates	Status
<p>3 Groundwater and Surface Water Monitoring Pilot Project - Staff Report 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. 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.</p>	Jason Youmans		In Progress
<p>4 Official Community Plan - Land Use Bylaw - Project Terms of Reference That the Salt Spring Island Local Trust Committee request staff to update the OCP/LUB Terms of Reference based on the discussion on December 14, 2023 and report back.</p>	Chris Hutton Chris Buchan Jason Youmans		In Progress

15-Feb-2024

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Salt Spring Island

15-Feb-2024

Activity	Responsibility	Dates	Status
<p>1 Minister of Housing to Chair LTC - Dated 8 Jan 2024 - Regarding Housing Statues (Residential Development) Amendment Act, 2023 (Bill 44) That the Salt Spring Island Local Trust Committee request Chair Peterson to respond to Minister of Housing letter dated January 8, 2024 regarding Housing Statues Amendment Act, 2023 (Bill 44).</p>	<p>Chris Hutton Jess Jack</p>	<p>Target: 07-Mar-2024</p>	<p>In Progress</p>
<p>2 Capital Regional District Board/Local Trust Committee Protocol Agreement That the Salt Spring Island Local Trust Committee request staff to schedule a meeting with the Capital Regional District Board Chair, Electoral Area Directors for Salt Spring and the Southern Gulf Islands, and the Salt Spring Island Local Trust Committee in accordance with the 1999 Capital Regional District Board/Local Trust Committee Protocol Agreement to discuss opportunities to improve cooperation in community planning and legislative advocacy initiatives.</p>	<p>Chris Hutton</p>	<p>Target: 11-Apr-2024</p>	<p>In Progress</p>
<p>3 Salt Spring Island Local Trust Committee Special Meeting Schedule That the Salt Spring Island Local Trust Committee request staff to schedule an electronic Special Meeting at 5:00 p.m. on Tuesday February 27, 2024.</p>	<p>Jess Jack Rob Pingle</p>	<p>Target: 27-Feb-2024</p>	<p>Completed</p>

Follow Up Action Report

Salt Spring Island

15-Feb-2024

Activity	Responsibility	Dates	Status
<p>4 SS-DVP-2023.5 - B. Taylor - 250 Collins Road, SSI That the Salt Spring Island Local Trust Committee approve issuance of SS-DVP-2023.5 (250 Collins Road).</p>	Rob Pingle		Completed
<p>5 SS-DVP-2023.19 - D. Fox - 118 Peregrine Way, SSI Staff Report That the Salt Spring Island Local Trust Committee approve issuance of SS-DVP-2023.19 (118 Peregrine Way).</p>	Rob Pingle		Completed
<p>6 Thetis Island Local Trust Committee Draft Bylaw Nos. 113 & 114 Referral That the Salt Spring Island Local Trust Committee respond to the Thetis Island Local Trust Committee to indicate interests are unaffected by draft Bylaw Nos. 113 and 114.</p>	Rob Pingle		Completed

Follow Up Action Report

Salt Spring Island

15-Feb-2024

Activity	Responsibility	Dates	Status
<p>7 Island Pathways Letter Regarding the Salish Sea Trail</p> <p>That the Salt Spring Island Local Trust Committee request Chair Peterson to send a letter of support for Island Pathways grant application to PacifiCan's Tourism Growth Program for the Salish Sea Trail project.</p>	<p>Chris Hutton Jess Jack</p>	<p>Target: 20-Feb-2024</p>	<p>Completed</p>



DATE OF MEETING: March 7, 2024

TO: Salt Spring Island Local Trust Committee

FROM: Charly Caproff, Planner 1
Salt Spring Island Team

COPY: Chris Hutton, Regional Planning Manager

SUBJECT: Variance application SS-DVP-2023.18
Applicant: Bryan and Sylvia Reeve
Location: 103 Tantramar Drive

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee approve issuance of SS-DVP-2023.18

REPORT SUMMARY

The purpose of this application is for the Salt Spring Island Local Trust Committee (LTC) to consider development variance permit SS-DVP-2023.18 which seeks to vary the following:

- The minimum front lot line setback of 7.5 m (24.6 ft) to permit an existing garage, stairs, and a rock wall extension within 0.0 m (0 ft) of the front lot line;
- The natural boundary of the sea (NB) setback of 15 m (49.2 ft) to permit a rock wall extension within 4.26 m (14 ft) of the NB and an existing deck, stairs, and bench within 5.8 m (19 ft) of the NB;
- The NB setback of 30 m (98.4 ft) to permit an existing septic field replacement within 11.8 m (38.7 ft) of the NB.

The application is supported as many of the structures were rebuilt within existing building footprints, and because the site is constrained as the lot is largely comprised of solid rock. The variances sought are considered minor.

BACKGROUND

The application was submitted to address bylaw enforcement action following construction of a crushed rock parking area and extension of a retaining rock wall. The property is situated in the Vesuvius neighbourhood, which is characterized by narrow lanes and limited parking availability. The owner has supplied a rationale letter for the parking area, which can be found as Attachment 1. Staff conducted an initial site visit on October 19th, 2023 and determined that additional structures on the property would require siting variances as they do not comply with Salt Spring Island Land Use Bylaw No. 355, 1999 (LUB) regulations. Staff worked with the Capital Regional District (CRD) to obtain building permit records for the property. The house, garage, septic field, and retaining rock wall were likely constructed prior to adoption of the LUB, however there is limited documentation. CRD mapping data indicates that a 1-storey single family dwelling was constructed in 1950. Two

building permits for repair of the garage were approved by CRD for the garage in February 2014. There are no other permit records for the property. A preliminary building permit (BP) review for compliance with Salt Spring Island land use regulations was not conducted prior to issuance of the garage repair BP by CRD. The building permit records show that the height of the garage was increased from original construction – therefore the structure is subject to current land use regulations, which include a 7.5 m (24.6 ft) setback from the front lot line. During the site visit staff informed the owner that they would likely need to obtain an [encroachment permit](#) from the Ministry of Transportation and Infrastructure (MOTI) for structures within the right-of-way.

The applicant supplied a letter from a neighbour familiar with the property, confirming that the rock retaining wall has existed for the past 55 years, and was likely installed during construction of the dwelling (Attachment 2). The extension to the rock wall, a structure, is subject to existing front lot line setback minimums. It is unknown when the stairs within the front lot line were constructed, and they are included in the variance permit as a pre-caution. The owner installed fencing to prevent vehicle accidents – as per subsection 4.3.1 of the LUB, fences are not subject to lot line setbacks. Staff contacted the contractor who installed the septic field within the pre-existing dispersal field. The contractor, who is a licensed professional engineer and in good standing with Engineers and Geoscientists BC (EGBC), stated via email that the existing septic field is within 11.8 m (38.7 ft) of the NB and in a phone conversation that there is no other suitable location on the lot for the field as it is largely comprised of solid rock. The owners also received a geotechnical memo from Ryzuk to reduce the structure setback from the natural boundary of the sea to 10 m (32.8 ft) as the shoreline was determined to be comprised of non-erodible material (Attachment 3):

4.4 SETBACKS FROM WATER BODIES

- 4.4.1 No *building* or *structure* except a fence, *pumphouse* or *boathouse* may be sited within 15 m of the *natural boundary* of any *water body*.
- 4.4.2 Despite Subsection 4.4.1, the setback from the *natural boundary* of the sea may be reduced to 10 m where an *engineer* has certified that the *natural boundary* is located on non-erodible material.

However, a variance is still required for subsection 4.5.1:

4.5 SETBACKS FROM WATER BODIES – WATER QUALITY PROTECTION

- 4.5.1 No sewage *disposal* field or septage pit may be located within:
 - (1) 30 m of the *natural boundary* of the sea;
 - (2) 60 m of the *natural boundary* of Blackburn Lake, Bullock Lake, Cusheon Lake, Ford Lake, Maxwell Lake, Roberts Lake, Rosemurgy Lake, St. Mary Lake, Stowel Lake, or Weston Lake;

The deck, stairs, and bench sited within the rear of the property facing Booth Bay were constructed without a BP from CRD or preliminary BP plan review from Islands Trust. They were likely constructed after 2013, based on the surveyed site plan submitted to Islands Trust for this application and are included in the variance request. Site context, plans, and site visit photos can be found as Attachment 4 and 5.

ANALYSIS

Policy/Regulatory

Section 498 of the *Local Government Act* enables the LTC to issue (approve) a development variance permit (DVP) in order to vary siting, size, and dimensions of buildings and structures. A DVP may not be used to vary density or land use. In this case, a variance to siting regulations is being sought for multiple structures on the property.

Official Community Plan

The property is designated Residential Neighbourhoods - RN in the Salt Spring Official Community Plan No. 434, 2008 (OCP). There are no specific OCP policies in conflict with this variance request. The marine area beyond the property boundary is designated Marine Other - MO. As per subsection B.9.6.2.5 of the OCP, there are no 'major new structures' proposed on the foreshore as part of this application. There are no development permit areas on the property upland from the natural boundary of the sea.

Land Use Bylaw

The property is zoned Residential 8 – R8 in the LUB. The existing structures and structure extensions do not conform with LUB siting regulations, hence a variance application is being sought to bring the property into compliance.

Intent of Regulations being varied

Property line setbacks are established for various reasons such as ensuring access for emergency and utilities services and to contribute towards consistent neighbourhood form and character. Setbacks for septic fields from the natural boundary of the sea and other waterbodies are established for protection of shoreline and marine ecosystems.

Potential impacts of granting variance

Granting a variance can potentially create an expectation in the community with regard to future applications. As variances consider the unique circumstances pertaining to a particular situation that may warrant the relaxation of a specific zoning regulation, each application should be evaluated on its own merits. In this case, the variance as requested could be considered minor as the property is located on a dead-end residential street that does not receive heavy traffic and would bring the property into compliance with Salt Spring Island land use regulations.

Consultation

Statutory Requirements

DVP notices were circulated to surrounding property owners and residents on February 23, 2024. The notification period ends on March 6, 2024. At the time of writing the report, no submissions have been received from neighbours regarding the application. Any submissions received after the agenda is published will be sent to the LTC prior to the March 7th meeting and will be raised by the planner at that meeting. The notice and draft permit can be found as Attachment 6 and 7, respectively.

First Nations

Desktop research indicates that there is archaeological potential on the property and that the property is within 100 m (328 ft) from a registered archaeological site. As this application is for as-built structures, staff have provided

the applicant with the Islands Trust Chance Find Protocol and the provincial Archaeological Branch guidelines on the *Heritage Act* for future reference.

Rationale for Recommendation

The recommendation on page one (1) is supported as:

- The proposed variance is considered minor – with exception to the deck addition and parking area, reconstruction of the garage and septic field occurred with existing footprint. The house, initial septic field and rock retaining wall likely pre-date Salt Spring Island land use regulations.
- The site poses challenges for development due to its location and being largely comprised of solid rock.

ALTERNATIVES

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

1. Request further information

The LTC may request further information prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

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

2. Deny the application

The LTC may deny the application. If the application is refused the owner may apply to the Board of Variance. Recommended wording for the resolution is as follows:

That the Salt Spring Island Local Trust Committee refuse application SS-DVP-2023.18.

Submitted By:	Charly Caproff, Planner 1	February 15, 2024
Concurrence:	Chris Hutton, Regional Planning Manager	February 22, 2024

ATTACHMENTS

1. Rationale letter – owner
2. Support letter – neighbour
3. Geotechnical memo – Ryzuk
4. Site Context
5. Maps, Plans, Photographs
6. Notice
7. Draft Development Variance Permit SS-DVP-2023.18

September 26th, 2023

To Whom It May Concern:

Re: 103 Tantramar Drive, Salt Spring Island, B.C.

Re: Variance for Turn-around/parking spot

When we purchased this property in 2018 we knew there were septic repairs to be done to the field. In 2019 we had a survey of the property completed and at that time we retained RYZUK GEOTECHNICAL to do an engineering assessment to insure the embankment was not erodible (a copy of their report is included).

We contracted with the AURORA PROFESSIONAL GROUP (Brad Fossen) to oversee the installation of the field repairs. He recommended we use Charlie's Excavating to do the alterations.

The site is very constrained and access to the area was only achievable by 'climbing' the machines up from Tantramar Drive to the area of the existing septic field.

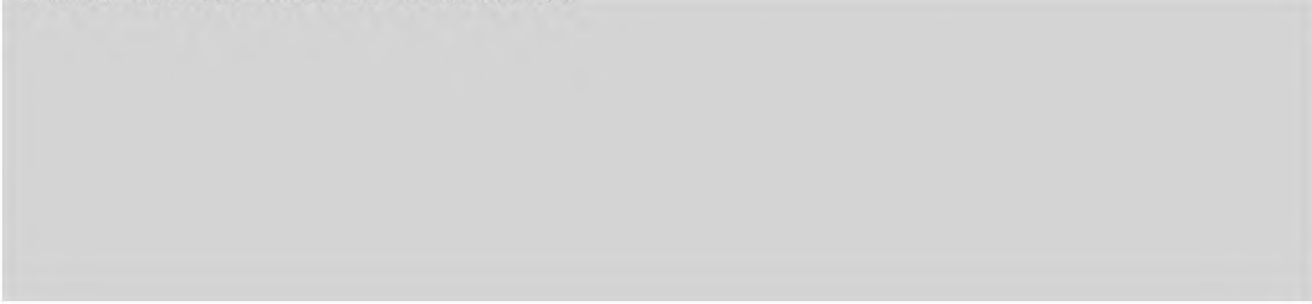
During the process of the installation Charlie indicated that we would possibly be able to get a level area at the bottom of the slope for a turn-around area and parking spot.

The parking is very limited and 'turn around' areas on Tantramar are non-existent. Prior to this new spot being created vehicles would have to back out of Tantramar down to Bayview. This area also allows for emergency vehicle parking... this area has been used a couple times for this purpose since incorporating it.

We had the area levelled by Charlie's Excavating (basically all blackberries) and we constructed a dry stack retaining wall; we placed fine gravel on the top of the levelled area for drainage. We installed a 'guard rail' along the top of the low wall to ensure no one would fall and/or drive off the new area.

We request a relaxation of the set back from the cove to 14'. This is the closest part of the dry stack wall from the survey pin on the top of the existing concrete wall oceanside at the end of the cove.

Thank you for your consideration.



From: Bryan Reeve <[REDACTED]>
Sent: Wednesday, February 7, 2024 7:03 PM
To: Charly Caproff
Subject: Fwd: 103 Tantramar Drive > SS-DVP-2023.18-103

Hi Charly,
Please find attached the requested letter confirming that there has been a dry stack rock wall along 103 Tantramar for at least the last 55 years and was probably installed when the cottage was originally built in 1950.

Thanks again for your help.

Regards

Bryan Reeve
[REDACTED]

Sent from my iPhone

Begin forwarded message:

From: Bruce Angus <[REDACTED]>
Date: February 7, 2024 at 6:49:24 PM PST
To: "Bryan (c)" <[REDACTED]>
Subject: Fwd: 103 Tantramar Drive > SS-DVP-2023.18-103

Sent from Gmail Mobile

----- Forwarded message -----

From: **Bruce Angus** <[REDACTED]>
Date: Wed, Feb 7, 2024 at 6:44 PM
Subject: 103 Tantramar Drive > SS-DVP-2023.18-103
To: Bryan (c) <[REDACTED]>

I reside at 125 Tantramar Drive, my family has owned this property since the late 1960's.

I have been coming to our property for more than 55 years.

With that all said.

I was very surprised to hear that my neighbors at 103 Tantramar Drive have opened a file concerning their property.

The point I want to make clear is that the front rock wall along Tantramar drive has been there for my lifetime.

I still remember what it was like with no home at the end of Tantramar, at which time we would play out on the rocks in the bay. I would walk by 103 Tantramar Drive everytime I would go down to the beach.

Sincerely,
Bruce Angus

A thick grey horizontal bar used to redact the signature.



RYZUK GEOTECHNICAL
ENGINEERING & MATERIALS TESTING

28 Crease Avenue
Victoria, B.C.
V8Z 1S3
Tel: 250-475-3131
Fax: 250-475-3611
mail@ryzuk.com

Geotechnical Memorandum

Project No: 7133-2
Project: Proposed Septic Installation - 103 Tantramar Drive, Salt Spring Island, BC
Client: Bryan Reeve
Contact: As above
Email / Fax No: [Redacted]
Date: April 7, 2021

Copy to:	Email / Fax:	Copy to:	Email / Fax:
<input checked="" type="checkbox"/> Bradley Fossen, P.Eng.	[Redacted]	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

Shoreline Setback Review

As requested, we have reviewed the proposed septic installation which would extend locally within the area between the 10 m and 15 m shoreline setback, as depicted on the conceptual design plan you provided. Pursuant to Section 4.3 of the Salt Spring Island Land Use Bylaw, a relaxation to construct within this area can be permitted provided the shoreline is assessed to be non-erodible by a qualified professional. Our associated commentary in this regard is contained herein and is supplement to previous reporting we have provided for the property in 2019.

The shoreline throughout the site generally consists of sloping sandstone bedrock which extends above the Present Natural Boundary. An existing concrete retaining wall is also present within the eastern limits of the frontage. Accordingly, from a geotechnical perspective we consider the shoreline to be non-erodible with respect to the design life of the proposed installation. We therefore support a relaxation to construct within this area in this regard. Septic design and installation methodology provided by others.

We trust the above is suitable for your needs at present. Should you require any clarification on the above, please do not hesitate to contact our office.

Best regards,
Ryzuk Geotechnical

Andrew Jackson, P.Geo., Eng.L
Project Manager

ATTACHMENT 4 – SITE CONTEXT

LOCATION

Legal Description	LOT 2, SECTION 8, RANGE 2 WEST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 6960
PID	005-783-607
Civic Address	103 TANTRAMAR DR
Lot Size	0.12 ha (0.3 ac)

LAND USE

Current Land Use	Residential
Surrounding Land Use	Residential

HISTORICAL ACTIVITY

File No.	Purpose
N/A	N/A

POLICY/REGULATORY

Official Community Plan Designations	The property is designated Residential Neighbourhoods (RN) in the Salt Spring Island Official Community Plan Bylaw No. 434, 2008.
Land Use Bylaw	The property is zoned Residential 8 – R8 in the Salt Spring Island Land Use Bylaw No. 355, 1999.
Other Regulations	N/A
Covenants	N/A
Bylaw Enforcement	Active file with BE

SITE INFLUENCES

Islands Trust Conservancy	N/A
Regional Conservation Strategy	The proposal does not impact the objectives and priorities of the Islands Trust Conservancy RCS.
Species at Risk	N/A
Sensitive Ecosystems	N/A
Hazard Areas	Mapping indicates areas of moderate to low risk steep slope.
Archaeological Sites	Mapping indicates areas of archaeological potential on the property and that the property is within 100 m of a registered archaeological site. As this application is for as-built structures, staff have provided the applicant with the Islands Trust Chance Find Protocol and the provincial Archaeological Branch guidelines on the <i>Heritage Act</i> for future reference.
Climate Change Adaptation and Mitigation	N/A

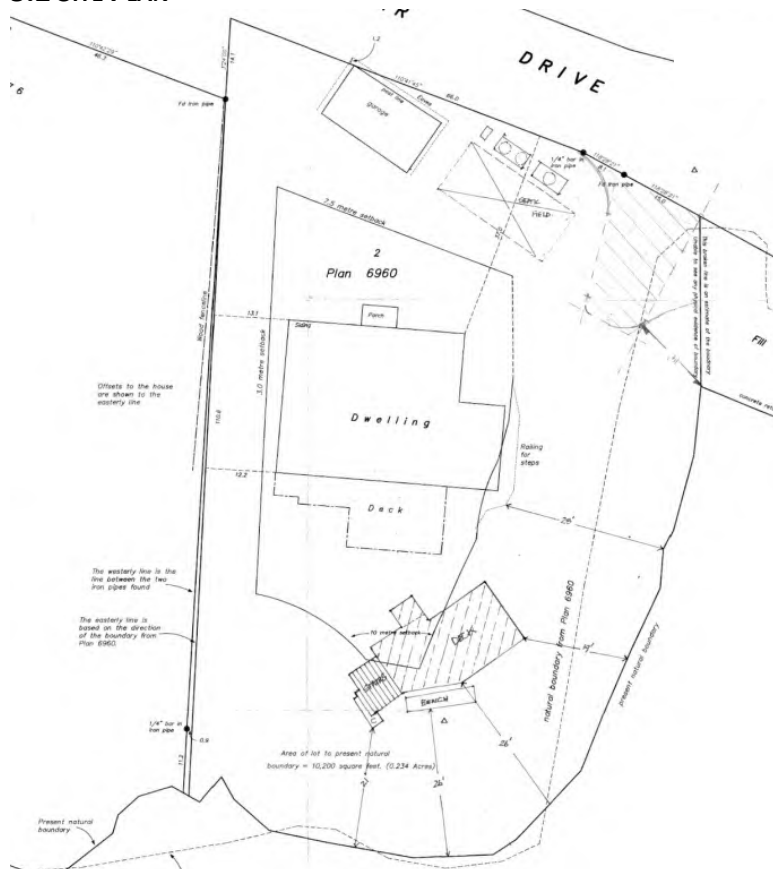
Shoreline Classification	Low rock/boulder
Shoreline Data in TAPIS	Low rock/boulder

ATTACHMENT 5 – MAPS, PLANS, DRAWINGS, PHOTOGRAPHS

5.1 AERIAL VIEW



5.2 SITE PLAN



5.3 SITE VISIT OCTOBER 19, 2023 & FEBRUARY 7, 2024



RETAINING ROCK WALL AND PARKING PAD WITHIN THE FRONT LOT LINE SETBACK



STAIRS AND GARAGE WITHIN THE FRONT LOT LINE SETBACK



SEPTIC FIELD WITHIN THE SETBACK TO THE NATURAL BOUNDARY OF THE SEA



STAIRS, DECK, AND LANDING WITHIN THE SETBACK TO THE NATURAL BOUNDARY OF THE SEA



NOTICE
SS-DVP-2023.18
SALT SPRING ISLAND LOCAL TRUST COMMITTEE

A copy of the proposed permit may be inspected at the Islands Trust Office, 1 – 500 Lower Ganges Rd, Salt Spring Island, B.C. V8K 2N8 between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday inclusive, excluding statutory holidays, commencing **February 26, 2024** and continuing up to and including **March 6, 2024**.

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

Enquiries or comments should be directed to Charly Caproff, Planner 1 at (250) 538-5602, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: information@islandstrust.bc.ca before 4:30 pm, **March 6, 2024**.

The Salt Spring Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the business meeting on **March 7, 2024** starting at 9:30 am at the Salt Spring Legion, Meaden Hall, 120 Blain Road, Salt Spring Island. Typically, applications are considered in the afternoon portion of the meeting, which begins at 12 noon. Please refer to the agenda available on the Salt Spring Island LTC Meeting Calendar webpage at the beginning of that week for an indication of where this application may be placed on the agenda and to view the staff report for the application.

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

Rob Pingle, Deputy Secretary



Islands Trust

**SALT SPRING ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT
SS-DVP-2023.18**

To: Sylvia Reeve and Bryan Reeve

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

LOT 2, SECTION 8, RANGE 2 WEST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 6960
(PID: 005-783-607)

2. Salt Spring Island Land Use Bylaw No. 355, 1999 is varied as follows:

- a) Subsection 4.3.1(1) which states that no building or structure may be constructed within 7.5 m (24.6 ft) of the front lot line is varied to permit two existing structures ("garage and stairs") and a structure extension ("rock wall") within 0.0 metres of the front lot line;
- b) Subsection 4.4.1 which states that no building or structure may be sited within 15 m (49.2 ft) of the natural boundary of the sea is varied to permit a structure extension ("rock wall") within 4.26 m (14 ft) of the natural boundary of the sea and an existing structure ("deck, bench, and stairs") within 5.8 m (19 ft) of the natural boundary of the sea; and,
- c) Subsection 4.5.1 which states that no sewage disposal field or septage pit may be located within 30 m (98.4 ft) of the natural boundary of the sea is varied to permit the existing septic field replacement within 11.8 m (38.7 ft) of the natural boundary of the sea.

The development shall be consistent with Schedules 'A' and 'B' which are attached to and form part of this permit.

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

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

Deputy Secretary, Islands Trust

Date of Issuance

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

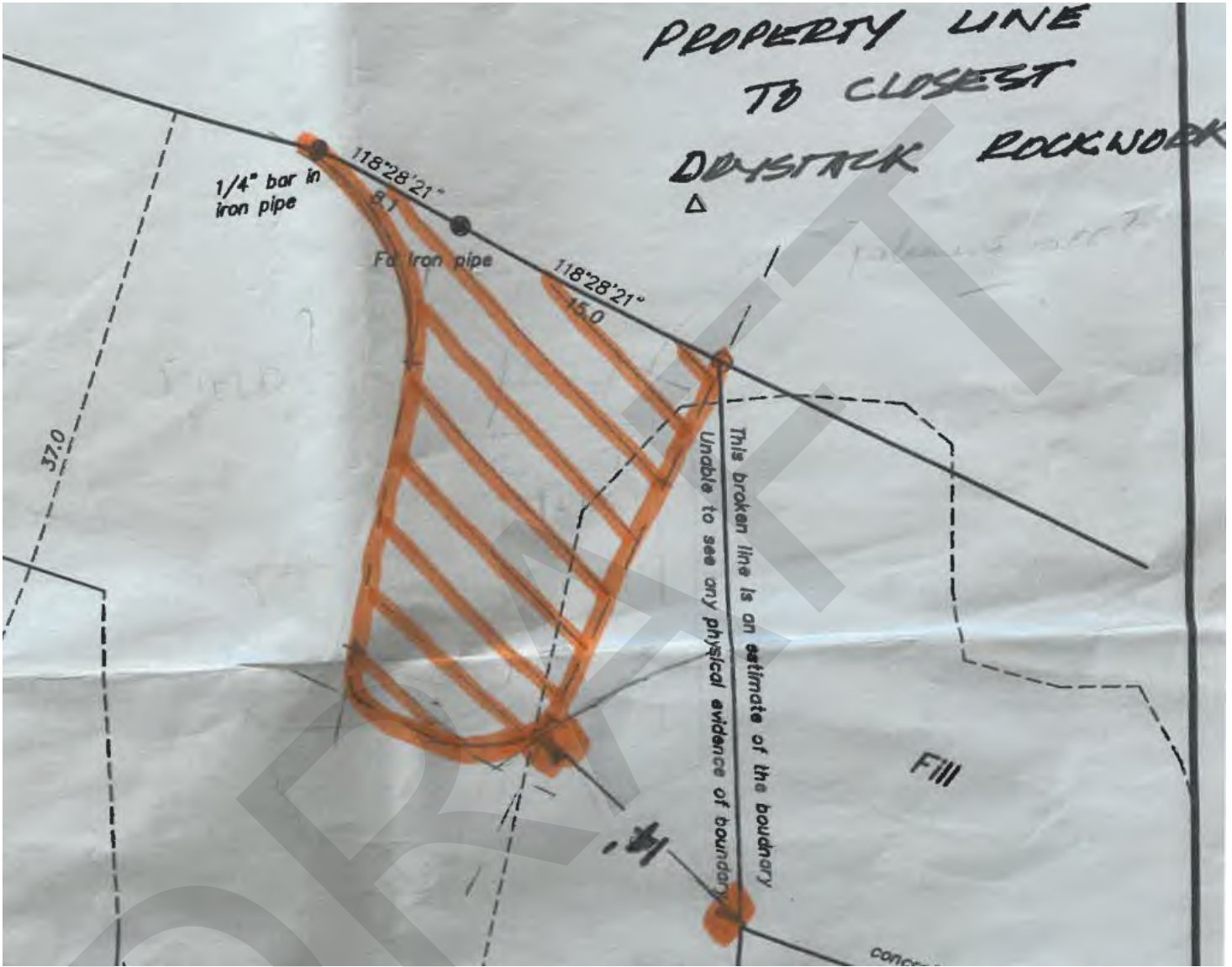
SALT SPRING ISLAND LOCAL TRUST COMMITTEE
SS-DVP-2023.18

SCHEDULE 'A'



SALT SPRING ISLAND LOCAL TRUST COMMITTEE
SS-DVP-2023.18

SCHEDULE 'B'





DATE OF MEETING: March 7, 2024

TO: Salt Spring Island Local Trust Committee

FROM: Charly Caproff, Planner 1
Salt Spring Island Team

COPY: Chris Hutton, Regional Planning Manager

SUBJECT: Partial discharge of a restrictive covenant
Applicant: Karla Ferguson
Location: 1001 Fulford-Ganges Rd (PID: 014-817-187)

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee support partial discharge of S. 219 Conservation Covenant and S. 218 Statutory Right of Way Agreement FA101951 and designate Timothy Peterson, Chair of the Salt Spring Island Local Trust Committee to attend to the execution of the Application to Deposit Plan EPP134116.
2. That the Salt Spring Island Local Trust Committee request that the applicant provide Salt Spring Island Local Trust Committee with the final plan of subdivision once received.

REPORT SUMMARY

The purpose of this staff report is for the Salt Spring Island Local Trust Committee (LTC) to consider partial discharge of S. 219 Restrictive Covenant and S. 218 Statutory Right of Way Agreement FA101951 for 457.8 m² (4927.7 ft²) of land adjacent to Fulford-Ganges Road for the purposes of land acquisition and road dedication by the Ministry of Transportation and Infrastructure (MOTI).

BACKGROUND

The acquisition area, labelled as “Road” on the proposed survey plan, is required to construct an adequate travel lane, road shoulder and ditch drainage in compliance with Transportation Association of Canada (TAC) design criteria. This includes infrastructure improvements for climate change adaptation and resilience preparedness. Partial discharge of FA101951 is required prior to the Land Title and Survey Authority (L TSA) accepting modification to the subdivision plan for the road dedication. The reference plan and site photos can be found as Attachment 1.

Project Overview

According to the project manager the project is initiated from the November 2021 Atmospheric River event that resulted in water topping over the roadway at this location, fully closing the road for several days and washing out the road shoulder. According to the project manager the asset condition of the existing culverts is undersized and fatigued, warranting replacement as the next significant weather event may result in a complete failure of the road. In order to increase roadway resilience to climatic events, the project would replace culverts

that convey Cusheon Creek beneath Fulford-Ganges Road. According to the applicant the project provides an environmental benefit for fish passage and restores a more natural stream environment. Construction is proposed to begin in summer 2024 and continue into the fall. The project has received *Water Sustainability Act* Change Approval and Notification, which is written permission to make changes in and about as stream and an Avoid and Mitigate letter from the Fish and Fish Habitat Protection Program from Fisheries and Oceans Canada (DFO). The public will have an opportunity to learn more about the project in the upcoming months by visiting the [MOTI Transportation and infrastructure projects page](#).

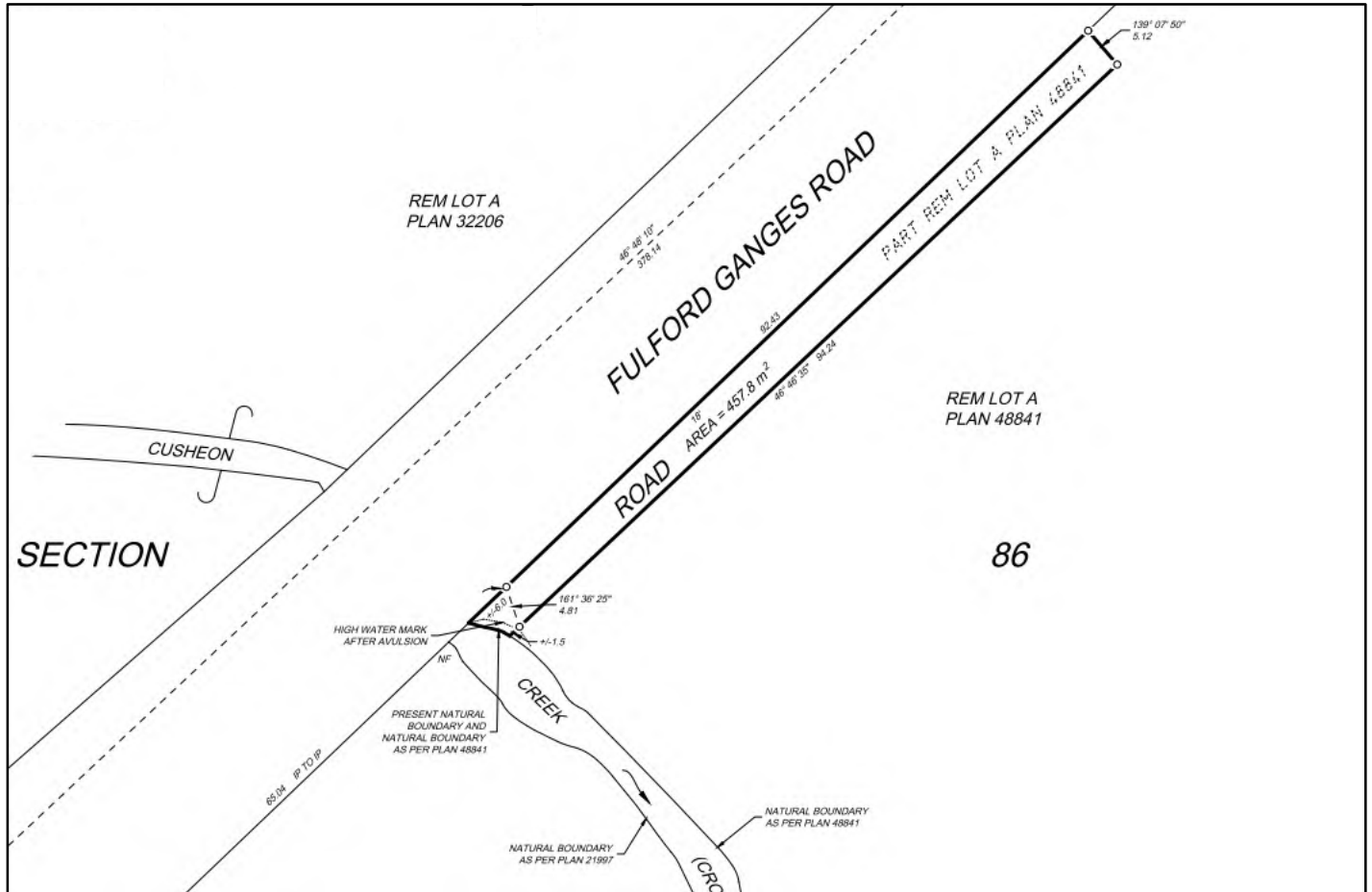


Figure 1 – Proposed Road Dedication Area

Conservation Covenant and Right of Way Agreement FA101951

In 2005, the LTC required that as a condition of subdivision, the owner register on title a covenant under s.219 of the *Land Title Act* and a statutory right of way under s.218 of the *Land Title Act* in order to protect and conserve riparian areas on the land for the following reasons:

- [To] Protect the quality of drinking water supplies on Salt Spring Island;
- To protect fish habitat; and
- To protect sensitive riparian habitat and the unique species that depend upon it.

The Agreement can be found as Attachment 2. The Agreement describes the Covenant Area as “that part of the Land, which is within 10 metres of the natural boundary of Cusheon Creek (aka Blackburn Creek) and Cusheon Lake.” The proposed road dedication area encroaches within the 10 m (32.8 ft) setback from the Covenant Area.

As it relates to this proposed work, the natural boundary is defined as the visible high water mark of Cusheon Creek (aka Blackburn Creek). Generally, section 3 details that the s.219 Restrictive Covenant prohibits disturbance or alteration of land surrounding the water bodies or alteration or interference with the hydrology of the Covenant Area, unless prior written consent of the LTC is received. Only under emergency situations described in section 6 of the Agreement would allow for tree removal without prior consent of the LTC. Exemptions for public works are not included section 6 of the Agreement. The s. 218 statutory right of way generally allows LTC and others described under subsection 8 to access the land in order to ensure compliance with the Restrictive Covenant. It's important to note that partial discharge of the Agreement would not remove the Restrictive Covenant or Statutory Right of Way from the property title for 1001 Fulford-Ganges Road. The acquired land, once processed by the LTSA, would be considered highway under MOTI jurisdiction. In order for this work to proceed, MOTI requires local government support. As described previously the project has received approvals to proceed under Section 11 of the *Water Sustainability Act* and from DFO.

ANALYSIS

Policy/Regulatory

Official Community Plan:

Staff have reviewed the Salt Spring Island Official Community Plan No. 434, 2008 (OCP) and there are no specific policies or objectives in conflict with the request for partial discharge of FA101951.

The project area is within the following designated Development Permit Areas: DPA 7 – Riparian and DPA 4 – Lakes, Streams, and Wetlands. Staff note that the proposed works would be exempted from DPA 7 as per subsection E.7.5.1(c) and DPA 4 as per subsection E.4.1.3(f) and (g):

E.7.5.1 The following activities are exempt from any requirement for a development permit:

c. Emergency procedures to prevent, control or reduce immediate threats to life or property including: emergency actions for flood-protection and erosion protection, clearing of an obstruction from a bridge or culvert or an obstruction to drainage flow, and repairs to bridges and safety fences carried out in accordance with the *Water Act*.

E.4.1.3 Despite Section E.4.1.2, the following activities are also exempted from the requirement to obtain a Development Permit:

f. vegetation removal or other works within 10 m of a lake or stream (or within 300 m of Maxwell Lake) that has been approved in writing by the Ministry of Environment or by the Department of Fisheries and Oceans.

g. works below the natural boundary of a lake or stream or a wetland that have been approved in writing by the Ministry of Environment or by the Department of Fisheries and Oceans.

Land Use Bylaw:

Should the LTC approve partial discharge of FA101951, the land dedicated as road would no longer be subject to zoning regulations.

Islands Trust Conservancy:

Desktop mapping indicates that the ITC does not hold any covenants within proximity to or on the property.

Road Standards Agreement – MOTI and IT:

This [Agreement](#) was created in 1992 to establish an ongoing consultative process between the agencies, to establish road standards and classifications within the Trust Area, and procedures for designation of scenic/heritage roads and bicycle route plans in the Trust Area. Islands Trust and MOTI staff have held several meetings leading up to submission of the staff report, complying with Part C – Consultative Process of the Agreement:

To facilitate ongoing dialogue the consultative process will be fostered through:

- **Routine exchange of information regarding specific concerns between the Islands Trust as represented by its local planning staff and Ministry of Transportation and Highways local staff as represented by the District’s Highways Manager and/or their Area Managers.**

Issues and Opportunities

S. 219 Restrictive Covenant and S. 218 Statutory Right of Way Agreement FA101951 was registered on title for the residential lot at the time of subdivision for the purposes of protecting the riparian area and hydrology of Cusheon Creek and Cusheon Lake. Should LTC approve partial discharge of the Agreement, the property is still subject to the conditions of FA101951. However, this would enable MOTI to proceed with critical and necessary road infrastructure upgrades to reduce the risk of road washouts and closure as had occurred in November 2021. The project is subject to Section 11 *Water Sustainability Act* and DFO conditions as part of their approval process and according to the project manager would result in improvements for fish passage and stream environment restoration. Staff are in support of partial discharge of FA101951.

ALTERNATIVES

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

1. Request further information

The LTC may request further information prior to making a decision. Recommended wording for the resolution is as follows:

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

2. Deny the application

The LTC may deny the application. If the decision is to deny a development permit application, staff recommend that the decision be accompanied by reasons. Recommended wording for the resolution is as follows:

That the Salt Spring Island Local Trust Committee deny application SS-SUB-2024.1 for the follows reasons...

NEXT STEPS

Should LTC approve the partial discharge of S. 219 Conservation Covenant and S. 218 Statutory Right of Way Agreement FA101951 then MOTI would proceed with modification of the subdivision plan for the road dedication and commence proposed roadway improvements.

Submitted By:	Charly Caproff, Planner 1	February 21, 2024
Concurrence:	Chris Hutton, Regional Planning Manager	February 22, 2024

ATTACHMENTS

1. Maps, Plans, Photographs
2. S. 219 Restrictive Covenant and S. 218 Right of Way Agreement FA101951

ATTACHMENT 1 – MAPS, PLANS, PHOTOGRAPHS

1.1 AERIAL VIEW



1.3 SITE VISIT FEBRUARY 22, 2024





ATTACHMENT 2

Province of **FA101951**
British Columbia
LAND TITLE ACT

To
22 AUG 2006 10 21

FA101949

FORM C

GENERAL INSTRUMENT- PART 1 (This area for Land Title Office use) Page 1 of 15 pages

1. APPLICATION.

McKimm & Lott, #10241 (for pick up by Sidney Registry Services) (File #132)

[Signature]
Applicants Signature

ALL COURT
REGISTRY

30

2. PARCEL IDENTIFIER(S) AND LEGAL DESCRIPTION(S) OF LAND:

(PID) *014-817-187 Rem* (LEGAL DESCRIPTION) Lot A Section 86, South Salt Spring Island, Cowichan District, Plan ~~VIP 48841~~

3. NATURE OF INTEREST

Description	Document Reference (page and paragraph)	Person Entitled to Interest
Section 219 Land use Covenant	Entire Document	Transferee
Rent Charge	Page 6 Section 9	Transferee
Section 218 Statutory Right of way	Page 6 Paragraph 7	Transferee

4. TERMS: Part 2 of this instrument consists of (select one only)

- (a) Filed Standard Charge Terms _____ D.F. No. _____
- (b) Express Charge Terms _____ Annexed as Part 2 _____
- (c) Release _____ There is no Part 2 of this Instrument.

01 06/08/22 10:21:15 01 VI 715878
CHARGE \$195.60

A selection of (a) include any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument. If (c) is selected, the charge described in Item 3 is released or discharged as a charge on the land described in Item 2.

5. TRANSFEROR(S):

Samuel Angelo Graci, ~~Elvira Patricia Graci~~, 1001 Fulford-Ganges Road, Salt Spring Island, BC, V8K 2N8

6. TRANSFEREE(S): (including postal address(es) and postal code(s))

SALT SPRING ISLAND LOCAL TRUST COMMITTEE, a local trust committee incorporated under *Islands Trust Act*, S.B.C. 1989, C.68 having an address at #1 – 500 Lower Ganges Road, Salt Spring Island, BC, V8K 2N8

7. ADDITIONAL OR MODIFIED TERMS:

*N/A

8. EXECUTION (S): The transferor(s) accept(s) the above consideration and understand(s) that the instrument operates to transfer the freehold estate in the land described above to the transferee(s)

Officer Signature(s) *[Signature]*
COLL GORDON
118 Fulford-Ganges Rd.
Suite 201
Salt Spring Island BC V8K 2S4
As to ~~Notary & Solicitor~~ Graci

Execution Date
2006 / 08 / 04

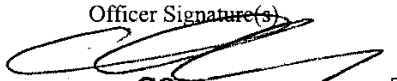
Transferor(s) Signatures(s)

[Signature]
Samuel Angelo Graci

OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c 124, to take affidavits for use in British Columbia and certifies (the matter's set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

LAND TITLE ACT
FORM D
EXECUTIONS CONTINUED


Officer Signature(s)

COLL GORDON
118 Fulford-Ganges Rd.
Suite 201
Salt Spring Island BC V8K 2S4
Barrister & Solicitor
As to the signature of Elvira Grao

Execution Date

Y	M	D
06	08	04
06	08	04

Transferor/Borrower/Party
Signature(s)


Elvira Patricia Grao


Pauline Brazier
Commissioner for Taking Affidavits
for British Columbia
1-500 Lower Ganges Road
Salt Spring Island, British Columbia
V8K 2N8 Ph (250) 537-9144

Transferee(s) Signatures(s)
SALT SPRING ISLAND LOCAL
TRUST COMMITTEE by its
Authorized signatories


NAME
GEORGE ENRING

As to the signatures of the
authorized signatories for the
Salt Spring Island Local Trust
Committee

NAME

OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1996, c 124, to take affidavits for use in British Columbia and certifies (the matter's set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.

TERMS OF INSTRUMENT – PART 2
Conservation Covenant and Statutory Right of Way

THIS AGREEMENT dated for reference this _____ day of August 2006.

BETWEEN:

Samuel Angelo Graci and Elvira Patricia Graci, the registered owners of ~~Lot 2~~ ^{Rem Lot A, 15} Section 86, South Salt Spring Island, Cowichan District, Plan ~~VP 48841~~ (the "Land") and have a mailing address at 1001 Fulford-Ganges Road, Salt Spring Island, B.C. V8K 2G4

(Hereafter called the "Owner")

AND:

SALT SPRING ISLAND LOCAL TRUST COMMITTEE, a local trust committee under the *Islands Trust Act* and having a mailing address at #1 – 500 Lower Ganges Road, Salt Spring Island, B.C. V8K 2N8 ("SSILTC")

GIVEN THAT:

- A. The Owner is the registered owner of that parcel of land on Salt Spring Island legally described in item 2 of the Form C attached to this Agreement;
- B. Portions of the Land lie within Development Permit Area 4 as set out in the Salt Spring Island Official Community Plan Volume 2, Bylaw 345, as amended. Land within Development Permit Area 4 is subject to certain restrictions on use and development as set out in Bylaw 345.
- C. The Owner has applied to subdivide the parcel of land, and the SSILTC has requested that the Owner grant a covenant under s.219 of the *Land Title Act*, and a statutory right of way under s.218 of the *Land Title Act*, in order to protect and conserve the riparian portion of the land in order to:
 - (i) protect the quality of drinking water supplies on Salt Spring Island;
 - (ii) to protect fish habitat; and
 - (iii) to protect sensitive riparian habitat and the unique species that depend upon it.
- D. The SSILTC is authorized to accept covenants under s.219 of the *Land Title Act* and to accept statutory rights of way under s.218 of the *Land Title Act*; and
- E. The statutory right of way granted by this agreement is necessary for the operation and maintenance of the SSILTC's undertaking.

This Agreement is evidence that in consideration of the payment of \$2.00 by the SSILTC to the Owner (the receipt and sufficiency of which are acknowledged by the Owner), and in consideration of the promises exchanged below, the Owner covenants and agrees as follows with the SSILTC in accordance with sections 218 and 219 of the *Land Title Act*:

Interpretation and Definitions

1. In this Agreement:
 - (a) "Covenant Area" means that part of the Land, which is within 10 metres of the natural boundary of Cusheon Creek (aka Blackburn Creek) and Cusheon Lake.

- (b) "CPI" means the All-Items Consumer Price Index published by Statistics Canada, or its successor in function, for Vancouver, British Columbia, where the year 2006 equals 100;
 - (c) "enactment" has the meaning given in the *Interpretation Act*;
 - (d) "Land" means the land on Salt Spring Island legally described in item 2 on the Form C attached to this Agreement;
 - (e) "natural boundary" means the visible high water mark of Cusheon Creek (aka Blackburn Creek) or Cusheon Lake, as the case may be, where the presence and action of the water are so common and usual, and so long continued in all ordinary years, as to mark on the soil of the bed of Cusheon Creek (aka Blackburn Creek) or Cusheon Lake a character distinct from that of its banks, in vegetation, as well as in the nature of the soil itself;
 - (f) "Owner" means those persons so defined on page 3 to this Agreement and their successors in title, successors, heirs, executors and administrators;
 - (g) "Remainder" means that part of the Land outside the Covenant Area;
 - (h) "Rent Charge" means the rent charge granted by the Owner in section 9;
 - (i) "Rent Charge Amount" means the amount set out in section 9, the payment of which is secured by the Rent Charge; and
 - (j) "Report" means the baseline documentation report that describes the Land and Amenities in the form of text, maps and other records of the Land and the Amenities as of 2006, a copy of which is on file with each of the parties at the addresses set out in Part 2, an overview of which is attached as Schedule A.
 - (k) "SSILTC" means the Salt Spring Island Local Trust Committee and includes appointed officials, employees, agents and contractors of the Islands Trust.
2. The Owner and the SSILTC agree that the intent of this Agreement is
- (a) to ensure that the Covenant Area is protected, preserved and kept in its natural state as of the reference date of this Agreement; and
 - (b) to prevent any occupation or use of the Covenant Area that will impair or interfere with its natural state, and

the parties agree that this Agreement is to be interpreted, performed and applied accordingly.

No Disturbance Or Alteration of the Covenant Area

3. The Owner covenants and agrees with the SSILTC that the Covenant Area must be protected, preserved and conserved in its natural state as of the reference date of this Agreement and as outlined in the Report, including by strictly adhering to the following non-exhaustive conditions:
- (a) no component of the land within the Covenant Area, including soil, gravel, or rock, may be disturbed, explored for minerals, moved, or removed from the Covenant Area;
 - (b) subject to sections 6 and 7, no living or dead tree, which in this section includes bushes and shrubs, or other plant life in the Covenant Area, may be trimmed,

pruned, cut down, damaged, destroyed, moved, harvested or removed from the Covenant Area;

- (c) no herbicides, insecticides or pesticides may be applied or introduced on or to the Covenant Area;
- (d) there may be no alteration or interference with the hydrology of the Covenant Area, including the development of an impervious surface, unless the Owner receives the prior written consent of the SSILTC;
- (e) the Covenant Area must not be polluted or contaminated by any matter;
- (f) there may be no interference with, or alteration of, any wetland or body of water in the Covenant Area;
- (g) no fixtures or improvements, including buildings or other structures, may be built, affixed or placed on the Covenant Area;
- (h) no road, trail, path or other way may be laid out or constructed in the Covenant Area that results in the exposure of a total area of bare soil more than 9 m² in area;
- (i) without limiting section 3(e), no fill, soil, rock, rubbish, ashes, garbage, waste or other material foreign to the Covenant Area may be deposited in or on the Covenant Area;
- (j) no commercial gathering or grazing of domesticated animals may be carried out in the Covenant Area; and
- (k) no other acts may be carried out on or in respect of the Covenant Area which, in the opinion of the SSILTC, acting reasonably, may have a detrimental impact on the Covenant Area.

Habitat Enhancement Activities

4. Despite section 3, the SSILTC agrees that activity necessary for fish or wildlife habitat protection, preservation, conservation, restoration or enhancement may be undertaken in the Covenant Area, but only with the prior written consent of the SSILTC.

Care Of Remainder

5. Given that the Remainder is immediately adjacent to the Covenant Area, the Owner must use and occupy the Remainder in an ecologically sensitive fashion so that the Covenant Area is protected, preserved and conserved in accordance with section 3. Ecologically sensitive treatment of the Remainder includes not doing anything described in section 3(a) to (k) on the Remainder to an extent or degree that would have an adverse impact on the Covenant Area judged in light of the intent and terms of section 2.

Exception For Risk To Humans or Property

6. Despite the rest of this Agreement,
 - (a) if any living or dead tree on the Land poses a threat to the safety of those on or immediately adjacent to the Land by its falling or fire, that tree may be cut down or trimmed with the prior written consent of the SSILTC, not to be unreasonably withheld, so as to remove the risk, but the Owner and the SSILTC agree that

unless it would, in the SSILTC's reasonable opinion, constitute a fire hazard, the cut tree or trimmings must be left on the Land so that natural processes can occur;

- (b) the Owner may cut down or trim any living or dead tree on the Land without the consent of the SSILTC in an emergency situation, such as a fire or imminent threat to human safety, but the Owner must promptly advise the SSILTC of the Owner's actions; and
- (c) the Owner is not liable for injury or alteration to the Covenant Area arising from natural causes or causes beyond the Owner's reasonable control, including accidental fire, flood, storm, vandalism, trespass, and earth movement.

Owner's Reserved Rights

- 7. Despite Section 3 the owner reserves the right to build, maintain, replace or restore a dock, recreational float and raised walk way the size of which may not result in the exposure of a total area of bare soil more than 9 m² in area.

Statutory Right of Way

- 8. In accordance with s. 218 of the *Land Title Act*, the Owner grants to the SSILTC, its employees, agents, workers and invitees (but for clarity, not the public generally) the full free and uninterrupted right, license, and statutory right of way over the entirety of the Land in perpetuity for the SSILTC to enter, leave and be on the Land, in order to inspect the Land and monitor performance of this Agreement by the Owner. The Owner agrees that the SSILTC may remove from the Land samples of flora, fauna, soil and water necessary for tests to be conducted as visual recordings as necessary in connection with monitoring of performance of this Agreement by the Owner.

Enforcement Remedies of SSILTC

- 9. If SSILTC in its sole discretion believes that the Owner has neglected or refused to perform any of the obligations set out in this Agreement or has breached any term of this Agreement, then SSILTC may serve on the Owner written notice setting out particulars of the breach and of the SSILTC's estimated maximum costs of remedying such breach, and the Owner will have thirty (30) days from receipt of such notice to remedy the breach or make arrangement satisfactory to SSILTC for remedying such breach.

Rent Charge As Part of Covenant

- 10. As security for the performance of the Owner's obligations under this Agreement, by this section the Owner grants to the SSILTC a perpetual rent charge against the Land, ranking prior to all other financial charges and encumbrances registered against the Land, other than those existing in favour of the SSILTC or the Crown in Right of British Columbia. The Rent Charge secures payment to the Covenant Holders by the Owner of the sum of \$15,000.00 per year for every breach of this Agreement in respect of which the SSILTC has notified the Owner, subject to adjustment under section 9(a). For clarity, only one Rent Charge Amount is payable by the Owner per year although the Rent Charge Amount may increase for each breach of this Agreement in accordance with section 9(a).
 - (d) The Rent Charge Amount is to be adjusted on January 1 of each year by increasing or decreasing, as the case may be, the Rent Charge Amount by the amount determined by multiplying the Rent Charge Amount on December 31 immediately preceding by the percentage increase or decrease, as the case may be, in the CPI between the previous January 1 and that December 31, and adding the amount so determined to the Rent Charge Amount as it stands on that December 31. If Statistics Canada, or its successor in function, ceases to publish a CPI or comparable indicator as determined by the

SSILTC in its sole discretion, the parties agree that the factor to be used in determining the Rent Charge Amount for each year shall be 3%.

- (e) The Rent Charge is suspended unless and until the Owner is in breach of any provision of this Agreement and has not cured the breach, or is not diligently proceeding to cure the breach in accordance with section 9 of this Agreement.
- (f) This Rent Charge is created both under section 219 of the *Land Title Act* as an integral part of the statutory covenant created by this Agreement and as a fee simple rent charge at common law. If the SSILTC wishes to enforce the Rent Charge, it shall provide written notice to that effect to the Owner. Such a notice of enforcement may be given at any time after notice is given under section 9. The SSILTC shall be entitled to recover from the Owner all reasonable expenses incurred as a result of enforcement of the Rent Charge. Enforcement of this Rent Charge by the SSILTC does not limit, or prevent the SSILTC from enforcing, any other remedy or right the SSILTC may have against the Owner.
- (g) The SSILTC may enforce this rent charge by any combination, or all, of:
 - (i) an action against the Owner for the Rent Charge Amount;
 - (ii) distraint against the Land to the extent of the Rent Charge Amount; and
 - (iii) an action for the appointment of a receiver in respect of the Land or an order for the sale of the Land.

SSILTC May Perform Obligations Of Owner

11. If the Owner has breached any of its obligations under this Agreement, the SSILTC may in its sole discretion enter the Land and perform the obligation or rehabilitate and restore the natural state of the Covenant Area to as near the pre-existing natural conditions as is feasible, at the expense of the Owner, provided SSILTC has given the Owner written notice of its intention to restore or rehabilitate the Covenant Area. The cost to the SSILTC of performing the obligation is a debt due and owing by the Owner to the SSILTC, with interest accruing on that debt at the annual rate of interest that is equal to the prime rate of interest charged from time to time by the Bank of Montreal, 595 Burrard Street, Vancouver, being the annual rate of interest charged by it for Canadian dollar demand commercial loans extended to its most credit-worthy customers. The SSILTC may exercise its rights under this section only if the Owner has not cured the breach in question within 45 days after notice to do so is given to the Owner by the SSILTC. Exercise by the SSILTC of its rights under this section does not limit, or prevent the SSILTC from enforcing, any other remedy or right the SSILTC may have against the Owner. SSILTC has sole discretion to restore, or to decline to restore, any injury or alteration to the Covenant Area that is not restored by the Owner.

SSILTC's Right to Specific Relief

12. The Owner agrees that the SSILTC is entitled to obtain an order for specific performance or a prohibitory or mandatory injunction in respect of any breach by the Owner of this Agreement. The Owner agrees that this section is reasonable given the public interest in the need for effective protection of the Land from breaches of this Agreement.

Limitation on Owner's Obligations

13. The Owner is only liable for breaches of this Agreement caused or contributed to by the Owner or which the Owner permits or allows. The Owner is not liable for the consequences of the requirements of any enactment or law or any order, directive, ruling or government action there under. The Owner is liable only for breaches that occur while the Owner is the registered owner of any of the Land.

Release and Indemnity

14. The Owner irrevocably releases the SSILTC from, and waives, any claim, right, remedy, action, cause of action, loss, damage, expense or liability which the Owner may have against it in respect of this Agreement or its performance or breach. The Owner hereby indemnifies and holds harmless the SSILTC its directors, officers, employees, agents, and contractors from and against any claim, right, remedy, action, cause of action, loss, damage, expense or liability granting of this Agreement or arising directly or indirectly from a breach or non-performance by the Owner of its covenants or obligations in this Agreement or from any wrongful act, omission or negligence of the Owner, in on, around or about the Covenant Area. The Owner agrees with the SSILTC that for the purposes of the *Occupier's Liability Act*, all other enactments and the common law, the Owner is, as between the Owner and the SSILTC, the sole occupier of the Land.

No Obligations on SSILTC

15. The rights given to the SSILTC by this Agreement are permissive only and nothing in this Agreement imposes any duty of any kind on the SSILTC to anyone or obliges the SSILTC to perform any act or to incur any expense for any of the purposes set out in this Agreement. Where the SSILTC is required or permitted by this Agreement to form an opinion, exercise a discretion, make a determination or give its consent, the Owner agrees that the SSILTC is under no public law duty of fairness or natural justice in that regard and agrees that the SSILTC may do any of those things in the same manner as if it were a private party and not a public body.

No Effect On Laws or Powers

16. This Agreement does not:
- (h) affect or limit the discretion, rights, duties or powers of the SSILTC under any enactment or at common law, including in relation to the use or subdivision of the Land, and without limiting the generality of the foregoing, any regulations or requirements the SSILTC may enact in compliance with the *Fisheries Act (Canada)* or the *Fish Protection Act (British Columbia)* or any regulations under those Acts;
 - (i) affect or limit any enactment relating to the use or subdivision of the Land, or
 - (j) relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Land.

Covenant Runs With the Land

17. Unless it is otherwise expressly provided in this Agreement, every obligation and covenant of the Owner in this Agreement constitutes a personal covenant and a covenant granted under s. 219 of the *Land Title Act* in respect of the Land. This Agreement burdens the Land and runs with it and binds the successors in title to the Land. This Agreement burdens and charges all of the Land and any parcel into which it is subdivided by any means and any parcel into which the Land is consolidated.

No Effect on Property Taxation

18. nothing in this Agreement of itself affects any obligation of the Owner to pay all property taxes, rates, charges and levies payable under any enactment on or in respect of the Land.

Modification, Discharge or Abandonment

19. The Owner agrees that this Agreement is intended to be perpetual in order to protect the Land as set out in this Agreement. In view of the importance of protecting the Land for ecological and other reasons, the Owner agrees not to seek a court order modifying, discharging or extinguishing this Agreement under the *Property Law Act* (British Columbia), any successor to that enactment, any other enactment or the common law.

Registration

20. The Owner agrees to do everything necessary at the Owner's expense to ensure that this Agreement is registered against title to the Land with priority over all financial charges, liens and encumbrances registered or pending at the time of application for registration of this Agreement, except for those in favour of SSILTC, the Crown in Right of British Columbia, the Trust Fund Board, and any utility rights of way already registered or pending registration in the Land Title Office.

Waiver

21. An alleged waiver of any breach of this Agreement is effective only if it is an express waiver in writing of the breach. A waiver of a breach of this Agreement does not operate as a waiver of any other breach of this Agreement.

Severance

22. If any part of this Agreement is held to be invalid, illegal or unenforceable by a court having the jurisdiction to do so, that part is to be considered to have been severed from the rest of this Agreement and the rest of this Agreement remains in force unaffected by that holding or by the severance of that part.

No Other Agreements

23. This Agreement is the entire agreement between the parties regarding its subject and it terminates and supersedes all other agreements and arrangements regarding its subject.

Enurement

24. This Agreement binds the parties to it and their respective successors, heirs, executors and administrators.

Assignment

25. The SSILTC may assign its rights and obligations under this Agreement, but only to a person or entity qualified by law at the time of transfer to hold covenants under s. 219 of the *Land Title Act* and statutory rights of way under s. 218 of the *Land Title Act* (or any successor provisions then applicable). The SSILTC agrees that before it assigns its rights and obligation under this section, it shall consult with the Owner and give notice to the Owner of the proposed assignment, setting out in reasonable detail the identity of the proposed assignee and the qualifications and experience of the proposed assignee relevant to performance of the SSILTC's rights and obligations under this Agreement.

Joint and Several

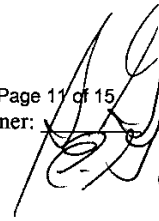
26. If the Owner is comprised of more than one person then such persons will be jointly and severally liable for all of the Owner's obligations under this Agreement.

Independent Advice

27. The Owner acknowledges and agrees that the Owner has sought and obtained to the Owner's satisfaction legal advice as to the meaning and effect of this Agreement and the Owner further acknowledges and agrees that no legal advisor of the SSILTC has advised the Owner on the meaning or effect of this Agreement or in connection with this Agreement.

Deed and Contract

28. By executing and delivering this Agreement each of the parties intends to create both a contract and a deed executed and delivered under seal. As evidence of their agreement to be bound by the terms of this instrument, the parties hereto have executed the Land Title Office Form C that is attached hereto and forms part of this Agreement.



SCHEDULE A Baseline Report - Overview

Attached to and forming part of the Covenant Agreement between the SSILTC, Covenant Holder, and the Owner, dated as of the 24th day of July, 2006.

The following is an overview of the Baseline Report and does not include photos or maps. The parties acknowledge that they are in receipt of a copy of the Report in its entirety which includes all photos and maps.

1.0 Acknowledgment of Condition

- 1.1. The Owner and Environmental Consultant, Kathleen Reimer, MSc. RPBio. of Box 289, Salt Spring Island B.C. V8K 2V9 hereby acknowledge and agree that the following is an accurate description of the covenant area as of the reference date of this Agreement.

2.0 Location and Description

- 2.1. The covenant area is located in approximately the centre of Salt Spring Island. From the B.C. Ferries terminal at Fulford Harbour travel north on Fulford-Ganges Road for approximately 10 kilometres.
- 2.2. "Covenant Area" means that part of the parcel of land legally described as: certified correct by Brian Wolfe-Milner, B.C.L.S.¹ and dated July 24, 2006. The covenant is registered with the Islands Trust, Salt Spring Island, B.C. It includes the land that is within 45 meters of the High Water Boundary along the lake foreshore. (HWM)
- 2.3. The covenant area is 0.25 ha in size and includes a disturbed area of 0.09 ha, a partially cleared open meadow section and a undisturbed second growth forested portion of the property.
- 2.4. The soils in the covenant area are mainly Galiano (Van Vliet, 1985). These are shale loam to shaly silt loam over shale bedrock. The Cusheon Creek delta near the lake foreshore has peaty soils. (Undisturbed area- also known as Polygon B)

3.0 Site History

- 3.1. In the 1960s to the 1980s there was a shale and gravel extraction operation on the site. After the shale was removed the area was refilled with overburden and even some refuse from various local construction sites.
- 3.2. Except for a 20 X 30 meter strip of land cleared for the dock placement and the access trail in to the cleared area there has been no other land clearing on the site for many years. An attempt to cleanup and rehabilitate the old shale extraction site is presently being undertaken by the land owner.
- 3.3. The restoration project along the foreshore was required by the Islands Trust as part of a development permit application for the construction of a recreational dock and float

4.0 List of buildings, structures and other improvements

- 4.1. There are presently no buildings in the covenant area, although a new house will be constructed outside of the covenant area..
- 4.2. Structures found in the covenant area:
There will be a dock constructed and a recreational float placed on the foreshore.
- 4.3. Other improvements in the covenant area:

¹ B.C.L.S. = British Columbia Land Surveyor

A trail access has been built down to the lake foreshore , a waterline may be installed under the trail. This area is referred to as the “disturbed area”.

5.0 Significance of the Land and Amenities

Cusheon Creek runs along the southern boundary of the property. It supports a population of endangered Coho Salmon and sea-run Cutthroat Trout. It is the third largest fish-bearing stream on the southern Gulf Islands. Cusheon Lake has resident Cutthroat Trout, some rearing Coho salmon and the adult trout often spawn in the creek downstream of Fulford- Ganges Road.

A seasonal tributary and some small man- made ponds are present outside the covenant area.

The covenant area includes a very natural, undisturbed riparian area, which is adjacent to the protected riparian zones along Cusheon Creek.

Species of Flora and Fauna and Natural Plant Communities found in the covenant area and designated as red or blue listed by the Ministry of Sustainable Resource Management’s Conservation Data Centre (CDC) are:

Red Listed

Douglas Fir-Grand Fir-Oregon Grape

Blue Listed

Red-legged Frog (*Rana aurora*)

Douglas-fir (*Pseudotsuga menziesii*)

6.0 Inventory of Biological Features

An inventory of the biological features of the covenant area was conducted for the development permit application for the dock. It was conducted by the author of this report and special features in the covenant area were mapped and photographed.

6.1. Vegetation description

Vegetation is generally that found in the Coastal Douglas-fir moist maritime zone Biogeoclimatic Zone (CDF mm).

There are three distinct vegetation areas within the covenant. These are listed as polygons A, B, and C. and are described as follows:

- A. The disturbed area (restoration project)
- B. The large natural riparian area that extends toward Cusheon Creek.
- C. The meadow next to the undisturbed area

Polygon A.

Vegetation type 1: Disturbed area vegetation and replantings

FLORA

Main Canopy Species & percent cover	Recently replanted with young hemlock and Douglas fir seedlings
Secondary Canopy	Variety of wetland shrubs including cat tails, willow, red osier dogwood and salmon berries)
Total Canopy Cover	1-5%
Understorey (species & percent cover) Shrubs, including trees <10 m	Cattails (<i>Typha</i>) Wild roses (<i>Rosa nutkana</i>)

Herbs, ferns, grasses etc.	Horsetails (<i>Equisetum arvense</i>) Slough Sedge (<i>Carex obnupta</i>) Wild Mint (<i>Mentha arvensis</i>) Pacific Crabapple (<i>Malus fusca</i>)
Observed rare/threatened species & locally uncommon species	Beavers
Special Features	Wild crabapple trees near HWM
Disturbance History	Cleared for dock construction, restoration in progress

FAUNA

Wildlife Habitat / Features	Cusheon Creek Streambed is presently dry
Observed Species (note invasives)	BIRDS American robin (<i>Turdus migratorius</i>) Common raven (<i>Corvus corax</i>) REPTILES unidentified snakes MAMMALS Beavers Black-tailed deer (<i>Odocoileus hemionus</i>)

Polygon B. Cusheon Creek riparian zone

Vegetation type 2:

FLORA

Main Canopy Species & percent cover Age (estimated) Height (estimated) DBH (estimated)	Douglas-fir (<i>Pseudotsuga menziesii</i>), 30% Uneven aged, 25-70 yrs 10-25 m 30-40 cm BHD
Secondary Canopy Species & percent cover	Red alder (<i>Alnus rubra</i>)
Total Canopy Cover	55%
Under storey (species & percent cover) – note invasives Shrubs, including trees <10 m Herbs, ferns, mosses, etc.	Wild Roses Salal (<i>Glautheria shallon</i>) Salmonberries (<i>Rubus spectabilis</i>) Bracken ferns (<i>Pteridium aquilinum</i>) Horsetails (<i>Equisetum arvense</i>) Oregon Grape (<i>Mahonia nervosa</i>) Trailing blackberry (<i>Rubus ursinus</i>)
Observed rare/threatened species	beavers
Special Features	
Expected Changes	Douglas-fir expected to grow much larger.
Disturbance History	Probably logged many years ago

FAUNA

Wildlife Habitat / Features	Cusheon Creek is presently dry. In the forested area is an abundance of large woody debris that may be suitable for newts, salamanders and frogs
Observed Species (note invasives)	BIRDS robin, humming birds, red winged blackbirds

	AMPHIBIANS Red legged frog-reported Pacific treefrog (<i>Pseudacris regilla</i>) REPTILES garter snakes
Rare/threatened species & locally uncommon species	Beavers

Total Canopy Cover	50-60%
Observed rare/threatened species & locally uncommon species	None observed.
Special Features	Rich, diverse site, intact riparian area
Expected Changes	Douglas-fir expected to grow much larger creating a more diversely layered canopy.
Disturbance History	Logged many years ago

**Polygon C. Open meadow with Grass and Douglas fir
FLORA**

Main Canopy Species & percent cover DBH (estimated)	Douglas-fir (<i>Pseudotsuga menziesii</i>), 2% 10 years under 30 cm.
Secondary Canopy Species & percent cover	Grasses
Total Canopy Cover	2% or less
Under storey– note invasives Shrubs, including trees <10 m Herbs, ferns, mosses, etc.	Grasses Yarrow (<i>Achillea millefolium</i>) Wild roses Ocean Spray (<i>Holodiscus discolor</i>) Canadian Thistle
Observed rare/threatened species & locally uncommon species	none
Special Features	
Expected Changes	Douglas-fir expected to grow much larger.
Disturbance History	Meadow area has been seeded with non native grasses

FAUNA

	REPTILES unidentified snakes MAMMALS Black-tailed deer (<i>Odocoileus hemionus</i>) Racoons
--	--

6.2. Potential Risks to the Covenant Area

The property owner has replanted and restored the meadow area in Polygon C . A farmer seeded the cleared area with a variety of grasses. There are no risks to the property if the trees are left undisturbed.

The disturbed area in polygon A has been replanted but should be monitored for several years to ensure that the seedlings survive.

PAGE 15 OF 15

7.0 REFERENCES

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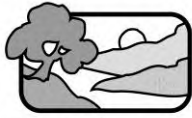
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END OF DOCUMENT



File No.: 6500-20
Salt Spring Island OCP-LUB
Update Project

DATE OF MEETING: March 7, 2024
TO: Salt Spring Island Local Trust Committee
FROM: Jason Youmans, Island Planner
Salt Spring Island Team
COPY: Chris Hutton, Regional Planning Manager
Salt Spring Island Team
SUBJECT: Terms of Reference: OCP-LUB Update Project

RECOMMENDATIONS

1. That the Salt Spring Island Local Trust Committee endorse the Terms of Reference for the OCP-LUB Update Project attached as Appendix 1 to this staff report.
2. That the Salt Spring Island Local Trust Committee direct staff to provide a draft Project Charter based on the Terms of Reference in Appendix 1.
3. That the Salt Spring Island Trust Committee direct staff to provide a draft scope of services for review and comment for a planning consultant to undertake the work specified in the Terms of Reference in Appendix 1 and the OCP-LUB Update Project Business Case.
4. That the Salt Spring Island Local Trust Committee direct staff to provide a draft community engagement strategy for the OCP-LUB Update Project.
5. That the Salt Spring Island Local Trust Committee direct staff to provide options for engaging First Nations in the OCP-LUB Update Project.

REPORT SUMMARY

Appendix 1 of this report provides an updated Terms of Reference (ToR) for the Salt Spring Island Local Trust Committee’s project to amend the Salt Spring Island Official Community Plan and Land Use Bylaw. This restructured ToR is an effort to simplify the ToR that was considered by SS LTC at its December 14, 2023 regular meeting and on which SS LTC offered a range of comments and suggested improvements. For reference, staff have also included as Appendix 2 to this report the ToR received at the December 2023 meeting, with changes tracked in accordance with SS LTC’s discussion that day.

Staff recommend that SS LTC endorse the version included here as Appendix 1, as it provides greater focus for the OCP-LUB Update Project.

BACKGROUND

At its meeting on December 14, 2023, the SS LTC reviewed and discussed a proposed ToR for the OCP-LUB Update project. Comments provided by the SS LTC included the following:

- include a statement regarding the LUB update implementation
- add food security

- add all housing must be developed in appropriate places;
- include adequate monitoring program to the objectives section;
- remove the questions from phase one and phase two;
- add context for being a complete “island” community;
- include consultation with First Nations with interests in the area, including specific to First Nations living “on island”;
- remove Potential Engagement Toolkit and Methods table
- include a variety of Technical Working Groups in the Summary of the Engagement Strategies table and develop terms of reference for those;
- remove preliminary contact table
- remove formal referral table
- remove target timelines table and focus on phases;
- separate public hearing costs in the budget table;
- identify who generates change in the project change management section;
- add inter agency protocol agreements

ISSUES AND OPPORTUNITIES

To ensure that staff can develop and execute a project plan that meets SS LTC’s expectations, staff require some discussion and general direction across a number of important issues identified below.

Project Purpose

SS LTC should consider and provide direction as to what it perceives to be the shortcomings of the existing OCP to help inform the design of the OCP-LUB Update process. If the document’s age and the fact that it hasn’t undergone a major update since its adoption is the primary concern, then that implies that a wholesale review and rewrite may be on the table. If, however, there are specific sections or themes within the document that SS LTC feel no longer serve the community well, then it can direct that the project be limited to those thematic areas.

The Terms of Reference attached as Appendix 1 assumes that increasing housing options and housing equity is this SS LTC’s prevailing concern, and nests that primary issue in the context of three other priority areas that Islands Trust has signalled to be important. Those are:

- 1) Advancing the interests of First Nations with treaty and territorial interests in the Salt Spring Island Local Trust Area;
- 2) Enhancing ecosystem integrity and connectivity; and
- 3) Building climate change resiliency.

This framing of the project’s goals is less ambitious than the ToR considered by the LTC in December, but should prove more achievable.

SS LTC can clarify the land use themes it would like to see captured through this project by address the following questions:

- Does the goal of increasing housing options and housing equity, and couching this goal within the context of Indigenous reconciliation, ecosystem integrity and climate change resiliency, capture SS LTC’s intentions for this project? If not, what does it miss and how can the project goals set out in the draft Terms of Reference be amended accordingly?

- Does Part A of the OCP continue to reflect the general vision, goals and objectives of the community? If “no,” then a major re-imagining of the document with a commensurate level of community engagement may be in order. If “yes,” then SS LTC may wish to take a more narrow view of where the plan needs to be enhanced, such as that captured in the Terms of Reference in Appendix 1.

Project Timelines

It should be apparent that the breadth of the project will affect its completion time. The greater the breadth, the more complex the project becomes to manage, with a wider range of interest-holder involvement and the potential commission of professional reports and analyses to support policy development.

If SS LTC is keen to see bylaw amendments adopted before the end of its political term in October 2026, then it should consider a narrower scope.

Community Engagement

SS LTC should consider the nature of community engagement that it wishes to employ in this project. Important questions that SS LTC should consider are:

Community-Led Engagement

In the ToR attached as Appendix 1, staff have proposed a round of community-led engagement (Phase 2: Targeted Community Visioning) that staff hope can be used to formulate a shared vision for the path forward toward more housing options and housing equity in the community.

However, SS LTC should consider whether such open community-led engagement is necessary, or whether SS LTC feels it has sufficient information and a sufficient mandate to dive straight into the policy development process based on the work done by various community groups and SS LTC task forces in recent years.

APC/AAPC/HAPTF

The SS LTC has three existing advisory planning commissions: the Advisory Planning Commission (APC); Agricultural Advisory Planning Commission (AAPC) and Housing Action Program Task Force (HAPTF).

The draft Terms of Reference attached as Appendix 1 anticipates one LTC-appointed advisory commission to serve as the project’s lead advisory body (Project Advisory Committee). This singular advisory body could be the existing APC or a new special APC appointed for the purpose. The ToR also considers the potential for a range of consultant-appointed subject area working groups if they are deemed necessary.

SS LTC Bylaw No. 467 sets out the purpose of its advisory planning commissions as follows:

- 1.1 An Advisory Planning Commission to advise the Local Trust Committee on matters respecting land use, community planning, or proposed bylaws and permits, pursuant to the *Local Government Act* that are referred to it by the Local Trust Committee.
- 1.2 An Agricultural Advisory Planning Commission to advise the Local Trust Committee on all matters respecting agriculture referred to it by the Local Trust Committee.
- 1.3 Any Special Projects Advisory Planning Commission(s) to advise the Local Trust Committee on one or more special projects that are matters respecting land use, community planning, or proposed bylaws and permits, pursuant to the *Local Government Act* that are referred to it by the Local Trust Committee.

If SS LTC feels that the Advisory Planning Committee is not suited to act in the capacity required of this project, it may choose to appoint another Project Advisory Committee. Bylaw 467 enables the LTC to terminate or appoint members as it sees fit, in case SS LTC believes that the APC could work.

- 2.8 Notwithstanding anything elsewhere contained within this bylaw, the Local Trust Committee may at any time or from time to time, terminate the appointment of any member of any Commission appointed pursuant to this bylaw. This will include any Commission member who

Staff anticipates that the Project Advisory Committee will help workshop strategies proposed by staff and consultants, as well as review reports (engagement summaries, policy options, draft legislation, etc.) produced by staff and consultants. Staff also hope they will be enthusiastic champions of the project and provide support at public events.

SS LTC should consider the role it anticipates its existing planning commissions to play in the OCP-LUB Update Project. There are three options available:

- 1) Use the LTC's existing Advisory Planning Commission or Housing Action Program Task Force as the Project Advisory Committee¹;
- 2) Terminate and/or appoint new members to the existing commission it wishes to use as its Project Advisory Committee; or
- 3) Create a new project-specific special advisory planning commission as a Project Advisory Committee and consider what, if any, role it wishes its existing planning commissions to play in the OCP-LUB Update process.

See Appendix 3 of this staff report for a draft information flow diagram for the OCP-LUB Update Project that corresponds to the project structure proposed in the Terms of Reference in Appendix 1.

¹ Referring items to the Agricultural Advisory Planning Commission as appropriate.

General Community Engagement

In an effort to bring greater consistency to land use planning projects across the Islands Trust Area, staff intend to draw on lessons being learned from successful engagement initiatives taking place right now in other Local Trust Areas, including Gabriola Island and Denman Island.

First Nations Involvement

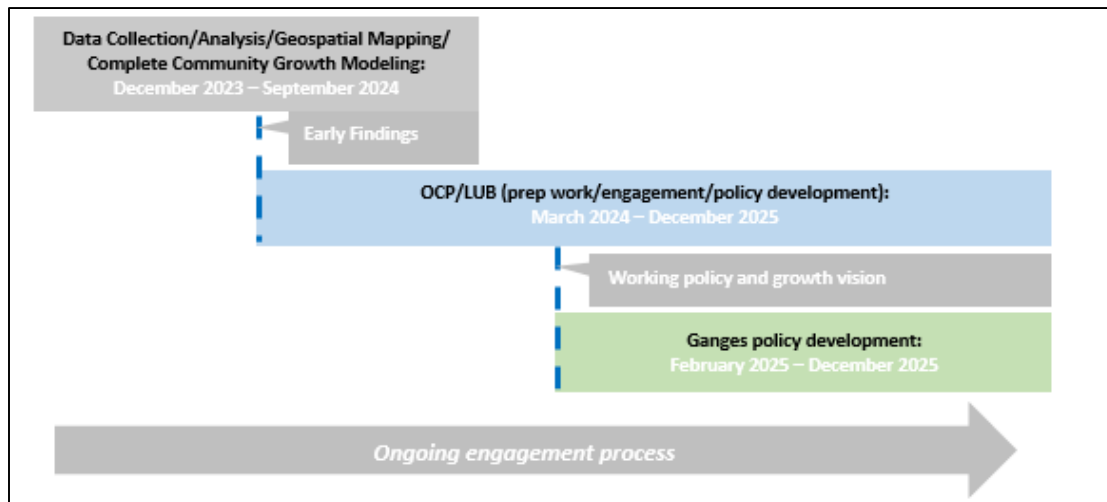
Any major revision to the OCP should be taken as an opportunity to ensure that reference in the document to Indigenous peoples and their interests are modernized and consistent with the commitments to reconciliation that Islands Trust has made. Beyond this, SS LTC should also consider the depth of engagement with area First Nations that it wishes to achieve through this project. SS LTC will recall that some Nations have identified an interest in process co-design or co-planning.² While co-design is ideal, it may also not align with SS LTC’s timeline and budget.

Early consultation with Nations is required to ascertain their interests.

Relationship to Other Initiatives

As discussed elsewhere in this agenda package, SS LTC is about to embark on a Complete Communities Assessment for Salt Spring Island. The results of that CCA will inform and influence some of the policy directions in the OCP-LUB Update Project.

The LTC’s major projects roadmap frames the relationship of the Complete Communities Assessment to the LTC’s larger OCP-LUB amendment process as follows:



² See attached letter from Cowichan Nation Alliance regarding the Ganges Village Planning Process and opportunities for process co-design.

RATIONALE FOR RECOMMENDATIONS

That the Salt Spring Island Local Trust Committee endorse the Terms of Reference for the OCP-LUB Update Project attached as Appendix 1 to this staff report.

Endorsing the attached Terms of Reference will give confidence to SS LTC, staff, and the wider community about the general parameters of the project. It will then allow staff to begin developing more detailed project management materials.

That the Salt Spring Island Local Trust Committee direct staff to provide a draft Project Charter based on the Terms of Reference in Appendix 1.

A project charter is important to provide a concise public-facing summary of the project as simple project control document and for the benefit of SS LTC and staff.

That the Salt Spring Island Trust Committee direct staff to provide a draft scope of services for review and comment for a planning consultant to undertake the work specified in the OCP-LUB Update Project Business Case.

SS LTC requested \$96,000 for this project for the 2024/25 fiscal year. \$50,000 of that is anticipated to be used to hire a consultant to lead the community engagement component of the project, and based on that engagement, help generate some preliminary policy directions. A draft scope of services will provide SS LTC with an idea the tasks that a consultant would be anticipated to fulfill as their part of the project.

That the Salt Spring Island Local Trust Committee direct staff to provide a draft community engagement strategy for the OCP-LUB Update Project.

Community engagement, as reflected in the Terms of Reference attached as Appendix 1, suggests an engagement approach. A draft community engagement strategy can provide SS LTC with a more detailed picture of when and how different segments of the community would be engaged in the project.

That the Salt Spring Island Local Trust Committee direct staff to provide options for engaging First Nations in the OCP-LUB Update Project.

Regardless of whether SS LTC endorses the Terms of Reference attached as Appendix 1, staff intend to undertake some informal communications to understand local First Nations expectations for involvement in this project. Staff also hope that the Ministry of Municipal Affairs can provide some clarity around its expectations for First Nations project participation well before a revised bylaw makes it to the desk of the Minister of Municipal Affairs for their approval. Staff will use this informal research to report back to SS LTC with some options for First Nations project engagement.

ALTERNATIVES

The Salt Spring Island Local Trust Committee may consider the following options:

1. The SS LTC may request further information or amendment before accepting the Terms of Reference as presented. SS LTC could consider the following resolution :

That the Salt Spring Island Local Trust Committee requests staff to revise the OCP-LUB Update Terms of Reference as follows:

- *Item #1*
- *Item #2.....*

2. SS LTC may determine that the ToR considered in December 2023 more closely aligns with its project goals, and therefore either endorse the revised version attached as Appendix 2, or make further changes at SS LTC’s discretion. If this is the case, SS LTC could consider the following resolution:

That the Salt Spring Island Local Trust Committee endorse the Terms of Reference for the OCP-LUB Update Project attached as Appendix 2 to this staff report.

NEXT STEPS

If SS LTC accepts the recommendations of this staff report, staff will:

- Begin developing a brand identity for the OCP-LUB Update Project, including a project webpage, to provide preliminary educational information on the purpose of the OCP and LUB and the path forward
- Continue to advance the Complete Communities Assessment Project
- Develop a plan to assemble a Baseline Conditions Report
- Develop the documents referenced in the resolutions of this staff report
- Make preliminary contact with area First Nations to begin developing a strategy for their involvement in the planning process.

Submitted By:	Jason Youmans, Island Planner	February 27, 2024
Concurrence:	Chris Hutton, Regional Planning Manager	February 28, 2024

ATTACHMENTS

- Attachment 1 OCP-LUB Update Project - Draft Terms of Reference (Restructured)
- Attachment 2 OCP-LUB Project Draft Terms of Reference (per December 14, 2023)
- Attachment 3 OCP-LUB Update Project Information Flow Diagram
- Attachment 4 Cowichan Nation Alliance Letter re. Ganges Village Planning



Salt Spring Island OCP-LUB Update Project Terms of Reference

Contents

BACKGROUND/CONTEXT	2
PURPOSE.....	2
PROJECT GOALS.....	2
PROCESS GOALS	2
PROJECT SCOPE	2
PLANNING PROCESS AND TIMELINE.....	4
COMMUNITY ENGAGEMENT	6
PROJECT ADVISORY COMMITTEE	8
SUBJECT-AREA CONSULTANT-LED WORKING GROUPS	9
AGENCY WORKING GROUP.....	9
KEY COMMUNITY INTEREST HOLDERS	9
ROLES AND RESPONSIBILITIES	9
RELATIONSHIP TO OTHER INITIATIVES.....	10
BUDGET	11
DELIVERABLES	11
PROJECT CHANGE MANAGEMENT	11

BACKGROUND/CONTEXT

An Official Community Plan (OCP) is a statement of objectives and policies to guide local government decisions on planning and land use within the plan's geographic area.

Taken together, the policies that comprise an OCP form the medium-term vision of a community and provide predictability for residents about the community's priorities and the type of land use change they can expect to observe around them. Section 473 of the [Local Government Act](#) describes the required content of an OCP. Section 474 of the *Act* describes optional content that local governments *may* include in their OCPs.

Salt Spring Island OCP Bylaw No. 434 was adopted in 2008 and has undergone only a handful of amendments since that time; the last being a modest change to industrial lands policy in 2020. Salt Spring Island Land Use Bylaw No. 355 (adopted in 1999) was never comprehensively updated to enact the policy direction expressed in the OCP.

PURPOSE

The purpose of the Salt Spring Island OCP-LUB Update Project is to modernize the Salt Spring Island official community plan and land use bylaw to provide a framework that will guide residential growth and change on Salt Spring Island over the next decade or more. It will do so in a manner that addresses contemporary challenges while remaining consistent with the Islands Trust Policy Statement.

PROJECT GOALS

The goal of the Salt Spring Island OCP-LUB Update Project is to **increase housing options and housing equity** on the island in ways that:

- Advance the interests of First Nations with treaty and territorial interests in the Salt Spring Island Local Trust Area;
- Enhance ecosystem integrity and connectivity; and
- Build climate change resiliency.

PROCESS GOALS

The goals of the Salt Spring Island OCP-LUB Update Project process are to:

- Strengthen relationships with area First Nations through their early and ongoing engagement in the design and execution of a project process that reflects shared values;
- Ensure broad opportunities for community input through a robust public engagement process that reflects the diversity of the community;
- Ensure the Salt Spring Island OCP and LUB are consistent with the Islands Trust Policy Statement;
- Build on the strengths of the existing OCP by retaining those elements that continue to reflect the Island's aspirations; and
- Where appropriate, analyze and incorporate the evidence and recommendations of other governments, agencies, and non-governmental organizations and consider enacting policy and regulatory changes accordingly.

PROJECT SCOPE

The scope of the Salt Spring Island OCP-LUB Update Project will be guided by focus on the above-noted goal and consistency with the [Islands Trust Policy Statement](#).

The five themes below will define the structural parameters of the project:

A. Engage First Nations in Process Design and Execution

For several years, First Nations with treaty and territorial interests on Salt Spring Island have told the SS LTC that they want to be at the table from the earliest days of major projects. As a substantive update to the Salt Spring OCP and LUB will guide change on the Island for at least a decade, it is anticipated that area First Nations will take a significant interest in the OCP-LUB Update Project and expect a level of involvement beyond simply commenting on policies as they are developed. This will take an investment of both time and budget, but will result in a product that is responsive to the [Islands Trust Reconciliation Declaration](#).

B. Update, Streamline and Build On Content in the Existing OCP and LUB

The existing OCP will be used as the point of departure for the update. While a number of community priorities have emerged that merit attention, Salt Spring Island remains an Island within the Islands Trust Area, and as such, any OCP the community generates must be consistent with the Object of the Islands Trust. Therefore, it is anticipated that many of the policy directions around environmental protection and managing growth found in the current document will endure, albeit in a refreshed form. The Islands Trust Policy Statement is currently undergoing a major amendment, the results of which will inform the scale of change that a renewed OCP can invite. Experience has demonstrated that the current OCP is too prescriptive in areas where greater flexibility may be required to achieve community objectives.

The Land Use Bylaw will then be updated in accordance with the policy direction of the OCP.

C. Use Existing Reports and Plans to Inform Policy and Regulation

Over the past five years Islands Trust and a number of local agencies and advocacy groups have published reports and plans that identify recommended actions for the LTC in high priority areas and other land use topics. These reports and plans should be the first point of reference as SS LTC considers updates to, and development of new, OCP policies and LUB regulations.

Guiding documents will include, but are not limited to:

- Islands Trust Reconciliation Action Plan
- Salt Spring Island Watershed Protection Plan
- Summary of Recommendations (SS LTC Housing Action Program Task Force)
- Homes for Islanders (Salt Spring Solutions)
- Salt Spring Island Community Wildfire Resiliency Plan (Capital Regional District)
- Salt Spring Island Active Transportation Plan (Capital Regional District)
- Salt Spring Island Area Farm Plan Renewal (Salt Spring Island Agricultural Alliance)

D. Use Islands Trust Housing Project Toolkit

This project will apply the project methodology proposed in the Islands Trust Housing Toolkit, which sets out a structured approach to LTC action on addressing housing issues. In particular, this project will use the Suitable Land Analysis that has been developed as part of the Toolkit to identify areas of the island that are more, or less, suitable for residential development.

E. Update Existing Development Permit Areas and Consider New Development Permit Areas

Existing development permit areas should be revisited to ensure they are consistent with current best practices and evidence-based planning. Additional development permit areas should be considered, such as wildfire resiliency DPA and watershed protection DPA.

PLANNING PROCESS AND TIMELINE

The OCP/LUB Update Project is expected to take 30 months. Figure 1 provides an overview of the process, while Table 1 outlines the planning process showing key project phases, key activities and deliverables. While project activities are reasonably well defined, public engagement activities can be adapted based on the feedback of a Project Advisory Committee and other community interest holders, provided it meets overall project timelines and objectives.

Figure 1: Planning Process Timeline



Table 1: Planning Process

PHASE	ACTIVITIES	KEY DELIVERABLES
Phase 1 PROJECT INITIATION February 2024 to September 2024	<i>Early First Nations Engagement</i> <ul style="list-style-type: none"> Advise of intention to launch OCP/LUB update project Engage in discussions about co-development of project process Understand capacity expectations to participate 	Letters of Understanding with individual Nations or organizations representing multiple Nations
	<i>Research and Analysis</i> <ul style="list-style-type: none"> Complete Communities Assessment undertaken by consultant Compile Baseline Conditions Report Compile OCP policies that have not been implemented 	Complete Communities Assessment Report Baseline Conditions Report Unimplemented Policies Report

PHASE	ACTIVITIES	KEY DELIVERABLES
	<p><i>Community Engagement Preparation</i></p> <ul style="list-style-type: none"> • Develop project website and other communication materials • Identify key community interest holders • Form Project Advisory Committee • Confirm Engagement Strategy 	<p>Engagement Strategy</p> <p>Establish Project Advisory Committee</p> <p>Establish Consultant-Led Working Groups</p>
<p>Phase 2:</p> <p>TARGETED COMMUNITY VISIONING</p> <p>October to December 2024</p>	<p><i>Ongoing First Nations Engagement</i></p> <ul style="list-style-type: none"> • Understand First Nations vision and goals for Salt Spring Island 	<p>Phase 2 First Nations Engagement Summary</p>
	<p>Develop housing options and housing equity vision statement, identify key issues and assess priorities. This could include:</p> <ul style="list-style-type: none"> • Community events/workshops • Community-led group interest holder meetings • Community survey • Interest holder interviews • Meetings tailored to particular demographics or specific interest areas 	<p>Phase 2 Engagement Summary</p> <p>Vision Statement</p> <p>Comprehensive list of planning issues and priorities</p>
<p>Phase 3:</p> <p>PLAN DEVELOPMENT</p> <p>January 2025 to June 2025</p>	<p>Develop and explore policy options related to key issues through:</p> <ul style="list-style-type: none"> • Project Advisory Committee meetings • Form consultant-led subject-area working groups as needed 	<p>Preferred Policy Options</p>
	<p>Staff development of Draft OCP amendments</p>	<p>Draft OCP amendments</p>
<p>Phase 4:</p> <p>DRAFT OCP REVIEW and INITIATE LUB</p>	<p><i>Ongoing First Nations Engagement</i></p> <ul style="list-style-type: none"> • First Nations review of Draft OCP amendments 	<p>Phase 4 Engagement Summary</p>
	<ul style="list-style-type: none"> • Community events/open house to review Draft OCP amendments • Interest holder meetings • Survey to assess reception to the Draft OCP amendments 	<p>Phase 4 Engagement Summary</p> <p>Final Draft OCP</p>

PHASE	ACTIVITIES	KEY DELIVERABLES
UPDATE July 2025 to November 2025	Staff development of Draft LUB amendments	Draft LUB amendments
Phase 5: OCP ADOPTION and DRAFT LUB REVIEW September 2025 to January 2026	<ul style="list-style-type: none"> • Final edits to the Draft OCP • Public Hearing • Executive Committee approval • Ministerial approval 	Adopted OCP Monitoring Plan
	<i>Ongoing First Nations Engagement</i> <ul style="list-style-type: none"> • First Nations review of Draft LUB amendments 	Phase 5 First Nations Engagement Summary
	<ul style="list-style-type: none"> • Community events/open house to review Draft LUB amendments • Interest holder meetings • Survey to assess reception to the Draft LUB amendments 	Phase 5 Engagement Summary Final Draft LUB
Phase 6: LUB ADOPTION February 2026 to June 2026	<ul style="list-style-type: none"> • Final edits to the Draft LUB • Public Hearing • Executive Committee approval 	Adopted LUB

COMMUNITY ENGAGEMENT

Community engagement and participation is a fundamental part of the OCP/LUB Update planning process. While SS LTC retains final authority over whether the plan is adopted, a strong level of input and ownership is important for the plan’s legitimacy. The planning process will seek to be equitable and reach a broad spectrum of the community.

Community members will be able to participate in the planning process for the Salt Spring Island OCP/LUB Update in a number of ways, including:

- Applying to join the OCP/LUB Update Advisory Committee
- Being recruited to a consultant-led working group
- Participating in community-led engagement activities
- Completing community surveys

- Attending open houses
- Sharing ideas and thoughts with SS LTC when the plan is presented at LTC open meetings and/or public hearings

The Salt Spring Island Local Trust Committee has requested that staff apply the principles of [Beyond Inclusion – Equity in Public Engagement](#) to this project. Those principles are:

- 1) Invite participation within an authentic and accountable engagement process
- 2) Plan early and proactively
- 3) Establish respectful relationships with Indigenous Peoples
- 4) Engage the internal diversity of a community
- 5) Work in a reciprocal relationship with communities
- 6) Tailor engagement plans to the context
- 7) Commit to ongoing learning and improvement
- 8) Advance systemic equity

The International Association of Public Participation (IAP2) provides a commonly applied spectrum of participation categories in public processes as follows:

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.

Table 2 below shows the level(s) of engagement that staff anticipate at each stage of the OCP Update Project:

Table 2: IAP2 Engagement Levels

PHASE	LEVEL OF PUBLIC PARTICIPATION	ENGAGEMENT TOOLS	PRIMARY ENGAGEMENT GOALS
All Phases	Consult Involve	Project Advisory Committee and	To provide the SS LTC with confidence both process and plan have gone through a community filter
	Collaborate	Subject-Area consultant-led working group meetings	To obtain advice, creative ideas and feedback throughout the project. To provide confidence to the SS LTC on technical matters
Phase 1: Project Initiation	Inform Consult	Project updates; Interest holder interviews; Data collection from agencies and NGOs	To build information base and begin to raise awareness of the project
	Inform	Workshops; community	To raise awareness of the OCP Update

PHASE	LEVEL OF PUBLIC PARTICIPATION	ENGAGEMENT TOOLS	PRIMARY ENGAGEMENT GOALS
Phase 2: Community Visioning	Consult Involve	surveys; interest holder meetings; community-led engagement	process, understand community vision, issues and aspirations, engage the community on ideas for the future
Phase 3: Plan Development	Inform Consult Involve	Project Advisory Committee meetings, design workshops	Work with appointed community members to develop and refine ideas and generate solutions
Phase 4: Draft OCP Review & Initiate LUB Update	Inform Consult	Open houses; community surveys; media; social media	To receive feedback from the public on the draft OCP
	Inform	Website update; social media and media update	To advise that staff are commencing Draft LUB update based on new OCP policies
Phase 5: OCP Adoption & Draft LUB Review	Inform	Public hearing; media, social media	To inform the public of the final Draft OCP and opportunities to make submissions to the SS LTC
	Inform Consult	Open houses; community surveys; media; social media	To receive feedback from the public on the draft LUB
Phase 6: LUB Adoption	Inform	Public hearing; media; social media	To inform the public of the final Draft LUB and opportunities to make submissions to the SS LTC

PROJECT ADVISORY COMMITTEE

A Project Advisory Committee will be established¹ as a special advisory planning commission to provide advice to the Project Team and act as a filter before project materials are provided to SS LTC for consideration.

The Project Advisory Committee will be comprised of up to 11 individuals from the community, ideally with broad geographic, social, cultural and professional representation.

Key roles of the Steering Committee will be to:

- Advise on community engagement to ensure broad outreach is effectively undertaken throughout the community;
- Promote the project and public engagement opportunities within the community;
- Provide support to staff and consultants at public engagement events;
- Review background documents as directed by staff; and
- Provide feedback to staff and SS LTC on plan concepts, policy options, and the draft plan

¹ SS LTC may decide to use existing Advisory Planning Commission for this purpose.

SUBJECT-AREA CONSULTANT-LED WORKING GROUPS

The consultant that will lead engagement and policy option development on this project will establish subject-area working groups if the need for specialized expertise is identified.

The following subject-area working groups could be established:

- Housing Options and Housing Equity Working Group
- Climate Change Resiliency Working Group (with the following potential sub-groups):
 - Freshwater Sub-Group
 - Forest/Wildfire Sub-Group
 - Shoreline Sub-Group

Key roles of the consultant-led working groups will be:

- To review and synthesize relevant documents; and
- To provide policy advice based on document review and professional expertise

AGENCY WORKING GROUP

A working group of staff from government agencies with jurisdiction over various Salt Spring Island services will be convened to ensure that those interests are appropriately reflected in the planning process and final documents.

KEY COMMUNITY INTEREST HOLDERS

RESIDENTS	SERVICE GROUPS	ADVOCACY GROUPS	AGENCIES
Of Salt Spring Island Of British Columbia	SSI Community Services Island Pathways Lions/Rotary and other Service Clubs SSI Hospital Foundation Salt Spring Foundation Faith Organizations Salt Spring/Fulford Seniors Salt Spring Conservancy	Agricultural Alliance Salt Spring Community Health Society Salt Spring Solutions Transition Salt Spring Positively Forward Chamber of Commerce Salt Spring Island Accommodations Group Salt Spring Water Preservation Society Salt Spring Arts Council Society Salt Spring Housing Council Society	Capital Regional District (CRD) North Salt Spring Waterworks District (NSSWD) Ministry of Transportation and Infrastructure (MOTI) Ministry of Municipal Affairs School District 64 Island Health Agricultural Land Commission BC Ferries

ROLES AND RESPONSIBILITIES

Salt Spring Island Local Trust Committee

SS LTC are the project champions. They set the project priorities, allocate resources and are the ultimate approval authority.

Planning Staff

This project will be managed by the Regional Planning Manager, and coordinated by an Island Planner, with support from other planners and administrative staff as required. Staff will oversee consultants undertaking community engagement, technical studies and data acquisition and processing. Staff will lead the actual policy writing.

OCP-LUB Update Project Advisory Committee

The OCP-LUB Update Project Advisory Committee will provide advice to Planning Staff and SS LTC on matters concerning the project. It will receive draft strategies from staff or consultants before implementation, and review draft summaries and reports before submission to SS LTC. The Project Advisory Committee will have the opportunity to review the draft OCP or sections thereof as they are completed and make recommendations to staff for amendment before submission to SS LTC.

Residents and General Public

All individuals with an interest in the local area will be invited to participate in the planning process through providing input to identify issues and opportunities and review draft OCP concepts, plans and guidelines.

Interest Holder Groups

Interest holder groups such as service and advocacy groups will contribute to the planning process in the same way as residents, but may also be the subject of focussed consultation with respect to their particular areas of interest. Interest holder groups can also help with outreach, issue identification, opportunities and actions and reviewing policy options.

Consultants

Consultants may be retained to provide expertise or to undertake studies to supplement the expertise of the Project Team. Special topic areas could include community engagement, wildfire risk mitigation, watershed protection, and hazard areas.

RELATIONSHIP TO OTHER INITIATIVES

The OCP/LUB Update Project will ensure that the OCP advances, or considers opportunities to advance, other Islands Trust, agency, or community initiatives. Current initiatives that will influence the content of the OCP and LUB are:

Islands Trust Policy Statement: The Islands Trust Policy Statement is currently undergoing a renewal process of its own. It is anticipated that by the time a renewed Salt Spring Island OCP is ready for adoption the Policy Statement project will be complete. Any OCP adopted by the Salt Spring Island Local Trust Committee must be consistent with the Islands Trust Policy Statement.

Islands Trust Reconciliation Action Plan: The Islands Trust Reconciliation Action Plan describes the organization's path toward better relationships with the First Nations with treaty and territorial interests in the Islands Trust Area. The Salt Spring Island OCP-LUB Update Process should advance that plan, particularly Actions 3.2, 3.3 and 3.4.

Salt Spring Island Watershed Protection Plan: The Salt Spring Island Local Trust Committee recently endorsed a Watershed Protection Plan for the Island. The OCP-LUB Update Process should consider opportunities to advance the recommended actions of that plan.

Salt Spring Island Community Wildfire Resiliency Plan: The CRD recently completed a Wildfire Resiliency Plan for the island. This plan contains several actions that SS LTC can consider to support community wildfire resiliency. These actions could be advanced through the OCP-LUB Update Process. Alternatively, policies proposed through the OCP-LUB Update Process should not be inconsistent with the recommendations of the Resiliency Plan.

Salt Spring Island Active Transportation Network Plan: The CRD recently completed an Active Transportation Network Plan for the Island. The renewed OCP should facilitate or complement the actions proposed in that plan.

Current non-governmental initiatives that could influence the OCP-LUB Update Process include:

Transition Salt Spring Climate Action Plan 2.0: The 2020 Climate Action Plan authored by Transition Salt Spring provides a range of recommended actions that SS LTC could take to advance climate change resilience in the community. The OCP Update Process should consider opportunities to advance those recommended actions.

Salt Spring Solutions Homes for Islanders: This 2023 publication from Salt Spring Solutions proposes a range of initiatives that SS LTC could consider to advance housing options for middle and low-income earners on Salt Spring Island. The OCP Update Process should consider opportunities to implement the recommended actions of this report.

BUDGET

Item Descriptions	Total Budget Cost
Early and ongoing consultation with 13 First Nations with treaty and territorial interests on SSI	\$26,000
Consultant to conduct and facilitate a robust and inclusive public engagement program and policy options development	\$50,000
Consultants to provide technical assistance if required	\$10,000
Communication and educational info, printouts, mail-outs, brochures, posting of meetings and legal notifications	\$9,000
Technical support on virtual and in-person sessions, and facility rental for in-person sessions, open houses and community engagement meetings	\$3,000
Total	\$96,000

DELIVERABLES

The following deliverables will be achieved through the Salt Spring Island OCP-LUB Update Project:

1. Updated Salt Spring Island Official Community Plan
2. Updated Salt Spring Island Land Use Bylaw
3. Monitoring Plan

PROJECT CHANGE MANAGEMENT

A change management structure is proposed to ensure that the project achieves its intended objectives and outcomes on time and on budget. The Regional Planning Manager will bring forward any changes that would affect the project budget or timeline outlined in this for LTC and 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)

DRAFT



Islands Trust

Salt Spring Island OCP-LUB Project Terms of Reference

Contents

BACKGROUND/CONTEXT 2

PROJECT ROADMAP 2

PROJECT OBJECTIVES 3

ENGAGEMENT GOALS 3

Engagement Phasing 4

 4

SCOPE OF WORK 5

Early First Nations Engagement 5

Task 1 - First Nations communities’ engagement 5

Public, Local Organizations, and Governance Partners Engagement 5

Task 1 - An Equitable Public Engagement Program 5

Task 3 - Agencies Collaboration 6

Task 4 - Interest Holders and Local Organizations 6

Summary of the Engagement Strategies 7

PROJECT PROCESS SUMMARY 9

TARGET TIMELINES 9

BUDGET 9

PROJECT CHANGE MANAGEMENT 10

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~~ 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. ~~There has also been no comprehensive update to the LUB to implement the OCP policies since the adoption of the OCP.~~ 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



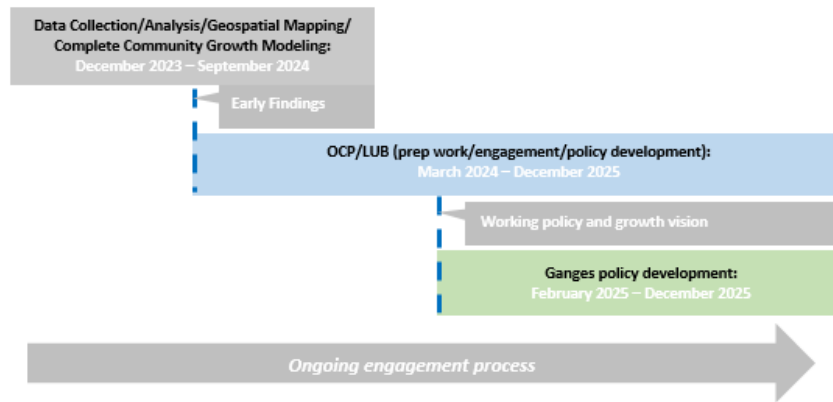
resiliency planning, infrastructure issues (such as the water moratorium), workforce stability challenges, transportation networks, and First Nations Reconciliation.

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;
- ensure food security;
- 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 where residents could live, work, and play within short walking distance; and
- periodic review through monitoring reports containing indicators and evaluation of the implementation progress.-

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	<p>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.</p> <p><i>Questions may include the following to assist the consulting team in their data gathering:</i></p> <ul style="list-style-type: none"> <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> 	<p>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.</p> <p><i>Questions and comments will be focusing on:</i></p> <ul style="list-style-type: none"> Housing Public amenities Transportation and infrastructure Walkability Cultural and 	<p>Seek feedback on the draft OCP policies and potential land use regulations that reflect input from Phase I and Phase II.</p>	<p>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.</p>



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 [thirteen First Nations with territorial interests, and 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 (TWGs) consists of staff from various ministries and other governance agencies, local non-profit and registered community groups. 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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).	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • To inform decision-making • When expert advice is sought, with an expectation of a high degree of influence over recommendations, decisions or outcomes

subject matter expertise or experience.	<ul style="list-style-type: none"> 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 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.	<ul style="list-style-type: none"> 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 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.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> 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
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Preliminary Contact

First Nations with treaty and territorial interest	Ministries/agencies	Community groups/organizations
<ul style="list-style-type: none"> • Ts'uubaa-asatx (Lake Cowichan) First Nation • Lyackson First Nation • MÁLEXEL (Malahat) Nation • Penelakut Tribe • Stz'uminus (Chemainus) First Nation • WJOLELP (Tsartlip) First Nation • S'ÁAUTW (Tsawout) First Nation • WSIKEM (Tseycum) First Nation • BOKECEN (Pauquachin) First Nation • WSAÑEĆ Leadership Council • Halalt First Nation • Cowichan Tribes 	<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • 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*
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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) <p><i>*And others as determined by SIPA & Ministry of Municipal Affairs</i></p>
	<p style="text-align: center;">Community Agencies/Groups</p> <ul style="list-style-type: none"> • 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 	

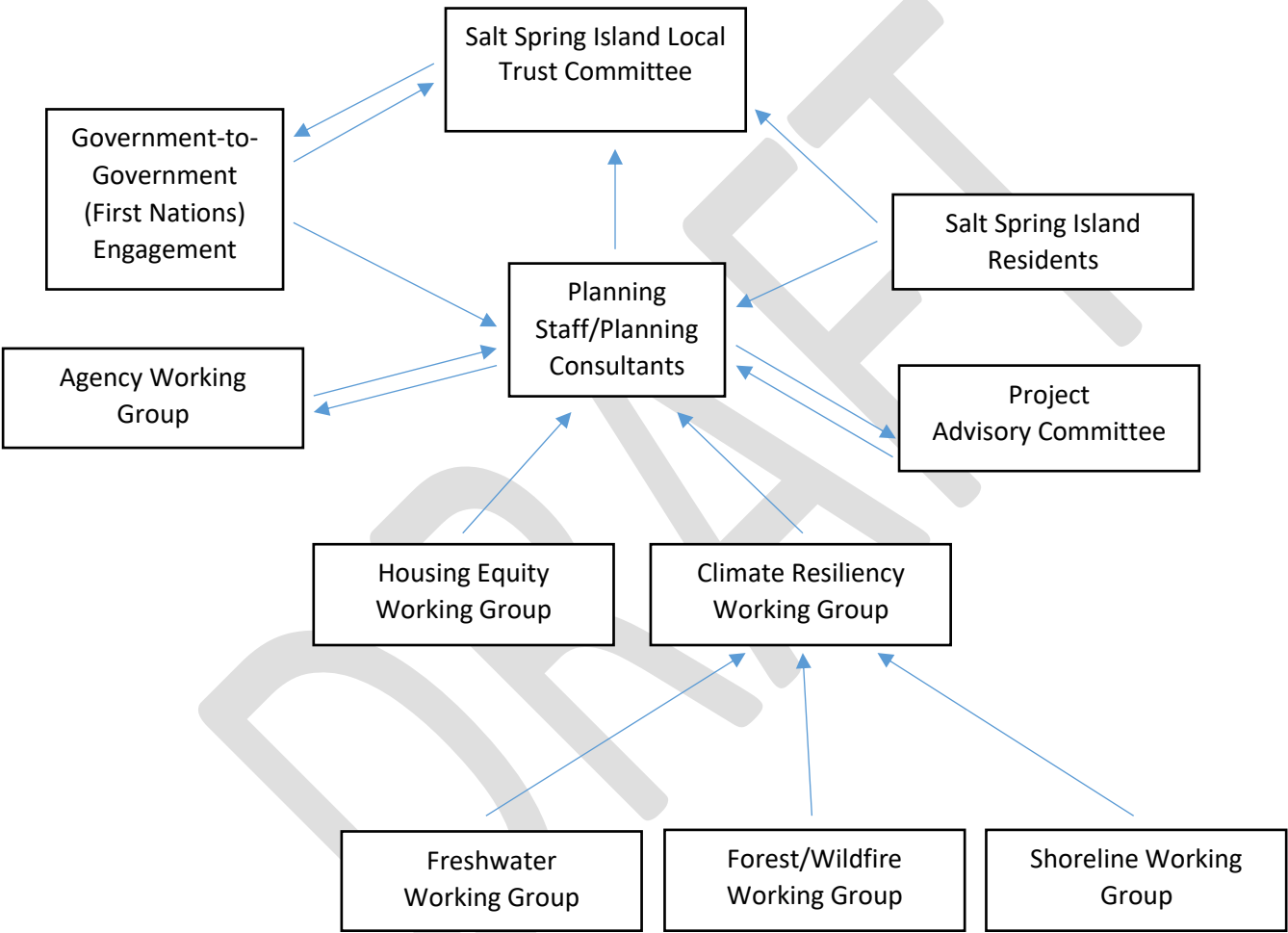
Development of e Communication and educational info, printouts, mail-outs, brochures, posting of meetings and legal notifications, facilities rental, public hearing costs	\$9,000
Technical and staff support on virtual and in-person sessions, and facility rental for in-person sessions, open houses and 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. ~~The Regional Planning Manager will bring forward A~~any changes that would affect the project budget or timeline outlined in this ~~terms of reference will be reviewed and brought for~~to-LTC ~~by the Regional Planning Manager for~~and 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)

OCP-LUB Update Information Flow Diagram





Lyackson First Nation



Cowichan Tribes



Stz'uminus First Nation



Penelakut Tribe



Halalt First Nation

Cowichan Nation

c/o 5760 Allenby Road

Duncan, BC V9L 5J1

Ph: (250) 748-3855

11 May 2021

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

VIA ELECTRONIC MAIL: lgarbo@islandstrust.bc.ca

Re: Shiya'hwt (Ganges Village) Planning Project

Dear Ms. Garbo,

I write to follow-up on the meeting between your planning team and the Cowichan Nation Working Group in January 2021. We understand that you have been tasked with leading the development of a comprehensive community planning process to develop a new local area plan for *Shiya'hwt* (Ganges Village). This plan will establish a vision and specific policies to guide change and development for the coming decades.

According to the Project Charter provided to the Cowichan Nation member communities lists as an objective to "Consider policies to implement Islands Trust's commitment to [sic] the reconciliation with First Nations, and to advance preservation of First [sic] Nation's heritage".

As the Islands Trust is well aware, the Cowichan Nation member communities have a deep, rich and ongoing connection to the lands and waters of *Shiya'hwt*. Our Nation retains unceded Aboriginal rights and title to our use and occupation sites at *Shiya'hwt*, including its resources, and maintains a sacred responsibility to care for those areas and for our ancestors resting there.

These are not matters to be discussed at a multi-agency Technical Working Group, which appears to be the venue through which the Islands Trust team prefers to engage with us.

Given the Islands Trust's myriad declarations and commitments to advancing true and lasting reconciliation with First Nations, including upholding the Truth and Reconciliation calls to Action and the principles of the United Declaration on the Rights of Indigenous Peoples, we expect to be meaningfully engaged in this planning process through bilateral discussions with the Islands Trust on topics of relevance to our interests. In this post-*Declaration on the Rights of Indigenous Peoples Act* era, the Cowichan Nation Alliance member communities are of the view that nothing less than a true partnership is needed to sustainably manage *Shiya'hwt* and that this planning process should be an exercise in joint planning.

If the Islands Trust is of the view that working in true partnership with the Cowichan Nation is somehow operating in excess of its jurisdiction or lies beyond its statutory authority than we propose that the Islands Trust consult with the province in this regard to determine how we can move forward.

Sincerely,



Eamon Gaunt
Cowichan Tribes, on behalf of the Cowichan Nation

cc. Lisa Wilcox, *kwakwemtenaat*, Islands Trust
Stefan Cermak, Islands Trust
Candace Charlie, Cowichan Tribes
Caitlin Kenny, Halalt First Nation
Karyn Scott, Lyackson First Nation
Raven August, Halalt First Nation
Ray Gauthier, Coast Salish Development Corp.
Josh James, Penelakut Tribe



File No.: 6500-20
Salt Spring Island OCP-LUB
Update Project

DATE OF MEETING: March 7, 2024
TO: Salt Spring Island Local Trust Committee
FROM: Jason Youmans, Island Planner
Salt Spring Island Team
SUBJECT: Complete Communities Assessment Project Engagement Information

PURPOSE

The purpose of this memo is to provide for the Salt Spring Island Local Trust Committee's (SS LTC's) consideration an example community engagement plan for the upcoming Complete Communities Assessment (CCA). A consultant hired to undertake the assessment project will develop and execute the formal engagement plan. However, staff felt it important to provide the attached document as a point of discussion to ensure that staff understand SS LTC's expectations for community engagement as it relates to this project and ensure the consultant's engagement plan reflects this.

BACKGROUND

Project Description and LTC Resolutions

SS LTC has been awarded a \$150,000 grant administered by the Union of British Columbia Municipalities (UBCM) to undertake a [Complete Communities Assessment](#) for Salt Spring Island. The Government of British Columbia's [Complete Communities guidance material](#) lays out the prescribed methodology that local governments should follow to undertake such an assessment, measuring 16 indicators across four themes:

- Housing
- Transportation
- Daily needs; and
- Infrastructure

The CCA is primarily a geo-spatial analysis – a series of technical exercises – the results of which can establish a fact-based foundation to inform subsequent discussions about community development options and appropriate policy responses to move toward becoming a more complete community. The province's guidance material describes a complete community as “communities – or areas within a community – which provide a diversity of housing to meet identified community needs and accommodate people at all stages of life, and provide a wider range of employment opportunities, amenities, and services within a 15-20 minute walk”

The provincial government's prescribed methodology acknowledges that different scales and types of community engagement may be appropriate depending on the purposes for which the assessment is being undertaken. However, it also assumes that a community's general vision and goals are set out in its official community plan and other local government and agency planning documents.

Some trustees have signalled that the validity of the community vision and goals described in the OCP is no longer assured given the age of the document, and that a broader community conversation is needed to determine what a complete community means in a rural island context such as Salt Spring. On this basis, the draft engagement plan attached attempts to capture a level and type of engagement that reflects this view, while also enabling the project's completion on time and on budget.

SSLTC has passed several resolutions in recent months that have bearing on the Complete Communities Assessment.

At its October 12, 2023 meeting, SS LTC passed the following resolution regarding community engagement on SS LTC projects:

SS-2023-121

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee take immediate action to move beyond the now outdated 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

At its November 15, 2023 meeting, SS LTC passed the following resolution regarding the Complete Communities 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

ISSUES AND OPPORTUNITIES

Project Status

A request for proposals (RFP) was developed and posted to the BC Bid and Islands Trust websites in January. Two responses were received and scored by an evaluation committee. As of this memo, staff are in the review and selection process.

Staff have also been making contact with agency representatives to advise them of the impending assessment project and potential creation of an agency working group, as well as gathering preliminary information about data collection and use.

Project Engagement Approach

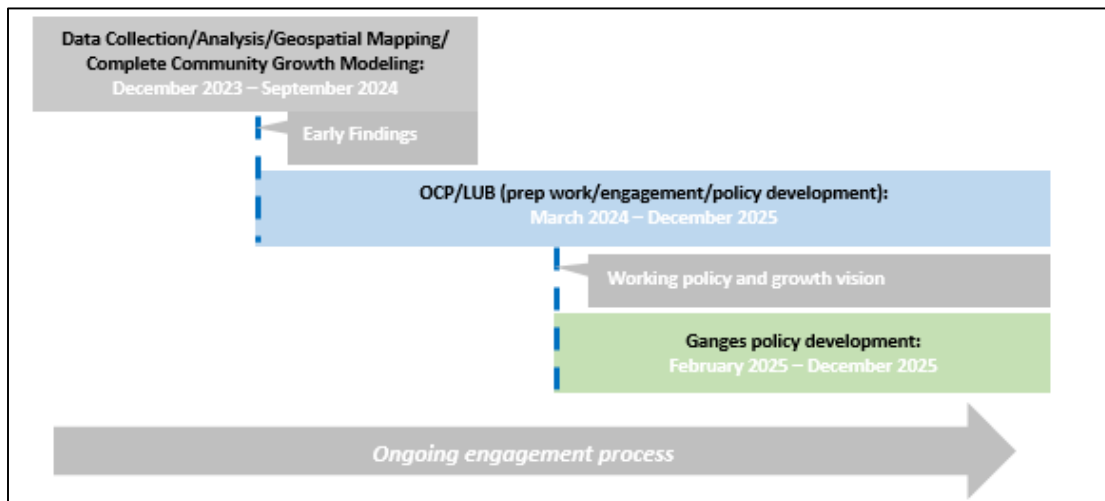
Staff understand that SS LTC expects staff and hired consultants to be guided by [Beyond Inclusion: Equity in Public Engagement](#).

The engagement approach described in the document attached as Appendix 1 is provided as an example for SS LTC’s discussion. The consultant hired to undertake the CCA will develop the formal engagement plan for the granted work, to be endorsed by SS LTC. Staff will use the comments provided by SS LTC on the document attached to this memo to inform discussions with the consultant about how to engage the community on this initiative.

Staff note that *Beyond Inclusion* advises that users of the guide “tailor engagement plans to the context.” The draft engagement plan attached as Appendix 1 provides a level of engagement that staff believe is appropriate to the context of this initiative.

Relationship to OCP-LUB Amendment Process

The LTC’s major projects roadmap frames the relationship of the Complete Communities Assessment to the LTC’s larger OCP-LUB amendment process as follows:



The CCA report will serve as a map and infographic atlas of the way that things are today. It will bring together pre-existing data currently held in isolation among the various agencies that have jurisdiction on Salt Spring Island and non-governmental organizations that have compiled pertinent data of their own. This sort of data aggregation exercise would be a necessary component of any major OCP update. However, the Complete Communities Assessment will go further by using the available data to analyse potential ways that the community could change relative to the complete community goals identified through early stage engagement.

Staff anticipate that the CCA will culminate with policy recommendations to advance a change scenario that garners the greatest support during later-stage community engagement. However, it will be through the OCP-LUB amendment process, and through a separate engagement strategy for that process, to develop and determine policy changes to be included in the amended OCP and LUB bylaws. The CCA report is provided for information and the LTC may find through engagement that local, island-based factors such as community values and preferences will impact how it informs changes to the OCP and LUB.

Engagement Considerations

Staff advise that the CCA is initiated with an understanding that the vision and values of the OCP may not fully reflect the needs and preferences of residents today. For this reason, the central goal of the CCA is to integrate more modern planning documents, such as housing needs reports, transportation studies, and engineering studies relating to linear infrastructure from both the Islands Trust and the numerous other governance agencies serving Salt Spring Island. Engagement at later stages of the CCA process is intended to reflect back, and inform policy direction to produce information that is viable both in terms of technical opportunity and limits, as well as community support.

The OCP-LUB amendment process will, by necessity, begin with an opportunity to engage in conversation about the community's vision, values and goals in accordance with the scope of that project, building on early and final information developed by the CCA. SS LTC should not confuse this process by doing it as part of the Complete Communities Assessment. Or, if SS LTC does want to do it under the Complete Communities umbrella, it needs to firmly establish its OCP project plan before the Complete Communities launch so it can be explicit that the results of the vision/values/goals conversation will be used as the basis for a revised OCP. There is a real risk of consultation fatigue and confusion if residents are going to be asked similar questions for two separate purposes in a short time frame. Staff recommend that questions posed at the front-end of the Complete Communities engagement process be narrowed, to the greatest extent possible, to those about community completeness as residents understand it.

The definition of a complete community provided by the provincial guidance material is targeted toward a more rural context. Staff acknowledge that some level of community engagement will be required to determine what defines a "complete community" on a rural island.

First Nations Engagement

Staff and the consultants hired to undertake the CCA will develop a separate First Nations engagement plan. The outcomes of that engagement will be summarized and reflected in the final assessment report and formulation of recommendations.

Similar to staff's concerns about opening too wide a discussion with Salt Spring residents about vision/values/goals under the Complete Communities process, so too are those concerns shared about engaging local First Nations governments in similar discussions. First Nations governments will, and must, be involved in these types of conversations as part of the OCP Review project, but the time they can make available for Salt Spring planning projects is limited, and SS LTC must enter into these discussions with a clear purpose and clarity on the timelines involved.

Staff's preliminary thoughts on engaging Nations through the CCA is to:

- Inform them that the work will take place
- Inform them that information gleaned from the process will provide a fact-based foundation for subsequent discussions about settlement patterns on the Island, and could inform Nations own plans for developing Island reserve or treaty settlement land to return to full-time residency on the island
- Solicit their impressions of community completeness
- Provide an opportunity to comment on scenarios developed through the assessment process

NEXT STEPS

Staff would appreciate SS LTC’s review of the attached Engagement Plan and any comments or questions SS LTC has to inform the launch of the CCA. To aid the discussion, SS LTC should consider and provide guidance on the following questions:

- Does the level and type of engagement proposed in the example engagement plan meet SS LTC’s expectations?
- How do we engage the community in a discussion about complete communities without conflating that engagement with forthcoming engagement undertaken as part of the OCP update process?

Submitted By:	Jason Youmans, Island Planner	February 24, 2024
Concurrence:	Chris Hutton, Regional Planning Manager	February 28, 2024

ATTACHMENTS

1. Example Engagement Plan – Complete Communities Assessment

February 24, 2024

Salt Spring Island Complete Communities Example Engagement Plan

1. INTRODUCTION AND BACKGROUND

SS LTC has been awarded a large grant administered by the Union of British Columbia Municipalities (UBCM) to undertake a [Complete Communities Assessment](#) for Salt Spring Island. The Government of British Columbia's [Complete Communities guide](#) lays out the prescribed methodology that local governments should follow to undertake a geospatial analysis across four required themes:

- Housing
- Transportation
- Daily needs; and
- Infrastructure

According to the Complete Communities guide, the goal of the complete communities concept is to foster communities that “provide a diversity of housing to meet identified community needs and accommodate people at all stages of life, and provide a wider range of employment opportunities, amenities, and services within a 15-20 minute walk.”

On Salt Spring Island, the results of the Complete Communities Assessment will provide a fact-based foundation to inform subsequent discussions about community development options and appropriate policy responses. Information derived from the Complete Communities Assessment process will provide data and context to inform an upcoming major OCP-LUB Update Project.

SS LTC has signalled that the province's concept of a complete community is not appropriate for a rural island context like Salt Spring Island, and therefore wants to hear from residents at two stages of the assessment:

- 1) In Phase 1 of the project to better understand community perceptions about what constitutes a complete community here; and
- 2) In Phase 2 of the project as alternative scenarios for community change begin to emerge.

Commitment to the Community

SS LTC has resolved to strive for 'equity in participation' for all its public engagement processes.

Goals and Principles

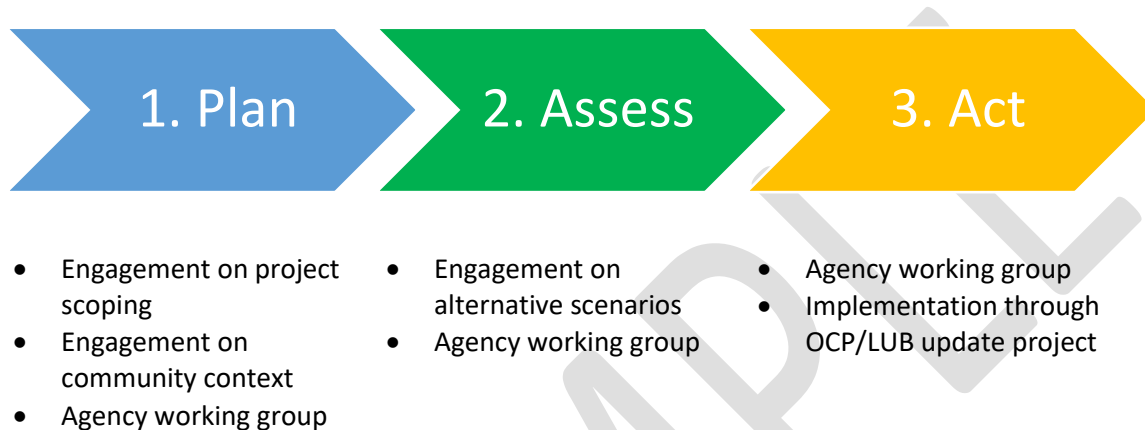
SS LTC will adhere to the following principles of public engagement as described in [Beyond Inclusion: Equity in Public Engagement](#):

1. Invite participation within an authentic and accountable engagement process
2. Plan early and proactively
3. Establish respectful relationships with Indigenous Peoples
4. Engage the internal diversity of a community
5. Work in reciprocal relationship with communities

6. Tailor engagement plans to the context
7. Commit to ongoing learning and improvement
8. Advance systemic equity

Project Process

In accordance with the province’s Complete Communities guide, the Complete Communities Assessment will take place in three phases. Community engagement will occur mainly in Phases 1 and 2.



2. APPROACH, METHODS AND TOOLS

A variety of methods and tools will be used to communicate and engage during the Complete Communities Assessment process. These methods and tools are divided into five approaches.

Information Sharing – The SSLTC will share information about the project at key intervals in the process. The project website will be updated periodically and will act as the main source of information for the project. SSLTC may use local print and online media to provide information about the project.

Online Consultation – SSLTC will solicit comments and feedback online through the project website using tools such as online surveys and feedback forms.

Live Events – SS LTC will hold workshops and public meetings at key intervals in the process.

Outreach – SS LTC will communicate with local non-governmental organizations that may have valuable input or information to provide. SSLTC may provide the opportunity for interest holders to undertake self-led engagement activities to inform complete community context.

Agency Working Group – SS LTC will assemble a working group of staff from agencies with some jurisdiction related to community completeness.

3. OUTCOMES AND PRODUCTS

The purpose of this initiative is to generate a Complete Communities Assessment report that satisfies the conditions of the funder and provides useful information to inform future land use policy development.

The consultant undertaking the assessment process will lead engagement initiatives, aggregating and accurately summarizing the feedback received. Submissions made during the project engagement will be available in full on the project website and in accordance with privacy protection requirements.

An exception to this may be engagement with First Nations, where confidential or sensitive information may not be posted publicly.

4. COMMUNICATIONS AND ENGAGEMENT SCHEDULE

Phase 1: PREPARE

The steps of Phase 1 are as follows:

- 1) Understand the community’s goals;
- 2) Define the scope of work¹; and
- 3) Gather and prepare the data

The purpose of community engagement and consultation in Phase 1 is to:

- Understand the community’s goals
- Determine what indicators additional to the core 16 required by the Province should be measured; and
- Inventory and share relevant data

Table 1: Engagement/Consultation Methods for Phase 1

Method	Details	Who	When
Information Sharing	<ul style="list-style-type: none"> • E-mail Subscriber notification of the award of contract • Update website • Salt Spring Exchange • Op-Ed in the Driftwood 		March 30, 2024
Online Consultation	<ul style="list-style-type: none"> • Online survey about perceptions of community completeness 	Salt Spring residents	March 30 to April 31, 2024
Live Events	<ul style="list-style-type: none"> • Indicator workshop (Introduce project, invite interest holders to review 16 core indicators and create some more) 	Advocacy group representatives	By April 31
Agency Working Group	<ul style="list-style-type: none"> • Agency working group to coordinate data sharing and to review products through an agency lens as they are produced 	Staff-organized	Meeting 1: by April 31

¹ Per SS LTC resolution SS-2023-140 the scope of the project will be confirmed with SS LTC prior to commencing community engagement.

	o Meetings as needed		
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Phase 2: ASSESS

The steps of Phase 2 are as follows:

- 4) Map indicators
- 5) Analyze the data
- 6) Test scenarios and actions

The purpose of community engagement and consultation in Phase 2 is to:

- Solicit community input on different community change scenarios; and
- Ensure that agency data is accurately used in scenario development

Table 2: Engagement and Consultation Methods for Phase 2

Method	Details	Who	When
Information Sharing	<ul style="list-style-type: none"> • Update website as needed 		
Online Consultation	<ul style="list-style-type: none"> • Post findings and scenarios to website with opportunity to provide comment (e-mail subscribers, SS Exchange) 	Salt Spring residents	August 2024
Live Events	<ul style="list-style-type: none"> • Presentation of findings and scenarios and opportunity to comment 	Community Information Meeting	August 2024
Outreach	<ul style="list-style-type: none"> • Interest holder self-led workshops to review and provide comment on findings and scenarios 	Advocacy groups and citizen groups	August 2024
Agency Working Group	<ul style="list-style-type: none"> • Agency working group to review findings and scenarios from an agency perspective, identify problems 	Staff-organized	August 2024

Phase 3: ACT

The steps of Phase 3 are as follows:

- 7) Develop an Implementation Plan; and
- 8) Monitor and Report

Staff anticipate limited community engagement and consultation in Phase 3 as the consultants will develop their professional recommendations based on the outcomes of Phase 1 and 2 and SS LTC will have to decide whether they wish to proceed with those recommendations as part of its OCP-LUB Update Project.

Table 3: Consultation Methods for Phase 3

Method	Details	Who	When
Information Sharing	<ul style="list-style-type: none"> Post final report to website 		September 15, 2024
Online Consultation	N/A		
Live Events	N/A		
Outreach	N/A		
Agency Working Group	<ul style="list-style-type: none"> Agency working group to review report through agency lens before final 	Staff-organized	September 1, 2024

EXAMPLE

5. WHO WILL BE INVITED TO PARTICIPATE?

Agency Working Group	Indicator Workshop	Surveys/Community Information Meetings	Comm-Led Group Workshops
<ul style="list-style-type: none"> • Islands Trust Conservancy • Islands Trust Freshwater Specialist • North Salt Spring Waterworks District • CRD Water Services • CRD PARC • Island Health • Ministry of Transportation and Infrastructure • BC Transit • School District 64 	<ul style="list-style-type: none"> • Salt Spring Solutions • Transition Salt Spring • Salt Spring Island Community Services • Salt Spring Foundation • Salt Spring Island Community Health Services • Salt Spring Island Agricultural Alliance • Salt Spring Island Chamber of Commerce • Island Pathways • Salt Spring Water Preservation Society • Salt Spring Housing Council Society • Salt Spring Arts Council Society • Salt Spring Conservancy 	<ul style="list-style-type: none"> • Open to all community members 	<ul style="list-style-type: none"> • Open to all advocacy groups or self-organized interest groups

6. BUDGET

SSLTC received a provincial grant of \$150,000 to undertake this work.

Of this, up to \$120,000 has been allocated to the consultant leading the process. The remaining \$30,000 will be used for First Nations engagement and incidentals.

DATE OF MEETING: October 11, 2022
TO: Salt Spring Island Local Trust Committee
FROM: Chris Hutton, Regional Planning Manager, Salt Spring Island Team
SUBJECT: Proposed Bylaw No. 537 – Accessory Dwelling Units

RECOMMENDATIONS

1. That the Salt Spring Island Local Trust Committee adopts Proposed Bylaw No. 537, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 1, 2024.”

BACKGROUND

Proposed Bylaw No. 537, if adopted, will amend Salt Spring Island Land Use Bylaw No. 355 (LUB) to define and regulate accessory dwelling units and update regulations related to secondary suites. The proposed bylaw will also append a new Schedule ‘M’ identifying parcels where accessory dwelling units are permitted.

The proposed bylaw was approved by Executive Committee on February 28, 2024, and is attached here for SS LTC to consider adoption.

Submitted By:	Chris Hutton, Regional Planning Manager	February 28, 2024
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ATTACHMENTS

Appendix 1 Proposed Bylaw No. 537

PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 537

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 Local Trust Committee, Bylaw No. 355. Land Use Bylaw, 1999, Amendment No. 2, 2023”.

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 in Section 1.1 “Definitions:”

“Accessory Dwelling Unit” means a dwelling unit accessory to a single-family dwelling unit intended as an independent, separate unit, and subordinate to the principal structure.

2.2 Schedule “M” is appended to and forms part of “Salt Spring Island Local Trust Committee, Bylaw No. 355. Land Use Bylaw, 1999, Amendment No. 1, 2022”, as shown on attached Plan No. 1

2.3 By replacing Section 3.16 “Secondary Suites” with the following:

3.16 ACCESSORY DWELLING UNITS AND SECONDARY SUITES

Regulations for accessory dwelling units and secondary suites:

3.16.1 *Secondary suites and accessory dwelling units are permitted only on lots that are within or partially within the shaded areas per the following:*

- (1) *Secondary suites - Schedule “I” of this Bylaw;*
- (2) *Accessory dwelling units – Schedule “M” of this Bylaw.*

Information Note: An accessory dwelling unit located within the Provincial Agricultural Land Reserve must also be consistent with the provisions of the Agricultural Land Commission Act and its regulations.

3.16.2 Only one (1) *secondary suite* or one (1) *accessory dwelling unit* is permitted per *lot*.

3.16.3 The *secondary suite* or *accessory dwelling unit* shall not be:

- (1) located within a portion of a *lot* that is identified as a Community Well Capture Zone on Map 22 of the Salt Spring Island Official Community Plan;

- (2) located within a *community water system*, except where written confirmation from the operator of the *community water system* is provided that the site has sufficient capacity to supply a *secondary suite* or an *accessory dwelling unit*;
- (3) operated as a *Bed and Breakfast home-based business*, nor rented on a *temporary* basis.
- (4) subdivided from the dwelling unit, single family to which it is accessory under the Land Title Act or the Strata Property Act.

3.16.4 The *secondary suite* or *accessory dwelling unit* shall be:

- (1) occupied by the owner of the *lot*; or
- (2) occupied by a person other than the owner who has responsibility for managing the property, including dealing with complaints of neighbours arising from the occupancy of the property.

Information Note: Pursuant to other provisions of this Land Use Bylaw, short term vacation rentals are not permitted in residential areas.

3.16.5 A building permit must be obtained for any *secondary suite* or *accessory dwelling unit*.

3.16.6 Where water to a *lot* containing a *secondary suite* or an *accessory dwelling unit* is supplied from:

- (1) rainwater collection, the rainwater system must be capable of supplying it with a sufficient quantity of *potable water*;
- (2) Where a *lot* is supplied by groundwater, a *single-family dwelling* containing a *secondary suite*, or an *accessory dwelling unit*, must have sufficient available groundwater.

Information Note: At time of Building Permit application, the Capital Regional District requires specific amounts of potable water be demonstrated, and proof of adequate septic capacity be provided, prior to issuing approvals.

- (3) a combination of sources, a written plan for the supply of water is to be provided under seal of an engineer that demonstrates an adequate supply of potable water;
- (4) a surface water body, a water license, issued or amended after November 30, 1994, must permit the withdrawal of the required amount of water.

Information Note: The provincial Water Management Branch completed a study of surface water availability in November of 1994. Water licenses issued before this time may not be a reliable indication that water is actually available in the necessary quantity.

Accessory Dwelling Unit Regulations

- 3.16.7 The maximum *height* of an *accessory dwelling unit* is 7 metres;
- 3.16.8 The maximum *floor area* of an *accessory dwelling unit* is 56 square metres on *lots equal to or less than 1.2 hectares* in area;
- 3.16.9 The maximum *floor area* of an *accessory dwelling unit* is 90 square metres on *lots greater than 1.2 hectares*;
- 3.16.10 Despite section 4.3, no accessory dwelling unit shall be constructed 4.5 metres from any interior side lot line;
- 3.16.11 The driveway access to the accessory dwelling unit must be shared with access to the principal residence, unless access to the accessory dwelling unit can be provided from a rear lane.
- 3.16.12 The *accessory dwelling unit* can be freestanding or combined with an *accessory building*;
- 3.16.13 The *accessory dwelling unit* must not have a *basement*;
- 3.16.14 The *accessory dwelling unit* including any stairs, decks or porches or other *structures* that are attached to the unit, or that function as part of the unit, should not be located within 6 metres of any other *building* on a *lot*;
- 3.16.15 An *accessory dwelling unit* does not include recreational vehicles, or any *dwelling unit* on wheels.

Secondary Suite Regulations

- 3.16.16 The maximum *floor area* for a *secondary suite* is 90 square metres.
- 3.16.17 The *secondary suite* must be contained within the walls of the *building* that contains the *principal dwelling unit*.
- 3.16.17 The entrance to a *secondary suite* from the exterior of the *building* must be separate from the entrance to the *principal dwelling unit*.

- 2.4 By adding a change to the table under Subsection 7.1.5 “Minimum Number of Parking Spaces for Automobiles, Disabled Parking and Bicycles” with the following:

TABLE 3 MINIMUM NUMBER OF PARKING SPACES FOR AUTOMOBILES, DISABLED PARKING AND BICYCLES			
LAND USE	Number of Automobile Parking Spaces Required	Number of required Automobile Parking Spaces which must be designed for use by the disabled	Number of Bicycle Parking Spaces Required
RESIDENTIAL			
<i>Seasonal Cottage, Accessory Dwelling Unit or Secondary Suite</i>	1 per unit	0	0

And by making consequential numbering alterations to effect this change.

READ A FIRST TIME THIS 22 DAY OF January 2024
READ A SECOND TIME THIS 22 DAY OF January 2024
READ A THIRD TIME THIS 22 DAY OF January 2024

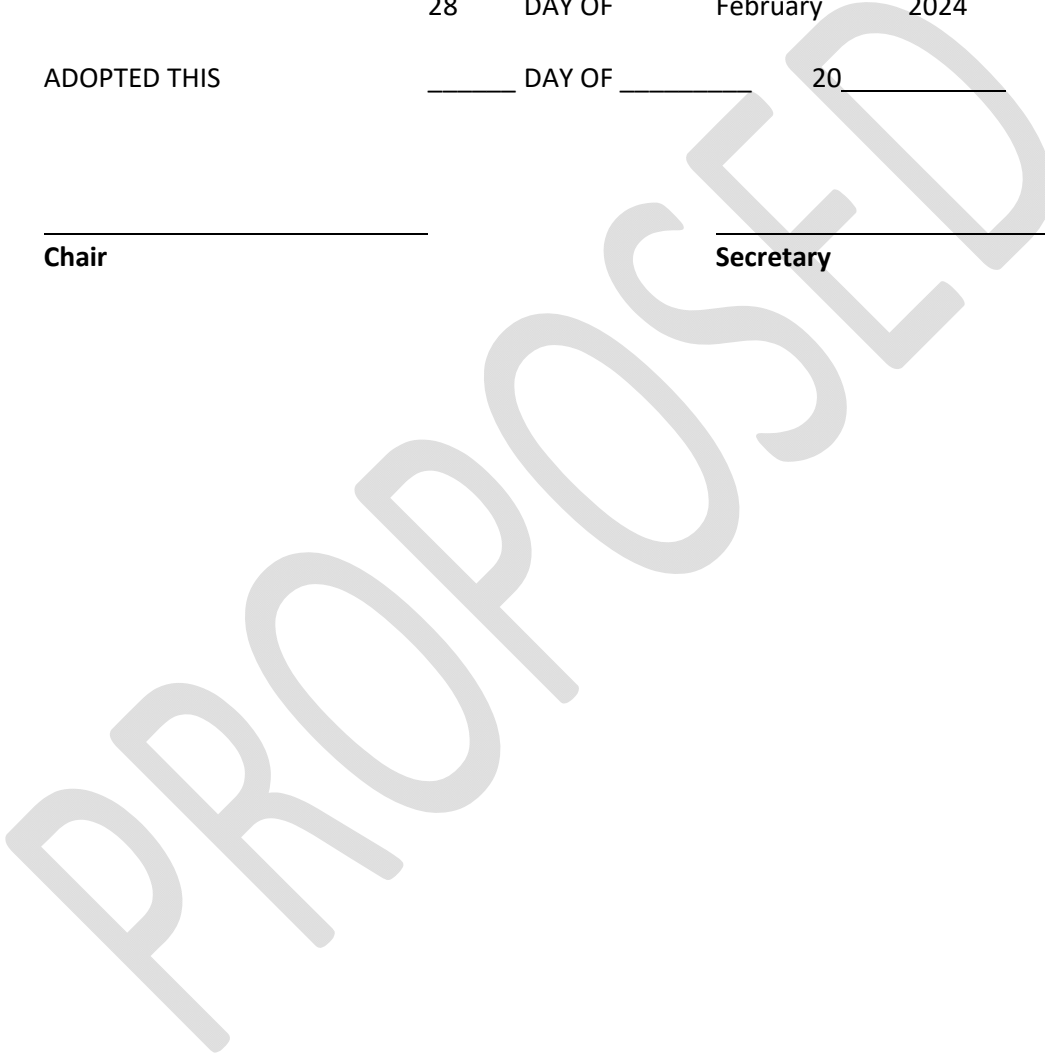
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

28 DAY OF February 2024

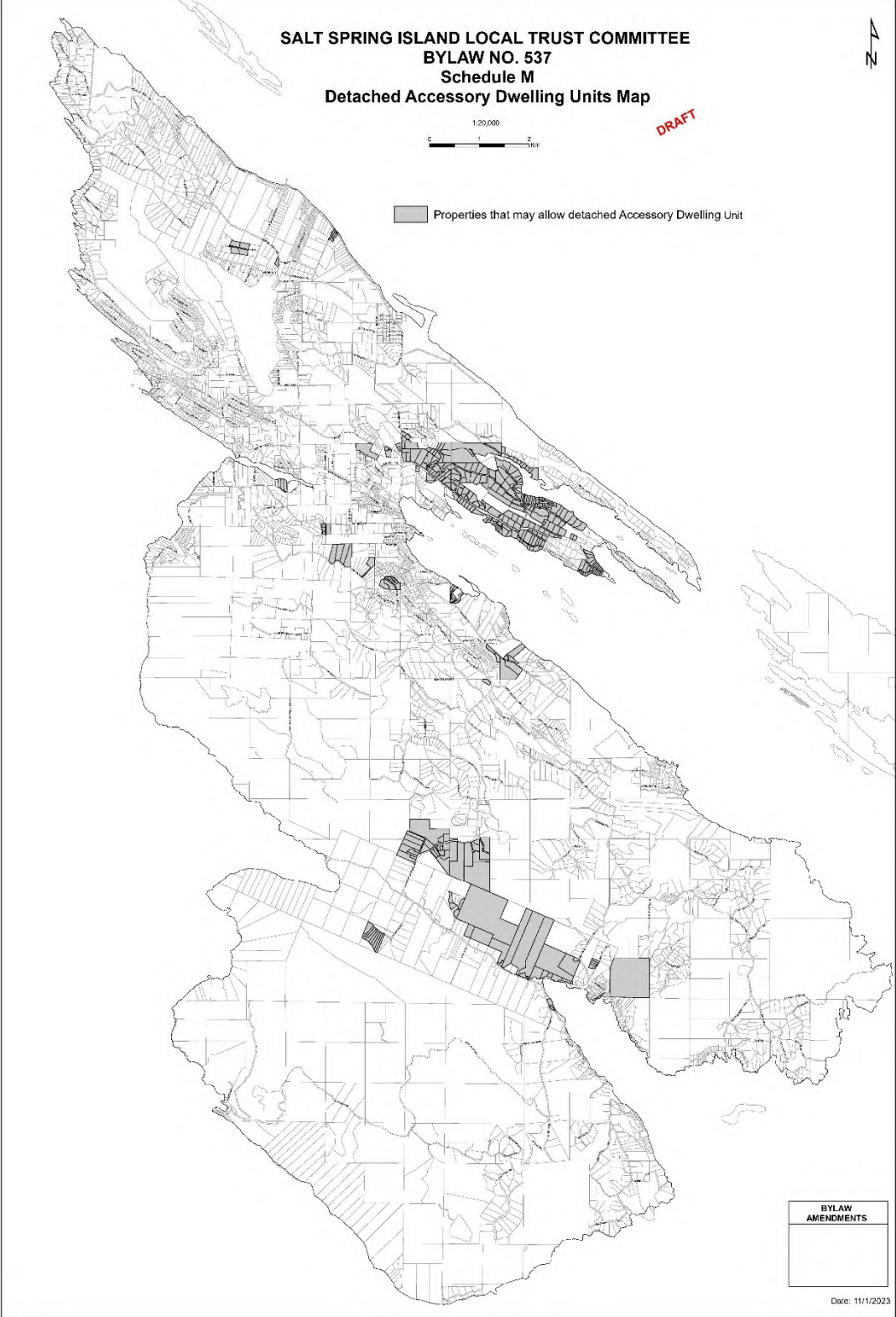
ADOPTED THIS _____ DAY OF _____ 20____

Chair

Secretary



SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 537
Plan No. 1





Islands Trust

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. <p style="text-align: right;"><u>CARRIED</u></p>
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: <ul style="list-style-type: none"> 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. <p style="text-align: right;"><u>CARRIED</u></p> <p>*Bylaw 461 was adopted May 2, 2013</p>



Islands Trust

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2016-06-02	SS-2016-114	Grantville Neighbourhood lawful non-conforming sewage disposal field repair or replacement	<p>It was MOVED and SECONDED,</p> <p>that the Salt Spring Island Local Trust Committee adopt “Standing Resolution 2” as specified in Appendix 2 of the staff report dated May 25, 2016. (shown below):</p> <p>That the Salt Spring Island Local Trust Committee direct staff to administer and enforce Bylaw 484 according to the following policies:</p> <ol style="list-style-type: none"> 1. Where a sewage disposal field or septage pit is lawfully non-conforming with respect to Bylaw 484, and pursuant to Local Government Act Section 529, the Salt Spring Island Local Trust Committee considers that the following actions do not constitute maintenance, alteration, or extension, and therefore require a development variance permit application to the Salt Spring Island Local Trust Committee: <ol style="list-style-type: none"> 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. <p style="text-align: right;"><u>CARRIED</u></p>



Islands Trust

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>



Islands Trust

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2018-08-16	SS-2018-177	Cannabis Regulation	<p>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:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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. <p style="text-align: right;"><u>CARRIED</u></p>



Islands Trust

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	<p>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.</p> <p style="text-align: right;"><u>CARRIED</u></p>
2019-04-30	SS-2019-88	Families as Stakeholders	<p>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.</p> <p style="text-align: right;"><u>CARRIED</u></p>



Islands Trust

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2019-08-27	SS-2019-153	STVR	<p>It was MOVED and SECONDED,</p> <p>that the Salt Spring Island Local Trust Committee rescind Resolution SS-2017-120 and adopt the following new short-term vacation rental enforcement policy:</p> <p>that given finite resources available for enforcement activities and in order to ensure the most effective results for enforcement activities, Short-Term Vacation Rentals (STVRs) that have one or more of the following characteristics will be subject to proactive enforcement:</p> <ol style="list-style-type: none"> 1. They are advertised on the Internet, newspapers or other media; 2. More than one dwelling on the lot is simultaneously made available for STVRs; 3. While the property is rented persons are staying in tents, trailers, or Recreational Vehicles; 4. There are issues related to health and safety; 5. There is a written complaint by owners or residents on nearby lots about bona fide nuisance issues such as noise or parking congestion related to the STVR; 6. The owner of the property uses more than one property on Salt Spring Island as an STVR; that a Short-Term Vacation Rental (STVR) is defined as rental of a dwelling, suite, or cottage in a residential zone for less than 30-day periods; <p>that a Short-Term Vacation Rental (STVR) is defined as the rental of a dwelling, suite, cottage, camping unit, accessory building or structure for a commercial guest accommodation use in a non commercial or commercial guest accommodation zone for less than a 30-day period;</p> <p>that nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the Salt Spring Island Local Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time.</p> <p style="text-align: right;"><u>CARRIED</u></p>



Islands Trust

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2019-11-26	SS-2019-253	Reconciliation	<p>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:</p> <p>Whereas the Local Trust Committee seeks to engage in Reconciliation with local First Nations, governments and the island community by honouring the Truth and Reconciliation Commission (TRC) Calls to Action, United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), Draft Principles that Guide the Province of British Columbia’s Relationship with Indigenous Peoples, and Islands Trust First Nations Engagement Principles, the Local Trust Committee endeavours to:</p> <ul style="list-style-type: none"> 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. <p style="text-align: right;"><u>CARRIED</u></p>



Islands Trust

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2019-12-17	SS-2019-275	Referral of Items to the Agricultural Advisory Planning Commission	<p>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:</p> <ul style="list-style-type: none"> 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. <p style="text-align: right;"><u>CARRIED</u></p>



Islands Trust

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2020-04-28	SS-2020-045	Policy Options for Bylaw Enforcement Compliance on Unlawful Uses	<p>It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee adopt the following policy on unlawful land uses and planning applications:</p> <ul style="list-style-type: none"> 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. <p style="text-align: right;"><u>CARRIED</u></p>



Islands Trust

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	<p>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:</p> <ul style="list-style-type: none"> 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. <p style="text-align: right;"><u>CARRIED</u></p>
2021-06-29	SS-2021-111	Bylaw Enforcement Policy on Portable Sawmills	<p>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.</p> <p style="text-align: right;"><u>CARRIED</u></p>



Islands Trust

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2021-11-09	SS-2021-213	Residential Use in Commercial Accommodations	<p>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.</p> <p style="text-align: right;"><u>CARRIED</u></p>
2021-12-14	SS-2021-237	First Nations Consultation for Proposed Antenna Systems	<p>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:</p> <ol style="list-style-type: none"> 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 <p style="text-align: right;"><u>CARRIED</u></p>



Future Projects Report

Salt Spring Island

1. *OCP Amendments*

Responsible

Date Received

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

06-Oct-2020

2. *Land Use Bylaw Amendments*

Responsible

Date Received



Future Projects Report

Salt Spring Island

- Outer Islands (Feb. 2015)
- LUB Update: Affordable Housing (June 2015)
- Accessory Buildings Without a Principle Use (Dec. 2016)
- Technical and Minor Amendments (Mar. 2017)
 - Limit fence height to 2.4m; increase dock width from 1.2m to 1.5m; culverts as structures in waterbody setbacks
- Reduce Permitted Lot Coverage in Rural Upland Zones (Aug. 2018)
- Ganges Village Planning - Harbourwalk (Oct. 2019)
- Commercial Truck Parking and Storage (July 2020)
- Regulate Cannabis Production (Sept. 2020)
- Portable Sawmills (Nov. 2020)
- Review of the residential zoning of islets (Jul. 2022)
- Impacts of future lake levels of St. Mary Lake (Aug. 2022)

06-Oct-2020

3. Direct Bylaw Enforcement

Responsible

Date Received

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

06-Oct-2020

4. Administrative Processes and Procedures

Responsible

Date Received



Future Projects Report

Salt Spring Island

·Land Use Contracts (Feb. 2015)

06-Oct-2020

·Soil Removal Bylaw update (Feb. 2015)

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

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

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

5. *Advocate*

Responsible

Date Received

·none listed

06-Oct-2020

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

Chris Buchan

Jason Youmans

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.

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.

Chris Hutton
Jason Youmans

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.

Salt Spring Island

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

Responsible

Dates

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

Chris Hutton
William Shulba

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



Print Date: February 28, 2024

Follow Up Action List

Active Projects Report

Salt Spring Island



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



Development Permit

File Number	Applicant Name	Date Received	Purpose
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SS-DP-2022.7	Polaris Land Surveying INC	10-Aug-2022	Delegated DPA3 Dock - 250 Collins Road, SSI
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Planner: Anthony Fotino

Planning Status

Status Date: 30-Jan-2023

DP requires qualified professional updates / separate variance application required

Status Date: 30-Jan-2023

File transferred to Planner Fotino

Status Date: 12-Jan-2023

File transferred to Planner Buchan

File Number	Applicant Name	Date Received	Purpose
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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).
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Planner: Charly Caproff

Planning Status

Status Date: 13-Feb-2024

File assigned to Planner Caproff

Status Date: 06-Dec-2023

Planner Garbo assigned 12/05/2023



Development Permit

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: 21-Feb-2024

A final letter would need to be received from Ryzuk confirming all conditions have been met in order to close the file. Staff have contacted Ryzuk and the applicant.

Status Date: 13-Feb-2024

Email and update received from Ryzuk. Staff to review.

Status Date: 23-Jan-2024

Contacted owner to reach out to Ryzuk regarding initiating a new contract. Then Ryzuk can complete a final inspection memo.

File Number	Applicant Name	Date Received	Purpose
SS-DP-2023.12	AURORA PROFESSIONAL GROUP INC	05-Dec-2023	Delegated DP - SEPTIC FIELD (DISPERSAL SYSTEM) REPLACEMENT IN A DPA-05 AREA

Planner: Bruce Belcher

Planning Status

Status Date: 07-Feb-2024

Applicant contacted regarding siting of the proposed septic field, confirmed through correspondence

File Number	Applicant Name	Date Received	Purpose
SS-DP-2023.13	Etheridge Home Renovation	11-Dec-2023	Delegated DP - To build an accessibility ramp from the road down to the mail floor level of unit 28 and down to the lower grade level - 28- 315 ROBINSON RD, SSI - SS-DP-2023.13

Planner: Bruce Belcher

Planning Status

Status Date: 14-Dec-2023

Planner Belcher assigned 14-Dec-2023



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: 22-Feb-2024

Delegated DP report under preparation. DVP will be required.

Status Date: 24-Aug-2023

File assigned to Planner Buchan

File Number	Applicant Name	Date Received	Purpose
SS-DP-2024.1	Damis, Andrew	13-Feb-2024	Delegated DP - Construction of SFD in DPA6 - 1205 Mountain Road, SSI

Planner: Bruce Belcher

Planning Status

Status Date: 22-Feb-2024

File assigned to Planner Belcher



Development Permit

File Number	Applicant Name	Date Received	Purpose
SS-DP-2024.2	Juengst, Patricia	08-Feb-2024	Delegated DPA5 - Septic Field for Subdivision - Lot 28 Welbury Drive, SSI

Planner: Chris Buchan

Planning Status

Status Date: 22-Feb-2024
Delegated DP report under preparation.

Status Date: 12-Feb-2024
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: 22-Dec-2023
Staff contacted applicant regarding outstanding reports and to confirm that the site plans provided are still accurate. Requirement for a professional report for DPA 6 and DPA 7. Contacted CRD to receive updated permit history information. Correspondence in folder.

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.



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: 22-Feb-2024

Chris to review and determine if any outstanding information received.

Status Date: 10-Aug-2023

File reassigned to Planner Buchan

Status Date: 02-Feb-2023

Planner waiting for information from applicant.



Development Variance Permit

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

Planning Status

Status Date: 21-Feb-2024

Covenant received from applicant. Planner has forwarded to Leg Clerk to issue the DVP. Asked for clarity whether the covenant needs to be signed by LTC as it is already registered on title (dated Jan 17 2024).

Status Date: 19-Dec-2023

Still awaiting covenant from applicant.

Status Date: 15-Sep-2023

Correspondence sent to MOTI SUB approving officer

File Number	Applicant Name	Date Received	Purpose
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SS-DVP-2023.13	Polaris Land Surveying	28-Jun-2023	Seasonal Cottage size variance - 200 Collins Rd, SSI
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Planner: Chris Buchan

Planning Status

Status Date: 22-Feb-2024

Applicant working with property owners to determine next steps.

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



Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2023.14	871344 AB Ltd	14-Aug-2023	Variance to allow subdivision with on-site water source - 361 Sunset Drive, SSI

Planner: Anthony Fotino

Planning Status

Status Date:

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2023.16	Maten, Alan	28-Aug-2023	Lot line setback variance - 131 Northern Way, SSI

Planner: Bruce Belcher

Planning Status

Status Date: 06-Jan-2024

Contacted applicant for clarity on interior side lot line relaxation being sought.

Status Date: 03-Jan-2024

Re-assigned to Planner Caproff

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2023.18	REEVE, BRYAN	27-Sep-2023	DVP - Variance for Turn-around/parking spot - SS-DVP-2023.18 - 103 Tantramar Dr

Planner: Charly Caproff

Planning Status

Status Date: 23-Feb-2024

Uploaded to escribe for March 7 LTC

Status Date: 16-Feb-2024

Draft staff report, notice and permit submitted for the upcoming March 7 LTC

Status Date: 09-Feb-2024

Applicant has submitted revised plans.



Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2023.20	Salt Spring SAR Society	22-Feb-2024	To allow for three vehicle shelters within the rear lot line setbacks - 261 Fulford Ganges Road

Planner: Bruce Belcher

Planning Status

Status Date: 22-Feb-2024
JJ forwarded files to planner Belcher

Status Date: 22-Feb-2024
JJ sent applicant Open LTR

Status Date: 20-Dec-2023
Agent Authorization on file, Please contact Conrad - Salt Spring SAR Society for any correspondence.

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: 22-Feb-2024
Chris to bring DVP to LTC regarding siting issues. RZ still required for cottage floor area.

Status Date: 25-May-2023
File Assigned to Planner Buchan

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2024.1	Johnston Davidson Architecture	22-Feb-2024	To construct a new Firehall - 455 Lower Ganges Rd

Planner: Chris Buchan

Planning Status

Status Date: 22-Feb-2024
Assigned to Buchan. In queue for review



Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
SS-DVP-2024.2	Foul Bay Properties Ltd. Planner: Bruce Belcher	13-Feb-2024	To construct a retaining wall - 127 Valhalla Rd
Planning Status			
<u>Status Date:</u>			

Rezoning

File Number	Applicant Name	Date Received	Purpose
SS-RZ-2017.2	Fernando & Tammy Dos Santos Planner: Chris Buchan	15-Feb-2017	Proposal to permit 30 affordable housing dwelling units and common building - 221 Drake Road, SSI.
Planning Status			
<u>Status Date:</u> 13-Feb-2024 File reassigned to Planner Buchan			
<u>Status Date:</u> 31-Aug-2022 File reassigned to Planner Fotino			
<u>Status Date:</u> 19-Jul-2022 File transferred to Planner Youmans			



Rezoning

File Number	Applicant Name	Date Received	Purpose
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SS-RZ-2022.1	Pilot Yellow Adventures Inc	26-Oct-2022	Rezoning property to allow for four SFD - Sec 50 Musgrave Road, SSI
Planner: Anthony Fotino			
Planning Status			
Status Date: 12-Oct-2023 Bylaw given first and second reading			
Status Date: 02-Nov-2022 File assigned to Planner Fotino			

File Number	Applicant Name	Date Received	Purpose
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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: Chris Buchan			
Planning Status			
Status Date: 22-Feb-2024 Planner Buchan required to review to determine next steps.			
Status Date: 13-Feb-2024 File reassigned to Planner Buchan			
Status Date: 10-Jan-2023 File assigned to Planner Fotino			



Rezoning

File Number	Applicant Name	Date Received	Purpose
SS-RZ-2023.1	GIVERYN GARDENS LTD Planner: Chris Buchan	27-Sep-2023	Rezoning to retire Land use contract - 104 Atkins Road
Planning Status			
<u>Status Date:</u> 22-Feb-2024 Requires Prelim report to Itc			
<u>Status Date:</u> 13-Feb-2024 File reassigned to Planner Buchan			
<u>Status Date:</u> 28-Sep-2023 File assigned to Planner Fotino			

File Number	Applicant Name	Date Received	Purpose
SS-RZ-2024.1	British Columbia Ferry Corporation Inc. Planner: Chris Buchan	08-Jan-2024	RZ - To amend the OCP and Land Use Bylaws to permit the redevelopment of the existing ferry terminal area and wharf.
Planning Status			
<u>Status Date:</u> 28-Feb-2024 File assigned to Planer Buchan			
<u>Status Date:</u> 08-Jan-2024 Please note the owner authorization as follows : Evan Peterson, evan@barefootplanning.com , 250-216-8402 Jesse Garlick, jgarlick@studio531.ca , 250-384-2131			



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.

File Number	Applicant Name	Date Received	Purpose
SS-SDP-2024.1	Momentum Design	22-Feb-2024	Soil Removal Permit for Commercial Building - 166 Rainbow Road, SSI

Build

Planner: Chris Buchan

Planning Status

Status Date: 22-Feb-2024

File assigned to Planner Buchan

Status Date: 22-Feb-2024

In queue for delegated report after DP's



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

Status Date: 21-Feb-2024

Once the DVP is issued and a final plan of subdivision is received, staff will issue a final letter to MOTI

Status Date: 10-Aug-2023

File re-assigned to Planner Caproff

Status Date: 03-Oct-2022

Applicant working on PLR conditions.

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2021.3	Shalhaf, Sina	31-Mar-2021	2 lot subdivision 150 Margolin Drive

Planner: Charly Caproff

Planning Status

Status Date: 10-Jan-2024

Contacted applicant again to see if any progress made.

Status Date: 18-Dec-2023

Sent applicant outstanding conditions as requested. Contacted RAPR team to see if a RAPR report was submitted. They confirmed still outstanding. Contacted D.Gooding to see whether he would submit a RAPR report for the subdivision layout.

Status Date: 20-Sep-2023

File reassigned to Planner Caproff



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

Status Date: 19-Dec-2023
Applicant working on sub conditions

Status Date: 25-Jul-2023
PLR letter received from MOTI

Status Date: 25-Jul-2023
File assigned to Planner Caproff

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

Status Date: 19-Jun-2023
Received PLR

Status Date: 19-Apr-2023
Referral Response sent to MoTI

Status Date: 23-Feb-2023
File re-assigned to Planner Belcher



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

Status Date: 18-Jan-2024

PLR received

Status Date: 26-Sep-2023

Referral Response sent to MOTI

Status Date: 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

Status Date: 10-Jan-2024

SUB conditions sent to RPM for review. Confirmed with WD that SUB doesn't conflict with BE (other than no nonconformities on property)

Status Date: 03-Jan-2024

Spoke with RPM Hutton - Planner to put together conditions and have reviewed prior to send off to MOTI. May require legal review prior to sending.

Status Date: 18-Sep-2023

File assigned to Planner Caproff



Subdivision

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

Status Date: 21-Feb-2024

site visit February 22

Status Date: 02-Feb-2024

Will need a variance for minimum lot size for Proposed Lot A. MOTI and applicant notified.

Status Date: 15-Dec-2023

SUB conditions sent to MOTI.

File Number	Applicant Name	Date Received	Purpose
SS-SUB-2024.1	Cassady & Company	03-Jan-2024	Road Dedication - 1001 Fulford-Ganges Road

Planner: Charly Caproff

Planning Status

Status Date: 23-Feb-2024

Uploaded to escribe for March 7 LTC

Status Date: 21-Feb-2024

Staff report for partial discharge of the covenant on title to allow for road dedication and subsequent public road works to be presented at March 7 LTC. Draft staff report submitted to RPM for review.

Status Date: 03-Jan-2024

File assigned to Planner Caproff



Temporary and Industrial Use Permit

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: 22-Feb-2024

All documentation received. Preparing recommendation for denial to April LTC.

Status Date: 27-Dec-2023

Parking plan requested early December, 3 separate emails sent out further requesting. Will not be scheduled until received after return from Pat leave. Unable to schedule for Feb LTC

Status Date: 27-Apr-2023

Planner Buchan assigned to SS-TUP-2023.2

File Number	Applicant Name	Date Received	Purpose
SS-TUP-2024.1	Ogilvie, Martin	08-Jan-2024	TUP to provide a space for a food truck - Lot 2 Jackson Ave, SSI

Planner: Chris Buchan

Planning Status

Status Date: 22-Feb-2024

Chris to review. Tentative schedule to bring this to May LTC.

Status Date: 22-Feb-2024

TUP must also include retail/office space use allowance.

Status Date: 13-Feb-2024

File Reassigned to Planner Buchan