



Salt Spring Island Local Trust Committee

Regular Meeting Agenda

Date: Thursday, November 6, 2025
Time: 12:30 p.m.
Location: Meaden Hall
120 Blain Road, Salt Spring Island, BC

Pages

1. **CALL TO ORDER** 12:30 PM - 12:35 PM
2. **APPROVAL OF AGENDA**
3. **TOWN HALL AND QUESTIONS** 12:35 PM - 12:50 PM

Reminder, the Public Hearings for the Proposed Bylaws 543, 544, & 545 have been held.

Per Meeting Procedure Bylaw No. 391, the Local Trust Committee must not permit a delegation to address a meeting of the Committee regarding a bylaw in respect of which a public hearing has been held.
4. **DELEGATIONS - NONE**
5. **TRUSTEE REPORTS** 12:50 PM - 1:00 PM
Verbal Report
6. **CHAIR'S REPORT** 1:00 PM - 1:05 PM
Verbal Report
7. **CRD DIRECTOR'S REPORT** 1:05 PM - 1:10 PM
Verbal Report
8. **PREVIOUS MEETINGS** 1:10 PM - 1:15 PM
 - 8.1 **Draft Minutes of the Salt Spring Island Local Trust Committee**
 - 8.1.1 Draft Minutes of the October 16, 2025 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

8.4.1	<u>Bylaw 543</u>	13
8.4.2	<u>Bylaws 544 & 545</u>	14

9. CORRESPONDENCE 1:15 PM - 1:20 PM

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

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

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

9.1 M. Bennett to LTC Email - Dated Oct 15th 2025 regarding Groundwater in the Madrona Creek Watershed 17

For Information

10. BUSINESS ARISING FROM MINUTES 1:20 PM - 1:25 PM

10.1 Follow-Up Action List 19

Report dated Oct 2025

10.2 Delegation of Development Permits 24

Staff report dated December 13, 2022 for information

11. WORK PROGRAM

11.1 Active Projects List 28

Report Dated Oct 2025

11.2 Future Projects List 32

Report Dated Oct 2025

12. COMMUNITY INFORMATION MEETING - NONE

13. PUBLIC HEARING - NONE

14. APPLICATIONS AND REFERRALS 1:25 PM - 2:25 PM

14.1 PLRZ20240188 - D. Ovington - 210/220 Kanaka Road, SSI 35

Staff Report

14.2 PLRZ20250001 - N. Mullins - 120 Mansell Road, SSI 46

Staff Report

14.3	PLTT20240361 - D. Claros - 131 Knott Place, SSI Staff Report	91
15.	LOCAL TRUST COMMITTEE PROJECTS	2:25 PM - 3:00 PM
15.1	OCP - LUB Project Update Staff Report	165
16.	NEW BUSINESS - NONE	
17.	REPORTS	
17.1	Policy and Standing Resolutions List For Information	179
17.2	Open Applications Report Report dated Oct 2025	187
17.3	Expense Report <i>None</i>	
17.4	Islands Trust Conservancy Board Report <i>None</i>	
18.	CLOSED MEETING - NONE	
19.	UPCOMING MEETINGS The next regular meeting of the Salt Spring Island Local Trust Committee is scheduled for 9:30 a.m. on December 11, 2025 at the Legion Meaden Hall, 120 Blain Road, Salt Spring Island.	
20.	ADJOURNMENT	



Salt Spring Local Trust Committee

Minutes of Regular Meeting

Date: October 16, 2025

Location: Meaden Hall
120 Blain Road, Salt Spring Island

Members Present: David Maude, Alternate Chair
Jamie Harris, Local Trustee
Laura Patrick, Local Trustee

Members Regrets: Timothy Peterson, Chair

Staff Present: Chris Hutton, Regional Planning Manager
Stefan Cermak, Director of Planning Services
Alexandra Trifonidis, Executive Coordinator (electronic)
Carly Bilney, Recorder (electronic)

Others Present: There were 28 members of the public present.

1. CALL TO ORDER

Chair Maude called the meeting to order at 9:48 a.m. He acknowledged that the meeting was being held in the territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- 16.1 Follow up on Visit with Minister Boyle, Housing and Municipal Affairs
- 16.2 Discussion of Next Steps post-Public Hearings

Concern was expressed that the Canada Post strike action has impacted notification procedures and Trustees may be criticized for proceeding with the public hearings. Discussion ensued and staff outlined different options including adjourning the public hearings to the November Local Trust Committee Meeting or holding second public hearings. A Trustee expressed opposition to holding additional public hearings and delaying the process.

By general consent, the agenda was approved as amended.

3. TOWN HALL AND QUESTIONS

Town Hall was held and the following comments were made:

- A member of the public expressed concern about water issues related to PLRZ20250220 (Kings Lane) and noted wells in the area are not producing enough water

- A member of the public representing Gulf Islands Seniors Residence Association spoke to an inconsistency in the wording of the Kings Lane proposed bylaw and expressed hope that it can be resolved between second and third readings
- A member of the public expressed objection to comments made by a Trustee at the previous meeting on a topic that does not relate to the Islands Trust or its mandate; the Chair advised that such concerns are not within the purview of the LTC and that concerns can be raised through Trust Council
- A member of the public representing Positively Forward spoke to a petition being circulated about the Official Community Plan Land Use Bylaw review and requested that the petition be put on the Islands Trust website; a Trustee commented that there are currently no changes to the Official Community Plan being considered
- A member of the public commented that members of the Project Advisory Planning Commission were concerned that the engagement survey had been circulated before it was reviewed by Commissioners
- A member of the public expressed concern about recent bylaw enforcement against their short-term rental and commented that the rental is their primary financial support and contributes positively to the island
- The Planner noted the Islands Trust, Capital Regional District and Chamber of Commerce is working together to distribute more information on short-term rentals, and residents can reach out to staff with questions in the meantime

4. DELEGATIONS – None

5. TRUSTEE REPORTS

Trustee Harris reported that the draft Policy Statement has had first reading and encouraged community members to consider its impact on the community and share their feedback.

Trustee Patrick reported:

- Staff did their job by providing information and suggesting recommendations on the Lady Minto Hospital Foundation and Heartwood House, and Trustees made the decision to proceed with the project
- Executive Committee members met with Minister Boyle to discuss Trust Council strategic plans
- Spoke at the pride parade and encouraged audience members to run for office
- Chaired two Executive Committee meetings
- Expressed praise for the Gabriola Island Recycling Organization
- Attended a meeting to discuss shared issues among ferry-dependent communities
- Attended a Survivors' Flag raising ceremony at Government House and the Legislature
- Attended the Union of BC Municipalities Convention and met with Minister of Water, Land and Resource Stewardship Randene Neill and Housing and Municipal Affairs staff
- Attended a gathering with Elders and members of Penelakut Tribe at Fernwood Dock and heard stories about residential school experiences
- Attended the Howe Sound Forum
- Minister Boyle visited Salt Spring and gained a better understanding of the current housing challenges

6. CHAIR'S REPORT

Chair Maude reported:

- Attended Trust Council Meeting on Gabriola Island
- The Trust Policy Statement has received first reading and is now out for public consultation; the new draft will be informed by commentary from members of the public who are encouraged to share feedback
- The Islands Trust webinar series related to stewardship education is available online as an informative resource for islanders

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 September 11, 2025 SSI LTC Regular Meeting

The following amendment to the agenda was presented for consideration:

- On page 10 of the minutes (page 13 of the agenda) under Item 14.5: Change "A Trustee noted that any future expansion activity may not be supported by the community at this location due to the property size and parking needs." to: "A Trustee asked staff if there were concerns the applicants were reaching a limit to their parking and staff commented that there were none."

By general consent, the Minutes of the September 11, 2025 Salt Spring Island Local Trust Committee Regular Meeting were approved as amended.

8.2 Resolutions Without Meeting Report - None

8.3 Draft Minutes of the Advisory Planning Commissions

8.3.1 Draft Minutes of the September 18, 2025 SS PAPC Meeting

The Planner reviewed the draft minutes and noted that Commissioners expressed dissatisfaction with the engagement process.

By general consent, further discussion was tabled so the meeting could move to the Public Hearing at Item 13.1 on agenda.

The meeting was recessed for a break at 10:33 a.m. and reconvened at 10:38 a.m.

13. PUBLIC HEARING

13.1 SS-RZ-2019.1 - N. Williams - 248 Upper Ganges Rd, SSI

Public hearing binder can be found here: SS-BL-543_2025-10-02_PublicHearingBinder.pdf

The meeting was recessed for Public Hearing at 10:40 a.m. and was recalled to order at 11:29 a.m.

8.3.1 Draft Minutes of the September 18, 2025 SS PAPC Meeting

Discussion continued and the following comments were made:

- Commissioners make a valid point that the survey should have been reviewed before it was distributed
- Consultants will review everything that will be received
- The process will provide the opportunity to rectify issues with the survey if needed

8.3.2 Draft Minutes of the September 25, 2025 SS APC Meeting

Received for information.

8.3.3 Draft Minutes of the September 25, 2025 SS AAPC Meeting

Received for information.

8.4 Local Trust Committee Public Hearing Record – None

The meeting was recessed for a break at 11:35 a.m. and reconvened at 12:00 p.m.

The agenda was re-ordered and item 13.2 was heard following item 8.4.

13. PUBLIC HEARING

13.2 PLRZ20240188 - D. Ovington - 210 Kanaka Rd, SSI

Public hearing binder can be found here: SS-BL-544-545_2025-10-02_PublicHearingBinder.pdf

The meeting was recessed for Public Hearing at 12:00 p.m. and was recalled to order at 12:09 p.m.

9. CORRESPONDENCE

9.1 J. Roe to LTC Email - Dated Sep 19th 2025 - Regarding Used Oil Recycling Crisis

Received for information.

9.2 M. Leichter to C. Hutton Email – Dated Sep 2nd 2025 - Regarding Positively Forward - Housing Report

Received for information.

10. BUSINESS ARISING FROM MINUTES

10.1 Follow-Up Action List

Received for information.

11. WORK PROGRAM

11.1 Active Projects List

Received for information.

11.2 Future Projects List

Received for information.

12. COMMUNITY INFORMATION MEETING – None

13. PUBLIC HEARING

In order to adhere to the scheduled times for the public hearings item 13.1 was heard following item 8.3 and item 13.2 was heard following item 8.4

14. APPLICATIONS AND REFERRALS

14.1 PLRZ20250220 - J. Gauthier - 154 Kings Lane, SSI

The Planner summarized the staff report and noted that Tsawout First Nation has indicated it would like to provide comment on the application, and a referral response will ideally come in November.

Discussion ensued and the following comments were made:

- In response to a question from a Trustee, the Planner confirmed that the letter received requesting wording clarification in the bylaw will be reviewed by staff and brought back at third reading
- A Trustee acknowledged receipt of new correspondence pertaining to water and the watershed
- In response to a question from the applicant, the Planner noted that a housing agreement can be made before adoption of the bylaw, and the housing agreement can remain a condition up to the adoption of the bylaw
- A Trustee commented that discussion of the water system will come later in the process and that the Local Trust Committee should encourage projects to be connected to the water service

SS-2025-118

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 549 cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 5, 2025" (154 Kings Lane Road) is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

SS-2025-119

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee Bylaw No. 549 cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 5, 2025", be read a first and second time (PLRZ20250220, 154 Kings Lane Road)

CARRIED

14.2 PLRZ20240021 - D. Janyk - 355 Blackburn Road

The Planner summarized the staff report and noted Tsawout First Nation has indicated it would like to provide comment on the application.

SS-2025-120

that the Salt Spring Island Local Trust Committee Bylaw No 546 cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 4, 2025”, be read a first time (PLRZ20240021, 355 Blackburn Road).

CARRIED

SS-2025-121

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee Bylaw No 546 cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 4, 2025,” be read a second time (PLRZ20240021, 355 Blackburn Road).

CARRIED

A Trustee commented that invitations to community information meetings should be sent to Trustees and posted to the Islands Trust website.

SS-2025-122

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee requests staff to schedule a Community Information Meeting and Public Hearing for Bylaw No 546, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 4, 2025”.

CARRIED

14.3 PLALR20250198 - R. Stepaniuk - 820 Mount Maxwell Road, SSI

The Planner reviewed the staff report. A Trustee commented on a need to explicitly state support for reasons recommended by the Agricultural Advisory Planning Commission.

SS-2025-123

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee requests staff to forward application PLALR20250198 to the Agricultural Land Commission with support for the following reasons: no farmland is being removed and supports farm worker dwellings.

CARRIED

The meeting break was held at 12:44 and reconvened at 12:54 p.m.

15. LOCAL TRUST COMMITTEE PROJECTS - None

16. NEW BUSINESS

16.1 Follow up on Visit with Minister Boyle, Housing and Municipal Affairs

Comments were made that Minister Boyle had asked questions related to data and there is opportunity to continue dialogue that may result in better chances to get funding for housing projects. A Trustee suggested the Local Trust Committee prepare a letter to thank Minister Boyle for visiting and ask what kind of data and collection methodology would be useful to support the Ministry.

SS-2025-124

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee requests a letter from the Chair of Trust Council thanking the Minister of Housing and Municipal Affairs for her visit to Salt Spring Island and seeking to work with the Ministry on housing needs data.

CARRIED

Trustee Harris Opposed

Discussion on the motion was held and the following comments were made:

- A Trustee expressed opposition to the motion and noted it is already known that a housing assessment is needed
- A Trustee noted there is lots of work to do on housing and anything that can be done to help get funding support in place is beneficial
- A Trustee suggested a referendum on the Islands Trust should be sought from the Province rather than funding for housing

16.2 Discussion of Next Steps post-Public Hearings

16.2.1 Discussion of Next Steps for Bylaw Nos. 544 and 555

SS-2025-125

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee Bylaw No. 544, cited as "Salt Spring Island Official Community Plan No. 434, 2008, Amendment No. 1, 2025" be read a third time.

CARRIED

SS-2025-126

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee Bylaw No. 555, cited as "Salt Spring Island Land Use Bylaw No. 545, 1999, Amendment No. 3, 2025" be read a third time.

CARRIED

SS-2025-127

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee proposed Bylaw No. 544 and No. 545 be forwarded to the Secretary of the Islands Trust for Executive Committee for approval.

CARRIED

SS-2025-128

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee Bylaw No. 544, be forwarded to the Minister of Housing and Municipal Affairs for approval.

CARRIED

16.2.2 Discussion of Next Steps for Bylaw No. 543

Trustees discussed proceeding with a third reading of Bylaw No. 543, but the matter was deferred because the Policy Statement Directives Checklist was not yet complete.

17. REPORTS

17.1 Policy and Standing Resolutions List

Received for information.

17.2 Open Applications Report

Received for information. The following comments were made:

- In response to a question from a Trustee, staff indicated PLSDP20240344 (116 Cypress View Road) will be reviewed imminently
- In response to a question from a Trustee, staff indicated that work with the Director of Finance will be carried out as necessary to refund an applicant if they are qualified
- A Trustee noted the bylaws for the Capital Regional District will need to proceed at the next meeting because the Policy Statement Checklist was incomplete

17.3 Expense Report

Received for information.

17.4 Islands Trust Conservancy Board Report – None

18. UPCOMING MEETINGS

A Trustee requested to change the start time for the next regular meeting of the Salt Spring Island Local Trust Committee on November 06, 2025 at the Legion Meaden Hall, 120 Blain Road, Salt Spring Island.

SS-2025-129

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee adjust the start time for November 6, 2025 regular meeting to 12:30 p.m. and request that staff notifies the community.

CARRIED

SS-2025-130

It was MOVED and SECONDED

that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s. 90(1)(f) and that staff be invited to remain.

CARRIED

19. ADJOURNMENT

By general consent the meeting was adjourned at 1:18 p.m.

David Maude, Chair

Certified Correct:

Carly Bilney, Recorder

DRAFT



Salt Spring Island Local Trust Committee Record of a Public Hearing Proposed Bylaw 543

Date: October 16, 2025

Location: Meaden Hall
120 Blain Road, Salt Spring Island

Members Present: David Maude, Alternate Chair
Jamie Harris, Local Trustee
Laura Patrick, Local Trustee

Members Regrets Timothy Peterson, Chair

Staff Present: Chris Hutton, Regional Planning Manager
Stefan Cermak, Director of Planning Services
Alexandra Trifonidis, Meeting Host (electronic)
Carly Bilney, Recorder (electronic)

Others Present: There were 7 members of the public present.

PLRZ20240188 - D. Ovington - 210 Kanaka Rd, SSI

Chair Maude called the Public Hearing to order at 12:00 p.m. He read a statement outlining the content, purpose, and process of the Public Hearing.

The Planner read a statement related to the purpose of proposed Bylaw 543 and developments to date. He noted no submissions have been received.

Members of the community were invited to speak and the following comments were made:

Dan Ovington stated *support* as follows:

- The bylaw would support environmental sustainability on Salt Spring Island
- The bylaw would reduce travel time
- The bylaw would improve response time for park maintenance
- The bylaw would enhance reliability of modern transit service

Chair Maude called a second time for speakers. A Trustee commented that they would consider recommending adjourning the public hearing to the November meeting for reasons previously expressed related to interruptions to the legislative process by labour action; however, the Trustee commented they do not feel safe doing so at this time.

Chair Maude called a third time for speakers and no comments were made. There being no further submissions, Chair Maude closed the Public Hearing at 12:08 p.m.

I CERTIFY THAT THIS IS A FAIR AND ACCURATE SUMMARY OF THE NATURE OF REPRESENTATIONS RESPECTING THE MEETING HELD.

Carly Bilney, RECORDER

DATE



Salt Spring Island Local Trust Committee Record of a Public Hearing Proposed Bylaws 544 and 555

Date: October 16, 2025

Location: Meaden Hall
120 Blain Road, Salt Spring Island

Members Present: David Maude, Alternate Chair
Jamie Harris, Local Trustee
Laura Patrick, Local Trustee

Members Regrets: Timothy Peterson, Chair

Staff Present: Chris Hutton, Regional Planning Manager
Stefan Cermak, Director of Planning Services
Carly Bilney, Recorder (electronic)
Alex Trifonidis, Executive Coordinator (electronic)

Others Present: There were 31 members of the public present.

SS-RZ-2019.1 - N. Williams - 248 Upper Ganges Rd, SSI

Chair Maude called the Public Hearing to order at 10:40 a.m. He read a statement outlining the content, purpose, and process of the Public Hearing.

The Regional Planning Manager read a statement related to the purpose of proposed Bylaw Nos. 544 and 555 and developments to date. He noted the Community Information Meeting did not take place due to labour action, and that 35 submissions have been received in support.

Members of the community were invited to speak and the following comments were made:

Emily Williams stated *support* as follows:

- The business supports our family
- We are an island surrounded by water and a marine business on the island makes sense
- The applicant has done his due diligence to work with staff and Trustees in addressing concerns (e.g. water system)

Gordon Ross stated *support* as follows:

- There is nowhere else on Salt Spring Island where we can get similar service
- Not having the applicant's business on the island would mean residents have to go off island resulting in less business overall for the local community

Andrew Clark stated *support* as follows:

- We are a water community
- Many of us boat and have small equipment that occasionally needs servicing or a place to buy equipment
- Boats come here by the thousands every year from the United States
- The business is a critical part of the community

- It is important that the Trust remembers it is difficult to operate a small business in a small community
- The business is well located; it is kept tidy and has received no complaints

Gilbert Bard stated *support* as follows:

- The applicant has been very helpful over the last 20 years

Sylvia Andress stated *support* as follows:

- The business has easy access, it is respectful to neighbours, and has had phenomenal upgrades done over the years
- The business provides extensive services to lower and middle class families that enjoy fishing but do not have large boats
- The business provides remarkable services to people who keep the community alive

Cameron Proudfoot stated *support* as follows:

- The services the applicant provides to other small businesses are valuable to the community
- Taking equipment off the island would add substantial costs
- Firefighters on Salt Spring use the applicant's services weekly (e.g. for small equipment, generators, fans)

Marie stated *support* as follows:

- The applicant's business employs nine families

Philippe Erdmer stated *support* as follows:

- The business provides the only opportunity for Salt Spring Island children to be on the water through the Salt Spring Island Sailing Club thanks to the applicant's dedication and knowledge

Robert DeAngelis stated *support* as follows:

- The application is common sense
- The applicant is doing what is needed to build community

Paul Sinclair stated *support* as follows:

- My business is completely dependent on Mid Isle Marine to service equipment, provide tools, and to keep my boats running
- The applicant's services affect 100 percent of the people on the island and should be designated an essential service

Lloyd Fraser stated *support* as follows:

- The business is an essential service to the island
- As a former neighbour, I never noticed any noise issues and traffic was never an issue

Charles Alsberg stated *support* as follows:

- I have relied on the applicant's services for decades as have many small property owners
- The business is a valuable and necessary part of the community

It was moved and seconded that the Public Hearing be adjourned to November 6, 2025.

Discussion on the motion was held and the following comments were made:

- A Trustee suggested the Public Hearing be adjourned because process is important; comments were made that the mail strike has affected the delivery of the Gulf Islands Driftwood and Trustees may be criticized for not meeting notice requirements
- A Trustee commented that most municipalities in the province have postponed public hearings due to labour action

- The Planner noted adjournment would not generate additional notice (another newspaper ad), but would give people more time to provide input
- Varying views were expressed about how adjourning the Public Hearing might impact the applicant
- A Trustee commented that the present Public Hearing has a large turnout, and the application has been on the website, in the newspaper and made available to community members through word of mouth
- The applicant commented that the immediate neighbours were hand-delivered information packages
- The Director of Planning Services noted the Salt Spring Island Local Trust Committee has met all the legal requirements according to reasonable measures at the time, and can legally proceed

SS-2025-116

It was MOVED and SECONDED

that the Public Hearing for proposed Bylaw Nos. 544 and 555 be adjourned to November 6, 2025.

DEFEATED

Trustees Harris and Maude Opposed

Chair Maude called a second time for speakers and the following comments were made:

Andrew Clarke stated *support* as follows:

- The process has been legally carried out
- No one has stated opposition

Martin Ogilvie stated *support* as follows:

- The emotional toll on applicants is unbelievable and needs to be recognized

The meeting paused at 11:15 a.m., while Trustees read written submissions, and reconvened at 11:25 a.m.

Chair Maude called a third time for speakers. In response to a question from a member of the public, Chair Maude noted the next steps will be considered in Item 16 New Business.

A Trustee asked staff to prepare the necessary material to allow third reading to occur.

SS-2025-117

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee requests staff put together the necessary motions in order to finalize SS-RZ-2019.1 (N. Williams) to be voted on today under Item 16 New Business.

CARRIED

Chair Maude called a final time for speakers and no comments were made. There being no further submissions, Chair Maude closed the Public Hearing at 11:29 a.m.

I CERTIFY THAT THIS IS A FAIR AND ACCURATE SUMMARY OF THE NATURE OF REPRESENTATIONS RESPECTING THE MEETING HELD.

Carly Bilney, RECORDER

DATE

From: Michelle Bennett [REDACTED]
Sent: Wednesday, October 15, 2025 3:34 PM
To: SSInfo; Oluwashogo Garuba; SouthInfo; Freshwater Specialist; Salt Spring Island Water Preservation Society
Cc: Stefan Peters
Subject: For consideration at the LTC Meeting October 16.

Follow Up Flag: Follow up
Flag Status: Flagged

Re: Groundwater in the Madrona Creek Watershed

Hello all,

We are writing to raise concerns regarding groundwater in relation to several potential projects in the Kings Lane, Norton Road and Brinkworthy area. From what we understand, there are currently four potential projects within the immediate vicinity of the Madrona Creek Watershed. Each of these projects has the potential to significantly impact local groundwater, and their combined effect could exceed the total current draw from all existing wells in the area. All four sites are located within approximately 500 meters of one another, and the wells on these properties extend below the bottom of Madrona Creek.

- 154 Kings Lane has 2 drilled wells: one at 87 feet producing 5GPM and another at 93 feet producing 10GPM. With a proposed 50 housing units, the estimated draw could be around 25,000 gallons per day.
- The proposed SSICS project at Brinkworthy also has 2 wells: one 250 feet deep producing .25GPM and one 67 feet deep producing 20GPM. With up to 25 units planned, this could represent an additional draw of roughly 17500 gallons per day, plus farm irrigation.
- The new Firehall well, at 49 feet and producing 3GPM, has an unknown but likely substantial draw.
- The proposed IWAV development on Norton Road could add 26 units. The property has an unregistered well and its potential draw is currently unknown.

The Madrona Creek watershed lies to the North and East of these developments. There are several reasons why large localized groundwater withdrawals could threaten the viability of existing wells.

- Many of the existing wells in the area already have low or no productivity.
- The area has been identified as having low groundwater productivity and high vulnerability (British Columbia Groundwater Wells and Aquifers website)
- The area faces a substantial risk of saltwater intrusion. A report by SFU *The Hydrogeology of Salt Spring Island*, specifically identifies this exact region as having TDS (Total Dissolved Solids) between 400 and 1000 mg/l which is considered 'saline water'. Increased groundwater extraction would potentially worsen saline intrusion.

- According to the Ministry of the Environment, the groundwater in this region has a low recharge rate. This recharge is primarily attained through rainfall, although estimates vary substantially. With extended dry summers and prolonged droughts, ground water recharge is slow and limited; the wells in the area are vulnerable.

We respectfully ask that planners and developers take these factors into careful consideration. If there is any opportunity to connect these projects to municipal water, it would significantly reduce pressure on the local groundwater system and help protect the long-term viability of existing wells.

Thank you for your attention to this very important matter.

Stefan Peters and Michelle Bennett

Follow Up Action Report

Salt Spring Island

11-Apr-2024

Progress	Activity	Responsibility	Dates	Status
49%	1 Resolution No: SS-2024-30 Work with Tsawout First Nation staff to develop a MOU and report back to the LTC. Updates: Feb - Staff to provide update at Feb TLC meeting following Feb 7 meeting. Nov - Staff continue to work with Tsawout to determine attendees. TAS now supporting with resources. Jun - Leadership meeting held. Feast planning ongoing, Tsawout anticipates MOU after the feast with the Tsawout First Nation; May 2, 2025: A feast is being planned for June. more details to come. It is anticipated that following this feast a MOU is likely to follow. June 16, 2025: ·Feast with Tsawout held. Anticipate further engagement in future months to fall, noting upcoming Tsawout election and potential summer vacation impacts. RPM met with Tsawout staff on Oct 6th and Tsawout wishes to advance the draft starting in 3 months(Jan 2026)	Chris Hutton Clare Frater Joe Elliott		In Progress

Follow Up Action Report

Salt Spring Island

20-Mar-2025

Progress	Activity	Responsibility	Dates	Status
41%	1 Resolution NO.: SS-2025-032 Joint Meetings with the Capital Regional District Salt Spring Island Local Community Commission Staff to review Trust Council Bylaw No. 63 and to draft a protocol agreement between the Capital Regional District Board and the Salt Spring Island Local Trust Committee. Oct 2025 draft received from CRD currently under review by management.	Chris Hutton	Target: 31-Jan-2026	In Progress

Follow Up Action Report

Salt Spring Island

11-Sep-2025

Progress	Activity	Responsibility	Dates	Status
0%	1 Resolution No.: SS-2025-088 Staff to adopt the Salt Spring Island Local Trust Committee Bylaw 547, cited as 'Salt Spring Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 547, 2025'	Britt Holowaty Rob Pingle		Completed
0%	2 Resolution No.: SS-2025-087 Staff to refer Follow Up Action List Item 1 dated December 12, 2024 resolution SS-2024-145 to the Executive Committee for action. Staff have confirmed that this duplicates the work that RPC is doing.	Chris Hutton		Completed
0%	3 Resolution No.: SS-2025-090 Staff to forward the top three priorities in the Salt Spring Island Local Trust Committee Active Projects List, presented in the September 11 Regular Meeting Agenda, to Trust Council.	Alexandra Trifonidis Chris Hutton		Completed
0%	4 Resolution No.: SS-2025-106 Staff to defer bylaw referral on Policy Statement Bylaw No.183 to LTC's November 2025 meeting. Deferred till community engagements are done.	Britt Holowaty Chris Hutton Jason Youmans Rob Pingle		In Progress
0%	5 Resolution No.: SS-2025-108 Staff to amend the business case for the Major Amendment Salt Spring Official Community Plan and Land Use Bylaw business case by adding \$26,000 for early and ongoing consultation with 13 First Nations in the 2026/27 fiscal year.	Chris Hutton		Completed

Follow Up Action Report

Salt Spring Island

11-Sep-2025

Progress	Activity	Responsibility	Dates	Status
0%	6 Resolution No.: SS-2025-109 Staff to refine the 2026/27 fiscal budget to be sufficient to meet the engagement needs of First Nations for the major Amendments to Salt Spring Official Community Plan and Land Use Bylaw project.		Target: 28-Feb-2026	In Progress
0%	7 Resolution No.: SS-2025-110 Staff to submit the attached Major Project Business Case for the Official Community Plan / Land Use Bylaw Project as amended to the Regional Planning Committee and Financial Planning Committee for the fiscal 2026/27 year budget.	Chris Hutton		Completed
0%	8 Resolution No.: SS-2025-111 Staff to forward the Watershed Protection Plan 2023-2032 Business Case attached as Attachment 1 to the staff report of October 1, 2024 to Financial Planning Committee for inclusion in the 2026/27 Trust Council budget.	Chris Hutton		Completed
0%	9 Resolution No.: SS-2025-112 Staff to forward the Salt Spring Island Groundwater Sustainability (Well-Monitoring) Business Case attached as Attachment 2 to the staff report of October 1, 2024 to Financial Planning Committee for inclusion in the 2026/27 Trust Council budget.			Completed
0%	10 Resolution No.: SS-2025-113 Staff bring back staff reports prepared for Bylaw No. 534 for discussion at the next Local Trust Committee meeting.	Britt Holowaty Chris Hutton Rob Pingle		Completed

Follow Up Action Report

Salt Spring Island

11-Sep-2025

Progress	Activity	Responsibility	Dates	Status
0%	11 Resolution No.: SS-2025-114 Staff to urgently convene a multi-jurisdictional meeting to explore an alternative approach to bylaw enforcement that can better respond to investigating and mitigating housing/living situations on Salt Spring Island.	Chris Hutton Warren Dingman		In Progress
0%	12 Resolution No.: SS-2025-115 Staff to report back on changing the start time for the November 6, 2025 regular business meeting.	Chris Hutton		Completed

16-Oct-2025

Progress	Activity	Responsibility	Dates	Status
0%	1 Resolution No: SS-2025-124 that the staff requests a letter from the Chair of Trust Council thanking the Minister of Housing and Municipal Affairs for her visit to Salt Spring Island and seeking to work with the Ministry on housing needs data.	Bhumika Joshi Chris Hutton		In Progress
100%	2 Resolution No: SS-2025-129 that the staff adjust the start time for November 6, 2025 regular meeting to 12:30 p.m. and request that staff notifies the community.	Kalyaan Selvakumar Lisa Millard Rob Pingle		Completed



STAFF REPORT

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

DATE OF MEETING: December 13, 2022
TO: Salt Spring Island Local Trust Committee
FROM: Louisa Garbo, Island Planner
Salt Spring Island Team
SUBJECT: Delegation of Development Permits

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee Bylaw No. 534, cited as “Salt Spring Island Local Trust Committee Delegation Bylaw No. 534, 2022,” be read a first, second, and third time.
2. That the Salt Spring Island Local Trust Committee Bylaw No. 534, cited as “Salt Spring Island Local Trust Committee Delegation Bylaw No. 534, 2022,” be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

REPORT SUMMARY

In June 2022, Trust Council adopted a policy (Appendix 1) that guides local trust committees and staff in considering adoption of a delegation bylaw to delegate the issuance of development permits (DP) to staff. Staff reviewed the Salt Spring Island Local Trust Committee (SS LTC) development permit areas (DPA) based on the Trust Council policy criteria and recommended that the SS LTC consider a bylaw to delegate the issuance of specific development permits to staff. At their meeting on October 11, SS LTC requested staff to prepare a draft bylaw per the resolution below:

SS-2022-159

It was MOVED and SECONDED,

That the Salt Spring Island Local Trust Committee request staff to prepare a draft bylaw that would delegate the issuance of development permits to staff for the following development permit areas within the Salt Spring Island Official Community Plan Bylaw No. 434, 2008:

- a. *Development Permit Area 3 (Marine Shorelines), Development Permit Area 4 (Lakes, Streams and Wetlands), Development Permit Area 5 (Community Well Capture Zones), Development Permit Area 6 (Slope Stability and Soil Erosion Hazards), and Development Permit Area 7 (Riparian Areas).*

CARRIED

BACKGROUND

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

[\\islandstrust.local\DFSMain\EDM\12 Long Range Planning\14 Multi-Island\6500 LTC Work Program\20 Projects \(P\)\2022 Permit Delegation\Salt Spring Island](#)

Trust. Delegating the issuance of development permits to staff intends to improve process efficiency, reduce the size of LTC agendas, and provide greater certainty to the applicants.

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

Analysis

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

1. History of DPAs:

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

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

2. Volume of DP applications:

- a. Ninety-three DP applications have been received over the past five years. This is approximately the same number of DVPs received for Salt Spring Island in the same period. These are broken down by DPA as follows:

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

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

- b. Processing time for the DP applications has generally been between 4 and 16 weeks, from the moment a complete application is received until the LTC can first consider the application. The longer processing timelines are generally attributed to the lack of required information or reports from the applicants, the application changes mid-stream, or the application depends upon another approval. Notwithstanding those circumstances that impacted the processing

timeline, some DP applications are straightforward and supported by professional reports, and do not involve any variances. The processing times for these applications are impacted by the timing of the application that does not align with the SS LTC meetings or when there are exceptionally high volumes of applications during a specific timeframe. The delegation of issuances of these straightforward DP applications will help streamline processing times, which offers certainty to the applicants, and also help alleviate the administrative burden of advancing all DP applications to the SS LTC for consideration.

3. Development Approval Information (DAI) Bylaw:

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

Summary

DPA's relating to environmental protection and natural hazard lands can be delegated to administrative approval as these guidelines are comprehensive and relatively objective, in that they rely solely on reports from qualified environment professionals. These reports will address development permit guidelines as they relate to proposed developments by providing technical analysis and mitigation measures relating to potential adverse impacts on the community and the environment. Delegated DPs are assessed on how well the development complies with the development guidelines outlined in the OCP, the development standards in the Land Use Bylaw No. 355, and the recommendations from the professional reports.

Development Permits are used to ensure that development is designed and constructed in accordance with a set of guidelines to respond to the neighbourhood and the unique characteristics of a site, such as environmental conditions, the topography, or existing landscape. The environmental, riparian areas regulation, and geotechnical DPA provisions have generally proven to be comprehensive and objective. However, applications for the village and non-village multi-family, commercial and general employment form and character DPAs should continue to be considered by the SS LTC. For example, Guideline E.3.4.4 in DPA3¹ (established for form and character, as well as environmental protection) states:

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

The term “cannot be avoided” is subjective, as there is no clear criteria to meet for avoidance. The guidelines for the Form and Character DPA are more often subjective and interpretation from staff, LTC, and members of the public can support the establishment of solutions to design problems, alongside recommendations from design professionals. While these guidelines are comprehensive, the more subjective interpretation of the design-based

¹ Found in Volume 2, page 25 of the OCP.

guidelines may not be appropriate. Form and character DP applications have made up one-third of DP applications over the last five years.

Rationale for Recommendation

Trust Council lobbied the Ministry of Municipal Affairs to amend the Islands Trust Regulation to empower Islands Trust Council the ability to delegate development permits issuance at an administratively level. Trust Council has subsequently adopted a policy to delegate development permits to staff and has requested local trust committees to consider adopting delegation bylaws. Delegation of DPs has also been recommended in the Islands Trust’s governance review report.

ALTERNATIVES

1. Request further information

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

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

NEXT STEPS

A delegation bylaw is an administrative bylaw requiring three readings, Executive Committee (EC) approval, and adoption by the SS LTC; however, all three readings may be given simultaneously for administrative bylaws. If the SS LTC gives the three readings as recommended by staff, staff will refer the Proposed Bylaw No. 534 to the EC. Upon approval by the EC, the SS LTC could adopt the bylaw at a subsequent meeting..

Submitted By:	Louisa Garbo, Island Planner	November 14, 2022
Concurrence:	Chris Hutton, Regional Planning Manager	November 28, 2022

ATTACHMENTS

- 1. Trust Council Policy – Delegation of Land Use Permit Authority
- 2. Draft Delegation Bylaw No. 534

Active Projects Report

Salt Spring Island

1. Extraordinary Project - OCP-LUB Update

Responsible

Dates

Activity:

2025-09-01:

- Project consultant bringing work plan and engagement plan to LTC, following PAPC review and recommended changes.

Next Steps:

- Community visioning
- phase 1 engagement
- LTC endorsement of consultants workplan/engagement plan
- quarterly reporting to LTC

Chris Hutton

Rec'd: 01-Apr-2023

Chris Buchan

Target: 31-Mar-2026

2025-01-24 RFP Issued. Closes February 20, 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

Active Projects Report

Salt Spring Island

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.

2. Minor Project - Housing Action Program - Implementation (Bylaw 537)

Activity:

2025-02-03 - Meeting of Tsawout and Islands Trust staffs to discuss a variety of matters (feast, ADU Bylaw referral response, OCP-LUB)

2024-10-03 - Tsawout staff suggest that feast should occur prior to MOU and may impact timing of referral response.

2024-09-19 - Referred to Tsawout

2025-05-02 - Feast with Tsawout First Nation planned for June. Anticipate bringing bylaw back following receipt of referral response following this.

Responsible

Chris Hutton

Dates

Rec'd: 10-May-2022

Target: 11-Sep-2025

Active Projects Report

Salt Spring Island

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

Activity:

Currently includes:

1. Coordination of SSIWPA;
2. Development of Proof of Water Bylaw:
 - To be brought forward following report out on well-monitoring
3. Weston Lake Water Availability Study:
 - Project completed, now working through follow-up resolutions.
4. Watershed Strategic Plan:
 - May 14, 2024: Plan developed. Implementation process under consideration.
5. Ongoing well-monitoring:
 - May 14, 2024: Synthesizing data to target report out in next 4 months.
 - Sept. 6, 2022: Draft Lake Weston Study received, referred to various agencies and organizations; and to coordinate a discussion with POLIS and other groups for Water Sustainability Act considerations.
 - 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

Responsible

Oluwashogo
Garuba
William Shulba

Dates

Rec'd: 07-Jun-2012
Target: 31-Mar-2025

Active Projects Report

Salt Spring Island

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

March 20, 2025 - staff have begun gathering data from well loggers for well-monitoring.

April 10, 2025 - LTC Confirmed they would like to complete proof of water bylaw consideration.

2025-05-02:

- Proof of water assigned to planner. Report to be provided in coming months as time allows.
 - Ongoing well monitoring data gathering underway.
 - SSIWPA Coordination assigned to planner with plan to re-start in coming months, in anticipation of lower application numbers or backfill of staff vacancy.
-

Future Projects Report

Salt Spring Island

1. *OCP Amendments*

Responsible

Date Received

- Review Piers Island OCP for compliance with legislative changes and make recommendations\on how to manage policy. (Dec. 2015 (Rev.02/25))
 - Marine Environment Protection (Foreshore Audit) (June 2016)
 - 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)
- Updates:
- 2025-05-02:
- This list will be reviewed as part of the OCP-LUB Project and items from that project that are deemed out of scope or are ultimately considered in the revised OCP will be placed on this list for future action, as appropriate.

06-Oct-2020

2. *Land Use Bylaw Amendments*

Responsible

Date Received

Future Projects Report

Salt Spring Island

- Staff to assess regulations to provide options for an accessory use without an established principal use. (Dec. 2016, Rev. 1 Feb, 2025)
- 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)
- Research and make recommendations to address commercial trucking and heavy equipment facilities regulation. (July 2020; Rev. 02/2025)
- Research and report on regulation of portable sawmills. (Nov. 2020; Rev. 02/2025)
- Review of the residential zoning of islets (Jul. 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

DATE OF MEETING: November 6, 2025

TO: Salt Spring Island Local Trust Committee

FROM: Oluwashogo Garuba, Planner 2
Salt Spring Island Team

COPY: Chris Hutton, Regional Planning Manager

SUBJECT: Rezoning (Bylaw Amendment) from Agriculture 1 and Residential 2 to Community Facility 3 Zone and the inclusion of Public Works Facility definition.
Applicant: Dan Ovington
Location: 210 & 220 Kanaka Road, SSI

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee Bylaw No. 543 cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 2, 2025”, be read a third time (PLRZ20240188, 210 & 220 Kanaka Road).
2. That the Salt Spring Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 543 cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 2, 2025” (210 & 220 Kanaka Road) is not contrary to or at variance with the Islands Trust Policy Statement.
3. That the Salt Spring Island Local Trust Committee Bylaw No. 543, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 2, 2025”, be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

REPORT SUMMARY

This staff report presents a bylaw to amend Salt Spring Island Land Use Bylaw No. 355 (LUB) to rezone 210 & 220 Kanaka Road. The proposal would bring the subject properties into compliance with the current land use regulations and allow the proposed upgrades to the maintenance facility to be carried out. Staff recommends that the Salt Spring Local Trust Committee (LTC) consider reading the proposed bylaw a third time following the conclusion of the Community Information Meeting (October 15, 2025) and Public Hearing (October 16, 2025). Staff also recommends that the SS LTC consider the application in relation to the Island Trust Policy Statement.

BACKGROUND

This report follows the September 11, 2025 report presented to the LTC where the following resolutions were passed (previous staff reports (including site context and photos), correspondence and referral responses can be found on the [Salt Spring Island Current Applications webpage](#)):

SS-2025-103**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee Bylaw No. 543 cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 2, 2025”, be read a first time (PLRZ20240188, 210 & 220 Kanaka Road).

CARRIED

SS-2025-104**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee Bylaw No. 543 cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 2, 2025”, be read a second time (PLRZ20240188, 210 & 220 Kanaka Road).

CARRIED

SS-2025-105**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee request staff to schedule a Community Information Meeting and Public Hearing for Bylaw No 543, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 2, 2025”.

CARRIED

Staff proceeded to schedule a Community Information Meeting and Public Hearing which were held on October 15 & 16, 2025 respectively.

ANALYSIS**Policy/Regulatory**

The SS LTC is unfettered in its consideration of a rezoning and may choose to request more information, proceed more incrementally, or defer the application.

Islands Trust Policy Statement:

An assessment of the proposed application relative to the Islands trust Policy statement was undertaken and it was determined that it is consistent with the Policy statement. The Policy Statement Directives Only Checklist, in accordance with section 1.9 of the “Policy Statement Implementation” portion of the Islands trust Policy and Procedures Manual can be found in Attachment 2.

Rationale for Recommendation

Based on staff analysis, the proposed Land Use Bylaw amendment is generally consistent with the Islands Trust Policy Statement and as such, can be advanced. Staff therefore recommends that the LTC read Proposed Bylaw No. 543 for a third time and forward it to Executive Committee for approval.

ALTERNATIVES**1. Amend the Draft Bylaw No. 543**

The SS LTC may wish to amend the Proposed LUB. If selecting this alternative, the SS LTC should describe the specific amendment. Recommended wording for resolution:

- That Salt Spring Island Local Trust Committee amend Bylaw No. 543, cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 2, 2025", by [list amendments...] (PLRZ20240188, 210 & 220 Kanaka Road).
- That Salt Spring Island Local Trust Committee Bylaw No. 543, cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 2, 2025", be read a third time, as amended (PLRZ20240188, 210 & 220 Kanaka Road).

2. Deny the application

The LTC may deny the application. If this alternative is selected, the LTC should state the reasons for denial. Recommended wording for the resolution is as follows:

That the Salt Spring Island Local Trust Committee deny application PLRZ20240188 for the following reasons...

NEXT STEPS

If the recommended resolutions are accepted, Proposed Bylaw No. 543 will be read a third time and forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

Submitted By:	Oluwashogo Garuba, Planner 2	October 29, 2025
Concurrence:	Chris Hutton, Regional Planning Manager	October 29, 2025

ATTACHMENTS

1. Proposed Bylaw 543
2. Islands Trust Policy Statement Directive Policies

SALT SPRING ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 543

A BYLAW TO AMEND SALT SPRING ISLAND LAND USE BYLAW, 1999

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

1. Citation

This bylaw may be cited for all purposes as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2025”.

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 Section 1.1 – Definitions, Sub-section 1.1.1 is amended by adding the following new definition:

“**public works facility**” means the use of land, buildings or structures for the maintenance, repair or storage of vehicles, equipment and materials that are used solely for the provision, maintenance or repair of public infrastructure, transit buses and vehicles in general and houses operational or administrative functions for the general benefit of the island on which it is located.

2.2 Section 9.4 – COMMUNITY FACILITIES ZONES, is amended by deleting the word “and” and adding the words “and Community Facilities 3” as follows:

The regulations in the tables in this Section apply to land in the Community Facilities 1 (CF1), Community Facilities 2 (CF2) and Community Facilities 3 (CF3) *zones* as indicated by the column headings.

2.3 Section 9.4 – COMMUNITY FACILITIES ZONES, Subsection 9.4.1, is amended by inserting column CF3 in the table as follows:

	CF1	CF2	CF3
Principal Uses, Buildings and Structures			
<i>Public</i> schools, pre-schools and <i>child day care</i> centres.	•		
Libraries	•		
<i>Churches</i>	•		
<i>Community halls</i>	•		
<i>Public</i> hospitals, clinics and health care facilities	•		
Non-commercial active <i>outdoor</i> recreation	•		
Non-commercial <i>indoor</i> recreation facilities	•		
Service club <i>buildings</i>	•		
Performing and visual art centres, including <i>accessory</i> sales	•		
Collection of recyclable materials	•	•	
Sorting and <i>temporary</i> storage of recyclable materials		•	
Collection of <i>municipal solid waste</i>		•	

Sorting and <i>temporary</i> storage of <i>municipal storage waste</i>		•	
Liquid waste treatment		•	
<i>Public service uses</i>		•	
<i>Public works facility</i>			•
Accessory Uses			
<i>Intermittent retail sales and retail services accessory to a principal use</i>	•	•	•
<i>Residential unit accessory to a principal use</i>			•

2.4 Section 9.4 – COMMUNITY FACILITIES ZONES, Subsection 9.4.2 is amended by inserting column CF3 in the table as follows:

	CF1	CF2	CF3
Lot Coverage and Floor Area			
Maximum combined <i>lot coverage</i> of all <i>buildings and structures</i> (per cent)	25	25	25
Setbacks			
Despite Subsection 4.3.1, the following <i>lot line</i> setbacks apply for the specific <i>zone</i> indicated:			
Minimum <i>rear lot line</i> setback abutting <i>commercial</i> or general employment <i>zone</i> (metres)	3.0	*	N/A
Minimum <i>interior side lot line</i> abutting non-commercial or non-general employment <i>zone</i> (metres)	7.5	7.5	N/A
Minimum <i>interior side lot line</i> setback abutting <i>commercial</i> or general employment <i>zone</i> (metres)	*	7.5	N/A
Minimum <i>exterior side lot line</i> setback (metres)	*	7.5	0.0

* indicates the provisions of Section 4.3 apply.

2.5 Section 9.4 – COMMUNITY FACILITIES ZONES, Subsection 9.4.3 (1), is amended by deleting the word “and” and inserting the words “and Community Facility 3” before the as follows:

- (1) The regulations in this Subsection apply to the *subdivision* of land under the Land Title Act or the Strata Property Act for land in the Community Facility 1, Community Facility 2 and Community Facility 3 *Zones*.

2.6 Section 9.4 – COMMUNITY FACILITIES ZONES, Subsection 9.4.3, is amended by inserting column CF3 into the table as follows:

	CF1	CF2	CF3
Minimum Lot Areas, Water Supply and Sewage Treatment Servicing Requirements			
Minimum area of an individual <i>lot</i> that may be created through <i>subdivision</i> , provided each <i>lot</i> has an individual on-site sewage treatment system and an adequate supply of <i>potable water</i> (ha)	1	1	N/A
Minimum area of an individual <i>lot</i> that may be created through <i>subdivision</i> , provided each lot has a connection to a <i>community sewage collection system</i> and a <i>community water system</i> (ha)	0.2	0.2	N/A

2.7 Section 9.4 – COMMUNITY FACILITIES ZONES is amended by adding a new Subsection 9.4.5 as follows:

9.4.5 Special Provisions

- (1) The following special provisions apply to the Community Facility Zone 3 (CF3) zone:
 - (a) Despite Section 4.3, no *building* or *structure* other than a *pumphouse*, *public utility structure* or underground utility may be constructed within the following setbacks from lot lines or road access easements:
 - Setback from *front lot line*: 0m
 - Setback from *rear lot line*: 0m
 - Setback from *interior side lot line*: 0m
 - Setback from *exterior side lot line*: 0m.
 - (b) The maximum number of *residential* unit accessory to a *principal use* is one (1) per lot.

2.8 Schedule “A” – Zoning Map is amended by changing the zoning classification of PARCEL A (DD 362513I) OF LOT 1, SECTION 2, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 17333 and LOT 1, SECTION 2, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 17333, EXCEPT PARCEL A (DD 362513I) THEREOF from Agriculture 1 (A1) and Residential 2 (R2) respectively to Community Facility 3 (CF3), as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “A” to Bylaw No. 355 as are required to effect this change.

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS	11TH	DAY OF	SEPTEMBER	2025
READ A SECOND TIME THIS	11TH	DAY OF	SEPTEMBER	2025
PUBLIC HEARING HELD THIS	16TH	DAY OF	OCTOBER	2025
READ A THIRD TIME THIS	_____	DAY OF	_____	20____
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	20____
ADOPTED THIS	_____	DAY OF	_____	20____

CHAIR

SECRETARY



ISLANDS TRUST POLICY STATEMENT DIRECTIVES ONLY CHECKLIST

File No.: PLRZ20240188 | Bylaw No: 543
210 & 220 Kanaka Road (PID: 003-915-255
003-915-204)

PURPOSE

To provide staff with the Directives Only Checklist to highlight issues addressed in staff reports and as a means to ensure Local Trust Committees address certain matters in their official community plans and regulatory bylaws, Island Municipalities address certain matters in their official community plans, and to reference any relevant sections of the Policy Statement.

POLICY STATEMENT

The Policy Statement is comprised of several parts. Parts I and II outline the purpose, the Islands Trust object, and Council's guiding principles. Parts III, IV and V contain the goals and policies relevant to ecosystem preservation and protection, stewardship of resources and sustainable communities.

There are three different kinds of policies within the Policy Statement as follows:

- Commitments of Trust Council which are statements about Council's position or philosophy on various matters;
- Recommendations of Council to other government agencies, non-government organizations, property owners, residents and visitors; and
- Directive Policies which direct Local Trust Committees and Island Municipalities to address certain matters.

DIRECTIVES ONLY CHECKLIST

The Policy Statement Directives Only Checklist is based on the directive policies from the Policy Statement (Consolidated April 2003) which require Local Trust Committees to address certain matters in their official community plans and regulatory bylaws and Island Municipalities to address certain matters in their official community plans in a way that implements the policy of Trust Council.

Staff will use the Policy Statement Checklist (Directives Only) to review Local Trust Committee and Island Municipality bylaw amendment applications and proposals to ensure consistency with the Policy Statement. Staff will add the appropriate symbol to the table as follows:

- ✓ if the bylaw is consistent with the policy from the Policy Statement, or
- ✗ if the bylaw is inconsistent (contrary or at variance) with a policy from the Policy Statement, or
- N/A if the policy is not applicable.

PART III: POLICIES FOR ECOSYSTEM PRESERVATION AND PROTECTION

CONSISTENT	No.	DIRECTIVE POLICY
	3.1	Ecosystems
✓	3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
N/A	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
N/A	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
N/A	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
N/A	3.3.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	Coastal and Marine Ecosystems
N/A	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
N/A	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: POLICIES FOR THE STEWARDSHIP OF RESOURCES

CONSISTENT	No.	DIRECTIVE POLICY
	4.1	Agricultural Land
✓	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
✓	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
✓	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.
N/A	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture.
N/A	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
N/A	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	4.2	Forests
N/A	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
N/A	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
CONSISTENT	No.	DIRECTIVE POLICY
	4.3	Wildlife and Vegetation

	4.4	Freshwater Resources
✓	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
N/A	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
N/A	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
N/A	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
N/A	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: POLICIES FOR SUSTAINABLE COMMUNITIES

CONSISTENT	No.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
✓	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
✓	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
✓	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
✓	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
N/A	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	Transportation and Utilities
N/A	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
N/A	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
N/A	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
N/A	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
N/A	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.
CONSISTENT	No.	DIRECTIVE POLICY
	5.5	Recreation

N/A	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
N/A	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
N/A	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
✓	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
N/A	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
N/A	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
N/A	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
✓	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

	POLICY STATEMENT COMPLIANCE
✓	<i>In compliance with Trust Policy</i>
N/A	<i>Not in compliance with Trust Policy for the following reasons:</i>



File No.: PLRZ20250001

X – File: SS-BE-2022.13

DATE OF MEETING: November 6, 2025

TO: Salt Spring Island Local Trust Committee

FROM: Oluwashogo Garuba, Planner 2
Salt Spring Island Team

COPY: Chris Hutton, Regional Planning Manager

SUBJECT: Application to amend Salt Spring Island Land Use Bylaw to permit three dwelling units
Applicant: Serena Klaver
Location: 120 Mansell Road, SSI (PID: 018-319-050)

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee request staff to proceed with application PLRZ20250001 (120 Mansell Rd).
2. That the Salt Spring Island Local Trust Committee direct staff to prepare a draft bylaw to amend Salt Spring Island Land Use Bylaw No. 355, 1999, to rezone LOT A, SECTION 6, RANGE 4 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN VIP56901 (PLRZ20250001, 120 Mansell Road) from Rural (R) zone to a Rural (R) zone variant that:
 - a. Permit two existing oversized seasonal cottage (Building 1 & Building 3 as shown in site plan - Figure 1) to be converted into full time dwelling units
 - b. makes the setback from front lot line 0.95 meters for the existing building 1 (as shown in site plan - Figure 3)
3. That the Salt Spring Island Local Trust Committee withhold third reading of the proposed bylaw until the legal non-conforming cottage (Building 1) has been decommissioned.

REPORT SUMMARY

The purpose of this report is to present the Salt Spring Island Local Trust Committee (LTC) with a preliminary staff report for the proposed amendments to Salt Spring Island Land Use Bylaw No. 355 to rezone the 1.27 ha (3.3 ac) subject property from Rural (R) to Rural (R) zone variant to permit three dwelling units. Staff recommend drafting and advancing bylaw at the initial stage but withhold third reading of proposed bylaw until the decommissioning of the legal non-conforming building.

BACKGROUND

The subject property (Figures 1 & 2) is located at Mansell Road on the east end of Salt Spring Island is 1.27 ha (3.3 ac) in area and zoned Rural (R). Currently located on subject property are:

- Single family dwelling

- Seasonal cottage 1
- Seasonal cottage 2
- Farm building (barn)

Seasonal cottage 1 (Building 1 as shown on the site plan in Figure 1) is a legal non-conforming structure, built around 1945 according to BC Assessment. It has a floor area of 101.7 sq m (1,094.7 sq ft) and is located within the required setback from the front lot line 0.95m (3.12 ft). Seasonal Cottage 2 (building 3 as shown on the site plan in Figure 1) and barn have floor areas measuring 62.89 m² (676.94 sq ft) and 61.3 sq m (659.82 sq ft) respectively. The floor areas of the seasonal cottages are greater than the maximum floor area permitted for seasonal cottages.

Properties in the R zone are permitted to have one single-family dwelling. For parcels larger than 1.2 hectares (2.97 acres), one seasonal cottage is also permitted as an accessory use. Agricultural uses including farm buildings and structures are also permitted within the Rural zone. Based on LUB regulations, the subject property is permitted to have one (1) single family dwelling up to 500 sq m (5,381.96 sq ft), one seasonal cottage up to 56 sq m (602.78 sq ft) and farm buildings and structures up to 465 sq m (5005 sq ft).

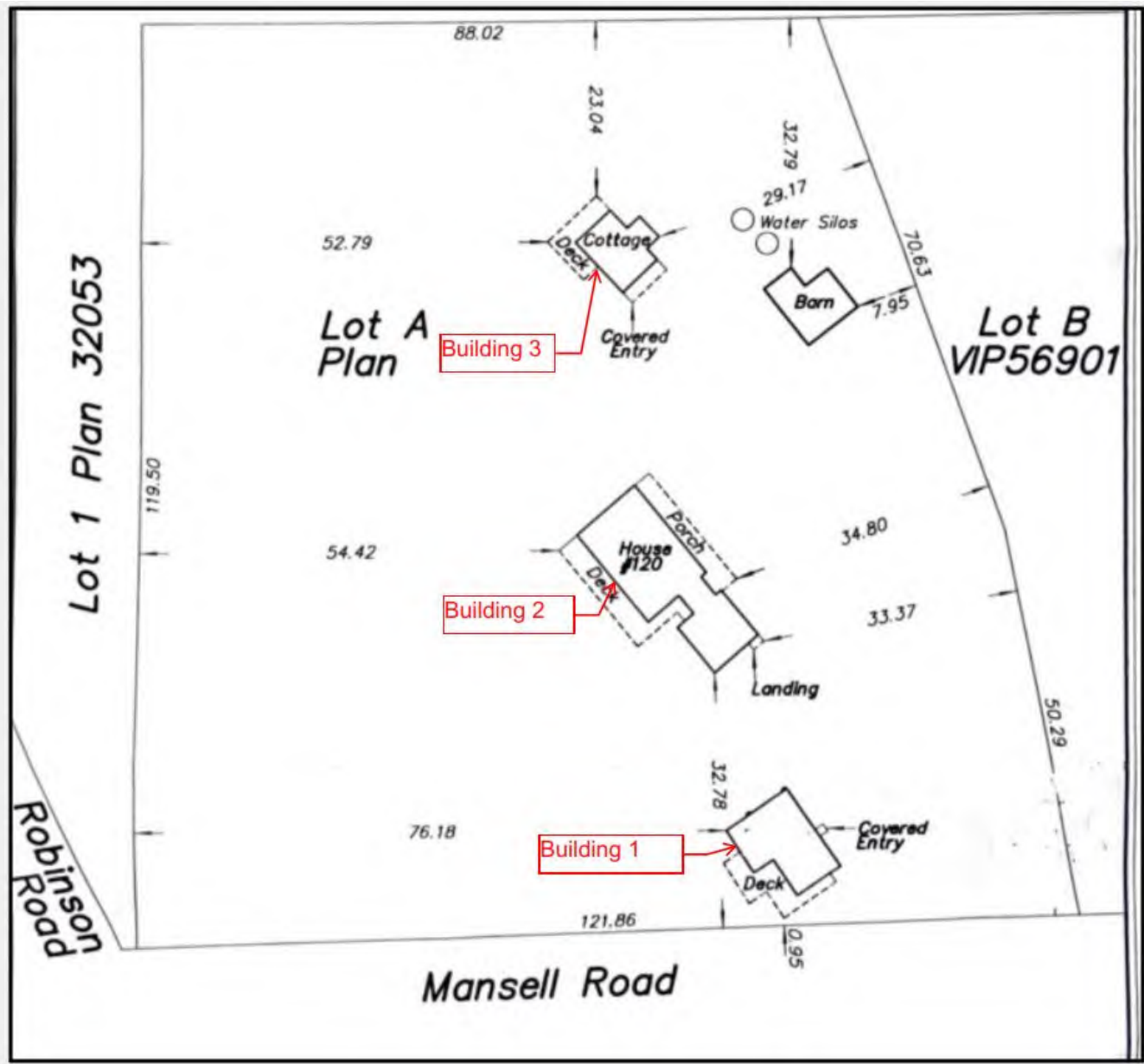


Figure 1: Site Plan

Currently, there are three (3) dwellings on the subject property, which is not permitted according to the LUB. As a result, the applicant has submitted an application for a site-specific amendment to the LUB to permit these dwellings. The application is also proceeding as a result of a bylaw enforcement action (SS-BE-2022.13) for multiple unlawful dwellings on subject property. The applicant's rationale (see Attachment 2) for this application includes the following:

- The structures have been on the property as at when the applicant purchased it in 2018
- The seasonal cottage 1 will be decommissioned and converted into an accessory building when the standing resolution regarding unlawful dwelling is revoked by the SS LTC

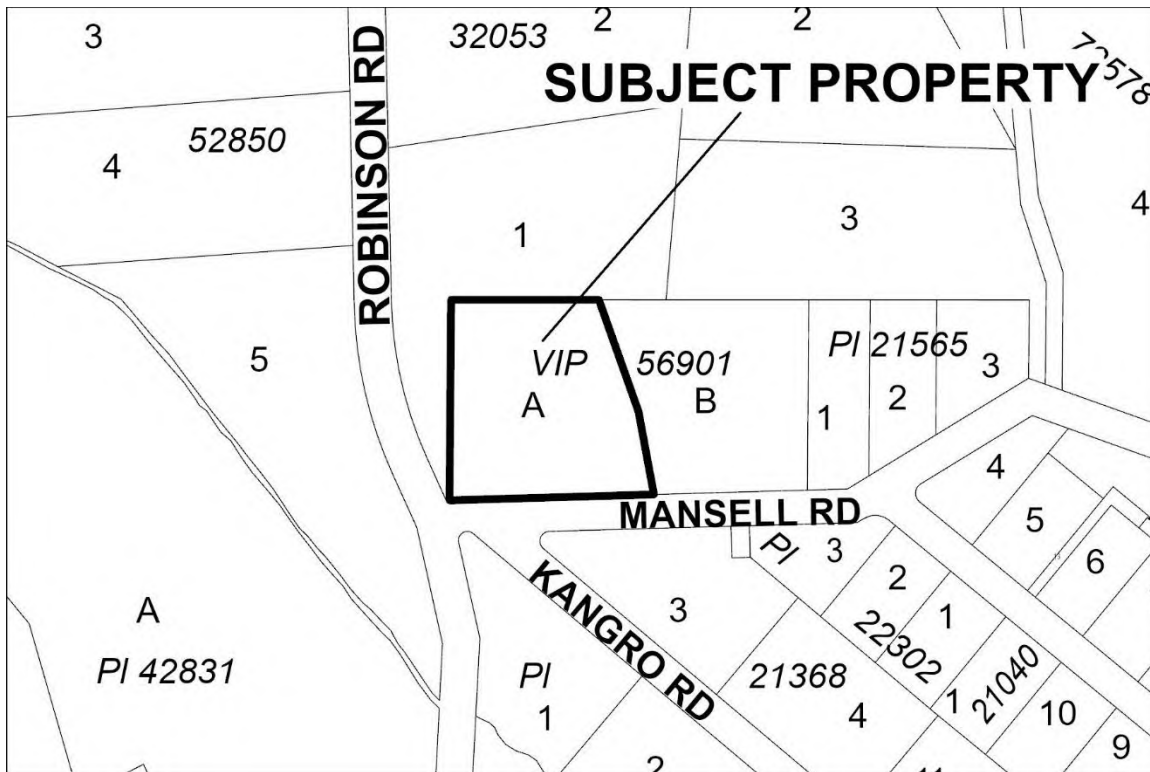


Figure 2: Subject Property Map

ANALYSIS

Policy/Regulatory

Islands Trust Policy Statement:

Staff have reviewed the Islands trust Policy Statement (ITPS) and highlighted several policies that relate to the application. Relevant policies of the ITPS relating to this rezoning proposal are:

4.4.2 *Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure:*

- *neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater,*
- *water quality is maintained, and*
- *existing, anticipated and seasonal demands for water are considered and allowed for.*

Planner comments: The application seeks to increase the intensity of land use as outlined in the OCP and therefore not in compliance with this policy. However, if the applicant decides to decommission one of the cottages, the intensity of use of land will not be increased and the proposal will be in compliance with this policy.

5.1.3 *Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.*

Planner comments: This application for rezoning is not in conflict with this policy as the development has not caused a degradation of the visual quality or scenic value of the trust area.

5.2.3 *Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.*

Planner comments: The rezoning application is not in conflict with this policy as there is no visible negative impact on the aesthetic, environmental or social impact of development and therefore supported by this policy.

5.2.4 *Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.*

Planner comments: The above policy is not in conflict with the rezoning application as the land use is not incompatible with the preservation and protection of the environment, natural amenities and community character of the zone.

If LTC decided to proceed with drafting bylaws, the ITPS policy checklist and a full policy statement analysis would be presented to LTC for review and consideration in a future staff report if at such time draft bylaws are presented for first and second reading.

Official Community Plan:

Policy B.2.5.2.2 considers the density as it relates to the subject property. It provides that “Zones within the Rural Neighbourhoods Designation will continue to allow medium density residential development and the other rural uses allowed by existing zoning.” As the OCP defines medium-density residential use as between one dwelling per 0.10 hectare and one dwelling per 2 hectares, the current density would be consistent with this policy.

B.2.4.2.2 Zones within the Residential Neighbourhoods Designation will continue to accommodate the medium density residential uses and the other compatible land uses allowed in the existing bylaw. Existing commercial, general employment and multi-family zones will also remain, but zoning changes should not be made to locate more of these zones on additional lands in this Designation, with the exception of multiple-family affordable housing projects.

Planner comments: This policy supports this application as the proposed density is considered medium according to the definition of medium density (where the density of dwellings is between one per 0.10 ha and one per 2 ha) in the OCP; the application is therefore supported based on this reason.

B.2.2.2.16 Seasonal cottages should continue to be allowed wherever they are allowed by current zoning. The Local Trust Committee may also consider amending the Land Use Bylaw to allow the use of seasonal cottages as full time affordable rental housing units in certain areas. In order to encourage housing for families, the Land Use Bylaw may be amended to permit cottages with a maximum floor area of 90 m² on lots 2 hectares or larger in area, while retaining the existing floor area limits on cottages on lots between 1.2 hectares and 2 hectares in area.

Any amendment to zoning to allow cottages to be used as full-time residences should address the following criteria:

a. Full time residence of cottages should only be allowed in areas with an adequate supply of potable water.

b. Full time residence of cottages should not be allowed in areas that are community water system supply watersheds or in community well capture zones.

Planner comments: This application is not supported by this policy as the subject property is less than 2 ha and therefore cannot have a full-time rental cottage with floor area up to 90 m².

Development Permit Areas:

There is no Development Permit Area (DPA) on the subject property.

Other relevant OCP policies to this rezoning proposal include:

Land Use Bylaw:

The Salt Spring Island Land Use Bylaw No. 355, identifies the subject property within the R zone at present. The application requests to rezone the property to a new R zone variant. Here are the permitted uses, buildings and structures in R zone:

- Single-family dwellings
- Two family dwellings constructed before July 31, 1990
- Dental and medical offices for a maximum of two medical practitioners
- Elementary schools, pre-schools and child day care
- Public health care facilities
- Community halls
- Churches and cemeteries
- Veterinarian clinics and animal hospitals
- Pet boarding services and kennels
- Pounds
- Active outdoor non-commercial recreation, excluding golf courses and activities primarily involving the use of power-driven means of conveyance
- Lighthouse stations
- Agriculture

Accessory uses include:

- Seasonal cottages subject to Section 3.14
- Home-based business use, subject to Section 3.13

One single family dwelling, a seasonal cottage (subject to section 3.14) and the barn building located on subject property are permitted in the current R zone. However, the seasonal cottage on the subject property although permitted, exceeds the maximum 56 sq m floor area in the LUB and therefore in contravention of the LUB. The legal non-conforming cottage is also not permitted based on the floor area as this brings the number of full-time dwellings on the lot to three rather than one as specified in the LUB. The subject property therefore requires a rezoning with site specific regulations to address the maximum floor area and number of dwelling units.

Islands Trust Conservancy:

The Islands Trust Conservancy does not have a nature reserve or covenant adjacent to the subject property, so it not required to be referred the application in accordance with Islands Trust Conservancy Board Policy 3.1.

Issues and Opportunities

Staff have identified the following issues, which are discussed below, and may be considered further once an amendment bylaw is tabled, and through referral responses, if the LTC chooses to proceed with the application:

Front Lot Line Setback

The site plan submitted indicates that the accessory building (cottage 1) on the subject property does not meet the setback requirements specified in the LUB. It is located within the front lot line setback area. Although the structure is a legal non-conforming structure (constructed in 1945 according to BC assessment report), all non-conforming structures need to be addressed in the rezoning application. Staff has identified this non-conformity and recommends that the new zoning include a 0.95m setback from the front lot line, with this adjustment reflected in the setback regulations of the new Rural zone variant p (R (p)).

Density

According to the LUB, in any zone unless otherwise stated, no more than one dwelling may be permitted. This proposal brings an increase to the permitted number of dwellings permitted for any lots as specified in the LUB. In addition, if the applicant chooses to decommission one of the cottages, the floor area of accessory buildings and structures on the subject property will be within the limits of the maximum floor area of accessory buildings and structures permitted on lots greater than 1.2 ha. The zoning amendment can therefore be site specific with the second dwelling permitted at its current floor area.

Archaeological Potential

Desktop review indicates that there are areas of archaeological potential within the subject property. The Islands Trust reviews all applications to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. As reviewed, the application is consistent with respect to LTC Standing Resolutions on reconciliation. Notwithstanding, to provide applicants with awareness regarding unknown archaeological areas, staff forwarded the Islands Trust Chance Find Protocol and the provincial Archaeological Branch guidelines on Heritage Act directly to the applicants with the initial application. In the event that archaeological features or materials are found, either intact or disturbed on the subject properties, work should stop immediately and until the BC Archaeology Branch has been contacted at 250-953-3334 or archaeology@gov.bc.ca for further direction.

Water and Septic

According to the OCP, the applicant needs to provide evidence guaranteeing adequate supply of potable water as well as sufficient area for septic facilities. Staff reached out to CRD to confirm water connection and was informed that the subject property is connected to Cedar Lane Water Service but the applicant's Engineer is required to provide capacity information for subject property. The applicant has provided a Potable water system scoping and design basis document prepared by an Engineer which analysed the current water demand of the property as well as the rainwater storage capacity available for domestic use (Attachment 3). If the application proceeds, applicant's Engineer will be required to provide connection information and also it will be referred to Cedar Lane Water Service for comments. Additionally, the application will be referred to Island Health for comments regarding septic and water servicing requirement.

Consultation

Provided that further policy analysis confirms no inconsistency with the OCP, a public hearing may not be required for this application, in accordance with section 464(3) of the Local Government Act.

Agencies

Should the application proceed, staff recommends that the application be referred to the following agencies:

Adjacent Local Trust Committees and Municipalities

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

Non-Agency Referrals

BC Ambulance Service
RCMP
SSI Fire-Rescue
Salt Spring Island Coast Salish Society

Provincial Agencies

BC Assessment Authority
Front Counter BC

Regional Agencies

CRD – All Referrals
Vancouver Island Health Authority
SSI Advisory Planning Commission

LTC may also direct staff to include additional agencies for referral.

First Nations

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

- Cowichan Tribes
- Halalt First Nation
- Lyackson First Nation
- Pauquachin First Nation
- Penelakut Tribe
- Semiahmoo First Nation
- Stz'uminus First Nation
- Tsartlip First Nation
- Tsawout First Nation
- Tsawwassen First Nation

- Tseycum First Nation
- Ts'uubaa-Asatx (Lake Cowichan) First Nation

If the LTC decides to proceed, staff would notify these First Nations and request for their input on the proposed rezoning application.

Rationale for Recommendation

The recommendations on page 1 are supported as:

1. The proposal appears to be inconsistent with some of the policies of the Salt Spring Island Official Community Plan No. 434 (OCP) and Islands Trust Policy Statement (ITPS).

ALTERNATIVES

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

1. Request further information

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

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

2. Deny the application

The LTC may deny the application. If this alternative is selected, the LTC should state the reasons for denial. Recommended wording for the resolution is as follows:

That the Salt Spring Island Local Trust Committee deny application PLRZ20250001 for the following reasons...

NEXT STEPS

Should the LTC direct staff to draft a bylaw, staff will do so and provide it to the LTC for consideration at a future meeting. If an alternative course of action is chosen, staff will implement the LTC's direction accordingly.

Submitted By:	Oluwashogo Garuba, Planner 2	October 27, 2025
Concurrence:	Chris Hutton, Regional Planning Manager	October 30, 2025

ATTACHMENTS

1. Site Context
2. Applicant's Letter of Rationale
3. Potable water system scoping and design basis

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	LOT A, SECTION 6, RANGE 4 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN VIP56901
PID	018-319-050
Civic Address	120 Mansell Road
Lot Size	1.27 ha (3.13 ac)

LAND USE

Current Land Use	Rural – Residential use
Surrounding Land Use	Rural

HISTORICAL ACTIVITY

File No.	Purpose
SS-BP-2022.27	Construction of new carport
SS-CL-2021.4	Existing use groundwater
SS-DP-2005.3	To allow installation of a new septic field in the Cedar lane well capture zone
SS-DVP-2023.7	Variance to allow for increased size of seasonal cottage and increased floor area of accessory buildings

POLICY/REGULATORY

Official Community Plan Designations	Salt Spring Island Official Community Plan Bylaw #434, 2008 - Rural Neighbourhood Development Permit Areas: DPA 5 – Community Well Capture zones
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Land Use Bylaw	Salt Spring Island Land Use Bylaw #355, 1999 – Rural (R)
Other Regulations	None
Covenants	None
Bylaw Enforcement	SS-BE-2007.7 – Density SS-BE-2018.74 – STVR SS-BE-2022.13 – Unlawful dwelling

SITE INFLUENCES

Islands Trust Conservancy	The application has no considerations for the Islands Trust Conservancy
Regional Conservation Strategy	This application has medium considerations for the Regional Conservation Plan.
Species at Risk	Western painted turtle
Sensitive Ecosystems	None
Hazard Areas	Steep Slopes mapping indicates medium to low hazard at the subject property. 
Archaeological Sites	Desktop review indicates subject property has areas of archaeological potential and is within 100 meters of archaeological potential sites. Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the Heritage Conservation Act. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a Heritage Conservation Act permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.
Climate Change Adaptation and Mitigation	No additional impacts to GHG emissions anticipated as a result of this application.
Shoreline Classification	Not applicable
Shoreline Data in TAPIS	Not applicable

Application for zoning amendment

I have been instructed by Island's Trust to request a zoning amendment for our property at 120 Mansell Road (PID 018-319-050) which would allow for a slightly oversized seasonal cottage which already existed on our property when we purchased it.

We bought our property in 2018 and did not realize that an existing jut out on the seasonal cottage on our property put the outside square footage of the cottage 6 square meters over the allotted 56. Accounting for the width of the outside walls (5.25 inches) the cottage is actually 58.25 square meters.

This property is used as a private residence. The cottage is used for family only. The main house is occupied by my husband and myself. The accessory building at the front of the property was the original house on this property (dating back to 1945-1955) and is a legal non-conforming building built before 1971. I have enclosed the bc assessment file (received directly from bc assessment authority) showing their estimation that it was built between 1945-55. Currently due to the standing resolution SS-2022-017 it can be used for occupancy. It has its own septic system. We recently used it to help a family of 4 who had been in difficulties (we provided the cabin rent free). They have now moved on and it will be kept as is until the standing resolution is removed in case we can be of assistance to another family. When this standing resolution is no longer available this building will be converted full time into an accessory building. There is another accessory building (we call it the Barn) on the property as shown on the survey. This is for storage and has no heat or insulation but does have power.

Our entire property measures 1.266 hectares. The property is serviced by a rain water harvesting collection system. This was installed in 2013 before we purchased the property in 2018. We have 2 cisterns which hold 10000 US gallons of water. We have these cleaned and disinfected twice a year by a professional cistern cleaning service (Environmental Cistern). The water then passes through a sediment filter, then a carbon filter and finally a UV filter. These are changed on a regular basis by Scott's Plumbing (located on Salt Spring Island). We have the water tested 3 times a year at MB labs in Sidney, BC. We have not used our local water system, Cedar Lane Water in more than 6 years and do not rely on them for water. We continue to pay our quarterly contribution toward the maintenance of the community water system. In 2022 we had a leak in our underground pipes between the houses on the property. The leak could not be found so we had to have new pipes supplied underground. When connecting the new pipes to the seasonal cottage the plumbers could not access the old pipes which entered the cottage to supply the water. They had to attach the new incoming water pipes to existing pipes which were in the jut out in question. Without this access, the seasonal cottage would not be able to be used.

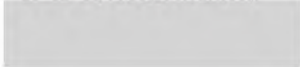
The seasonal cottage in question is serviced by its own septic system which was approved when the cottage was built in 1993.

I have enclosed a Planning Application Authorization Form, a title search, a property tax form, a survey of the property, current floor plans of the front accessory building, the seasonal cottage and the Barn along with exterior elevation drawings of each, a drawing of the property from 2005 (received through a freedom of information request to the CRD) which shows all buildings existing on the property in 2005.

I hope you will consider our request for a Zoning Amendment to allow the already existing extra square footage on the seasonal cottage

This property will remain as a private residence. These buildings already existed and will not affect any properties in the area. In fact because of the fact that we do not use the local water system it is actually a benefit to the local community. There is no stress on the Cedar Lane water system by this property.

Thank you,
Nancy Mullins,
120 Mansell Road,
Salt Spring Island,



POTABLE WATER SYSTEM SCOPING & DESIGN BASIS DATABOOK

FORM

PROJECT No: 2025.025

PROJECT NAME: 120 MANSELL RD

DOCUMENT No.: 2025.025-40-DBD-001

FORM No. APG-40-FRM-008

Form Revision Log

Revision #	Date	By	Description
1	22-Feb-2023	BF	Updates to structure; add risk table
0	31-Oct-2020	BF	Issued for Use

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2. PROJECT INFORMATION

Table 1: Summary Information

Project No.	2025.025	Project Name:	120 Mansell Rd
Site Type:	☐ New Construction ☐ Replacement ☒ Repair / Alteration	Prepared by:	Bradley Fossen
Owners / Client:	KANOENA HOLDINGS LIMITED, INC.NO. BC0607292	Jurisdiction:	CRD / VIHA
Legal Description	LOT A, SECTION 6, RANGE 4 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN VIP56901	PID # (Parcel Identifier Number)	018-319-050
Common Address	120 MANSELL RD, SALT SPRING ISLAND	Folio. # (Tax Assessment Roll #)	01-764-00742.010
Engineer of Record	Bradley Fossen	Project Stage:	Existing
Owner Declaration Completed:	☒ Yes ☐ No	Bedrooms	1 bedroom
Catchment Footprint	367 m2	Daily Demand	Described within.
Estimated Water Use / Person	Described within	Estimated Outdoor Demand	None.
Usage Type	☒ Typical Residential , Water Conservers (160 LPD/person) ☐ Other)	Supplemental Water Source:	Bulk water, community water system
Purpose of Report:	- To identify site constraints - To analyze flows available for water needs - To confirm sizing of storage and required catchment area - To provide design and specifications for permitting.		
Summary of Activities:	- Site Visits x 3 - Client and Owner coordination, meetings, and correspondence - Desktop review - Analysis, Costing, and Report Writing		

3. SUMMARY

We understand that this document may be used for the purposes of a land use application. For that reason, we have included additional information and attachments that may aid in that process, along with the content that we typically provide in building permit applications. We welcome any questions from planning staff, should they have them.

This report remains in the general format typically used by Aurora Professional Group Inc. for potable rainwater system permit packages requiring BCBC Letters of Assurance. The applicable letter of assurance for this project will be the 2024 Schedule "B" "Assurance of Professional Design and Commitment for Field Review" at the time of permitting, followed by the 2024 Schedule "C-B" "Assurance of Professional Field Review" after field reviews and prior to building code permit close-outs.

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The potable rainwater system described herein is based on information and assessments current to 18-Sep-2025. Our field review and findings focus on a pre-existing rainwater system that has been used for potable service, although its design was not included in any prior permitting efforts.

Based on these findings, we have determined that the rainwater system has adequate catchment surface area and storage volumes to support the demand of a 1-bedroom, 2-person, full-occupancy cottage. To function as a permitted, potable rainwater system, upgrades are required and are detailed within this report. Our assessment is based on a design compliant with CSA B805-22/ICC 805-2022.

We understand that the purpose of the land use application is to provide a determination on the legal status of pre-existing buildings, one of which is a pre-existing cottage.

As part of the application, the Applicant has been requested to demonstrate an adequate water supply for the existing structures on the parcel. We believe, but are not certain, that this request pertains to Land Use Bylaw No. 355 ("LUB") Sections 3.14 "Seasonal Cottages" and perhaps 3.15 "Full-Time Rental Cottages".

Table 1: LUB Definition of Full-Time Rental Cottages

"full-time rental cottage"	means a dwelling unit not exceeding 56 square metres in floor area on lots with an area less than 2 hectares or 90 square metres on lots with an area 2 hectares or greater, that is occupied only pursuant to a residential tenancy agreement as defined in the Residential Tenancy Act and that comprises, with the single family dwelling to which it is accessory, a single real estate entity.
"seasonal cottage"	means an accessory dwelling unit not exceeding 56 square metres in floor area which, despite the definitions of "dwelling unit" and "residential" in this Bylaw, is occupied or intended to be occupied on a temporary basis by a person or persons having a permanent domicile elsewhere and using the cottage primarily in conjunction with recreation.

We expect that this request aligns with the LUB Section 3.15 Information Note, which mandates that new cottages or additions to cottages include plans for a rainwater system.¹ We note that the code specified by the Information Note is CSA B805-18. CSA B805-22 has superseded this code and will be the standard of practice used for this design.

In this report, we compare the current rainwater system's supply capacity with the cottage's water demand. To assist the planner, we will also evaluate total water needs for all structures, factoring in rainwater supply and use of supplemental sources if full occupancy occurs.

¹ Information Note Full Text: *Building permit applications for new cottages or additions to existing cottages submitted to Islands Trust for land use review should include plans for a rainwater harvesting system certified by an ASSE-certified designer, professional engineer or geoscientist to comply with the above-noted standard. Installation of the system will be made a condition of permit applications deemed to be land use compliant.*

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3.1. RISK CATEGORIZATION

The following table denotes what classification of design this project has been assigned and whether or not a project-specific risk review is required.

Table 2: Risk Category

Risk Category ²			Date	By	Comment
☒ Global (Low Risk)	☐ Global (Repetitive Moderate Risk)	☐ Project Risk Review Required	18-Sep-2025	BF	No innovative features or departures from standard practice are required; basic complexity.

3.2. APPLICABLE STANDARDS OF PRACTICE

The following table indicates what standards of practices, codes, or regulations were utilized in the design for this project. These documents form the key, "top-level," design basis for the project.

We note that other regulations may also have jurisdiction on the project and that this list is not exhaustive. Further, additional documents and references may be indicated later where warranted.

Table 3: Applicable Design References.

A Basis of this Design Filing	Code, Standard of Practice, Regulation
☒	CSA B805-2022/ICC 805-2022 ("CSA RWC")
☒	BC Building Code (2024) ("BCBC")
☒	BC Plumbing Code (2024) ("BCPC")
☒	Other: - BC Guidelines for Pathogen Log Reduction Credit Assignment (2022), Drinking Water Officers' Guide 2022 – Part B: Section 15 ("BC LRCA") - BC Guidance for Treatment of Rainwater Harvested for Potable Use (2020), Drinking Water Officers' Guide 2024 – Part B: Section 14 ("BC TRWH")

3.3. DEPARTURES

Any departures from the above documents, when indicated as a design basis document, shall be documented herein, along with rationale, mitigation measures, and any supporting references to do so.

² In the cases of a global risk categorization, a global risk assessment must already be in place.

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4. CONCEPTUAL DESIGN

4.1. RAINWATER SYSTEM – COTTAGE DEMAND

Catchment surfaces are, and will remain, from the on-parcel single-family dwelling. This structure is estimated to provide 367 m² of catchment surface in the geographic plane using drone photogrammetry and legacy building construction documents.

This catchment area could sufficiently support a water reserve of 48755L (10725 IG), based on a use-needs assessment (simulation) based on the Owner's demand projections as shown in Table 4 and Figure 1. Outdoor water use has not been considered in this assessment, as a separate non-potable rainwater system on the subject parcel manages it. This tabulation is based on two persons: full occupancy.

Table 4: Demand Projections- Cottage Use

Year	Season	Month	Demand [L]	Cumulative [L]
2025	Winter	October	9760	9760
2025	Winter	November	9760	19520
2025	Winter	December	9760	29280
2026	Winter	January	9760	39040
2026	Winter	February	9760	48800
2026	Winter	March	9760	58560
2026	Winter	April	9760	68320
2026	Winter	May	9760	78080
2026	Winter	June	9760	87840
2026	Summer	July	9760	97600
2026	Summer	August	9760	107360
2026	Summer	September	9760	117120
2026	Winter	October	9760	126880
2026	Winter	November	9760	136640
2026	Winter	December	9760	146400
2027	Winter	January	9760	156160
2027	Winter	February	9760	165920
2027	Winter	March	9760	175680
2027	Winter	April	9760	185440
2027	Winter	May	9760	195200
2027	Winter	June	9760	204960
2027	Summer	July	9760	214720
2027	Summer	August	9760	224480
2027	Summer	September	9760	234240

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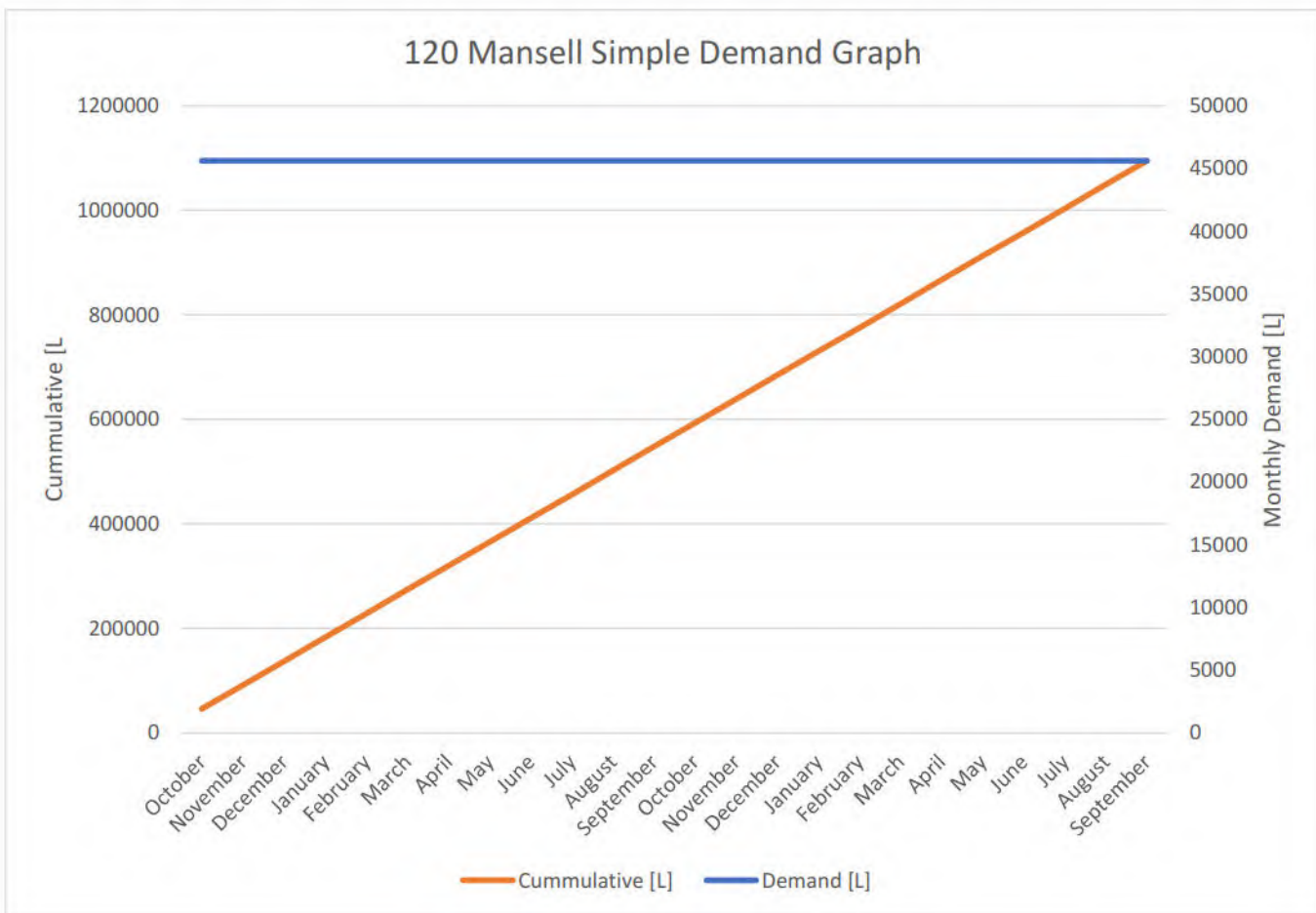


Figure 1: Demand Graph

Our water demand analysis is based on our typical parameters for water demand from users who are water-conscious, which is typically the case with users of rainwater systems. The value used for water simulations is 160 LPD/person. This is generally in line with the 167 LPD/person average used by the CRD, when omitting outdoor values³. Other commonly reported values exist; however, based on experience, the 160 LPD/person estimate is effective when projecting demand for potable rainwater systems. A suitable occupancy projection for the cottage is two persons, full-time (all months), similar to the owner's current use profile.

³ [Capital Regional District, "Environmental Education: Drinking Water Conservation," 2014, [Online]. Available: <https://www.crd.ca/media/file/drinkingwater-activity-weeklywaterusechartgr-4>

Where 73% of a 232 LPD/person average is 167 LPD/person, for indoor use. Specific to this parcel, outdoor water demand is managed with a separate rainwater system.

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We note from conversations with the Owners, that:

- The rainwater system, as it is currently configured, supplies all structures on the parcel. We have inspected the plumbing and confirmed this.
- Water from the CRD – Cedar Lane water system (the “water system”) is connected to the parcel and available for use, though it is not utilized.
- The owners have, for multiple years, relied only upon rainwater, without the need to augment their supply with bulk water deliveries or with supply from the water system.
- The typical occupancy profile for the parcel has been 2 people, though with regular increases in the occupancy over weekends and sporadic weeks through the summer season. At some points, they have used the different structures on the parcel to accommodate others.

This information helps us validate the results of the water demand simulation. The simulation has been completed using the same standard practice that we use for all rainwater projects, which is described in more detail within this report.

Rainwater collection volumes are estimated based on projected weather data (2011-2040) from the Centre for Forest Conservation Genetics, University of British Columbia, in this case, for location generally near St. Mary Lake on Salt Spring Island. Precipitation estimates are detailed in Table 5.

Table 5: Precipitation Projections (2011-2040)⁴

Month	[mm]	[in]
January	156	6.1
February	87	3.4
March	96	3.8
April	49	1.9
May	39	1.5
June	32	1.3
July	16	0.6
August	21	0.8
September	45	1.8

⁴ Wang T, Hamann A, Spittlehouse D, Carroll C (2016) Locally Downscaled and Spatially Customizable Climate Data for Historical and Future Periods for North America. PLoS ONE 11(6): e0156720. doi:10.1371/journal.pone.0156720

Mahony, CR, Wang, T; Hamann, A and Cannon, AJ, 2022. A CMIP6 ensemble for downscaled monthly climate normals over North America. International Journal of Climatology 42 (11), 5871-5891 DOI: <https://doi.org/10.1002/joc.7566>

<https://climatena.ca/>

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Month	[mm]	[in]
October	100	3.9
November	150	5.9
December	131	5.2
Total	923	36

The existing system utilizes 40597 L (8930 IG) of suitable NSF-61 storage. Considering occupancy, water demand, precipitation forecasts, catchment surfaces, and storage, our simulation indicates the storage water table projection as illustrated in Figure 2 and the rainwater utilization graph in Figure 3.

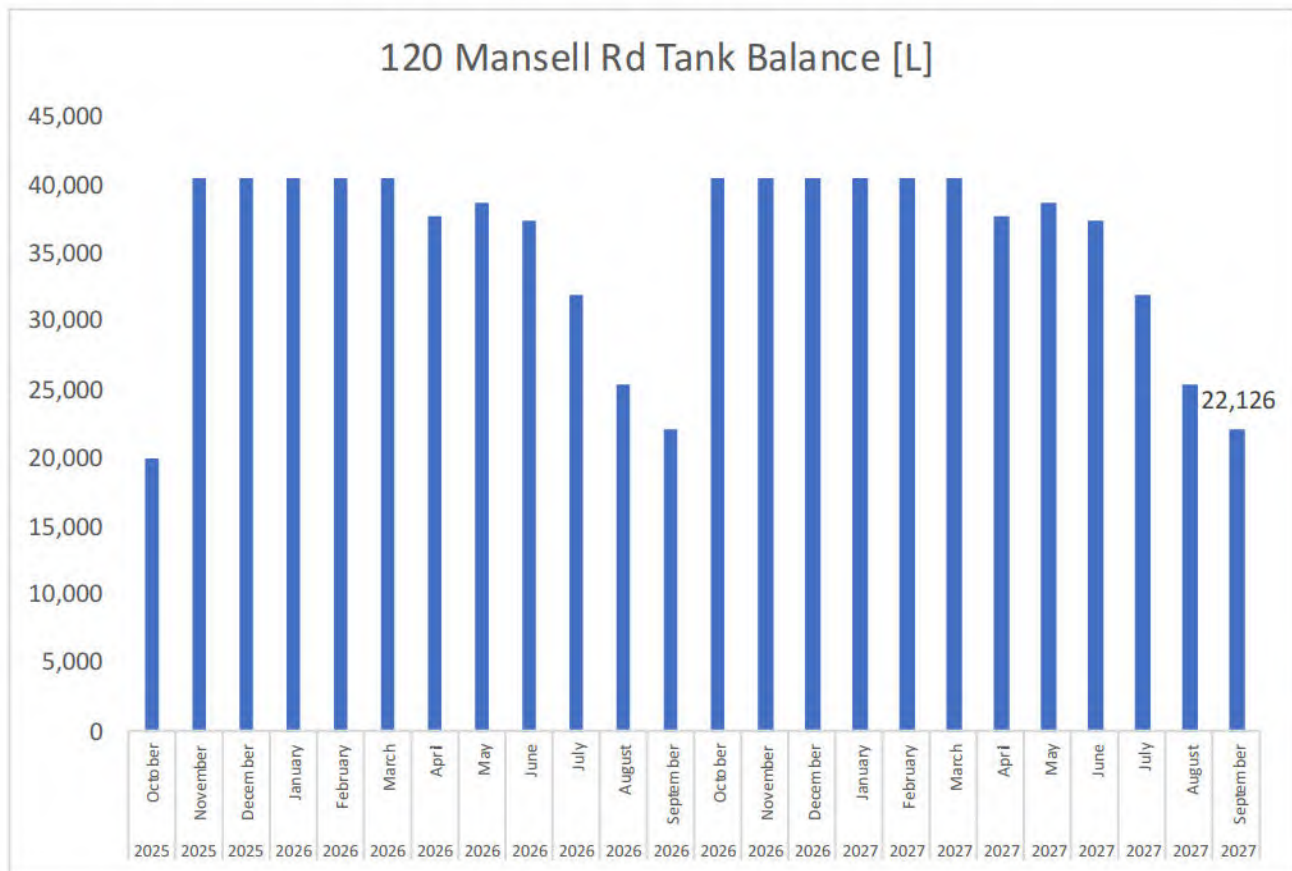


Figure 2: Water Table Balance

Figure 2 demonstrates that with a water demand from 2 persons, full-time, throughout all months, there is a projected water surplus given the system's current configuration. Our calculations indicate that with as little as

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18471 L (4063 IG) of storage, the rainwater system would have likely adequately supplied the demands of the Owner's current occupancy profile.

If used strictly for the cottage, we would expect that the system would retain approximately 22,126 L in surplus water that could be used for other water demands on the parcel.

This is further demonstrated in Figure 3, where, with the existing storage in place, water demand from the cottage is self-sufficient from rainwater, requiring no makeup water, either from bulk water delivery or the community water system.

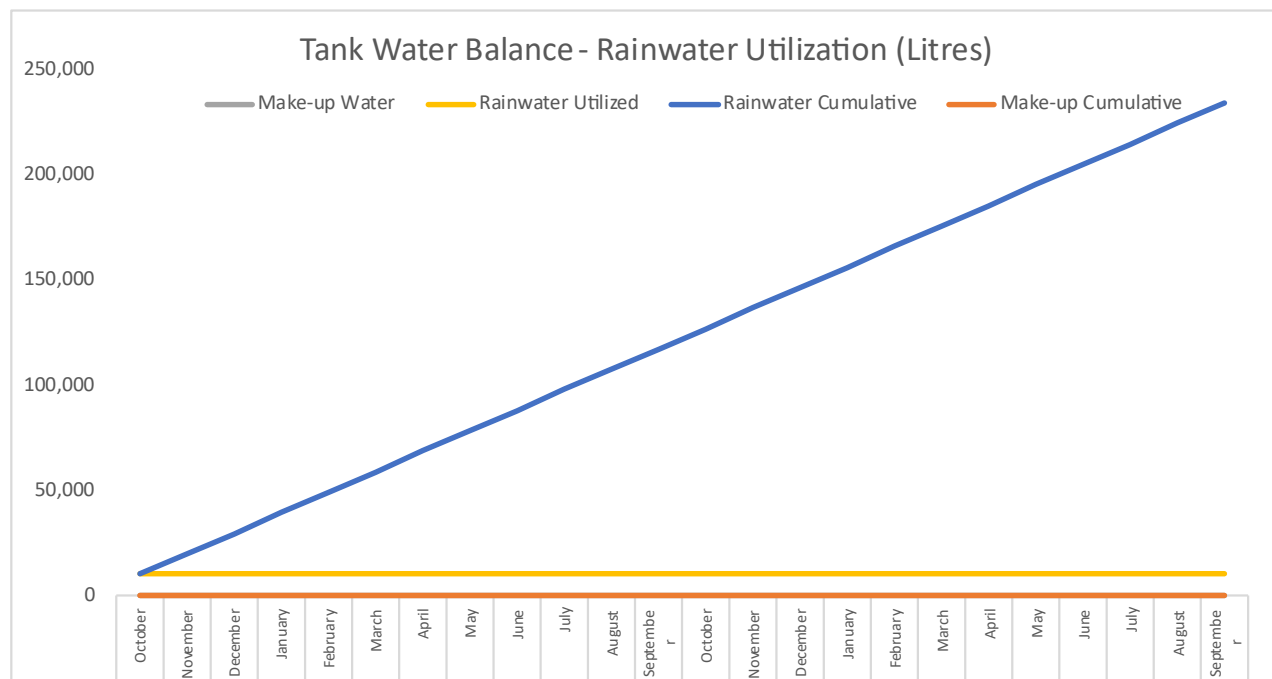


Figure 3: Water Utilization Graph

In summary, the rainwater system fully supports the demand from the cottage, based on current catchment surfaces and water storage.

4.1. RAINWATER SYSTEM – ALL STRUCTURES

While not part of our typical rainwater demand assessments, here we model how much rainwater can be utilized by the parcel as a whole, along with how much make-up water from the water system would be required, should all structures be occupied.

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For this assessment, we make the following assumptions:⁵

- Barn building – no additional water demand (no additional occupancy is created by it)
- Cottage – 1 bedroom, 2-person demand
- Single family dwelling – 4-bedroom, 4.5 person demand
- Cabin – 2-bedroom, 3-person demand
- Outdoor water demand remains managed by the non-potable rainwater system.

This results in a cumulative total of 9.5-persons with full-time demand. Using our per occupant demand as earlier, we can estimate the demand profile shown in Table 6.

Table 6: Demand Projections - All Structures – Simple Method

Structure	Barn	Cottage	Dwelling	Cabin	Total
Rooms	0	1	4	2	7
Occupants	0	2	4.5	3	9.5
Daily Demand @ 160 LPD Average	0	320	720	480	1520
30-Day Demand Average [L]	0	9600	21600	14400	45600
Yearly Demand Average [L]	0	116800	262800	175200	554800

The daily, monthly, and yearly demands are displayed again in Table 7, in multiple units.

Table 7: Total Average Demand - All Structures

Average Demand	L	IG	USG
Daily Demand @ 160 LPD Average	1,520	334	402
30-Day Demand Average	45,600	10,031	12,046
Yearly Demand Average	554,800	122,039	146,563

The simulation is then redone based on this demand profile. Figure 4 illustrates our water simulation based on demand from all structures, and with the current rainwater configuration, though with make-up water from the water system.

⁵ Occupants are based upon the BC Sewerage System Practice Manual (V.3), Table II-9

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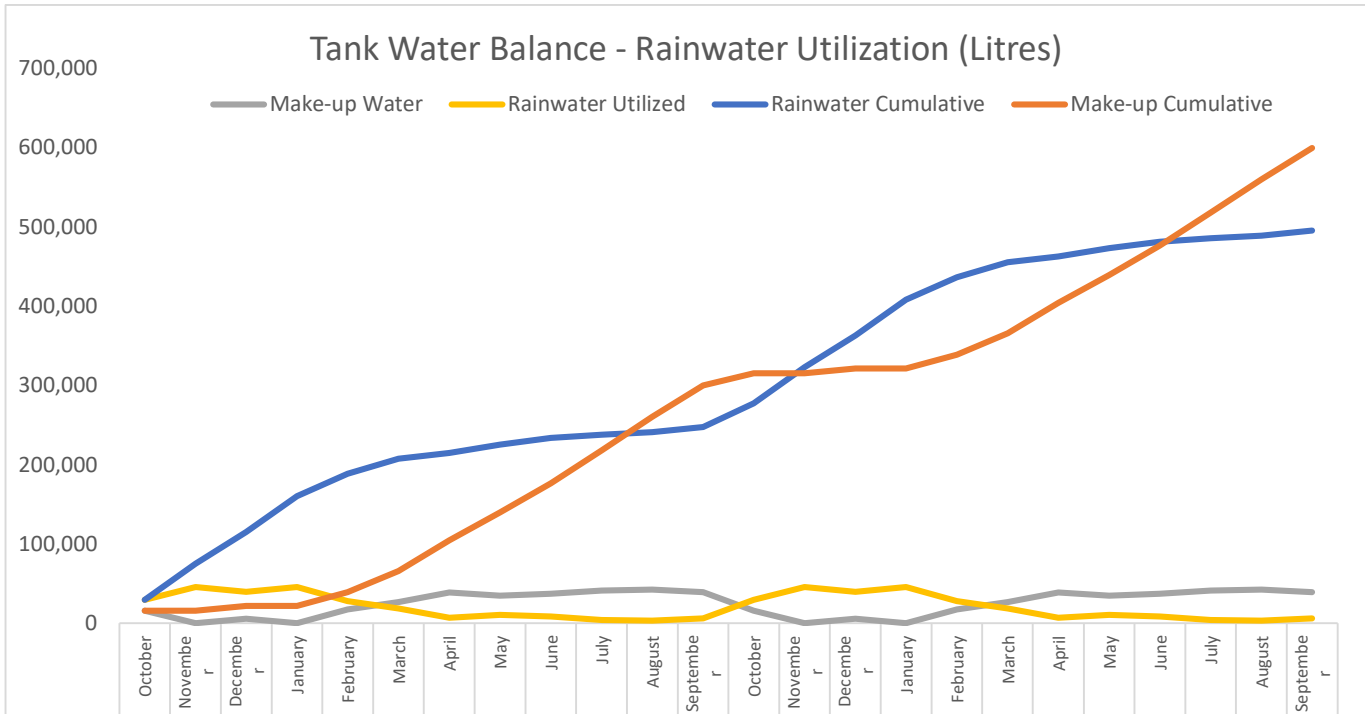


Figure 4: Simulation - Rainwater and Make-up Water Demand – All Structures

We see that in rainy months (September through March) rainwater is utilized more than make-up water. Then, in dry months (April through August), make-up water is utilized more than rainwater. We note, this simulation would change if additional water storage was in place.

When we consider one 12-month period of January through December, we can tabulate the total volume of rainwater and make-up water, and use that to provide simple averages for yearly, monthly, and daily flow based on both rainwater and make-up water (water system water).

Table 8: Simulated Rainwater and Make-up Water Use: Yearly, Monthly, Daily

Water Source	Rainwater	Water System	Total
Yearly Projected Volume [L]	247,632	299,568	547,200
Monthly Average Volume [L]	20,636	24,964	45,600
Daily Average Volume [L]	678	821	1,499

We note that the total amount has a slight variance from Table 6 and Table 7, owing to a slight difference in methodology. However, this variance is minimal (21 LPD).

Based on our evaluation, if all structures are fully occupied, the Cedar Pt water system would be required to supply an average annual volume of 299,568 litres (65,418 US gallons), an average monthly volume of 24,964 litres (6,595 US gallons), and an average daily volume of 821 litres (217 US gallons).

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4.2. GENERAL DESIGN NOTES

Subsequent sections in this report detail the alterations required to in order to permit the rainwater system as compliant with CSA B805-2022.

- Field photographs of underground piping, taken during construction, were reviewed. Although not all elements could be verified, the materials and methods used generally meet the requirements of a design that aligns with current standards.

For all proposed alterations, the following shall apply:

- Site management, installation, and site safety are the responsibility of the Installer and the Owner.
- The construction sequence is to be determined and managed by the Installer.
- Site soil stability management is the responsibility of the Installer, and they shall follow best practices. Any concerns relating to stability should be forwarded to the Owner and Designer immediately, and work should be halted after it has been made safe.
- Any departures from the construction drawings, design and construction specifications require prior written approval from the Engineer.
- Further tank installation is not required. However, should the owners elect to install additional storage, the installer shall follow the configuration noted in the Construction Drawings. However, the Installer will determine the final placement, depending on site conditions, with approval from the Engineer. Tank installation must follow the manufacturer's instructions.
- The Installer is to orient mains, cleanouts, and manifolds so that they are accessible yet not a nuisance, either for maintenance or aesthetics and that gravity flow meets best practices and does not create instances of "pocketing."
- Any exposed pressure piping must be freeze-protected.
- Mechanical rooms must have adequate drainage.
- We strongly suggest that sloped rooves have anchor points at ridges for fall protection anchoring, designed by others.

4.3. POTABLE RAINWATER CONFIGURATION

The system will be generally configured as follows:

- Collected rainwater from the structure roof will first pass through a flush diverter, which disposes of a prescribed amount of water for quality purposes. The water will then undergo pre-treatment filtration (Maelstrom filter) before being deposited into storage, via a calmed inlet.
- Storage is comprised of 8930 IG of above-ground potable storage tanks, with the possibility of expansion, though it is not contemplated at this time.
- The storage temperature is expected to be less than 25 degrees Celsius. However, the temperature must be monitored to determine if additional control measures will be required in the future.
- Pre-treated rainwater will be pumped through a filter train and disinfected with a Class 'A' UV system. After which, and when validated by water testing, the water can be deemed potable at this point, when meeting the standard of the CSA RWC.

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- Initial and ongoing testing will be specified by the water safety plan (WSP), which will be provided to the Owner at project completion after inspections and as-built drawings have been completed. At that time, the Owner will also be provided with an operations and maintenance manual for the rainwater harvesting system.
- Sizing of the main supply pump, potable distribution, and electrical will be completed under the design of others. We expect that the existing DAB Esybox will remain sufficient.
- Non-potable portions of the system will be labelled as such, along with other safety provisions required by CSA B805-22/ICC 805-2022.

4.4.DESIGN CONSIDERATIONS

1. Our involvement requires the review and approval of all collection and conveyance materials.
2. We strongly suggest including anchor points at different points on the roof crests to aid in future roof cleaning or travel restraints in flat roof areas. Fall protection mechanisms require structural engineering review.
3. Including an automatic water shut-off within the system can be beneficial to prevent the accidental pump out of storage reserves. This would shut down the pump if it runs freely over a certain time.
4. Including a moisture sensor in the mechanical room/area can also be beneficial. This would shut down the system if a leak is detected near the sensor.
5. Other sensors, meters, and controls can be incorporated into the design to promote automation or work in conjunction with a remote monitoring system.
6. Rainwater systems require regular maintenance and testing to function as designed and prevent a health risk. This includes regular component inspections, roof cleaning, tank cleaning, filter replacements, lamp replacements, and other activities. If the structure is unoccupied for a certain length of time, we recommend utilizing a third party to perform your maintenance.
7. Our water safety plan requires diverting your rainwater during the pollen season.
8. Upon commissioning and water testing, the system will be certified as part of an Owner-signed operations and maintenance plan.

4.5.DESIGN RATIONALE

This system design is based upon our standard potable design that meets and exceeds the CSA RWC. Additional component provisions have been included for further risk mitigation:

- Inclusion of a 1 micron absolute filter, exceeding the CSA RWC requirement and achieving a further 2-log reduction for Cryptosporidium Oocysts and Giardia Cysts (BC LRCA) and is part of a double treatment approach.
- Our water safety plan assessment did not provide indications that the collection surface would be at risk to human fecal contamination. Our assessment indicates that a 2-log Virus reduction for UV (Class "A") is applicable, which represents a 2-log safety factor in excess of CSA RWC requirements.

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- The design includes a departure of the recommended 4-Log Virus reduction suggested by the BC TRWH. This departure is mitigated with the above-noted points for Virus reduction, general pathogen reduction, and in consideration that our assessment of human fecal contamination risk is low (remote).

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5. SPECIFICATIONS FOR DESIGN AND CONSTRUCTION

The following tables outline the design and construction parameters required for a potable-rated rainwater system.

5.1. RAINWATER REQUIREMENTS

Element / Requirement	Options / Results	Permit Doc.	Stamped & Record	Final Turnover	Reference Code	Reference Doc. No.
1. End-use Tier	☐ 1 ☐ 2 (Irrigation) ☐ 3 (Recreational) ☒ 4 (Potable)				CSA B805-22	WSP
2. End User	☒ Public ☐ Private					WSP
3. Is this a rental property?	☐ Yes ☒ No					
4. Stormwater Management Design Included	☐ Yes ☒ No	☐ Yes ☐ No ☒ N/A	☐ Yes ☐ No ☒ N/A	☐ Yes ☐ No ☒ N/A		N/A
5. Building Type Type	☐ Single ☒ Multi ☐ Other					
6. WSP (Water Safety Plan)	☒ Required ☐ Not Required	☒ Yes ☐ No ☐ N/A	☒ Yes ☐ No ☐ N/A	☒ Yes ☐ No ☐ N/A	CSA B805-22	WSP
7. Operations & Maintenance Manual	☒ Required ☐ Not Required	☒ Yes ☐ No ☐ N/A	☒ Yes ☐ No ☐ N/A	☒ Yes ☐ No ☐ N/A	CSA B805-22 BCPC	OM
8. Available Secondary Supply	Community water system.					
9. On-site Fire Suppression Desired	☐ Yes ☒ No	☐ Yes ☐ No ☒ N/A	☐ Yes ☐ No ☒ N/A	☐ Yes ☐ No ☒ N/A		
10. Fire Dept. Connection Desired	☐ Yes ☒ No	☐ Yes ☐ No ☒ N/A	☐ Yes ☐ No ☒ N/A	☐ Yes ☐ No ☒ N/A		
11. Weather Station	Forecasted – CFCG, UBC	☐ Yes ☐ No ☒ N/A	☐ Yes ☐ No ☒ N/A	☒ Yes ☐ No ☐ N/A		Catchment calculations
12. Comments:						

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5.2. RAINWATER – SITE CONDITIONS, DESIGN TYPE, & INSTALL REQUIREMENTS

Element / Requirement		Describe				Relevant Codes	Reference Doc. No.
1.	Collection Surface Materials	Coated metal roofing is acceptable per CSA RWC				CSA B805-22	Water Safety Program (WSP), Schematic
2.	Conveyance Materials	Per CSA B805-22				NSF P151	WSP, Schematic
3.	Operational Considerations	Neutralization exists, a backwash head could be added though is not a requirement of the code.				CSA B805-22	WS, Calculations
4.	Proximity to other services	Sleeve rainwater conveyance lines as necessary (if within 3m of sewerage services)				SPM	WSP
5.	Treatment Performance Criteria required	Described above				CSA B805-22	WSP
6.	Suitable treatment systems		Applicability			CSA B805-22	WSP
		Treatment	Viruses	Bacteria	Protozoa		
		Lime softening	☒	☒	☐		
		Filtration	☐	☒	☒		
		UV	☒	☒	☒		
		Ozone	☒	☒	☒		
		Micro-filtration	☒	☒	☒		
		Ultra-filtration	☒	☒	☒		
		Nano-filtration / RO	☒	☒	☒		
		Chlorine*	☒	☒	☒		
Note: the above is general only and is not prescriptive. Manufacture log reductions are to be consulted for the treatment system and application. All components need to meet respective NSF/ANSI requirements. Treatment requirements may vary or change depending upon initial and ongoing water testing. ⁶							

⁶ Referenced from Table 7.7 Reductions of bacteria, viruses and protozoa achieved by water treatment technologies at drinking-water treatment plants for large communities, Guidelines for Drinking-Water Quality: Fourth Edition Incorporating the First Addendum. Geneva: World Health Organization; 2017. Table 7.7, Reductions of bacteria, viruses and protozoa achieved by water treatment technologies at drinking-water treatment plants for large communities. Available from: <https://www.ncbi.nlm.nih.gov/books/NBK442381/table/ch7.t7/>

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Element / Requirement	Describe	Relevant Codes	Reference Doc. No.
7.	Assessment of site for rainwater catchment		WSP
8.	Hazards		WSP
9.	Electrical Permit ☐ Required ☒ Not Required ☐ Not Applicable		N/A
10.	Plumbing Permit ☒ Required ☐ Not Required ☐ Not Applicable		N/A
11.	Gas Permit ☐ Required ☒ Not Required ☐ Not Applicable		N/A
12.	Ground Disturbance ☐ Required ☒ Not Required ☐ Not Applicable		N/A
13.	Tank Type	CSA B126 CSA B128	
14.	Control System		WSP, Schematic
15.	Signage	CSA B805-22	WSP, Schematic
16.	Comments & Special Instructions:		

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5.3. SUBSYSTEMS DESIGN AND INSTALLATION SPECIFICATIONS

5.3.1. COLLECTION SURFACES

Element / Requirement	Describe	Relevant Codes	Reference Doc. No.
1. Ponding / Pooling	Not allowed, except in pumped conveyance lines.	CSA B805-22	
2. Stormwater Management	Not applicable		
3. Collection Roof Material	Coated metal roofing is acceptable.	CSA B805-22	Layout and schematic
4. Conveyance Materials	Per CSA B805-22	CSA B805-22	Layout and schematic
5. Special Weather Considerations	Ensure that leaders can manage extreme storm flow.		Calculations
6. Coating / Paints / Lines	Per CSA B805-22	CSA B805-22	Layout and schematic
7. Gutter Sizing	By others.		Layout and schematic
8. Gutter Guard	Designer Approval Required.	CSA B805-22	
9. Comments & Special Instructions: None.			

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5.3.2. CONVEYANCE SUB-SYSTEMS

Element / Requirement	Describe	Relevant Codes	Reference Doc. No.
1. Roof Drains Style	N/A		
2. Materials	Per CSA B805-22		
3. Joints	Use NSF 61 grade joining materials		
4. Cleanouts	Per BCPC	CSA B805-22, BCPC	Layout and schematic
5. Access Considerations	Cleanouts, filter tanks, filters, tanks mechanical room, treatment replacements, valving	CSA B805-22	Layout and schematic
6. Vermin / Insect Control	Required	CSA B805-22	Layout and schematic
7. Conveyance Inlet Sizing	2" or greater	BCPC	Calculations, layout & schematic
8. Pre-Filtration / Downspouts	200 micron minimum		Calculations, layout & schematic
9. Pre-Filtration / Conveyance Pipe	2" or greater	BCPC	Calculations, layout & schematic
10. Pre-Filtration / Filter Tanks	Maelstrom	CSA B805-22	
11. First Flush Diversion	Volume by designer.	CSA B805-22	Calculations, layout & schematic
12. Vertical Conveyance Sizing	2" or greater	BCPC	Calculations, layout & schematic
13. Horizontal Conveyance Sizing	3" with min 50:1 slope	BCPC	Calculations, layout & schematic
14. Above Ground / Below Ground Size and Material Requirements	UV rated; NSF 61 unless material substitution approved by Engineer.	CSA B805-22	Layout and schematic
15. Comments & Special Instructions:			

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5.3.3. STORAGE

Element / Requirement	Describe	Relevant Codes	Reference Doc. No.
1. General	Above-ground, virgin polyethylene		Layout and schematic
2. Sizing	Per water balance.		Layout and schematic
3. Materials requirement	NSF-61 or engineer approval.		Layout and schematic
4. Foundation requirement	Per manufacture requirements		Layout and schematic
5. Location considerations (sanitary, storm, etc.)	Tank siting is dependent on topography and as-built site conditions.		Layout and schematic
6. Access requirements	Manway for intermittent cleaning and inspection.		Layout and schematic
7. Secondary supply requirements	Not applicable		Layout and schematic
8. Overflows	• Sizing – 2" • Cleanouts – required for lengths >50' • Backwater/vermin prevention required • Direct to daylight • Per BCPC	CSA B805-22 / BCPC	Layout and schematic
9. Flange types	Not applicable		Layout and schematic
10. Fire department connection	Not applicable		Layout and schematic

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Element / Requirement	Describe	Relevant Codes	Reference Doc. No.
11. Fill connection type	Not applicable		Layout and schematic
12. External pump out connection type	Required, sufficient size for pump supply.		Layout and schematic
13. Inlet style	Calming device required.		Layout and schematic
14. Outlet style	Specified by plumber		Layout and schematic
15. Stormwater management	N/A		Layout and schematic
16. Interconnection / balancing	2" PVC.		Layout and schematic
17. Electrical	By Others / N/A	NEC	Layout and schematic
18. Venting	3" min, candy cane/goose neck, or similar with vermin/insect screen. Tank lids are not hermetically sealed and can serve as vent/overflow.	CSA B805-22	Layout and schematic
19. Draining	Pump out connection can be placed on balancing manifold.		Layout and schematic
20. Marking & Signage	Required	CSA B805-22	Layout and schematic
21. Comments & Special Instructions:			

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5.3.4. TREATMENT

Element / Requirement	Describe	Relevant Codes	Reference Doc. No.
1. Treatment levels	Log Reduction (% Reduction) Requirement	CSA B805-22	
	Viruses Bacteria Protozoa		
	2 log 6 log 4 log		
2. Treatment types required	Multi-filtration + Class A UV		Layout and schematic
3. Alarms	Alarm and shut-off on UV required.		Layout and schematic
4. Sampling	Connection for sampling pre and post treatment required.		Layout and schematic
5. Aeration	Not required		Tank Datasheet
6. Filtration	Accessibility for maintenance (cartridge replacement) required. Performance monitoring – included gauges for differential pressure Isolation and maintenance – upstream and downstream isolation NSF 42 & NSF 53		Layout and schematic
7. Treatment	Neutralization filter, to mitigate slightly acidic rainwater (consideration)		
8. Filtration - Canister 1	5-micron min (NSF 42/53)	CSA B805-22	
9. Filtration - Canister 2	Carbon or equivalent (NSF 42/53)	CSA B805-22	
10. Filtration - Canister 3	1-micron absolute (NSF 42/53)	CSA B805-22	
11. UV	Class A NSF/ANSI 55 or equivalent Vertical clearance required for lamp change outs Isolation and maintenance – allow for isolation, but no bypass	CSA B805-22	
12. UV – Pre-filtration requirement	Intrinsic with assembly from manufacture		
13. UV – Dose & Sizing	40 mj/cm ²	CSA B805-22	
14. Chemical Systems	Not required		

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Element / Requirement		Describe	Relevant Codes	Reference Doc. No.
15.	Ozone Systems	Not required		
16.	Microfiltration	Not required		
17.	Nano Filtration and/or RO	Not required		
18.	Comments & Special Instructions:			

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5.3.5. DISTRIBUTION – SCOPE BY OTHERS

Element / Requirement	Describe	Relevant Codes	Reference Doc. No.
1. Material requirements	Needs to meet BCPC & be non-copper type system. If brass fittings are included, then an alkalinity/neutralizing solution is suggested in the treatment train.	BCPC	
2. Supply Pump	Sized and provided by certified plumber		
3. Pump Controls/Alarms	Standard pump controller cw/alarm & automatic shut-off		
4. Indoor distribution	Pex with non-copper fittings (unless rainwater system has an alkalinity/neutralizing solution considered)		
5. Outdoor distribution	Potable for any recreational water use.	CSA B805-22	
6. Marking and signage	Required on any non-potable access points.	CSA B805-22	
7. Restricted Access Points	Must be ladled and controlled – describe in operating and maintenance plan.		
8. Comments & Special Instructions:			

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5.3.6. WATER QUALITY

Element / Requirement	Describe	Relevant Codes	Reference Doc. No.
1.	Performance criteria, per table 8.1	Potable, single home residence.	
2.	Control of growth of opportunistic pathogens	Note in WSP that temperature monitoring is required.	CSA B805-22 Water Safety Plan
3.	Verification & Substantiation requirement	☒ Yes ☐ No	
4.	Inspection requirements	Per Water Safety Plan	CSA B805-22 Water Safety Plan
5.	Monitoring requirements	Per Water Safety Plan	CSA B805-22 Water Safety Plan
6.	Cleaning / maintenance requirements	Per Water Safety Plan	CSA B805-22 Water Safety Plan
7.	Applications, per 8.22	Per Water Safety Plan	CSA B805-22 Water Safety Plan
8.	Testing & Substantiation Requirements	Per Water Safety Plan	CSA B805-22 Water Safety Plan
9.	Comments & Special Instructions:		

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5.3.7. COMMISSIONING, TESTING, & FINAL INSTALL INSPECTIONS

Element / Requirement	Describe	Relevant Codes	Reference Doc. No.
1. Cross-connection testing	Required if there is a common header between rainwater and other systems. Ensure isolation and check valves are in place.	BCPC	
2. FFD Testing	Required		
3. Conveyance & Venting testing	Required		
4. Tank disinfection	Required		
5. Make-up water supply testing	Required		
6. Backflow prevention testing	Required		
7. Vermin and Insect Guards	Inspect		
8. Separate flushing / washing water system	Not applicable		
9. Water testing	Required		
10. Final inspection	Required		
11. Permit inspection	As required		
12. Deficiency close-out	Note deficiencies and rectification in final turnover.		
13. Comments & Special Instructions:			

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6. WATER SAFETY PLAN - PRELIMINARY

Water Safety Plan - Risk Assessment

This risk assessment is not all inclusive. It has been developed to facilitate design. A standalone water safety plan will be produced after installation and as-building, to ensure all risks have been properly considered and mitigated.

Risk Evaluations:

Negligible – potential for contamination is very low or nonexistent

Low – Risks have been satisfactorily managed

Medium – Risks remain that can be adequately controlled. Monitoring measures are elevated and mitigation controls may increase depending on results.

High – Risks remain that cannot be adequately controlled. Testing and additional assessments required.

Risk	Contamination Source	Hazard	Mitigation / Controls	Monitoring	Risk Evaluation
1 Natural organics	- Tree pollen - Tree debris - Animal feces	- Organics provide food source for harmful bacteria - Microbe contamination of RWS	- Manual diversion of harvested water during pollen season - Maintain vegetation clearance over catchment areas - Regularly clean roof (2x year) - First flush diversion - Use of gutter guards or primary filtration - Maintain water treatment	- Monitor and assess catchment surfaces and conveyance for signs of debris (4x year) - Check FFD for proper functioning (4x year) - Check primary harvesting filtration for proper functioning (4x year) - Check water treatment system for proper functioning (4x year)	Low (1)
2 Opportunistic Pathogens	Tank water temperature >25C	Water stored at temperatures higher than 25C for extended periods of time create an environment for opportunistic pathogens	- Screen the above-ground tanks behind the structure to minimize direct sun exposure - If this does not control the risk, other measures will need to be considered (chemical dosing, etc.)	- Testing/Monitoring as previously prescribed - Regular temperature checks	Medium (2)
3 Collection Surfaces	Roof Materials	Certain materials can be hazardous	Low likelihood as house as suitable collection material.	- Identify product, if possible - Monitor with regular testing & modify system as required	Medium (2)

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Water Safety Plan - Risk Assessment

This risk assessment is not all inclusive. It has been developed to facilitate design. A standalone water safety plan will be produced after installation and as-building, to ensure all risks have been properly considered and mitigated.

Risk Evaluations:

Negligible – potential for contamination is very low or nonexistent

Low – Risks have been satisfactorily managed

Medium – Risks remain that can be adequately controlled. Monitoring measures are elevated and mitigation controls may increase depending on results.

High – Risks remain that cannot be adequately controlled. Testing and additional assessments required.

Risk	Contamination Source	Hazard	Mitigation / Controls	Monitoring	Risk Evaluation
4 Insects and small animals	- Trapped animals/insects - Laid eggs and other organic debris	- Contamination per 'natural organics' above - Plugging of conveyance lines	- Per 'natural organics' above - Ensure large ingress points are screened with 30 industrial mesh screen or 20x20 consumer screen - One-way valve on first flush diverter dripper end - Backflow preventers on overflows - Insure vents have insect screens	- Per 'natural organics' above - Regularly inspect catchment, gutter guards, harvesting filters, conveyance, and vents for properly functioning	Low (1)
5 Airborne human particulates	- Vehicle exhaust in parking area - Combustion exhaust	Exhaust products contaminate catchment surfaces	- Low likelihood considering location - First flush diversion - Water treatment	Testing/Monitoring as previously prescribed	Low (1)
6 Leaching	Unsuitable materials used in system	Harmful chemicals enter system and are not removed prior to use	- Ensure suitable RWH materials are used, per CSA B805-22 - Ensure suitable plumbing materials are used, per BCPC - Ensure that plumbing system does not utilize any copper construction - Consider alkalinity treatment if water acidity becomes an issue	- Inspect materials of construction - Testing/Monitoring as previously prescribed	Med (2)

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7. ATTACHMENTS

1. Land Title Documents
2. Drawing Package.

8. FURTHER CONSIDERATIONS

Any significant deviations from this document require approval from the Designer.

9. DISCLAIMERS

By using this document you agree to our standard Terms and Conditions. In addition to our terms and conditions, we offer the following disclaimers when using this document:

- The findings and recommendations contained in this document are based on the information and assumptions made available to us at the time of our investigation, and are subject to limitations that may not have been identified. Our work is not intended to and does not relieve the owner, user, or third parties from their responsibilities to exercise due care and comply with applicable laws and regulations.
- We have exercised due care and professional judgment in our work, but we make no warranty, express or implied, with respect to the accuracy or completeness of the information, data, conclusions, opinions, or recommendations contained herein. We assume no responsibility for errors, omissions, or other discrepancies between our findings and any subsequent changes to the site or other conditions.
- Our investigations and assessments rely on public information that has the potential to be inaccurate, and our testing of soils and other materials cannot reveal all underground conditions. We endeavor to make all reasonable efforts to manage this uncertainty; however, it cannot be eliminated.
- Should site conditions change, this document becomes void.
- The use of this document shall be in its entirety; that is, assessments cannot be used piecemeal.
- Any design drawings or constructed works that are based on the assessments and conclusions in this document should be provided to its author for review.
- When installed per our guidance, any system components described in this document can reasonably be expected to operate in a manner that does not create a health hazard. However, this is contingent on the owner operating their system as designed and following the requirements of the most up-to-date maintenance plan for their system.
- This document relates only to the subject property and is not transferable to any other location or property.
- We reserve the right to update or modify the information contained in this document at any time without prior notice.

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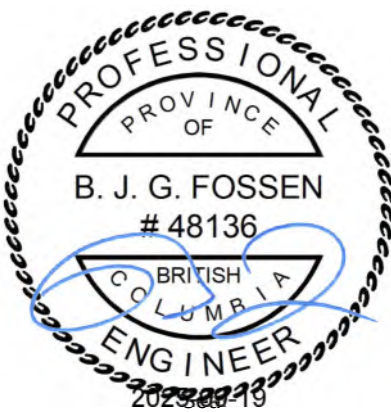
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10. SIGN OFF

Construction can not begin until the Designer has provided an Authorization to Proceed.

Contact the Designer, Brad Fossen, before starting construction in order to arrange a pre-construction meeting.

Designer, if other than Engineer of Record	Name	Sign
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Engineer of Record: Bradley Fossen, P.Eng.

EGBC PERMIT TO PRACTICE #1000204

DATE OF MEETING: October 16, 2025

TO: Salt Spring Island Local Trust Committee

FROM: Oluwashogo Garuba, Planner 2
Salt Spring Island Team

COPY: Chris Hutton, Regional Planning Manager

SUBJECT: Proposed Antennae siting
Applicant: Meghan Borges
Location: 131 Knott Place, SSI

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee receive proposal for telecommunication tower installation at 131 Knott Pl., SSI for information and provide preliminary feedback for the antenna proposal.

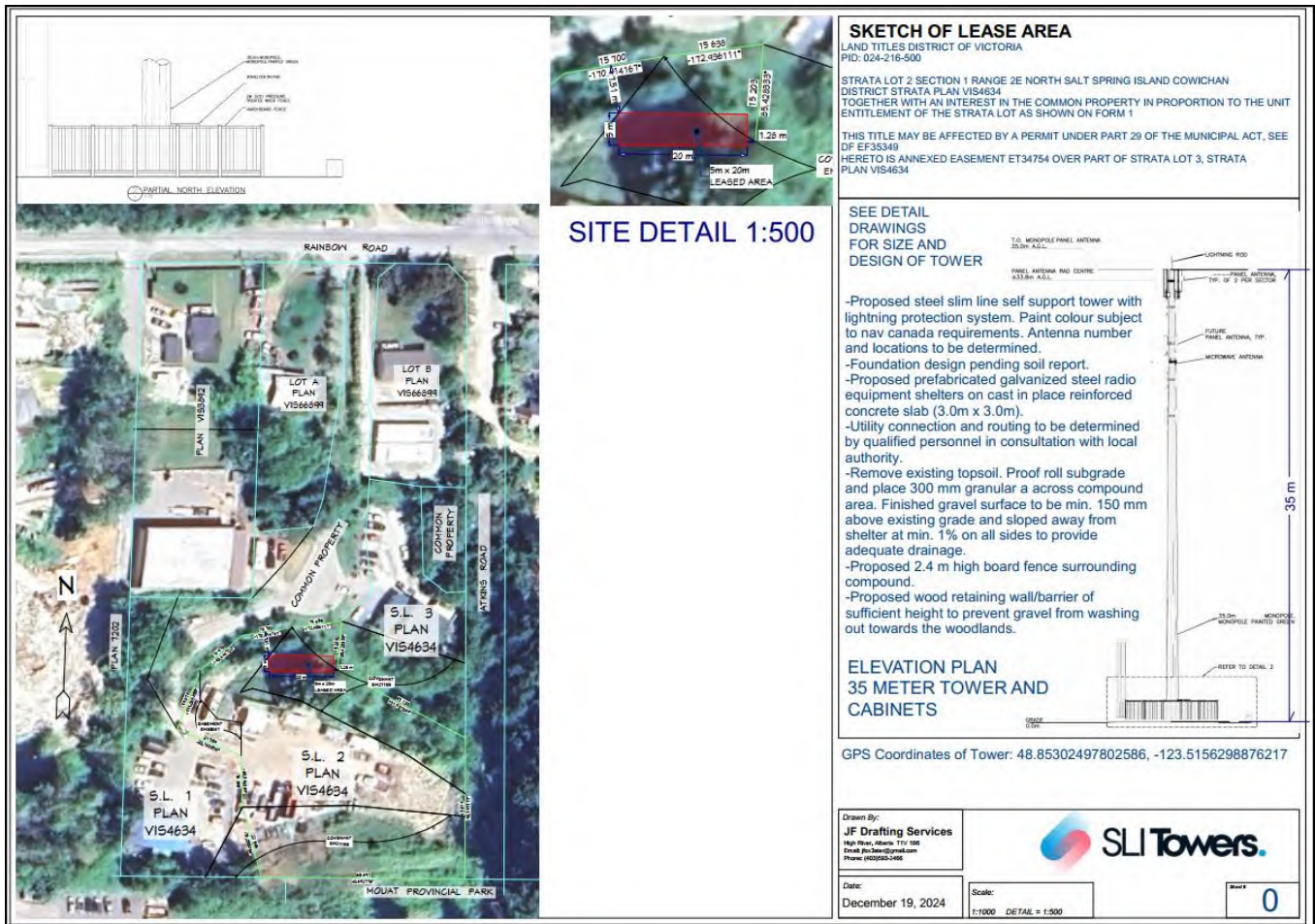
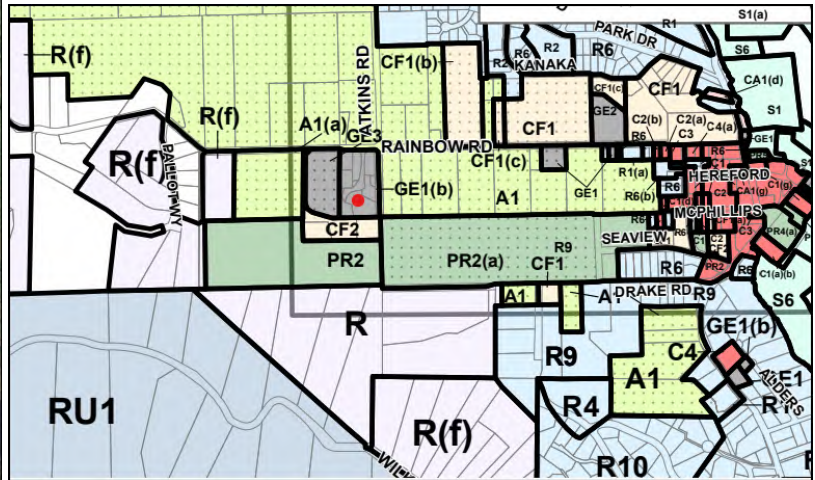
REPORT SUMMARY

The purpose of this report is to present and request initial feedback from Salt Spring Island Local Trust Committee (SS LTC) the proposal to install a telecommunication tower at 131 Knott Place, SSI.

BACKGROUND

The subject property (Figure 1 & 2) is 131 Knott Place within the Salt Spring Island Local Trust Area. The 0.49 ha (1.2 ac) lot is zoned General Employment 1(b) - GE1(b). This report is proceeding because of the proposal received from SLI Towers Inc. They are proposing the installation of a new wireless telecommunications facility at the subject property with the possibility of co-location for all carriers and wireless internet providers.

The proposed tower is a 35 m (114.83 ft) slimline monopole installation within a compound area of 5 m (16.4 ft) x 20 m (65.62 ft) located at the north eastern side of the subject property and the base of the tower is proposed to be mitigated by a 2.4 m (7.87 ft) high board fence surrounding the compound as well as the existing tree line. The proposed installation is expected to improve wireless service in Ganges and along Fulford-Ganges Road as well as address continually increasing demand for wireless voice and data services as these are essential to the residents of Salt Spring Island



ANALYSIS

Policy/Regulatory

Islands Trust Policy Statement:

The Islands Trust Policy Statement contains the following directive policy relevant to telecommunications proposals:

5.3.1 Trust Council holds that local trust committees and island municipalities should be consulted and involved in the decision-making process regarding provision of utilities, transportation services or facilities that might affect land use in their local planning areas.

The proponent has informed Local Trust Committee of the proposal to install a telecommunication tower at the subject property and are seeking initial feedback regarding this proposal in accordance with the SS LTC Antenna System and Consultation Protocol. The proponent has provided an Environmental Impact Assessment report (Attachment 1) prepared by a Qualified Environmental Professional (QEP) for the proposed activity and letter of narrative (Attachment 2) detailing the proposal as part of the information provided to Islands Trust. According to the Environmental Assessment report, identified potential impacts include soil disturbance, loss of native vegetation, habitat fragmentation among others. While the site is already partially disturbed, avoidance and mitigation measures are necessary during the construction to minimize environmental harm. These include proper soil and vegetation management, protection of nesting sites, dust and noise control, spill prevention and ongoing environmental monitoring.

Official Community Plan:

The subject property is designated as General Employment and Commercial Services in the OCP and is within the Non-Village Commercial and General Employment Development Permit Area 2 (DPA 2) Designation. Objectives of this DPA are:

E.2.3.1 To ensure that the commercial and general employment businesses allowed in rural and residential neighbourhoods can develop with the least impact on neighbouring properties.

E.2.3.2 To avoid a level of design regulation that could affect the viability of small commercial and industrial businesses.

E.2.3.3 To protect nearby agricultural lands (including their water supplies) and to reduce the potential for conflicts between agricultural activities and higher density settlement areas.

OCP Policies and Objectives relevant to Telecommunication

The following are relevant OCP objectives to the proposal:

C.5.1.1.1 To accommodate the facilities that provide Salt Spring Island with necessary power and telecommunications services, while minimizing impacts on neighbourhoods, community health, the natural environment and resource lands.

C.5.1.1.2 To accommodate telecommunications facilities that Industry Canada considers must be located on Salt Spring Island.

C. 5.1.1.3 To develop land use planning policies that help reduce the public expense of utilities.

Further analysis of the relevant OCP objectives and policies, as well as an assessment of key issues and opportunities, will be included in a future staff report for LTC's consideration.

Land Use Bylaw:

The following Salt Spring Island Land Use Bylaw (LUB) definition and regulations are pertinent to this report:

"Public utilities" means a *use* of land, or of *unoccupied* works and *structures* such as pipes, wires, poles or towers, for the provision of electricity, gas, water, sewage collection, telephone, cablevision or telecommunication services to the *public* of the island on which it is located; or the *use* of land or *unoccupied structures* for navigational aids.

3.1.1 The following *uses* are permitted in every zone:

- (1) *public utilities;*

3.8.4 The *height* restrictions for *buildings* and *structures* set out in this Section do not apply to retaining walls, telecommunication antennae... provided that the *lot coverage* of such *structures* does not exceed 1 per cent or, if it is located on a *building*, the *structure* does not occupy more than 10 per cent of the roof area of the *building*.

Consultation

There is no statutory requirement for the Islands Trust to undertake public notification for the siting of a telecommunications facility. The onus rests with the proponent to notify affected properties for proposed towers greater than 15 meters in height which is applicable to this proposal. Written notice will be sent to all property owner and residents within 3 times tower height prescribed distance (35x3 = 105m) and community associations. All neighbouring land use jurisdictions, emergency service providers and school districts within 1,000 meters from the proposed antenna site will also be provided with written notices in accordance with the SS LTC Antenna System and Consultation Protocol. The proponent is also required to place notice in at least two editions of a local newspaper and a public information meeting notice shall also be placed in at least two editions of a local newspaper. The proponent will further be required with planning staff to determine a date, time and location for the meeting. Following the close of the notification period, the proponent must submit information as required by the Cell Tower Strategy, which will be provided along with a staff report requesting a statement of concurrence with the public consultation process from the LTC. In accordance with the SS LTC Antenna System and Consultation Protocol, the applicant will be required to provide the following for staff review prior to notification:

- draft of all public notices
- address list and map of all property owners and residents to be notified
- draft of newspaper ads
- copy of written notice referencing emergency service providers referral comments

NEXT STEPS

Should the proposal proceed, the proponent is required to submit an application requesting for statement of concurrence from the LTC.

Submitted By:	Oluwashogo Garuba, Planner 2	September 18, 2025
Concurrence:	Chris Hutton, Regional Planning Manager	October 10, 2025

ATTACHMENTS

1. Environmental Impact Assessment Report
2. Proponent’s Justification Letter



**Environmental
Assessment for the
proposed
Telecommunications
Tower, located at 131
Knott Place, Salt Spring
Island, BC**

June 6, 2025 | Revision #0

Submitted to: SLI Towers Inc.
Prepared by: McElhanney Ltd.

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A stylized topographic map in the background, featuring contour lines and a dashed line. The map is rendered in a light green color, with some areas highlighted in a darker green. The text is centered in the middle of the page.

**Your Challenge.
Our Passion.**



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List of Acronyms Used

BC	British Columbia
BAEA	Bald eagle
BMPs	Best Management Practices
CDC	Conservation Data Centre (BC)
CDF	Coastal Douglas Fir
CDFmm	Coastal Douglas Fir moist maritime
CEMP	Construction Environmental Management Plan
COSEWIC	Committee on the Status of Endangered Wildlife in Canada
DFO	Fisheries and Oceans Canada
EA	Environmental Assessment
ECCC	Environment and Climate Change Canada
EM	Environmental Monitor
ESC	Erosion and Sediment Control
EVR	Environmentally Valuable Resource
HADD	Harmful alteration, disruption, or destruction of their habitat
IBA	Important Bird Area
km	kilometre
LAA	Local Assessment Area
MBCA	<i>Migratory Birds Convention Act</i>
MWLARS	Ministry of Water, Land and Resource Stewardship
MoE	Ministry of Environment
MoF	Ministry of Forests
N/A	Not applicable
QEP	Qualified Environmental Professional
RAA	Regional Assessment Area
Rd	road

RFR	Request for Review
ROW	Right of Way
SARA	<i>Species at Risk Act</i>
SEI	Sensitive Ecosystem Inventory
SIFT	Soil Information Finder Tool
VS	Vegetation survey
WITs	Wildlife Tree Stewardship
WSA	<i>Water Sustainability Act</i>

Executive Summary

McElhanney Ltd. was retained by SLI Towers Inc. to conduct an Environmental Assessment (EA) for the proposed telecommunications tower located at 131 Knott Place, Salt Spring Island, British Columbia (BC). The EA was conducted to evaluate the potential for environmental sensitivities within the Local Assessment Area (LAA) and to support appropriate mitigation planning during construction.

The LAA was evaluated for potential terrestrial and aquatic habitat and habitat value for plants, mammals, birds, amphibians, fish, and reptiles. The LAA was evaluated for Environmentally Valuable Resources (EVRs) which were defined as the biophysical components within or around the Site which may directly or indirectly be impacted by the Project.

The Site is characterized by historical disturbance, including gravel fill and compacted surfaces, and lacks intact native vegetation communities or habitat features of ecological sensitivity. While several species of wildlife were identified within the Regional Assessment Area (RAA), no species at risk or critical habitat were observed at the Site. Habitat potential for wildlife and at-risk species is considered low due to limited structural diversity, invasive vegetation, and surrounding development.

The Project footprint is located within a gravel storage yard that supports a small patch of regenerating vegetation. This area provides low to moderate habitat value for birds and small mammals. Although the immediate surroundings are highly disturbed and contribute to habitat fragmentation and the spread of invasive plant species, the site is directly adjacent to a forested park to the south, which contains mature native trees and supports a more diverse and sensitive ecosystem. This adjacent parkland likely serves as important habitat for a variety of wildlife species, including nesting birds, pollinators, and potentially species at risk. Construction activities may result in indirect impacts such as noise, dust, and light pollution, which could disturb wildlife using the adjacent forested areas. To minimize environmental impacts, protective measures should be implemented to protect the regenerating vegetation within the Project footprint to the extent feasible, prevent the spread of invasive species, and mitigate disturbances to wildlife in the adjacent parkland, particularly during sensitive periods such as the breeding season.

Environmental Valuable Resources identified for protection:

- Regenerating vegetation within the gravel yard.
- Habitat for birds and small mammals within the Project footprint.
- Adjacent mature forest in the parkland to the south.
- Wildlife corridors and connectivity through the regenerating vegetation to nearby habitat.
- Nesting birds and sensitive species in adjacent habitats.
- Pollinators and native plant communities in the forested park.
- Potential species at risk within nearby habitats.

Compliance with the following legislation is anticipated for this Project and must be confirmed following final design:

- The *Migratory Birds Convention Act* with respect to mitigating impacts on breeding birds,
- The *Species at Risk Act* with respect to at-risk wildlife and vegetation, and
- The *Weed Control Act* with respect to invasive plant species.

Without the implementation of appropriate Best Management Practices (BMPs), potential impacts may occur during design and construction of the Project. This EA contains general mitigations measures that can be used as a framework for the Contractor to develop a Construction Environmental Management Plan (CEMP), written by a Qualified Environmental Professional (QEP). Site specific construction environmental mitigation strategies will be planned and addressed in the CEMP. Given the existing level of disturbance, it is inferred that this Project would result in low to negligible impacts with the appropriate implementation of BMPs.

1. Introduction

1.1.PROJECT OVERVIEW

McElhanney Ltd. (McElhanney) was retained by the SLI Towers Inc. (the Client) to conduct an Environmental Assessment (EA) to in support of the installation of a telecommunications tower at 131 Knott Place on Salt Spring Island, BC; herein referred to as the Site (see [Figure 1](#) and [Figure 2](#)). This EA summarizes the results of a detailed environmental assessment of biophysical components and includes information gathered during a Site visit conducted to identify and assess Environmentally Valuable Resources (EVRs) within and around the Project Site. It is understood that information in this report will support the design team in confirming that the identified Project footprint is appropriate for the proposed development.

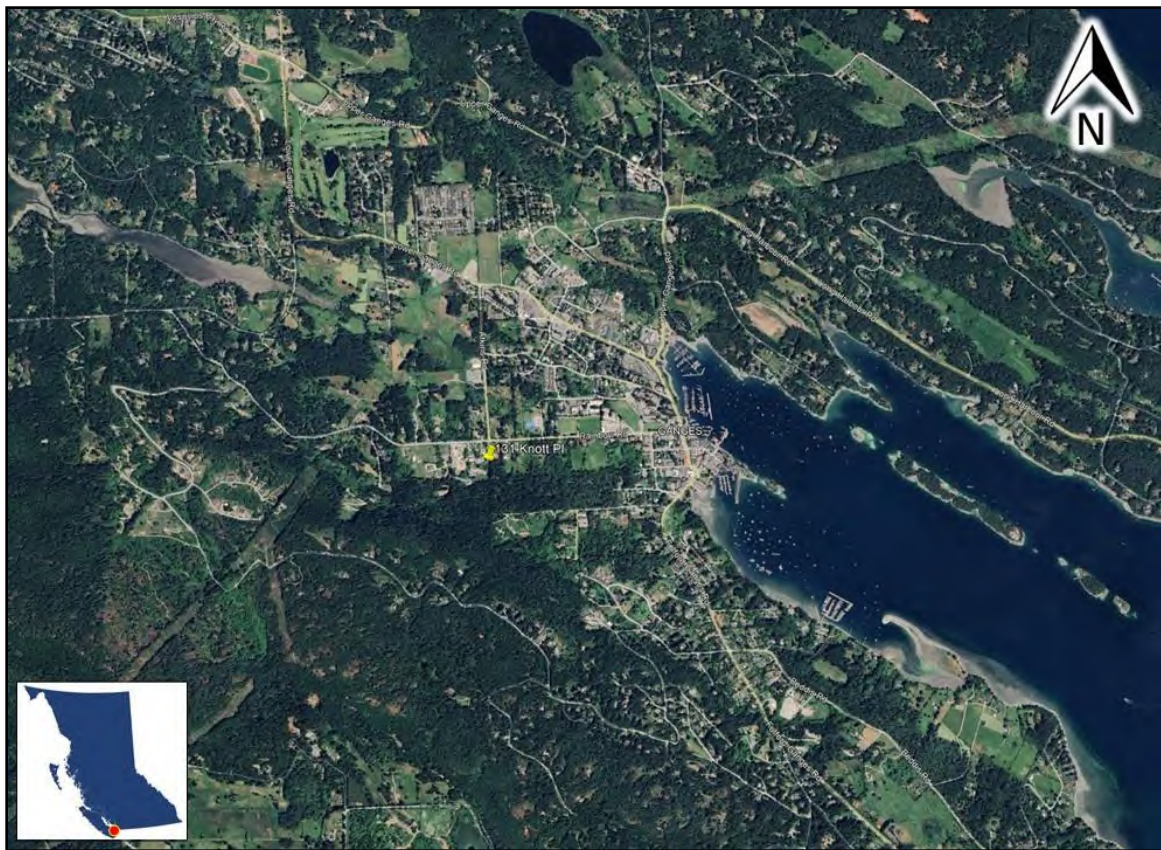


Figure 1. General location of the Site located at 131 Knott Place, Salt Spring Island, BC (ortho courtesy of Google Earth).



Figure 2. Approximate Site Boundary (red outline) and Project footprint (yellow outline) located 131 Knott Place, Salt Spring Island, BC (ortho courtesy of Google Earth).

1.2.OBJECTIVES

This EA was conducted to confirm the presence and condition of EVRs within the assessment area, to provide guidance concerning potential environmental impacts, and to recommend mitigation strategies to avoid or minimize impacts to environmental features. The objective of the EA is to provide input in order to minimize potential impacts to EVRs identified in this report as a result of Project construction.

This EA was prepared by a Qualified Environmental Professional (QEP) and outlines the following:

- The findings of a desktop and field investigation with figures showing identified and potential EVRs,
- Anticipated federal and provincial permit requirements for the construction of the Project (as applicable),
- Recommended mitigation strategies to be employed by the Project, and
- Areas where follow-up information may be required.

1.3.ASSESSMENT BOUNDARIES

Spatial assessment areas for this Project were defined as follows:

- The **Site** is defined as the subject property,

- **Project footprint:** defined as areas of direct impact as part of construction of the Project including staging areas,
- **Local Assessment Area (LAA):** defined as areas within the property boundary of the Site plus 100 m, and
- **Regional Assessment Area (RAA):** includes areas within a 5 km radius of the Site for broad-based reviews of biogeographical databases. Note that database search areas were variable depending on the species or environmental resource. For example, plants and ecosystem searches used a 500 m radius to more accurately reflect ecosystems that could be potentially impacted by the Project, whereas wildlife searches used a larger area due to mobility of the species within the area.

The Site visit focused only on areas with the property boundary, while the desktop assessment included both the LAA and RAA.

1.4.SCOPE

This EA consisted of two key components: the review of existing Project information and publicly available historical data (desktop study), and verification of desktop findings through a Site visit. The EA focused on terrestrial and aquatic habitat within the RAA, while field verification was limited to the Site. This EA was conducted to meet the following scope:

- Identify the baseline for sensitive ecological features including species and ecosystems potentially located in the study area,
- Identify surface water features including streams and wetlands located within and around the Project Site,
- Evaluate the potential for environmental impacts based on the anticipated Project footprint and most probable methods of construction,
- Identify or describe proposed compensation and/or mitigation measures, or Best Management Practices (BMPs), to offset potential impacts/effects to environmental baseline conditions or EVRs,
- Identify potential environmental regulatory requirements for Project construction and additional assessments that may be necessary to satisfy regulatory requirements, and
- Provide environmental information to factor into the design decision-making process.

The statement of limitations is included as [Appendix A](#).

2. Project Description

2.1.PROJECT RATIONALE

SLI Towers Inc. is proposing to install a telecommunications tower at 131 Knott Place, Salt Spring Island, BC. The Islands Trust, as the land-use authority for Salt Spring Island, has requested that an environmental assessment be undertaken to ensure potential impacts to sensitive ecosystems are appropriately considered. The assessment will support responsible project planning in alignment with the Islands Trust's mandate to preserve and protect the unique environmental and community values of the island.

3. Methodology

3.1. ENVIRONMENTALLY VALUABLE RESOURCES (EVRs)

Environmentally Valuable Resources (EVRs) are the biophysical components within or around the assessment area which may directly or indirectly be impacted by the Project. To confirm EVRs as part of this EA, several biophysical resources were assessed and are defined as follows:

- **Land Use:** defined as the human use of the land. Land use involves the management or modification of the natural environment,
- **Landforms & Soils:** a landform is a feature on the Earth's surface that is part of the terrain. Examples include mountains, hills, ravines, valleys, and plains. Soil is defined as the upper layer of the Earth's surface in which plants grow,
- **Local Hydrology:** defined as surface water resources including freshwater streams, wetlands, constructed ditches, and their connectivity including Site drainage,
- **Terrestrial Vegetation Resources:** defined as plant species, plant communities, and plant species at risk,
- **Terrestrial Wildlife Resources:** defined as wildlife habitat, observations of animals/signs of usage within the assessment area, and wildlife species at risk,
- **Aquatic Resources:** defined as areas where the presence of water is a dominant process. Aquatic resources may include, but are not limited to, lakes, streams, wetlands, constructed ditches, freshwater receiving environments, the aquatically adapted plant and animal species which use these resources, and their habitat.

3.2. DESKTOP REVIEW

A desktop literature review was completed as part of this assessment. Data was collected through desktop review of federal, provincial, and regional databases to identify any known environmentally sensitive elements in the area; a summary of key databases and mapping applications is presented in [Table 1](#).

Table 1. Key Project Data Sources.

Source	Data	Scale of Review
Google Earth (Google Earth, 2025)	Change and impacts to natural vegetation through time	LAA
CRD Regional Map (CRD, 2024)	Civic addresses, aerial images, contour data, environmental data	RAA
iMapBC (iMapBC, 2025)	Climate and biogeoclimatic info Hydrological information Remediation sites	RAA
BC Conservation Data Centre (CDC) Species and Ecosystems Explorer (BC CDC, 2025)	Rare and endangered species occurrences Rare and endangered plant community occurrences Critical habitat for Species at Risk	RAA

Source	Data	Scale of Review
CDC iMap (Province of BC, 2025)	Spatial mapping of rare and endangered species occurrences	RAA
Habitat Wizard (Province of BC, 2025)	Hydrology and fish species information Incidental and survey wildlife occurrences Documented streams and water bodies	RAA
Wildlife Tree Stewardship Atlas (Community Mapping Network, 2025)	Raptor nesting sites and wildlife trees	RAA
Sensitive Ecosystem Inventory (SEI) (Community Mapping Network, 2025)	Sensitive ecosystems including wetlands	RAA
Sensitive Habitat Inventory Mapping (SHIM) (Community Mapping Network, 2025)	Sensitive habitats including salmon distribution mapping	RAA
E-Fauna BC (E-Fauna BC, 2025)	Distribution of non-sensitive fauna	RAA
E-Bird Canada (Cornell University, 2025)	Mapped observations of bird species	RAA
BC Soil Information Finder Tool (SIFT) (Province of BC, 2018)	Soil distribution and subsurface features	RAA

3.2.1. Land Use

Land use was assessed through a historic aerial photograph review, a web-based search of civic addresses, and a Site visit to determine the level of existing impacts to natural environments within the LAA.

3.2.2. Terrestrial Vegetation Resources

Vegetation resources were assessed through a Site visit and a review of provincial and federal web-based databases, as well as the following resources:

- Biogeoclimatic Ecosystem Classification Subzone/Variant Map for the South Island Resource District West Coast Region (BC Ministry of Forests, 2021),
- Ecosystems of British Columbia Chapter 5 Coastal Douglas-fir Zone (Nuszdorfer, Klinka, and Demarchi, 1991),
- A Field Guide to Site Identification and Interpretation for the Vancouver Forest Region (Green & Klinka, 1994), and
- Non-native invasive plant species (as listed in the *Weed Control Act* (Province of BC, 2025).

Queries were conducted within the BC Conservation Data Centre (CDC) Species and Ecosystems Explorer (BC CDC, 2025) and iMapBC 4.0 (iMapBC, 2025) databases for known at risk ecological communities, vascular plant and non-vascular plant species associated with the Coastal Douglas Fir moist maritime (CDFmm) Biogeoclimatic zone. Search parameters for queries completed within the CDC Species and Ecosystems Explorer included those species as listed within the Capital Regional District, while spatial assessments boundaries completed with iMapBC were limited to a 500 m radius around the Site. Qualitative species inventories were further refined based on Site conditions confirmed during the Site visit. Inventories were completed so that a complete plant list may be produced identifying dominant and non-native/invasive species throughout the assessment area. Ecosystems were identified through observations of vegetation

assemblages throughout the assessment area during the Site visit. Vegetation was defined as plant species, plant communities, and plant species at risk.

3.2.3. Terrestrial Wildlife Resources

Terrestrial wildlife resources were assessed through a Site visit and a review of provincial and federal web-based databases. Queries were conducted within the CDC Species and Ecosystems Explorer (BC CDC, 2025) and iMapBC 4.0 (iMapBC, 2025) databases for known at risk wildlife species associated with the CDFmm Biogeoclimatic zone. Queries for incidental observations of wildlife species were also completed using Habitat Wizard (both at-risk and not at-risk species). Online database searches were conducted within a 5 km radius of the Site unless otherwise noted.

The LAA was reviewed for incidental observations relating to evidence of wildlife including nests, scat, tracks, and burrows during the Site visit. Wildlife habitat conditions were supplemented with information obtained in a literature review for species typical in the CDFmm biogeoclimatic zone. This information, in combination with the photograph log of the Site, was reviewed to define an overview of potential habitat suitability, wildlife movement, and/or level of disturbance. Qualitative species inventories were completed based on habitat conditions confirmed during the Site visit.

Wildlife was defined as wildlife habitat and typical species known to frequent the area as indicated through a literature review.

3.2.4. Local Hydrology & Aquatic Resources

Hydrological resources and aquatic habitat and species were assessed through a Site visit and a review of provincial and federal web-based databases. The LAA was assessed for aquatic resources during field reconnaissance and a desktop review of available databases was completed to determine known water features in the surrounding area. No instream assessments to characterize fish or their habitat were completed as part of this EA and aquatic species inventories were completed based on available database information. Aquatic habitat was defined as streams, wetlands, constructed ditches, and constructed ponds.

3.2.5. Species and Ecosystems at Risk

The BC CDC Species and Ecosystems Explorer database was accessed to determine vertebrate and invertebrate at-risk species in the CVRD. Habitat preferences were noted for each listed species within the South Island Forest District (Klinkenberg (Editor), 2020), (iMapBC, 2025).

The Committee on the Status of Endangered Wildlife in Canada (COSEWIC) was established under Section 14 of the federal *Species at Risk Act* (Government of Canada, 2025). COSEWIC is a committee that assesses and designates which wild species of animal, plant, or other organisms are at risk of loss from the wild in Canada. Below is a listing of the federal status categories used by COSEWIC and SARA to rank or list a species:

- **Endangered** – a species facing imminent extirpation or extinction.
- **Threatened** – a species likely to become endangered if limiting factors are not reversed.

- **Special Concern** – a species that is particularly sensitive to human activities or natural events but is not endangered or threatened.
- **Data Deficient** – a species for which there is insufficient scientific information to support status designation.
- **Not at Risk** – a species that has been evaluated and found not to be at risk.
- **Extirpated** – a species that no longer exists in the wild in Canada but occurring elsewhere in the world.

Federally listed species and their critical habitats are protected under SARA. The above designations used in this report indicate the status of wildlife species potentially present as per the provincial and federal listings of species at risk.

The CDC assigns a provincial rank or listing that ascribes to each species a ‘red’, ‘blue’ or ‘yellow’ designation based on its population status within BC (B.C. Conservation Data Centre, 2023). The rankings are described below:

- **Red** – any indigenous species, subspecies or ecological community that is extirpated, endangered, or threatened in BC.
- **Blue** – any indigenous species, subspecies or ecological community considered to be vulnerable or of special concern in BC. Blue listed elements are at risk, but are not extirpated, endangered, or threatened.
- **Yellow** – any indigenous species, subspecies or ecological communities that are apparently secure and not at risk.

3.3.FIELD ASSESSMENT

A Site visit was completed on May 5, 2025, in spring conditions which included a visual overview of the Site and surrounding area. The assessment included identification of vegetation species, recording of invasive plant species, observations of wildlife and/or wildlife habitat, and identification of streams or other aquatic resources within the LAA.

4. Description of Existing Environment

4.1.LAND USE

A desktop review of available historical aerial imagery (2005–2024) ([Appendix B](#)), along with a Site visit, was conducted to assess both the historical and current conditions of the Site and surrounding area. Knott Place is a private road located south of Rainbow Road, bordered by several narrow lots. Historically, the properties along Rainbow Road were residential, but the area has since transitioned to commercial and industrial uses.

The Site is located at the southern terminus of Knott Place and shows no evidence of permanent structures within its development footprint. Aerial imagery confirms that the Site has been cleared and disturbed since at least 2005. Since the initial disturbance, the boundaries have gradually regenerated with vegetation. The

land was graded to create a level surface, and gravel fill was imported to establish a parking area. Until as recently as 2022, the Site primarily functioned as a vacant gravel lot. More recent imagery and observations during the site visit indicate is current use as a storage yard, with various equipment, trailers, and vehicles present.

The Site is characterized by compacted gravel surfaces interspersed with vegetated areas, particularly along the perimeter. Over time, the extent of surface disturbance has remained relatively stable. *Photographs 1 and 2* show current site conditions.



Photograph 1. View of current Site conditions and use.



Photograph 2. View west of regenerating invasive vegetation on the southern Site boundary.

According to BC assessment records, the building immediately north of the Site at 125 Knott Place was constructed in 2003 and is currently a medical supply company. To the northwest, at 327 Rainbow Rd, is a rental equipment and mini-storage business developed in 1997. Adjacent to the Site's northwest corner, at 319 Rainbow Rd, is Pretzel Motors Ltd., an auto repair shop that has been in business for 26 years as reported by the Better Business Bureau.

A registered easement, approximately 20 m wide, runs along the eastern boundary of the property. This easement is intended to accommodate future road access connecting Atkins Road to areas south of the Site. To the south, the property is bordered by Mouat Park, a large public park featuring an extensive trail network.

4.2. CLIMATE AND RAINFALL

Climatic conditions at the Site were inferred based on data provided by Environment Canada, Canadian Climate Normals 1991-2020 (Government of Canada, 2025). Recorded climate conditions for the Victoria Airport station were considered representative of the Site based on their proximity to that station. Mean daily temperatures by month recorded between 1991 and 2020 ranged between 4.4 degrees Celsius (°C) in December to 17.2°C in July. Annual precipitation was 866.6 mm with monthly average lows of 19.5 mm in July and highs of 144.2 mm in January.

Climate within the CDFmm biogeoclimatic zone is typically warm and dry in the summer months, with mild, wet winters owing to its location within the rain shadow of the Vancouver Island and Olympic Mountain ranges (Green & Klinka, 1994). Water deficits are common on zonal and drier sites.

4.3. PHYSIOGRAPHY AND TOPOGRAPHY

The local topography slopes to the north towards Rainbow Road. The southern boundary of the Site is 67 meters above sea level (masl) and descends to an elevation of 44 masl on the northern boundary (*Figure 3*). The topography has been modified to create the gravel lot in the central portion of the Site, which has an elevation of approximately 57-58 masl.



Figure 3. Regional topographic map (approximate Site boundaries outlined in yellow) (Map courtesy of (CRD, 2024)).

4.4. TERRESTRIAL RESOURCES

A characterization of terrestrial resources was completed as part of the assessment and was based on a desktop review and Site visit. Terrestrial resources assessed included vegetation, wildlife, and wildlife habitat, each of which is detailed in the following sections.

4.4.1. Landforms and Soils

The historic aerial photograph review and site visit indicated that the central portion of the Site has anthropogenic gravel fill materials and native topsoil was stripped as part of site grading activities. A review of the contour data provides evidence that native soils may have been retained on the vegetated areas of the Site following initial clearing activities.

Available soil survey reports and maps for British Columbia were reviewed to determine surficial geology and soil types at the Site. The BC Soils Information Finder Tool (SIFT) provided information on soil survey data for the Site from the Soils of Southeast Vancouver Island Duncan-Nanaimo Area MOE Technical Report 15 (Jungen, Sandborn, & Christie, 1985).

The soil order is the highest level (broadest grouping) within the Canadian System of Soil Classification (Keser & Pierre, 1973). Soils classified at the order level reflect the climate and landscape characteristics associated with the different regions of Canada. The Site is located within a polygon mapped as Qualicum

soil, which falls under the Brunisolic soil order and is further classified as an Orthic Dystric Brunisol, see [Figure 4](#). Soils of this order are typically associated with forested regions where soil development is limited by factors such as parent material and climate. Orthic Dystric Brunisols generally exhibit organic surface horizons overlying brownish B horizons, with acidic conditions in the subsoil. These soils commonly develop on glaciofluvial deposits and are expected to be well-drained, with coarse textures and significant gravel content (Jungen, Sandborn, & Christie, 1985). While the broader classification provides a general expectation of soil characteristics, site-specific properties such as texture, drainage, and rooting conditions have not been confirmed through detailed assessment.



Figure 4. Soil Map showing soil polygon (information available through SIFT).

4.4.2. Vegetation Communities

The Site is located within the CDFmm biogeoclimatic subzone, typically found in low elevations along southeast Vancouver Island (Green & Klinka, 1994). Most forests that are found today in the CDFmm have been logged at the turn of the century, as is likely the case on-Site. The understory in the CDFmm is typically

dominated by Salal (*Gaultheria shallon*), Dull Oregon-grape (*Mahonia nervosa*), Ocean-spray (*Holodiscus discolor*), and Oregon beaked moss (*Kindbergia oregana*).

Topographic position is frequently correlated with the soil moisture regime, and thus the vegetation community structure. In the CDFmm zone, there are four common plant communities that occupy a gradient of soil moisture regimes ranging from very dry to wet and that have not been disturbed for a minimum of 50 years (Nuszdorfer, Klinka, and Demarchi, 1991). These plant communities range from very dry Douglas fir–Arbutus forests to wetter Red alder–Salmonberry stands—these are generally associated with undisturbed or naturally regenerating conditions.

The vegetation characteristics of the Site is heavily influenced by anthropogenic disturbances. Vegetation communities were all previously disturbed, with no plots representing undisturbed native ecosystems. A vegetation survey was completed on May 5, 2025, included nine survey locations within the LAA in areas in which vegetation was observed. [Photographs 3 and 4](#) show typical vegetation observed on the Site. Vegetation Survey (VS) points and vegetation community mapping are shown in [Figure 5](#) and [Figure 6](#). Refer to [Appendix C](#) for the detailed results of the vegetation survey.

The vegetation plots surveyed across the Site (VS1–VS9) were all situated in disturbed areas and did not align with typical regenerating plant communities described for the CDFmm. Instead, the surveyed areas were characterized by a dominance of invasive species such as Himalayan blackberry (*Rubus armeniacus*) and Scotch broom (*Cytisus scoparius*), with native tree and shrub species occurring only sporadically or in isolated patches. This suggests that natural regeneration has been significantly hindered, and the current vegetation composition reflects ongoing disturbance and limited successional development. Refer to [Figure 6](#) for inferred ecosystem mapping of the Site

Two vegetation plots were situated immediately adjacent to the Project footprint (VS7 and VS8). VS7 included a mixture of native species, including scattered mature trees such as Arbutus (*Arbutus menziesii*), Bigleaf maple (*Acer macrophyllum*), Douglas fir (*Pseudotsuga menziesii*), and Western red cedar (*Thuja plicata*). However, invasive species such as Scotch broom and Himalayan blackberry were equally dominant in the understory. VS8, located north and downslope of VS7, exhibited similar species composition, but with younger tree growth and greater understory disturbance. It is likely that at VS7, the mature trees were retained during site clearing that occurred approximately 20 to 25 years ago, whereas at VS8 the size of the trees indicates they have regenerated since the Site was cleared.



Photograph 3. View of mature trees Arbutus, Cedar, Big leaf maple, and Douglas fir at VS7.



Photograph 4. View of slope at VS8 showing disturbed understory and sub-mature trees.



Figure 5. Vegetation Survey (VS) locations at the Site (approximate boundary of the Site and Project Footprint outlined in red and yellow respectively; base map courtesy of Google Earth 2023).



Figure 6. Inferred ecosystem mapping polygons (base map courtesy of Google Earth 2025). The approximate boundary of the Site is outlined in red.

4.4.3. Plant Species at Risk

The BC CDC was queried for regional listings of provincially designated threatened or endangered vascular and non-vascular plants identified within the CDFmm. Search results were then refined to exclude those species that lacked available habitat within or near the Site. Results are provided in [Appendix D](#). The CDC iMap was also used to search known element occurrences for at-risk plant species within 500 m of the Site; however, no occurrences were identified.

No at-risk species were observed during the Site visit. Given that the Site is disturbed, with limited regenerating vegetation and few mature trees within the Project footprint, there is the low potential for at-risk vascular and non-vascular species to be present.

4.4.4. Ecological Communities at Risk

The CDC was queried for regional listings of provincially designated threatened or endangered ecological communities identified within the CDFmm within the RAA. The provincial database search results identified a mapped occurrence of the red-listed Grand fir / dull Oregon grape (*Abies grandis* / *Berberis nervosa*)

ecological community falls within the LAA, specifically in the southeast portion of the Site. However, results from the site visit and vegetation survey do not support the presence of this ecological community within the current Site boundaries. Although, the mapped occurrence overlaps with the upper slope near VS1, field observations in this area recorded extensive understory disturbance dominated by invasive species such as Himalayan blackberry and Scotch broom, with low native species diversity and coverage.

Vegetation plots across the Site (VS1–VS9) consistently reflected heavily disturbed conditions, limited structural complexity, and a predominance of non-native shrub species. Scattered native trees, including Douglas fir and Bigleaf maple, were present only in fragmented or early successional contexts and did not demonstrate the composition, structure, or intact understory characteristics of the Grand-fir/dull Oregon grape ecological community. Based on field observations and the aerial photograph, this at-risk ecological community is not considered present on-Site.

[Appendix D](#) contains the CDC search results for potential at-risk ecosystems refined by the available habitat that may occur within the RAA. The Site is directly adjacent to a natural forested area within a park, which may contain at-risk ecosystems. The park vegetation was not assessed during the field visit.

4.4.5. Invasive Plant Species

Invasive plant species tend to establish quickly, spread rapidly, and overtake native species habitat preventing the natural regeneration of an ecosystem. Invasive and non-native plant species were observed during the vegetation survey completed in May of 2025 and are summarized in [Table 2. Photographs 5 & 6](#) show typical invasive species on the Site.

[Table 2. Invasive Plant Species Observed at the Site in May 2025.](#)

Common Name	Scientific Name	Type of Plant
Scotch broom	<i>Cytisus scoparius</i>	Shrub
English bluebells	<i>Hyacinthoides non-scripta</i>	Herbaceous
Himalayan blackberry	<i>Rubus armeniacus</i>	Shrub
Grass species	<i>Poaceae spp. (not identified)</i>	Herbaceous

Himalayan blackberry and Scotch broom were widespread across the Site and frequently formed dense, monodominant thickets within disturbed areas, particularly along slope margins, infilled zones, and around the footprints of former structures. In several vegetation plots (e.g., VS2, VS3, VS4, VS5, and VS8), these invasive species were the dominant understory cover, often smothering native regeneration and reducing habitat quality. Additional invasive species such as English bluebells (*Hyacinthoides non-scripta*) and non-native grass species were also observed in localized patches.



Photograph 5. View at VS8 mature trees with invasive understory (May 25, 2025).



Photograph 6. Scotch broom observed in VS2 (May 5, 2025).

4.4.6. Wildlife Trees

Wildlife trees are standing live or dead trees that provide critical habitat for a range of species, including cavity-nesting birds, mammals, and invertebrates. No wildlife trees were identified during the Site visit and no trees exhibited the structural characteristics-such as cavities, broken tops, large dead branches, or loose bark typically associated with wildlife tree habitat functions. The absence of these features suggests limited suitability for cavity-nesting birds, bats, or other wildlife species.

However, mature trees within the LAA and RAA could provide suitable habitat for nesting passerines and provide valuable wildlife habitat they for avian and other species, such as bats. Other functions of mature trees, which may become important wildlife trees, include feeding, communication (drumming, marking) roosting, shelter, and overwintering. When trees in settled areas are managed for wildlife, and trees with wildlife tree features are maintained, some wildlife species that depend on these trees can be expected to remain in, or even return to, highly fragmented urban and rural forests (Fenger, 2006).

4.4.7. Mammals

The Site provides limited observable evidence of mammal activity based on the Site visit. No direct sightings or field indicators such as tracks, scat, or burrows were recorded within the Site boundary. While some suitable cover exists in areas, such as the regenerating forest near the Project footprint, urban development and fragmentation likely limit the suitability of the Site as consistent habitat for terrestrial mammals. However, species typically associated with urban-rural environments may opportunistically use the Site. Raccoons (*Procyon lotor*) and Eastern cottontail rabbits (*Sylvilagus floridanus*), for example, may utilize vegetated margins for foraging or cover. Larger mammals such as deer or bears may pass through the site as a movement corridor between adjacent habitats.

A review of provincial data for incidental mammal observations within the RAA (a 5 km search radius of the Site) was completed to determine species that are most likely to be encountered in or near the Site. Multiple mammal species were identified within a 5 km search radius are summarized in [Appendix D](#).

Given the disturbed nature of the Site and limited structural habitat complexity, it is unlikely that large mammals would rely on the Site for regular use or habitat functions. Refer to [Section 4.4.10](#) for a summary of wildlife species at-risk with the potential to be present within the RAA.

4.4.8. Birds

A detailed bird and nesting survey were not completed during the Site visit, incidental observations were noted, and the assessment was supplemented with desktop review. The LAA contains moderate to high quality habitat features for birds (including passerines and raptors). Wildlife trees that provide nesting opportunities for both passerines and raptors were not observed on-Site but are inferred to occur within the LAA, with Mouat Park directly to the south providing high quality habitat for birds and wildlife (refer to [Section 4.4.6](#)).

Numerous birds are expected to use the low to moderate habitat available within the vegetated margins of the Site. Common species in the region include Spotted towhee (*Pipilo maculatus*), American robin (*Turdus migratorius*), Downy woodpecker (*Picoides pubescens*), Black-capped chickadee (*Poecile rufescens*), Northern flicker (*Colaptes auratus*), Anna's hummingbird (*Calypte anna*), and Song sparrow (*Melospiza melodia*). Other species may also include the Pileated woodpecker (*Hylatomus pileatus*), Yellow-bellied sapsucker (*Sphyrapicus varius*), Hairy woodpecker (*Leuconotopicus villosus*), Steller's jay (*Cyanocitta stelleri*), Common raven (*Corvus corax*), Chestnut-backed chickadee (*Poecile rufescens*), Brown creeper (*Certhia americana*), Winter wren (*Troglodytes hiemalis*), and Varied thrush (*Ixoreus naevius*), all of which eat conifer seeds or wood-boring insects (Nuszdorfer, Klinka, and Demarchi, 1991).

The Wildlife Tree Stewardship (WiTs) atlas (WiTs, 2025) was reviewed for the proximity of osprey and eagle nests to the Project footprint. There were no protected nests identified within the LAA; however, there was one Bald eagle (*Haliaeetus leucocephalus*) nest on record within a 2 km radius of the Site. The nest is approximately 1.2 km to the east and would not be influenced by development at the Site given the proximity. A summary of this mapped nest is present in [Table 3](#).

[Table 3. Mapped Nesting Locations in Proximity to the Site \(WiTs, 2025\).](#)

Common Name	Scientific Name	Nest ID*	Notes	Distance to the Site
Bald eagle	<i>Haliaeetus leucocephalus</i>	BAEA-101-454	Last observed in 2004 from the Vesuvius Bay Ferry Terminal.	1.2 km E

Important Bird Areas

No Important Bird Areas (IBAs) were identified in the LAA or RAA (IBA Canada, 2025). The nearest IBA is the McFadden Creek Heronry located over 10 km north of the Site. Given the absence of open water and limited connectivity to suitable foraging or nesting habitat, the Site is not expected to provide any ecological benefit to birds utilizing the McFadden Creek IBA.

4.4.9. Amphibians and Reptiles

Herptiles (i.e., reptiles and amphibians) were not observed during the Site visit. Habitat value for reptiles was considered low due to extensive disturbance on Site and the lack of aquatic environments and rocky

outcrop habitats that provide for breeding, refuge, sunning and thermoregulation (i.e., basking), and forage that is required for these species. Coarse vegetation on the forest floor may provide hibernacula potential (meaning a place to seek refuge) for reptiles.

Table 4 summarizes herptiles which may potentially habitat within the LAA, these species are identified as typical in the CDFmm biogeoclimatic zone (Nuszdorfer, Klinka, and Demarchi, 1991).

Table 4. Potential amphibian and reptile species in the CDFmm zone which may occur within the LAA based on suitable habitat (Nuszdorfer, Klinka, and Demarchi, 1991) (BC Reptiles and Amphibians, 2025).

Common Name	Scientific Name	Type	Habitat in CDFmm*	Likelihood of Presence Based on Suitable Habitat**
American Bullfrog*	<i>Lithobates catesbeianus</i>	Amphibian	Riparian areas	Unlikely - Heavily reliant on aquatic environments and thus require large, permanent bodies of water for breeding and hibernation. - They may move between permanent and seasonal ponds until they dry up.
Northern Red-legged frog	<i>Rana aurora</i>	Amphibian	Riparian areas	Unlikely - Optimal breeding habitats are highly vegetated, permanent water bodies up to 2400 m. - Outside of the breeding season may disperse up to 4 km from breeding sites, often into moist forests. - May be found foraging on land. - Can be found in a variety of forest successional stages. - Hibernation may be aquatic or underground in terrestrial habitats.
Pacific treefrog	<i>Pseudacris regilla</i>	Amphibian	- Young seral and managed second-growth forests - Mixed coniferous and deciduous forests	Unlikely - Outside the breeding season, in early spring, found in woodlands, meadows, pastures, and even urban areas, often quite far from the nearest body of water. - During the breeding season, the Pacific Treefrog makes its way to shallow wetlands where there is a lot of plant cover. - Often these wetlands or ponds are temporary, drying up by midsummer; they are called “ephemeral” wetlands.
Long-toed Salamander	<i>Ambystoma macrodactylum</i>	Amphibian	Riparian areas	Unlikely - Breed in large, shallow lakes and ponds with boggy edges and no predatory fish are best. - On land, valley bottoms and moist forests not far from water are preferred.
Northwestern Salamander	<i>Ambystoma gracile</i>	Amphibian	- Young seral and managed second-growth forests - Mixed coniferous and deciduous forests	Moderate - Dependent on both forests and permanent water bodies. - Found in a wide variety of habitats, they are most common in mature, cool, moist forests, where they spend most of their time underground.
Rough-skinned newt	<i>Taricha granulosa</i>	Reptile	Riparian areas	Unlikely - Adults are primarily found in older mixed forests with abundant litter and woody debris, sometimes in cedar forests (rarely).

Common Name	Scientific Name	Type	Habitat in CDFmm*	Likelihood of Presence Based on Suitable Habitat**
				Breeding occurs in ponds, bogs, swamps, and slow-moving streams, mainly in the spring.
Western gartersnake	<i>Thamnophis ordinoides</i>	Reptile	Riparian areas	Moderate - Primarily terrestrial, occurring in a variety of habitats including meadows, forest clearings, and along the edges of thickets. - Garter snakes rely on adequate cover from predators and are likely to spend much of their time thermoregulating under various types of cover.
Sharp-tailed snake	<i>Contia tenuis</i>	Reptile	- Young seral and managed second-growth forests - Mixed coniferous and deciduous forests	Moderate - Dependent on forests and rocky outcrops or hillsides. - Cover is required for shelter, such as rocks or downed wood.
Northwestern gartersnake	<i>Thamnophis ordinoides</i>	Reptile	Riparian	Moderate - Terrestrial but often found near aquatic habitats in areas that are densely vegetated like meadows, forest edges, estuaries, and beaches. - Cover objects are important microhabitat features affording shelter and thermoregulation opportunities. - Hibernation is in deep rock caverns or crevices.

Note: * indicates an invasive species (not native to BC).

A review of provincial data for incidental reptile observations within the RAA (a 5 km search radius of the Site) was completed to determine species that are most likely to be encountered in or near the Project footprint. Search results are summarized in [Table 5](#).

[Table 5. Incidental observations of herptiles within a 5 km radius of the Site \(Province of BC, 2025\).](#)

English Name	Scientific Name	Type	BC List	COSEWIC Status
Northern red-legged frog	<i>Rana aurora</i>	Amphibian	Blue	SC
Northwestern garter snake	<i>Thamnophis ordinoides</i>	Reptile	Yellow	-
Sharp-tailed snake	<i>Contia tenuis</i>	Reptile	Red	E
Painted turtle	<i>Chrysemys picta bellii</i>	Reptile	-	-

Note: * indicates an invasive species (not native to BC).

Refer to [Section 4.4.10](#) for a summary of wildlife species at risk with the potential to be present at the Site.

4.4.10. Wildlife Species at Risk

There were twenty-four elemental occurrences for at-risk vertebrate and invertebrate wildlife species identified within 5 km of the Site (iMapBC, 2025), as summarized in [Table 6](#) and [Table 7](#). No at-risk species were observed during the Site visit.

Table 6. At-risk vertebrate species within a 5 km search radius of the Site and their potential to use habitat available within the Project footprint (Province of BC, 2025).

English Name	Scientific Name	Type	BC List	COSEWIC Status
Western Screech-owl, Kennicottii Subspecies	<i>Megascops kennicottii kennicottii</i>	birds	Blue	T
Roosevelt Elk	<i>Cervus canadensis roosevelti</i>	mammals	Blue	-
Western Skink	<i>Plestiodon skiltonianus</i>	reptiles	Blue	SC
Sharp-tailed Snake	<i>Contia tenuis</i>	reptiles	Red	E/T
Northern Red-legged Frog	<i>Rana aurora</i>	amphibians	Blue	SC
Great Blue Heron, Fannini Subspecies	<i>Ardea herodias fannini</i>	birds	Blue	SC
Band-tailed Pigeon	<i>Patagioenas fasciata</i>	birds	Blue	SC
Common Nighthawk	<i>Chordeiles minor</i>	birds	Blue	SC
Northern Pygmy-owl, Swarthi Subspecies	<i>Glaucidium gnoma swarthi</i>	birds	Blue	-
Double-crested Cormorant	<i>Phalacrocorax auritus</i>	birds	Blue	-
Surf Scoter	<i>Melanitta perspicillata</i>	birds	Blue	-
Purple Martin	<i>Progne subis</i>	birds	Blue	-
Sharp-tailed Snake	<i>Contia tenuis</i>	reptiles	Red	E/T
Little Brown Myotis	<i>Myotis lucifugus</i>	mammals	Blue	E
Peregrine Falcon, Anatum Subspecies	<i>Falco peregrinus anatum</i>	birds	Red	-
Black Swift	<i>Cypseloides niger</i>	birds	Blue	E
Barn Owl	<i>Tyto alba</i>	birds	Blue	T
Painted Turtle - Pacific Coast Population	<i>Chrysemys picta bellii</i>	turtles	Red	T
Townsend's Big-eared Bat	<i>Corynorhinus townsendii</i>	mammals	Blue	-

Table 7. At-risk invertebrate species within a 5 km search radius of the Site and their potential to use habitat available within the Project footprint (Province of BC, 2025).

English Name	Scientific Name	Type	BC List	COSEWIC Status
Common Woodnymph, incana subspecies	<i>Cercyonis pegala incana</i>	insects	Red	-
Threaded Vertigo	<i>Nearctula sp.</i>	gastropods	Blue	SC
Dun Skipper	<i>Euphyes vestris</i>	insects	Blue	T
Proterius Duskywing	<i>Erynnis proterius</i>	insects	Red	-
common green darner	<i>Anax junius</i>	insects	Blue	-

At-risk wildlife species were not observed at the Site; there is habitat within the LAA in the forested ecosystem to the south which has connectivity to forested land to the north of Rainbow Rd and is largely disturbed and provides low potential to support at-risk species. Although some regional records exist, the degraded nature of the site limits its suitability for forest dependant species. The CDC search results for species which includes relevant habitat types is included in [Appendix D](#).

The detailed design will determine the extent of the expected disturbance within the Project footprint. Applicable mitigation measures to avoid impacts to wildlife in the area will be discussed upon the confirmation of the detailed design and should be detailed in the Project EMP.

4.4.11. Critical Habitat

Critical habitat for five species – Western painted turtle (Pacific coast population), Sharp-tailed snake, Gray's desert-parsley (*Lomatium grayi*), Batwing vinyl lichen (*Leptogium platinum*), and Yellow montane violet (*Viola praemorsa* ssp. *praemorsa*) was identified within a 5 km radius (RAA) of the Site. However, no critical habitat overlaps with the Site and Project footprint. The site lack suitable ecological conditions to support these species or their habitat requirements. None of these species were identified during the Site visit. While critical habitat may occur regionally, the Site area itself is unlikely to provide meaningful habitat functions for these species.

4.5.AQUATIC RESOURCES

4.5.1. Hydrology and Watercourses

The desktop review of available hydrological information identified one mapped surface water feature (Okano Creek) within the RAA (refer to [Figure 7](#)). The Site visit confirmed no surface water features present within the LAA. Okano Creek is classified as a naturally occurring watercourse and is located hydraulically downgradient of the Site. The creek is approximately 370 m north of the Site and is outside the area of direct or indirect potential impacts.



Figure 7. Mapped surface water features within the LAA and RAA (iMapBC, 2025).

4.5.2. Fish and Fish Habitat

There was no fish habitat identified within the LAA.

4.5.3. Aquatic Species at Risk

No aquatic species federally listed as “at risk” with the potential to be present within the LAA were identified during this assessment.

4.6. SUMMARY OF ENVIRONMENTAL SENSITIVITIES

The Site has been cleared and disturbed since at least 2005. Since the initial disturbance, the boundaries have gradually regenerated with vegetation providing low to moderate habitat for birds and small mammals. Bounding the Site to the south is Mouat Park which is owned by the Capital Regional District. This park is forested with mature coniferous trees and offers moderate to high value habitat for various species and may include sensitive ecosystems. Species within the park may periodically move through the LAA to access other preferred habitats to the north.

5. Associated Regulatory Context and Permits

The Project will conduct its activities in compliance with applicable legislation associated with environmental protection. Relevant environmental legislation that pertains to this Project is summarized in *Table 8*.

Table 8. Summary of applicable legislation and requirements for the Project.

Legislation	Agency	Area of Regulation	Issue	Mitigations/Permits/Authorizations
Federal Legislation				
<i>Species at Risk Act (SARA)</i> (Government of Canada, 2025)	ECCC & Fisheries and Oceans (DFO)	Protects wildlife and wildlife habitat listed as threatened or endangered	Vegetation clearing, construction noise/disturbance	No permitting required, operate under due diligence practices. Vegetation clearing to be completed outside of nesting windows. Avoidance and mitigation strategies may be needed to avoid impacts to listed species.

Legislation	Agency	Area of Regulation	Issue	Mitigations/Permits/ Authorizations
<i>Migratory Birds Convention Act (MBCA)</i> (Government of Canada, 2021)	Environment Canada and Climate Change Strategy (ECCC)	Prohibits injury, molestation and destruction of migratory birds and their nests	Vegetation clearing, construction noise/disturbance	Inferred that no permit will be required, operate under due diligence practices. Vegetation clearing to be completed outside of nesting windows. If any trees are to be removed as part of the Project, a survey completed by a QEP experienced in identifying Pileated woodpecker nests must be completed prior to tree removal.
Provincial				
<i>Weed Control Act</i> (Province of BC, 2025)	Ministry of Environment & Climate Change (ENV)	Regulates control of designated noxious plants	Noxious weeds being introduced into the study area and further spread within the study area	Act imposes a duty on all landowners to control designated noxious plants.
<i>Wildlife Act</i> (Province of BC, 2022) <i>Wildlife Act Designation and Exemption Regulation</i> (BC 2014c).	Ministry of Water, Land and Resource Stewardship (MWLRS)	Regulates works that impact birds and other wildlife in the area (i.e. amphibians and reptiles)	Construction Noise/ Disturbance	Protects birds and their nests during the bird breeding season as well as the nests, nest trees and eggs of certain species of birds all year. Bird nesting surveys may be needed prior to vegetation clearing. Nuisance birds and their nests are exempt from protection. Preconstruction wildlife sweeps are recommended prior to clearing and ground disturbance activities.

The Project will be completed in accordance with applicable legislation associated with environmental protection.

A detailed discussion of legislation that may be applicable to Project works is included in the following sections.

5.1.FEDERAL LEGISLATION

5.1.1. *Migratory Birds Convention Act (MBCA)*

The MBCA (Government of Canada, 2021) prohibits the disturbance, destruction, or possession of migratory birds, their nests, or eggs. Migratory bird habitat is protected under the MBCA which prohibits the deposition of oil, oily waters, or other substances harmful to migratory birds in any areas that they frequent.

No specific permitting is required for adherence to this Act; however, an understanding of potential MBCA protected species within the Project area is recommended. Adherence to this Act can typically be completed using BMPs. Vegetation clearing within the bird breeding window will be required to adhere to this Act and

typically requires a QEP to complete a pre-clearing or pre-construction survey to ensure no birds and their eggs and/ or active nests are situated within the Project footprint.

Pileated Woodpecker Nests

Updates to the Migratory Birds Regulations (MBR) under the MBCA provides year-round protection to the nests of 18 species now listed under Schedule 1, because they are re-used annually (Government of Canada, 2022). For these nests, a designated waiting period is now required, and the nest must be protected year-round until the nest can be deemed abandoned. To be classified as abandoned, it must not have been used in the previous breeding seasons during the designated wait period. If there is a need to damage, disturb, destroy, or remove a nest of a schedule 1 species, there is a new requirement to provide notice to Environment and Climate Change Canada (ECCC) and register a nest under the new Abandoned Nest Registry.

Nests of Pileated woodpecker have the potential to be present in the Project area and are included in the list of MCBA Schedule 1 species as having a designated waiting period of **36 months**, even when unoccupied. If any trees are to be removed as part of the Project, a survey completed by a QEP experienced in identifying Pileated woodpecker nests must be completed prior to tree removal.

5.1.2. *Species at Risk Act (SARA)*

Federal lands are subject to the protection of species listed under Schedule 1 of the *Species at Risk Act* (SARA) as extirpated, endangered, or threatened (Government of Canada, 2025). It is an offence to kill, harm, harass, capture, or take an individual, and that species has legal protection related to the species' residence and critical habitat as specified in SARA. No specific permitting is required for adherence to this Act for this Project; however, an understanding of potential SARA protected species within the LAA is recommended. Adherence to this Act can typically be completed using BMPs during construction.

5.2. PROVINCIAL LEGISLATION

5.2.1. *Wildlife Act*

The provincial *Wildlife Act* (Province of BC, 2022), Section 34, protects birds and their nests during the bird breeding season as well as the nests, nest trees and eggs of certain species all year. Blue heron and raptors, particularly bald eagles, and osprey, require large nest trees near coastal water bodies (BC 2003). Project works will need to ensure that appropriate non-disturbance buffers are kept around any raptor's nests (if identified) to ensure compliance with the *Wildlife Act*.

Adherence to this Act can typically be completed using BMPs. Vegetation clearing should occur outside of the bird breeding window. If vegetation clearing during the bird breeding season is required, then an assessment by a QEP will be required to determine that no breeding birds or their nests will be impacted by the clearing. Providing that there are no active nests on the site, or that clearing is conducted outside of the bird breeding window, no specific permitting is required.

5.2.2. Weed Control Act

Act imposes a duty on all landowners to control designated noxious plants (Province of BC, 2025). The Contractor must implement mitigation measures to reduce the spread and establishment of invasive species due to construction impacts.

6. Impact Assessment

6.1.ASSESSMENT OF IMPACTS ON ENVIRONMENTALLY VALUABLE RESOURCES

Avoidance and mitigation strategies will be required during construction to reduce the impacts to EVRs identified in this assessment. *Table 9* below summarizes the key EVRs that were determined to have the potential to be impacted by the Project, and environmental impacts that have the potential to occur because of proposed Project activities. Many of these impacts can be mitigated, reduced, or avoided through design and/or with the implementation of BMPs that will be discussed further in *Section 7*. Impacts and mitigations discussed in this assessment are general, as no site plans or conceptual design drawings have been developed and/or reviewed by the QEP at the time of writing. A comprehensive assessment of potential Project impacts may be required once final design is complete.

Table 9. Potential environmental impacts of the Project on EVRs.

Biophysical Component	EVR	Potential Environmental Impact
Landforms & Soils	Native topsoil	- Alteration or disturbance to soil profiles, - Altered drainage patterns, - Erosion and sedimentation, - Compaction, and - Spills of deleterious substances resulting in soil contamination.
Terrestrial Vegetation Resources	Vegetation	- Damage to or loss of existing vegetation, - Introduction and/or spread of invasive species, - Potential root zone disturbance of trees/large shrubs, and - Decrease in biodiversity.
Terrestrial Wildlife Resources	- Riparian areas - Wildlife trees - Wildlife species	- Loss or disturbance of wildlife and active breeding sites (burrows, nests, dens, etc.), - Loss and/or further fragmentation of wildlife habitat, - Wildlife encounters and conflicts, and - Reduced habitat suitability.

7. Environmental Mitigation Measures

The proposed Project footprint is in a regenerating vegetated area within the Site. The understory is characterized by invasive species, which thereby reduces impacts to intact native ecosystems. However, there are several EVRs within the Project footprint and in the LAA that may be directly or indirectly impacted by this proposed Project. The following section outlines general mitigation measures to be implemented during construction to avoid or minimize residual impacts.

A residual impact assessment has not been included in this EA and this report may need to be revised following the completion of detailed design. The successful contractor will be responsible for developing a Construction Environmental Management Plan (CEMP) that details mitigation strategies to avoid or minimize impacts associated with the Project.

7.1.SOIL MANAGEMENT

Ground disturbing works will be required for this Project and as such the management of soils will be required. The Contractor shall be prepared to handle and temporarily store, if necessary, excavated soils in a way that minimizes the potential for the generation of dust and the erosion and/or movement of sediment.

The Contractor will adhere to the following general soil handling requirements:

- All imported backfill materials will be certified clean and free of noxious/invasive weed species,
- Soils are not to be mixed with construction debris, if applicable,
- Soil may be re-used if deemed non-contaminated and geotechnically suitable to be used as backfill. Whenever possible, non-contaminated soil will be re-used on-site as backfill as accepted within the design or disposed off-Site at an accepting clean fill site as appropriate,
- Should soils be considered excess and require off-Site disposal and/or relocation, the Contractor and must adhere to protocols defined in the following sections relative to off-Site disposal and/or relocation of soils from the Project Site.

7.2.VEGETATION MANAGEMENT

To mitigate damage or loss of native plant communities and species the following BMPs are recommended:

- Project design should retain vegetation where appropriate,
- Replace removed vegetation with new native plantings, if feasible, and
- Use local native plants in landscaping; they are adapted to local climates (such as hot, dry summers), and once established, will need less maintenance and watering than non-native plants.
- Limit vegetation removal to only those areas where it is required; flagging of no-go zones is recommended,
- Complete vegetation removal within appropriate timing windows for birds,
- Ensure the appropriate pre-clearing surveys are completed by a QEP.

7.2.1. Invasive Species

Control of invasive and noxious plant species is recommended. Due care should be taken to protect the Site and surrounding area from the introduction of invasive plants during construction. Mitigation measures include:

- Keeping equipment and vehicles clean to prevent tracking of soil on or off the Site,
- Providing fill and topsoil clean of seeds of invasive species, and
- Treatment of nearby infestations.

7.3. WILDLIFE AND WILDLIFE HABITAT PROTECTION (SARA)

Construction of the Project will require the implementation guidelines and BMPs to comply with federal environmental protection legislation. It is recommended that the Contractor retain a QEP to conduct a wildlife sweep, including wildlife salvages (if necessary), of the immediate area (Project footprint plus 100 m) prior to construction. Any important wildlife features including active nests and hibernacula must be marked, and appropriate minimum buffer distances established (buffers will be determined by the QEP and will be species specific). In addition to the use of buffered setbacks, timing restrictions for the species identified must be considered.

Wildlife encounters and conflicts are a potential during Project works. Wildlife conflicts may consist of relatively minor nuisances or more serious health, safety, or conservation concerns. The following BMPs are recommended:

- Work areas must be kept completely free of uncontained wildlife attractants such as food, waste materials, cleaning products, fuel etc.,
- All food and wildlife attractants should be secure when not in use,
- The contractor is responsible for ensuring any material that may be blown or washed away is retrieved,
- Garbage shall not be burned, buried, or disposed of on Site. All garbage generated during the Project will be contained and removed regularly for appropriate off-site disposal, including recycling where applicable, and
- Fuels and lubricants are known bear attractants. Care will be taken when fueling and maintaining generators, chain saws, etc.

7.4. LEAST RISK TIMING WINDOWS FOR BIRDS

Migratory breeding birds and their active nests are protected under the federal MBCA. As vegetation provides nesting and foraging habitat for birds and other animals, there is the potential to contravene the MBCA with the cutting of trees and shrubs for Project construction. During their breeding season, birds are especially sensitive to noise disturbances and may desert their nests and young. Construction timing windows for birds are the most suitable periods for performing works that would otherwise impact sensitive life stages.

The recommended BMP for tree and vegetation clearing is to complete works outside of the general nesting period. In addition, particularly noisy activities such as those that may be created during construction (i.e., chain saws, certain heavy equipment) should be scheduled outside of the breeding season when possible.

While the nesting period for bird species varies by species, the general bird breeding period is mid-March and may extend until late August (Government of Canada, 2018). Nesting periods for migratory birds in the area can be determined through use of the nesting calendar query tool. If vegetation clearing or other disruptive activities must be conducted during the breeding period, a QEP should be engaged by the Contractor(s) to survey the Site for active nests and flag no-go buffer zones around active nests.

The cumulative effects of small-scale human activities, ranging from simple disturbance to cutting down a nest tree, can also reduce the abundance and number of species of raptors in an area (Province of BC, 2013). In many cases, critical habitat features required by raptors can be protected or restored during land development, so that opportunities to maintain or enhance raptor biodiversity can be optimized.

It should be noted that raptor nesting sites are protected year-round and nesting activity may begin as early as January on the south coast. A wildlife sweep is recommended to be completed by a QEP directly before vegetation removal occurs to assess the area for raptor use (i.e., wildlife trees and/or other nesting sites).

7.5. AIR QUALITY & DUST CONTROL

The Contractor will conduct its construction operations in as efficient a manner as possible to reduce double handling of materials thereby limiting the risk of dust production. The Contractor must keep dust and mud under control. General air quality and dust control measures may include:

- Minimizing equipment emissions by operating equipment at optimum-rated loads,
- Minimizing soil and stockpile handling as much as is practical,
- Implementing erosion and sediment control BMPs to mitigate air contamination from windswept material, and
- Prohibiting burning of refuse or other material general during Project works.

The CEMP will define anti-idling procedures for vehicles and equipment that are in accordance with municipal bylaws, as well as measures to reduce or limit dust production during Project works. Such BMPs to be included in the CEMP include those for stockpile handling and soil movement (i.e., off-site transportation) and ESC measures (where applicable).

7.6. NOISE MANAGEMENT

Construction activities, including excavation and hauling of materials using heavy equipment will result in the production of noise. The Contractor must avoid creating any unnecessary noise during its work on the Project, and, except under emergency working conditions. Unnecessary noise can be mitigated through the implementation of BMPs. The following list contains several noise reduction BMPs that will be implemented during all phases of construction:

- Maintain equipment in good working order,
- Implement “Best Available Control Technologies” on equipment such as silencers and mufflers,
- Establish a speed limit to slow vehicles and mitigate noise generation, and
- Keep within the noise limits as per municipal bylaws.

7.7. SPILL PREVENTION AND EMERGENCY RESPONSE

The following are BMPs used to control and mitigate the effects of potential spills:

- Develop a response plan that is to be implemented immediately in the event of a spill of a deleterious substance and reference the spill response procedure,
- Keep an emergency spill kit on site that is supplied appropriately for materials and volumes onsite,
- Ensure clean-up measures are suitably applied so as not to result in further alteration of the undisturbed areas,
- Clean up and appropriately dispose of deleterious substances, and
- Maintain all machinery on site in a clean condition and free of fluid leaks.

7.8. ENVIRONMENTAL MONITORING

An EM should be employed by the Contractor to be on-Site during sensitive construction phases to address any environmental concerns should they arise.

Requirements for Environmental Monitoring and QEP duties will be included in the CEMP. The successful Contractor shall retain an independent QEP with a background in providing construction related QEP services. The Contractor's QEP will be responsible for environment compliance related to the Contractor's work. This includes obtaining any required permits for wildlife sweeps or salvages and implementing other necessary BMP work as required for environmental compliance.

8. Conclusions

This EA was completed with information obtained from desktop studies and a single Site visit during the spring season. The LAA was evaluated for potential terrestrial and aquatic habitat and habitat value for plants, mammals, birds, amphibians, fish, and reptiles. Review of provincial and regional databases indicate the potential presence of at-risk plants, and animal species in the region around the Site.

The Project footprint is located on a vegetated area within a property that is used as a storage yard characterized by historical disturbance, compacted gravel surfaces, and a dominance of invasive vegetation. While a small patch of regenerating vegetation is present, the area overall exhibits limited ecological integrity and provides low to moderate habitat value for birds and small mammals. No critical habitat, aquatic features, or species at risk were identified within the Site, and the potential for direct impacts to sensitive ecological features is considered low with the implementation of appropriate BMPs.

However, the Site is directly adjacent to a forested park to the south, which contains mature native trees and supports a more diverse and sensitive ecosystem. This adjacent parkland likely serves as important habitat for a variety of wildlife species, including nesting birds, pollinators, and potentially species at risk recorded within the broader Regional Assessment Area. Construction activities may result in localized environmental impacts such as topsoil disturbance, the spread of invasive species, and indirect effects from noise and dust, which could disturb wildlife in the adjacent forested areas.

To minimize environmental impacts, mitigation measures should be implemented to:

- Protect regenerating vegetation within the Project footprint where feasible,
- Prevent the introduction and spread of invasive species,
- Manage construction-related disturbances, particularly during sensitive periods such as the breeding season.

Compliance to the following additional legislation is recommended:

- The *Migratory Birds Convention Act* with respect to mitigating impacts on breeding birds,
- The *Species at Risk Act* with respect to at-risk wildlife and vegetation, and
- The *Weed Control Act* with respect to invasive species.

With the implementation of BMPs during construction, this Project is likely to be completed with low or negligible impacts to the surrounding sensitive environmental features. With the application of BMPs and CEMP-based mitigation measures, the Project is not expected to result in significant adverse environmental effects. An Environmental Monitor should be employed by the Contractor and be on-site during sensitive construction phases to address any environmental concerns should they arise.

9. Closing and Signature Page

This report has been prepared with information available at the time of writing. Should any questions arise, please do not hesitate to contact the undersigned.

Yours truly,

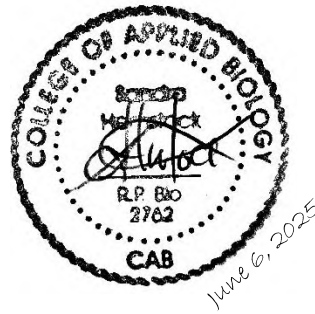
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Appendix A

Statement of Limitations

Use of this Report. This report was prepared by McElhanney Ltd. ("McElhanney") for the particular site, design objective, development and purpose (the "**Project**") described in this report and for the exclusive use of the client identified in this report (the "**Client**"). The data, interpretations and recommendations pertain to the Project and are not applicable to any other project or site location and this report may not be reproduced, used or relied upon, in whole or in part, by a party other than the Client, without the prior written consent of McElhanney. The Client may provide copies of this report to its affiliates, contractors, subcontractors and regulatory authorities for use in relation to and in connection with the Project provided that any reliance, unauthorized use, and/or decisions made based on the information contained within this report are at the sole risk of such parties. McElhanney will not be responsible for the use of this report on projects other than the Project, where this report or the contents hereof have been modified without McElhanney's consent, to the extent that the content is in the nature of an opinion, and if the report is preliminary or draft. This is a technical report and is not a legal representation or interpretation of laws, rules, regulations, or policies of governmental agencies.

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Information from Client and Third Parties. McElhanney has relied in good faith on information provided by the Client and third parties noted in this report and has assumed such information to be accurate, complete, reliable, non-fringing, and fit for the intended purpose without independent verification. McElhanney accepts no responsibility for any deficiency, misstatements or inaccuracy contained in this report as a result of omissions or errors in information provided by third parties or for omissions, misstatements or fraudulent acts of persons interviewed.

Effect of Changes. All evaluations and conclusions stated in this report are based on facts, observations, site-specific details, legislation and regulations as they existed at the time of the site assessment/report preparation. Some conditions are subject to change over time and the Client recognizes that the passage of time, natural occurrences, and direct or indirect human intervention at or near the site may substantially alter such evaluations and conclusions. Construction activities can significantly alter soil, rock and other geologic conditions on the site. McElhanney should be requested to re-evaluate the conclusions of this report and to provide amendments as required prior to any reliance upon the information presented herein upon any of the following events: a) any changes (or possible changes) as to the site, purpose, or development plans upon which this report was based, b) any changes to applicable laws subsequent to the issuance of the report, c) new information is discovered in the future during site excavations, construction, building demolition or other activities, or d) additional subsurface assessments or testing conducted by others.

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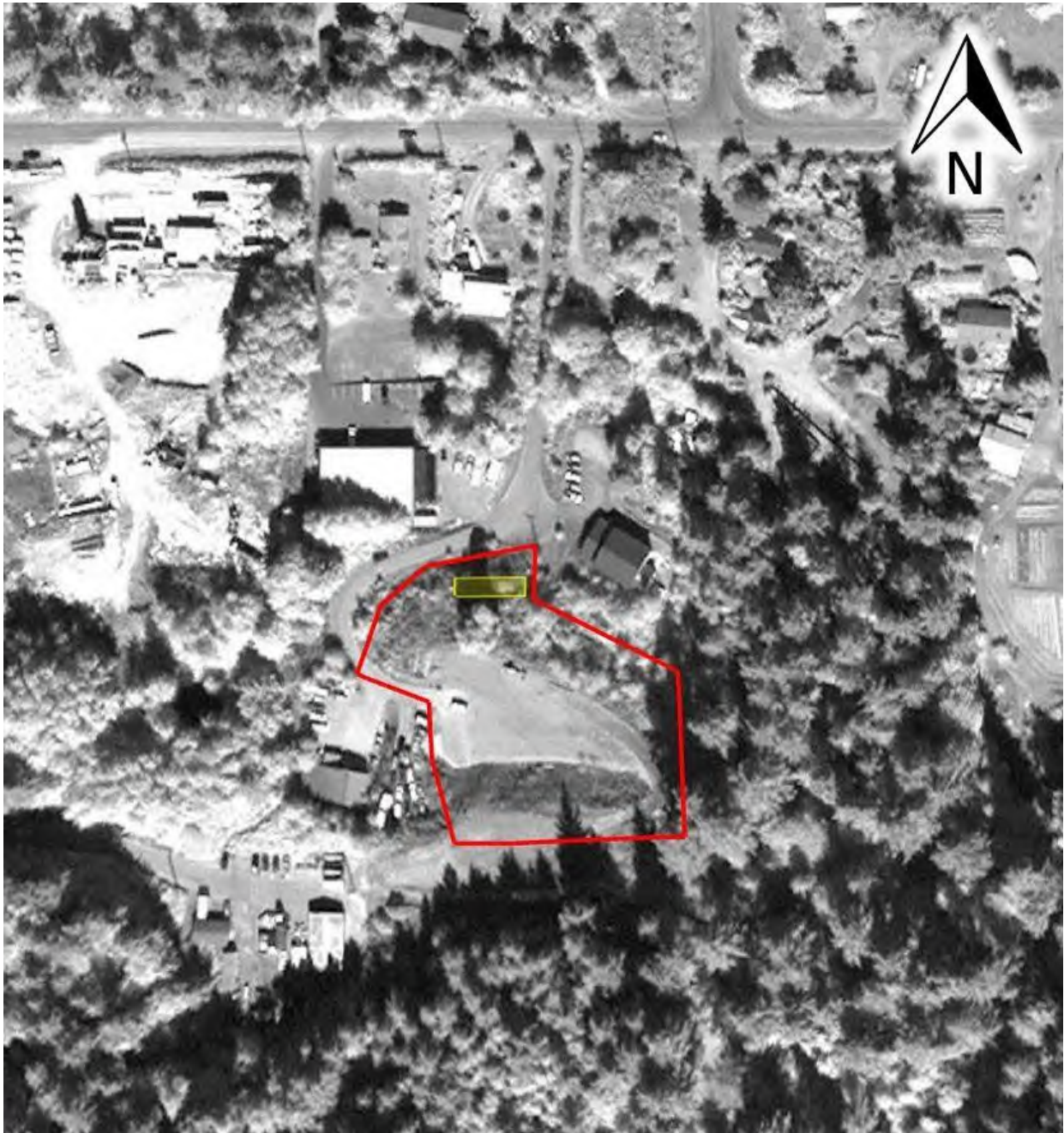
Appendix B

Historical Aerial Photographs

2005 (courtesy of Google Earth):



2010 (courtesy of Google Earth):



2014 (courtesy of Google Earth):



2015 (courtesy of Google Earth):



2022 (courtesy of Google Earth):



Appendix C

Vegetation Survey Results

Table 10. Vegetation Survey Results from May 2025

Common Name*	Scientific Name	Type of Plant	VS1	VS2	VS3	VS4	VS5	VS6	VS7	VS8	VS9
			terrestrial	terrestrial	terrestrial	terrestrial	terrestrial	terrestrial	terrestrial	terrestrial	terrestrial
Douglas-fir	<i>Pseudotsuga menziesii</i>	Conifer tree							X	X	X
Arbutus	<i>Arbutus menziesii</i>	Broadleaf evergreen							X		
Western red cedar	<i>Thuja plicata</i>	Conifer tree							X		
Grand fir	<i>Abies grandis</i>	Conifer tree	D								
Red alder	<i>Alnus rubra</i>	Deciduous tree						X		X	X
Bigleaf maple	<i>Acer macrophyllum</i>	Deciduous tree	X	X			D	D	X	X	X
Ocean spray	<i>Holodiscus discolor</i>	Shrub	X							X	
Scotch broom*	<i>Cytisus scoparius</i>	Shrub		X	D	X			D	X	D
Himalayan blackberry*	<i>Rubus armeniacus</i>	Shrub	D	D	X	D	D		D		
Sword fern	<i>Polystichum munitum</i>	Fern	X					X			
Grasses	<i>Poaceae spp.</i>	Herb		X	X	D		X		X	

Note: *indicates invasive species (not native in BC); D indicates dominant species.

Appendix D

CDC Search Results

Table 11. Provincially Listed Wildlife Species Potentially Occurring on Site based on Site Habitat Conditions (BC CDC, 2025).

Scientific Name	English Name	BC List	COSEWIC	Habitats (Type / Subtype / Dependence)
<i>Allogona townsendiana</i>	Oregon forestsnail	Red	Endangered	Forest / Mixed Forest (deciduous/coniferous mix) / Obligate
<i>Anaxyrus boreas</i>	Western toad	Yellow	Special Concern	Forest / Conifer Forest - Dry / Facultative - frequent use; Forest / Conifer Forest - Mesic (average) / Facultative - frequent use; Forest / Conifer Forest - Moist/wet / Facultative - frequent use; Forest / Deciduous/Broadleaf Forest / Facultative - frequent use; Forest / Mixed Forest (deciduous/coniferous mix) / Facultative - frequent use; Grassland/Shrub / Grassland / Facultative - frequent use; Grassland/Shrub / Meadow / Facultative - frequent use;
<i>Aneides vagrans</i>	Wandering salamander	Blue	Special Concern	Forest / Conifer Forest - Moist/wet / Unknown; Grassland/Shrub / Shrub - Logged / Unknown; Grassland/Shrub / Shrub - Natural / Unknown
<i>Brachyramphus marmoratus</i>	Marbled murrelet	Blue	Threatened	Forest / Conifer Forest - Mesic (average) / Facultative - occasional use; Forest / Conifer Forest - Moist/wet / Facultative - frequent use
<i>Butorides virescens</i>	Green heron	Blue	-	Anthropogenic / Urban/Suburban / Facultative - occasional use;
<i>Callophrys johnsoni</i>	Johnson's hairstreak	Red	Special Concern	Forest / Conifer Forest - Mesic (average) / Facultative - frequent use; Forest / Conifer Forest - Moist/wet / Facultative - frequent use
<i>Callophrys mossii mossii</i>	Moss' Elfin, mossii subspecies	Red	-	Forest / Deciduous/Broadleaf Forest / Facultative - frequent use; Grassland/Shrub / Grassland / Facultative - frequent use; Grassland/Shrub / Shrub - Natural / Facultative - frequent use
<i>Cardellina canadensis</i>	Canada warbler	Blue	Special Concern	Forest / Conifer Forest - Dry / Facultative - occasional use; Forest / Conifer Forest - Mesic (average) / Facultative - occasional use; Forest / Conifer Forest - Moist/wet / Facultative - occasional use; Forest / Deciduous/Broadleaf Forest / Facultative - frequent use; Forest / Mixed Forest (deciduous/coniferous mix) / Facultative - frequent use; Grassland/Shrub / Shrub - Logged / Facultative - occasional use; Grassland/Shrub / Shrub - Natural / Facultative - occasional use
<i>Carychium occidentale</i>	Western thorn	Blue	-	Forest / Mixed Forest (deciduous/coniferous mix) / Obligate
<i>Chrysemys picta</i> pop. 1	Painted turtle - Pacific coast population	Red	Threatened	Anthropogenic / Industrial / Facultative - frequent use; Anthropogenic / Urban/Suburban / Facultative - frequent use
<i>Coccothraustes vespertinus</i>	Evening grosbeak	Yellow	Special Concern	Anthropogenic / Urban/Suburban / Facultative - frequent use; Forest / Conifer Forest - Dry / Facultative - frequent use; Forest / Conifer Forest - Mesic (average) / Facultative - frequent use; Forest / Conifer Forest - Moist/wet / Facultative - frequent use; Forest / Deciduous/Broadleaf Forest / Facultative - frequent use; Forest / Mixed Forest (deciduous/coniferous mix) / Facultative - frequent use
<i>Contia tenuis</i>	Common Sharp-tailed Snake	Red	Endangered / Threatened	Forest / Conifer Forest - Dry / Facultative - frequent use; Grassland/Shrub / Meadow / Facultative - frequent use

Scientific Name	English Name	BC List	COSEWIC	Habitats (Type / Subtype / Dependence)
<i>Contopus cooperi</i>	Olive-sided flycatcher	Yellow	Special Concern	Forest / Conifer Forest - Mesic (average) / Facultative - occasional use; Forest / Conifer Forest - Moist/wet / Facultative - frequent use; Forest / Mixed Forest (deciduous/coniferous mix) / Facultative - occasional use
<i>Corynorhinus townsendii</i>	Townsend's big-eared bat	Blue	-	Anthropogenic / Industrial / Facultative - frequent use ; Anthropogenic / Urban/Suburban / Facultative - frequent use ; Forest / Conifer Forest - Dry / Facultative - frequent use ; Forest / Conifer Forest - Mesic (average) / Facultative - frequent use ; Forest / Conifer Forest - Moist/wet / Facultative - frequent use ; Forest / Deciduous/Broadleaf Forest / Facultative - frequent use ; Forest / Mixed Forest (deciduous/coniferous mix) / Facultative - frequent use ; Grassland/Shrub / Grassland / Facultative - occasional use ; Grassland/Shrub / Shrub - Logged / Facultative - occasional use ; Grassland/Shrub / Shrub - Natural / Facultative - occasional use
<i>Cryptomastix devia</i>	Puget oregonian	Red	Extirpated	Forest / Mixed Forest (deciduous/coniferous mix) / Obligate
<i>Euphagus carolinus</i>	Rusty blackbird	Blue	Special Concern	Anthropogenic / Industrial / Facultative - occasional use; Anthropogenic / Urban/Suburban / Facultative - occasional use; Forest / Conifer Forest - Moist/wet / Facultative - frequent use; Forest / Mixed Forest (deciduous/coniferous mix) / Facultative - occasional use
<i>Hemphillia burringtoni</i>	Keeled jumping-slug	Red	Special Concern	Forest / Conifer Forest - Moist/wet / Unknown; Forest / Deciduous/Broadleaf Forest / Unknown; Forest / Mixed Forest (deciduous/coniferous mix) / Unknown
<i>Hemphillia dromedarius</i>	Dromedary jumping-slug	Red	Threatened	Forest / Conifer Forest - Moist/wet / Obligate
<i>Hydroprogne caspia</i>	Caspian tern	Blue	Not at Risk	Anthropogenic / Urban/Suburban / Facultative - frequent use
<i>Icaricia icarioides blackmorei</i>	Boisduval's blue, blackmorei subspecies	Blue	-	Grassland/Shrub / Grassland / Facultative - frequent use; Grassland/Shrub / Meadow / Obligate
<i>Lasionycteris noctivagans</i>	Silver-haired bat	Yellow	Endangered	Anthropogenic / Industrial / Facultative - occasional use; Anthropogenic / Urban/Suburban / Facultative - occasional use; Forest / Conifer Forest - Dry / Facultative - frequent use; Forest / Conifer Forest - Mesic (average) / Facultative - frequent use; Grassland/Shrub / Grassland / Facultative - frequent use
<i>Lasiurus cinereus</i>	Hoary bat	Blue	Endangered	Forest / Mixed Forest (deciduous/coniferous mix) / Facultative - occasional use; Lakes / Lake / Facultative - frequent use; Lakes / Pond/Open Water / Facultative - frequent use; Riparian / Riparian Forest / Facultative - frequent use

Scientific Name	English Name	BC List	COSEWIC	Habitats (Type / Subtype / Dependence)
<i>Lepus americanus washingtonii</i>	Snowshoe hare, washingtonii subspecies	Red	-	Forest / Conifer Forest - Dry / Facultative - occasional use; Forest / Conifer Forest - Mesic (average) / Facultative - frequent use; Forest / Conifer Forest - Moist/wet / Facultative - frequent use; Forest / Deciduous/Broadleaf Forest / Facultative - frequent use; Forest / Mixed Forest (deciduous/coniferous mix) / Facultative - frequent use
<i>Myotis lucifugus</i>	Little brown myotis	Blue	Endangered	Anthropogenic / Industrial / Facultative - occasional use ; Anthropogenic / Urban/Suburban / Facultative - occasional use ; Forest / Conifer Forest - Dry / Facultative - frequent use ; Forest / Conifer Forest - Mesic (average) / Facultative - frequent use ; Forest / Conifer Forest - Moist/wet / Facultative - frequent use ; Forest / Deciduous/Broadleaf Forest / Facultative - frequent use ; Forest / Mixed Forest (deciduous/coniferous mix) / Facultative - frequent use ; Grassland/Shrub / Grassland / Facultative - occasional use ; Grassland/Shrub / Meadow / Facultative - occasional use ; Grassland/Shrub / Shrub - Logged / Facultative - occasional use ; Grassland/Shrub / Shrub - Natural / Facultative - occasional use
<i>Nannopterum auritum</i>	Double-crested cormorant	Blue	Not at Risk	Anthropogenic / Urban/Suburban / Facultative - occasional use; Forest / Conifer Forest - Mesic (average) / Facultative - occasional use
<i>Pristiloma johnsoni</i>	Broadwhorl tightcoil	Blue	-	Forest / Conifer Forest - Dry / Unknown; Forest / Conifer Forest - Mesic (average) / Unknown; Forest / Conifer Forest - Moist/wet / Unknown; Forest / Deciduous/Broadleaf Forest / Unknown; Forest / Mixed Forest (deciduous/coniferous mix) / Unknown; Rock/Sparsely Vegetated Rock / Talus / Unknown
<i>Prophyaon coeruleum</i>	Blue-grey taildropper	Blue	Threatened	Forest / Conifer Forest - Moist/wet / Obligate; Forest / Mixed Forest (deciduous/coniferous mix) / Obligate
<i>Rana aurora</i>	Northern red-legged frog	Blue	Special Concern	Forest / Deciduous/Broadleaf Forest / Facultative - occasional use; Grassland/Shrub / Meadow / Facultative - frequent use
<i>Setophaga virens</i>	Black-throated green warbler	Blue	-	Forest / Conifer Forest - Mesic (average) / Facultative - occasional use; Forest / Conifer Forest - Moist/wet / Facultative - occasional use; Forest / Mixed Forest (deciduous/coniferous mix) / Facultative - frequent use
<i>Sorex rohweri</i>	Olympic shrew	Red		Forest / Mixed Forest (deciduous/coniferous mix) / Facultative - frequent use; Riparian / Gravel Bar / Facultative - frequent use
<i>Sorex trowbridgii</i>	Trowbridge's shrew	Blue	-	Forest / Conifer Forest - Mesic (average) / Unknown; Forest / Conifer Forest - Moist/wet / Unknown; Forest / Mixed Forest (deciduous/coniferous mix) / Facultative - frequent use
<i>Speyeria zerene bremnerii</i>	Zerene fritillary, bremnerii subspecies	Red	-	Anthropogenic / Industrial / Facultative - occasional use; Anthropogenic / Urban/Suburban / Facultative - occasional use; Forest / Deciduous/Broadleaf Forest / Facultative - frequent use; Grassland/Shrub /Grassland / Facultative - occasional use; Grassland/Shrub / Meadow / Facultative - frequent use
<i>Sympetrum vicinum</i>	Autumn meadowhawk	Blue	-	Forest / Mixed Forest (deciduous/coniferous mix) / Facultative - occasional use
<i>Synthliboramphus antiquus</i>	Ancient murrelet	Blue	Special Concern	Forest / Conifer Forest - Moist/wet / Facultative - frequent use; Grassland/Shrub / Shrub - Natural / Facultative - occasional use
<i>Vertigo rowellii</i>	Threaded vertigo	Blue	Special Concern	Forest / Deciduous/Broadleaf Forest / Obligate; Forest / Mixed Forest (deciduous/coniferous mix) / Obligate

Table 12. Provincially Listed Vascular and Non-vascular Plant Species Potentially Occurring on Site based on Site Habitat Conditions (BC CDC, 2025).

English Name	Scientific Name	BC List	Preferred Habitat Subtype
Phantom orchid	<i>Cephalanthera austini</i>	Red	Forest / Conifer Forest - Mesic (average) / Facultative - frequent use; Forest / Mixed Forest (deciduous/coniferous mix) / Facultative - frequent use; Forest / Old Forest / Facultative - frequent use
Washington springbeauty	<i>Claytonia washingtoniana</i>	Blue	Forest / Conifer Forest - Dry / Unknown; Forest / Mixed Forest (deciduous/coniferous mix) / Unknown; =
Coastal wood fern	<i>Dryopteris arguta</i>	Blue	Forest / Conifer Forest - Dry / Facultative - frequent use; Forest / Deciduous/Broadleaf Forest / Facultative - occasional use; Forest / Mixed Forest (deciduous/coniferous mix) / Facultative - frequent use
Brook spike-primrose	<i>Epilobium torreyi</i>	Red	Forest / Conifer Forest - Dry / Facultative - occasional use
Rough-leaved aster	<i>Eurybia radulina</i>	Red	Forest / Conifer Forest - Dry / Facultative - frequent use
Macoun's meadow-foam	<i>Limnanthes macounii</i>	Red	Forest / Deciduous/Broadleaf Forest / Facultative - occasional use
Fern-leaved desert-parsley	<i>Lomatium dissectum</i>	Red	Forest / Mixed Forest (deciduous/coniferous mix) / Facultative - frequent use
Butterfly bearing lomatium	<i>Lomatium papilioniferum</i>	Red	Forest / Conifer Forest - Dry / Facultative - occasional use
White meconella	<i>Meconella oregana</i>	Red	Forest / Deciduous/Broadleaf Forest / Facultative - frequent use
Slender popcornflower	<i>Plagiobothrys tenellus</i>	Red	Forest / Conifer Forest - Dry / Facultative - occasional use
White-lip rein orchid	<i>Platanthera ephemerantha</i>	Blue	Forest / Conifer Forest - Dry / Facultative - frequent use
Leafless wintergreen	<i>Pyrola aphylla</i>	Blue	Forest / Conifer Forest - Mesic (average) / Facultative - frequent use
Dwarf sandwort	<i>Sabulina pusilla</i>	Red	Forest / Conifer Forest - Dry / Facultative - frequent use
Purple sanicle	<i>Sanicula bipinnatifida</i>	Red	Forest / Deciduous/Broadleaf Forest / Facultative - occasional use
Small-flowered tonella	<i>Tonella tenella</i>	Blue	Forest / Conifer Forest - Dry / Facultative - frequent use
Howell's triteleia	<i>Triteleia howellii</i>	Red	Forest / Conifer Forest - Dry / Facultative - occasional use; Forest / Deciduous/Broadleaf Forest / Facultative - frequent use
Lindley's microseris	<i>Uropappus lindleyi</i>	Red	Forest / Conifer Forest - Dry / Unknown; Forest / Deciduous/Broadleaf Forest / Unknown
Howell's violet	<i>Viola howellii</i>	Red	Forest / Conifer Forest - Moist/wet / Facultative - frequent use

Table 13. Ecological Communities Search Results* – Terrestrial Realm (CDF in the Salt Spring Island Local Trust Area) (BC CDC, 2025).

Scientific Name	English Name	BC List	BGC	Ecosystem Group
<i>Abies grandis</i> / <i>Mahonia nervosa</i>	grand fir / dull Oregon-grape	Red	CDFmm/04	Terrestrial Realm - Forest: Coniferous - mesic
<i>Abies grandis</i> / <i>Tiarella trifoliata</i>	grand fir / three-leaved foamflower	Red	CDFmm/06	Terrestrial Realm - Forest: Coniferous - moist/wet
<i>Arbutus menziesii</i> / <i>Arctostaphylos columbiana</i>	arbutus / hairy manzanita	Red	CDFmm/00;	Terrestrial Realm - Forest: Broadleaf - dry
<i>Pseudotsuga menziesii</i> - <i>Arbutus menziesii</i>	Douglas-fir - arbutus	Red	CDFmm/02	Terrestrial Realm - Forest: Coniferous - dry
<i>Pseudotsuga menziesii</i> / <i>Mahonia nervosa</i>	Douglas-fir / dull Oregon-grape	Red	CDFmm/01	Terrestrial Realm - Forest: Coniferous - mesic
<i>Pseudotsuga menziesii</i> / <i>Melica subulata</i>	Douglas-fir / Alaska oniongrass	Red	CDFmm/03	Terrestrial Realm - Forest: Coniferous - dry
<i>Quercus garryana</i> - <i>Arbutus menziesii</i>	Garry oak - arbutus	Red	CDFmm/00	Terrestrial Realm - Forest: Broadleaf - dry
<i>Quercus garryana</i> / <i>Bromus carinatus</i>	Garry oak / California brome	Red	CDFmm/00;	Terrestrial Realm - Forest: Broadleaf - dry
<i>Quercus garryana</i> / <i>Holodiscus discolor</i>	Garry oak / oceanspray	Red	CDFmm/00	Terrestrial Realm - Forest: Broadleaf - dry
<i>Thuja plicata</i> / <i>Achlys triphylla</i>	western redcedar / vanilla-leaf	Red	CDFmm/12	Terrestrial Realm - Forest: Coniferous - moist/wet
<i>Thuja plicata</i> / <i>Oemleria cerasiformis</i>	Western Redcedar / Osoberry	Red	CDFmm/13	Terrestrial Realm - Forest: Coniferous - moist/wet
<i>Thuja plicata</i> - <i>Pseudotsuga menziesii</i> / <i>Kindbergia oregana</i>	western redcedar - Douglas-fir / Oregon beaked-moss	Red	CDFmm/05	Terrestrial Realm - Forest: Coniferous - moist/wet

Contact

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ATTACHMENT 2

Proposed New Telecommunications Installation

131 Knott Place, Salt Spring Island
File No. TOWB016

December 11, 2024

The Salt Spring Island Islands Trust
4 – 121 McPhillips Avenue
Salt Spring Island, BC



Proposed New Telecommunications Tower Installation
The Salt Spring Island Islands Trust
131 Knott Place, Salt Spring Island
File No. TOWB016

Introduction

SLI Towers Inc. is proposing a new wireless telecommunications facility at 131 Knott Place in Ganges on Salt Spring Island. Our current application has all carriers in mind and has the ability for co-location for all carriers and wireless internet providers (including Bell, Rogers, Telus and Freedom Mobile).

Our proposed location was selected as there is a great need for coverage in the area, and SLI Towers wanted to ensure the placement of our tower was setback from nearby residents while continuing to service them. SLI Towers believes the proposed telecommunications installation provides the best setbacks from existing residents while optimizing the ability to provide them with the enhanced coverage and network capacity for all major wireless network providers necessary to provide these vital services.

The subject property is designated a General Employment and Commercial Services land use area and the proposed tower will be within a compound area of 5m x 20m located at the northeastern side of the property. The view of the tower base will be greatly mitigated by a 2.4m high board fence surrounding the compound, as well as by the existing treeline.

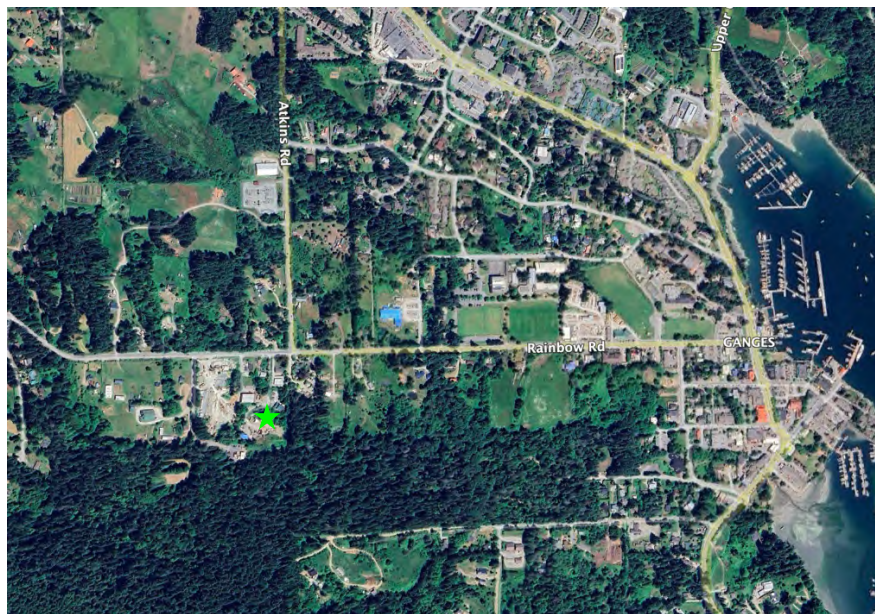


Figure 1: Proposed 35m Monopole Tower location (shown by the green star)



switch from land lines to mobile devices also means that mobile networks are the primary means of accessing 911 and emergency services, for which reliable wireless coverage is vital. This coverage solution will address the poor cellular service issues directly and positively impact connectivity in the area.

Site Selection & Land Use Considerations

SLI Towers Inc. has selected the subject property as it is ideally situated within the required range of coverage in Salt Spring Island, while maximizing the setbacks from more sensitive uses nearby. The proposed tower location maintains a setback of approximately 700 m from the nearest residential zoned property as shown in Figure 4 below. As per ISED's protocol, the prescribed notification distance of a tower is three times the tower height, which in the case of our proposal would be 105m. Therefore, the tower would not only meet but exceed the prescribed notification radius from the nearest residential dwelling.

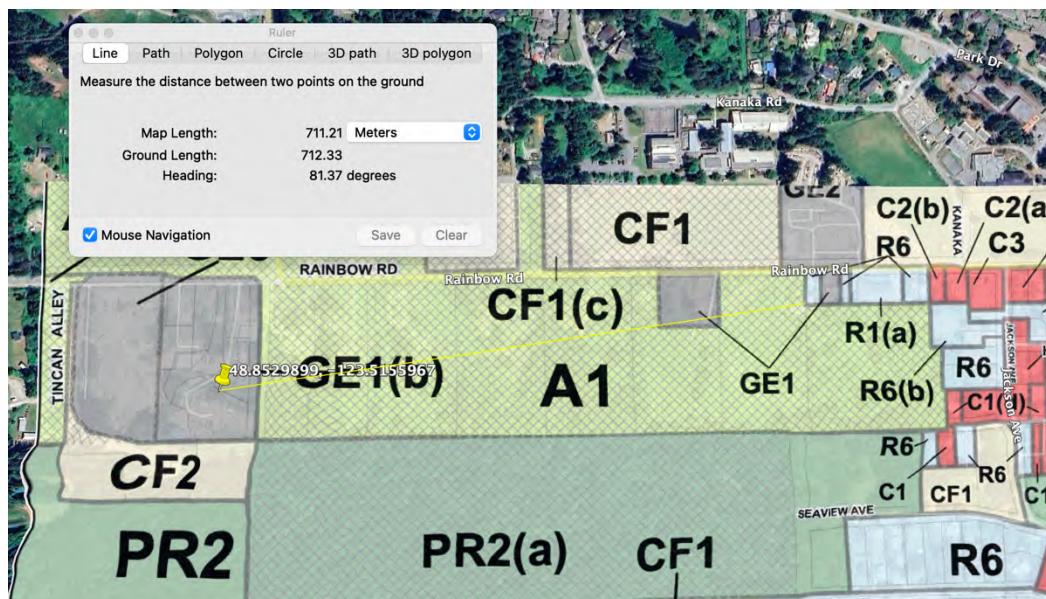


Figure 3: Distance of tower from nearest residential zoned property.

Screening Measures & Design

The proposed tower will be located on the southeastern side of the subject property and will occupy unused space. The proposed installation is illustrated in the conceptual sketch in Exhibit "B" of this report. Further, the compound will be completely surrounded by a 6ft fence in order to prevent public access. The slimline monopole style tower was chosen in order to support multiple carriers at a height necessary to improve coverage in the area, while greatly minimizing the visual impact.

Setbacks from Existing Antenna Sites & Co-location Opportunities

The configuration of modern wireless networks requires close proximity between cellular towers and base stations to ensure sufficient coverage and network capacity. When seeking to enhance coverage in Salt Spring Island, SLI Towers has contacted the municipality to inquire regarding any new tower applications or approvals, as well as reviewed existing towers for co-location opportunities, and have determined that there are no viable co-location options.

The nearest existing tower to the proposal location is a shared Rogers/Telus monopoly (red pin) approximately 5.8 km north from the proposed installation which is much too far from the target area for any co-location opportunities. The only other wireless facilities in the vicinity are even further from the target area (green and yellow pins). These facilities are not close enough as is necessary to provide the coverage speeds residents have come to trust and expect, nor for any co-location opportunities. The only other facilities within the vicinity are all minor rooftop installations in Ganges, Fulford Harbour, and Genoa Bay.

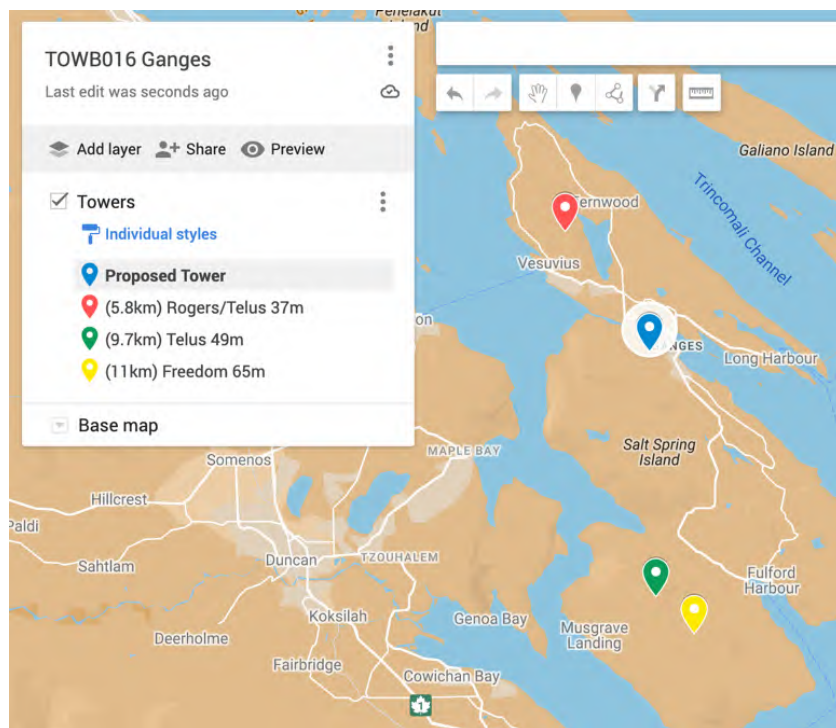


Figure 4: Existing Cellular Facilities in the vicinity of the Subject Property



Control of Public Access

Equipment to support the tower will be located within the tower compound with no public access. All service provider equipment cabinets will be monitored for unauthorized access and be further protected with lights / motion detectors.

Health Canada Safety Code 6 Compliance

Health Canada's role is to protect the health of Canadians, so it is the Department's responsibility to research and investigate any possible health effects associated with exposure to electromagnetic energy, such as that coming from cell phones and base stations. Health Canada has developed guidelines for safe human exposure to RF energy, which are commonly known as Safety Code 6. ISED Canada requires all proponents and operators to ensure that their installations and apparatus comply with Safety Code 6 at all times.

SLI Towers Inc. attests that the radio antenna system described in this notification package will comply with Health Canada's Safety Code 6 limits, as may be amended from time to time, for the protection of the general public including any combined effects of additional carrier collocations and nearby installations within the local radio environment. For more information on Safety Code 6, please visit the following Health Canada site at: www.healthcanada.gc.ca/radiation.

Canadian Environmental Assessment Act

SLI Towers Inc. attests that the radio antenna system as proposed for this site will comply with the Canadian Environmental Assessment Act, as the facility is exempt from review. The Federal government revised the Canadian Environmental Assessment Act in July 2012. Only radiocommunication antenna and supporting structures that are part of or incidental to projects that are designated by the Regulations.

Designating Physical Activities or otherwise designated by the Minister of the Environment as requiring an environmental assessment are subject to the CEAA, 2012. The proposed location creates no impact on area environmental features.

Transport Canada's Aeronautical Obstruction Marking Requirements

SLI Towers Inc. attests that the radio antenna system described in this justification report will comply with Transport Canada / NAV CANADA aeronautical safety requirements. When Transport Canada / NAV Canada have determined if any aeronautical safety features are required for the installation, such information will be provided to Puslinch.

For additional detailed information, please consult Transport Canada at:
<http://www.tc.gc.ca/eng/civilaviation/regserv/cars/part6-standards-standard621-512.htm>

Engineering Practices

SLI Towers Inc. attests that the radio antenna system as proposed for this site will be constructed in compliance with the applicable CSA codes (S37-18), or any applicable successor code) and comply with good engineering practices including structural adequacy.



Contact Information

SLI Towers Inc, can be contacted via the following methods:

146 Thirtieth Street, Suite 100

Etobicoke, ON M8W 3C4

(437) 425-3982

municipal@slitowers.ca

Municipal Consultation Process

SLI Towers Inc. builds and operates shared wireless telecommunications infrastructure designed to ensure that service providers can address their customers' needs in the most efficient manner. In Canada, wireless communications facilities are a federal undertaking, and consequently SLI Towers is required by ISED Canada to consult with land-use authorities in siting telecommunication infrastructure locations.

The consultation process established under ISED Canada's authority is intended to allow the local land-use authorities the opportunity to address land-use concerns while respecting the Federal government's exclusive jurisdiction over the siting and operation of wireless and data systems.

SLI Towers Inc. welcomes comments from the municipality and its agencies to address any expressed comments that are deemed relevant by Industry Canada's CPC-2-0-03 Issue 6.

ISED Canada's Spectrum Management

Please be advised that the approval of this site and its design is under the exclusive jurisdiction of the Government of Canada through ISED Canada. SLI Towers Inc is participating in this consultation in accordance with ISED Canada's guidelines CPC-2-0-03 Issue 6.

For more information on ISED Canada's consultation guidelines including CPC-2-0-03 contact <http://www.ic.gc.ca/epic/site/smt-gst.nsf/en/sf08777e.html> or the local ISED Canada office:

ISED – Lower Mainland District Office / Bureau de district du Bas-Fraser

13401 – 108 Avenue, Suite 1700

Surrey BC V3T 5V6

Telephone: 1-800-667-3780 or 604-586-2521

Fax: 604-586-2528

Email: spectrum@isde.gc.ca

General information relating to antenna systems is available on ISED Canada's Spectrum Management and Telecommunications website: <https://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/home>



Conclusion

Reliable wireless communication services are a key element of economic development across Canada. These services facilitate the growth of local economies by providing easy access to information and connectivity for residents and businesses alike. Access to modern communication networks is an increasing necessity along with other utilities, in both urban and rural communities.

As people rely more on wireless devices such as smartphones, tablets and laptops for business and personal use, new towers are required to ensure high quality voice and data services are consistently available.

In addition to meeting consumer and business needs, reliable wireless networks are also critical to ensuring accessibility to emergency services such as fire, police, and ambulance. Wireless communication products and services used daily by police, EMS and firefighters and other first responders, are an integral part of Canada's safety infrastructure.

SLI Towers Inc. attests that the proposed tower will address deficiencies in wireless network coverage and capacity, and minimizes the impact on surrounding land uses, since the collocation of multiple providers on the tower will eliminate the need for any additional tower infrastructure in the area.

SLI Towers Inc. looks forward to working with the Salt Spring Island Islands Trust to help improve wireless services in the municipality. If you require further information about this proposal, please contact us anytime.

Best regards,

SLI Towers Inc.

municipal@slitowers.ca

slitowers.ca

Exhibit A: Photo Simulation



(An image of the tower superimposed on an artist's rendering is shown to demonstrate the type of tower. The rendering does not depict the proposed location.)

Exhibit B: Sketch with Proposed Leased Area



File No.: 6500-20-2007
OCP-LUB Project

DATE OF MEETING: November 6, 2025
TO: Salt Spring Island Local Trust Committee
FROM: Chris Hutton, Regional Planning Manager
Salt Spring Island Team
SUBJECT: Salt Spring Island OCP-LUB Project – Phase 1 Project Update

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee endorse a project change Option 2, as outlined in the report titled Phase 1 Update Project Memorandum from McElhanney.
2. That the Salt Spring Island Local Trust Committee amend the Major Project Business case for the OCP-LUB Project for the fiscal 2026–2027 year budget by increasing the budget by \$40,000 in order to address the recommended actions and timeline outlined in the Phase 1 Update Project Memorandum from McElhanney.

PURPOSE

To provide LTC an update on the OCP-LUB project's progress.

DISCUSSION

The LTC Project Consultants have prepared an update (Attachment 1) that outlines concerns identified in its early reflection on Phase 1 community engagement and other factors impacting the project at this time. The project consultants have provided options for LTC staff concur with these recommendations.

ALTERNATIVES

1. Request further information

The LTC may request further information prior to making a decision. In this scenario, McElhanney would complete as much work as possible on other elements of the project that do not require analysis of engagement results, but completion of Phase 1 would not be complete, and work would eventually stop, leading to further completion delays. 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 staff to submit to the Islands Trust [identify additional information].

2. Receive for information

The LTC may receive the report for information, and request that the consultants continue with the project as they can. In this case, a draft report would be prepared on engagement results, and referred to the

PAPC prior to presentation to LTC in at a following meeting. As noted in the memo, this action could present challenges to the legitimacy of the project and reduce support and effectiveness of the resulting bylaws. Recommended wording for the resolution is as follows:

That the Salt Spring Island Local Trust Committee receive this memo for information.

NEXT STEPS

If LTC approves the recommendation, the project consultants will proceed to advance supplemental engagement materials to a meeting of the PAPC, before engaging further with LTC on the matter. Staff will update the 2026-2027 OCP-LUB Project business case to reflect the altered timeline and budget.

Submitted By:	Chris Hutton, MCIP RPP, Regional Planning Manager	October 29, 2025
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ATTACHMENTS

1. Phase 1 Update Project Memorandum from McElhanney

Salt Spring Official Community Plan and Land Use Bylaw Amendment Project

PROJECT MEMORANDUM: Phase 1 Update



McElhanney



Contents

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1. Introduction

1.1. Phase 1: Targeted Community Visioning and Initial OCP Development

Phase 1 of the Salt Spring Island OCP and Land Use Bylaw Amendment Project was designed to establish the foundational elements for policy development through a combination of technical analysis and community engagement. Running from August through December 2025, this phase focused on three core workstreams: conducting a comprehensive technical review of the existing OCP and supporting documents; facilitating targeted community visioning to understand resident priorities around housing, environmental protection, and island character; and translating these inputs into draft revised vision statements, general goals, and residential objectives.

Key deliverables include a *Technical Review Summary Report*, a *Policy Gap Analysis* identifying disconnects between current policy intentions and implementation tools, a *Summary of Engagement Findings* documenting community input and priorities, and the development of foundational policy elements that would guide subsequent OCP amendments. This phase was intentionally structured to build upon Salt Spring's existing body of community knowledge while creating space for new voices and perspectives, with particular attention to engaging underrepresented groups in the planning process. The work undertaken in Phase 1 is critical to ensuring that subsequent policy development and land use bylaw amendments are grounded in both technical best practices and authentic community values.

1.2. Phase 1 Engagement Outcomes

The Phase 1 engagement campaign spanned 40 days. Activities included an online survey (with printed copies available in community), and in-person pop ups from September 16th to 18th at the Country Grocer (5 hours), Tuesday Market (5.5 hours, with additional time for market vendors to participate), Rainbow Recreation Centre (3 hours), and informal “walking” engagement, handing out mail out cards with links to the survey and building project awareness.

421 online and 6 paper copy surveys were received. Feedback from pop up engagements was collected through activities (dotmocracy, input boards) and notes made by staff. Engagement materials (boards, activity instructions and materials) and promotional materials (posters, post cards, sandwich boards) remained on island at the end of the in-person engagement hosted by McElhanney.

1.3. Emergent Challenges

The Salt Spring Island Official Community Plan and Land Use Bylaw Amendment Project has progressed through its initial phase while navigating several unforeseen operational and contextual challenges. These challenges—which range from external factors like labor disruptions to internal capacity constraints and community engagement dynamics—have impacted the project timelines and the effectiveness of public engagement efforts. This memo documents these challenges, assesses their implications for the project schedule, and proposes adjusted timelines and strategies to ensure successful delivery of updated planning documents that genuinely reflect community priorities while maintaining the integrity of the engagement process.

1.4. Key Challenges

The following summary is a description of the key challenges faced in Phase 1 of the project.

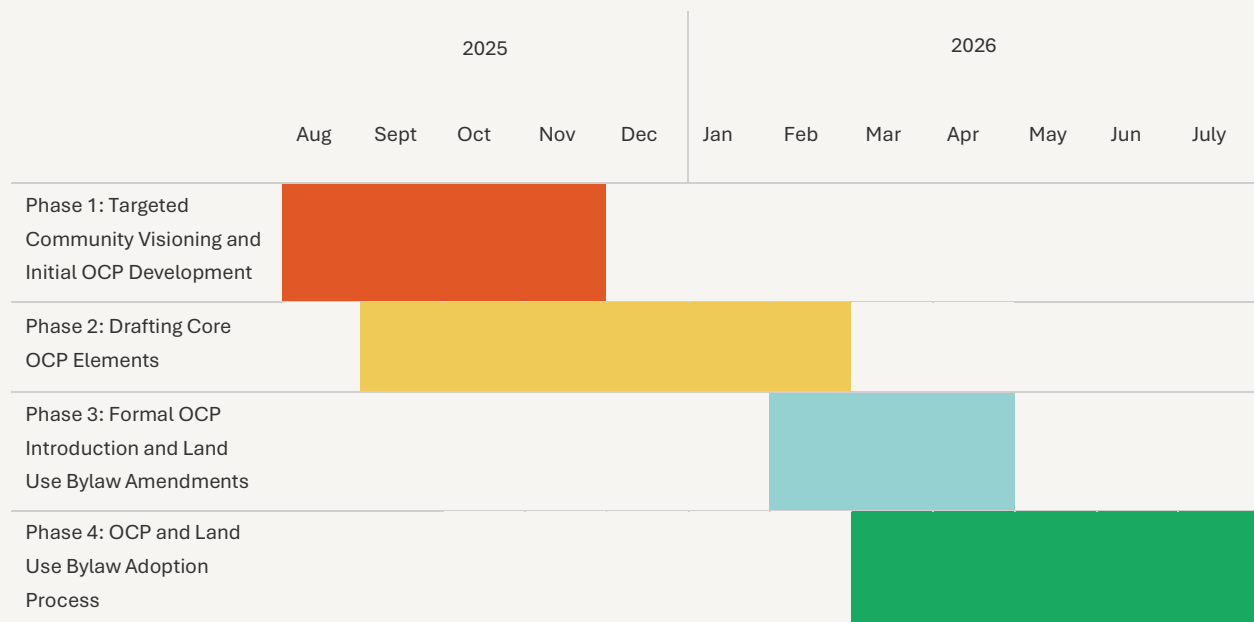
1. Due to BCGEU public service labor action and Island Planner position vacancy, Islands Trust has operated with a limited capacity to support the project, impacting project timelines; public information sharing and project transparency. This resulted in:
 - Limited Islands Trust staff capacity to support in-person and online engagement.
 - Limited promotion of engagement activities.
 - No scheduled October OCP advisory committee meeting.
2. A separate group conducted its own outreach and presented it as part of the official process, which led to confusion among participants. This included distributing a survey labeled as an OCP survey, which led many participants to mistakenly believe they were engaging in the official process.
3. On-island confusion created by community groups prior to IT engagement process (including running their own survey labeled as OCP survey). This resulted in:
 - A significant number of letters submitted through unofficial OCP engagement channels.
 - Similar or identical
4. Canada Post labor action impacting communications materials to support the engagement campaign.
5. Some on island engagement was limited when a few individuals dominated the booth and extended conversations. Despite efforts to redirect these folks and make space for everyone,

the dynamic created an environment that discouraged participation of others, particularly intended audience of underrepresented groups.

1.5. Adjusted Project Timeline

The original workplan anticipated a 12-month project schedule concluding in summer 2026, with Phase 1 deliverables presented to the Project Advisory Planning Commission (PAPC) between October and November 2025, followed by Phase 2 core OCP drafting through early 2026.

While the overall project structure and sequencing outlined in the approved workplan remains achievable, the operational challenges encountered during Phase 1 have necessitated a timeline adjustment of approximately one month to six weeks. The timeline preserves all planned phases, deliverables, and engagement opportunities while providing the necessary flexibility to address capacity constraints and optimize communication strategies moving forward.



1.6. Risks with Continuing with Existing Workplan

While the engagement campaign achieved strong participation numbers, several concerns have emerged that warrant careful consideration before proceeding to Phase 2. First, preliminary analysis suggests that input received to date may have been disproportionately influenced by a single organized community group, raising questions about whether the engagement findings truly represent the full spectrum of Salt Spring Island perspectives and priorities. This concentration of participation creates risk that subsequent policy development could reflect the values and preferences of a vocal subset of the community rather than achieving the broad-based consensus necessary for a successful OCP.

Second, despite intentional efforts to reach underrepresented groups, the engagement process has not yet achieved the community-wide representation essential for an inclusive and equitable planning process—particularly concerning given the project's explicit focus on housing equity.

Third, confusion has emerged on-island regarding the official OCP engagement process, with some community members indicating they believed they had already completed "an OCP survey" when they had participated in a separate community group survey conducted prior to the formal; Islands Trust engagement campaign. This confusion may have suppressed participation in the official engagement process and contributed to misunderstandings about the project's scope and objectives.

Proceeding to Phase 2 policy development without addressing these representation gaps and clarifying the official engagement process could result in an OCP that lacks broad community support and ultimately requires substantial revision following later engagement phases—undermining both project timelines and community trust in the process.

2. Supplementary Phase 1 Engagement

2.1. Supplementary Engagement Option

In recognition of the representation gaps and community confusion identified during the initial Phase 1 campaign, as well as the importance of extended timelines for First Nations engagement, an alternate approach proposes implementing a supplementary Phase 1 engagement period before finalizing Phase 2 policy development. This additional engagement phase would be strategically designed to address the specific deficiencies in the initial campaign: clarifying the official OCP process and distinguishing it from other community surveys, implementing targeted outreach strategies to engage underrepresented groups who did not participate in the first round, allowing more time for project specific First Nations engagement, and broadening participation beyond the dominant voices that characterized initial engagement activities.

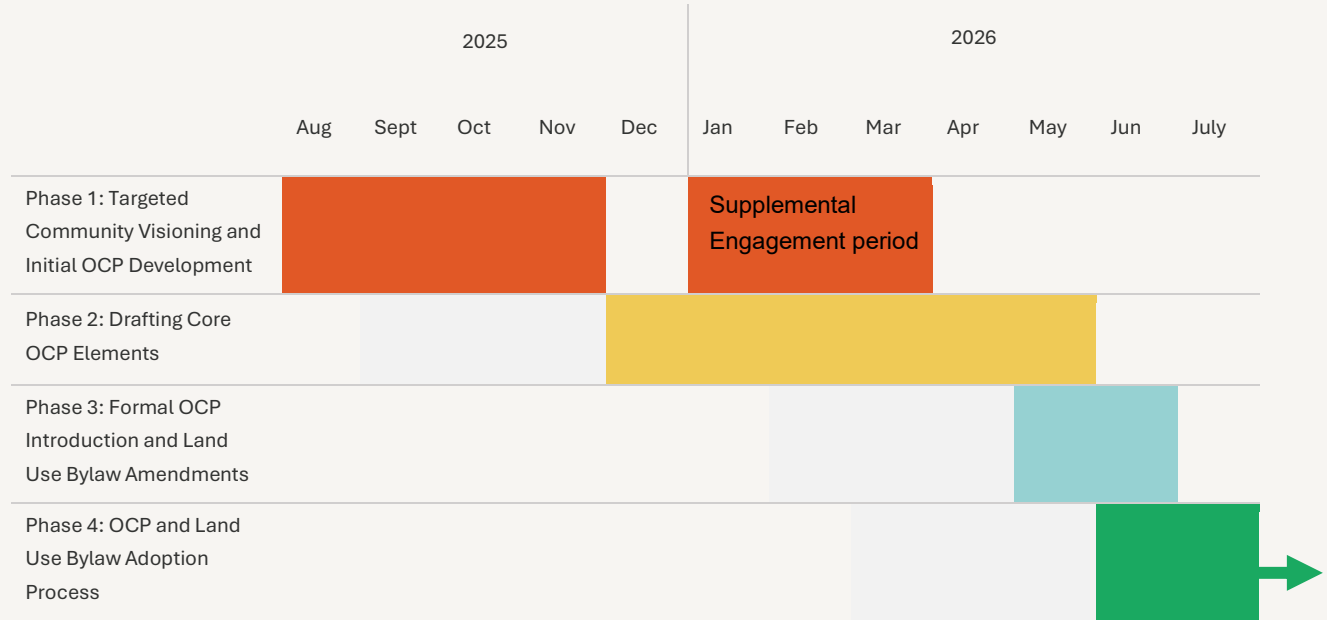
Rather than viewing this as duplicative effort, the supplementary engagement would build upon the foundation established in the first campaign while deliberately correcting for its limitations as the feedback received to date is valuable and important for influencing policy development. This approach acknowledges that proceeding with policy development based on potentially incomplete community input poses greater risk to project success than investing additional time upfront to ensure the engagement foundation is genuinely representative of Salt Spring Island's diverse community. The supplementary phase would be time-limited and focused, with clear objectives tied directly to addressing identified gaps. Further, it would include APC and LTC meetings and workshops to inform the development of the supplementary engagement workplan.

Timeline	Actions
November – December 2025	• Review engagement feedback and prepare an engagement summary report • Identify participants for supplemental rounds of engagement in the spring • Prepare marketing and engagement materials for additional round of engagement in February
Late January – March 2026	• Supplemental phase of public engagement (4 weeks)

Figure 1: Supplementary Engagement Development and Implementation Timeline

2.2.Revised Project Timeline

Implementation of this alternate approach would require revision of the approved workplan timeline to accommodate the supplementary engagement period while maintaining the integrity and sequencing of subsequent project phases, though some policy review and drafting work could proceed concurrently during the extended engagement period.



2.3.Supplementary Engagement Period Components

The supplementary engagement period will be designed in close collaboration with the Islands Trust staff to ensure alignment with organizational capacity and community context. This approach will build upon engagement completed to date rather than replacing it.

The engagement strategy will include components specifically designed to address Salt Spring Island's unique complexities and community context. Key elements under consideration include:

- Targeted outreach to equity-deserving groups to ensure diverse voices are heard.
- Engagement with established community advocacy organizations representing housing, environment, agriculture, business, and social equity perspectives.
- A comprehensive marketing and awareness campaign to build broad understanding of the project.

- Multiple participation pathways to accommodate different preferences and accessibility needs
- Respond to community calls for town hall-style gatherings by developing more robust project FAQs and more marketing effort to direct people to engagement opportunities.

The specific design, timing, and implementation of these engagement components will be developed collaboratively with PAPC and Islands Trust staff through Phase 1, ensuring that planned activities match available capacity and respond to evolving community needs. Regular PAPC workshops will provide opportunities to review findings and refine the engagement approach as the project progresses.

2.4. Extended Time for First Nations Engagement

The supplementary engagement period would provide essential additional time for additional First Nations engagement, conducted through Islands Trust's established protocols and relationship-building processes. Rather than treating Indigenous consultation as a parallel track to community engagement, this extended timeline recognizes that government-to-government dialogue requires appropriate time for information sharing, internal deliberation, and thoughtful response that respects Indigenous governance structures and decision-making processes.

Islands Trust staff, who have cultivated relationships with First Nations whose territories encompass Salt Spring Island, would lead this engagement using established communication channels and protocols that honor existing relationships and cultural protocols. This approach ensures that Indigenous Governing Bodies receive adequate notice and information about the OCP amendment process, have sufficient time to review technical materials and policy directions, and can provide input at a pace that aligns with their own governance schedules and priorities rather than being constrained by compressed project timelines.

3. Summary and Recommendations

3.1. Summary

The project team has identified two options for proceeding with the Salt Spring Island OCP and Land Use Bylaw Amendment Project.

Option 1 is to continue with the approved workplan structure, acknowledging a delay of four to six weeks due to the operational challenges encountered during Phase 1, while accepting the identified risks associated with potentially skewed community input, limited representation from underrepresented groups, and ongoing community confusion about the official OCP process. This option maintains the current project budget and achieves a faster timeline to completion, but carries significant risk that the resulting OCP may lack the broad-based community support necessary for successful adoption.

Option 2 is to implement a supplementary Phase 1 engagement period that would extend the overall project timeline and increase project costs, but would comprehensively address the engagement deficiencies through additional community surveys with enhanced marketing, expanded on-island events led by Islands Trust staff, targeted focus groups with key advocacy groups, additional time for project specific First Nations engagement through established Islands Trust protocols, utilization of the new village office space, and additional PAPC workshops. While some technical policy review and drafting work could proceed concurrently to minimize delays, this option requires acceptance of extended timelines and additional budget allocation in exchange for establishing a robust, representative engagement foundation that significantly reduces the risk of community opposition, policy revision requirements, and adoption challenges.

Both options are presented for consideration by the PAPC and LTC, with the understanding that the decision involves weighing timeline and cost considerations against engagement quality and project success risk.

3.1. Recommendations

Based on the challenges encountered during Phase 1 and the analysis of engagement outcomes, the project team recommends the following course of action:

1. Adjust the project timeline to reflect the realities of Phase 1 implementation and accommodate a supplementary engagement period that addresses identified gaps in community representation, and public awareness of the official OCP process.

2. Conduct a supplementary Phase 1 engagement period that is specifically designed to address the challenges and contextual factors that limited the effectiveness of the initial campaign, including:
 - Extended lead time for comprehensive marketing and awareness building
 - Alignment with PAPC and LTC meeting schedules and marketing lead times
 - Enhanced on-island presence utilizing Islands Trust staff
 - Targeted outreach to underrepresented groups
 - Additional time for meaningful project specific First Nations engagement through ongoing Islands Trust relationship building
 - Clear differentiation of the official OCP process from other community surveys
3. Engage directly with the community group that conducted the pre-existing survey to understand their methodology, findings, and priorities. We recognize the importance of all voices and welcome the opportunity to engage with this group, better understand their methodology, and incorporate their input into the official process in a transparent and constructive manner.
4. Develop a detailed Supplementary Engagement Plan for PAPC and LTC review before implementation, outlining specific activities, timelines, and success metrics tied to addressing identified representation gaps.
5. Continue technical policy review and drafting work in parallel during the supplementary engagement period to minimize overall project delays and maintain momentum on deliverables that do not require additional community input.



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. CARRIED
2013-01-10	SSI-09-13	North Salt Spring Waterworks District Reporting	It was MOVED and SECONDED , that the Salt Spring Island Local Trust Committee request the North Salt Spring Waterworks District to report back to the Local Trust Committee every two years from the date of adoption of Proposed Bylaw 461 on: a) Changes in water demand by the North Salt Spring Waterworks District customers with new secondary suites within the pilot area; b) total withdrawal from its system in relation to its licensed capacity; c) impacts on the Maxwell Lake, St. Mary Lake, and the district's water supply in general that can be attributed to the introduction of secondary suites within the pilot area. CARRIED *Bylaw 461 was adopted May 2, 2013

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2016-06-02	SS-2016-114	Grantville Neighbourhood lawful non-conforming sewage disposal field repair or replacement	It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee adopt “Standing Resolution 2” as specified in Appendix 2 of the staff report dated May 25, 2016. (shown below): That the Salt Spring Island Local Trust Committee direct staff to administer and enforce Bylaw 484 according to the following policies: 1. Where a sewage disposal field or septage pit is awfully non-conforming with respect to Bylaw 484, and pursuant to Local Government Act Section 529, the Salt Spring Island Local Trust Committee considers that the following actions do not constitute maintenance, alteration, or extension, and therefore require a development variance permit application to the Salt Spring Island Local Trust Committee: a) Removal and replacement of the dispersal system in its entirety. 2. Where a sewage disposal field or septage pit is lawfully non-conforming with respect to Bylaw 484, and where a health hazard exists as defined under the B.C. Public Health Act, an Authorized Person may carry out immediate, temporary repairs of the system that result in a further contravention to Bylaw 484 than that existing at the time the repair or alteration was started to prevent or contain the hazard. Permanent repairs or alterations that result in a further contravention of Bylaw 484 than that existing at the time the repair or alteration was started, or 1(a) above, should be supervised by a Professional and will require a development variance permit application to the Salt Spring Island Local Trust Committee following resolution of the emergency. 3. “Authorized Person” and “Professional” have the same meaning as in the Sewerage System Regulation. <u>CARRIED</u>
2017-03-02	SS-2017-16	Quarterly Application Summary Staff Reports	It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee direct staff to provide a quarterly summary of application tracking. <u>CARRIED</u>

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2018-08-16	SS-2018-177	Cannabis Regulation	It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee adopt the following standing resolution with respect to the processing of non-medical cannabis retail license applications: • Proposed or amended licenses for non-medical cannabis retail establishments require an application to the Local Trust Committee. • The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical. • The public consultation process shall be determined by the Local Trust Committee after initial review of the proposal. • However, as a minimum, the Local Trust Committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information: ○ Name of the applicant and a description of the proposal in general terms; ○ The location of the proposed establishment and the subject site; ○ The place where, and date and time when, both a public meeting will be held and a resolution of the Local Trust Committee considered; ○ The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application; ○ How public comments may be submitted to the Local Trust Committee. <u>CARRIED</u>
2018-12-06	SS-2018-278	Cannabis – Processing of Notice to Local Authorities	It was MOVED and SECONDED, That the Salt Spring Island Local Trust Committee adopt the following standing resolution: that the Salt Spring Island Local Trust Committee request that Notices of Intention to apply for a Federal Cannabis License be included in the Local Trust Committee Regular Meeting agenda package. <u>CARRIED</u>



SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2019-04-30	SS-2019-88	Families as Stakeholders	It was MOVED and SECONDED, That the Salt Spring Island Local Committee direct staff to include families as stakeholders in Project Charters and to propose family oriented engagement techniques, or to explain why such inclusion is not appropriate. <u>CARRIED</u>

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2019-11-26	SS-2019-253	Reconciliation	It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee adopt the following standing resolution with respect to First Nations in the Local Trust Area: Whereas the Local Trust Committee seeks to engage in Reconciliation with local First Nations, governments and the island community by honouring the Truth and Reconciliation Commission (TRC) Calls to Action, United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), Draft Principles that Guide the Province of British Columbia’s Relationship with Indigenous Peoples, and Islands Trust First Nations Engagement Principles, the Local Trust Committee endeavours to: a) Annually, write a letter to First Nations, (re) introducing trustees and staff and provide a schedule of known Local Trust Committee meetings for the upcoming year, as well as, provide an update of current projects and advocacy activities; b) For various Local Trust Committee meetings, invite elders from local First Nations to attend and provide a traditional welcome to the territory; c) Work with First Nation governments on cooperative initiatives, including and not limited to, language, place names, territorial acknowledgements, and community education on Coast Salish and local First Nations’ cultural heritage and history; d) Work with First Nation governments on engagement principles for inclusive land use, marine use, and climate change planning; advocacy, protection and stewardship; and knowledge and information sharing protocols; e) Establish and maintain government-to-government dialogue with First Nations, now and into the future, based on respect and recognition of Aboriginal rights and title, treaty rights, and First Nations’ traditional territories within the Islands Trust Area. <u>CARRIED</u>

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2019-12-17	SS-2019-275	Referral of Items to the Agricultural Advisory Planning Commission	It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee refer Agricultural Land Commission applications directly to the Agricultural Advisory Planning Commission, prior to consideration by the Salt Spring Island Local Trust Committee when: a) Applications demonstrate either that local farming or the greater community would benefit and conditions of Official Community Plan policy B.6.2.2.16 apply, or b) Applications are for public recreation use and are consistent with the Official Community Plan. <u>CARRIED</u>
2020-04-28	SS-2020-045	Policy Options for Bylaw Enforcement Compliance on Unlawful Uses	It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee adopt the following policy on unlawful land uses and planning applications: a) Where an application is received and a use is continuing in contravention of a land use bylaw, staff are directed to request that the applicant cease the use prior to processing the application, and that staff are directed to continue with enforcement until the use is ceased. b) The applicant may request that the Local Trust Committee proceed with consideration of the application while the use is continuing; and, where the Local Trust Committee considers there is a community need to process the application while the prohibited use is continuing, the Local Trust Committee may direct that bylaw enforcement actions, including the issuing of notices, temporarily cease. c) Where the Local Trust Committee does not consider that there is a community need, or the applicant has not made such a request of the Local Trust Committee; bylaw enforcement actions, including the issuing of notices, will continue. d) In deciding whether to grant land use approval for a use that was commenced in contravention of a land use bylaw, the Local Trust Committee may consider whether the applicant has suspended the prohibited land use pending a decision on the application. <u>CARRIED</u>

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2021-06-29 Amended 2021-11-09 Amended 2022-02-15	SS-2021-109 SS-2021-214 SS-2022-017	Unlawful Dwellings	It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee endorse the Housing Action Program Task Force's recommendation to amend standing resolution SS-2021-109 to state that enforcement activities will be deferred for all existing unlawful dwellings being used for residential purposes until there are safe, secure appropriate housing options that are affordable for all demographics and household types in perpetuity, except in the following circumstances: a) there are concerns regarding health and safety; b) there are concerns that sewage is not being disposed of in an approved septic or sewage disposal system; c) there are concerns that septic or sewage disposal systems are being used in excess of capacity or ability as a result of unlawful dwellings; d) there are concerns of possible contamination of wells or other drinking water sources; e) unlawful dwellings are in environmentally sensitive areas; f) there are non-permitted campgrounds; and, g) that the Salt Spring Island Local Trust Committee may give direction to resume enforcement activities on any property that poses risk to the health and safety of the neighbouring residents and the residents on the property in question. <u>CARRIED</u>
2021-06-29	SS-2021-111	Bylaw Enforcement Policy on Portable Sawmills	It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee adopt the following enforcement policy: Enforcement on portable sawmills will be deferred while the Local Trust Committee considers amendments to the Land Use Bylaw. <u>CARRIED</u>
2021-11-09	SS-2021-213	Residential Use in Commercial Accommodations	It was MOVED and SECONDED, That the Salt Spring Island Local Trust Committee endorse the Housing Action Program Task Force's recommendation to defer enforcement of residential use in commercial accommodations, such as cabins, hotels, guest houses, and motels that provide long-term (more than 30 days) residency in order to offer an interim solution to the housing needs on Salt Spring Island. <u>CARRIED</u>

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2021-12-14	SS-2021-237	First Nations Consultation for Proposed Antenna Systems	It was MOVED and SECONDED, That the Salt Spring Island Local Trust Committee adopt the following standing resolution with respect to First Nations consultation in accordance with the “Strategy for Antenna Systems” in the Local Trust Area: a) The proponent will consult with the Local Trust Area representative during the pre-consultation phase to determine proximity of the proposed antenna system to known archaeological sites and/or areas of archaeological potential and obtain a list of First Nations rights and title holders; b) The proponent is recommended to undertake consultation during the pre-consultation phase with the Islands Trust and a First Nations cultural knowledge holder for the siting of the proposed antenna system as it relates to cultural and sacred sites; c) The proponent will obtain and provide a BC Archaeological Information request response from the BC Archaeology Branch to confirm proximity of the proposed antenna system to known archaeological sites and/or areas of archaeological potential including permit requirements under the Heritage Conservation Act; d) The proponent will obtain and provide an Archeological Impact Assessment for antenna systems proposed to be sited on or within 100 metres of a known archaeological site or cultural/sacred site identified by a First Nations cultural knowledge holder; and e) The proponent will provide written notice – including, if applicable, the Archeological Impact Assessment – sent by regular mail or hand delivered to all First Nations rights and title holders identified during the pre-consultation phase. <u>CARRIED</u>
2024-09-12	SS-2024-099	Travel costs for inter-agency meetings	It was MOVED and SECONDED, That the Salt Spring Island Local Trust Committee approve a standing resolution to fund travel expenses for Trustees to attend joint meetings with the LCC, the CRD and First Nations relationship building meetings that have been approved by the LTC. <u>CARRIED</u>



Salt Spring Local Trust Committee

Open Applications

Report

Print Date: October 30, 2025

Agricultural Land Reserve

Application Number	Applicant Name	Date Received	Address	Purpose
PLALR20250198		5/13/2025	820 MOUNT MAXWELL RD, SALT S	Application for non-farm use or non-adhering residential use in the Agricultural Land Reserve
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Local Trust Committee	Email Applicant of LTC Meeting	

Development Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20250337	Scott McKay	8/19/2025	344 REGINALD HILL RD, SALT SPR	Delegated DPA 3 for development in Shoreline
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Submittals Received	Generate Complete Application Letter	

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20250339	DANIEL FRASER; G	8/20/2025	120 TAHOUNEY RD, SALT SPRING	Delegated(DPA4) - Requirement of a subdivision application - PLSUB20250317
Planner	Status	Most Recent Completed Activity		
Oluwashogo Garuba	Submittals Received	Waiting for Fee Payment (PL)		

Application Number	Applicant Name	Date Received	Address	Purpose
SS-DP-2023.7	Holly Kerr	8/22/2023	687 BEAVER POINT RD, SALT SPR	Delegated DPA 7 Driveway Extension - 687 Beaver Point RD, SSI Asked to provide restoration estimation from a landscape professional for the purpose of security deposit. (December 6th 2024, February 2025, July 2025)
Planner	Status	Most Recent Completed Activity		
Milad Panahifar	Open	Planning Review		

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20240357	Dave McKerrell	12/17/2024	[028-253-396 CP(2)] 126 WEST ISLA	Delegated Development Permit Area 3 (Marine Shorelines) - Dock - Being reviewed by RPM
Planner	Status	Most Recent Completed Activity		
Milad Panahifar	Local Trust Committee	Email Applicant of LTC Meeting		

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20250028	Dennis G Miller	1/17/2025	2101 FULFORD-GANGES RD, SALT	Delegated Development Permit Area 7 (Riparian Areas) Subdivision separating ALR lands from non-ALR lands and creating a 2 bare lot strata upon the non-ALR lands, one of the strata lots containing an existing residence (circa 2009).
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		In Abeyance	Verify Final Review Status	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20250040	Robert Kelly Beattie	1/23/2025	0 WALKER'S HOOK RD	Delegated Development Permit Area 6 (Slope Stability and Soil Erosion Hazards)
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		In Abeyance	Generate Notice of Revisions	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20250035	Celeste Cavaliere	1/20/2025	126 UPPER GANGES RD, SALT SP	Delegated DP for development of Commercial shed in DPA 3 (Marine Shorelines) (Waiting for Professional Reports)
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Application Received	Verify Submittal / Fees	

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20240333	Brandon Strickland	12/5/2024	231 ARMAND WAY, SALT SPRING	Delegated Development Permit Area 6 (Slope Stability and Soil Erosion Hazards)
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Administrative Review	Refer to Director for Approval	

Application Number	Applicant Name	Date Received	Address	Purpose
SS-DP-2022.5	Jordan Litke	5/4/2022	536 BEAVER POINT RD, SALT SPR	Delegated Development Permit Area 7 (Riparian Areas) to allow subdivision
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Administrative Review	File Administrative Decision	

Application Number	Applicant Name	Date Received	Address	Purpose
SS-DP-2022.9		9/16/2022	161 FULFORD-GANGES RD	DPA 1, 3 & 4 to permit a cafe with indoor seating
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Administrative Review	Generate Notice of Revisions	

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
SS-DP-2021.10	Uta Nagel	9/14/2021	770 BEAVER POINT RD, SALT SPR	Delegated DPA 4, 6 & 7 - Carport and Shed - 770 Beaver Point Road We need a geotechnical assessment for DPA 6 – Unstable Slopes and Soil Erosion. As well as an assessment that adheres to the provincial Riparian Areas Protection Act methodology for DPA 7 – Riparian Areas.
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Administrative Review	Verify Final Review Status	

Salt Spring

Development Variance Permit

Application Number	Applicant Name	Date Received	Address	Purpose
SS-DVP-2024.2	Leigh Large	2/13/2024	127 VALHALLA RD	To construct a retaining wall

Planner	Status	Most Recent Completed Activity
Milad Panahifar	Waiting for Revisions	Generate Notice of Revisions

Application Number	Applicant Name	Date Received	Address	Purpose
SS-DVP-2021.17	Uta Nagel	9/13/2021	770 BEAVER POINT RD, SALT SPR	See related application SS-DP-2021.10. Multiple structures requiring setback variances

Planner	Status	Most Recent Completed Activity
Milad Panahifar	Waiting for Revisions	Verify Final Review Status

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20250322	Spencer	8/12/2025	319 UPPER GANGES RD, Unit:1, S	To reduce interior setback to 0m DP amendment is also required

Planner	Status	Most Recent Completed Activity
Milad Panahifar	Under Review	Add Optional Referrals

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20250277	Micah Booy	7/15/2025	110 TANTRAMAR DR, SALT SPRIN	Variance for construction in a setback from front lot lines and possibly natural boundaries. Site visit is scheduled

Planner	Status	Most Recent Completed Activity
Milad Panahifar	Under Review	Add Optional Referrals

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20250066	Nancy Farran	2/9/2025	171 SCOTT POINT DR, SALT SPRIN	A DP for vegetation removal on DPA 3 is required.

Planner	Status	Most Recent Completed Activity
Milad Panahifar	Under Review	Add Optional Referrals

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20240255	Dennis G Miller	10/4/2024	2101 FULFORD-GANGES RD, SALT	Application for a variance for a subdivision regulation - Storm Water Mgmt Variance

Planner	Status	Most Recent Completed Activity
Milad Panahifar	Under Review	Add Optional Referrals

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20250324	BRADLEY J FOSSE	8/13/2025	360 COLLINS RD, SALT SPRING IS	Replacement of a legacy septic system, requiring a variance.

Planner	Status	Most Recent Completed Activity
Milad Panahifar	Submittals Received	Application Review

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20250342	DANIEL FRASER; G	8/21/2025	120 TAHOUNEY RD, SALT SPRING	Variance for a lot frontage - Requirement of a subdivision application - PLSUB20250317
Planner	Status	Most Recent Completed Activity		
Oluwashogo Garuba	Submittals Received	Application Review		

Application Number	Applicant Name	Date Received	Address	Purpose
SS-DVP-2021.7	Brian Craig	2/26/2021	344 REGINALD HILL RD, SALT SPR	Variance for Gate House and Beach Stairs
				Recommended to apply for a Development Permit (DPA 3, DPA 4). Additionally, it was advised to submit an updated survey showing the location of all structures and watercourses, along with the setbacks of these structures from lot lines and watercourses. A setback permit application should also be submitted to the Ministry of Transportation and Infrastructure for any structures located within 4.5 meters of the MOTI right-of-way.
Planner	Status	Most Recent Completed Activity		
Milad Panahifar	Open	Planning Review		

Application Number	Applicant Name	Date Received	Address	Purpose
SS-DVP-2023.14	Bryce Chapman	8/14/2023	361 SUNSET DR, SALT SPRING IS	Variance to allow subdivision with on-site water source
Planner	Status	Most Recent Completed Activity		
Oluwashogo Garuba	Local Trust Committee	Verify Final Review Status		

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20250388		9/24/2025	114 JACKSON AVE, SALT SPRING	Application for a Variance for setback of a proposed addition to SFD
Planner	Status	Most Recent Completed Activity		
Milad Panahifar	Application Received	Waiting for Fee Payment (PL)		

Salt Spring

Rezoning

Application Number	Applicant Name	Date Received	Address	Purpose
SS-RZ-2021.1	Dale Rivers	1/28/2021	114 SWANSON RD, Unit:1, SALT S	Rezoning from existing R6 to R2 to permit the construction of a 20 unit Strata Development
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Waiting for Submittals	Planning Review	

Application Number	Applicant Name	Date Received	Address	Purpose
SS-RZ-2023.1	Chris Schmah	9/27/2023	104 ATKINS RD, SALT SPRING ISL	Rezoning to retire Land Use Contract
Planner		Status	Most Recent Completed Activity	
Chris Buchan		Waiting for Revisions	Verify Final Review Status	

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20250275	Tanis Mary Beaver	7/15/2025	268 EAGLE RIDGE DR, SALT SPRI	Rezoning to convert the Medical Clinic into a single-family dwelling unit.
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Under Review	Add Optional Referrals	

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20250306	Jordan Litke	7/29/2025	601 RAINBOW RD, SALT SPRING I	A request to rezone part of the subject lands from R to R(f) variant. See rationale letter for more info.
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Under Review	Add Optional Referrals	

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20250331	Elizabeth FitzZaland	8/15/2025	[008-943-486] 230SMITH RD	Musgrave Farm Rezoning This application is to rezone and support the reconfiguration of the four parcels that comprise Musgrave Farm to protect a significant forested area, reduce overall residential development capacity and allow for a small scale nonprofit retreat centre. A related and concurrent subdivision application is pending. No OCP amendment is required or requested. The 4 parcels are: PID: 008-943-486 PID: 008-943-281 PID: 008-943-915 PID: 031-640-923 David Menschel is the property owner and applicant. Elizabeth FitzZaland/Village Builders is the owner's agent. Please see attached rezoning application package for additional details.
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Under Review	Add Optional Referrals	

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20250177	Patrick Wheeler	4/28/2025	121 UPPER GANGES RD, SALT SP	CA1(F) Zoning Amendment: Proposed Expansion from 55 to 75 Commercial Units
Planner	Status	Most Recent Completed Activity		
Oluwashogo Garuba	Under Review	Add Optional Referrals		

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20250173	Marius Scurtescu	4/27/2025	360 WILKIE WAY, SALT SPRING IS	Basement space turned into a craft studio, this rezoning application is for the craft studio to be turned into a legal secondary suite. Please see Project Narrative file for details.
Planner	Status	Most Recent Completed Activity		
Milad Panahifar	Under Review	Generate Complete Application Letter		

Application Number	Applicant Name	Date Received	Address	Purpose
SS-RZ-2017.2	Fernando Dos Santo	2/15/2017	221 DRAKE RD	Proposal to permit 30 affordable housing dwelling units and common building
Planner	Status	Most Recent Completed Activity		
Oluwashogo Garuba	Under Review	Add Optional Referrals		

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20250001	Nancy Mullins	1/1/2025	120 MANSELL RD, SALT SPRING I	Rezoning to address a seasonal cottage that is over 56 Square meters
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Postponed	Generate Preliminary Staff Report	

Application Number	Applicant Name	Date Received	Address	Purpose
SS-RZ-2022.2	Chris Leier	11/29/2022	151 LOWER GANGES RD, Unit:101	To address issues arising from the Temporary Use Permit
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Open	Determine Next Steps - PL	

Application Number	Applicant Name	Date Received	Address	Purpose
SS-RZ-2017.3	Jamie Colligan	4/5/2017	2188 NORTH END RD, SALT SPRIN	Proposal to Rezone to Rural Zone Variation to Allow Existing Cottage to be Designated as Affordable Housing
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Open	Determine Next Steps - PL	

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20240188	Daniel Ovington; Sa	8/20/2024	210 KANAKA RD, SALT SPRING IS	Application for rezoning to amend the LUB to permit public works facility on subject property. (SSI CRD Park Maintenance and Bus Storage)
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Local Trust Committee	Generate Staff Report	

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20240021	Kristin Peebles	5/17/2024	355 BLACKBURN RD, SALT SPRIN	Rezoning to retire Land Use Contract
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Local Trust Committee	Assign to LTC Meeting	

Application Number	Applicant Name	Date Received	Address	Purpose
SS-RZ-2019.1	Nick Williams	2/22/2019	248 UPPER GANGES RD, SALT SP	Proposal to change current zoning from R7 to C6 Variance for Industrial Use
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Local Trust Committee	Generate & Send Notice of LTC Decision	

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
SS-RZ-2013.9	Don Elliot	9/6/2013		Proposal to Rezone for CRD Multi-Family Affordable Housing
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Local Trust Committee	Assign to LTC Meeting	

Application Number	Applicant Name	Date Received	Address	Purpose
SS-RZ-2024.1	Floridor Oprea	1/8/2024	0 VESUVIUS BAY RD	RZ - To amend the OCP and Land Use Bylaws to permit the redevelopment of the existing ferry terminal area and wharf.
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Local Trust Committee	Record LTC Decision/Update FUAL	

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20250220	Janis Gauthier	5/29/2025	154 KINGS LANE, SALT SPRING IS	Rezoning application reflects relatively minor revisions to the existing zoning Bylaw no. 517 which was adopted in February 2020 (Zone Variation – R12(a)). Associated housing agreement changes Bylaw no. 515.
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		In Progress Rezoning	Generate Staff Report	

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20240145	Jordan Litke	7/23/2024	200 COLLINS RD, SALT SPRING IS	Application to rezone to R(f) variant
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Approved	Record LTC Decision/Update FUAL	

Salt Spring

Soil Deposit and Removal Permit

Application Number	Applicant Name	Date Received	Address	Purpose
SS-SDP-2022.2	Neil Kerrigan	6/27/2022	155 ALEXANDER BLVD, SALT SPR	Pond construction

Planner	Status	Most Recent Completed Activity
Milad Panahifar	Open	Planning Review

Application Number	Applicant Name	Date Received	Address	Purpose
SS-SDP-2022.3	Kris Plambeck	7/15/2022	131 KNOTT PL	Leveling property for development

Planner	Status	Most Recent Completed Activity
Rob Pingle	Administrative Review	Planning Review

Application Number	Applicant Name	Date Received	Address	Purpose
PLSDP20240344	BRADLEY J FOSSE	12/9/2024	116 CYPRESS VIEW RD, SALT SP	A soil permit and DVP have been requested by Islands Trust Compliance and Enforcement, relating to culvert installation works. The report was sent to RPM.

Planner	Status	Most Recent Completed Activity
Milad Panahifar	Administrative Review	Verify Final Review Status

Salt Spring

Subdivision

Application Number	Applicant Name	Date Received	Address	Purpose
SS-SUB-2023.5	Padra Ahmadi	11/7/2023	0 TRUSTEES TRAIL; 261 TRUSTEE	Proposed 2 lot boundary adjustment

Planner	Status	Most Recent Completed Activity
Oluwashogo Garuba	Waiting for Conditions	Generate and Send Referral Response Form

Application Number	Applicant Name	Date Received	Address	Purpose
SS-SUB-2024.4	Kerry Michael Akerm	3/28/2024	292 JASPER RD	Proposed 5 Lot Conventional Subdivision

Planner	Status	Most Recent Completed Activity
Oluwashogo Garuba	Waiting for Conditions	Generate and Send Referral Response Form

Application Number	Applicant Name	Date Received	Address	Purpose
SS-SUB-2024.3	Polaris Land Survey	3/20/2024	601 RAINBOW RD, SALT SPRING I	Subdivision of property for residential purposes - 2 lot subdivision Planner to confirm if proposed road width will meet from CL requirements for any active transportation infrastructure indicated in OCP in response.

Planner	Status	Most Recent Completed Activity
Milad Panahifar	Pending	Record and File PLR

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUB20240317	DANIEL FRASER; G	11/27/2024	120 TAHOUNEY RD, SALT SPRING	Referral of a subdivision application for 2 lots

Planner	Status	Most Recent Completed Activity
Oluwashogo Garuba	In Abeyance	Record and File PLR

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUB20250034	Jordan Litke	1/20/2025	166 BECKY WAY, SALT SPRING IS	Referral of a Boundary Adjustment Subdivision Application RRF was Sent to RPM for review.

Planner	Status	Most Recent Completed Activity
Milad Panahifar	Administrative Review	Generate and Send Referral Response Form

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUB20250104		3/4/2025	0 MUSGRAVE RD	Application for 3 Lot Subdivision - Waiting for RPM Concurrence.

Planner	Status	Most Recent Completed Activity
Milad Panahifar	Administrative Review	Generate and Send Referral Response Form

Application Number	Applicant Name	Date Received	Address	Purpose
SS-SUB-2022.4	Jordan Litke	11/14/2022	373 WRIGHT RD, SALT SPRING ISL	Proposed 2 lot conventional Subdivision

Planner	Status	Most Recent Completed Activity
Milad Panahifar	Administrative Review	Record and File PLR

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
SS-SUB-2023.2	Denis Miller	2/15/2023	2101 FULFORD-GANGES RD, SALT	Proposed 3 Lot Bare Land Strata Updated the applicant for the DPA 7 requirement (Jan 3rd, 2025)
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Administrative Review	Generate and Send Referral Response Form	

Application Number	Applicant Name	Date Received	Address	Purpose
SS-SUB-2023.4	Jordan Litke	9/6/2023	0 CHURCHILL RD; 291 LONG HARB	Proposed 4 Lot Conventional Subdivision Waiting for PLR
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Administrative Review	Generate and Send Referral Response Form	

Application Number	Applicant Name	Date Received	Address	Purpose
SS-SUB-2021.3	Sina Shalbaf	3/31/2021	150 MARGOLIN DR, SALT SPRING	2 lot subdivision - Waiting for the covenant to be registered on title as final condition.
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Administrative Review	Record and File PLR	