



Salt Spring Island Local Trust Committee

Regular Meeting Agenda

Date: Thursday, March 19, 2026
Time: 9:30 a.m.
Location: Meaden Hall
120 Blain Road, Salt Spring Island, BC

Pages

1.	CALL TO ORDER	9:30 AM - 9:35 AM	
	Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change.		
2.	APPROVAL OF AGENDA		
3.	PUBLIC PARTICIPATION	9:35 AM - 9:50 AM	
	Reminder, the Public Hearing for the Proposed Bylaws 544, 545 & 546 have been held.		
	Per Meeting Procedure Bylaw No. 197, 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	9:50 AM - 10:00 AM	
	Verbal Report		
6.	CHAIR'S REPORT	10:00 AM - 10:05 AM	
	Verbal Report		
7.	CRD DIRECTOR'S REPORT	10:05 AM - 10:10 AM	
	Verbal Report		
8.	PREVIOUS MEETINGS	10:10 AM - 10:15 AM	
8.1	Draft Minutes of the Salt Spring Island Local Trust Committee		
8.1.1	<u>Draft Minutes of the February 12, 2026 SSI LTC Regular Meeting</u>		5
	For Adoption		
8.2	Resolutions Without Meeting Report		19
	Report dated March 2026		

8.3 Draft Minutes of the Advisory Planning Commissions - None

8.4 Local Trust Committee Public Hearing Record - Dated February 12, 2026

20

For Receipt

9. CORRESPONDENCE

10:15 AM - 10:20 AM

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

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

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

9.1 M. Ogilvie to LTC - 116 Jackson Avenue

24

For Reconsideration

9.2 K. Clemson to LTC Email - dated February 8, 2026 - Request for Review and Improvement of Public Lake Access and Parking Safety on Salt Spring Island

38

For Consideration

10. BUSINESS ARISING FROM MINUTES

10:20 AM - 10:30 AM

10.1 Follow-Up Action List

40

Report dated March 2026

11. WORK PROGRAM

10:30 AM - 11:00 AM

11.1 Active Projects List

45

Report Dated March 2026

11.2 Future Projects List

50

Report Dated March 2026

12. COMMUNITY INFORMATION MEETING - NONE

13. PUBLIC HEARING - NONE

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

14. APPLICATIONS AND REFERRALS

12:00 PM - 1:00 PM

14.1 PLRZ20260013 - M. Ogilvie - 116 Jackson Avenue, SSI

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Staff Report

14.2	SS-SUB-2022.4 - J.Litke - 373 Wright Road, SSI	130
	Staff Report	
14.3	North Pender Island Local Trust Committee Draft Bylaw No 242 Referral	153
	For Response	
14.4	Galiano Island Local Trust Area Draft Bylaw No 300 Referral	159
	For Response	
14.5	North Pender Island Local Trust Committee Draft Bylaw No 236/237	169
	For Response	
15.	LOCAL TRUST COMMITTEE PROJECTS	1:00 PM - 2:00 PM
15.1	OCP-LUB Project Update	
	Report date March 2026 - Pending	
16.	NEW BUSINESS	2:00 PM - 2:30 PM
16.1	Salt Spring Island Compliance & Enforcement Policy	179
	Staff Report	
17.	REPORTS	2:30 PM - 3:00 PM
17.1	Policy and Standing Resolutions List	187
	For Information	
17.2	Open Applications Report	196
	Report dated March 2026	
17.3	Expense Report	217
	Report dated January 2026	
17.4	Islands Trust Conservancy Board Report	218
	Report dated January 2026	
18.	CLOSED MEETING	3:00 PM - 4:00 PM
18.1	Motion to Close the Meeting	
	That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1) for the purpose of considering:	
	(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of	

an enactment; AND that the recorder and staff be invited to remain.

18.2 Rise and Report

19. UPCOMING MEETINGS

The next regular meeting of the Salt Spring Island Local Trust Committee is scheduled for 9:30 a.m. on April 9, 2026 at the Legion Meaden Hall, 120 Blain Road, Salt Spring Island.

20. ADJOURNMENT



Salt Spring Island Local Trust Committee

Minutes of Regular Meeting

Date: Thursday, February 12, 2026

Location: Meaden Hall
120 Blain Road, Salt Spring Island

Members Present: Timothy Peterson, Chair
Jamie Harris, Local Trustee (electronic)
Laura Patrick, Local Trustee

Staff Present: Chris Hutton, Regional Planning Manager
Rob Pingle, Planning Technician
Britt Holowaty, Legislative Clerk
Jason Youmans, Senior Policy Advisor (electronic)
Anthony Fotino, Planner (electronic)
Lisa Millard, Meeting Administrator/Recorder (electronic)

Others Present: There were approximately 15 members of the public present

1. CALL TO ORDER

Chair Peterson called the meeting to order at 9:30 a.m. and noted that this day had been declared a day of mourning in BC and a moment of silence was observed for the victims and community of Tumbler Ridge.

Chair Peterson acknowledged that the Local Trust Committee is meeting in the territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following additions, amendments, and reordering of the agenda were presented for consideration:

- Item 14.1 PLDVP20250277 was withdrawn (application withdrawn by applicant after notification)
- Item 14.5 PLRZ20250306 item withdrawn for further review
- Item 15.1 and 15.2 Official Community Plan-Land Use Bylaw Project Update will be heard during a special meeting on February 26, 2026
- Item 15.3 Project Advisory Planning Commission Resolutions has been added to the agenda
- Item 12.3 Quarterly Work Report has been added to the agenda

By general consent the agenda was adopted as amended.

3. TOWN HALL AND QUESTIONS

The Chair stated that the Public Hearings for the Proposed Bylaws 543, 544, & 545 have been held and as per Meeting Procedure Bylaw No. 197, 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.

A member of the public, speaking as a member of the Project Advisory Planning Commission (PAPC), spoke to three resolutions passed by the PAPC including that the PAPC be held to the terms of reference and not be asked to comment on the contents of the revised Official Community Plan and Land Use Bylaw, that they be permitted to hold a meeting in February to provide feedback on outreach plans, and that they be given outreach materials for review. They requested that the Local Trust Committee take action on the resolutions and that any direction given should be to staff and not the project consultant as the consultant has indicated they follow the direction of staff. They also noted concern about a point recorded in the minutes that they believe to be inaccurate which would be addressed when the Commission receives the minutes for consideration of adoption.

A member of the public noted they could not hear what the previous speaker said.

The Chair asked staff to look into arranging a microphone for use at future meetings.

4. DELEGATIONS - None

5. TRUSTEE REPORTS

Trustee Patrick reported the following:

- Expressed sorrow for community of Tumbler Ridge;
- A petition signed by 1800 Salt Spring Island community members claims the Local Trust Committee is considering major, unnecessary, and unsustainable changes to the Official Community Plan and Land Use Bylaw; however, the Local Trust Committee is not considering any changes at this time but have initiated a community engagement project to identify options for changes that may, or may not, be considered in the future.
- Participated in discussions hosted by the Salt Spring Community Conservation about stronger protection of clam gardens and met with WSÁNEĆ Leadership Council staff to discuss policy about protecting Indigenous harvesting areas and how policies could be implemented into the Official Community Plan;
- Attended a community information meeting on the draft Trust Policy Statement;
- Attended a Salt Spring Health Network meeting, BC Ferried Elected Officials engagement session, Southern Gulf Islands Forum, and a protocol meeting with the Sunshine Coast Regional District;
- Attended Executive Committee, Regional Planning Committee, Governance Committee, and Financial Planning Committee meetings;
- Participated in a workshop on responding to Indigenous-specific racism.

Trustee Harris stated he had nothing to report.

6. CHAIR'S REPORT

Chair Peterson reported the following:

- Attended the Municipal Climate Leadership Caucus;
- Attended Executive Committee, Financial Planning Committee and Governance Committee meetings;

- Participated in Trustee Onboarding Working Group;
- Attended a workshop about responding to racism;
- Attended BC Ferries engagement session for locally elected officials.

7. CRD DIRECTOR'S REPORT

Chair Rook reported the following:

- The Local Community Commission (LCC) finalized the budget for next fiscal which results in an increase in tax rate of approximately 8.5%;
- The LCC meeting being held on February 17, 2026 will include receipt of a report from an architectural consultant on the Ganges Fire Hall and discussion on Island's Trust Policy Statement will be undertaken;
- Advocacy with the Ministry of Transport and Transit is being considered to request reinstatement of the active transportation infrastructure grant;
- Discussion on issues related to beach access at Grace Point, receiving a staff report on business licensing, and receiving a summary on input received during a short-term rental workshop will be discussed at an upcoming meeting;
- Will be scheduling another workshop on harbour management;

8. PREVIOUS MEETINGS

8.1 Draft Minutes of the Salt Spring Island Local Trust Committee

8.1.1 Draft Minutes of the December 11, 2025 Salt Spring Island Local Trust Committee Regular Meeting

By general consent, the Salt Spring Island Local Trust Committee Minutes of December 11, 2025 were adopted.

8.2 Resolutions Without Meeting Report

Received for information.

8.3 Draft Minutes of the Advisory Planning Commissions

8.3.1 Draft Minutes of the December 26, 2025 Project Advisory Planning Commission Meeting

Received for information.

8.3.2 Draft Minutes of the January 29, 2026 Project Advisory Planning Commission Meeting

Received for information.

8.4 Local Trust Committee Public Hearing Record - None

9. CORRESPONDENCE

9.1 G. Stevens to LTC Email - Dated January 13th 2026 - Regarding clarifications on Clean and Safe Harbours Initiative

The Regional Planning Manager noted there are no current plans to undertake the Clean and Safe Harbour Initiative Bylaw. A Trustee indicated the Local Community Commission is preparing for another round table regarding harbour management and the Local Trust Committee's current focus is on housing and land use. RPM further advised that LTC consider looking at harbour planning on cooperation with other jurisdictions in the future.

9.2 LTC to BCAAP - Dated January 9th 2026 - Letter of support for HASSI

Received for Information.

9.3 K. Valoise to LTC Email - Dated January 21st 2026 - Regarding RE-fest by TSS Invitation

It was noted the Local Trust Committee can not unilaterally offer funds for sponsorship and the matter would need to be considered by Trust Council.

9.4 R. Ellis to LTC Email - Dated January 26th 2026 - Regarding Letter of support for HASSI to ICET grant

SS-2026-003

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request the Chair to send a letter of support to the Harbour Authority of Salt Spring Island in support of an application to the Island Coastal Economic Trust – Capital and Innovation Stream Funding Program.

CARRIED

9.5 I. Cameron to LTC Email - Dated February 1st 2026 - Regarding Saanich Inlet Roundtable to be held on March 19th 2026

Chair Peterson and Trustee Patrick both have a date conflict and will not be able to attend.

9.6 L. Patrick - B. Cameron Email dated February 3rd 2026 - Regarding New fire Hall Opening on May 03, 2026

Trustee Patrick noted intent to attend the opening.

10. BUSINESS ARISING FROM MINUTES

10.1 Follow-Up Action List – February, 2026

The Regional Planning Manager provided a verbal update and the follow-up action list was received for information.

The meeting was recessed for a break at 10:23 a.m. and reconvened at 10:30 a.m.

The agenda was reordered and item 11.1 was heard following item 10.1

11. PUBLIC HEARING

11.1 SS-BL-546 – D. Janyk – 355 Blackburn Road

The meeting was recessed for Public Hearing at 10:30 a.m.

The Public Hearing was adjourned at 11:45 a.m. and will reconvene at 1:30 p.m.

The meeting was recalled to order at 12:00 p.m.

10.2 Regular Meeting Schedule Update – Staff Memorandum

The Executive Committee has requested staff to amend the format of the November 19, 2026 Salt Spring Local Trust Committee meeting from in-person to electronic due to logistical concerns regarding 13 Local Trust Committee meetings scheduled in a three-week period between November and December 2026. Further concerns to consider include a new Executive Committee will have just been formed the week prior and chair assignments made and the logistical difficulty for Executive Committee members to travel to various back-to-back Local Trust Committee meetings.

SS-2026-002

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to change the 9:30am November 19, 2026 Local Trust Committee in-person meeting to an electronic meeting with a viewing location of the Salt Spring Island office of the Islands Trust located at 4-121 McPhillips Avenue, Salt Spring Island.

CARRIED

10.3 Trust Council Policy Statement Bylaw No 183 Referral - Briefing

Trust Council has referred Bylaw No. 183 to the Salt Spring Island Local Trust Committee for response. Discussion ensued and the following comments were noted:

- A Trustee noted the Trust Policy Statement project had been underway since 2019 with considerable engagement and input from the current Trust Council and they have read all correspondence received and attended the Community Information Meetings to hear community input;
- A Trustee provided the other members of the Local Trust Committee with a number or recommendations they wish to propose;
- A Trustee indicted the Trust Policy Statement will have a negative effect on the community's social and economic wellbeing, it will add more challenges and barriers to the work force and other community members, public engagement has been inadequate, and they recommend the Local Trust Committee oppose the Policy Statement;
- The Chair stated all Local Trust Committee recommendations will go to Trust Council for deliberation, provided a summary of Local Trust Committee referral responses given to date, and highlighted the Trust Policy Amendment Policy requires amending the Policy Statement on an ongoing basis and it is essential that Trust Council understand said review is required each term;
- During discussion on the motion a Trustee stated opposition to the recommendation for reasons already expressed as well as the undemocratic representation of Trust Council having authority over Local Trust Committees and noted the Trust Policy Statement should be an election issue.

SS-2026-004**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee recommend to Trust Council that proposed Bylaw No. 183 proceed, subject to consideration of the following recommendations:

1. Clarify through improved wording and/or definitions that the preservation and protection of the natural, terrestrial, and marine environment is central to the Islands Trust mandate.
2. Add a new guiding principle that explicitly addresses climate change, including climate risk, adaptation, mitigation, and long-term community and ecosystem resilience.
3. Acknowledge the cumulative impacts of both development and climate change on forest health, and explicitly include 'forests' within guiding principle 2.1.6.
4. Strengthen and articulate the interdependencies among Goals 3, 4, and 5, particularly with respect to environmental protection, but also consider reconciliation, climate resilience, and long-term sustainability.
5. Expand the goal (Goal 3 – Preserve and Protect Healthy, Biodiverse Ecosystems) and associated policies to move beyond identification and protection alone, and include ecosystem restoration and enhancement, while accounting for current and future climate change impacts.
6. In Policy 3.3.6 – Marine and Coastal Ecosystems, recognize that the Trust Area's more than 1,300 km of marine shoreline and nearshore environments include a broader range of ecosystems than those listed. Introduce the list with the phrase "including, but not limited to" to ensure comprehensive protection.
7. Strengthen the language of Goal 4 (Foster Sustainable, Inclusive, and Resilient Communities) to more clearly integrate environmental protection and climate change mitigation, adaptation, and resilience as foundational components of sustainable and inclusive communities.
8. Strengthen Policy 3.4.5 – Climate Change and Land Use to avoid new or increased exposure to climate-related risks, reduce greenhouse gas emissions, and support proactive climate adaptation measures through land-use planning and nature-based solutions.
9. Strengthen Policy 3.4.6 – Climate and Natural Hazard Risks to be more anticipatory and future-focused, emphasizing risk avoidance rather than reliance on adaptation alone, and restricting development in areas subject to present and projected climate-related hazards.
10. Add a new advocacy policy in Transportation that recognizes the impacts that BC Ferries has on island communities and encourage BC Ferries to be an active and willing partner in long-term island community planning.
11. Strengthen Freshwater policies by converting advocacy policies into a directive policy that explicitly enables and requires coordination with the Province, regional and improvement districts, First Nations, and other authorities to protect long-term potable water resilience across the Trust Area.

12. Acknowledge Agriculture as a keystone of community planning and resilience. Develop a directive policy that explicitly enables and requires coordination with the Province, the Agricultural Land Commission, regional districts, First Nations, and other authorities to protect long-term agricultural viability and resilience in the Trust Area.
13. Within the implementation plan framework, include an option for a Local Trust Committee or island municipality to prepare a Context Statement that identifies the relationship between an Official Community Plan (OCP) and the guiding principles, goals, and directive and advisory policies of the Trust Policy Statement. The Context Statement should outline how the OCP will be made consistent with the Trust Policy Statement over time and it should be a part of an OCP.
14. Develop and include a clear amendment process for the Trust Policy Statement to ensure it remains current and relevant, including a mechanism that allows any Islands Trust body to request amendments.

CARRIED

Trustee Harris opposed.

12. WORK PROGRAM

12.1 Active Projects List – Dated February, 2026

The Regional Planning Manager stated they will provide a report with suggestions on revising and updating the Active Projects list.

12.2 Future Projects List – Dated February, 2026

Received for information.

12.3 Quarterly Work Program Update

The Regional Planning Manager provided an update and highlighted the following:

- Report dates are to be aligned with Trust Council meeting dates to facilitate a work report being included on the Trust Council meeting agenda;
- A business case for the Official Community Plan-Land Use Bylaw Project has been submitted for advancement to Trust Council for budget approval;
- An update on Salt Spring staff vacancies and vacations was provided;
- There continues to be a high level of inquiries coming in regarding development;
- Updates to the Future Projects list should be considered on the basis of an understanding of what is emerging as community priorities prior to the election;

A Trustee noted the Future Projects list should be redesigned in a format that creates categories of projects and develops prioritization.

SS-2026-005

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff report back on options to replace the future projects list

CARRIED

SS-2026-006

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee receive the Work Program Update Report dated February 12, 2026, for information.

CARRIED

SS-2026-007

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee confirm the top three priorities in the Salt Spring Island Local Trust Committee Active Projects List, presented in the February 12, 2026, Regular Meeting Agenda, and forward these priorities to Trust Council

CARRIED

SS-2026-008

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee forward the quarterly work program update report to Executive Committee.

CARRIED

Trustee Harris opposed.

The meeting was recessed at 1:30 p.m. to go back to Public Hearing and reconvened at 1:41 p.m.

13. COMMUNITY INFORMATION MEETING - None

14. APPLICATIONS AND REFERRALS

14.1 PLDVP20250277 – M. Booy – 110 Tantramar Drive, SSI – Staff Report

The application was withdrawn after public notification was issued but before notice of withdrawal could be sent.

14.2 PLRZ20240021 – D. Janyk – 355 Blackburn Road, SSI – Staff Report

The Planner summarized the staff report and highlighted the following:

- The application seeks a Land Use Bylaw amendment to permit current uses on the subject property and bring it into compliance following the expiration of Land Use Contract Bylaw No. 195;
- The proposed bylaw received first and second readings, a Community Information Meeting was held February 10, 2026 and a Public Hearing was held February 12, 2026;
- Referral responses were summarized.

Discussion ensued and the following comments were noted:

- The October, 2025 staff report indicated Tsawout First Nation requested a thirty-day extension to reply to the referral following a scheduled meeting with Islands Trust staff;
- The Planner clarified a written submission was not received from Tsawout First Nation to date;
- The Planner indicated staff from the Capital Regional District inquired why they were not provided a referral regarding the application and it was confirmed that

an email referral had been sent to the correct email address and the process had been followed in accordance with procedures;

- When asked if there was a mechanism to restrict buildings to the area of the shale mound on the subject property the Planner noted that type of detail would not typically be provided in a rezoning amendment and that a covenant on land within the Agricultural Land Reserve can be processed with approval from the Agricultural Land Commission; however, this would entail an extra step;
- A Trustee asked if, during the Public Hearing, the applicant had requested a change be made to the proposed bylaw and the Planner replied the applicant commented about the shale portion of the land and restricting use on this portion but did not appear to state they did not wish the application to move forward;
- When asked, the applicant confirmed they wished to proceed with the application;
- A Trustee indicated they are willing to proceeding but noted the Tsawout First Nation deferred referral pending a meeting with staff to receive further details and said details have not been provided by staff.

The meeting was recessed for a break at 2:00 p.m. and reconvened at 2:15 p.m.

- A motion was made to defer the application and a Trustee stated opposition to the motion as all legislative requirements had been met;
- A Trustee highlighted the importance of ensuring the relationship with the Tsawout First Nation is honoured;
- The Chair noted the reconciliation process is important to consider;
- The Regional Planning Manager clarified that should the Tsawout First Nation provide a response that requires new information be provided to the Local Trust Committee then a second Public Hearing would need to be held; however, there is no risk to the application should this happen.

SS-2026-009

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee defer PLRZ20240021 to March 19, 2026 Local Trust Committee meeting to have staff follow up with outstanding First Nation referrals and advise the Local Trust Committee how to proceed.

CARRIED

Trustee Harris opposed.

14.3 PLRZ20250220- J. Gauthier – 154 Kings Lane, SSI – Staff Report

The Planner noted the application presents a Housing Agreement Bylaw for adoption following Executive Committee approval.

SS-2026-010

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee support the discharge of Housing Agreement and Section 219 Covenant CA7982286 from LOT 2,

SECTION 4, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 23507, and designate any member of the Salt Spring Island Local Trust Committee to sign the covenant be authorized to provide necessary signatures for the discharge.

CARRIED

SS-2026-011

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee accept a covenant under section 219 of the Land Title Act from the registered owners of (PID: 003-106-756, LOT 2, SECTION 4, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 23507) (Attachment 2 of this staff report dated February 12, 2026), containing a Housing Agreement Bylaw, and designate any member of the Salt Spring Island Local Trust Committee to sign the covenant.

CARRIED

SS-2026-012

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee Bylaw No. 550, cited as “Salt Spring Island Housing Agreement Bylaw No. 550, 2025” (Proposed Bylaw No. 550) (Attachment 3 of this staff report dated February 12, 2026) be adopted.

CARRIED

SS-2026-013

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee accept a covenant under section 219 of the Land Title Act from the registered owners of (PID: 003-106-756, LOT 2, SECTION 4, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 23507) and STÁUTW(Tsawout) First Nation (Attachment 4 of this staff report dated February 12, 2026), and designate any member of the Salt Spring Island Local Trust Committee to sign the covenant.

CARRIED

SS-2026-014

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee Bylaw No. 549, cited as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 5, 2025” (Proposed Bylaw No. 549) (Attachment 4 of this staff report dated February 12, 2026) be adopted.

CARRIED

14.4 SS-RZ-2023.1- C. Schmäh – 104 Atkins Road, SSI – Staff Report

The Planner summarized the staff report and highlighted the following:

- The application seeks to amend the Land Use Bylaw to permit current uses on the subject property and bring them into compliance following the expiration of the existing Land use Contract Bylaw No. 10;
- The subject property is currently occupied by a retail farm store and nursery with on-site growing;
- The current use of the property has been ongoing for over forty years with no negative impact reported or observed;

The applicant was in attendance and spoke to the application.

The Local Trust Committee had no questions for the applicant or Planner.

SS-2026-015

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to proceed with processing application SS-RZ-2023.1.

CARRIED

SS-2026-016

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to prepare a draft bylaw to amend Salt Spring Island Land Use Bylaw No. 355, 1999, to rezone LOT A, SECTION 4, RANGE 2 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 3367, from Rural (R) to Commercial 1 (C1).

CARRIED

14.5 PLRZ20250306 – J. Litke – 601 Rainbow Road, SSI – Staff Report

This item was withdrawn

14.6 Agricultural Land Reserve Exclusion - M. Smith - 131 Brinkworthy Road, SSI - Staff Report

The Planner summarized the staff report and highlighted the following:

- The applicant requests that the Local Trust Committee consider submitting an Agricultural Land Reserve (ALR) exclusion application to the Agricultural Land Commission (ALC);
- Exclusion applications can only be submitted by the provincial, local, or First Nations governments;
- If the Local Trust Committee proceeds with the application Islands Trust would then be considered the applicant and would be required to pay the application fee which would subsequently be recovered from the property owner;
- The property owner has been asked to provide information to staff for analysis including the justification for the proposed ALR exclusion request, a servicing requirements plan, and an agricultural capability assessment.

Discussion ensued and the following comments were noted:

- A Trustee stated concurrence that additional information was required to work toward a successful submission to the ALC;

- There might be need for a phased approach to refer the matter to the Agricultural Advisory Planning Commission (AAPC) for referral to ensure the AAPC supports the application;
- The Planner confirmed a strong application to the ALC is necessary and to date the materials requested of the applicant have not been received;
- The Local Trust Committee would like to put the application in the best possible position to go forward to the ALC.

SS-2026-017

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee refer the staff report for Agricultural Land Reserve exclusion for 131 Brinkworthy Road, Salt Spring Island to the Agricultural Advisory Planning Commission for feedback on the proposal and the requested information.

CARRIED

14.7 Mayne Island Local Trust Committee Draft Bylaw No 200 Referral

SS-2026-018

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee respond to the Mayne Island Local Trust Committee that interests are unaffected by Bylaw No. 200.

CARRIED

15. LOCAL TRUST COMMITTEE PROJECTS

15.1 Official Community Plan – Land Use Bylaw Project Update – First Nations Engagement

This item was deferred for consideration at a special meeting scheduled for February 26, 2026.

15.2 Official Community Plan – Land Use Bylaw Project Update – Community Engagement, Presentation from Project Consultants

This item was deferred for consideration at a special meeting scheduled for February 26, 2026.

15.3 PAPC Meeting Resolution – Staff Report

The Regional Planning Manager addressed the resolutions passed by the Project Advisory Planning Commission (PAPC). Discussion ensued and the following comments were noted:

- The project team needs to be very clear and specific in what is being asked when presenting a referral to the PAPC;
- The project contract has a timeline and budget that needs to be considered and some recommendations made by the PAPC are not supportable within the scope of the project;

- Notwithstanding that the PAPC has passed a recommendation to hold a Town Hall format engagement session, the Local Trust Committee had discussed this option with the consultants previously and determined not to hold one;
- The PAPC is welcome to make any kind of recommendation;
- The PAPC is encouraged to respond to what is being asked of them at the time;
- Professionals have been hired to provide communications and engagement materials and a distinction needs to be made when materials are provided for information only or when feedback on said materials is being requested;
- There are aspects of projects that feedback can not necessarily be assimilated;
- A Trustee noted that the Official Community Plan-Land Use Bylaw project should be terminated and focus put on workforce housing.

SS-2026-019

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff submit written outreach materials to the Project Advisory Planning Commission and the Local Trust Committee in advance for information.

CARRIED

Trustee Harris opposed.

16. NEW BUSINESS - None

17. REPORTS

17.1 Policy and Standing Resolutions List

Received for information.

17.2 Open Applications Report – Dated February, 2026

Received for information.

17.3 Expense Report – Dated November, 2025 and December, 2025

Received for information.

17.4 Islands Trust Conservancy Board Report – None

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 March 19, 2026 at the Legion Meaden Hall, 120 Blain Road, Salt Spring Island.

19.1 Special Meeting Resolution

SS-2026-020

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to schedule an electronic Special Meeting for a joint meeting with the Capital Regional District Local Community Commission at 10:00 a.m. on Thursday, February

26, 2026 with a viewing location of the Islands Trust Salt Spring Office, 4-121 McPhillips Avenue, Salt Spring Island, BC.

CARRIED

Trustee Harris opposed.

SS-2026-021

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to schedule an electronic Special Meeting for consideration of an Official Community Plan-Land Use Bylaw Project update at 3:00 p.m. on Thursday February 26, 2026 with a viewing location of the Islands Trust Salt Spring Office, 4-121 McPhillips Avenue, Salt Spring Island, BC.

CARRIED

Trustee Harris opposed.

20. ADJOURNMENT

By general consent the meeting was adjourned at 3:08 p.m.

Timothy Peterson, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder



Resolutions Without Meetings Log

Salt Spring Island

Resolution Number	Action	Date
2026-003	Carried	24-Feb-2026
Special Meeting - February 26, 2026 - Cancellation		
THAT the Salt Spring Island Local Trust Committee cancel the electronic Special Meeting scheduled for Thursday February 26, 2026		



Islands Trust Salt Spring Island Local Trust Committee

Record of a Public Hearing

Proposed Bylaw 546

Date: February 12, 2026
Location: Meaden Hall
120 Blain Road, Salt Spring Island, BC

Members Present: Timothy Peterson, Chair
Jamie Harris, Local Trustee (electronic)
Laura Patrick, Local Trustee

Staff Present: Chris Hutton, Regional Planning Manager
Anthony Fotino, Island Planner (electronic)
Rob Pingle, Planning Technician
Britt Holowaty, Legislative Clerk
Lisa Millard, Meeting Administrator/Recorder (electronic)

Others Present: There were approximately 15 members of the public present.

10.1 SS-BL-546 (D. Janyk) - Proposed Bylaw 546

Chair Peterson called the Public Hearing to order at 10:34 a.m. He read a statement outlining the content, purpose, and process of the Public Hearing.

Island Planner Fotino read a statement related to the purpose of proposed Bylaws No. 546, developments to date, noted legislative notification requirements had been met, and summarized referral responses received.

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

Michael McCormick stated they did not object to the use in principle but requested regulatory clarity and environmental safeguards before bylaw approval for the following reasons: the bylaw was not referred to the operating body of the Beddis Water System, the subject property occupies a hydrologically critical position within the watershed, the original Land Use Contract restricted the number of bedrooms to 17 which was embedded within an effluent discharge limit of 21,249 litres and the bylaw amendment removes these restrictions, two registered covenants remain on title with one protecting riparian areas and the other restricting the property to one residential unit without prior written consent of Islands Trust, and the zoning amendment and Agricultural Land Commission approval do not override the covenants.

Chris Smith stated opposition to the bylaw because the Beddis Water Commission did not have an opportunity to review the application, the application makes a number of usage changes to the land including 10 agritourism cabins and 17 new dwelling units, changes the zoning of the school building, the creation of accommodations pursuant to any purposes may result in a high occupancy not currently allowed, and the current uses

have not been interrogated against the water license that is in place, the well status, or the septic infrastructure.

Wayne Hewitt opposes the bylaw due to lack of environmental protection, increased uses detrimental to the watershed, excess development and use on the land as compared to the Land Use Contract, potential for chemicals to be released into the watershed related to artisan studio use, a number of cabins in excess of those permitted by the Agricultural Land Commission, bylaw complaints related to the campground which have had no response, current overdevelopment on the subject property, and lack of building size restrictions and environmental policies within the bylaw.

Mark Classen stated support of the application and noted the property was originally a dairy farm and there has been no animal farming since that time, the society has a good relationship with the community, the Water Preservation Society was established at the time the property was developed, they have done a lot of environmental protection work on the dump across the road and brought in a transfer station, have a relationship with the Salmon Enhancement Society, maintain organic farming, have worked for many years on forest preservation and work with the conservancy, the well on property provides annual microbiology tests and metal scans every five years with no negative reports, the sewage fields are permitted and regularly pumped, students of the school were stewards of the creek, and they have done their utmost to preserve the quality of land and act in environmentally responsible way.

Maxine Leichter stated the need for limits on the land and environmental protections to be put in place in perpetuity in the event the property changes ownership at any time in the future.

Usha Rautenbach clarified community use in the school would not be a new use as there is currently a room zoned for assembly use.

Rodney Polden stated support of the application and noted the community associated with the subject property contributes to the greater community, the property is used by many organizations, the use of the land and facilities is seasonal, there are not many people living on the property, most employees are seasonal workers, the non profit organization worked with and Islands Trust Advisory Solid Waste Committee which was involved in environmental enhancements in the area , the Salt Spring Water Preservation Society was founded by members of Salt Spring Centre, they steward and monitor critical habitat on the property, and in the absence of the ability to place a conservation covenant on land located within the Agricultural Land Reserve they are doing all they can to be good stewards of the land. They noted they did not seek rezoning to expand uses but to bring into compliance what is already done on the land following the expiration of the Land Use Contract.

Clare Cullen stated support of the application noting the Centre had no intention of rezoning but are required to, the property, with exception of one area, is located within the Agricultural Land Reserve which provides protections of the land, there is a capacity of twenty-six beds for weekend retreats and only time there is a large gathering is during an annual retreat that is open to the community.

Sid Filkow spoke in support of the application and noted it is important for the Centre to make itself available to community which promotes non-denominational and non-violent principals, and makes a small footprint considering the size of the property. The stated

need to focus on uses allowed under new the zoning which will provide the ability to carry on current activities.

Anuradha Hannah stated support of the application and noted appreciation and honouring of the land and that programs and workshops help sustain the Centre. The Centre seeks to continue to protect the environment, preserve the land, and sustain the property.

Darryl Janyk noted the application was submitted in November, 2023 and had sought rezoning from Agriculture to Community Facilities, and at time of application the Planner recommended a zoning variation with special conditions and those conditions were written in the Land Use Contract. They noted the cabins were built as agritourism cabins approved by the Agricultural Land Commission while Islands Trust had approved additional uses and that is why they are included in the rezoning application.

Girija Edwards spoke in support of the application and noted they are not there to ruin the land or have excess sewage on a property that founding members have carefully crafted to preserve and protect and the use of the land provides peace and learning to those that attend.

Wayne Hewitt stated concern should the property change ownership.

Chair Peterson adjourned the Public Hearing at 11:35 a.m. to be reconvened February 12, 2026 at 1:30 p.m.

The Public Hearing reconvened at 1:32 p.m.

Mark Classen clarified the eight-acre shale mound central to the property does not have soil suitable to farm uses and it was excluded from Agricultural Land Reserve and all development is contained on this land while the rezoning application applies to the entire property.

Wayne Hewitt stated the new bylaw does not cover aspects such as the use of fertilizers and pesticides, they thought the new bylaw was to provide the same components as the Land Use Contract, noted concerns should the property changes ownership in the future, and questioned how protections can be provided if covenants can not be placed on land within the Agricultural Land Reserve.

Usha Rautenbach noted they understand the wording is for a bylaw amendment to permit what already exists.

Darryl Janyk clarified the eight-acre shale land is one parcel, the Land Use Contract was for said parcel and the revised rezoning application was made to include protection for non farm use buildings that would only be located on the shale mound and this was the intent of the protection which they would like to see included.

Chair Peterson called three times for speakers and no comments were made. There being no further submissions, Chair Peterson closed the Public Hearing at 1:40 p.m.

I certify that this is a fair and accurate summary of the nature of representations respecting the meeting held.

Lisa Millard, RECORDER

DATE

Feb 3rd 2026

Britt Holowady
Legislative Clerk, Deputy Secretary,

I am disputing the requirement that I have a consulting professional certify a storm water drainage system that has been installed already at 116 Jackson Ave.

This was never brought up when applying for my development permit and temporary use permits. This is the time to put your cards on the table, if in deed this lot required this assessment, which I disagree with

As E.1.10.1 doesn't apply as the build out including one more building creates, plus or minus approx 760 square feet of impermeable surface. This is less than 10% coverage. Bylaw states around 3,000 square feet.

E.10.2 has been fully complied with pictures of the Stormtech chambers installed collecting rainwater off the roofs, which slows the water down and allows it to percolate through the geotech cloth and drain rock into the soil. The parking area which the trust now tells me[last week] is a drainage flood plain area. I already new this, and had the top soil dug out and moved to the top of the property creating a planting area for an apple orchard. Area in question filled in with 3 inch minus shot rock, compacted and dressed with 3/4 drain rock, problem is now solved. Anytime someone from the Trust wants to view this after a heavy rain they are welcome. I did this because I thought it was the right thing to do. I believe I wasn't required as per regulations. All permits, inspections, occupancy permits have been complied with. The building inspector commented on my drainage system and I asked him if he would notate it on the permit. He said it wasn't a code requirement so wouldn't do it, he was impressed though.

It is next to impossible for me to flood out my neighbours. I'm the low lying piece of property in the equation.

I corrected a road water drainage problem that was causing water issues on my property by leading the run off into a culvert, this has made Jackson Ave a lot drier and also has helped my entrance.

Water from one roof goes into 2 -1000 holding tanks for irrigation and when full will go into the infiltrators. No maintenance is needed on this system, I know it works because I installed same at 111 Rainbow which was a much wetter lot than Jackson.

Drainage has been installed behind all retaining walls to prevent any hydrostatic pressure on the walls, clean outs have been provided for a visual and clean out purposes. As the property is now tiered water is slowed down at each tier. Gravel again installed behind wall and top dressed surface.

No engineer is going to sign off on a system at this stage even though I did it with all due care and attention. There is no water management issue on this property and the last building I purpose has the roof water going into the water collection tank and then into oversized infiltrators on the 2nd tier to accept this increased volume.

The word SHOULD is used in the interpretations, this means it isn't cast in stone, practicability should be considered.

No pollution of ground water or surface can happen, all bad draining material was removed and replaced with crushed rock, improving the quality of sub surface water.

There are no detrimental impacts on agricultural land as I don't border on same.

I have landscaped 20% of the property which helps to dissipate water from the sky.

Supply and demand for local commercial space.

I had a space available December, 2025 at 125 Rainbow Road. With word of mouth only was rented in 2 days with 2 others on the waiting list if this fell through.

At 116 Jackson the proposed new building on the 3rd tier, with no advertising has 3 people inline for consideration. There definitely is a need for small, energy efficient, tastefully created buildings in Ganges that build on the charm of yesterday, which I strive to do.

Enclosed find a report from a local realtor.

Respectfully submitted.

Martin Ogilvie



↑
It IS coming

E.1.9 Sign Guidelines

- E.1.9.1 Signs should be coordinated with *buildings* in terms of location, scale, materials, finishes and colours.
- E.1.9.2 Signs should be kept to the minimum size and number needed to inform and direct residents and visitors. Sign size and lettering should not exceed that necessary to direct pedestrians and slow-moving traffic: letters should rarely exceed 20 cm in height; the area of individual signs should rarely exceed 2.5 m². Total permitted sign area should not exceed that permitted by local bylaw.
- E.1.9.3 All signs should be kept at a pedestrian viewing level. They should not obstruct pedestrian traffic. Some exceptions to the guidelines in this Section may be considered for marine-oriented businesses which offer services to marine traffic. However care must be taken to ensure that the character of the harbour as viewed from the sea is not dominated by commercial signs.
- E.1.9.4 Signs should be constructed of natural materials, preferably with a handcrafted look. Plastic, back lit signs should not to be used, especially those dominated by product logos and trademarks.
- E.1.9.5 Front-lit signs with soft light levels are preferable.
- E.1.9.6 Signs should not move or be audible. They should not incorporate lighting that moves or flashes or gives the impression of doing so. Neon lighting should not be used outside buildings.

E.1.10 Guidelines regarding Stormwater Drainage and Water Pollution

BL488
(07/20)

- E.1.10.1 New commercial, *general employment*, institutional and multi-family residential developments that will create more than 280 m² of new impervious surfacing should include a report prepared by a Professional Engineer that determines the extent of changes to the natural drainage. It should identify any conditions that should be incorporated into the development permit to protect property from flooding, erosion or from other undesirable impacts as the result of changes to stormwater runoff. Particular attention should be paid to ensuring that drainage changes will not result in detrimental impacts such as flooding or reduced groundwater availability on *agricultural lands* or watercourses that either adjoin the development or are located in the same watershed.
- E.1.10.2 Developments that would create less than 280 m² of *impervious surface* area should not alter drainage in a way that would cause detrimental impacts on other properties, including *agricultural land*. The Local Trust Committee could request that a drainage plan be prepared by a Professional Engineer to assist it in establishing development permit conditions related to drainage, *NO ALTER OF DRAINAGE that would cause a problem for other properties. ONLY IMPROVEMENTS.*
- E.1.10.3 Development should not result in the pollution of surface or groundwater supplies. Particular care should be taken to ensure that there are no detrimental impacts on *agricultural land* or to fishbearing watercourses because of water pollution.

Note: Applicants are referred to B.C. Ministry of Environment, Lands and Parks (1992) for mechanisms to minimize storm water pollution in a manner that will meet the objectives and guidelines of this Development Permit Area.

Illustration and Information Sources for Development Permit Area 1:

- Arendt, R. 1994
Rural by design: maintaining small town character.
Planners Press. American Planning Association, Washington, D.C.
- B.C. Agricultural Land Commission 1993
Landscaped buffer specifications, Burnaby, B.C.
- B.C. Ministry of Agriculture, Fisheries and Food, 1996
Strengthening farming in British Columbia.
A guide to implementation of the Farm Practices Protection (Right to Farm) Act, Victoria, B.C.
- B.C. Ministry of Environment, Lands and Parks, 1992
Urban Runoff Quality Control Guidelines for British Columbia

NUMBERS ON pictures RELATE
to LOCATION ON DRAINAGE site MAP.



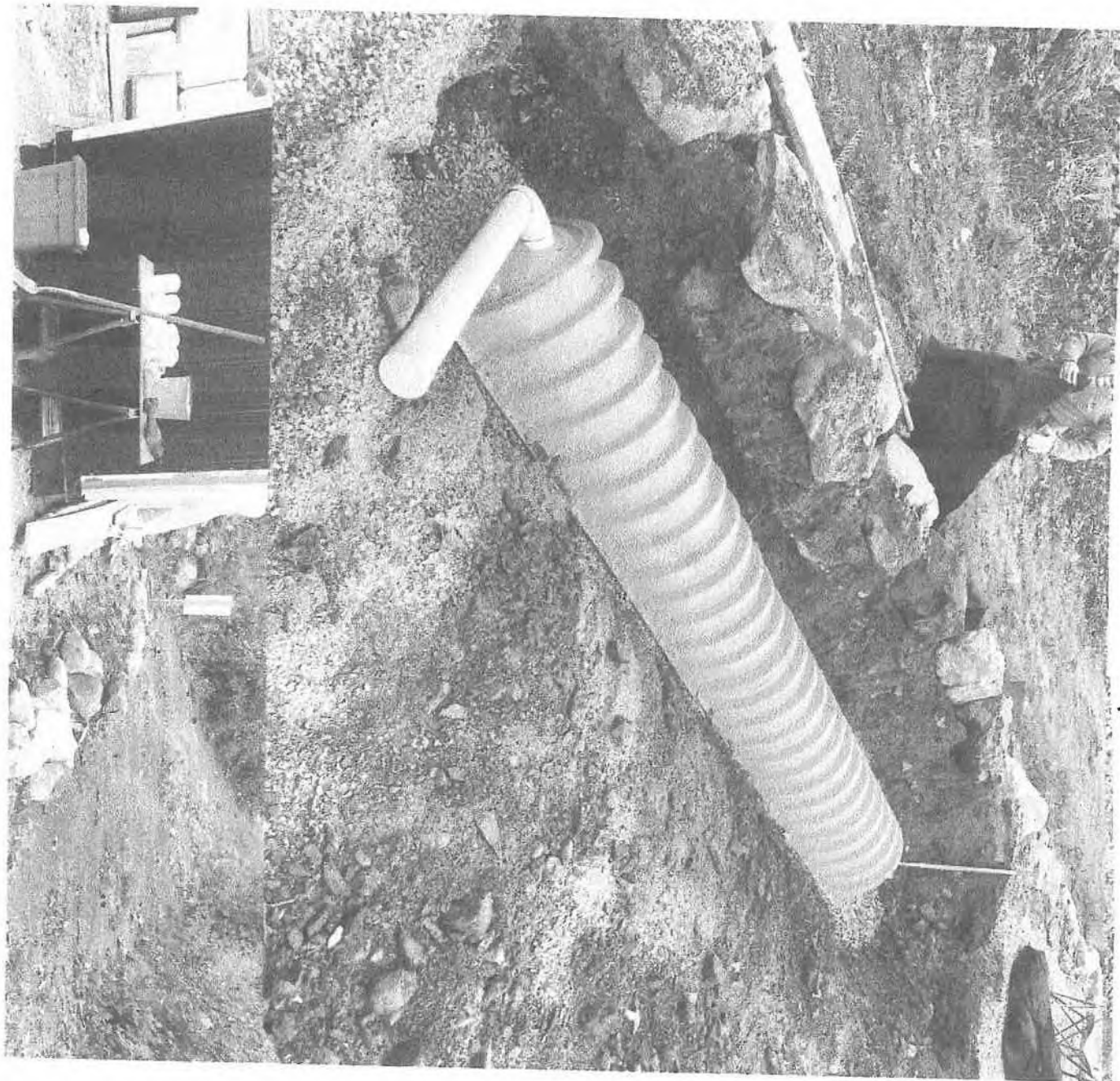
#1



#2



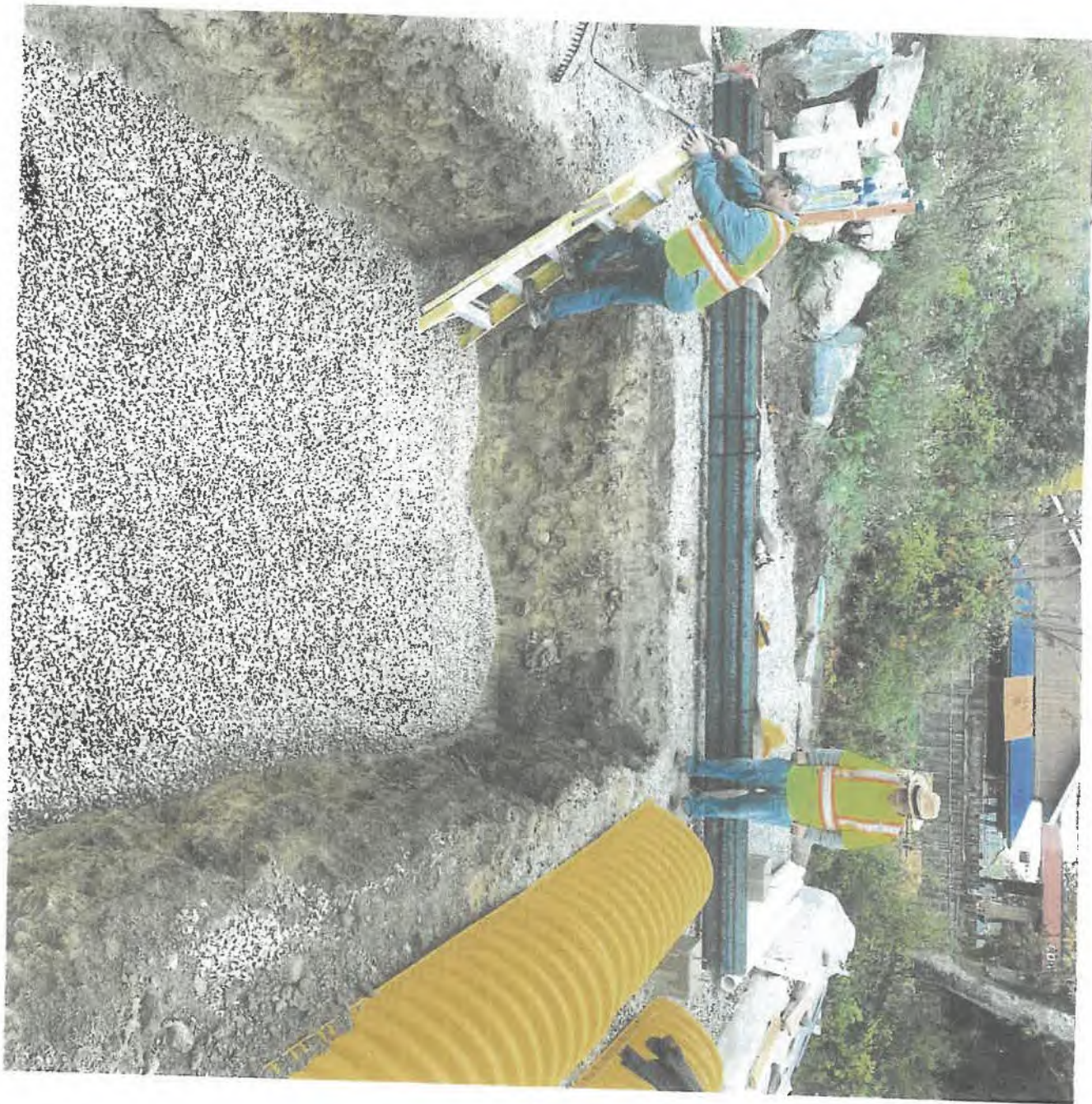
#1



#2



井2



11



#3

BRITISH COLUMBIA LAND SURVEYOR'S BUILDING LOCATION CERTIFICATE OF
 LOT 2 SECTION 1 RANGE 3 EAST NORTH SALT SPRING ISLAND COWICHAN DISTRICT
 PLAN EPP99513
 PID 031-451-977



The intended plot size of this plan is 432mm in width by 280mm in height (B-size) when plotted at a scale of 1:200.

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

Setbacks are derived from field survey completed on October 15, 2024, and are measured from concrete piles and siding (if any).

The following non-financial charges are shown on the current Certificate of Title and may affect the property:

CASB13681 - COVENANT

This document shows the relative location of the surveyed buildings and features with respect to the boundaries of the parcel described herein. This document shall not be used to define property lines or property corners.

Feature labels are descriptive. The user is encouraged to refer to the appropriate land use bylaw for specific feature definitions. Polaris Land Surveying Inc. accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document.

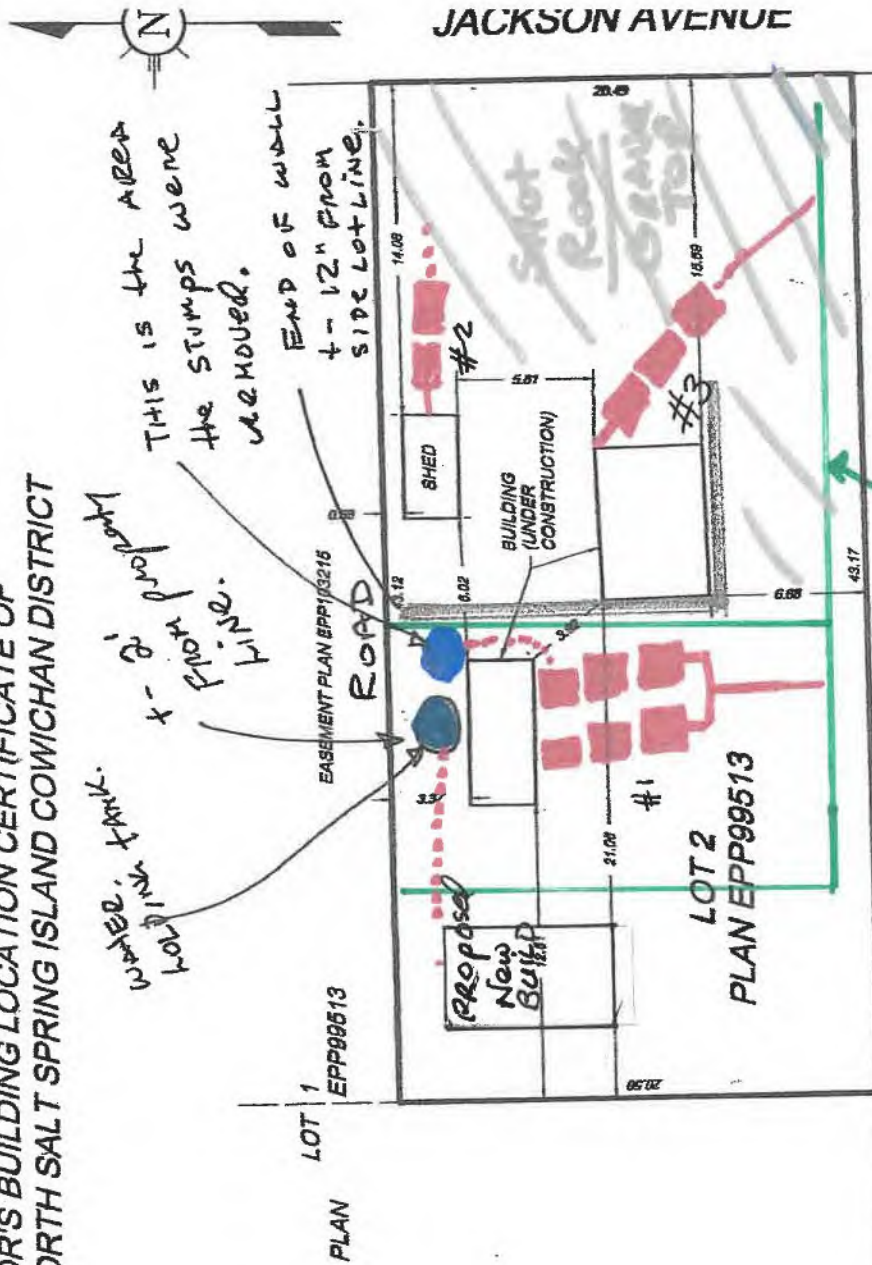
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Mailing & delivery address:
 204 - 146 Furlford-Ganges Road,
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Toll Free: (877) 603 7398
 Telephone: (250) 837 6502
 SSI@plsi.ca
 www.plsi.ca

Land Surveying Inc.



PERFORMED
 DRAIN PIPE IN
 GRAVEL.

Date:
 Drawing: 0708-4
 Layout: 5

DRAINAGE SITE MAP

StormTech SC-310 Chamber

Designed to meet the most stringent industry performance standards for superior structural integrity while providing designers with a cost-effective method to save valuable land and protect water resources. The StormTech system is designed primarily to be used under parking lots thus maximizing land usage for commercial and municipal applications.


StormTech SC-310 Chamber
 (end to side)

Nominal Chamber Specifications

Size: 11' x 9' x 4'
 33.5' x 27.4' x 12.5'
 (2178 x 854 x 893 mm)

Chamber Storage

14.2' x 14.2' x 4.2' (4.3 m)

Minimum Installed Storage*

31.0' x 31.0' x 10.0' (9.4 m)

Weight

27,000 lbs (12,247 kg)

Shipping

41 chambers/pallet

100 end caps/pallet

100 cables/pallet

100 cables/pallet

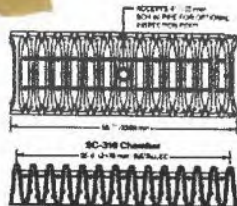
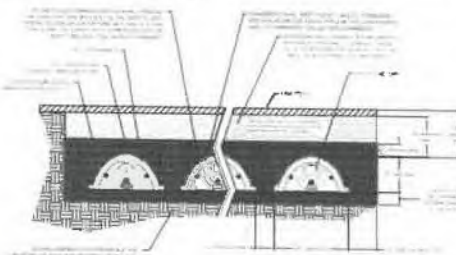

**Typical Cross
 Section Detail**

FIGURE 1



11/03/2015 - 5 204 Views

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StormTech SC-310 Chamber

[StormTech SC-310 Chamber](#)

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From: Paul Zolob <paul@paulzolob.com>
Sent: Friday, February 13, 2026 3:17 PM
To: Milad Panahifar
Subject: 116 Jackson Ave

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Milad,

In reference to this property owned by Martin Ogilvie, I wanted to convey to the Islands Trust planning team that leasable commercial property is almost non-existent in Ganges. Finding any commercial property for sale is always problematic as well. I own a commercial property myself and between that and the office space that I lease in the Upper Ganges Centre for my real estate office, I am asked often by locals and clients alike if there is any space to rent - anywhere on the island. We have a diverse community that needs the support of our local businesses and we can really use more space here for some of these hard working entrepreneurs.

Having said that, I know Martin Ogilvie to be a very conscientious businessman with a great vision for his endeavours as they fit within the needs of the community. I encourage Islands Trust to give due consideration to any application he may bring forth for his properties in the village.

Have a great weekend!

Best regards,

Paul Zolob - Managing Broker / Realtor®
Royal LePage Duncan Realty - **Salt Spring Island**
Cell: 250-526-2626
Office: 250-537-5515



Helping you is what we do.™



From: Karen Clemson <[REDACTED]>
Sent: Sunday, February 8, 2026 9:26 AM
To: SSInfo; ssiparc@crd.bc.ca
Cc: adam.olsen.mla@leg.bc.ca
Subject: Request for Review and Improvement of Public Lake Access and Parking Safety on Salt Spring Island

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Sirs or Madams,

I am writing to express a growing concern shared by many residents and visitors regarding the limited and inadequate public access to lakes on Salt Spring Island. While our lakes are cherished community assets, the current access points are extremely small and unable to accommodate the number of people who wish to swim and enjoy these spaces during the summer months.

As the island's population has increased—and as tourism continues to rise—the strain on these tiny access points has become increasingly evident. Overcrowding has led to safety concerns, environmental wear, and reduced accessibility for families, seniors, and individuals with mobility challenges. In many cases, the size and design of the access points simply do not reflect the current or future needs of the community.

In addition to the limited access points themselves, the parking situations at all lake access locations have become increasingly inadequate and, at times, dangerous. During peak summer periods, vehicles are often forced to park along narrow road shoulders, on blind corners, or in areas not designed for pedestrian movement. This creates significant safety risks for drivers, cyclists, and pedestrians, including children walking to and from the water. The lack of designated, safe parking areas also contributes to congestion, emergency-vehicle access issues, and conflicts with nearby residents.

I respectfully request that your office review the existing public lake access infrastructure and consider the following:

- Assessing whether current access points meet the needs of the island's population and visitor load
- Identifying opportunities to expand existing access points or create additional ones
- Evaluating and improving parking capacity and safety at all lake access locations
- Enhancing signage, pedestrian safety measures, and traffic management where appropriate
- Incorporating lake-access and parking capacity into long-term planning and policy updates
- Exploring partnerships between Islands Trust, CRD, and the Province to ensure meaningful public access to Crown-land shorelines

Salt Spring Island's lakes are vital recreational and environmental resources. Ensuring that public access and parking infrastructure are safe, equitable, and sufficient for the community is essential to maintaining the quality of life that residents value.

Thank you for your attention to this matter. I would appreciate being informed of any upcoming discussions, planning processes, or opportunities for public input related to lake access and associated safety concerns.

Sincerely,

Karen Clemson
Salt Spring Island, BC

Follow Up Action Report

Salt Spring Island

11-Apr-2024

Progress	Activity	Responsibility	Dates	Status
59%	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) January 7, 2026: ·Staff have established monthly meetings with Tsawout First Nations staff to discuss numerous items, including the creation of a protocol agreement. ·Islands Trust staff have provided the last MOU approved by Trust Council as a starting point. Tsawout staff will review this, with intention to continue refining to development of an MOU between Tsawout First Nation and Trust Council.	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. ·Nov. 2025 - Report to LTC at next regular agenda will include early copy and seek comment prior to continuation. January 30, 2026: ·Deferred to future meeting due to resource limits.	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-2025-106 Staff to defer bylaw referral on Policy Statement Bylaw No.183 to LTC's November 2025 meeting. Deferred till community engagements are done.\n -2025-12 Engagement ongoing.	Britt Holowaty Chris Hutton Jason Youmans Rob Pingle	Target: 12-Feb-2026	Completed
0%	2 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.	Chris Hutton	Target: 28-Feb-2026	In Progress
24%	3 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

11-Dec-2025

Progress	Activity	Responsibility	Dates	Status
100%	1 Resolution No.: SS-2025-136 That the staff add a regular meeting for September 24, 2026 at 12:30 p.m. at Salt Spring Island Meaden Hall.	Kalyaan Selvakumar Lisa Millard		Completed

Follow Up Action Report

Salt Spring Island

12-Feb-2026

Progress	Activity	Responsibility	Dates	Status
100%	1 Resolution No. SS-2026-003 Staff to send a letter of support to the Harbour Authority of Salt Spring Island in support of an application to the Island Coastal Economic Trust - Capital and Innovation Stream Funding Program.	Chris Hutton Kalyaan Selvakumar	Target: 16-Feb-2026	Completed
100%	2 Resolution No. SS-2026-002 Staff to change the 9:30am November 19, 2026 Local Trust Committee in-person meeting to an electronic meeting with a viewing location of the Salt Spring Island office of the Islands Trust located at 4-121 McPhillips Avenue, Salt Spring Island.	Lisa Millard		Completed
0%	3 Resolution No.: SS-2026-005 Staff to report back on options to replace the future projects list	Chris Hutton		In Progress
100%	4 Resolution No.: SS-2026-020 Staff to schedule an electronic Special Meeting for a joint meeting with the Capital Regional District Local Community Commission at 10:00 a.m. on Thursday, February 26, 2026 with a viewing location of the Islands Trust Salt Spring Office, 4-121 McPhillips Avenue, Salt Spring Island, BC.	Kalyaan Selvakumar	Target: 16-Feb-2026	Completed
100%	5 Resolution No.: SS-2026-021 Staff to schedule an electronic Special Meeting for consideration of an Official Community Plan-Land Use Bylaw Project update at 3:00 p.m. on Thursday February 26, 2026 with a viewing location of the Islands Trust Salt Spring Office, 4-121 McPhillips Avenue, Salt Spring Island, BC. Update - Later cancelled as requested by the LTC	Britt Holowaty		Completed

Follow Up Action Report

Salt Spring Island

12-Feb-2026

Progress	Activity	Responsibility	Dates	Status
47%	6 Resolution No.: SS-2026-017 That staff report for the Agricultural Land Reserve exclusion for 131 Brinkworthy Road be referred by the staff to the Salt Spring Island Agricultural Advisory Planning Commission, for feedback on the proposal and the requested information.	Kalyaan Selvakumar Oluwashogo Garuba		In Progress

Active Projects Report

Salt Spring Island

1. Extraordinary Project - OCP-LUB Update

Responsible

Dates

Activity:

Chris Hutton

Rec'd: 01-Apr-2023

Target: 31-Mar-2026

2025-11:

- LTC endorses increase to budget to provide additional staff and revisit engagement (est. +\$40,000)

2025-09-11:

- Project consultant submitted plan and engagement plan to LTC.
- LTC endorses request for additional funds in FY2026-2027 for \$26,000 in following year and use of current \$26,000 budget (project total \$52,000) allocated for engagement.

Next Steps:

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

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

Active Projects Report

Salt Spring Island

priority in response to policy, social, and technological change and to address contemporary community challenges the current document no longer serves. Those challenges include a lack of affordable housing and housing options, growth pressures, climate resiliency planning, infrastructure issues (such as the water moratorium), workforce stability challenges, transportation networks, and First Nations Reconciliation. The SS OCP update is intended to provide a framework to guide the development of a complete community by diversifying and increasing housing options at appropriate locations, advancing First Nations Reconciliation, reducing infrastructure costs, reducing greenhouse gas (GHG) emissions, and improving walkability. The Land Use Bylaw update will improve land use planning regulation to ensure that regulations match the needs and expectations of land use in the community, in consideration of the OCP.

2026-02:

- An update report will be presented to LTC at this report previewing upcoming community engagement.

- As separate report on First Nations engagement is expected to be provided at this meeting to outline ongoing discussions with First Nations, and resources available to this work.

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)

Responsible

Chris Hutton

Dates

Rec'd: 10-May-2022

Target: 11-Sep-2025

Active Projects Report

Salt Spring Island

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.

2025-10-06: Staff met with Tsawout First Nation. Referral response under review.

2026-02-12: This Staff have re-referred this bylaw in mid-January, necessitated by an external system change. Bylaw to be brought forward upon receipt of response. 60-day request made, but engagement is ongoing.

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.

Responsible

Oluwashogo
Garuba
William Shulba

Dates

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

Active Projects Report

Salt Spring Island

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

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.

2025-09: business case submitted to carry forward projects to next Fiscal, noting that some actions may be undertaken this year, but others are essentially in reserve.



Active Projects Report

Salt Spring Island

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



STAFF REPORT

File No.: PLRZ20260013
X Ref: PLDVP20240286
SS-DP-2023.9
PLTUP20250097

DATE OF MEETING: March 19, 2026

TO: Salt Spring Island Local Trust Committee

FROM: Milad Panahifar, Planner 1
Salt Spring Island Team

SUBJECT: Rezoning a Residential zoned Parcel to allow Commercial use within the Ganges Village Core.

Applicant: Martin O'Gilvie

Location: 116 Jackson Avenue (PID: 031-451-977), Salt Spring Island

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee request staff to proceed with the application PLRZ20260013 (116 Jackson Avenue).
2. That the Salt Spring Island Local Trust Committee request staff to schedule Community Information Meeting for the commercial rezoning proposal.
3. That the Salt Spring Island Local Trust Committee request staff to prepare a draft bylaw to amend Salt Spring Island Land Use Bylaw No. 355, 1999, to rezone LOT 2 SECTION 1 RANGE 3 EAST NORTH SALT SPRING ISLAND COWICHAN DISTRICT PLAN EPP99513 (PLRZ20260013, 116 Jackson Avenue) from Residential 6 and Residential 6(b) to to a Commercial zone variant to allow the uses specified in staff report dated March 19, 2026. (Attachment 4)
4. That the Salt Spring Island Local Trust Committee request staff to refer to and seek input from the Advisory Planning Commission, First Nations and other applicable agencies that an application has been received to amend the Salt Spring Island Land Use Bylaw No. 355, 1999.
5. That the Salt Spring Island Local Trust Committee support the release of restrictive covenant CA8813681 from LOT 2 SECTION 1 RANGE 3 EAST NORTH SALT SPRING ISLAND COWICHAN DISTRICT PLAN EPP99513.

REPORT SUMMARY

The purpose of this report is to introduce an application to rezone a split-zoned property from Residential 6 and Residential 6, variant (b) (R6(b)) to a commercial zone variant. The proposed zoning would permit the commercial uses outlined in the Land Use Bylaw analysis section of this report, while retaining the

funeral home, single-family dwelling, and duplex uses currently allowed. The application also seeks amendments to the siting regulations applicable to 116 Jackson Avenue.

The applicant is also proposing to remove Covenant CA8813681 (Attachment 5) from the title. The covenant was registered as a condition of subdivision (SS-SUB-2019.1); all associated requirements have since been satisfied and the subdivision has been completed.

This staff report provides the Salt Spring Island Local Trust Committee (LTC) with a preliminary overview of the proposal, outlining its alignment with the LUB, Salt Spring Island Official Community Plan (OCP) No. 434 2008 and the Islands Trust Policy Statement (ITPS). Staff recommends that the LTC proceed to prepare the required bylaws for a textual amendment to the LUB, and to rezone the subject property.

BACKGROUND

The subject property located on Jackson Avenue is approximately 0.08 hectares (0.209-acres) in area, and is currently split-zoned Residential 6 (R6) and Residential 6 variant B (R6(b)).

The property owner secured a development permit (SS-DP-2023.9) in 2023 to remove vegetation and a development variance permit to allow siting of retaining walls and water tank within interior side lot line setback (PLDVP20240286).

Temporary Use Permit PLTUP20250097 was issued in 2025 to allow the operation of one (1) food truck (restaurant use) and three (3) retail/office spaces which are out of the scope of the current Residential 6 Zone use provisions. Pursuant to Section 3.8 (a) of the Salt Spring Island Official Community Plan No. 434 ([OCP](#)), a TUP may be issued to allow temporary commercial uses on lands designated as Ganges Village Core.



Figure 1: Property Location

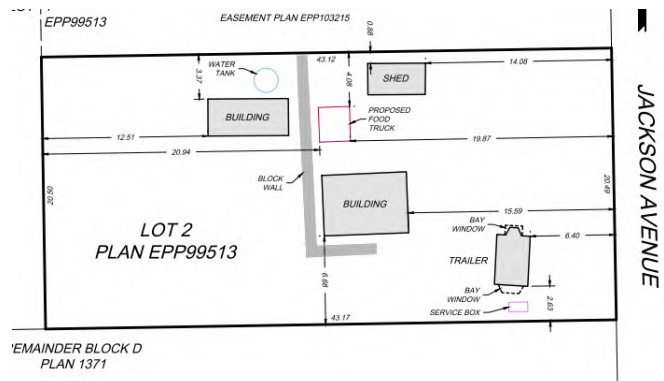


Figure 2: Conceptual Site Plan

Staff note that issuance of a TUP should not be interpreted as support for permanent. However, the impacts of a use carried out under a TUP may assist the LTC in making a decision on a rezoning application.

Covenant:

In consideration of the Salt Spring Island Official Community Plan Bylaw No. 434, 2008 (the OCP), the Ministry of Transportation and Transit (MOTT) is encouraged to refer proposed subdivisions to the Salt Spring Island Transportation Commission for review and comment, particularly with respect to the Ganges Public Pathway System and the Capital Regional District (CRD) Pedestrian and Cycling Master Plan – Salt Spring Island Edition.

As a condition of Subdivision Application SS-SUB-2019.1 (2019), the applicant was required to register a covenant providing that no building or structure may be constructed on the subject lands until a design and cost estimate for a sidewalk with boulevards, in accordance with Section 5.18 and Schedule “G” of the Salt Spring Island Land Use Bylaw, had been submitted and accepted by the assigned planning official. The covenant further required the provision of security in the amount of 150% of the approved cost estimate. This condition applies to lots being subdivided within the Ganges Village Core, as designated on Map 1, in which the subject property is located.

At the time of subdivision, the applicant obtained a Development Variance Permit to vary Sections 5.18.1 and 5.18.2 of the Land Use Bylaw, permitting subdivision of the subject properties while deferring the sidewalk requirement to the time of development.

Subsequently, the applicant contacted the CRD Engineering Manager to obtain a cost estimate for future sidewalk construction along the property frontage. In December 2023, the applicant provided a cheque in the amount of \$13,530, inclusive of a 10% contingency, to the Capital Regional District. The funds are currently held within the CRD transportation service account and are intended to be used toward the future construction of a pathway or sidewalk along Jackson Avenue.

The applicant has also proceeded to construct sidewalk improvements to an acceptable minimum standard. Staff have conducted a site visit and confirmed that the associated conditions may be considered satisfied.

In accordance with Part 10 of the covenant, the owner is entitled to discharge the covenant upon confirmation that the requirements set out in Paragraph 2 of the agreement have been fulfilled.

ANALYSIS

Policy/Regulatory

Islands Trust Policy Statement:

Relevant policies of the Islands Trust Policy Statement (ITPS) relating to this rezoning and LUB amendment proposal are as follows:

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.*

5.2.3 *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 proposal is designed to minimize visual impacts and protect the scenic quality of the surrounding area by maintaining a modest development form that is compatible with existing landscape features and community character, consistent with Policies 5.1.3 and 5.2.3.

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 applicant has provided a real estate report confirming the scarcity and the need for more leasable commercial properties on Ganges. The scale and nature of the proposed use are intended to limit environmental and social impacts and to ensure that development remains compatible with the rural context of the Trust Area. The application does not introduce development patterns that would compromise natural amenities, visual quality, or established community character, consistent with Policy 5.2.4.

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.*

Planner Comments:

With respect to hazard considerations, including flooding, staff have required a stormwater management report to ensure that development is appropriately located and managed, consistent with Policy 5.2.6.

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.*

5.5.7 *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.*

The proposal does not rely on new automobile-oriented infrastructure. The applicant has upgraded sidewalks along the property frontage as part of their subdivision application and is providing bicycle parking and related amenities. The proposal does not preclude future opportunities for pedestrian or bicycle connectivity, thereby remaining consistent with Policies 5.3.7 and 5.5.7.

***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.*

Secondly,

Finally, the application supports a modest economic opportunity that is compatible with the conservation of resources and protection of community character, aligning with Policy 5.7.2.

The application aligns with all of the above Policy Statement Directives. Firstly,

These measures collectively ensure that the rezoning application is consistent with the community's broader goals for sustainable and compatible land use.

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

Official Community Plan:

The OCP, adopted in 2008, references general commercial uses, including retail and restaurant activities, within residential zones in the Ganges Village Core Area. Relevant objectives emphasize the promotion of a diverse mix of residential and non-residential uses in the Ganges Village Core, while ensuring the area remains public-oriented and walkable. The OCP also includes policies specific to rezoning applications, aiming to facilitate a broad range of commercial, residential, employment, and institutional uses with flexibility in the form and siting of these developments. Staff have evaluated the application against the relevant OCP policies and find that the proposal is generally not inconsistent with the OCP.

Applicable OCP policies relevant to Ganges Village development include:

***B.5.2.2.2** Zones within the Ganges Village Designation will continue to allow the wide range of commercial, general employment, institutional land uses and the various densities of residential development allowed by existing zoning.*

Allowing commercial use while retaining the ability to develop duplex residential units is consistent with this policy direction. The application supports the broader objective of sustainable, mixed-use growth within the Ganges Village area and is therefore aligned with this policy.

Applicable OCP policies relevant to General Village development include:

***B.5.1.2.7** The Local Trust Committee should consider amending local zoning within Village Designations to be more in keeping with traditional village forms and more appropriate to the small, pedestrian nature of villages.*

The proposed small-scale commercial uses are consistent with the traditional village form and character.

B.5.1.2.5 To retain the compact and pedestrian oriented nature and economic viability of island villages, the Local Trust Committee should only consider rezoning applications that would create more commercially-zoned land in Village Designations if the following guidelines are met:

- a. the proposed use is compact and not land intensive.*

- b. existing commercial zones are largely developed to their practical development potential and there is evidence of a community need for additional commercial land.*
- c. the proposed rezoning would tend to concentrate development near existing commercial, general employment, institutional or multi-family land uses.*
- d. designs and site plans are consistent with the guidelines in Development Permit Area 1.*
- e. the Local Trust Committee has undertaken a review and inventory of existing commercially zoned land and development, assessed existing and future projected demand, and on the basis of this assessment, may consider re-designating and rezoning land for additional commercial uses.*
- f. the proposed development would be barrier free.*
- g. sidewalks would be provided with any new commercial or general employment development.*

The proposal satisfies the intent of this policy. The applicant proposes several compact, non-land-intensive commercial uses located immediately adjacent to existing commercial properties, thereby reinforcing the concentration of development within an established commercial area.

The subject property is already terraced and landscaped, and the proposal is not anticipated to obstruct views from neighbouring properties. While a reduced front lot line setback is proposed, the surrounding context is predominantly commercial, where reduced setbacks are common and form part of the existing village character.

Sidewalk infrastructure serving the property is already in place and was recently upgraded by the applicant as part of a subdivision application (Photos: Attachment 2). The site design accommodates barrier-free access and maintains pedestrian orientation consistent with village objectives.

With respect to the requirement to demonstrate existing and future need for additional commercial land, the applicant has provided a realtor's report to substantiate the demand for the commercial use in the area.

An analysis of the OCP policies is provided as Attachment 3.

DP Guideline Compatability

The property is located within Development Permit Area 1, Island villages. While a development permit is not triggered, an analysis has been carried out regarding consistency with the permit area objectives and guidelines. Overall, the proposal demonstrates alignment with several key objectives of the Development Permit for island villages, contributing positively to the vibrancy, diversity, and accessibility of Ganges Village.

Land Use Bylaw:

The subject property is split-zoned Residential 6 and Residential 6 variant B (R6 & R6(b)) in the LUB. Furthermore, the applicant has previously obtained a variance to allow siting of retaining walls and water tank within interior side lot line setback (PLDVP20240286).

The current R6 zone permits Single family Dwellings, Duplexes and Funeral homes, and applicant is applying for a rezoning to a commercial variant to allow following additional uses:

- Indoor retail sales and rentals

- Indoor retail services, excluding Laundromats
- Outdoor retail sales of nursery plants and home gardening supplies
- Indoor production of food and drink items, clothing, crafts, artwork, jewellery and similar items for retail or wholesale sales, provided there is a retail outlet on the premises and provided water consumption does not exceed 1600 litres/day
- Offices
- Bank or Credit Union
- Restaurants
- Day care centres for children, seniors, or people with special needs

In addition to the proposed change in use, the applicant is requesting amendments to the siting regulations, as follows:

- (1) Setback from front lot line: 4.5 m
- (2) Setback from rear lot line: 3.0 m
- (3) Setback from interior side lot line: 1.5 m

Archaeological Material

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.

Issues and Opportunities

Similar Commercial Opportunities in Proximity

There are several existing commercial establishments in proximity to the subject property. These include cafes, restaurants, retail shops, and professional services. While food truck competition may exist on nearby properties in the Ganges Village area, a diversity of offerings in the area can attract a different clientele and contribute to the commercial portfolio in the area. Furthermore, the applicant has provided a realtor report to confirm the need for further commercial properties.

Existing Structures

The development includes retrofitted shipping containers and food trucks as part of the uses permitted under the current TUP. These structures provide flexibility and mobility, which can support adaptive and seasonal commercial activity.

However, consideration must be given to their visual compatibility with the surrounding built environment and the potential impacts on adjacent properties. Staff have conducted multiple site visits and acknowledge the applicant's efforts to enhance the appearance of the structures and improve their compatibility with the established character of the Village area. Notwithstanding these efforts, staff recommend referral of the application to the Advisory Planning Commission to obtain further input

regarding the potential impact of the structures on the character and form of development within Ganges Village.

Stormwater:

The previous Temporary Use Permit (TUP) was limited in scope and did not contemplate permanent structures; therefore, a stormwater management plan was not required at that time. The current proposal, however, involves longer-term site modifications. As a result, professional reports are required to assess drainage conditions on the property.

The TUP report clarified that approval of the temporary use would not preclude the requirement for stormwater management works under the current or any future development application, should such works be deemed necessary.

The applicant has submitted photographs indicating the presence of an existing stormwater management system on the property. However, staff are unable to verify the operational effectiveness of the system or confirm that stormwater infrastructure is not located beneath the footprint of existing or proposed structures.

In addition, the property is situated within an area subject to seasonal flooding. This condition further underscores the importance of thoroughly assessing stormwater management as part of the current rezoning application.

Water

The applicant has incorporated a rainwater harvesting system which is a sustainable solutions for water management and would reduce strain on existing water supplies and mitigate environmental impacts. Notwithstanding these benefits, staff recommend referral to the North Salt Spring Waterworks District (NSSWWD) to confirm that the proposed system and any associated connections are appropriate and sufficient to support the intended uses of the site.

Sewage

The subject property is connected to the Capital Regional District (CRD) sanitary sewer system. Staff recommend referral to the CRD to ensure the connections are appropriate to support the intended use.

Location

The location of the proposed use within the Ganges Village Core presents both opportunities and challenges. On one hand, it offers visibility and accessibility to potential customers, contributing to the vibrancy of the village. On the other hand, considerations should be given to traffic flow, pedestrian safety, and any potential impacts on neighboring properties.

Consultation

As the proposal is consistent with the Official Community Plan, the Local Trust Committee has discretion to hold or waive a public hearing pursuant to section [464\(3\) of the Local Government Act](#).

The proposed commercial uses have been operating under a Temporary Use Permit, and staff have not received complaints regarding their operation on the subject property. In addition, correspondence in support of the proposal has been submitted by a neighbouring property owner.

Notwithstanding the above, it is within the discretion of the Local Trust Committee to determine whether to proceed without a public hearing and Community Information Meeting, or to require one or both as part of the application process.

Referrals

Staff have identified the following agencies and First Nations for bylaw referral should the application proceed. A 60-day referral period is recommended to allow sufficient time for responses. The Local Trust Committee (LTC) may direct staff to include additional agencies in the referral process:

First Nations

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

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

Provincial Agencies

BC Assessment Authority
Front Counter BC
Ministry of Municipal Affairs

Regional Agencies

Capital Regional District
CRD – All Referrals & SSI Senior Manager
CRD – SSI Building Inspection
SS LTC – Advisory Planning Commission
Islands Trust – Accessibility Committee
Vancouver Island Health Authority

Non-Agency Referrals

RCMP
SSI Fire-Rescue
Salt Spring Island Coast Salish Society
North Salt Spring Waterworks District

Rationale for Recommendation

The recommendations on page 1 are supported as:

1. The proposal appears to be consistent with 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. To suggest applicant to amend the rezoning proposal:

LTC may choose to suggest the applicant to amend the rezoning proposal. Recommended wording for the resolution is as follows

1. *That the Salt Spring Island Local Trust Committee request staff not to proceed with application PLRZ20260013 (116 Jackson Avenue).*
2. *That the Salt Spring Island Local Trust Committee suggest applicants to amend the rezoning proposal.*

2. To Proceed without holding public processes.

LTC may choose to proceed without holding Public Hearing and Community Information Meeting as the nature of the proposed rezoning is not residential.

1. *That the Salt Spring Island Local Trust Committee waive the requirement to hold a Community Information Meeting for the commercial rezoning proposal.*
2. *That the Salt Spring Island Local Trust Committee waive the requirement to hold a Public Hearing for the commercial rezoning proposal.*

3. Deny the application

The LTC may choose to deny the application. If it does, LTC should provide reasons for the denial. Recommended wording for the resolution is as follows:

That the Salt Spring Island Local Trust Committee deny application PLRZ20260013 for the following reasons

4. Deny the release of the covenant

Recommended wording for the resolution is as follows

That the Salt Spring Island Local Trust Committee do not support the release of restrictive covenant CA8813681 from LOT 2 SECTION 1 RANGE 3 EAST NORTH SALT SPRING ISLAND COWICHAN DISTRICT PLAN EPP99513,

That the Salt Spring Island Local Trust Committee proceed no further with PLRZ20260013

NEXT STEPS

If the recommendations are supported,

Staff will proceed with processing the rezoning application, refer it to the First Nations and related agencies, begin drafting the amending bylaws, and present them for first and second readings. The application will then be returned to the Salt Spring Local Trust Committee (SS LTC) for further consideration. Meanwhile, the staff will await submission of the covenant release documents by the applicant

Submitted By:	Milad Panahifar, Planner 1	March 10, 2026
Concurrence:	Chris Hutton, Regional Planning Manager	March 10, 2026

ATTACHMENTS

1. Site Context
2. Maps, Plans and Photographs
3. OCP Policy Checklist
4. Letter of Rational
5. Covenant - CA8813681

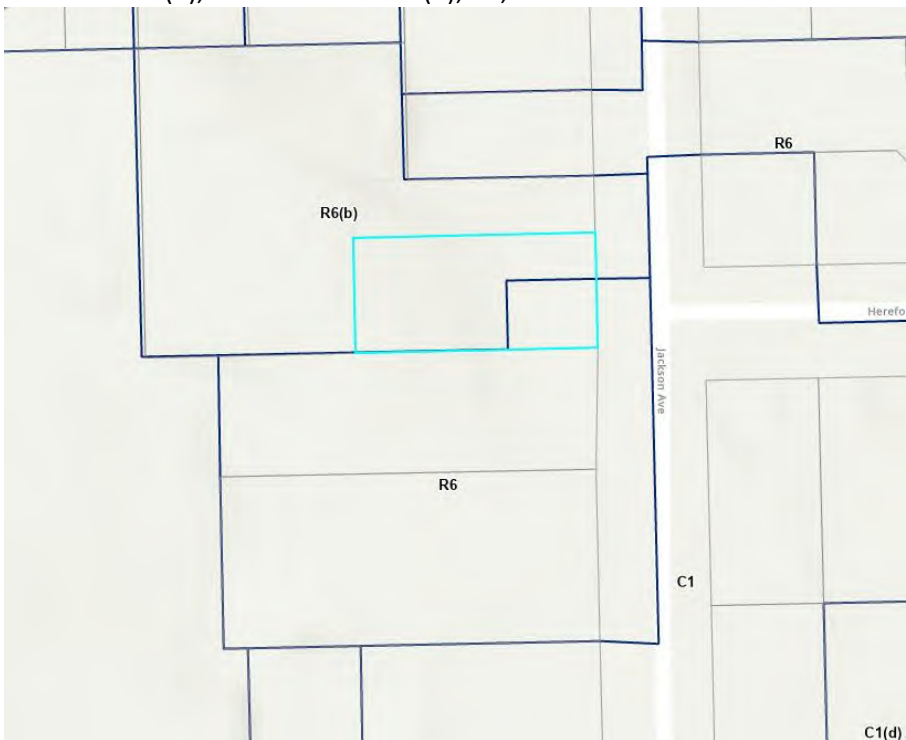
ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	LOT 2, Section 1, Range 3 East, North Salt Spring Island, Cowichan District, Plan EPP99513
PID	031-451-977
Civic Address	116 Jackson Avenue, Salt Spring Island
Lot Size	0.08 ha 845.79 m ²

LAND USE

Current Land Use	Split Zoned - Residential 6 (b), Residential 6 – R6(b), R6
Surrounding Land Use	Residential 6 (b), Residential 6 – R6(b), R6, C1

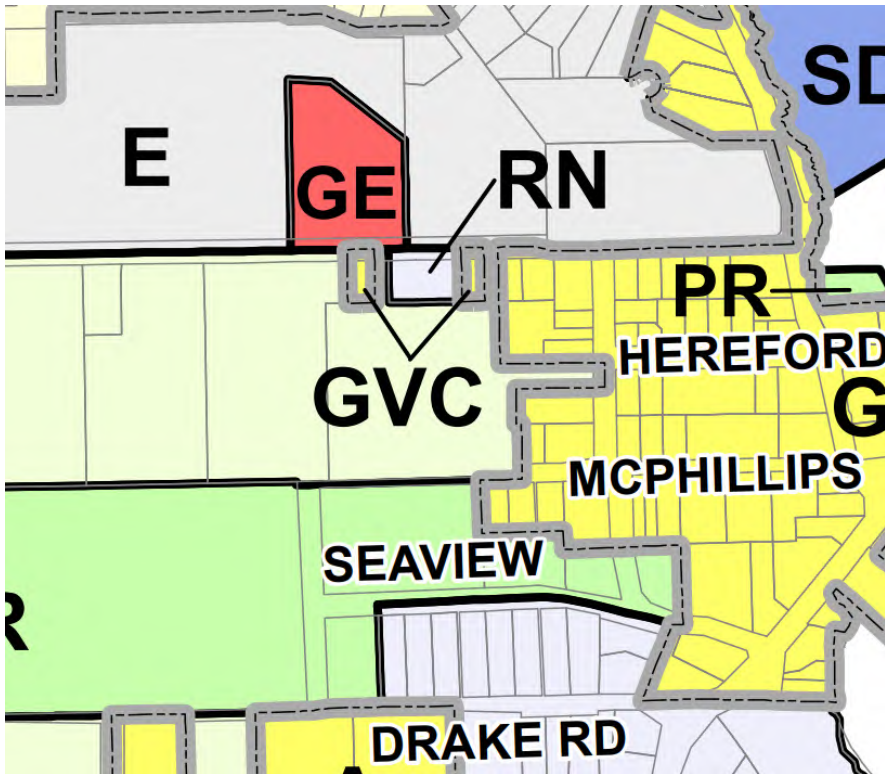


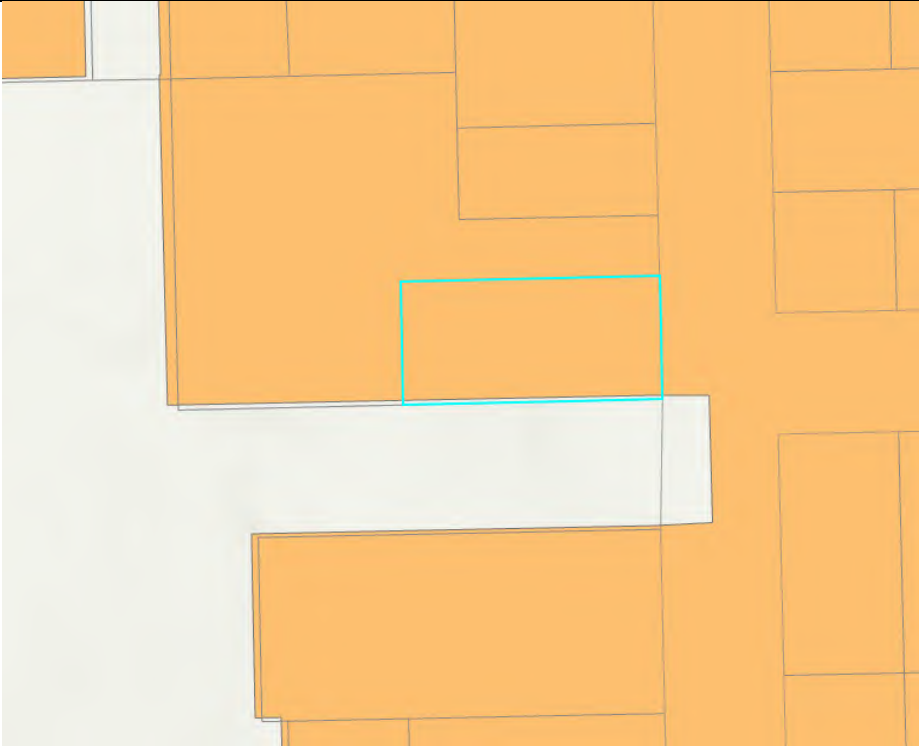
HISTORICAL ACTIVITY

File No.	Purpose
SS-SUB-2017.1	2 Lot Boundary Adjustment
SS-SUB-2019.1	2 Lot Boundary Adjustment
PLBP20240226	Commercial Building B / CRD already issued three BPs without preliminary reviews
PLBP20240230	Commercial Building A / CRD already issued three BPs without preliminary reviews
PLBP20240231	Electrical/Plumbing Shed / CRD already issued three BPs without preliminary reviews

SS-BP-2011.14	mobile temporary library facility in DPA1. DP not required; DVP and TUP issued Dec 2010.
SS-DP-2018.2	Proposed development for residential purposes with a request for road frontage waiver for proposed boundary adjustment (SS-SUB-2017.1) - 118 Jackson Avenue, SSI
SS-DP-2019.6	Proposed Boundary Adjustment (SS-SUB-2019.1) in DPA1 - 118 Jackson Avenue, SSI
SS-DP-2023.9	DPA 1 - Permission to clear land to install services - 116 Jackson Ave
SS-DVP-2010.6	To vary front lot setback from 7.5m to 2.5m to accommodate the temporary siting of a library facility.
SS-TUP-2010.2	To temporarily permit a library use in a residential zone (during the reconstruction of the Salt Spring Public Library building on McPhillips Avenue).
SS-TUP-2024.1	TUP to provide a space for a food truck - Lot 2 Jackson Ave, SSI
PLDVP20240286	To allow retaining wall and water tank

POLICY/REGULATORY

Official Community Plan Designations	Salt Spring Island Official Community Plan Bylaw #434, 2008 – Ganges Village Core - GVC  The property is also located within DPA 1, which is designated as Island Villages. Applicant has already acquired a DP for removal of vegetation within 7.5 m of a lot line that abuts land zoned for residential or commercial guest accommodation uses.
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Land Use Bylaw	Salt Spring Island Land Use Bylaw #355, 1999 – Residential 6 (R6) “R” permits the following principal uses: • Single-family dwellings • Duplexes • Dental and medical offices for a maximum of two medical practitioners • Elementary schools, pre-schools and child day care • Hospitals and public health care facilities • Community halls • Non-commercial outdoor active recreation • Churches • Public service uses The R also permits the following accessory uses: • Home-based business use, subject to Section 3.13 3.12.5 With the exception of a seasonal cottage or other permitted accessory dwelling unit, the total floor area of all accessory buildings and structures on a lot must not exceed 70 square metres for lots that are 1.2 ha or less in area and 185 square metres for lots that are greater than 1.2 ha in area. One building with a floor area less than 25 square metres may be excluded from the calculation of total floor area for accessory buildings and structures. 4.3.1 Unless otherwise specified, no building or structure except a fence, pumphouse, public utility structure or underground utility may be

	constructed within the following setbacks from lot lines or road access easements: (1) Setback from front lot line: 7.5 m (2) Setback from rear lot line: 7.5 m (3) Setback from interior side lot line: 3.0 m (4) Setback from exterior side lot line: 4.5 m except that on any lot, one structure with a floor area no more than 10 square metres and a height no greater than 2.5 m may be placed within the setback area from an interior side or rear lot line, and except that on any lot, where a structure has existed since before January 13, 1971, an addition to that structure may be placed within the setback area from an interior side or rear lot line, provided the addition is no closer to the lot line than the existing structure, and that the floor area of the addition does not exceed 10 per cent of the floor area of the existing structure. Residential 6(b) - R6(b) The funeral home is also permitted. The minimum lot area that may be created through subdivision is 0.6 ha, provided there is an individual on-site sewage treatment system per lot and an adequate supply of potable water.
Other Regulations	N/A
Covenants	CA8813681 – Requirement for Sidewalk design/deposit prior to construction - satisfied
Bylaw Enforcement	N/A

SITE INFLUENCES

Islands Trust Conservancy	N/A
Regional Conservation Strategy	 Rated low priority.
Species at Risk	N/A
Sensitive Ecosystems	None mapped.
Hazard Areas	None
Archaeological Sites	The owners and applicant should be aware that there is a chance that the lot may contain previously unrecorded archaeological material that is protected under the <i>Heritage Conservation Act</i>. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.

Climate Change Adaptation and Mitigation	Unknown impacts to GHG emissions anticipated as a result of this application.
Shoreline Classification	Not Applicable
Shoreline Data in TAPIS	N/A

[illegible]

169

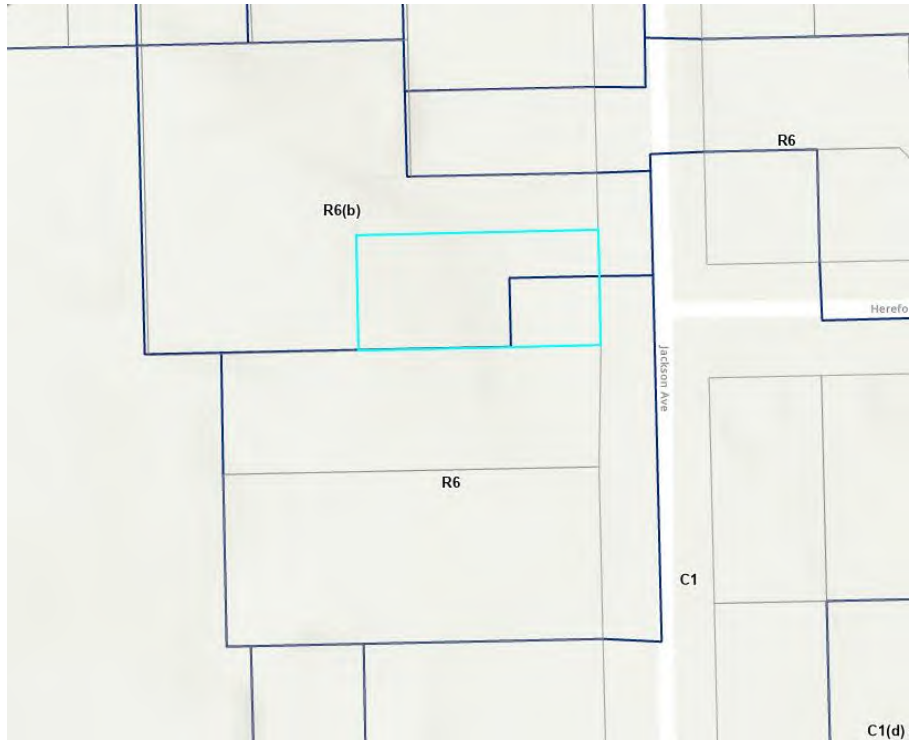


Figure 2 – Subject Property Zoning

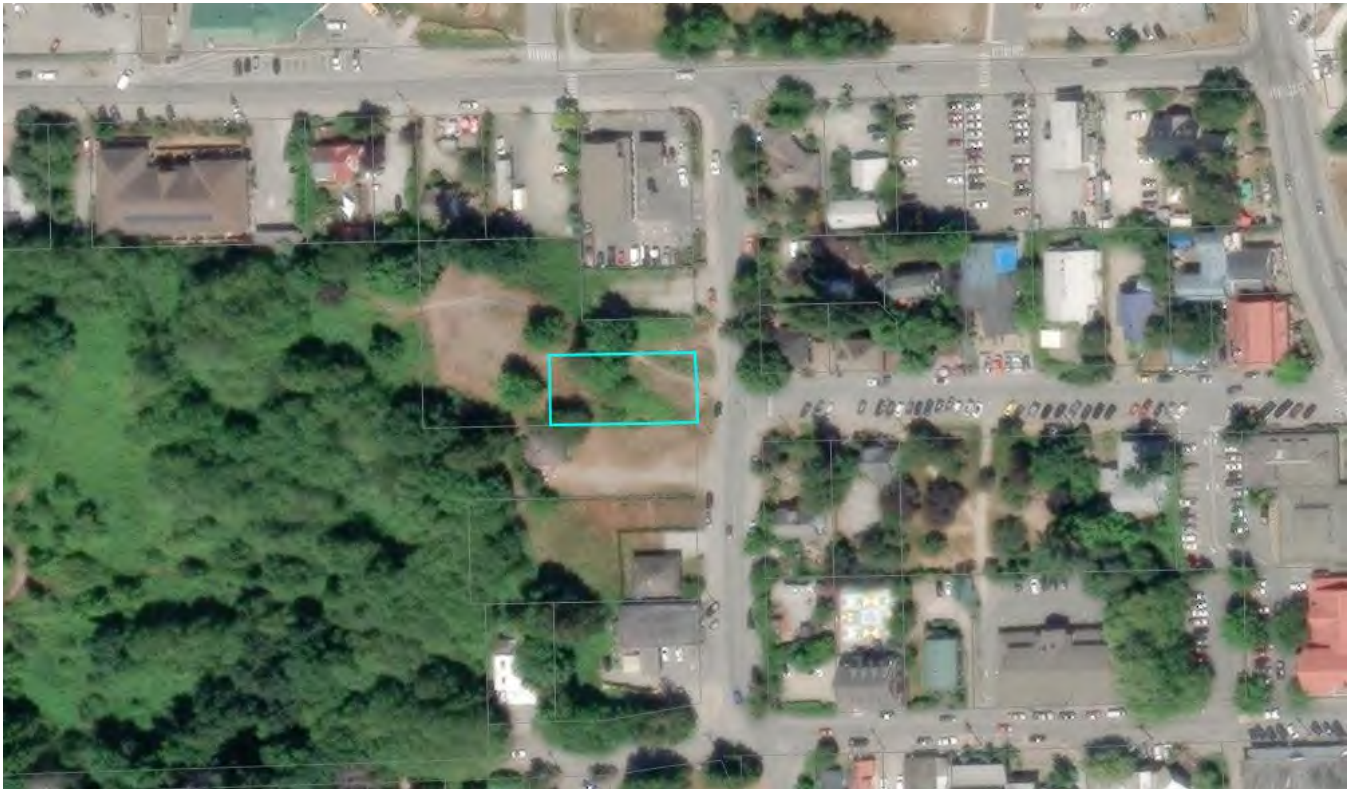


Figure 3 - Subject Property Satellite View

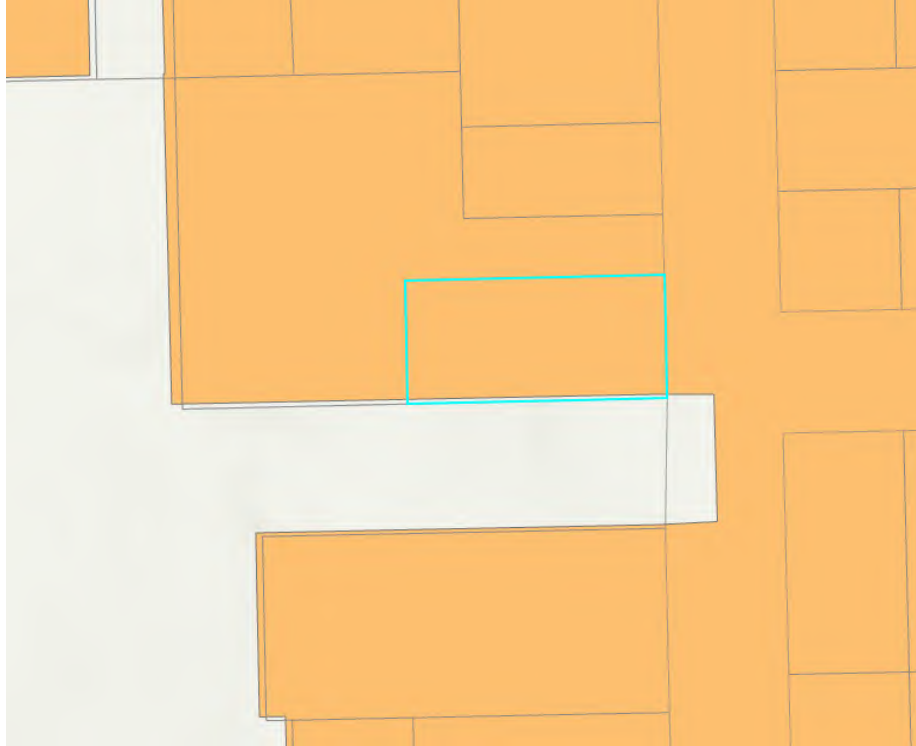


Figure 4 – Island Villages

5.2 PLAN TITLE

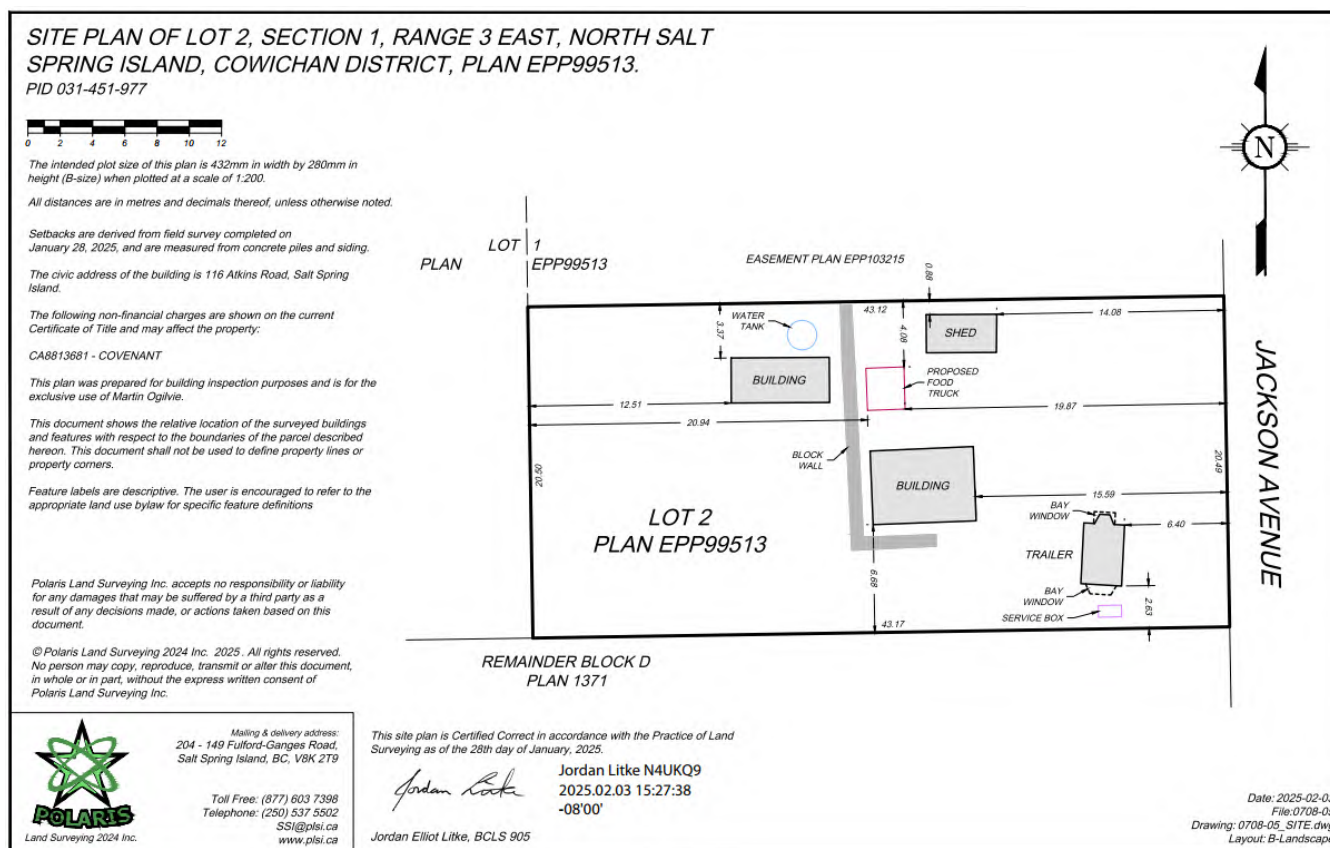


Figure 5 - Site Plan

5.3 PHOTOGRAPH TITLE



Figure 6 – View to the Site (Looking at West)



Figure 7 – View to the South East



Figure 8 –View Toward North - Building A (Shop) and Building B (Counselling)



Figure 9 – Coffee Can



Figure 6 – The Shop (Building A)



Figure 7 – Counselling (Building B)



Figure 8 – Trailer Business (Tattoo)



Figure 9 – View to the North East



Figure 10 – Bike Parking



Figure 11 – Water Tanks



Figure 12 – The Trailer Business (Tattoo)



Figure 13 - The Sidewalk

APPENDIX 3 – OFFICIAL COMMUNITY PLAN OBJECTIVES AND POLICIES

OFFICIAL COMMUNITY PLAN No. 434

	<i>Guideline Not Met</i>		<i>Unclear Whether Guideline Met</i>		<i>Guideline Met</i>
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OCP Objectives	Complies	Planner Comments
A.4.1 General Objectives		
A.4.1.4 To adopt the precautionary principle in the decision-making of the Local Trust Committee. The precautionary principle asserts that, when an activity raises threats of harm to human health or the environment, precautionary measures should be taken even if some cause-and-effect relationships are not fully established scientifically. In this context, the essential elements of a precautionary approach to decision-making include: a. a duty to take anticipatory action to prevent harm; b. the right for the community to know complete and accurate information on potential human health and environmental impacts as best it can be determined; c. requiring the proponent to supply this information to the public; d. an obligation to consider alternatives and select the alternative with the least potential impact on human health and the environment, including the alternative of no change; e. a duty to consider broader short-term and long-term costs and benefits to the community when evaluating potential alternatives; and f. a responsibility to make decisions in a transparent, participatory manner, relying on the best available information.		LTC should adopt a precautionary approach – permit conditions intended to ensure reduced impact from development to site.
A.4.1.5 To identify and protect important components of our island's heritage,		No archaeological sites identified.

including archaeological and First Nations cultural sites, whether they are reminders of past or present lifestyles.		
A.4.4 Our Sense of Community		
A.4.4.1 To ensure that our community continues to function as an authentic, resident-centred community in the face of internal and external pressures to change and grow; to ensure that growth, including the growth of tourism, is managed in a way that does not displace or detract from our community's important function as a home for its residents.		Proposal does not appear to detract from the community's function as a home to its residents. The proposed zoning would permit a duplex and allow small-scale commercial uses on site.
A.4.4.2 To recognize the importance of our island community's traditional sense of cohesiveness, self reliance and interconnectedness. To enhance and celebrate these values through the support of community-building events, activities and land uses.		Proposal could serve as a commercial space interconnected with the Ganges area.
A.4.4.3 To recognize the strength and exceptional value of the community's diverse human population - a population characterized by people of many ages and backgrounds who, through choice or circumstance, have a rich variety of lifestyles and livelihoods. To recognize the very real, if intangible, loss that is felt in the community when this diversity is diminished by external pressures and changes.		Not Applicable
A.4.4.4 To preserve and protect human diversity in our community by ensuring that the island's people are accommodated by a broad spectrum of appropriate and accessible housing and facilities, transportation choices, service opportunities and choices of livelihood, with a local focus to minimize transportation needs.		The proposed zoning would permit a duplex and allow small-scale commercial uses on site.
A.4.4.5 To recognize the importance of broad community consultation, economic security, coordinated and efficient infrastructure development and established land use policies to the maintenance of a healthy community.		Community Consultation measures taken

A.4.4.7 To recognize that development should be managed to protect our sense of community and maintain our ability to absorb changes.		Small, affordable commercial spaces would support a sense of community and provide opportunities for local small business owners to remain in the community.
A.4.4.8 To identify creative and proactive ways through which a diverse, liveable and vibrant community can be created within the confines of our island's finite land base and resources.		The proposal contributes to a diverse and vibrant community by supporting small-scale, locally owned commercial uses and residential options that make efficient use of the site and its resources.
A.4.5 Community Health and Safety		
A.4.5.1 To accommodate the community's need to be safe, secure and healthy - physically, mentally and spiritually.		Not applicable
A.4.5.2 To encourage multiple modes of healthy, active transportation among residents of all ages, such as walking and bicycling.		Applicable – Location is accessible within the Ganges core
A.4.5.3 To foster improved air quality through strategies to reduce reliance on single-occupancy automobile use, eliminate idling, and encourage fuel-efficient and zero-pollution vehicles.		Not applicable
A.4.5.4 To designate land for appropriate and accessible social and recreational opportunities for all residents.		Not Applicable
A.4.6 Island Livelihoods and Economies		
A.4.6.1 To recognize the important role that varied livelihoods and a vibrant economy play in our community's unique character.		Supporting small, affordable commercial spaces helps sustain diverse livelihoods and contributes to a vibrant local economy that reflects and reinforces the community's unique character.
A.4.6.2 To maintain and encourage a diverse and creative community by providing a wide range of opportunities and locations for earning a living that are compatible with and can take advantage of the protection and preservation of the island's beauty and character. In particular, to encourage small, locally owned businesses whose revenues remain on the island, especially those which expand local		Enabling small, locally owned businesses that provide on-island employment opportunities, retain revenues within the community, and are compatible with the island's character and environmental values.

production and consumption to meet the needs of islanders.		
A.4.6.3 To encourage living-wage, meaningful, year-round employment and income-generating opportunities that especially enable young people and families to remain on the island.		Slight increase to on-island employment. enabling small, year-round, income-generating opportunities that contribute to living-wage employment and help young people and families remain on the island.
B.2.4.1 Residential Neighbourhoods Designation - OBJECTIVES		
B.2.4.1.1 To continue to provide for a range of medium density residential uses consistent with the community's rural character.		The proposed zoning would permit a duplex, consistent with the character of the community.
B.2.4.1.2 To continue to accommodate non-residential uses that are compatible with medium density residential use.		Small-scale non-residential uses permitted by the proposal are compatible with medium-density residential use.
B.3.1.1 Tourism - Accommodation and Facilities - OBJECTIVES		
B.3.1.1.1 To recognize and welcome the economic value to our community of tourism that is compatible with preserving and protecting the island's natural environment, authentic resident-based sense of community, and the aesthetic values that attract visitors.		small-scale, locally oriented commercial uses that have the potential to contribute to tourism while remaining compatible with protection of the island's natural environment and resident-based sense of community.
B.3.1.1.2 To allow visitor accommodation to develop in a way that will best retain and distribute the resulting economic benefits and reduce any negative impacts; to avoid concentrating benefits and impacts in only a few locations.		Expands to new location on island.
B.3.1.1.3 To retain and maximize the economic benefits of tourism to the community.		Locally oriented commercial uses that have the potential to contribute to tourism
B.3.1.1.4 To make land use decisions that would encourage tourism in the shoulder and off-seasons and discourage any significant increase in the peak period.		Locally oriented commercial uses can contribute to economic activity during shoulder and off-seasons without encouraging a significant increase in peak-season tourism.

B.3.1.1.5 To encourage tourism that blends well with the community and complements the rural, peaceful nature of the island, and to avoid the development of tourist attractions that are unrelated to the island's natural environment, social base or cultural heritage.		Proposal blends in with the natural environment.
B.3.1.1.6 To provide for facilities necessary to mitigate the impacts of tourism on the island's natural or social environment. Examples are: sani-dump facilities for boats or recreational vehicles, and tour bus parking areas outside Ganges Village Core.		Not applicable – the proposal is not expected to increase peak-season tourism, so additional facilities to mitigate tourism impacts are not required.

OCP Policy	Complies	Planner Comments
A.5.2 – THE ISLAND ENVIRONMENT - POLICIES		
A.5.2.1 The Local Trust Committee will promote public education and the encouragement of private stewardship to achieve the objectives of this section. The Committee should make information about the natural environment widely available and continue to provide assistance and encouragement to those who protect it through mechanisms such as private covenants.		Not applicable
A.5.2.2 The Local Trust Committee should consider rezoning applications from property owners who wish to transfer their development potential from areas identified as Environmentally Sensitive Areas or High Biodiversity Areas on Maps 9 through 12. Additional Environmentally Sensitive Areas or High Biodiversity Areas could be identified by further study. Such specific areas should be considered "Development Potential Donor Areas", even if they are in a Designation that is identified as a Development Potential Receiving Area. Applications should meet the guidelines in Appendix 4.		Not applicable
A.5.2.3 The protection of Environmentally Sensitive Areas or High Biodiversity Areas is an eligible community amenity, which		Not applicable – mapping indicates no environmentally sensitive areas on site.

could be exchanged for a higher density of development as outlined in Appendix 3.		
A.5.2.4 Maps 9 through 12 are intended to encourage environmental stewardship. These maps show general areas that could be considered Environmentally Sensitive and High Biodiversity Areas. If the Local Trust Committee receives a rezoning application to transfer development or to protect an Environmentally Sensitive Area or a High Biodiversity Area in exchange for additional density, further study could more clearly identify boundaries.		Not applicable – mapping indicates no environmentally sensitive areas onsite.
A.5.2.5 The Local Trust Committee should not make zoning changes that would result in more development or greater impacts on areas identified as Environmentally Sensitive.		Not applicable – mapping indicates no environmentally sensitive areas onsite.
A.5.2.6 The Local Trust Committee may work with the Capital Regional District to develop property tax exemptions as an incentive for the protection of riparian habitat should this be considered feasible.		Not applicable – mapping indicates no riparian areas onsite.
A.5.2.8 The Local Trust Committee will encourage protection of Crown foreshore, wetland, stream and riparian corridor habitats, other sensitive ecosystems, and wildlife habitat through the development permit process: a. The Local Trust Committee will update watercourse mapping and development permit area designations and guidelines to comply with provincial Riparian Area Regulations. b. The Local Trust Committee will undertake updated sensitive ecosystem mapping and should designate sensitive areas as development permit areas for protection of the natural environment. c. The Local Trust Committee will support efforts to map the locations of heron and raptor nests and will review regulations and standards for a protective buffer. The Local Trust Committee should designate development permit areas for the protection of sensitive nest trees. d. The Local Trust Committee will support efforts to map the habitat of threatened or endangered species and will		Not applicable – mapping indicates no environmentally sensitive DP areas onsite.

consider designating development permit areas for the protection of such habitat.		
A.5.2.9 The Local Trust Committee will continue to use Development Permit Area designations for protection of the natural environment to protect watersheds used for community surface water supplies or within the capture zone of community water supply wells. Zoning changes should not be made so that more development would be located in these areas. Development permit area guidelines should encourage subdivision layouts that avoid impacts on these areas. Stewardship on the part of property owners and other agencies will also be encouraged.		Not applicable – Not within in community water supply capture zone or sensitive environment
A.5.2.10 The Local Trust Committee should develop improved methods of determining and assessing environmental impacts and encouraging protection of the natural environment when it is processing land use applications and referrals. The Local Trust Committee should obtain comprehensive development approval information as designated and specified in s. G.1.4.		DAI was provided.
A.5.2.11 The Local Trust Committee should provide advice and education to the public about environmental issues and should continue to encourage and promote private stewardship. The Committee should retain the Environmental Advisory Committee to provide assistance in these initiatives. The Local Trust Committee should also support and seek advice and input from other non-governmental organizations which support the Object of the Islands Trust and the objectives of this Plan		Not applicable
A.5.2.12 The Local Trust Committee encourages landowners and others to avoid the use of pesticides, herbicides and fungicides. If used, pesticides, herbicides and fungicides should be applied in a manner that avoids damage to adjoining lands and drainage areas.		Not applicable
A.5.2.13 The Local Trust Committee encourages landowners and others to		Not Applicable.

utilize current best practices and guidelines in undertaking an ecosystem-based approach to site planning and development. An example is the guidelines in the manual <i>Develop With Care: Environmental Guidelines for Urban and Rural Land Development in British Columbia, 2006</i>, prepared by the B.C. Ministry of Environment. Landowners and developers are encouraged to utilize the following principles in new development: a. identify environmental values prior to site clearing and design. b. locate development away from areas with high environmental values, and place natural buffers between the development site and sensitive features. c. concentrate development in areas with low environmental values. d. develop and implement site plans that protect biodiversity, clean air, and clean water. e. locate developments away from areas that may be subject to erosion, flooding, wildfires, and wildlife conflicts. f. locate developments away from areas of agricultural potential and establish buffers between the development site and farmland. g. minimize impacts of roads and driveways and reduce fragmentation of habitat. h. maintain water quality. i. maintain air quality and reduce greenhouse gas emissions. j. design energy- and water-efficient developments that conserve natural resources. k. minimize wastes, and manage wastes in an environmentally sound manner. l. work with the local community to maximize the benefits of good environmental planning at the community and site level. The Local Trust Committee should continue to ensure that these principles are reflected in its regulations and development permit area guidelines.		
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A.5.2.14 The Local Trust Committee should retain existing regulations to control, surface run-off and to manage stormwater. The LTC should consider adopting regulations to manage soil removal and deposit in order to protect productive or sensitive soils, wetlands, environmentally sensitive areas, and residential neighbourhoods.		Culvert created by applicant downslope, connecting into existing drainage system. Planner asked for water course assessment.
A.5.2.15 The Local Trust Committee should develop ways to encourage sustainable building techniques through support for implementation of energy efficient building design and building practices as demonstrated through recognized building certification programs such as R-2000, BuiltGreen Platinum, and LEED		Not applicable
A.5.2.16 The Local Trust Committee should develop policies and strategies, in cooperation with the Trust Fund Board, to link the community's parklands, conservation lands and other open space into a network of protected areas. The development of community greenways that serve both a recreational and conservation function should be encouraged.		Not applicable
A.5.2.17 The Local Trust Committee will recognize the needs of the local farming community, the Farm Practices Protection ("Right to Farm") Act, the Agricultural Land Commission Act and regulations, and the recommendations of the Area Farm Plan when developing policies or bylaws about environmental protection. The Agricultural Advisory Committee and the Ministry of Environment will be consulted as part of this process to develop mutually acceptable management solutions which protect sensitive environments but do not prohibit or unreasonably restrict farming.		Not applicable
A.5.2.18 The Local Trust Committee should support efforts to restore and enhance environmentally sensitive areas and habitat, including the restoration of streams and other watercourses that have been modified (culverted, ditched, diverted, etc.).		Not applicable

A.5.2.19 When the Local Trust Committee considers rezoning applications, particularly those in the Ganges Village Area, it should discuss with the Capital Regional District what measures could be taken, or local infrastructure required, to maximize the potential environmental benefits that might result from the project, such as the use of reclaimed waste water or waste energy.		Application must be referred to CRD.
B.5.1.2 GENERAL VILLAGE LAND USE POLICIES		
B.5.1.2.1 Village Designations are shown on Map 1. There are three areas: the Ganges Village Designation, the Fulford Village Designation and the Channel Ridge Village Designation. General Policies that apply to all Village Designations are outlined in this Section (B.5.1.2). Specific objectives and policies for each village are outlined in following sections of this Plan.		Designated Ganges Village Core.
B.5.1.2.2 Zoning in Village Designations will continue to allow the mix of commercial, institutional, cultural, and multi-family land uses that are currently allowed. Commercial zoning should be simplified with fewer zones and a broader range of uses allowed in each. The maximum residential density allowed on any single property will remain at 37 units per ha. However, where a multifamily development is comprised of special needs housing or affordable seniors' supportive housing, the density of development may exceed 37 units per ha, provided it does not exceed a floor space ratio of 0.6, a site coverage of 33 percent, a maximum of two storeys and a maximum of 50 units in any one development.		Duplexes are allowed on current zoning and the applicants are proposing to have commercial uses allowed the property.
B.5.1.2.3 To protect the economic vitality of island villages, the Local Trust Committee should not consider rezoning applications that would result in large new retail stores, restaurants, office complexes and multi-family developments outside Village Designations. Exceptions are: home-based businesses and industries,		The subject property is located within Ganges Village.

neighbourhood convenience stores, campgrounds, the commercial uses specifically allowed in other Designations and the potential development of a new village as outlined in Policy B. 2.3.2.2.		
B.5.1.2.4 To retain the traditional function of island villages, the Local Trust Committee should not consider rezoning applications that would result in the following land uses outside the Village Designations: post offices, banks and credit unions, liquor stores, and libraries.		The subject property is located within Ganges Village.
B.5.1.2.5 To retain the compact and pedestrian oriented nature and economic viability of island villages, the Local Trust Committee should only consider rezoning applications that would create more commercially-zoned land in Village Designations if the following guidelines are met: a. the proposed use is compact and not land intensive. b. existing commercial zones are largely developed to their practical development potential and there is evidence of a community need for additional commercial land. c. the proposed rezoning would tend to concentrate development near existing commercial, general employment, institutional or multi-family land uses. d. designs and site plans are consistent with the guidelines in Development Permit Area 1. e. the Local Trust Committee has undertaken a review and inventory of existing commercially zoned land and development, assessed existing and future projected demand, and on the basis of this assessment, may consider re-designating and rezoning land for additional commercial uses. f. the proposed development would be barrier free. g. sidewalks would be provided with any new commercial or general employment development.		The proposal satisfies the intent of this policy. The applicant proposes several compact, non-land-intensive commercial uses located immediately adjacent to existing commercial properties, thereby reinforcing the concentration of development within an established commercial area. The subject property is already terraced and landscaped, and the proposal is not anticipated to obstruct views from neighbouring properties. While a reduced front lot line setback is proposed, the surrounding context is predominantly commercial, where zero-metre front setbacks are common and form part of the existing village character. Sidewalk infrastructure serving the property is already in place and was recently upgraded by the applicant as part of a subdivision application (Photos: Attachment 5). The site design accommodates barrier-free access and maintains pedestrian orientation consistent with village objectives. With respect to the requirement to demonstrate existing and future need for additional commercial land, staff have requested that the applicant provide a realtor's market report to substantiate the demand for the proposed commercial use in the area. DPA 1 Guidelines are assessed separately.
B.5.1.2.6 The Local Trust Committee could consider rezoning applications that would result in some additional general employment uses in Village Designations. However, such uses should not be land		Proposed commercials are not land intensive.

intensive or result in a level of pollution that would be incompatible with commercial and high density residential development.		
B.5.1.2.7 The Local Trust Committee should consider amending local zoning within Village Designations to be more in keeping with traditional village forms and more appropriate to the small, pedestrian nature of villages.		The proposed small-scale commercial uses are consistent with the traditional village form and character.
B.5.1.2.8 The Local Trust Committee may consider making changes to zoning to allow the creation of livework spaces.		Not proposed.
B.5.1.2.9 The Local Trust Committee may consider making changes to zoning to establish maximum floor area limits on commercial and general employment uses.		Not proposed
B.5.1.2.10 When considering rezoning applications, the Local Trust Committee should ensure that zoning boundaries between residential and non-residential uses are primarily created along rear parcel lines, as opposed to public roads. Non-residential uses should be well screened from residential uses.		Confirmed via Site visit.
B.5.1.2.11 The Local Trust Committee should retain local zoning in Village Designations that does not permit drive-in commercial uses.		No drive in commercials are proposed.
B.5.1.2.12 The form and character of commercial, general employment and multi-family development in Village Designations will be guided through Development Permit guidelines in Part E.		Development Permit guidelines are assesses separately within the same document.
B.5.1.2.13 Preservation of community heritage in villages will be guided through the Heritage Conservation Area guidelines in Part F.		No heritage
B.5.2.2 GANGES VILLAGE LAND USE POLICIES		
B.5.2.2.1 The Ganges Village Designation is shown on Map 1.		Designated Ganges Village Core.
B.5.2.2.2 Zones within the Ganges Village Designation will continue to allow the wide range of commercial, general employment, institutional land uses and the various		Proposal to allow mix of commercial and residential (future) uses on parcel.

densities of residential development allowed by existing zoning.		
B.5.2.2.3 The Local Trust Committee should consider rezoning applications that would allow the addition of some affordable and special needs housing in the Ganges Village Designation, as outlined in Section B.2.2.2.		Not proposed.
B.5.2.2.4 The Local Trust Committee could consider rezoning applications to allow a slightly higher density of residential development than permitted by current zoning as part of a proposal that provided an eligible community amenity (see Appendix 3) or as part of a proposal to transfer development potential (see Section B.2.3.2 and Appendix 4). The Ganges Village Designation is a Development Potential Receiving Area. However, development potential should only be transferred to the North Salt Spring Waterworks District if the District can establish that any incremental demand can be met through water conservation or expansion of licensed supply capacity, or if water is to be supplied from another source.		Not proposed.
B.5.2.2.5 The Local Trust Committee could consider rezoning applications to allow a higher percentage of commercial site coverage or higher floor space ratios as part of a proposal to provide an eligible community amenity (see Appendix 3).		Not proposed
B.5.2.2.6 When considering rezoning applications in the Ganges Village designation, the Local Trust Committee will consider the impact that the proposed change would have on the Ganges sewer treatment plant. The Local Trust Committee should obtain confirmation from the Capital Regional District of sewage system capacity for any change to zoning within the boundaries of the sewered area that may result in a significant change in sewage volume or quality. This policy is further outlined in Section C.4.2.		Referral to CRD.

B.5.2.2.7 The Local Trust Committee will support the development of a Ganges Harbour Management Plan.		Not proposed.
B.5.2.2.8 The Local Trust Committee may consider developing a local area plan for Ganges Village.		
B.5.2.2.9 The Local Trust Committee may consider changing zoning to permit some 3-storey buildings in areas away from the shoreline, the Ganges Village Core and established view corridors.		Not proposed.
B.5.2.2.10 The Local Trust Committee will support continued development of the Ganges Public Pathway System as shown on Map 17 and proposed pathways and trails in the Urban Trails Task Force Report for Ganges Village.		Not proposed.
E.1.4 Guidelines for General Site Design, Building Location and Access		
E.1.4.1 All commercial, general employment and multifamily sites should be designed to reduce impacts on neighbouring properties, on-site residential areas and public places, including the sea. Particular attention should be paid to locating and screening loading docks, waste containers, propane tanks, air-conditioning units and other service areas to reduce noise and visual impacts. This guideline is particularly important for development next to schools and hospitals.		No propane tanks or large waste containers are proposed, and the site is not located within 100 metres of any schools or hospitals.
E.1.4.2 All commercial, general employment and multifamily developments should be designed so that the obstruction of views from neighbouring properties is minimized.		The proposal will not obstruct views from neighbouring properties.
E.1.4.3 Additions to existing commercial and multifamily buildings should maintain the existing building setbacks from the street, unless such setbacks are markedly different from the general neighbourhood pattern.		The general neighbourhood pattern does not reflect a single, consistent character; setbacks vary across different zones and among neighbouring properties, including those zoned C1, C3, and R6.
E.1.4.4 Major new commercial, general employment and multi-family developments should include construction of a sidewalk or walking path on adjacent road rights-of-way. All sidewalks and		A barrier-free sidewalk was developed as part of previous applications.

internal site circulation routes should ensure barrier-free access.		
E.1.4.5 Site access to commercial and multi-family developments should encourage use by pedestrians and cyclists. Internal circulation routes for pedestrians and cyclists should be segregated from vehicular routes, with an emphasis given to pedestrian and cyclist safety over vehicular convenience if necessary. Site plans of large new developments should show how transit stops could be accommodated in the future. Site access in Ganges Village should be arranged to coordinate with the Ganges Public Pathway System, including the seawalk. Potential routes for the system are shown in a conceptual way on Map 17.		Pedestrian access available
E.1.4.6 Commercial developments should provide structures for the convenient and secure parking and locking of bicycles, close to and visible from the adjacent streets. Such structures should not obstruct pedestrian movement on the site.		bicycle parking has been provided
E.1.4.7 Where appropriate, buildings in the Ganges Village Core, Channel Ridge Village Core and in Fulford Harbour should be connected with arbours, courtyards and pathways to make them inviting to pedestrians. Along pedestrian routes, attractive public seating and resting areas should be incorporated into project designs.		Public seating and resting areas are incorporated into project.
E.1.4.8 Where possible, buildings should be sited and designed in a way that maximizes solar gain and reduces energy loss. Obstruction of solar gain on surrounding properties should be minimized.		Small buildings with high solar gains has been proposed.
E.1.4.9 To ensure a compact and pedestrian-oriented commercial area in village cores, new commercial developments in the Ganges Village Core, the Channel Ridge Village Core and in Fulford Harbour Village should ideally be located with no or little setback from the front property line. Minor variations could be included to provide small public spaces		Reduced setback has been proposed.

and pedestrian amenities along the streetfront. Exceptions to this guideline could be considered:		
E.1.4.10 Where commercial developments have street frontage in the Ganges Village Core, Channel Ridge Village Core and Fulford Harbour Village, the main floor should be preferably occupied by retail stores, restaurants, and personal service uses in order to maintain the interesting and lively commercial character of the villages. Most new business and professional offices and residential units should ideally be located on the upper levels of commercial developments or on a side of the building without street frontage. Access for the disabled to upper levels should be considered.		small, single-storey commercial structures has been proposed.
E.1.4.11 To avoid the appearance of strip development along Lower Ganges Road in Ganges Village, new developments with frontage on Lower Ganges Road north of Upper Ganges Road should be setback 7.6 m from Lower Ganges Road and should maintain an effective vegetation screen between structures or parking lots and the road, with minor breaks for access only. Where no other frontage exists, buildings should be oriented inward around a central court. Where a secondary frontage exists with access to Lower Ganges Road, building access should be from the secondary frontage, and building orientation should be either inward or oriented to the secondary frontage. Where commercial parcels lie between Lower Ganges Road and a residential street, all access should be developed from Lower Ganges Road, to buffer the residential area from commercial traffic. Additions to existing commercial development along Lower Ganges Road should use special creative efforts to avoid continuance of the existing "strip mall" appearance. Parking and shop fronts should be screened from Lower Ganges Road with generous landscaping buffers and islands. Use of designs that face the interior of the parcel with an inner		No frontage to Lower Ganges Rd

court and using scales of traditional village streetscapes should be considered.		
E.1.4.13 Developments along the boundary between the Upper Ganges Village and Ganges Village Core subdesignations should encourage pedestrian linkages between these two areas.		Not located within the designated area.
E.1.4.16 All development in the Ganges Village and Fulford Harbour Village Designations should be located so as not to interfere with existing harbour views from public areas and roadways. Particularly important harbour views to be preserved in Ganges include those from Upper and Lower Ganges Roads, the foot of Park Drive, Rainbow Road and Fulford-Ganges Road, Centennial Park and Gasoline Alley. Views to be preserved in Fulford Harbour include those from Fulford-Ganges Road and from Beaver Point Road.		Development does not interfere with harbour views.
E.1.4.17 Developments next to Ganges and Fulford Harbours should be massed in a way that allows sea view corridors to remain between parts of buildings. Development of Channel Ridge Village should maximize views of Stuart Channel. Consideration should be given to designs that dramatize the view by framing, or that use transparent features such as lattice work, breezeways and colonnades to retain the sea view.		Development does not interfere with harbour views.
E.1.4.18 Developments adjoining agricultural land should be designed to minimize conflicts with that land. The location of access roads, the siting of structures, and the layout of subdivisions should follow the guidelines that have been developed by the BC Ministry of Agriculture and the Agriculture Land Commission as a guide to implementing the Farm Practices Protection (Right to Farm) Act (MAFF, 1996), including the Guide to Edge Planning (2015). Site designs should allow for a vegetated buffer, as outlined in Guidelines for Landscaping and Parking Surfaces Subsection E.1.7.22.		The property does not adjoin agricultural land.

E.1.4.19 Where the subject property adjoins agricultural land, building setbacks for general employment and commercial uses should be at least 15 metres from the property line, to be consistent with the Guide to Edge Planning (2015), developed by the BC Ministry of Agriculture.		The property does not adjoin agricultural land.
E.1.5.1 The preferred location for a parking lot is behind the building it serves, so that the lot cannot be seen from the main street on which the building is located. If parking behind a building is not possible, streetfront parking lots should be designed with a maximum street frontage of 10 m and an effective landscape screen. Developments on Ganges or Fulford Harbours should be considered as exceptions to this general guideline so that buildings (rather than parking lots) are located immediately next to the harbour. In these situations, parking lots would have street frontage but should be well screened from the street and incorporate effective and attractive facilities for pedestrians to access the harbour.		street-front parking is limited to a maximum 10 m frontage and screening is adequate.
E.1.5.2 To avoid an urban or "strip mall" appearance in island villages, parking lots should not be located on a corner lot or between a building and the adjacent sidewalks.		Previously submitted parking plan suggest that the parking lots are located between buildings and adjacent side walks, however since the buildings are not single structure along the street, there won't be strip mall appearance as a result.
E.1.5.3 Parking lot access lanes should be located and designed to reduce breaks along the street wall and to reduce accesses that cross sidewalks. Entrances from secondary frontages or from rear lanes are preferred. Parking lots should hold all vehicular manoeuvring requirements for entry and exit to and from individual parking spaces.		The site has no secondary frontage; therefore, a single access point is proposed along the street to minimize breaks in the street wall. All vehicular manoeuvring is accommodated on site.
E.1.5.4 Offstreet parking spaces should not be located so that cars must exit or manoeuvre by backing over a sidewalk or other pedestrian route.		All vehicular manoeuvring is accommodated on site.
E.1.5.5 In Ganges, between Jackson Avenue and Lower Ganges Road, new developments proposed along the north		Not in the designated area

side of McPhillips Avenue, both sides of Hereford Avenue and the south side of Rainbow Road should allow for the development of a rear lane way (where topography permits) that provides access to parking lots in the rear and minimizes access breaks along the streets. The lane way should be about 7.5 m in width and should be landscaped and paved to make it an attractive pedestrian route. Consideration could be given to using arcades, hidden courts or other architectural features that would encourage development of secondary retail frontage along the lane.		
E.1.5.6 Parking spaces for the disabled should be plentiful, prominently marked and carefully located for maximum convenience and proximity to accessible building entrances and weather protection features. If necessary, exceptions to the guidelines for parking location may be made to maximize convenience for the disabled.		Some structures include large overhangs to provide sheltered seating areas and protection from the rain.
E.1.5.7 Part of the parking required for commercial developments could be located in a parking lot on another property, provided the following conditions are met besides the ones listed above: a. The offsite parking lot is within a convenient walking distance (up to about a half a kilometre) of an entrance to the building it serves. Larger parking lots in the Ganges Village Core should be located to the west of Jackson Avenue. b. Offsite parking lots for commercial uses are to be located on properties that are immediately next to the commercial use or on more distant properties zoned for non-residential use. c. Offsite parking lots must be exclusively dedicated and secured with a legal agreement that is in place before issuance of a building permit and continues for the life of the building served. d. Parking spaces for the disabled are not to be located offsite. e. Signs showing the location of offsite parking should be clearly visible from streets next to the building being		Not proposed.

served. Such signs may not be necessary if the offsite parking lot is to be used primarily by tenant employees as a condition of lease.		
E.1.5.8 Parking lots should not generally consist of more than thirty spaces, unless a considerable amount on midlot landscaping is incorporated into the design. Parking lots in the existing commercial part of Fulford Harbour Village should not generally consist of more than fifteen spaces. Where development requires more spaces, parking should be located in discontinuous areas or be separated by generous landscaping		6 Parking lots are proposed.
E.1.5.9 Parking should only be at ground level or below		Ground level parking is proposed.
E.1.5.10 Areas should be provided for the loading and unloading of trucks. Sites should allow delivery trucks to manoeuvre without having to block or back onto an adjacent street, parking aisle or pedestrian route. Emergency vehicles should be able reach all parts of the development easily		Proposal includes a loading bay.
E.1.5.11 Multi-family developments should provide parking in locations that minimize walking distances for residents. However, designs where the front elevation of units is dominated by a garage door or parking pad should be avoided. Parking areas located along the front elevation of units should be well screened by vegetation. Parking for visitors should be located close to project entries and should be assigned and marked as visitor parking. Screened parking should be provided for the storage of recreational vehicles and boats.		Not a Multi-family development
E.1.6.1 Building height should be in keeping with local bylaws and neighbouring structures. If a third storey is allowed by zoning for residential use, it should be located as a half storey. In such a situation, a building height variance up to 10.6 m could be requested, provided other design aspects work to reduce the apparent mass of the structure.		Not proposed.

E.1.6.2 Horizontal building modulation and articulated facades should be used to reduce the apparent mass of buildings facing the street. They should create a pedestrian scale and interest along adjacent sidewalks and along the Ganges Public Pathway System. To enhance village vitality, consideration should also be given to creating secondary retail frontage along arcades and at the rear of buildings. These ideas should especially be considered where buildings are next to the Ganges Public Pathway System.		Small scale commercial structures are proposed.
E.1.6.3 On slopes, horizontal modulation (stepped structures) should be used so the building conforms to the site.		Small-scale structures are proposed on a stepped site, consistent with the guideline for horizontal modulation on slopes.
E.1.6.4 Existing site topography and landscape should not be significantly altered and should be complemented by proposed structures.		Small-scale structures are proposed on a stepped site
E.1.6.5 Development next to Ganges and Fulford Harbours should be designed to conform to rather than conceal the natural contours of the harbour. Where zoning allows structures to extend over the water surface, the maximum height should not exceed 7.6 m above sea level at the natural boundary of the sea.		The site is not adjacent to Ganges or Fulford Harbour, and the proposed building heights do not exceed the applicable limits.
E.1.6.6 New buildings should not have a street frontage width more than 2.5 times their height. Buildings with extensive street frontage should avoid long homogenous facades. They should have a scale, size, massing, shape, roof line and exterior finish that is sufficiently varied and articulated as to give the impression of separate small units, rather than a large mass.		Small-scale structures are proposed on a stepped site
E.1.6.7 The existing "rhythm" of buildings along street frontages should be respected. Buildings that replace existing structures should retain the original width of the front elevation and the spacing between buildings. In Fulford Harbour particularly, the size, spacing, front elevation width and orientation of buildings along Fulford-		The general neighbourhood pattern does not reflect a single, consistent character; setbacks vary across different zones and among neighbouring properties, including those zoned C1, C3, and R6.

Ganges and Morningside roads should be retained by any new development.		
E.1.6.8 In Ganges Village, new development along Lower Ganges Road north of Upper Ganges Road, should be massed with articulation and rhythms similar to existing non-commercial development. The development of a commercial strip appearance along the road should be avoided		Not in the designated area.
E.1.6.9 Landmark buildings should not be created in island villages.		Not proposed
E.1.6.10 To encourage use of the village during all seasons, continuous weather protection should be provided for pedestrians along sidewalks. The minimum width should be 1.5 m.		Some structures include large overhangs to provide sheltered seating areas and protect pedestrians from rain.
E.1.6.11 All roof-top mechanical equipment (satellite dishes, air-conditioning) should be screened from view.		None existed.
E.1.6.12 Large areas of curtain-wall glazing should not be used.		The building design does not include large curtain-wall glazing.
E.1.6.13 The use of handcrafted doors made by local artisans is encouraged.		Not proposed
E.1.6.14 The use of imaginative, handcrafted products of local craftspeople is encouraged. In Fulford Harbour Village particularly, natural and "found" materials should be incorporated into exterior details by local artisans, in keeping with existing development. More conventional or formal materials should be avoided.		Proposed design fits the character of the neighbourhood
E.1.6.15 A pleasant pedestrian environment in villages should be enhanced by pedestrian-oriented features		High-visibility, small-scale commercial uses are proposed.
E.1.6.16 Development along Ganges and Fulford Harbours should incorporate and retain existing docks, wharves and buildings that reflect traditional harbour uses such as freight storage and fishing fleet service.		the site is not adjacent to Ganges or Fulford Harbour, and no existing docks, wharves, or harbour-related buildings are affected.
E.1.6.17 All portions of a building should be authentic, functional space - artificial or contrived architectural features		No artificial or decorative architectural features, are proposed

(for example, artificial lighthouses, windmills or turrets) should not be included in building designs.		
E.1.6.18 Blank walls visible from pedestrian routes or roadways should be treated with landscaping, architectural features or artwork. At least half of the surface should be covered.		No blank walls
E.1.6.19 Large new developments should have their electrical and telephone connections provided underground.		Not a large new development.
E.1.6.20 Facilities should be provided for convenient, barrier-free access for the disabled.		Confirmed through site visit
E.1.7.1 Informal, natural landscaping that gives a native appearance is encouraged as opposed to formal, decorative plantings. Hard surfacing should not be used as a substitute for vegetation		No hard surfacing or decorative plantings are proposed as part of the development.
E.1.7.2 Landscaping adjacent to Ganges and Fulford Harbours should be left in as natural a state as possible. Existing trees should be incorporated. Designs should display natural features such as attractive rock outcroppings, tidal pools and mature trees.		No further changes to the site are proposed. Existing natural features, will be retained.
E.1.7.3 Plant materials should be durable, low-maintenance types. Care should be taken not to obscure sight lines at intersections and parking lot entrances.		low-maintenance plant materials are proposed.
E.1.7.4 Landscaping should be used to as an integral part of developments and should help in the function and organization of a site; to create the sense of entry into buildings and to define and enliven public spaces. While screening of unattractive building features is important, landscaping should be designed to ensure a broader function.		Landscaping is incorporated to support the function and organization of the site and to define the site entrance
E.1.7.16. The area calculated as soft landscaping does not include parking areas, vehicle lanes and manoeuvring areas, private open space and adjacent boulevards on public lands.		Supported

E.1.7.6 All landscaping work on major new developments should meet the British Columbia Landscape Standard published by the British Columbia Society of Landscape Architects and the British Columbia Nursery Trades Association and should be covered by a performance bond for a period of one year from the date of final installation, in order to ensure survival or replacement of plantings. All landscaping should be maintained in perpetuity.		The required landscaping, paving, and related amenities were previously permitted under a Temporary Use Permit
E.1.7.7 All hard and soft landscaping and paving, including sidewalks, pedestrian amenities, street furniture, cycle racks and parking lot lines on major new developments should be installed prior to issuance of any building occupancy permit. A letter of credit should be deposited for an amount equal to 150% of the cost of the work to be completed.		The required landscaping, paving, and related amenities were previously permitted under a Temporary Use Permit
E.1.7.8 Plant materials should be chosen with a view to conserve water.		low-maintenance plant materials are proposed.
E.1.7.9 Landscaping next to creeks within villages should be left natural and wild to retain fish habitat. Species with a high water demand or that may require the use of pesticides or fertilizers should not be located in this area. Bark mulches and impermeable landscape fabric should not be used. Landscaping should be consistent with guidelines in Development Permit Area 4.		The site does not contain creeks.
E.1.7.10 Special care should be taken to retain existing vegetation and incorporate it into new development. Particular attention should be paid within Channel Ridge Village to the preservation of Garry Oak and Arbutus trees and to the unique habitat that surrounds them.		No further tree removal has been proposed.
E.1.7.11 Other existing natural site features such as rock formations and ground contours should be preserved.		No further changes to site has been proposed
E.1.7.12 Care should be taken to ensure that new landscape features enhance, but will not block existing ocean views from roads and public areas as they mature.		Landscape will not block existing ocean views.

E.1.7.13 Fencing should be natural in appearance and coordinated with the design of the main building. Appropriate materials are those that reflect a natural, locally crafted character, such as local stone, heavy timbers or local wood.		Natural fencing is incorporated.
E.1.7.14 The use of trees and other vegetation along roadways in a manner that "crowds" the street, and causes automotive traffic to slow is strongly encouraged.		Vegetation do not crowd the street
E.1.7.15 Deciduous boulevard trees should be included with a spacing of 10 m in all large new commercial and multifamily projects in Ganges Village with frontage on Fulford-Ganges and Lower Ganges Roads.		Not a large commercial complex.
E.1.7.16 Parking lots should be carefully landscaped to screen them from adjacent streets and land uses, to provide shade and to avoid large expanses of uninterrupted asphalt. The following landscape guidelines apply specifically to parking lots, including off-site parking lots: a. Parking lots with street frontage should be screened by a landscaped strip with a minimum width of 3 m. The perimeter of parking lots should also be screened with a minimum width of 2 m. b. Parking lots with more than 10 spaces should include interior landscaping islands and peninsulas that occupy at least 5 per cent of the lot area besides the street frontage and perimeter strips. Irregular shapes of parking islands are encouraged, especially those incorporating existing vegetation naturally and informally. c. Reductions in parking space requirements may be requested to accommodate adequate parking lot landscaping. d. The use of permeable parking materials such as "hard grass" is strongly encouraged to soften the visual effect of parking lots and minimize changes to site drainage		No asphalt surfacing is proposed. Parking areas are gravelled and semi-permeable. Fewer than 10 parking spaces are proposed, limiting the need for interior landscaping islands.
E.1.7.17 Parking lots should be surfaced and lined before issuance of an occupancy permit to ensure efficient use. Alternatives to paving such as interlocking or permeable pavers are encouraged. Unpaved parking		Gravelled Parking lot

lots may be considered in some locations provided lots have less than 10 spaces and other techniques are used to ensure efficient use. Unpaved parking lots are encouraged in Fulford Harbour Village. Driveways providing access to multifamily developments should employ speed control devices at entries.		
E.1.7.18 Sidewalks, patios and decks should be constructed of natural materials or interlocking pavers. Brushed concrete and asphalt should be avoided. In Fulford Harbour in particular, sidewalks should be carefully and creatively designed to ensure that the informal and somewhat irregular character of the village is retained.		No brushed concrete or asphalt is proposed.
E.1.7.19 Pathways that form part of the Ganges Public Pathway System should usually consist of natural materials. Pathway width should be a minimum of 1 m.		Not situated along Ganges Public Pathway
E.1.7.20 All multifamily developments should include landscaped areas for individual and group activities of a recreational or social nature. At least 9 m ² of private open space should be provided for each dwelling unit. Developments that provide special needs housing or affordable seniors' supportive housing may provide less private open space, if areas for outdoor group activities are provided.		Not a multi family development.
E.1.7.21 Multifamily developments designed for families should also include at least 2.5 m ² of children's play area for each bedroom in the development, excluding master bedrooms.		Not a multi family development.
E.1.7.22 Where the property being subdivided or developed adjoins agricultural land, a vegetated buffer is to be planted or retained. The buffer should be 8 metres wide, with a minimum recommended height at plant maturity of 6 metres, and should be consistent with the Landscaped Buffer Specifications (ALC, 1993) developed by the Agricultural Land Commission, and the Guide to Edge Planning (2015), developed by the BC		The property does not adjoin agricultural land.

Ministry of Agriculture. The buffer area should be protected from disturbance by a covenant.		
E.1.8.1 Lighting of commercial and general employment sites should be kept to the minimum necessary for pedestrian safety and visibility. A low level of light should be maintained in the night time atmosphere of villages. Lighting in parking lots should be adequate for security purposes.		Minimum light is proposed.
E.1.8.2 Light fixtures on commercial and general employment sites should be carefully chosen to focus light on the area to be illuminated. The spillage of light into onsite residential areas, neighbouring properties, streets or other public areas including the sea should be avoided. Fixtures should not result in glare when viewed from residential areas that overlook villages.		No light spillage into onsite residential areas.
E.1.8.3 Light fixtures should be simple and unobtrusive in design. The use of indirect lighting mounted on the fronts and sides of village buildings is encouraged.		Indirect lights are incorporated
E.1.8.4 Incandescent fixtures are preferred		No incandescent lights but minimal lights are provided.
E.1.8.5 Light fixtures mounted on masts or walls should be pedestrian in scale and should not exceed 3.5 m in height.		Supported.
E.1.8.6 Lighting should be provided along the Ganges Public Pathway System. Light fixtures provided along the seawalk portion of the System should be of consistent height and design.		Not situated along Ganges Public Pathway
E.1.8.7 Flashing or strobe lights should not be used to attract attention to commercial uses.		None proposed.
E.1.9.1 Signs should be coordinated with buildings in terms of location, scale, materials, finishes and colours.		Supported.
E.1.9.2 Signs should be kept to the minimum size and number needed to inform and direct residents and visitors. Sign size and lettering should not exceed that necessary to direct pedestrians and slow-moving traffic: letters should rarely exceed 20 cm in height; the area of		Supported.

individual signs should rarely exceed 2.5 m ² . Total permitted sign area should not exceed that permitted by local bylaw.		
E.1.9.3 All signs should be kept at a pedestrian viewing level. They should not obstruct pedestrian traffic. Some exceptions to the guidelines in this Section may be considered for marine-oriented businesses which offer services to marine traffic. However care must be taken to ensure that the character of the harbour as viewed from the sea is not dominated by commercial signs.		lighting will not obstruct pedestrian traffic.
E.1.9.4 Signs should be constructed of natural materials, preferably with a handcrafted look. Plastic, back lit signs should not to be used, especially those dominated by product logos and trademarks.		No plastic back lit signs were proposed.
E.1.9.5 Front-lit signs with soft light levels are preferable.		Soft light is incorporated.
E.1.9.6 Signs should not move or be audible. They should not incorporate lighting that moves or flashes or gives the impression of doing so. Neon lighting should not be used outside buildings.		None proposed.
E.1.10.1 New commercial, general employment, institutional and multi-family residential developments that will create more than 280 m ² of new impervious surfacing should include a report prepared by a Professional Engineer that determines the extent of changes to the natural drainage. It should identify any conditions that should be incorporated into the development permit to protect property from flooding, erosion or from other undesirable impacts as the result of changes to stormwater runoff. Particular attention should be paid to ensuring that drainage changes will not result in detrimental impacts such as flooding or reduced groundwater availability on agricultural lands or watercourses that either adjoin the development or are located in the same watershed.		Approximately 85 m² of new impervious surface is proposed, well below the 280 m² threshold. However, as the property is located on seasonally flooded land and the applicant has requested an increase in lot coverage, a stormwater management plan was required as part of the terms of reference.

E.1.10.2 Developments that would create less than 280 m ² of impervious surface area should not alter drainage in a way that would cause detrimental impacts on other properties, including agricultural land. The Local Trust Committee could request that a drainage plan be prepared by a Professional Engineer to assist it in establishing development permit conditions related to drainage		Approximately 85 m² of new impervious surface is proposed, well below the 280 m² threshold. However, as the property is located on seasonally flooded land and the applicant has requested an increase in lot coverage, a stormwater management plan was required as part of the terms of reference.
E.1.10.3 Development should not result in the pollution of surface or groundwater supplies. Particular care should be taken to ensure that there are no detrimental impacts on agricultural land or to fishbearing watercourses because of water pollution.		The proposed development is not expected to result in pollution of surface or groundwater

Commercial zoning rational

I wish to proceed with the application based on the following rational.

1. Would give a sense of certainty to the valuable tenants I have been lucky enough to attract to this location.
2. I would like to reduce the set back for the rear lot line to 3 meters, this would allow me to build another building which would make the economics of owning this property viable. I have an excess in the parking requirements as of now.
3. I would like to reduce the front set back from the Jackson Ave. road to 4.5 meters. This would allow a commercial enterprise to be closer to the road for visibility and it helps with traffic calming
4. The property line bordering on the road easement, reduce the set back to 1.5 meters. Not with standing that the electrical/ plumbing shed and water tanks are closer, but approved.
5. The property line bordering on the residential lot, reduce to 1.59 meters A row of fast growing shrubs has been planted to screen this area. This would allow a mobile business to be closer to the property line and make the turn lane in the parking lot better.
6. I would like to have the following uses be considered for this property.
7. Indoor retail sales and rentals.
8. Indoor retail services, no laundromats.
9. Outdoor retail sales of nursery plants and home garden supplies.
10. Indoor production of food and drink items, clothing, crafts, art work, jewellery, and similar items for retail or wholesale sales. Water consumption not to exceed 1600 litres/day.
11. Single family dwelling, and or a duplex.
12. Offices.
13. Bank or credit union.

14. Restaurants
15. Day care centres for children, seniors, or people with special needs.
16. Funeral home

PROJECT NARRATIVE:

- A. The land is presently fully terraced and landscaped. An organic apple orchard which is fenced has been created on the 3rd tier. As this area used to support apple trees I wanted to carry this on in Ganges. Water collection tanks from roof water will help to water same. They are installed.

Presently the buildings on the property are as follows:

Electrical/plumbing building, all services are underground creating a nice clean look to the property.

Mobile Tattoo studio working out of a tastefully made old fashioned shingle walled mobile cart. It fits in with the character of Ganges of years ago.

Next building is comprised of mainly Canadian made goods. The style of the building with big overhangs at the entrance allow for people to sit and get out of the rain. It has an old fashioned look to it but it is modern at the same time.

Next building is a Sea Can which has been modified to house the COFFEE CAN business. It is very popular with locals and tourists alike. It creates a lovely people synergy.

On the 2nd tier, parking has been created to allow a medical consultant in a new building.

The 3rd or last tier is landscaped and houses the apple orchard, a proposed new building at one end is visioned subject to getting a rear and side setback variance.

This tier will also have tables and sunshades for people to enjoy in Ganges and hopefully have a coffee from the COFFEE CAN.

B. This has been above. Don't know what the new build, if approved will house. The market will dictate this.

C. The development is completed now and fully leased with a waiting list. Outstanding is the potential building on the 3rd tier. The buildings, not including the Tattoo studio and electrical shed have been built incorporating steel I beams allowing them to be moved if required. All approved by professional engineer and building dept.

D. The land around me is predominately commercial. Directly across the street on Hereford Ave is two separate buildings across from each other with C1 zoning I think. Beside me looking towards Jackson Ave is the gas station on the other side of my road easement. On the other side looking to Jackson Ave is R6 and my back boundary borders on R6.

Reasons in support of the bylaw amendment:

Ganges needs more small, tastefully done commercial buildings. The village needs to grow and this is basically the last street that had suitable property for sale. The demand is there.

The area is surrounded by commercially zoned properties now. My wish list for uses on the property is extensive, but it is important to have options to support multiple enterprises that support my values.

Technical reports.

I have installed a roof water drain management system on all the applicable buildings, can supply pictures and product info if required. The building footprints don't create the magic number size requiring this to be done but felt it was a responsible thing to do. Two tanks are in place now and collecting water.

Contaminated site report:

Already submitted and all digging has been done except for a small amount if the top tier building happens.

At this time I want all covenants registered against the TITLE to be removed as I complied with them all. This will be paid for the Islands Trust.

Respectfully submitted.

Martin Ogilvie

Jan. 7-2026.

LAND TITLE ACT
FORM C (Section 233) CHARGE
GENERAL INSTRUMENT - PART 1 Province of British Columbia

Mar-02-2021 16:24:37.001

118 Jackson Ave. **Attachment 5** CA8813681

PAGE 1 OF 12 PAGES

Your electronic signature is a representation that you are a designee authorized to certify this document under section 168.4 of the *Land Title Act*, RSBC 1996 c.250, that you certify this document under section 168.41(4) of the act, and that an execution copy, or a true copy of that execution copy, is in your possession.

James Daniel
Alexander
Pasuta 8PA4AR

Digitally signed by James
 Daniel Alexander Pasuta
 8PA4AR
 Date: 2021.03.02 10:07:42
 -08'00'

1. APPLICATION: (Name, address, phone number of applicant, applicant's solicitor or agent)

JAMES PASUTA, Barrister & Solicitor

Box 414

Telephone No: 250-537-9995

560 Fulford-Ganges Road

Salt Spring Island

BC V8K 2W1

File No: M3592

Document Fees: \$74.87

Deduct LTSA Fees? Yes ☒

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:
 [PID] [LEGAL DESCRIPTION]

SEE SCHEDULE

STC? YES

3. NATURE OF INTEREST

CHARGE NO.

ADDITIONAL INFORMATION

Covenant

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

(a) ☐ Filed Standard Charge Terms D.F. No.

(b) ☒ Express Charge Terms Annexed as Part 2

A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument.

5. TRANSFEROR(S):

HAYDEN SERVICES INC., (BC0695646)

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

SEE SCHEDULE

7. ADDITIONAL OR MODIFIED TERMS:

8. EXECUTION(S): This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Officer Signature(s)

James Pasuta

Barrister & Solicitor

Box 414

560 Fulford-Ganges Road

Salt Spring Island, B.C., V8K 2W1

Execution Date

Y	M	D
21	02	16

Transferor(s) Signature(s)

HAYDEN SERVICES INC.
(BC0695646)
 by its authorized signatory

RICHARD DENNIS SHERWOOD
HAYDEN - President

OFFICER CERTIFICATION:

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

**LAND TITLE ACT
FORM D**

EXECUTIONS CONTINUED

PAGE 11 of 12 PAGES

Officer Signature(s)

Execution Date

Transferor / Borrower / Party Signature(s)

Daniela Marina Murphy

Commissioner for Taking Affidavits in British Columbia

#1 - 500 Lower Ganges Road
Salt Spring Island, B.C., V8K 2N8
Commission Expires December 31,
2023

Y	M	D
21	02	25

**SALT SPRING ISLAND LOCAL TRUST
COMMITTEE**
by its authorized signatory(ies)

PETER F. GROVE, TRUSTEE

OFFICER CERTIFICATION:

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

LAND TITLE ACT
FORM E

SCHEDULE

PAGE 21 OF 12 PAGES

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:

[PID]

[LEGAL DESCRIPTION]

005-269-466**LOT A, SECTION 1, RANGE 3 EAST, NORTH SALT SPRING ISLAND,
COWICHAN DISTRICT, PLAN 10515**

STC?

YES ☐

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:

[PID]

[LEGAL DESCRIPTION]

005-269-482**LOT B, SECTION 1, RANGE 3 EAST, NORTH SALT SPRING ISLAND,
COWICHAN DISTRICT, PLAN 10515**

STC?

YES ☐

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:

[PID]

[LEGAL DESCRIPTION]

STC?

YES ☐

**LAND TITLE ACT
FORM E****SCHEDULE**

PAGE 31 OF 12 PAGES

ENTER THE REQUIRED INFORMATION IN THE SAME ORDER AS THE INFORMATION MUST APPEAR ON THE FREEHOLD TRANSFER FORM, MORTGAGE FORM, OR GENERAL INSTRUMENT FORM.

6. TRANSFEREE(S): (including postal address(es) and postal code(s))**SALT SPRING ISLAND LOCAL TRUST COMMITTEE**

A Corporation under the Islands Trust Act, R.S.B.C., 1996, c.239

1 - 500 Lower Ganges Road

Salt Spring Island, B.C., V8K 2N8

PART 2 – TERMS OF INSTRUMENT

SECTION 219 COVENANT

This Agreement dated for reference the 16th day of February, 2021 is

AMONG:

HAYDEN SERVICES INC.
199 SALTSRING WAY
SALT SPRING ISLAND BC
V8K 2G2

(the "Owner")

AND:

SALT SPRING ISLAND LOCAL TRUST COMMITTEE, a Corporation under the *Islands Trust Act*, R.S.B.C. 1996, c.239, with an office at 1 – 500 Lower Ganges Road, Salt Spring Island, BC, V8K 2N8

(the "Local Trust Committee")

GIVEN THAT:

- A. The Owner is the registered owner in fee simple of that parcel of land located on Salt Spring Island, British Columbia which is legally described as:

Parcel Identification Number: 005-269-466

Legal Description: LOT A, SECTION 1, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 10515

Parcel Identification Number: 005-269-482

Legal Description: LOT B, SECTION 1, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 10515

(the "Lands");

AND WHEREAS the Owner proposes to subdivide the Land, according to a plan of subdivision completed and certified correct on the 29th day of March, 2019 by Polaris Land Surveying Inc., a copy of which is attached hereto as Schedule "A", into Lots 1 & 2 as indicated on Schedule "A", which Lots are referred to as such in this Agreement.

- B. Section 219 of the *Land Title Act* (British Columbia) provides that there may be registered as a charge against the title to land a covenant, whether of a negative or positive nature, in respect of the use of land, the building on land, the subdivision of land and the preservation of land or a specified amenity on the land.
- C. The Lands are in the Ganges Village Core as designated on Schedule 1 of the Salt Spring Island Official Community Plan Bylaw No. 434.
- D. At time of subdivision, sidewalks with boulevards must be constructed on or adjacent to all abutting highways when lots are being subdivided in the Ganges Village Core.
- E. Sidewalks must be constructed according to the dimensions in Schedule G of the Salt Spring Island Land Use Bylaw No. 355, a copy of which is attached hereto as Schedule "B"
- F. Section 498 of the *Local Government Act* (British Columbia) provides that the Local Trust Committee may, by resolution, issue a development variance permit that varies Subdivision and Development: Requirements and Related Matters.
- G. The Local Trust Committee, by resolution, issued development variance permit SS-DVP-2020.10 on October 6, 2020 varying the requirement for construction of sidewalks with boulevards on or adjacent to all abutting highways subject to the owner registering a restrictive covenant with provisions ensuring that no building or structure may be occupied on the Lands until construction of a sidewalk with boulevards is completed.
- H. Schedule "C" integrates Schedule A and Schedule B to denote sidewalk with boulevard design and landscaping requirements on and adjacent to the Lands.

This Agreement is evidence that in consideration of the premises and covenants herein contained, the payment of two dollars (\$2.00) by the Local Trust Committee to the Owner, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

Restriction on Use

- 1. The Owner shall not use the Land including any lots into which the Land may be subdivided, nor occupy any building or structure located on the Land for any residential, commercial, institutional, or domestic purpose, unless the Owner is in full compliance with the terms of this Agreement.

Construction of a Sidewalk with Boulevards

- 2. The Owner covenants and agrees with the Covenant Holder that:
 - (a) No building or structure shall be constructed on the Lands until a design and cost estimate for a sidewalk with boulevards designed substantially in accordance with the

dimensions in Schedule "C" have been provided and a security in the amount of 150% of the cost estimate received and accepted by an official (an official assigned from time to time to provide planning services to the Local Trust Committee is the official for the purposes of this covenant).

No Effect On Laws or Powers

3. This Agreement does not
 - (a) affect or limit the discretion, rights, duties or powers of the Transferees under any enactment or at common law, including in relation to the use or subdivision of the Land;
 - (b) impose on the Transferees any duty of care or other legal duty of any kind to the Owner or to anyone else;
 - (c) oblige the Transferees to enforce this Agreement, which is a policy matter within the sole discretion of the Transferees;
 - (d) affect or limit any enactment relating to the use or subdivision of the Land;
 - (e) relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Land.

Limitation on Obligations

4. The Owner is only liable for breaches of this Agreement caused or contributed to by the Owner, or which the Owner permits or allows, in respect of the Owner's particular lot or lots. The Owner is liable only for the covenants and obligations contained in this Agreement and breaches of this Agreement which occur while the Owner is the registered owner of any interest in the Land and then only to the extent of that interest.

Indemnity

5. The Owner hereby indemnifies and saves harmless the Transferees, and their respective elected and appointed officials, officers, employees and agents, from and against all loss, damage, cost, actions, suits, debts, expenses and harm of any kind whatsoever which the Owner may at any time suffer or incur arising out of or related to this Agreement or any breach of it.

No Liability in Tort

6. The parties agree that this Agreement creates only contractual obligations. The parties agree that no tort obligations or liabilities of any kind exist between the parties in connection with the performance of or any default under or in respect of this Agreement. The intent of this section is to exclude tort liability of any kind and to limit the parties to their rights and remedies under the law of contract.

Covenant Runs With the Land

7. Every obligation and covenant of the Owner in this Agreement constitutes both a contractual obligation and a covenant granted under section 219 of the *Land Title Act* (British Columbia) in respect of the Land. This Agreement burdens the Land and runs with it and binds the successors in title to the Land. This Agreement burdens and charges all of the Land and any parcel into which it is subdivided by any means and any parcel into which the Land is consolidated.

Registration

8. The Owner agrees to do everything necessary, at the Owner's expense, to ensure that this Agreement is registered against title to the Land with priority over all financial charges, liens and encumbrances registered or pending registration in the Land Title Office at the time of application for registration of this Agreement.
9. The Owner shall be entitled to a discharge of this Agreement, upon presentation of a registrable discharge document for execution by the Transferees, in the event that the Owner's application to subdivide the Land in the manner described in Schedule "A" has been refused in writing by the approving officer having jurisdiction and the Owner has provided a copy of the refusal letter to the Transferees, or the Owner has withdrawn the application and the approving officer has confirmed the withdrawal in writing to the Transferees.
10. The Owner shall be entitled to a Discharge of this Agreement upon confirmation that a "sidewalk with boulevards" has been constructed pursuant to the requirements set out in Paragraph 2 of this Agreement."

Waiver

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

Severance

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

No Other Agreements

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

Binding of Successors

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

Further Acts

15. The Owner must do everything reasonably necessary to give effect to the intent of this Agreement, including execution of further instruments.

Deed and Contract

16. By executing and delivering this Agreement the Owner intends to create both a contract and a deed executed and delivered under seal.

Execution Using Form C

17. As evidence of their agreement to be bound by the terms of this instrument, the parties each have executed the Land Title Office Form C which is attached hereto and which forms part of this Agreement.

JACKSON AVENUE

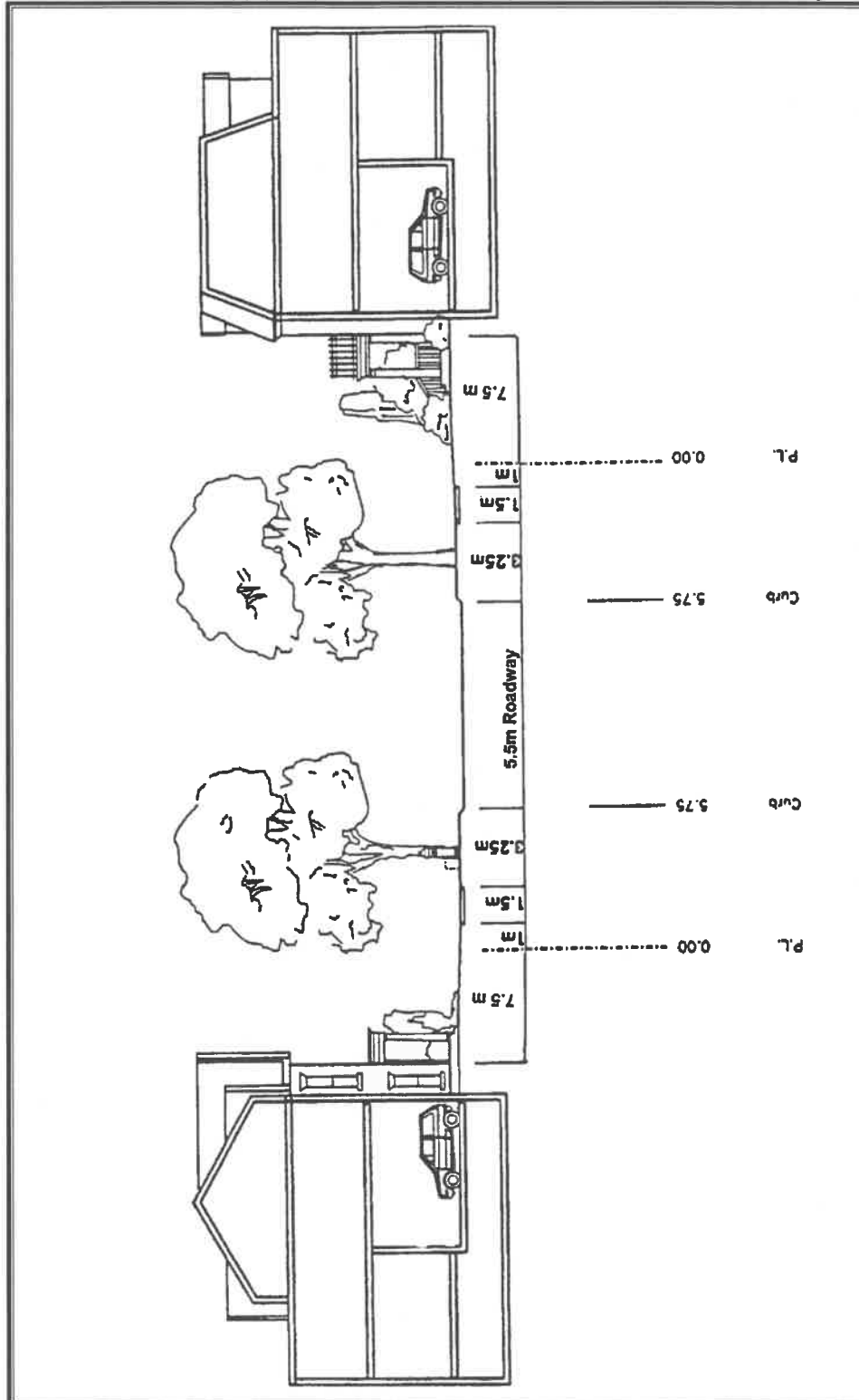


Schedule B

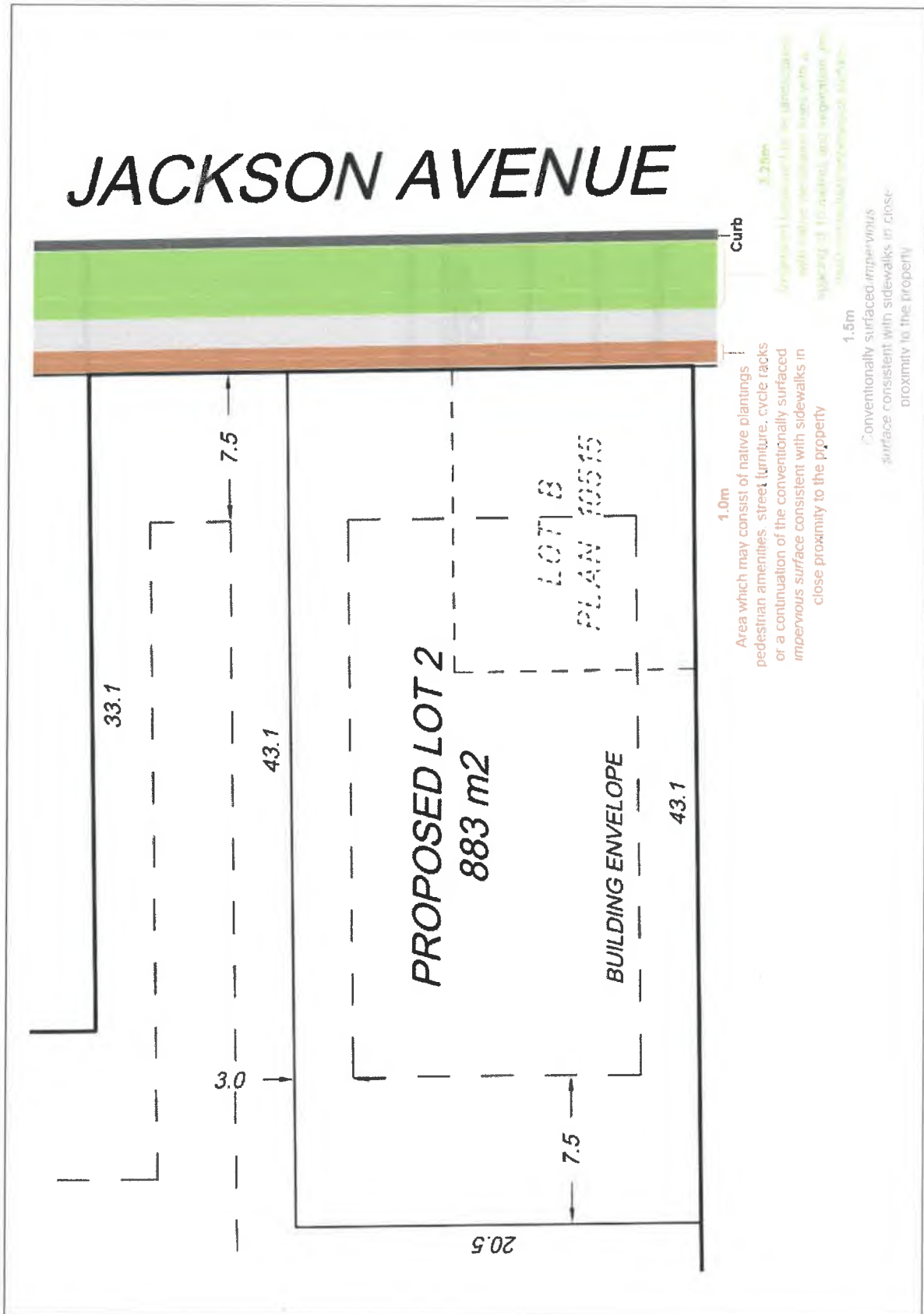
SCHEDULE "G"- SIDEWALKS – TYPICAL DIMENSIONS

Information Note:

These standards will apply only when land is being subdivided within island villages.



Schedule C



DATE OF MEETING: March 19, 2026
TO: Salt Spring Island Local Trust Committee
FROM: Milad Panahifar, Planner 1
Salt Spring Island Team
COPY: Chris Hutton, Regional Planning Manager
SUBJECT: Report subject: Acceptance of Section 514 Covenant
Applicant: Jordan Litke
Location: 373 Wright Road, SSI (PID: 018-135-901)

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee accept the section 219 draft Covenant pursuant to Section 514 of the *Local Government Act*, provided as Attachment 1 to the March 9, 2026 report of Planner Panahifar for SS-SUB-2022.4
2. That the Salt Spring Island Local Trust Committee designate a member of the Local Trust Committee to sign a Covenant pursuant to Section 514 of the *Local Government Act*, similar to Attachment 1 to the March 9, 2026 report of Planner Panahifar for SS-SUB-2022.4.

REPORT SUMMARY

The purpose of the report is to present a draft Section 514 Covenant for acceptance by the Local Trust Committee (LTC) and to designate the chair to sign the covenant, allowing the subdivision application SS-SUB-2021.7 condition to be finalized.

BACKGROUND

The subject property was the subject of a subdivision application that was referred to LTC (SS-SUB-2022.4 to create a two-lot subdivision from the existing 11.36 ha (28.08 ac) lot. In its January 3, 2023 referral response, Islands Trust staff included the following to ensure that the proposal meets Islands Trust regulations and policies:

1. *The applicant shall demonstrate to Islands Trust compliance with Section 514 of the Local Government Act on Subdivision to provide residence for a relative that all the following requirements are met:*
 - (a) *the person making the application has owned the parcel for at least 5 years before making the application;*
 - (b) *the application is made for the purpose of providing a separate residence for*
 - (i) *the owner,*
 - (ii) *a parent of the owner or of the owner's spouse,*
 - (iii) *the owner's child or the spouse of the owner's child, or*
 - (iv) *the owner's grandchild;*
2. *The applicant must provide a covenant with Islands Trust to ensure compliance with the above section 514 of the LGA on residence for a relative.*

A template covenant was provided to the applicant for completion, which was reviewed and drafted by the applicant's legal counsel. The drafted covenant is included as Attachment 1 and is consistent with the LUB requirement.

As part of the subdivision application, staff have requested confirmation from qualified professionals that the proposed lots satisfy the requirements of Section 5.17 and Schedule D of the Land Use Bylaw, Bylaw No. 355, 1999. Staff have also requested written certification, in the form of a pump test conducted in accordance with the *BC Guide to Pumping Tests*, to confirm water availability for both lots. These two items remain outstanding.

Aside from these pending conditions, the applicant has obtained a Development Permit for subdivision within Development Permit Area 7 (Riparian), provided written confirmation from Island Health that the lots are capable of being serviced by on-site sewage disposal systems, and submitted professional certification confirming that the subdivision drainage system has been designed and installed in compliance with the requirements of the Land Use Bylaw.

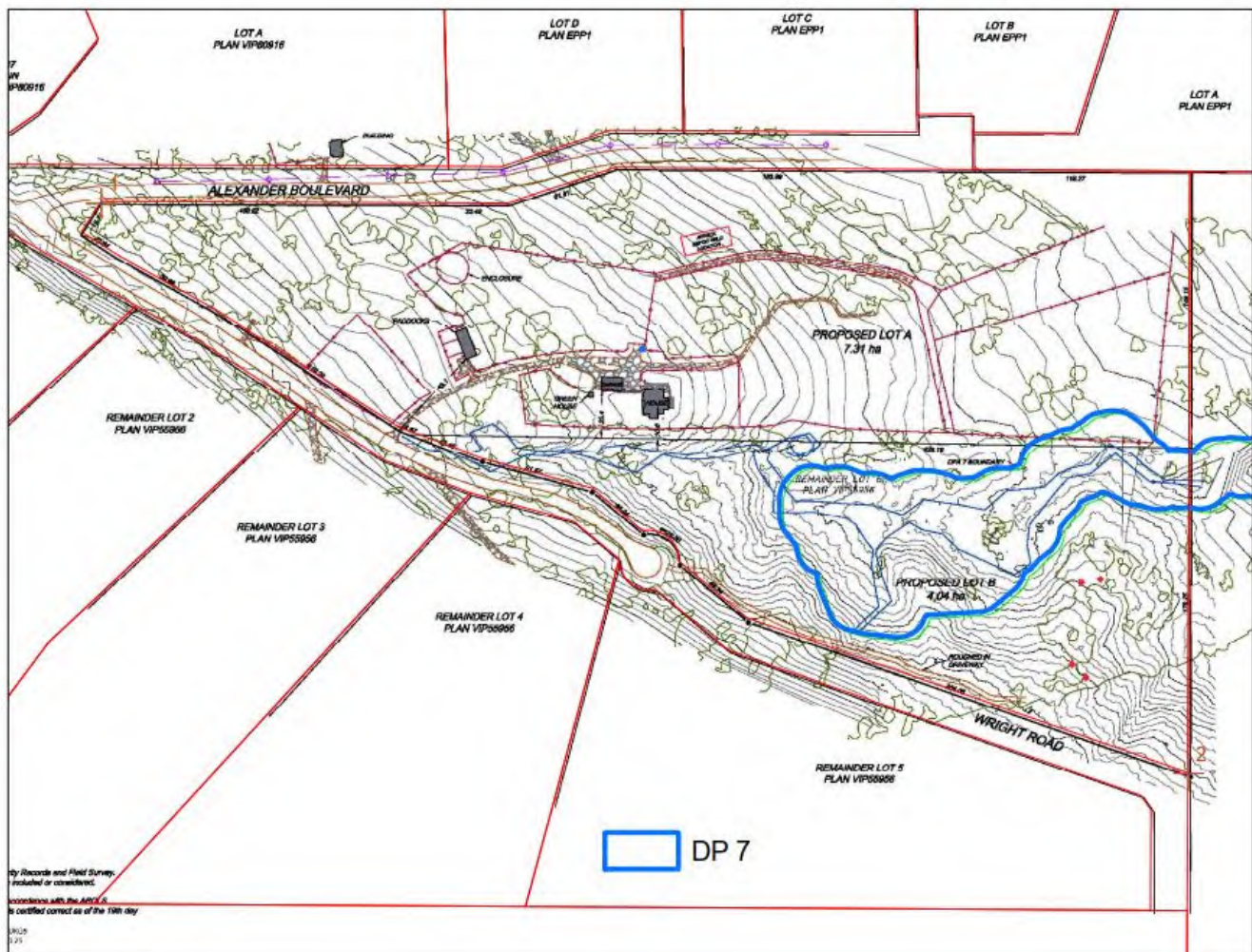


Figure 1: Subject Property and the Riparian Area

ANALYSIS

Official Community Plan:

The property is designated Uplands in the Salt Spring Island Official Community Plan Bylaw No. 434, 2008 (OCP). The property is within Development Permit Area 7 – Riparian (DPA-7). The applicant has obtained the required development permit from Islands Trust (SS-DP-2023.10).

Land Use Bylaw:

The subject property is zoned Rural Upland 1, variant (c)(RU1(c)) under the Land Use Bylaw, Bylaw No.355, 1999. The zone permits a maximum density of one single-family dwelling per lot. A seasonal cottage may also be permitted, subject to compliance with the requirements set out in Section 3.14. Seasonal cottages are not permitted to operate as independent commercial guest accommodation units outside of a home-based business. Accordingly, their presence does not conflict with the covenant requirement that the property be used for residential purposes. Total lot coverage is limited to a maximum of 33% of the lot area.

Consultation

There are no consultation requirements with the request applicable to the Islands Trust.

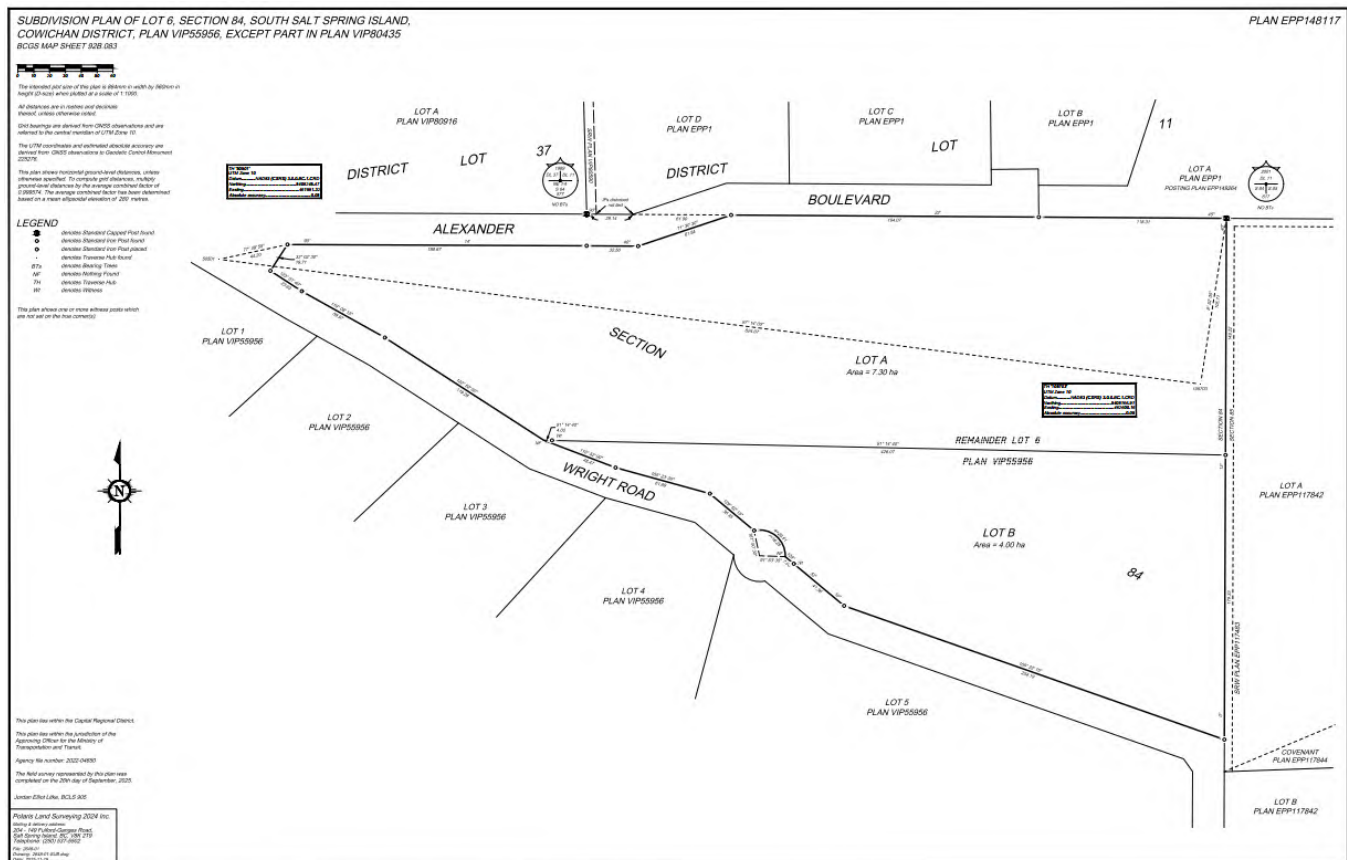


Figure 2: Subdivision Layout Plan

Rationale for Recommendation

The recommendation is supported as the rationale for the request is reasonable and the draft covenant meets Islands Trust’s requirements for the subdivision application.

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 the following information:

2. Deny the request

The LTC may choose to deny the request. If selecting this alternative, the LTC should describe the specific information needed and the rationale for the denial. Recommended wording for the resolution is as follows:

That the Salt Spring Island Local Trust Committee deny the request based on the following reasons....

Submitted By:	Milad Panahifar, Planner 1	March 5, 2026
Concurrence:	Chris Hutton, Regional Planning Manager	March 10, 2026

ATTACHMENTS

1. Draft of Section 514 Covenant – Form C
2. Subdivision Layout
3. Undertaking letter
4. Referral Form



1. Application

**McKimm & Lott
Barristers & Solicitors
201 - 118 Fulford Ganges Road
Salt Spring Island BC V8K 2S4
250-537-9951**

37146/Gummeson

2. Description of Land

PID/Plan Number	Legal Description
018-135-901	LOT 6, SECTION 84, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN VIP55956 EXCEPT PART IN PLAN VIP80435

3. Nature of Interest

Type	Number	Additional Information
COVENANT	SECTION 219	

4. Terms

Part 2 of this instrument consists of:

(b) Express Charge Terms Annexed as Part 2

5. Transferor(s)

IAN DOUGLAS GUMMESON

LEE ANNE TOUGH

6. Transferee(s)

SALT SPRING ISLAND LOCAL TRUST COMMITTEE
A CORPORATION UNDER THE ISLANDS TRUST ACT, RSBC
1996, C. 239
1 – 500 LOWER GANGES ROAD
SALT SPRING ISLAND BC V8K 2N8

7. Additional or Modified Terms



8. Execution(s)

This instrument creates, assigns, modifies, enlarges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Witnessing Officer Signature

Execution Date

Transferor / Transferee / Party Signature(s)

YYYY-MM-DD

IAN DOUGLAS GUMMESON

LEE ANNE TOUGH

Officer Certification

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

Witnessing Officer Signature

Execution Date

Transferor / Transferee / Party Signature(s)

YYYY-MM-DD

**SALT SPRING ISLAND LOCAL TRUST
COMMITTEE**
By their Authorized Signatory

Officer Certification

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

Electronic Signature

Your electronic signature is a representation that you are a designate authorized to certify this document under section 168.4 of the *Land Title Act*, RSBC 1996, c 250, that you certify this document under section 168.41 (4) of the Act, and that an execution copy, or a true copy of that execution copy, is in your possession.



8. Execution(s)

This instrument creates, assigns, modifies, enlarges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Witnessing Officer Signature

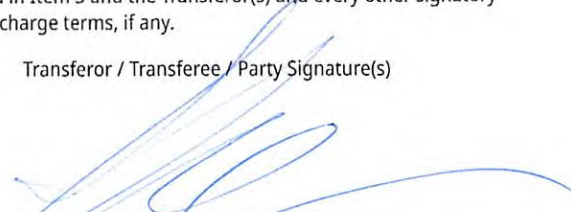
Execution Date

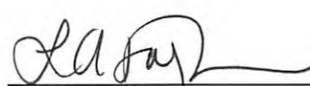
Transferor / Transferee / Party Signature(s)


KATHERINE J. FISCHER
201 - 118 Fulford-Ganges Road
Salt Spring Island, BC V8K 2S4
Barrister & Solicitor

YYYY-MM-DD

2025-11-24


IAN DOUGLAS GUMMESON


LEE ANNE TOUGH

Officer Certification

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

Witnessing Officer Signature

Execution Date

Transferor / Transferee / Party Signature(s)

YYYY-MM-DD

**SALT SPRING ISLAND LOCAL TRUST
COMMITTEE**
By their Authorized Signatory

Officer Certification

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

Witnessing Officer Signature

Execution Date

Transferor / Transferee / Party Signature(s)

YYYY-MM-DD

ISLAND SAVINGS CREDIT UNION
By their Authorized Signatory

Officer Certification

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

PART 2 – TERMS OF INSTRUMENT

SECTION 219 COVENANT

This Agreement dated for reference the 3rd day of February, 2026, is

BETWEEN:

IAN DOUGLAS GUMMESON, Physician
LEE ANNE TOUGH, Teacher
373 Wright Road
Salt Spring Island, BC V8K 2H8

(the “Owner”)

AND:

SALT SPRING ISLAND LOCAL TRUST COMMITTEE
a Corporation under the *Islands Trust Act*, R.S.B.C. 1996, c.239
1 – 500 Lower Ganges Road
Salt Spring Island, BC V8K 2N8

(the “Local Trust Committee”)

GIVEN THAT:

- A. The Owner is the registered owner in fee simple of that parcel of land located on Salt Spring Island, British Columbia which is legally described as:

PID 018-135-901
Lot 6, Section 84, South Salt Spring Island, Cowichan District, Plan VIP55956
except part in Plan VIP80435

(the “Land”);

- B. AND WHEREAS the Owner proposes to subdivide the Land into TWO (2) lots, according to plan of subdivision EPP148117 completed and certified correct on the 19th day of November, 2025, by Jordan Litke, B.C.L.S., a copy of which is attached hereto as Schedule “A”;

- C. AND WHEREAS the newly created lot shall have the following legal description:

PID _____
Lot A, Section 84, South Salt Spring Island, Cowichan District, Plan EPP148117

(“Lot B”);

- D. AND WHEREAS the remainder of the Land shall have the following legal description:

PID _____
Lot B, Section 84, South Salt Spring Island, Cowichan District, Plan EPP148117

("Lot A");

- E. Section 219 of the *Land Title Act* (British Columbia) provides that there may be registered as a charge against the title to land a covenant, whether of a negative or positive nature, in respect of the use of land.
- F. His Majesty the King In Right of the Province of British Columbia as represented by the Minister of Transportation and Infrastructure (the "Approving Officer") and the Local Trust Committee require, as a condition of subdivision, that the Owner grant to the Local Trust Committee a covenant under s. 219 of the *Land Title Act*, RSBC 1996, c. 250, to regulate the use of the Land in order to comply with the requirements of Section 514 of the *Local Government Act*, RSBC 2015, c. 1, and amendments thereto.

This Agreement is evidence that in consideration of the premises and covenants herein contained, the payment of two dollars (\$2.00) by the Local Trust Committee to the Owner, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

- 1. For 5 years after subdivision, unless the applicable use is changed by bylaw,
 - (a) the use of Lot B must be residential use only, and
 - (b) the use of Lot B must not be changed from the use of the original Land.
- 2. Upon the expiration of the 5 year period after sub-division, the Owner shall be entitled to a discharge of this Agreement, upon presentation of a registrable discharge document for execution by the Transferee.
- 4. As evidence of their agreement to be bound by the terms of this instrument, the parties each have executed the Land Title Office Form C which is attached hereto and which forms part of this Agreement.

Schedule "A"

Drawing: 2548-01-
 Date: 2025-11-19





Your electronic signature is a representation that you are a British Columbia land surveyor and a subscriber under section 168.6 of the *Land Title Act*, RSBC 1996 c.250. By electronically signing this document, you are also electronically signing the attached plan under section 168.3 of the act.

Jordan Litke
N4UKQ9

c=CA, cn=Jordan Litke N4UKQ9,
o=BC Land Surveyor, ou=Verify ID
at
www.juricert.com/LKUP.cfm?id=N4
UKQ9

1. BC LAND SURVEYOR: (Name, address, phone number)

Jordan Litke, POLARIS LAND SURVEYING 2024 INC.
204 - 149 Fulford-Ganges Road

Phone: 250-544-0482

Email: jlitke@plsi.ca

Salt Spring Island

BC V8K 2T9

☐ Surveyor General Certification [For Surveyor General Use Only]

2. PLAN IDENTIFICATION:

Control Number: 176-359-6973

Plan Number: EPP148117

This original plan number assignment was done under Commission #:

3. CERTIFICATION:
☒ Form 9

☐ Explanatory Plan

☐ Form 9A

I am a British Columbia Land Surveyor, and I certify that:

(a) I personally superintended the survey represented by this plan;

(b) the survey and plan are correct and comply with the Survey and Plan Rules and all applicable statutes.

The field survey was completed on: 2025 September 26 (YYYY/Month/DD) The checklist was filed under ECR#:

The plan was completed and checked on: 2025 November 18 (YYYY/Month/DD) 296995

☒ None ☐ Strata Form S

☒ None

☐ Strata Form U1

☐ Strata Form U1/U2

Arterial Highway ☐

Remainder Parcel (Airspace) ☐
4. ALTERATION: ☐

SUBDIVISION PLAN OF LOT 6, SECTION 84, SOUTH SALT SPRING ISLAND,
COWICHAN DISTRICT, PLAN VIP55956, EXCEPT PART IN PLAN VIP80435
BCGS MAP SHEET 92B.083

PLAN EPP148117



The intended plot size of this plan is 864mm in width by 560mm in height (D-size) when plotted at a scale of 1:1000.

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

Grid bearings are derived from GNSS observations and are referred to the central meridian of UTM Zone 10.

The UTM coordinates and estimated absolute accuracy are derived from GNSS observations to Geodetic Control Monument 225276.

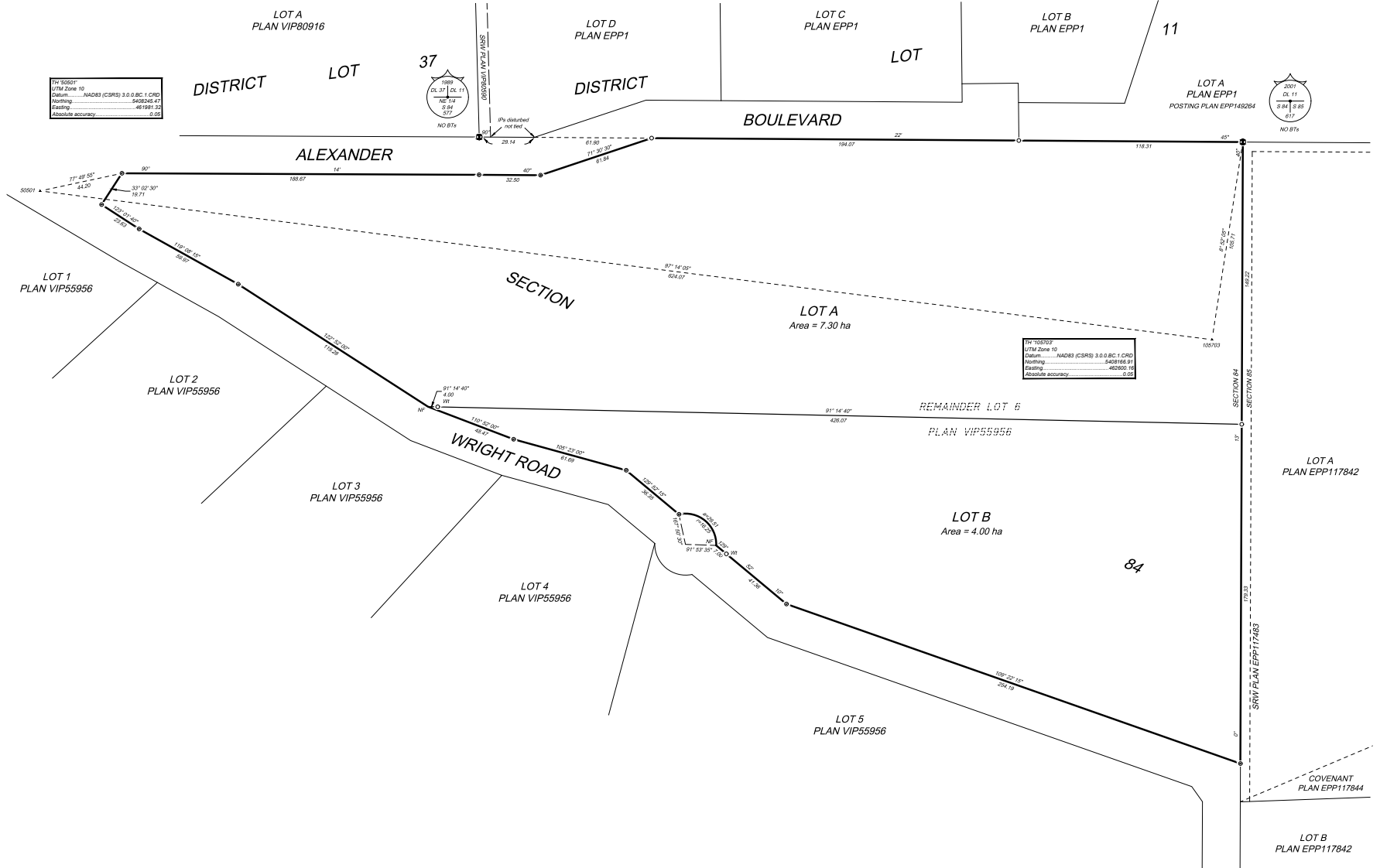
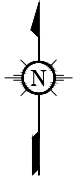
This plan shows horizontal ground-level distances, unless otherwise specified. To compute grid distances, multiply ground-level distances by the average combined factor of 0.999574. The average combined factor has been determined based on a mean ellipsoidal elevation of 280 metres.

UTM 10S001
UTM Zone 10
Datum: NAD83 (CSRS) 3.0 0.0 BC 1 CPD
Northing: 548565.17
Easting: 461981.34
Absolute accuracy: 0.03

LEGEND

- denotes Standard Capped Post found
- denotes Standard Iron Post found
- denotes Standard Iron Post placed
- denotes Traverse Hub found
- denotes Bearing Trees
- denotes Nothing Found
- denotes Traverse Hub
- denotes Witness

This plan shows one or more witness posts which are not set on the true corner(s).



This plan lies within the Capital Regional District.

This plan lies within the jurisdiction of the Approving Officer for the Ministry of Transportation and Transit.

Agency file number: 2022-04650

The field survey represented by this plan was completed on the 26th day of September, 2025.

Jordan Elliot Little, BCLS 905

Polaris Land Surveying 2024 Inc.

Mailing & delivery address:
204 - 140 Fulford Ganges Road
Salt Spring Island, BC V8K 2T9
Telephone: (250) 537-5502

File: 2548-01
Drawing: 2548 01 SUB.dwg
Date: 2025-11-19

M C K I M M & L O T T

B A R R I S T E R S S O L I C I T O R S N O T A R I E S P U B L I C

COLL GORDON * DAMON O'BRIEN * KATHERINE J. FISCHER *

TYBRING M.S. HEMPHILL NAOMI STEVENS DANIEL FORSLUND GRANT HATLEY CHANCE MACKAY-TOPLEY (ARTICLED STUDENT)

TIMOTHY F. LOTT (RETIRED) NICHOLAS W. LOTT (RETIRED) CHRISTOPHER S. LOTT (RETIRED)

February 5, 2026

PLEASE REPLY TO **SALT SPRING OFFICE**

Katherine J. Fischer – kfischer@mclott.com

Assistant: Joanne McLean – jmclean@mclott.com

Our File No. 37146

VIA EMAIL tara.breysen@gov.bc.ca and mpanahifar@islandstrust.bc.ca

Your File No. 2022-04650

Your File No. SS-_____

Ministry of Transportation and Transit
 240 – 4460 Chatterton Way
 Victoria, BC V8X 5J2

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

Attn: Tara Breysen, Approving Officer

Attn: Milad Panahifar, Planner 1

Dear Ms. Breyson and Mr. Panahifar:

Re: Proposed Subdivision of 373 Wright Road, Salt Spring Island, BC
 Legally described as PID: 018-135-901, Lot 6, Section 84, South Salt Spring Island,
 Cowichan District, Plan VIP55956 except part in plan VIP80435

Please find enclosed for your information and/or execution by your offices the following documents:

1. Form C – section 219 Covenant re 5 year use (for signature by Islands Trust);
2. Application to Deposit Subdivision Plan (for signature by Islands Trust and MoTT);
3. Subdivision Plan EPP117842, dated November 19, 2025; and
4. Current Title Search for the parent parcel (*note that the owners have instructed the mortgage holder to close the account and discharge the mortgage, so the mortgage holder's signature is not required – it should be released prior to subdivision).

Further to the requirements set out in the Preliminary Layout Approval dated July 25, 2023, upon receipt of the executed documents I undertake as follows:

1. To submit the approved Subdivision Plan for registration concurrently with the above-noted and enclosed section 219 Covenant;
2. If for any reason the Subdivision Plan is not deposited in the Land Title Office within two months of approval, to return them to the Approving Officer;
3. If any plans or documents deposited are declined for registration by the Registrar, to immediately notify the Approving Officer along with a copy of the Registrar's "Notice Declining to Register" and to take the necessary action to secure registration or such

SIDNEY

Unit 7 - 9843 2nd Street,
 Sidney, British Columbia V8L 3C7
 Tel. **250-656-3961** Fax. 250-655-3329
 Email. reception@mclott.com

SALT SPRING ISLAND

Unit 201 -118 Fulford-Ganges Road,
 Salt Spring Island, British Columbia V8K 2S4
 Tel. **250-537-9951** Fax. 250-537-1916
 Email. saltspring@mclott.com

www.mclott.com

* Denotes Personal Law Corporation

action as may be reasonably directed by the Approving Officer, including withdrawing all such plans and documents and forwarding them to the Approving Officer; and

4. To forward a registered copy of the Subdivision Plan, a copy of the certificate of title for each lot, and a copy of all other documents registered as a condition of subdivision to the Approving Office, the Capital Regional District and the Islands Trust upon final registration at the Land Title Office.

I trust you find the above and enclosed to be in order and look forward to receiving the fully signed documentation in due course

Yours truly,

McKIMM & LOTT

A handwritten signature in black ink, appearing to read 'K. Fischer', with a long, sweeping horizontal line extending to the right.

Katherine J. Fischer

Encls.

 Islands Trust www.islandstrust.bc.ca Toll Free: 1 (800) 663-7867	Northern Office 700 North Road Gabriola Island, BC V0R 1X3 Ph: 250-247-2063 Fax: 250-247-7514 northinfo@islandstrust.bc.ca DENMAN, GABRIOLA, GAMBIER, HORNBY, LASQUETI, THETIS, BALLENAS-WINCHELSEA	Victoria Office 200 - 1627 Fort Street Victoria, BC V8R 1H8 Ph: (250) 405-5151 Fax: (250) 405-5155 southinfo@islandstrust.bc.ca GALIANO, MAYNE, NORTH PENDER, SATURNA, SOUTH PENDER	Salt Spring Office 1 – 500 Lower-Ganges Road Salt Spring Island, BC V8K 2N8 Ph: (250) 537-9144 Fax: (250) 537-9116 ssiinfo@islandstrust.bc.ca SALT SPRING
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SUBDIVISION REFERRAL FORM

Attachment 4

To: Tara Breysen
Title: Development Officer
District: Saanich

Date: January 03, 2023
I.T. File No.: SS-SUB-2022.4
MoTI File No.: 2022-04650

Applicant	Jordan Litke – Polaris Land Surveying Inc.
Owner	Ian Douglas Gummesson and Lee Anne Tough
Civic Address	373 Wright Road, Salt Spring Island, BC, V8K 2H8
Legal Description	LOT 6, SECTION 84, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN VIP55956 EXCEPT PART IN PLAN VIP80435
PID	018-135-901
Local Trust Area	Salt Spring Island Local Trust Committee
Site Area	11.31 ha (27.94)
Existing of Number of Lots	1
Proposed Number of Lots	2
Subdivision Type	Conventional

SUMMARY:

Islands Trust recommends that the following be made conditions of Preliminary Layout Review (PLR). These recommendations are made pursuant to the Salt Spring Island Land Use Bylaw No. 355, 1999 (SS LUB), and relevant sections of the *Islands Trust Act* and the *Local Government Act*:

- The applicant shall demonstrate to Islands Trust compliance with Section 514 of the Local Government Act on Subdivision to provide residence for a relative that all the following requirements are met:
 - the person making the application has owned the parcel for at least 5 years before making the application;
 - the application is made for the purpose of providing a separate residence for
 - the owner,
 - a parent of the owner or of the owner's spouse,
 - the owner's child or the spouse of the owner's child, or
 - the owner's grandchild;
- The applicant must provide a covenant with Islands Trust to ensure compliance with the above section 514 of the LGA on residence for a relative.

Prior to subdivision approval:

- The applicant is required to submit to the Islands Trust, written confirmation by an engineer or Land Surveyor that all proposed lots satisfy the requirements of Section 5.17 and Schedule D of the SSI Land Use Bylaw.
- The applicant is required to obtain a Development Permit from the Islands Trust, or applicable exemption thereof, prior to commencement of any earthworks, construction or subdivision approval, pursuant to the Salt Spring Island Official Community Plan Bylaw No. 434 (SS OCP) for Development Permit Area 7 – Riparian Areas. The submittal must include site and grading plans, as applicable indicating the locations, floor area, and

intended use of all proposed earthworks, buildings and structures to determine conformance with Part 4, and Part 5 of SS LUB.

Prior to construction:

5. The applicant shall submit to the Islands Trust written certification in the form of a pump test, in accordance with the BC Guide to Pumping Tests, under the seal of an engineer with experience in groundwater hydrology that there is sufficient supply and quality of potable water for both Lot A and Lot B in the subdivision serviced by groundwater and for all uses permitted by the zone, in accordance with Table 1 of the SS LUB, and that the extraction from the groundwater table of that amount of water is not reasonably expected to adversely affect the quantity or quality of water obtainable from any existing well or surface water that is used as a source of potable water.

If the required amount of water cannot be supplied, the applicant must grant a covenant under the Land Title Act to the Salt Spring Island Local Trust Committee (SS LTC) that restricts the development of the subdivision to the buildings, structures and uses for which the required amount of water can be supplied or confirmed.

If the water supply is provided through a groundwater well and the water to be supplied is not potable, but can be made potable with a treatment system that is customarily used in a single-family dwelling, then the applicant must grant a covenant under the Land Title Act to the SS LTC that requires ongoing treatment of the water to ensure that it is potable before it is used as drinking water.

6. The applicant shall provide written confirmation to the Islands Trust from Island Health that all lots are serviced or are capable of being serviced by an on-site sewage disposal system in an area or areas of sufficient size and characteristics to satisfy the requirements of the Vancouver Island Health Authority's Subdivision Assessment Standards for the uses, buildings and structures that are permitted on the lots in accordance with SS LUB Sections 4.5 Setbacks from Water Bodies – Water Quality Protection, and Section 5.6 Sewage Disposal.
7. The applicant shall submit to the Islands Trust written certification under the seal of an engineer with experience in drainage engineering that a drainage system for the subdivision has been designed in accordance with Section 5.7 and is in compliance with the requirements of SS LUB Sections 4.4 Setbacks from Water Bodies – Flood Protection, and Section 4.5 Setbacks from Water Bodies – Water Quality Protection.
8. The applicant shall submit to the Islands Trust written certification under the seal of an engineer with experience in drainage engineering that a drainage system for the subdivision has been installed in accordance with the drainage system design prepared under SS LUB Section 5.7 Stormwater Drainage.
9. No non-conformity may be created with respect to the use, siting or density of any existing building or structure as a result of the subdivision.

Prior to final approval, the applicant must obtain written confirmation from the Islands Trust that the proposed subdivision meets the above conditions and conforms to all Local Trust Committee Bylaws. This referral response is based upon the attached subdivision layout plan. Details of the application's compliance or non-compliance with specific bylaw regulations and other pertinent information are provided on the attached pages.

Please quote file number SS-SUB-2022.4 in all correspondence to the Islands Trust related to this file.

Name: Louisa Garbo

Date: 1/3/2023

Title: Island Planner

Planning Team: Salt Spring Island Team

CC: Chris Hutton

Signature: 

Details:

1. Official Community Plan Information

Official Community Plan (OCP) Designation(s)	Uplands
Development Permit Area (N/A or PLR condition)	DPA 7 Riparian Area

Advocacy Policies (N/A or comment)	N/A
2. Salt Spring Island Land Use Bylaw Zoning Information	
Zoning Classification(s)	RU1(c)-Rural Uplands 1 zone variant C
Comments	The minimum area of an individual lot that may be created through subdivision is 3.5 ha, if the minimum average area of all lots in the subdivision is 5 ha.
3. Title Information	
Legal Notations	None
Comments (N/A or PLR condition)	N/A
4. Land Status	
ALR (Y/N)	N
Land Use Contract (Y/N)	N
Comments (N/A or PLR conditions)	N/A
5. Proposed Lot Areas	
Proposed Minimum Average Lot Areas (complies, does not comply or N/A)	Minimum per RU(c) is 5 ha. Comply - Lot A: 7.3 ha + Lot B 4.05 ha/2 number of lots = 5.675 ha
Proposed Minimum Lot Areas (complies or does not comply)	Minimum per RU(c) is 3.5 ha Comply
S. 219 Covenant Prohibiting Further Subdivision (N/A or required)	N/A
Lots Divided by a Zone Boundary (N/A or complies)	N/A
Comments (Compliance with density and any PLR conditions)	One single family dwelling and a seasonal cottage are permitted if it satisfies section 3.14, and so long as no more than 33% lot coverage for each lot.
6. Lot Dimensions	
Depth: Width Ratio of Proposed Lots (complies or PLR condition)	Comply
7. Lot Frontage	
Highway Access (complies or dedication)	N/A
Minimum Frontage (complies or PLR condition)	Complies
Ten Percent Frontage (complies or PLR condition)	Comply

Double Frontage Lot(s) (N/A or PLR condition)	Existing double frontage condition on the subject parcel; will be eliminated upon subdivision.
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8. Servicing Requirements

Proof of Potable Water	SS LUB Section 5.5 Potable Water applies. Note that the applicant must submit to Islands Trust written certification under the seal of an engineer with experience in groundwater hydrology that there is sufficient supply of potable water for all lots in the subdivision and for all uses permitted by the zone, in accordance with Table 1 of Section 5.5 of SS LUB.
Sewage Disposal	SS LUB Section 5.6 Sewage Disposal applies. The applicant must provide written certification to the Islands Trust from Island Health that all lots are serviced or are capable of being serviced by an on-site sewage disposal system in an area or areas of sufficient size and characteristics to satisfy the requirements of the Island Health's Subdivision Standards for the uses, buildings and structures that are permitted on the lots in accordance with SS LUB Sections 4.5 and Section 5.6.
Stormwater Drainage	SS LUB Section 5.7 applies. Note that every applicant must provide written certification under seal of an engineer with experience in drainage engineering that the subdivision has been constructed in accordance with the drainage system design prepared under Subsection 5.7.9 and such certification is to be provided before deposit of the subdivision plan in the Land Title Office.

9. Boundary Adjustments

Boundary Adjustment Regulations (N/A, complies or PLR condition)	N/A
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10. Panhandle Lots

Panhandle Regulations (N/A, complies or PLR condition)	N/A
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11. Split (Hooked) Lots

Split-Zoned(?) Lot Regulations (N/A, complies or PLR condition)	N/A
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12. Existing Buildings and Structures

Conformity with Bylaw (N/A, complies or PLR condition)	Comply
Review of orthophotos and site visit (comments or N/A)	N/A

13. Park Dedication (Section 510 of the *Local Government Act*):

Park Land or Payment Required (N/A or PLR condition)	N/A
OCP Policies requiring land (Y/N)	N
Trail or water access requirements (Y/N)	N
Refer to Parks Commission (Y/N)	N
LTC Resolution required (Y/N)	N

14. Road and Driveway Standards

Roads to be Constructed (Y/N)	N
Road Classification (or N/A)	Rural Residential for Alexander Boulevard to the north and Wright Road to the south of the original parcel.
Highway, access route or driveway requirements or recommendations (N/A or PLR condition)	The applicant is required to submit to the Islands Trust, written confirmation by an engineer or Land Surveyor that all lots satisfy the requirements of Section 5.17 "Driveway Guideline" and Schedule D of the SS LUB.

15. Pathways

Requirements for sidewalks or paths (N/A or PLR condition)	N/A The proposed lots do not abut a highway or any transit/bicycle route as indicated on Map 4 of the SS OCP per SS LUB 5.16.2.
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16. Environmental Features

Sensitive Ecosystems	N
Species at Risk	SAR Masked Secured
Raptor/Heron Nests	N
Marine Ecosystems	N
Riparian Areas (not designated as a DPA)	N/A
Mapping attached (Y/N)	N

17. Cultural Features

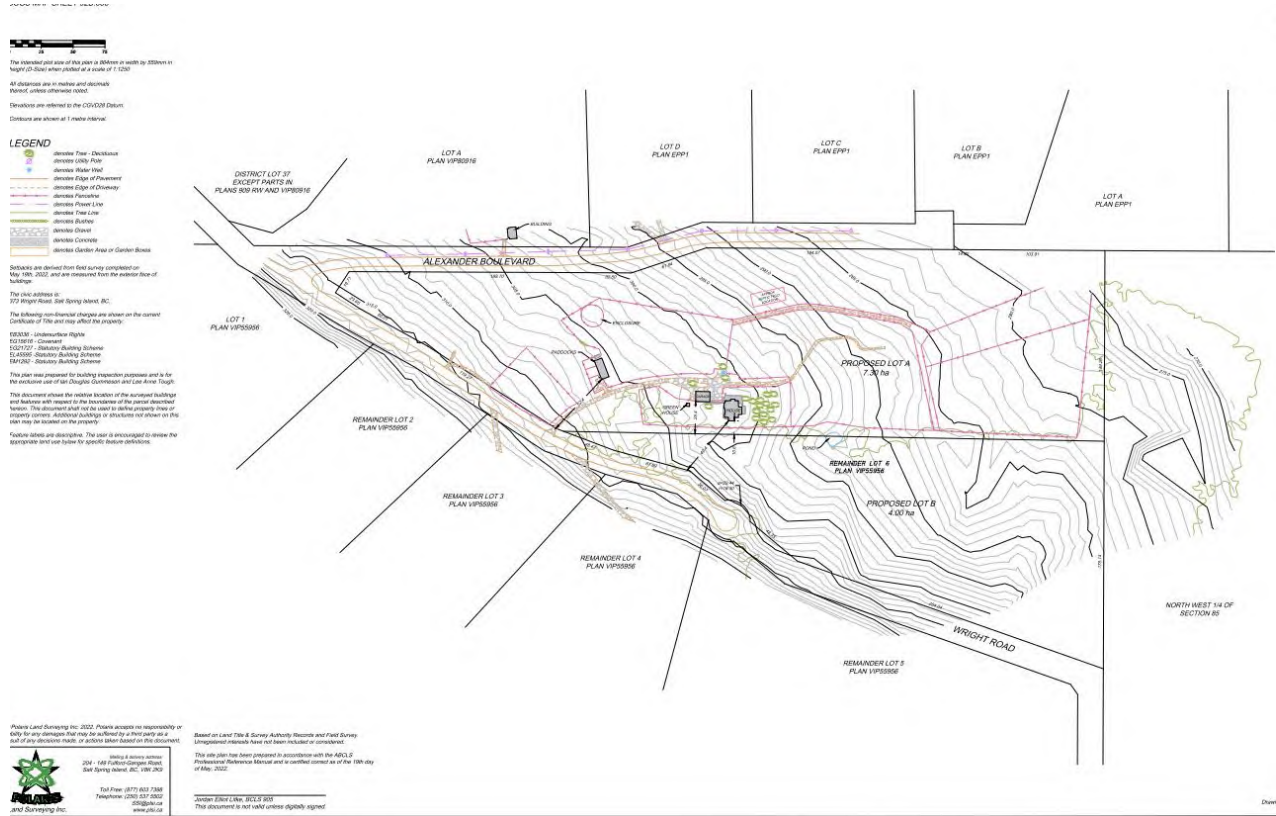
Registered Archaeological Sites (Y/N)	N
Archaeological Potential (Y/N)	N
Mapping, forms and any comments by SIPA attached (Y/N)	N

Archaeological Potential	Notwithstanding of no known archaeological significance indicated on the map, the owners and applicant should be aware that the lot may still contain previously unrecorded archaeological material that is protected under the Heritage Conservation Act. If such material is encountered during any site activities, all work should cease and the Archaeology Branch should be contacted immediately. A Heritage Conservation Act permit may be required before further development is undertaken.
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18. Steep Slope Mapping

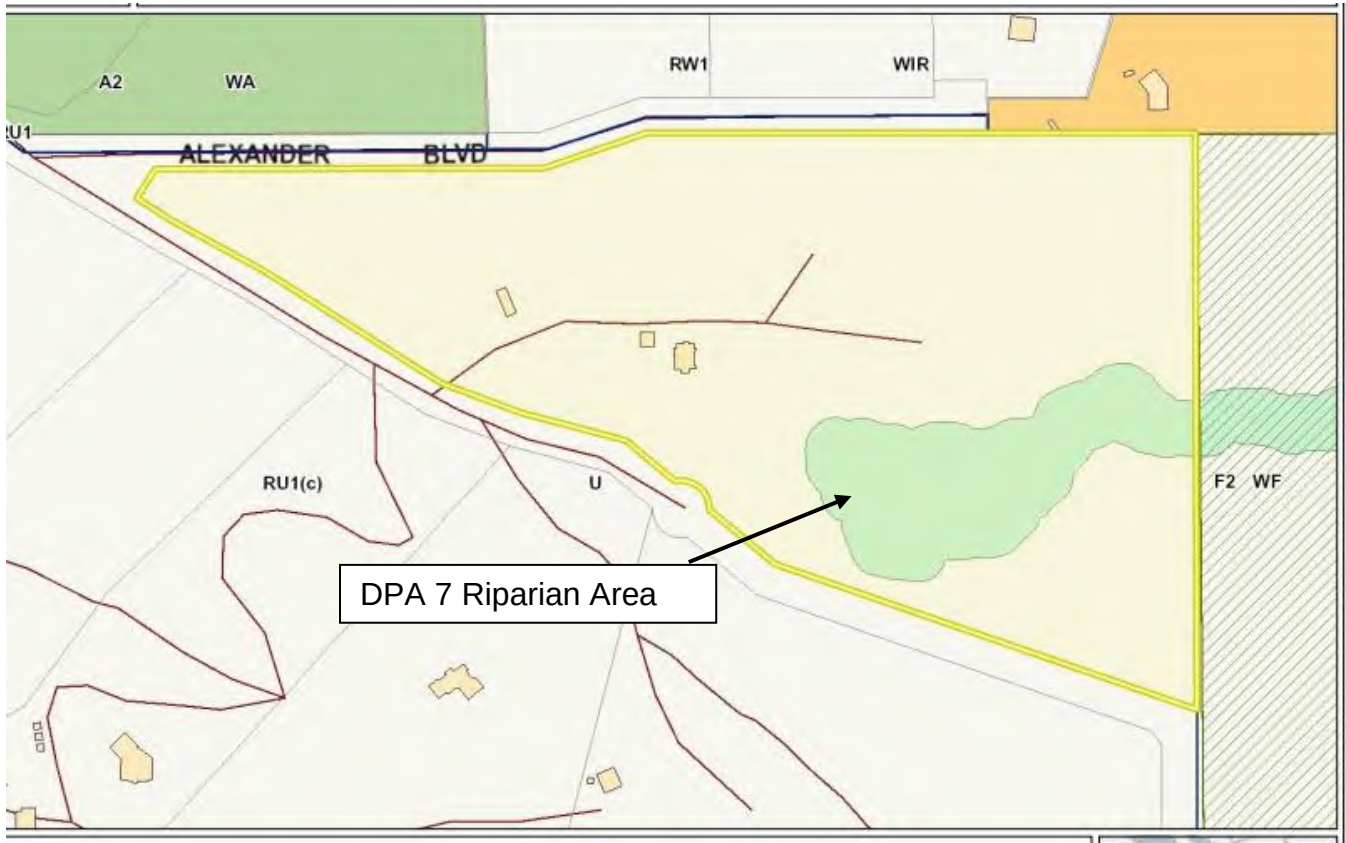
Slope Hazard Classification(s):	Moderate and Low
Mapping attached (Y/N)	Y

Attachment 1: Layout Plan

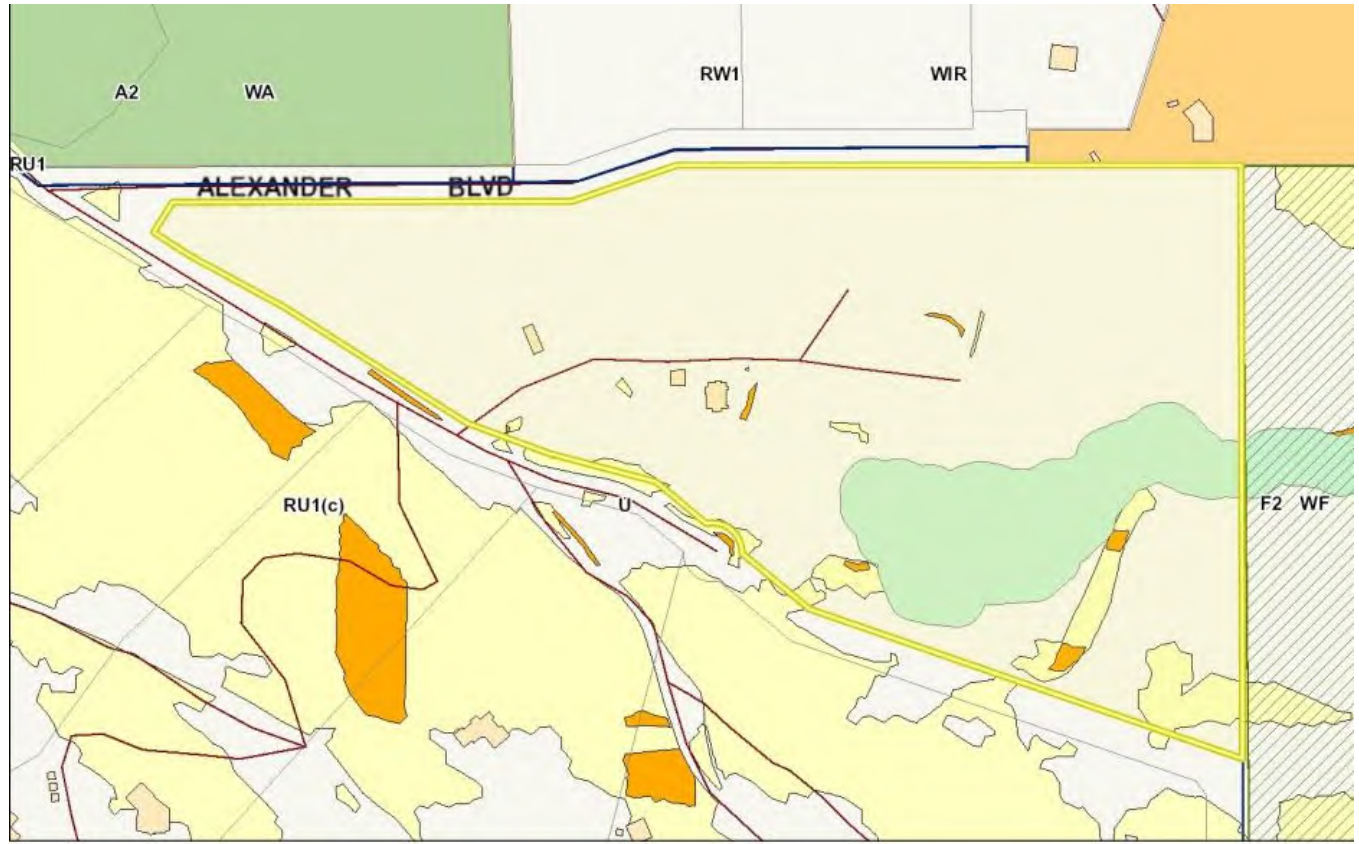


Mapping Attachments

DPA Map



Steep Slope Risk Map





Islands Trust

BYLAW REFERRAL FORM

Suite 200, 1627 Fort Street
Victoria, B.C. V8R 1H8
Ph: (250) 405-5151
Fax: (250) 405-5155
information@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: North Pender Island Local Trust Area Bylaw No.: 242 Date: February 20, 2026

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Braedon Bigham, 3334 Port Washington Road, Pender Island, BC

PURPOSE OF BYLAW:

If adopted, draft Bylaw No. 242 would result in the following uses to be permitted through a site specific zoning amendment in the portion of the subject lot designated as Industrial:

- a) Contractor Yard;
- b) Storage, handling and wholesale of aggregates, soils and mulches up to a maximum of 460 cubic metres;
- c) Storage of empty propane tanks up to a maximum of 5 tanks;
- d) Storage of diesel fuel up to a maximum of 10,000 litres; and,
- e) Accessory buildings and structures.

The 'Schedule 1 Zoning Map' of the LUB would also be amended to change the zoning classification of a portion of the lot from Rural to General Industrial h (GI(h)), as shown on Plan No. 1 attached to draft Bylaw No. 242.

Professional reports and staff reports are available on the North Pender Island application webpage:

<https://islandstrust.bc.ca/island-planning/north-pender/current-applications/>

GENERAL LOCATION:

North Pender Island Local Trust Area

LEGAL DESCRIPTION:

Lot 7, Sections 18 and 22, Pender Island, Cowichan District, Plan 6294

SIZE OF PROPERTY AFFECTED:

6.08 ha

ALR STATUS:

N/A

OFFICIAL COMMUNITY PLAN DESIGNATION:

Rural and Industrial

OTHER INFORMATION:

Additional information, including the current bylaws, is available at: www.islandstrust.bc.ca

Please fill out the Response Summary on the back of this form. If your agency's interests are "*Unaffected*", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.

BSmith

(Signature)

Name:

Brad Smith

Title:

Island Planner

Contact Info

Tel: 250-405-5194

Email: bsmith@islandstrust.bc.ca

PLEASE TURN OVER →

This referral has been sent to the following agencies:

Federal Agencies

N/A

Provincial Agencies

Min. of Transportation & Transit – via portal
Min. of Water, Land and Resource Stewardship - Ecosystems
Branch

Non-Agency Referrals

Islands Trust Conservancy
Pender Island Conservancy

Regional Agencies

Capital Regional District – Building Inspection
Capital Regional District – Environmental Resource
Management
Island Health
Pender Island Fire Rescue

Adjacent Local Trust Committees and Municipalities

Mayne Island Local Trust Committee
Saturna Island Local Trust Committee
South Pender Island Local Trust Committee
Salt Spring Island Local Trust Committee

First Nations

Cowichan Tribes
Halalt First Nation
Lyackson First Nation
Malahat First Nation
Pauquachin First Nation – via portal
Penelakut Tribe – via portal
Semiahmoo First Nation
Snuneymuxw First Nation – via portal
Stz'uminus First Nation
Ts'uubaa-asatx Nation (Lake Cowichan) – via portal
Tsartlip First Nation
Tsawout First Nation - via portal and email
Tsawwassen First Nation
Tseycum First Nation
WSANEC Leadership Council

BYLAW REFERRAL FORM
RESPONSE SUMMARY

- ☐
 Approval Recommended for Reasons Outlined Below
- ☐
 Approval Recommended Subject to Conditions Outlined Below
- ☐
 Interests Unaffected by Bylaw
- ☐
 Approval Not Recommended Due to Reason Outlined Below

North Pender Island Local Trust Area

 (Island)

 (Signature)

 (Date)

242

 (Bylaw Number)

 (Name and Title)

 (Agency)

DRAFT

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 242

A BYLAW TO AMEND NORTH PENDER ISLAND LAND USE BYLAW NO. 224, 2022

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

1. Citation

This bylaw may be cited for all purposes as “North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 2, 2025”.

2. North Pender Island Local Trust Committee Bylaw No. 224, cited as “North Pender Island Land Use Bylaw No. 224, 2022,” is amended as follows:

- 2.1. A new site-specific regulation is added to Table 5.10 in Subsection 5.10(12) following site-specific zone GI(g) that reads:

	Table 5.10		
	1	2	3
	Site-Specific Zone	Location Description	Site-Specific Regulations
7	GI(h)	Lot 7, Sections 18 And 22, Pender Island, Cowichan District, Plan 6294	Despite Subsection 5.10(1), the only uses permitted in this location are: a) <i>Contractor Yard</i> ; b) Storage, handling and wholesale of aggregates, soils and mulches up to a maximum of 460 cubic metres; c) Storage of empty propane tanks up to a maximum of 5 tanks; d) Storage of diesel fuel up to a maximum of 10,000 litres; and, e) <i>Accessory buildings and structures</i>

- 2.2. Schedule “1” – Zoning Map, is amended by changing the zoning classification of a portion of Lot 7, Sections 18 And 22, Pender Island, Cowichan District, Plan 6294 from Rural to General Industrial h (GI(h)), as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “1” of Bylaw No. 224 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 _____ DAY OF _____ 20____

PUBLIC HEARING HELD THIS _____ DAY OF _____ 20____

READ A SECOND TIME THIS _____ DAY OF _____ 20____

READ A THIRD TIME THIS _____ DAY OF _____ 20____

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
_____ DAY OF _____ 20____

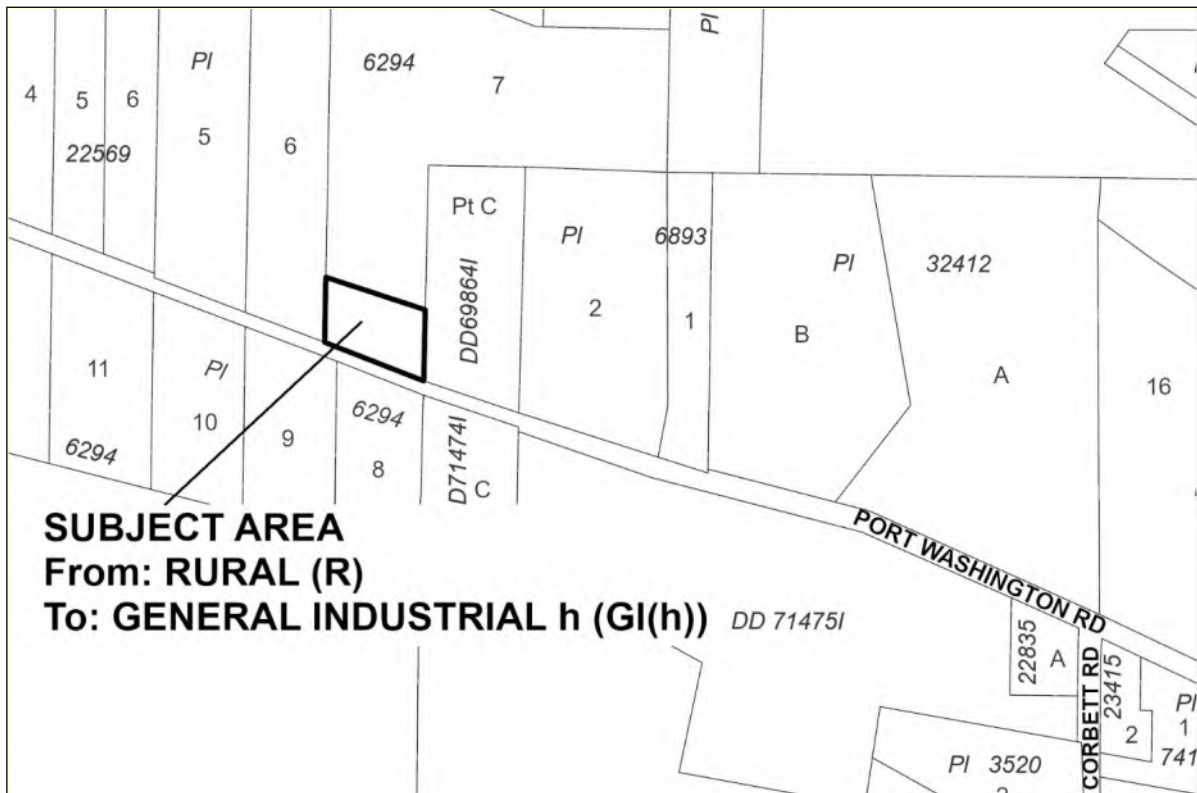
ADOPTED THIS _____ DAY OF _____ 20____

CHAIR

SECRETARY

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 242

Plan No. 1





Islands Trust

BYLAW REFERRAL FORM

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Victoria, B.C. V8R 1H8
Ph: (250) 405-5151
Fax: (250) 405-5155
southinfo@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Galiano Island Local Trust Area Bylaw No.: 300 Date: February 23, 2026

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

PROJECT NAME:

Associated Islands Regulations Review Project

PURPOSE OF BYLAW:

The LTC is undertaking a review of the regulations in the Galiano Island Land Use Bylaw (LUB) No. 127 that apply to associated islands and boat access only properties within the Galiano Island Local Trust Area (LTA).

Over the past several years, the Galiano Island Local Trust Committee (LTC) has received feedback from community members and has observed an increase in bylaw enforcement activity. These concerns have highlighted the need to revisit and clarify certain regulations, particularly those related to the placement of solar panels, accessory buildings, and other small structures located within setbacks. The purpose of this project is to ensure that the regulations are clear, balanced, and reflective of the unique circumstances of island and water-access properties, while also protecting the natural environment.

Draft Bylaw No. 300 amends the Galiano Island LUB by creating a new zone specifically for those lots that are boat access only and are currently zoned Small Lot Residential (SLR). These SLR zoned lots will be rezoned to a new zone – Small Island Residential (SIR). The new SIR zone mirrors all uses, density, and siting and size regulations in the SLR zone. The only differences between the SLR and SIR zones are the proposed new exemptions to the setback from the natural boundary of the sea for SIR-zoned lots.

Professional reports and staff reports are available on the Galiano Island webpage:

<https://islandstrust.bc.ca/island-planning/galiano/projects/>

GENERAL LOCATION:

Galiano Island Local Trust Area

LEGAL DESCRIPTION:

N/A

SIZE OF PROPERTY AFFECTED:

N/A

ALR STATUS:

N/A

OFFICIAL COMMUNITY PLAN DESIGNATION:

N/A

OTHER INFORMATION:

Additional information, including the current bylaws, is available at: www.islandstrust.bc.ca

Please fill out the Response Summary on the back of this form. If your agency's interests are "*Unaffected*", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.

Kim Stockdill

(Signature)

Name:

Kim Stockdill

Title:
Contact Info

Island Planner
Tel: 250-405-5157
Email: kstockdill@islandstrust.bc.ca

This referral has been sent to the following agencies:

Federal Agencies

N/A

Provincial Agencies

BC Archaeology Branch

Non-Agency Referrals

Coast Salish Peoples of Galiano Society

Georgeson Family

WSANEC Leadership Council

Regional Agencies

Capital Regional District – Building Inspection

Galiano Island Fire Rescue – North & South

Adjacent Local Trust Committees and Municipalities

Mayne Island Local Trust Committee

Salt Spring Island Local Trust Committee

Thetis Island Local Trust Committee

First Nations

Cowichan Tribes

Halalt First Nation

Lyackson First Nation

Pauquachin First Nation – via portal

Penelakut Tribe – via portal

Semiahmoo First Nation

Snuneymuxw First Nation – via portal

Stz'uminus First Nation

Ts'uubaa-asatx Nation (Lake Cowichan) – via portal

Tsartlip First Nation

Tsawout First Nation – via portal and email

Tsawwassen First Nation

Tseycum First Nation

BYLAW REFERRAL FORM RESPONSE SUMMARY

- ☐
 Approval Recommended for Reasons Outlined Below
- ☐
 Approval Recommended Subject to Conditions Outlined Below
- ☐
 Interests Unaffected by Bylaw
- ☐
 Approval Not Recommended Due to Reason Outlined Below

Galiano Island Local Trust Area

 (Island)

 (Signature)

 (Date)

300

 (Bylaw Number)

 (Name and Title)

 (Agency)

DRAFT

GALIANO ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 300

A BYLAW TO AMEND GALIANO ISLAND LAND USE BYLAW NO. 127, 1999

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

1. Citation

This bylaw may be cited for all purposes as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 1, 2026”.

2. Galiano Island Local Trust Committee Bylaw No. 127, cited as “Galiano Island Land Use Bylaw No. 127, 1999,” is amended as follows:

2.1 Part 2 – General Regulations, by adding the following new section after Section 2.14:

- “2.14A Despite Section 2.14, the following structures in the Small Island Residential Zone are permitted to be sited within the 7.5 metres from the natural boundary of the sea:
- 2.14A.1 Solar panel arrays for the purpose of supplying power to the lot on which the structure is located and must not exceed 4 metres in height and a total solar array surface of 5 m².
 - 2.14A.2 Stairs to access the foreshore with a width less than 1.5 metres.
 - 2.14A.3 Walkways, stairs or a ramp accessory to a permitted private dock in the Marine Zone and stairs to access the foreshore with a width less than 1.5 metres.
 - 2.14A.4 Anchor pads or abutments up to 1.5 metres in width for the purpose of securing a permitted private or community dock or wharf to the upland lot.”

2.2 Part 4 – Creation and Extent of Zones, by amending Section 4.1 by adding the following new zone:

“Small Island Residential (SIR)”

2.3 Part 5 – Residential Zones, by adding the following new section:

“5.7 Small Island Residential - SIR

Permitted Uses

- 5.7.1 In the Boat Access Only zone the following uses are permitted, subject to the regulations set out in this section and the general regulations set out in Parts 2 and 3, and all other uses are prohibited.

- 5.7.1.1 dwellings
- 5.7.1.2 cottages
- 5.7.1.3 home occupations
- 5.7.1.4 secondary suite

Permitted Density

- 5.7.2 One dwelling is permitted on each lot, and one additional dwelling is permitted in respect of each 1.2 hectares of lot area over 1.2 hectares.
- 5.7.3 One cottage is permitted on each lot having an area of 0.4 hectares or more, in respect of each permitted dwelling.
- 5.7.4 Lot coverage must not exceed 25% of any lot.

Permitted Height

- 5.7.5 No building or structure for a use permitted by this section may exceed 9 metres in height. Accessory buildings and structures must not exceed one storey and a height of 5 metres.

Minimum Setbacks

- 5.7.6 Buildings and structures must be sited
 - 5.7.6.1 at least 7.5 metres from front and rear lot lines;
 - 5.7.6.2 at least 6 metres from each interior side lot line; and
 - 5.7.6.3 at least 6 metres from an exterior side lot line.
- 5.7.7 Buildings and structures for the accommodation of farm animals including poultry must be sited
 - 5.7.7.1 at least 7.5 metres from a front lot line;
 - 5.7.7.2 at least 30 metres from rear and interior side lot lines; and
 - 5.7.7.3 at least 6 metres from an exterior side lot line.
- 5.7.8 Buildings and structures used for human habitation or occupancy and not located within the Agriculture (AG) zone must be sited at least 15 metres from the boundary of the Agriculture (AG) zone.

Minimum Lot Size

- 5.7.9 No lot may be created by subdivision that has an area less than
 - 5.7.9.1 0.6 hectares where at least one of the boundaries of the lot is the natural boundary of the sea; and
 - 5.7.9.2 0.8 hectares in all other cases.

Average Lot Size

5.7.10 No subdivision plan may be approved unless the lots created by the subdivision have an average area of at least 1.2 hectares.”

2.4 Schedule “B” – Zoning Map, is amended by adding ‘Small Island Residential Zone’ as shown on Plan Nos. 1 to 4 attached to and forming part of this bylaw, and by making such alterations to Schedule “B” to Bylaw No. 127 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.

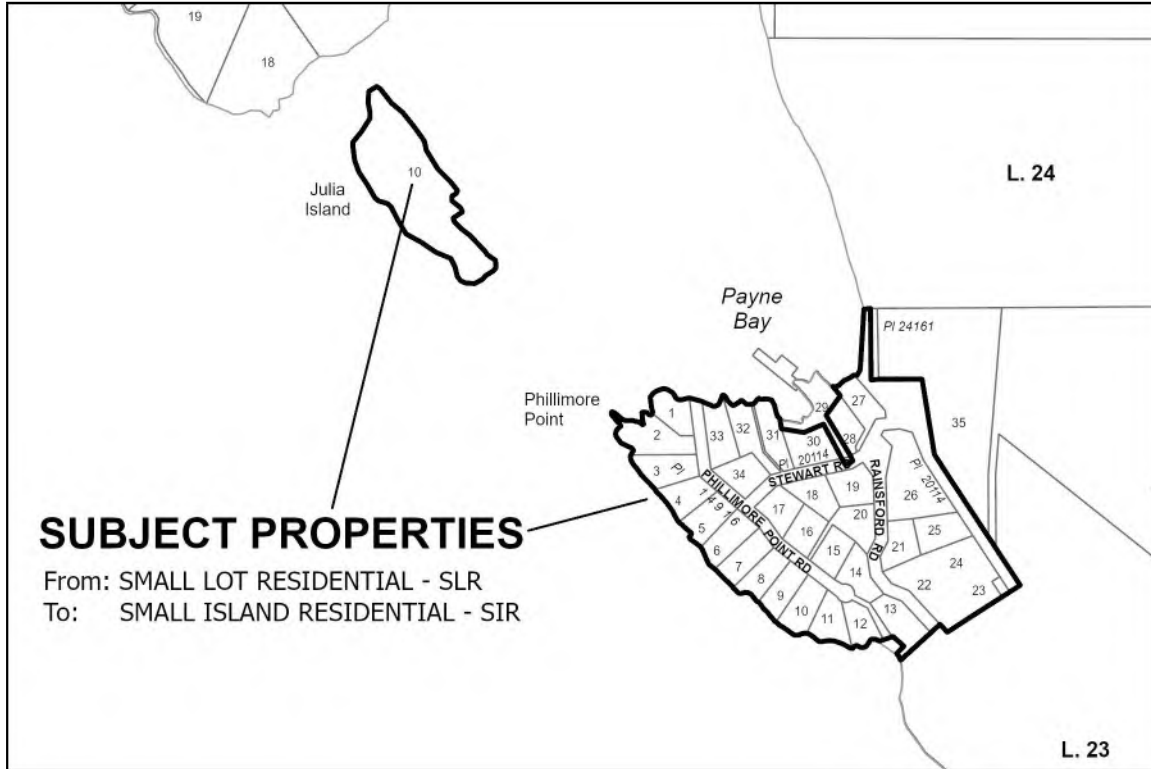
READ A FIRST TIME THIS	_____	DAY OF	_____	20____
PUBLIC HEARING HELD THIS	_____	DAY OF	_____	20____
READ A SECOND TIME THIS	_____	DAY OF	_____	20____
READ A THIRD TIME THIS	_____	DAY OF	_____	20____
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	20____
ADOPTED THIS	_____	DAY OF	_____	20____

CHAIR

SECRETARY

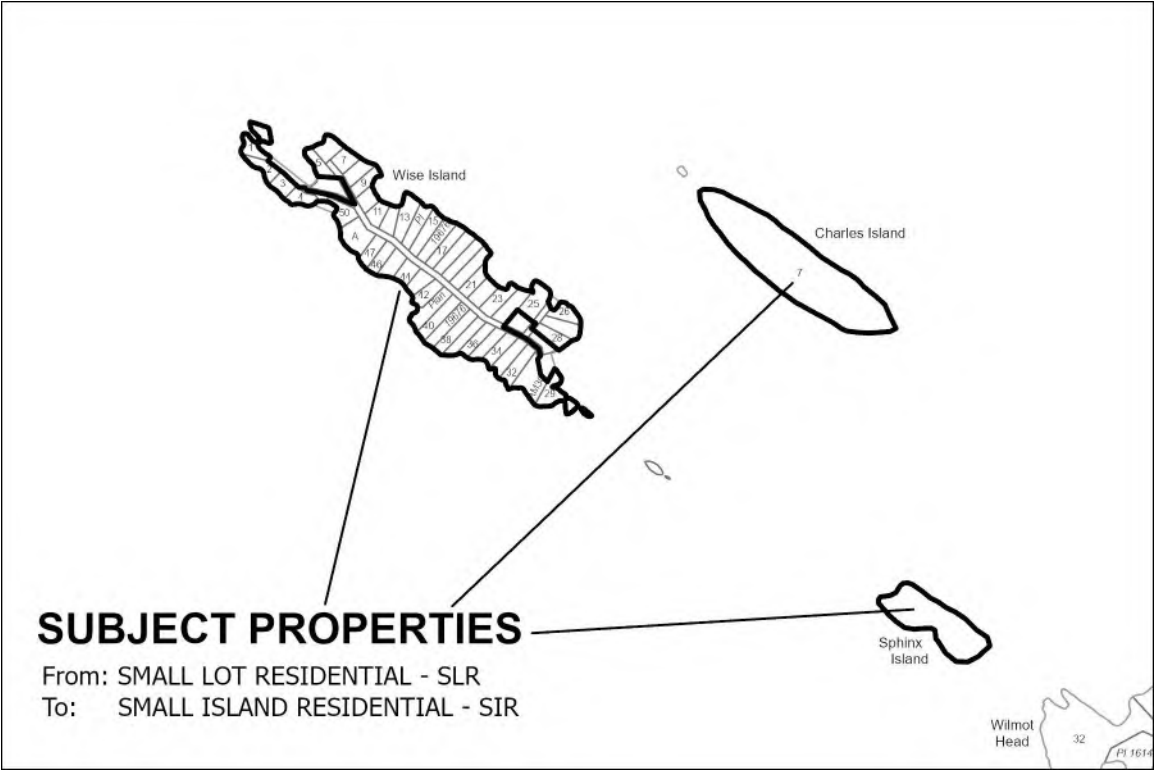
GALIANO ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 300

Plan No. 1

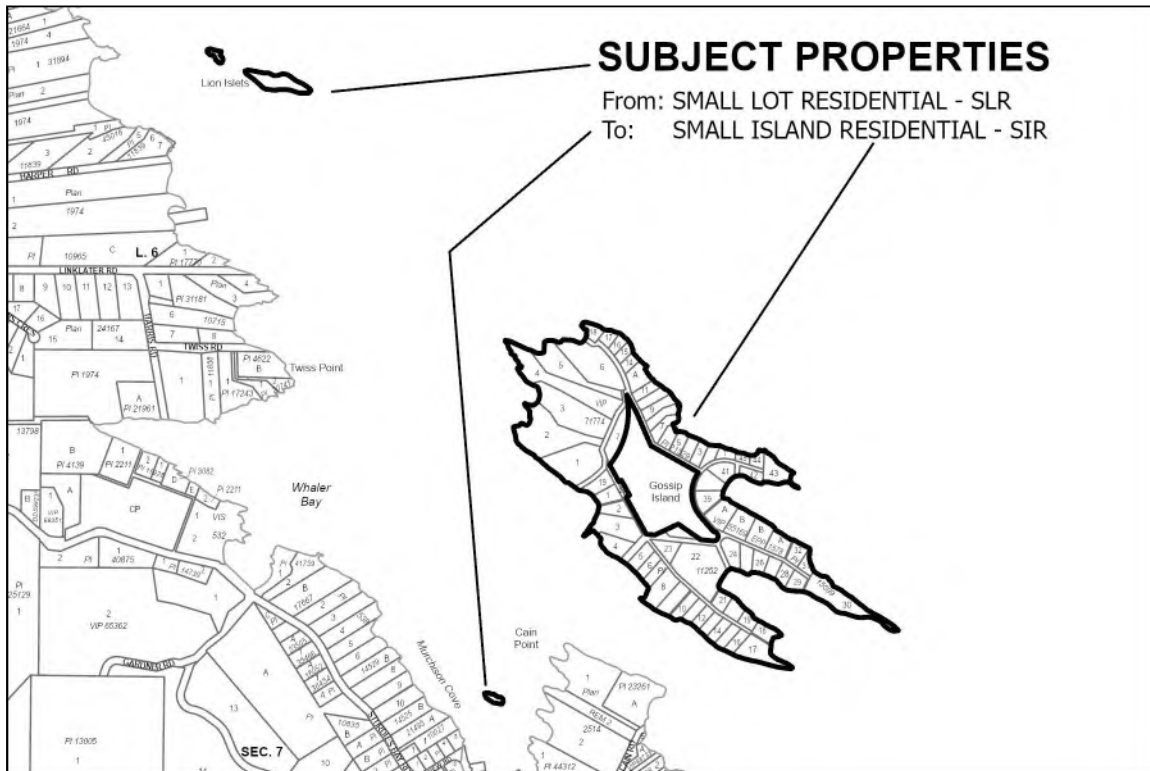


GALIANO ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 300

Plan No. 2



Plan No. 4





Islands Trust

BYLAW REFERRAL FORM

Suite 200, 1627 Fort Street
Victoria, B.C. V8R 1H8
Ph: (250) 405-5151
Fax: (250) 405-5155
information@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: North Pender Island Local Trust Area Bylaw No.: 236/237 Date: February 23, 2026

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Aaron Grimmer, 4415 Bedwell Harbour Road, Pender Island, BC

PURPOSE OF BYLAW:

If adopted, draft Bylaw No. 236 and No. 237 would result in the following uses to be permitted on a portion of the lot through a land use designation change from Rural to Industrial, and a site specific zoning change from Rural (R) to General Industrial (g), or GI(g):

- a) Contractor Yard;
- b) Concrete production facility; and,
- c) Accessory buildings and structures

Concrete production facility is defined in the amending draft bylaw to mean *"the use of the site, buildings and structures for the production, storage and handling of concrete products and associated materials including the handling, treatment and storage of waste materials"*.

Professional reports and staff reports are available on the North Pender Island application webpage:
<https://islandstrust.bc.ca/island-planning/north-pender/current-applications/>

GENERAL LOCATION:

North Pender Island Local Trust Area

LEGAL DESCRIPTION:

Lot 1, Section 18, Pender Island, Cowichan District, Plan VIP59806

SIZE OF PROPERTY AFFECTED:

6ha

ALR STATUS:

N/A

OFFICIAL COMMUNITY PLAN DESIGNATION:

Rural and Industrial

OTHER INFORMATION:

Additional information, including the current bylaws, is available at: www.islandstrust.bc.ca

Please fill out the Response Summary on the back of this form. If your agency's interests are *"Unaffected"*, no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.

BSmith

(Signature)

Name: Brad Smith

Title: Island Planner
Contact Info: Tel: 250-405-5194
Email: bsmith@islandstrust.bc.ca

PLEASE TURN OVER

This referral has been sent to the following agencies:

Federal Agencies

N/A

Provincial Agencies

Min. of Transportation & Transit – via portal
Min. of Water, Land and Resource Stewardship - Ecosystems
Branch

Non-Agency Referrals

Regional Agencies

Capital Regional District – Building Inspection
Capital Regional District – Environmental Resource
Management
Island Health
Pender Island Fire Rescue

Adjacent Local Trust Committees and Municipalities

Mayne Island Local Trust Committee
Saturna Island Local Trust Committee
South Pender Island Local Trust Committee
Salt Spring Island Local Trust Committee

First Nations

Cowichan Tribes
Halalt First Nation
Lyackson First Nation
Malahat First Nation
Pauquachin First Nation – via portal
Penelakut Tribe – via portal
Semiahmoo First Nation
Snuneymuxw First Nation – via portal
Stz'uminus First Nation
Ts'uubaa-asatx Nation (Lake Cowichan) – via portal
Tsartlip First Nation
Tsawout First Nation - via portal and email
Tsawwassen First Nation
Tseycum First Nation
WSANEC Leadership Council

BYLAW REFERRAL FORM
RESPONSE SUMMARY

- ☐
 Approval Recommended for Reasons Outlined Below
- ☐
 Approval Recommended Subject to Conditions Outlined Below
- ☐
 Interests Unaffected by Bylaw
- ☐
 Approval Not Recommended Due to Reason Outlined Below

North Pender Island Local Trust Area

 (Island)

 (Signature)

 (Date)

236/237

 (Bylaw Number)

 (Name and Title)

 (Agency)

DRAFT

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 236

A BYLAW TO AMEND NORTH PENDER ISLAND OFFICIAL COMMUNITY PLAN BYLAW NO. 171, 2007

The North Pender Island Local Trust Committee in open meeting assembled enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as “North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2024”.

2. SCHEDULES

North Pender Island Official Community Plan Bylaw No. 171, 2007 is amended as shown on Schedule 1, attached to and forming part of this bylaw.

3. SEVERABILITY

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

READ A FIRST TIME THIS _____ DAY OF _____ 20____

PUBLIC HEARING HELD THIS _____ DAY OF _____ 20____

READ A SECOND TIME THIS _____ DAY OF _____ 20____

READ A THIRD TIME THIS _____ DAY OF _____ 20____

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
_____ DAY OF _____ 20____

APPROVED BY THE MINISTER OF MUNICIPAL AFFAIRS THIS
_____ DAY OF _____ 20____

ADOPTED THIS _____ DAY OF _____ 20____

CHAIR

SECRETARY

**NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 236**

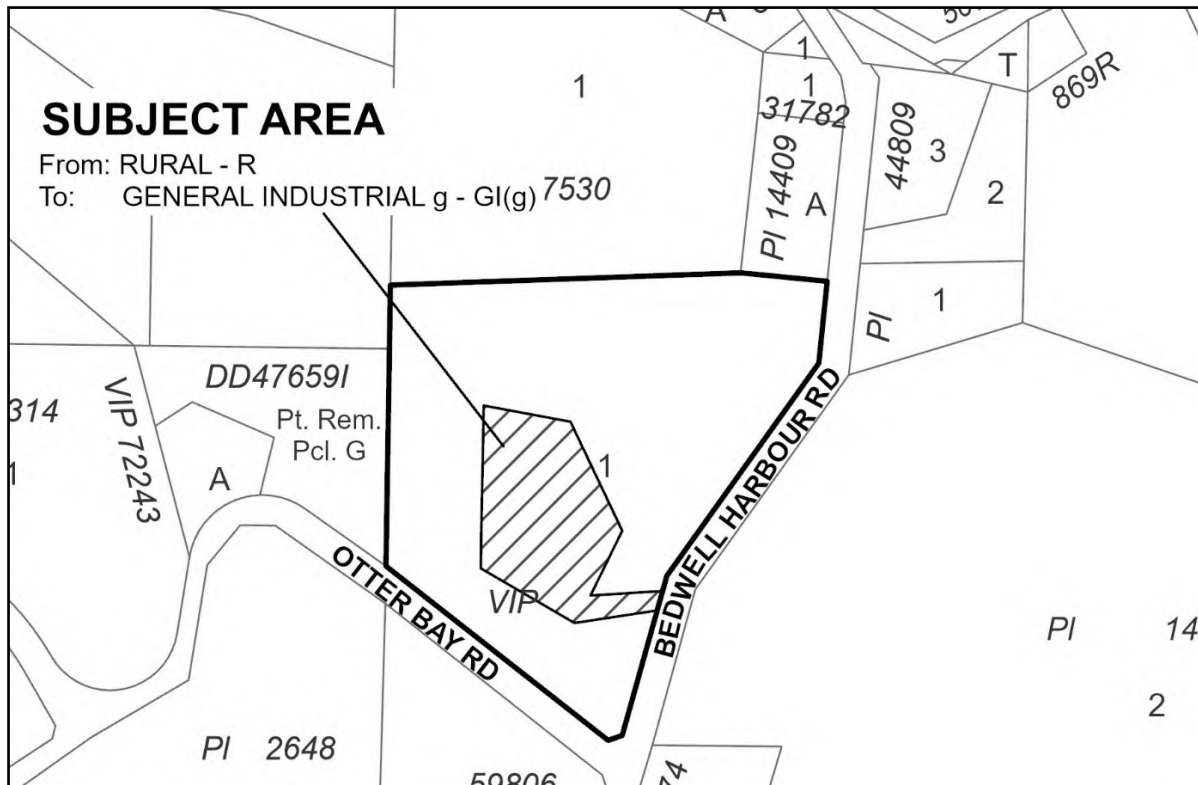
SCHEDULE 1

The North Pender Island Official Community Plan Bylaw No. 171, 2007, is amended as follows:

Schedule “B” – Land Use Designation Map, is amended by changing the land use designation of a portion of the land parcel legally described as Lot 1, Section 18, Pender Island, Cowichan District, Plan VIP59806 from Rural (R) to Industrial (I), as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “B” of Land Use Bylaw No. 224 as are required to effect this change.

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 236

Plan No. 1



DRAFT

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 237

A BYLAW TO AMEND NORTH PENDER ISLAND LAND USE BYLAW NO. 224, 2022

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

1. Citation

This bylaw may be cited for all purposes as “North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 1, 2024”.

2. North Pender Island Local Trust Committee Bylaw No. 224, cited as “North Pender Island Land Use Bylaw No. 224, 2022,” is amended as follows:

2.1. Part 1 Interpretation 1.1 Definitions is amended by adding a definition of *concrete production facility* such that it reads ““concrete production facility” means the use of the site, *buildings* and *structures* for the production, storage and handling of concrete products and associated materials including the handling, treatment and storage of waste materials”.

2.2. Subsection 5.10(12) Table 5.10 - the second instance of site-specific zone number 5 lettered GI(e) that refers to the Portion of Lot 1, Section 18, Pender Island, Cowichan District, Plan VIP59806 is amended to renumber site-specific zone 5 to site-specific zone 6 and re-letter site-specific zone GI(e) to site-specific zone GI(f).

2.3. A new site-specific regulation is added to Table 5.10 in Subsection 5.10(12) following site-specific zone GI(f) that reads:

	Table 5.10		
	1	2	3
	Site-Specific Zone	Location Description	Site-Specific Regulations
7	GI(g)	Portion of Lot 1, Section 18, Pender Island, Cowichan District, Plan VIP59806	Despite Subsection 5.10(1), the only uses permitted in this location are: a) <i>Contractor Yard</i> ; b) <i>Concrete production facility</i> ; and, c) <i>Accessory buildings and structures</i>

2.4. Schedule “1” – Zoning Map, is amended by changing the zoning classification of a portion of Lot 1, Section 18, Pender Island, Cowichan District, Plan VIP59806 from General Industrial e (GI(e)), to General Industrial f (GI(f)), as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “1” of Bylaw No. 224 as are required to effect this change.

- 2.5. Schedule "1" – Zoning Map, is amended by changing the zoning classification of a portion of Lot 1, Section 18, Pender Island, Cowichan District, Plan VIP59806 from Rural to General Industrial g (GI(g)), as shown on Plan No. 2 attached to and forming part of this bylaw, and by making such alterations to Schedule "1" of Bylaw No. 224 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 _____ DAY OF _____ 20____

PUBLIC HEARING HELD THIS _____ DAY OF _____ 20____

READ A SECOND TIME THIS _____ DAY OF _____ 20____

READ A THIRD TIME THIS _____ DAY OF _____ 20____

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
_____ DAY OF _____ 20____

ADOPTED THIS _____ DAY OF _____ 20____

CHAIR

SECRETARY

DATE OF MEETING: March 19, 2026
TO: Salt Spring Island Local Trust Committee
FROM: Warren Dingman, Manager of Bylaw Compliance and Enforcement
Local Planning Services
SUBJECT: Bylaw Compliance and Enforcement Policy

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee adopt the Salt Spring Island Local Trust Committee Bylaw Compliance and Enforcement Policy as drafted.
2. That the Salt Spring Island Local Trust Committee rescind the following standing resolutions; SS-11-10, SS-2021-109, SS-2021-214, SS-2021-111, SS-2022-017.

REPORT SUMMARY

The purpose of this report is to present a draft Bylaw Compliance and Enforcement Policy document for review and consideration by the Local Trust Committee. The proposal is to incorporate all current standing resolutions for compliance and enforcement into a single document.

BACKGROUND

Islands Trust is currently conducting a bylaw enforcement review in an effort to ensure that bylaw enforcement matters are being resolved efficiently and with minimal conflict. The first priority was the review of Trust Council Bylaw Compliance and Enforcement Policies to ensure that policies, procedures, and guidelines are administratively fair, reasonable, and transparent.

As part of this process, a bylaw compliance and enforcement policy document template were developed and draft policy documents prepared for the consideration of Local Trust Committees (LTC) in order to address their local issues. LTCs currently use standing resolutions to establish enforcement policies, and the proposal is to place all adopted standing resolutions into one document, which also includes additional policies and procedures for specific issues not addressed in Trust Council Policy Compliance & Enforcement Policies.

PROPOSED POLICIES

The proposed policy contains the current policies adopted by standing resolution and it also provides additional policies on when site inspections are to occur, or not occur, and when files should be closed at the discretion of staff. It also includes consideration on whether or not those subject to compliant should face enforcement or penalties if they are financially unable to comply.

These draft policies, other than the standing resolutions, are consistent with the draft policies presented to other LTCs, and which have been endorsed by Trust Council as a recommended model. This is the opportunity for the LTC to consider if some of the draft policies are not supported for the Local Trust Area, or if other policies should be considered. Once the LTC has adopted the policy, it will be made available on the Salt Spring Island bylaw webpage.

RATIONALE FOR RECOMMENDATION

Local governments throughout British Columbia have bylaw enforcement policy documents that provide direction to staff regarding how bylaw compliance will be sought and how enforcement will be conducted. Establishing the policies into one document that can be readily accessed by staff and the general public should ensure a more efficient and open and transparent access to information and policies, and a better understanding of how bylaw compliance and enforcement is conducted.

ALTERNATIVES

- 1. That the Salt Spring Island Local Trust Committee request staff provide more information regarding the benefits and implementation of an LTC compliance and enforcement policy.
- 2. That the Salt Spring Island Local Trust Committee direct staff to proceed no further with work on the policy document.

Submitted By:	Warren Dingman, Manager of Bylaw Compliance and Enforcement	March 4, 2026
Reviewed By:	Chris Hutton, Regional Planning Manager	March 4, 2026

Attachments

- 1. Proposed Salt Spring Island Bylaw Compliance & Enforcement Policy

PROPOSED

Salt spring Island Local Trust Committee Bylaw Compliance & Enforcement Policy

Bylaw Compliance & Enforcement Policy No. 1, effective ??? 2026

Version No. 1

Purpose

To establish policies and procedures for bylaw compliance and enforcement in the Salt Spring Island Local Trust Area in accordance with the adopted Trust Council Policies contained in Policy 5.5.1., and that are within the authority of the Local Trust Committee to enforce, and to ensure that policies and procedures are efficient, transparent, reasonable, and consistent with local community standards.

PART A

1.0 Application

This policy will apply to the Salt Spring Island Local Trust Area and the enforcement of all applicable regulatory bylaws.

2.0 Definitions & Abbreviations

BEN – bylaw enforcement notice

LUB – Land Use Bylaw

LTC – Local Trust Committee

Minor structure – any structure that does not require a building permit, and that is not located in a development permit area, or located within any other environmentally sensitive area

Respondent – a property owner whose property is subject to a bylaw enforcement complaint

Health & Safety concerns – fire, unsafe construction, hazards relating to steep slopes or cliffs

Approved septic system – one that has been registered with the Vancouver Island Health Authority

3.0 References

Islands Trust Act section 28:

Enforcement of bylaws

28 (1) For the purposes of enforcing its bylaws and section 32 of this Act, a local trust committee has all the power and authority of a regional district board.

PROPOSED

Salt Spring Island Trust Committee Bylaw Infraction Investigations Bylaw No. 264

2. The Bylaw Investigations Officer of the Islands Trust is authorized to enter, at all reasonable times, on any property to ascertain whether bylaws adopted by Salt Spring Island Trust Committee and/or the terms of permits issued by the Trust Committee are being observed.

Trust Council Policy 5.5.1

Policies adopted by the Islands Trust Council to support the object of the Islands Trust to preserve and protect the trust area and its unique amenities and environment for the benefit of residents of the trust area and of the province generally by ensuring compliance with Local Trust Committees' Bylaws.

4.0 Priorities

- 4.1** The Islands Trust Act grants the LTC the power and authority to enforce its bylaws and the LTC also has discretion to adopt priorities for enforcement or to defer enforcement.
- 4.2** Enforcement on short-term vacation rentals is a priority, and enforcement resources will be prioritized where there is no resident owner, operator, and where the provincial principal residency requirements have not been met.
- 4.3** Enforcement on portable sawmills will be deferred until the LTC has considered amendments to the Land Use Bylaw.
- 4.4** Enforcement on non-compliant dwellings will be deferred 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.
- 4.5** Enforcement on unlawful land uses where a property owner has submitted a planning application are a priority until the unlawful use has ceased.
 - 4.5.1** If the applicant does not receive approval from the Local Trust Committee to continue the unlawful land use based on consideration of community needs while a planning application is being considered, enforcement will continue, including the issuance of violation notices or legal action.

PROPOSED

5.0 Inspection

- 5.1 At the start of any investigation, Bylaw Enforcement Officers will determine if entry is necessary to investigate the alleged contravention or if the investigation can be conducted from a public road or other lands.
- 5.2 Investigations will focus on the specific alleged bylaw contraventions outlined in the complaint unless other observations pose an immediate risk to public health, safety, or the environment.
- 5.3 Bylaw Compliance & Enforcement Officers are encouraged to request mutually agreeable times to arrange site inspections and provide one week's notice.
- 5.4 Entry without Notice: In exceptional circumstances, where prior notice is not feasible or where immediate entry is required to address urgent concerns about health, safety, or the environment, Officers may enter property as authorized by section 2 of the Salt Spring Island Local Trust Committee Bylaw Infraction Investigations Bylaw No. 264 and the Local Government Act.
- 5.5 Holders of temporary use permits will be held accountable for any violations of their Permit. Bylaw Enforcement Officers may enter properties between the hours of 9:00 am and 5:00 pm, on any day, without prior consultation with the holder of a Temporary Use Permit for the purpose of investigating a complaint.
- 5.6 If a Respondent has indicated that they will work towards compliance, and have agreed on a time to comply, a site inspection is only required to confirm compliance.
- 5.7 If a Respondent provides photographic evidence, a survey, or a professional report that confirms compliance, a site inspection is not required.

6.0 Enforcement Procedures

- 6.1 If a bylaw contravention is confirmed, there will be notice in writing, and Respondents will be given a minimum of 90 days to comply with the relevant LUB.
- 6.2 Bylaw Compliance & Enforcement Officers can use their discretion to consider any reasonable time to comply request from Respondents but the term cannot be for more than one year.
- 6.3 If there are contraventions in environmentally sensitive areas, or development permit areas, or if there is a risk to health and safety, there will be a demand for the Respondent to cease the use or activity immediately.
- 6.4 If the Respondent wishes to consider a planning application that will bring the property into compliance, the Bylaw Compliance & Enforcement Officer will advise planning staff and they will arrange a meeting to discuss the feasibility of such an application.
- 6.5 If there is no agreement on time to comply, a Respondent will be provided written notice that enforcement action will be escalated and this may include a request for legal action or the use of the BEN system.
- 6.6 Respondents will be given a Bylaw Warning Notice with a minimum of 45 days to comply before a Bylaw Violation Notice is issued, unless there are health and safety concerns, or contraventions in environmentally sensitive areas, that may require more immediate action.

PROPOSED

- 6.7 Bylaw Violation Notices will not be issued more than once per week unless authorized by the Manager of Compliance and Enforcement.
- 6.8 The Local Trust Committee authorizes a daily penalty for work in a Development Permit Area without a permit.

7.0 Closing Files

- 7.1 If the identity of a complainant cannot be confirmed during the course of an investigation, or if a complainant used a false name, the file will be closed.
- 7.2 If the contravention is for a minor structure that has only received one written complaint from one person, the file can be closed.
- 7.3 If it is unreasonable for a Respondent to comply, whether due to specific circumstances or finances, Bylaw Enforcement Officers or the Manager of Compliance and Enforcement can use their discretion to close the file.
- 7.4 If a contravention has been identified that is subject to deferred enforcement by the LTC, the file can be closed unless there are contraventions that exist in environmentally sensitive areas or there are concerns about health and safety.
- 7.5 If it is determined during an investigation that the complaint was frivolous, repeat, or vexatious in nature, the file can be closed unless there is work in a development permit area, or work in an environmentally sensitive area, or there are health and safety concerns.
- 7.6 Respondents, complainants and the local trust committee will be notified in writing when a file has been closed and the reason for closing the file.

8.0 Frivolous, Repeat or Vexatious Complaints

- 8.1 Complaints that are made in bad faith, false, or made for retaliatory purposes may be considered vexatious.
- 8.2 Repeated complaints that form a part of a pattern of conduct by the complainant that amounts to an abuse of the complaint process may be considered frivolous or vexatious.
- 8.3 Frivolous, repeat or multiple complaints about the same issue or a matter that has been investigated with no offence found may be considered vexatious.
- 8.4 If a decision is made to not act upon a complaint that is considered frivolous, repeat, or vexatious, the complainant will be advised of the decision, the reason for it, and may be advised of the circumstances under which it may be reconsidered.

9.0 Communications

- 9.1 If the Manager determines that there is a potential violation, a file is opened, and the Respondent will receive a Notice Letter, providing a summary of the issue, contact details of the assigned officer, and encouraging the Respondent to contact the officer. The Complainant will be notified that a file has been opened.
- 9.2 Respondents will receive as much information about complaints against their properties as possible without revealing the identity of the complainant.
- 9.3 If there are questions or concerns regarding individual files, Trustees or the LTC will communicate with the Manager of Compliance and Enforcement.

PROPOSED

- 9.4** The Manager of Compliance and Enforcement will arrange public information and education sessions regarding bylaw enforcement when appropriate and time permitting.

10.0 Reporting

- 10.1** The LTC will receive regular reporting on open files where investigations have been completed, and the reporting will occur quarterly.
- 10.2** The Manager of Compliance and Enforcement will report to the LTC any concerns, trends, or issues with enforcement that they believe the LTC needs to be aware of.
- 10.3** The Manager of Compliance and Enforcement will maintain the Salt Spring Island Bylaw Enforcement Policy and will report to the LTC if amendments are recommended or required.

PART B

Bylaw Enforcement Notice Bylaw Screening Officer's Powers and Duties Policy

Appointment of Screening Officers

Pursuant to section 7.2 of the Salt Spring Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 263, 2011, (the Bylaw) the persons holding the following positions are appointed as screening officers:

- 1) Regional Planning Manager;
- 2) Manager of Compliance and Enforcement; and
- 3) Bylaw Compliance and Enforcement Assistant.

Screening Officer Powers and Duties

The powers and duties of the screening officer are contained in section 7.3 of the Bylaw. It is the direction of the Salt Spring Island Local Trust Committee (LTC) that these powers and duties are only exercised in respect to each of the above positions as follows:

- 1) **Regional Planning Manager.** In respect to Bylaw Violation Notices issued by all Bylaw Compliance and Enforcement Officers, including the Manager of Bylaw Compliance and Enforcement, the Regional Planning Manager, acting as Screening Officer, may exercise all of the powers and duties in Section 7.3 of the Bylaw;
- 2) **Manager of Bylaw Compliance and Enforcement.** In respect to Bylaw Violation Notices issued by Bylaw Compliance and Enforcement Officers, the Manager of Compliance and Enforcement, acting as Screening Officer, may exercise all of the powers and duties in Section 7.3 of the Bylaw;
- 3) **Bylaw Compliance and Enforcement Assistant.** In respect to Bylaw Violation Notices issued by the Manager of Compliance and Enforcement, and Bylaw Compliance and Enforcement Officers, the Bylaw

PROPOSED

Compliance and Enforcement Assistant, acting as Screening Officer, may exercise only those powers and duties in Section 7.3(1) and 7.3(2) of the Bylaw.

Authorized Reasons to Cancel Bylaw Violation Notices

The Screening Officer may cancel a Bylaw Violation Notice if satisfied that one or more of the following reasons exist:

1. Voluntary compliance has been achieved.
2. The Bylaw Violation Notice was issued to the wrong person.
3. The Bylaw Violation Notice was not completed properly.
4. The issuance of the Bylaw Violation Notice did not adhere to established Trust Council or LTC policies.
5. It is unreasonable for the person to pay the penalty.
6. An exception specified in the bylaw or related enactment or LTC Standing Resolution exists.
7. A permit exists or has been obtained that authorises the alleged contravention.
8. There is poor likelihood of success at adjudication for the Local Trust Committee the following reasons:
 - a. The evidence is inadequate to show a contravention;
 - b. Incorrect information was relied on in issuing the Bylaw Violation Notice;
 - c. The disputant intends to challenge the bylaw with a legal argument that is ill suited to the adjudication process or the legal arguments are too complicated to be decided by an adjudicator.
9. It is not in the public interest to proceed to adjudication for one of the following reasons:
 - a. The bylaw has changed since the Bylaw Violation Notice was issued and now authorizes the contravention;
 - b. An LTC resolution has deferred enforcement on the specific contravention;
 - c. The LTC has closed the file;
 - d. The offence occurred because of a circumstance that made it unreasonable for the person to comply with the bylaw.



SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2010-02-04	SSI-11-10	Bylaw Enforcement Reports	It was MOVED and SECONDED , that the Salt Spring Island Local Trust Committee directs staff to provide quarterly in-camera and public reports on on-going and current bylaw enforcement investigations and actions in the Salt Spring Local Trust Area. <u>CARRIED</u>
2013-01-10	SSI-09-13	North Salt Spring Waterworks District Reporting	It was MOVED and SECONDED , that the Salt Spring Island Local Trust Committee request the North Salt Spring Waterworks District to report back to the Local Trust Committee every two years from the date of adoption of Proposed Bylaw 461 on: a) changes in water demand by the North Salt Spring Waterworks District customers with new secondary suites within the pilot area; b) total withdrawal from its system in relation to its licensed capacity; c) impacts on the Maxwell Lake, St. Mary Lake, and the district's water supply in general that can be attributed to the introduction of secondary suites within the pilot area. <u>CARRIED</u> *Bylaw 461 was adopted May 2, 2013

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2016-06-02	SS-2016-114	Grantville Neighbourhood lawful non-conforming sewage disposal field repair or replacement	It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee adopt “Standing Resolution 2” as specified in Appendix 2 of the staff report dated May 25, 2016. (shown below): That the Salt Spring Island Local Trust Committee direct staff to administer and enforce Bylaw 484 according to the following policies: - Where a sewage disposal field or septage pit is lawfully non-conforming with respect to Bylaw 484, and pursuant to Local Government Act Section 529, the Salt Spring Island Local Trust Committee considers that the following actions do not constitute maintenance, alteration, or extension, and therefore require a development variance permit application to the Salt Spring Island Local Trust Committee: - Removal and replacement of the dispersal system in its entirety. - 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. “Authorized Person” and “Professional” have the same meaning as in the Sewerage System Regulation. <u>CARRIED</u>

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2017-03-02	SS-2017-16	Quarterly Application Summary Staff Reports	It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee direct staff to provide a quarterly summary of application tracking. <u>CARRIED</u>
2018-08-16	SS-2018-178	Cannabis Regulation	It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee adopt the following standing resolution with respect to the processing of non-medical cannabis retail license applications: • Proposed or amended licenses for non-medical cannabis retail establishments require an application to the Local Trust Committee. • The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical. • The public consultation process shall be determined by the Local Trust Committee after initial review of the proposal. • However, as a minimum, the Local Trust Committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information: ○ Name of the applicant and a description of the proposal in general terms; ○ The location of the proposed establishment and the subject site; ○ The place where, and date and time when, both a public meeting will be held and a resolution of the Local Trust Committee considered; ○ The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application; ○ How public comments may be submitted to the Local Trust Committee. <u>CARRIED</u>



SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2018-12-06	SS-2018-278	Cannabis – Processing of Notice to Local Authorities	It was MOVED and SECONDED, That the Salt Spring Island Local Trust Committee adopt the following standing resolution: that the Salt Spring Island Local Trust Committee request that Notices of Intention to apply for a Federal Cannabis License be included in the Local Trust Committee Regular Meeting agenda package. <u>CARRIED</u>
2019-04-30	SS-2019-88	Families as Stakeholders	It was MOVED and SECONDED, That the Salt Spring Island Local Committee direct staff to include families as stakeholders in Project Charters and to propose family oriented engagement techniques, or to explain why such inclusion is not appropriate. <u>CARRIED</u>

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

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



SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2019-12-17	SS-2019-275	Referral of Items to the Agricultural Advisory Planning Commission	It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee refer Agricultural Land Commission applications directly to the Agricultural Advisory Planning Commission, prior to consideration by the Salt Spring Island Local Trust Committee when: a) Applications demonstrate either that local farming or the greater community would benefit and conditions of Official Community Plan policy B.6.2.2.16 apply, or b) Applications are for public recreation use and are consistent with the Official Community Plan. <u>CARRIED</u>



SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2020-04-28	SS-2020-045	Policy Options for Bylaw Enforcement Compliance on Unlawful Uses	It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee adopt the following policy on unlawful land uses and planning applications: a. Where an application is received and a use is continuing in contravention of a land use bylaw, staff are directed to request that the applicant cease the use prior to processing the application, and that staff are directed to continue with enforcement until the use is ceased. b. The applicant may request that the Local Trust Committee proceed with consideration of the application while the use is continuing; and, where the Local Trust Committee considers there is a community need to process the application while the prohibited use is continuing, the Local Trust Committee may direct that bylaw enforcement actions, including the issuing of notices, temporarily cease. c. Where the Local Trust Committee does not consider that there is a community need, or the applicant has not made such a request of the Local Trust Committee; bylaw enforcement actions, including the issuing of notices, will continue. d. In deciding whether to grant land use approval for a use that was commenced in contravention of a land use bylaw, the Local Trust Committee may consider whether the applicant has suspended the prohibited land use pending a decision on the application. <u>CARRIED</u>

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

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

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2021-11-09	SS-2021-213	Residential Use in Commercial Accommodations	It was MOVED and SECONDED, That the Salt Spring Island Local Trust Committee endorse the Housing Action Program Task Force's recommendation to defer enforcement of residential use in commercial accommodations, such as cabins, hotels, guest houses, and motels that provide long-term (more than 30 days) residency in order to offer an interim solution to the housing needs on Salt Spring Island. <u>CARRIED</u>
2021-12-14	SS-2021-237	First Nations Consultation for Proposed Antenna Systems	It was MOVED and SECONDED, That the Salt Spring Island Local Trust Committee adopt the following standing resolution with respect to First Nations consultation in accordance with the "Strategy for Antenna Systems" in the Local Trust Area: - 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; - 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; - 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; - 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 - 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>



Salt Spring Local Trust Committee

Open Applications

Report

Print Date: March 11, 2026

Development Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20250363	Robyn Kelln	9/4/2025	670 MOUNT BELCHER HTS	Application for a delegated DP to have a Septic field within DPA 5 as per Rob Pingle's direction - The applicant has been provided with DAI and we are waiting for the professional report and updates to the provided documents.
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Waiting for Submittals	Waiting for Submittals	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20260081	Dave McKerrell	2/24/2026	359 ROLAND RD, SALT SPRING IS	Combo DP/DVP being reviewed. Associated DVP file is PLDVP20250505
Planner		Status	Most Recent Completed Activity	
Anthony Fotino		Under Review	Generate Complete Application Letter	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20250452	Serena Klaver	11/17/2025	434 BAKER RD, SALT SPRING ISL	Shoreline stabilization works involved a boulder stacked rock wall along waterfront/PNB of 434 Baker Road (in DPA 3; variance request to 0m).
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Under Review	Add Optional Referrals	

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	Under Review	Add Optional Referrals

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. Followed up with the applicant regarding the professional report requirement: [Milad Panahifar @ 11/12/2025 4:25 PM]

Planner	Status	Most Recent Completed Activity
Anthony Fotino	Under Review	Add Optional Referrals

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20260024	Adam Golletz	1/19/2026	0 MOUNTAIN PARK DR	File being reviewed by Planner Fotino.

Planner	Status	Most Recent Completed Activity
Anthony Fotino	Submittals Received	Application Review

Salt Spring

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 The applicant was requested to provide a restoration cost estimate prepared by a landscape professional for the purpose of determining a security deposit (December 6, 2024; February 2025; July 2025; October 2025; and December 2025). The applicant had a meeting with planner on Jan 8, acknowledged the required documents and confirmed they are working on it. [Milad Panahifar @ 01/26/2026 10:30 AM] Follow up: [Milad Panahifar @ 02/23/2026 4:24 PM]
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Open	Planning Review	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20250374	BRADLEY J FOSSE	9/16/2025	270 SCOTT POINT DR, SALT SPRIN	Replacement of the sewerage system within delegated DP, Development Permit Area 5. Report is being reviewed By RPM. [Milad Panahifar @ 01/20/2026 11:25 AM]
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Local Trust Committee	Verify Final Review Status	

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) (Asked for further documents) [Milad Panahifar @ 15/12/2025 01:55 PM]
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Local Trust Committee	Assign to 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		Administrative Review	Generate Staff Report and Draft Permit	

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	Verify Final Review Status	

Salt Spring

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	

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	
Anthony Fotino		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 - We are awaiting a site visit from CRD to confirm whether there are any concerns regarding the retaining wall (Built on a CRD Easement without permit). CRD was also expected to provide an update following discussions with their legal counsel about the retaining wall, which was initially constructed without the required approvals. Follow-up requests were sent to CRD on August 22, October 8, and January 8; however, no response has been received to date. [Milad Panahifar @ 01/08/2026 10:26 AM]
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Waiting for Revisions	Waiting for 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	
Anthony Fotino		Waiting for Revisions	Verify Final Review Status	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDV20250505	Dave McKerrell	12/19/2025	359 ROLAND RD, SALT SPRING IS	Combo DP/DVP being reviewed. Associated DP file is PLDP20260081
Planner		Status	Most Recent Completed Activity	
Anthony Fotino		Under Review	Generate Complete Application Letter	

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20260032	BRADLEY J FOSSE	1/27/2026	371 ISABELLA POINT RD, SALT SP	The subject parcel is constrained due to land use bylaw and sewerage system regulation setbacks.

Planner	Status	Most Recent Completed Activity
Anthony Fotino	Under Review	Generate Complete Application Letter

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20260028	Leah Chang	1/21/2026	115 LE PAGE RD, SALT SPRING IS	File being reviewed by Planner Fotino

Planner	Status	Most Recent Completed Activity
Anthony Fotino	Under Review	Generate Complete Application Letter

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20250460	Serena Klaver	11/24/2025	434 BAKER RD, SALT SPRING ISL	Shoreline stabilization works involved a boulder stacked rock wall along waterfront/PNB of 434 Baker Road (in DPA 3; variance request to 0m).

Planner	Status	Most Recent Completed Activity
Oluwashogo Garuba	Under Review	Add Optional Referrals

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	Under Review	Add Optional Referrals		

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20250326	BRADLEY J FOSSE	8/14/2025	0 CLAM SHELL ISLAND	Proposed variance as detailed within the attached. RPM review reveals concerns that should be discussed with applicant prior to assignment. [Chris Hutton @ 11/13/2025 4:55 PM] The planner reviewed the concerns with the applicant, and the applicant is taking time to evaluate their available alternatives. [Milad Panahifar @ 12/22/2025 8:43 AM] The Applicant decided to withdraw DVP and apply for BOV. [Milad Panahifar @ 01/26/2026 10:34 AM]
Planner	Status	Most Recent Completed Activity		
Milad Panahifar	Under Review	Generate Complete Application Letter		

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. Working with RYZUK for their DP professional report. (Confirmed October 29). Applicant met with the planner at the office and are in the process for applying for a DP. [Milad Panahifar @ 01/26/2026 10:37 AM] Follow up: [Milad Panahifar @ 02/23/2026 4:29 PM]
Planner	Status	Most Recent Completed Activity		
Milad Panahifar	Under Review	Add Optional Referrals		

Salt Spring

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 Contacted applicant regarding the DP amendment requirement on November 10 and December 15.
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Local Trust Committee	Add Optional Referrals	

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	

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		Local Trust Committee	Add Optional Referrals	

Salt Spring

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	
Anthony Fotino		Local Trust Committee	Planning Review	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDV20250373	Dave McKerrell	9/16/2025	251 KING RD, SALT SPRING ISLAN	Application for a variance for siting of a retaining wall in a setback [kselvakumar @ 02/04/2026 10:41 AM]
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		In Abeyance	Application Review	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDV20250324	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		Approved	Upload Permit to Workspace - Copy	

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	Approved		Upload Permit to Workspace - Copy	

Salt Spring

Rezoning

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		Waiting for Revisions	Verify Final Review Status	

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20260013	Martin Ogilvie	1/12/2026	[031-451-977] 116JACKSON AVE	A DAI letter will be issued after the site visit on Jan 28. [Milad Panahifar @ 01/26/2026 10:42 AM]
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Under Review	Generate Complete Application Letter	

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20250407	Christina Beehler	10/10/2025	805 LOWER GANGES RD	The applicant is applying for an Official Land Use Bylaw Amendment (Rezoning) for 805 Lower Ganges Road, Salt Spring Island, to allow for the licensing of the establishment with a Liquor Primary Licence issued by the Liquor and Cannabis Regulation Branch.
Planner		Status	Most Recent Completed Activity	
Anthony Fotino		Under Review	Add Optional Referrals	

Salt Spring

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. Applicant is going to meet with the planner to discuss the alternative options on Feb 11. [Milad Panahifar @ 01/26/2026 10:41 AM]
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Under Review	Add Optional Referrals	

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	
Anthony Fotino		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.
Planner		Status	Most Recent Completed Activity	
Anthony Fotino		Under Review	Add Optional Referrals	

Salt Spring

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

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
Oluwashogo Garuba	Local Trust Committee	Create Draft Bylaw(s)

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	Generate Notice of Public Hearing

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	Local Trust Committee	Generate Preliminary Staff Report

Salt Spring

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		Local Trust Committee	Send to Minister (If OCP Bylaw)	

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		Local Trust Committee	Assign to LTC Meeting	

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		Local Trust Committee	Verify Final Review Status	

Salt Spring

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	

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 Awaiting new proposal from CRD [kselvakumar @ 11/12/2025 1:57 PM]
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		In Progress Rezoning	Generate & Send Notice of LTC Decision	

Salt Spring

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	
Anthony Fotino		In Abeyance	Planning Review	

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 - Last follow up: [Milad Panahifar @ 02/23/2026 4:19 PM]
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		In Abeyance	Planning Review	

Salt Spring

Subdivision

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 Referral sent to MOTI - Awaiting PLR
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		In Abeyance	Generate and Send Referral Response Form	

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
PLSUB20250104		3/4/2025	0 MUSGRAVE RD	Application for 3 Lot Subdivision Referral sent to MOTI - Awaiting PLR
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		In Abeyance	Generate and Send Referral Response Form	

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
SS-SUB-2021.3	Sina Shalbah	3/31/2021	150 MARGOLIN DR, SALT SPRING	2 lot subdivision - Waiting for the covenant to be registered on title as final condition. last follow up on December 17th [Milad Panahifar @ 12/17/2025 3:11 PM]
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		In Abeyance	Record and File PLR	

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		In Abeyance	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		In Abeyance	Record and File PLR	

Salt Spring

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	In Abeyance	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

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

Salt Spring

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	

Temporary Use Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLTUP20260038	Travis Heide	1/29/2026	805 VESUVIUS BAY RD, SALT SPR	Planner has been in contact with applicant regarding file
Planner		Status	Most Recent Completed Activity	
Anthony Fotino		Submittals Received	Application Review	

Islands Trust
LTC EXP SUMMARY REPORT F2026
Invoices posted to Month ending January 2026

655 Salt Spring	Invoices posted to Month ending January 2026	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-655	LTC "Trustee Expenses"	5,790.00	1,584.63	4,205.37
		<u>5,790.00</u>	<u>1,584.63</u>	<u>4,205.37</u>
LTC Local				
65050-655	LTC "Executive Expense on LTC's"	8,638.00	5,929.62	2,708.38
65200-655	LTC - Local Exp - LTC Meeting Expenses	11,290.00	5,595.27	5,694.73
65210-655	LTC - Local Exp - APC Meeting Expenses	580.00	1,110.63	-530.63
TOTAL LTC Local Expense		<u>20,508.00</u>	<u>12,635.52</u>	<u>7,872.48</u>
Projects				
73001-655-2007	Salt Spring OCP/LUB	204,000.00	50,252.61	153,747.39
73001-655-4131	Salt Spring Housing Action Program	5,000.00	0.00	5,000.00
73001-655-4139	SSIWPA Plan Coordination	55,000.00	0.00	55,000.00
73001-655-4140	Salt Spring Groundwater Sustainability Strategy	16,500.00	0.00	16,500.00
TOTAL Project Expenses		<u>280,500.00</u>	<u>50,252.61</u>	<u>230,247.39</u>



ISLANDS TRUST CONSERVANCY REPORT TO LOCAL TRUST COMMITTEES AND BOWEN ISLAND MUNICIPALITY

HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY JANUARY 20, 2026 BOARD MEETING

NOTE: For more detail on Islands Trust Conservancy meetings, including meeting minutes, please visit <https://islandstrust.bc.ca/whats-happening/meetings-and-events/>

- Islands Trust Conservancy (ITC) Board Chair and Vice-Chair elections were held. Trustee Lisa Gauvreau was re-elected by acclamation as Board Chair, and Tanner Timothy | nəŋqəm was re-elected by acclamation as Board Vice-Chair.
- The ITC Board requested staff to finalize a Conservation Agreement between ITC and Environment and Climate Change Canada and to obtain a signature from the Chair or Authorized Signatory
- The ITC Board requested staff to pursue opportunities for funding from Environment and Climate Change Canada for the continued operation of the ITC Species at Risk Program, beyond March 2026.
- The ITC Board approved the ITC 2028-2032 Five-Year Plan Project Charter and Logic Model to facilitate engagement with First Nations and cooperative development of the Plan.
- The ITC Board accepted the ITC Natural Area Protection Tax Exemption Program (NAPTEP) Covenant Monitoring Report 2025.
- The ITC Board requested staff to bring policy options to the ITC Board at its next meeting to guide allocation of funds of private donations, and provide policy options regarding undirected donations.

Learn more about Islands Trust Conservancy: <https://islandstrust.bc.ca/conservancy/>

Visit the Islands Trust Conservancy Journal: <https://islandstrust.bc.ca/conservancy/the-journal/>

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