



Salt Spring Island Local Trust Committee

Regular Meeting Agenda

Date: Thursday, April 9, 2026
Time: 12:30 p.m.
Location: Meaden Hall
120 Blain Road, Salt Spring Island, BC

Pages

1.	CALL TO ORDER	12:30 PM - 12:35 PM	
	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	12:35 PM - 12:50 PM	
	Reminder, the Public Hearing for the Proposed Bylaw 544, 545 and 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	12:50 PM - 1:00 PM	
	Verbal Report		
6.	CHAIR'S REPORT	1:00 PM - 1:05 PM	
	Verbal Report		
7.	CRD DIRECTOR'S REPORT	1:05 PM - 1:10 PM	
	Verbal Report		
8.	PREVIOUS MEETINGS	1:10 PM - 1:15 PM	
8.1	Draft Minutes of the Salt Spring Island Local Trust Committee		
8.1.1	<u>Draft Minutes of the January 20, 2026 SSI LTC Special Meeting</u>		5
	For Adoption		
8.1.2	<u>Draft Minutes of the February 26, 2026 SSI LTC Special Meeting</u>		8

	For Adoption	
8.1.3	<u>Draft Minutes of the March 19, 2026 SSI LTC Regular Meeting</u>	13
	For Adoption	
8.2	Resolutions Without Meeting Report - NONE	
8.3	Draft Minutes of the Advisory Planning Commissions - NONE	
8.4	Local Trust Committee Public Hearing Record - NONE	
9.	CORRESPONDENCE	1:15 PM - 1:20 PM
	Please visit the Applications and Projects pages on the Islands Trust website for recent public submissions.	
	For Applications, go to: https://islandstrust.bc.ca/island-planning/salt-spring/current-applications/	
	For Projects, go to: https://islandstrust.bc.ca/island-planning/salt-spring/projects/	
9.1	R. Sanden to LTC email - dated February 28, 2026 - Bicycle Parking Standard	22
	For consideration	
9.2	J.Turner to LTC email - Gap Foundations - dated March 20, 2026	24
	For consideration	
9.3	Chair T. Peterson to Minister Boyle Letter to Request Independent Housing Advisor for Salt Spring Island - Dated March 31, 2026	26
	For Information	
10.	BUSINESS ARISING FROM MINUTES	1:20 PM - 1:30 PM
10.1	Follow-Up Action List	28
	Report dated APRIL 2026	
11.	WORK PROGRAM	1:30 PM - 2:00 PM
11.1	Active Projects List	31
	Report Dated APRIL 2026	
11.2	Future Projects List	36
	Report Dated APRIL 2026	
12.	COMMUNITY INFORMATION MEETING - NONE	
13.	PUBLIC HEARING - NONE	

14.	APPLICATIONS AND REFERRALS	2:00 PM - 3:00 PM	
14.1	PLRZ20250407 - L. Scagliati - 805 Lower Ganges Road, SSI Staff Report		39
14.2	PLRZ20250331 - E. FitzZaland - 230 Smith Road, SSI Staff Report		60
14.3	SS-RZ-2019.1 - N. Williams - 248 Upper Ganges Road, SSI Staff Report		157
14.4	SS-RZ-2023.1 - C. Schmah - 104 Atkins Road, SSI Staff Report		165
14.5	PLRZ20250177 - P. Wheeler - 121 Upper Ganges Road, SSI Staff Report		175
14.6	PLRZ20250001 - S. Klaver - 120 Mansell Road, SSI Staff Report		190
14.7	Telecommunications - Cypress Land Services - 1370 Musgrave Road, SSI Staff Report		194
15.	LOCAL TRUST COMMITTEE PROJECTS	3:00 PM - 3:30 PM	
15.1	OCP-LUB Project Update Report date APRIL 2026		233
16.	NEW BUSINESS - NONE		
17.	REPORTS	3:30 PM - 4:00 PM	
17.1	Policy and Standing Resolutions List For Information		266
17.2	Open Applications Report Report dated APRIL 2026		275
17.3	Expense Report Report dated FEBRUARY 2026		298
17.4	Islands Trust Conservancy Board Report - NONE		
18.	CLOSED MEETING	4:00 PM - 4:30 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:

(g) litigation or potential litigation affecting the municipality;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

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 12:30 p.m. on May 14, 2026 at the Legion Meaden Hall, 120 Blain Road, Salt Spring Island.

20. ADJOURNMENT



Salt Spring Island Local Trust Committee

Minutes of Special Meeting

Date: Tuesday, January 20, 2026
Location: Electronic Meeting

Members Present: Timothy Peterson, Chair
 Laura Patrick, Local Trustee

Members Absent: Jamie Harris, Local Trustee

Staff Present: Chris Hutton, Regional Planning Manager
 Morgana van Niekerk, Communications Specialist
 Lisa Millard, Meeting Administrator/Recorder

Others Present: There was one member of the public present

1. CALL TO ORDER

Chair Peterson called the meeting to order at 3:00 p.m. Chair Peterson acknowledged that the Local Trust Committee is meeting in the territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

By general consent the agenda was adopted as presented.

3. BUSINESS ITEMS

3.1 Official Community Plan/Land Use Bylaw Project Update

The project consultants provided an update on the recent work done on the Official Community Plan/Land Use Bylaw project and highlighted the following:

- A background review was undertaken to establish context and a baseline for the Official Community Plan (OCP) update, identify strengths and gaps, ensure alignment with current regulations and needs, and to ensure consolidation of language, objectives, and strategies across all sections;
- A technical review looked at six key documents including the Salt Spring Island Watershed Protection Plan, Salt Spring Island Area Farm Plan Renewal, Islands Trust Housing Need Assessment, Homes for Islanders; An Integrated Housing Solutions Framework, Islands Trust Housing Options Toolkit, and the Salt Spring Climate Action Plan 2.0 and identified key focus areas including groundwater protections, Agricultural Land Reserve and non-Agricultural Land Reserve land protections related to food security and eco tourism, housing diversity, and where housing should be located in proximity to existing infrastructure while ensuring integration of environmental protections and climate resilience;

- The gap analysis identifies opportunities and strengths of the existing OCP with recommendations for updates including a dedicated housing section and consolidation into a single document;
- A review of next steps was provided with the second phase of engagement identified as the next area of focus.

Discussion ensued and the following comments and clarifications were noted:

- All public facing information should include a project map showing where the Local Trust Committee is at in the process related to the overall project timelines;
- The project needs to be immersed in First Nations relationship building;
- It is important the public understands the project outcome is not to add more density and the question to be put to the public is if the community wants the growth to continue at the current level or not;
- There is a separate Official Community Plan for Piers Island and Land Use Bylaws for Piers Island and Prevost and associated islands and these documents might need to be brought into the primary Salt Spring Island OCP at some point;
- The parcel density map addresses where density for development already exists but does not identify areas of where density should or could be in the context of moving away from the current practice of single-family dwellings built away from amenities resulting in urban sprawl;
- Some of the current Geographic Information System (GIS) maps are out of date including some Development Permit Area maps and there is need to track topics that might be out of scope for the OCP/LUB project but captured for future consideration;
- Development Permit Area objectives need to be in the Official Community Plan but the guidelines should not be included in order to facilitate updating the guidelines when necessary;

Discussion focused on the next stage of engagement and the following comments were noted:

- There will be an emphasis on housing and environmental policies with key questions developed based on Trustee feedback and information received from the first stage of engagement;
- The Housing Needs Assessment is not relevant to Salt Spring and it is necessary to determine the types of housing needed in order to create a resilient housing structure;
- Discussions with groups such as employers, the hospital, and other key organizations will be undertaken to determine what type of housing is needed;
- Under-housing has been identified as a problem and the consultants will be attempting to engage relevant groups to provide input in this area;
- Six dialogue sessions with groups or organizations will be planned and the participants will be defined through input from staff and the Local Trust Committee;
- Groups that are not included in the dialogue sessions will be invited to make written submissions.

3.2 Official Community Plan/Land use Bylaw Project Business Case – Staff Report

The Regional Planning Manager summarized the staff report which presented a revised business case for the allocation of funding and staff resources for the continuation of the Official Community Plan / Land Use Bylaw Project for the next fiscal period.

A Trustee requested an update on First Nations engagement be provided at the next meeting and the Regional Planning Manager noted an update will be incorporated into the quarterly report.

SS-2026-001

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee approve the Major Project Business Case for the OCP-LUB Project attached to the January 20, 2026 Special Meeting Agenda for consideration of the fiscal 2026-2027 year budget.

CARRIED

4. ADJOURNMENT

By general consent the meeting was adjourned at 4:08 p.m.

Timothy Peterson, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder



Salt Spring Island Local Trust Committee Minutes of Special Meeting

Date: Thursday, February 26, 2026

Location: Electronic via Zoom

Members Present: Timothy Peterson, Chair
Laura Patrick, Local Trustee

Members Regrets: Jamie Harris, Local Trustee

Staff Present: Chris Hutton, Regional Planning Manager
Warren Dingman, Bylaw Compliance and Enforcement Manager
Rob Pingle, Planning Technician
Carly Bilney, Recorder

Others Present: Earl Rook, Capital Regional District Salt Spring Island
Local Community Commission Chair
Gayle Baker, Capital Regional District Salt Spring Island
Local Community Commissioner
Brian Webster, Capital Regional District Salt Spring Island
Local Community Commissioner
Ben Corno, Capital Regional District Salt Spring Island
Local Community Commissioner
Gary Holman, Capital Regional District Salt Spring Island
Electoral Area Director
Stephen Henderson, Capital Regional District Senior Manager
Southern Gulf Islands and Salt Spring Local Community
Commission

There were seven (7) members of the public in attendance

1. Territorial Acknowledgement – Call To Order

Chair Peterson called the meeting to order at 10:04 a.m. He acknowledged that the meeting was being held in the territory of Coast Salish First Nations.

2. Approval Of Agenda

A suggestion was made to change Section 3.2 (SSI Housing) to SSI Housing/OCP Update.

By general consent, the agenda was adopted as amended.

3. Special Meeting Matters

3.1 Protocol Agreement Update Verbal Discussion

Commissioner Henderson provided an update on the Protocol Agreement that was prepared by the Capital Regional District. He explained that it is currently in the draft stage and undergoing review by the Islands Trust legal team, and that the aim is not to revise the protocol, but to prepare a new letter of understanding. Discussion ensued and the following comments were made:

- A comment was made that policies between the Local Community Commission and the Local Trust Committee are intimately linked and there should be a mechanism for having supporting policies that help both organizations
- Comments were made about the referral process and the need to ensure local elected officials are included in referrals
- A comment was made that both organizations have their own guidelines that may not always intersect and clarity about where work can be done together would be useful

3.2. SSI Housing/OCP Update Verbal Discussion

Commissioner Henderson provided an update on the Integrated Housing Strategy. Discussion ensued and the following comments were made:

- The Planner noted there is a legislative requirement in the adoption process to refer to other agencies, including the Capital Regional District, for a 60-day formal referral period, and he indicated the Local Community Commission could wait for an invite from the Local Trust Committee before submitting recommendations
- The Planner reported that the project consultants for the Official Community Plan review will not be renewing their contract for the next fiscal year
- A Commissioner commented that the Integrated Housing Strategy is expected to be completed in time to inform housing policy in the Official Community Plan review process; and the departure of the project consultant may provide an opportunity to better align the timing of the Integrated Housing Strategy, the Trust Policy Statement and the Official Community Plan review
- A suggestion was made to have a joint meeting of the Local Community Commission and the Local Trust Committee to workshop specific details of the draft Integrated Housing Strategy and the Official Community Plan

Discussion ensued about a request made for data related to legalized cottages and suites. The following comments were made:

- A comment was made about the importance of understanding what current changes allow in order to effectively consider new land use changes, and the Planner indicated that is a substantial data analysis
- The Planner noted the value of zoning analysis for density or potential is looking at what the current housing need is and what the community is willing to zone and designate, how much density, and where.

- A comment was made that there is data about how many legal suites have been approved, and the number is quite small
- A suggestion was made to look for incentives to encourage land owners to renovate or build suites

3.3. Short Term Vacation Rentals Verbal Discussion

Commissioner Henderson provided an update on short term vacation rentals since Salt Spring Island opted into the legislation and since the Province instituted a registration process. He outlined discussions held about the feasibility of business licensing and the proposed next steps including more consultation and public engagement prior to 2027.

In response to a question from a Commissioner about whether the provincial registry has assisted in the enforcement of the land use bylaw, Bylaw Compliance and Enforcement Manager Dingman made the following comments:

- The provincial registry has been a very helpful tool to determine the total number of operations and who is actually a resided owner complying with the regulations
- The Local Trust Committee will decide on next steps about how to proceed with enforcement at the next meeting
- There are some operations that are not registered and should be, and some that are not lawful that the province can deregister or remove from online listings
- There are currently 226 operations registered with the provincial data portal
- Provincial staff members have been very helpful
- The provincial enforcement team has not received any complaints from the Gulf Islands regarding operations

A Commissioner expressed support for more thorough analysis of information and suggested the number of short-term vacation rentals will likely be much higher during the busy season.

3.4. SSI Harbour Management Verbal Discussion

Commissioner Henderson indicated the Local Community Commission is planning another Harbours Workshop for (tentatively) April 16 with the hope that federal, provincial and Islands Trust representatives will participate. In response to a question from a Trustee, Commissioner Henderson noted that First Nations were invited to the workshop last year and were in good attendance though capacity funding was not provided.

A Commissioner commented on recent efforts by the federal government to clean up Ganges Harbour.

3.5. Watershed Protection Verbal Discussion

Commissioner Henderson reported on a meeting between Local Community Commission and Capital Regional District staff to discuss the Salt Spring Island Water Protection Authority (SSIWPA) report and actions that have since been taken.

In response to a question about the possibility of reconvening a SSIWPA-like group in the future, a Trustee commented that while it remains an identified priority project of the Local Trust Committee it has been removed from the 2026-2027 budget because it cannot be resourced by staff.

3.6. Future Joint Meeting Schedule Verbal Discussion

Discussion was held about possible topics for the next meeting agenda, and the following comments were made:

- A suggestion was made to incorporate a housing discussion into the next meeting in a workshop format
- A comment was made that the Local Community Commission housing strategy should be far enough along for thorough discussion at the next meeting

Discussion was held about advocacy of the Speculation and Vacancy Tax. The following comments were made:

- Director Holman commented that the Capital Regional District Board requested inclusion in the Speculation and Vacancy Tax for the electoral area, and the Local Community Commission passed a motion requesting that the Trust considers joint advocacy
- A Trustee noted that the Local Trust Committee passed a motion to send a letter to the former Minister of Housing and Municipal Affairs to consider the tax, but the letter was not answered
- A Trustee noted the issue has not moved forward due to federation versus Local Trust Committee issues, and, as it has been years since Trust Council has weighed in on the issue (in 2017), there may be opportunity for an updated position from Trust Council
- A Commissioner commented that the Speculation and Vacancy Tax issue is specific to Salt Spring Island and does not spread across the Trust Area
- Director Holman indicated he would forward the last correspondence with the former Minister of Finance who outlined criteria to be considered regarding the tax
- Some Commissioners expressed support of joint advocacy by the Local Trust Committee, the Capital Regional District, and the Local Community Commission
- A Trustee expressed a need to understand data about how the tax would impact Salt Spring and to ensure it does not worsen the equity issue on the island

4. Adjournment

By general consent the meeting adjourned at 11:30 a.m.

Timothy Peterson, Chair

CERTIFIED CORRECT:

Carly Bilney, Recorder



Salt Spring Island Local Trust Committee

Minutes of Regular Meeting

Date: Thursday, March 19, 2026
Location: Meaden Hall
 120 Blain Road, Salt Spring Island, BC

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

Staff Present: Chris Hutton, Regional Planning Manager
 Anthony Fotino, Island Planner (electronic)
 Peter Thicke, Island Planner (electronic)
 Milad Panahifar, Planner 1
 Warren Dingman, Bylaw Compliance and Enforcement Manager (electronic)
 Rob Pingle, Planning Technician
 Lisa Millard, Meeting Administrator/Recorder (electronic)

There were approximately 6 members of the public present

Others Present:

1. CALL TO ORDER

The Regional Planning Manager stated that Chair Peterson was delayed and in accordance with Salt Spring Island Meeting Procedures Bylaw No. 197 he called the meeting to order at 9:30 a.m. The Trustees agreed that Trustee Patrick shall act as Chairperson.

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

2. APPROVAL OF AGENDA

The following additions and amendments to the agenda were presented for consideration:

- 15.1 OCP and LUB Project Update deferred to the next meeting.
- 16. 2 Request for Provincial Appointment of an Independent Housing Advisor - Discussion

By general consent the agenda was approved as amended.

3. PUBLIC PARTICIPATION

Acting Chair Patrick reminded the public that the Public Hearing for the Proposed Bylaws 544, 545 & 546 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 asked if there will be public consultation on the OCP in March.
The Regional Planning Manager stated there will not be any public consultation on the Official Community Plan in March.

A member of the public spoke to the issue of amending Bylaw No. 355 in relation to vacation rentals and noted there had been two round tables meetings with local stakeholders which indicated support of updating the bylaw. The speaker listed recommended steps previously provided and noted there had been no progress on the file, a working group had not been established, and a proposal to look into licensing has been put on hold. They asked why the project is being stalled.

The Acting Chair noted the bylaw amendment is tied into the Official Community Plan and Land Use Bylaw project and not a stand-alone project and a report on the OCP LUB Project would be coming forward in April.

4. DELEGATIONS - None

5. TRUSTEE REPORTS

Trustee Harris reported attendance at Trust Council and stated concern that decisions made at Trust Council do not support the social and economic needs of Salt Spring Island residents and noted he opposed a motion put forward to increase trustee remuneration.

6. CHAIR'S REPORT

Acting Chair Patrick reported the following:

- Recognized Dr. Hugh Greenwood's recent passing and his work on a geologic map of Salt Spring Island;
- Attended Governance Committee, Financial Planning Committee, Executive Committee, Trust Council, and Gabriola Local Trust Committee meetings;
- Attended Indigenous specific racism training;
- Attended Association of Vancouver Island Coastal Communities housing webinar and a webinar on the fallow deer strategy;
- Attended Bowen Island Municipality meeting with Islands Trust Chief Administrative Officer and Director of Financial and Employee Services and the Southern Gulf Islands Forum.

7. CRD DIRECTOR'S REPORT - None

8. PREVIOUS MEETINGS

8.1 Draft Minutes of the Salt Spring Island Local Trust Committee

8.1.1 Draft Minutes of the February 12, 2026 SSI LTC Regular Meeting

By general consent, the Salt Spring Island Local Trust Committee Minutes of February 12, 2026 were adopted.

8.2 Resolutions Without Meeting Report

Received for information.

8.3 Draft Minutes of the Advisory Planning Commissions - None

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

SS-2026-022

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee received the record of Public Hearing for proposed Bylaw No. 546 dated February 12, 2026.

CARRIED

9. CORRESPONDENCE

9.1 M. Ogilvie to LTC – 116 Jackson Avenue

Planner Panahifar noted that staff had requested a stormwater management report for the correspondent's rezoning proposal and the applicant indicated they wanted the Local Trust Committee to reconsider the request to include the stormwater management report as part of the terms of reference of the rezoning application.

The applicant was in attendance, summarized the correspondence, and noted the request for a stormwater management report was not brought forward at a pre-application meeting nor when an application for a Temporary Use Permit was made. They outlined the drainage work done and spoke to the difficulty with arranging to have an engineer sign off on a system that was not requested.

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.

Received for information.

10. BUSINESS ARISING FROM MINUTES

10.1 Follow-Up Action List

The Regional Planning Manager spoke to the Blackburn Road rezoning application and noted that a referral response had been received post public hearing and the Local Trust Committee has the option to request a staff report regarding the response. It was clarified that receipt of a report would be considered new information which would result in the requirement of a new Public Hearing.

Discussion ensued.

SS-2026-023

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to report back on status of application PLRZ2024002.

CARRIED

A Trustee suggested time be scheduled at the May, 2026 meeting to review and update items on the Follow Up Action List.

11. WORK PROGRAM

12.1 Active Projects List

Received for information.

12.2 Future Projects List

Received for information.

12. COMMUNITY INFORMATION MEETING – None

13. PUBLIC HEARING – None

The agenda was reordered and item 18 was heard following item 13.

18. CLOSED MEETING

18.1 Motion to Close the Meeting

SS-2026-024

It was MOVED and SECONDED

that the meeting be closed to the public in accordance with the Community

Charter, Part 4, Division 3, s.90(1) 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.

CARRIED

Acting Chair Patrick stated the meeting would reconvene at 12:00 p.m.

The meeting was closed to the public at 10:22 a.m.

Following the closed meeting a break was held from 10:47 a.m. to 12:00 p.m.

The meeting reconvened at 12:00 p.m.

18.2 Rise and Report

The Acting Chair rose and reported adoption of the December 11, 2026 in-camera meeting minutes.

14. APPLICATIONS AND REFERRALS

14.1 PLRZ20260013 - M. Ogilvie - 116 Jackson Avenue, SSI – Staff Report

The Planner summarized the staff report and highlighted that the application seeks to rezone a split-zoned property to a commercial zone variant with commercial and current uses as outlined, amendments to the siting regulations applicable to the subject property, and the removal of a covenant registered on title of which the requirements have been met.

The applicant was in attendance and stated they had not indicated they would build a single-story structure as noted in the staff report and that they had removed the request to increase lot coverage to 66%.

Discussion ensued on the need to hold a Community Information Meeting and Public Hearing and it was noted that regardless of the decision the referral process would need to be undertaken.

SS-2026-025

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee waive the requirement for the stormwater management report pursuant to Bylaw No. 175.

CARRIED

SS-2026-026

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to proceed with the application PLRZ20260013 (116 Jackson Avenue).

CARRIED

SS-2026-027

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to schedule Community Information Meeting for the commercial rezoning proposal.

CARRIED

SS-2026-028

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 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 a Commercial zone variant to allow the uses specified in staff report dated March 19, 2026.

(Attachment 4)

CARRIED

SS-2026-029

It was MOVED and SECONDED

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.

CARRIED

SS-2026-030

It was MOVED and SECONDED

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.

CARRIED

Chair Peterson arrived to the meeting at 12:14 p.m. and resumed chairing the meeting.

14.2 SS-SUB-2022.4 - J. Litke - 373 Wright Road, SSI – Staff Report

The planner summarized the staff report and noted the property was subject to a subdivision application that was referred to the Local Trust Committee and

Islands Trust policy requires the applicant to provide a covenant to ensure compliance with section 514 of the *Local Government Act*.

Discussion ensued and it was confirmed that the applicant can apply to remove the covenant after 5 years and it is required as a condition of subdivision as per the *Local Government Act*.

SS-2026-031

It was MOVED and SECONDED

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

CARRIED

SS-2026-032

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee designate any 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.

CARRIED

14.3 North Pender Island Local Trust Committee Draft Bylaw No 242 Referral

SS-2026-033

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee respond to the North Pender Island Local Trust Committee that interests are unaffected by Bylaw No. 242.

CARRIED

14.4 Galiano Island Local Trust Area Draft Bylaw No 300 Referral

SS-2026-034

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee respond to the Galiano Island Local Trust Committee that interests are unaffected by Bylaw No. 300.

CARRIED

14.5 North Pender Island Local Trust Committee Draft Bylaw No 236/237

SS-2026-035

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee respond to the North Pender Island Local Trust Committee that interests are unaffected by Bylaw No. 236 and 237.

CARRIED

15. LOCAL TRUST COMMITTEE PROJECTS**15.1 OCP-LUB Project Update**

This item was deferred to the April meeting.

16. NEW BUSINESS**16.1 Salt Spring Island Compliance and Enforcement Policy – Staff Report**

The Bylaw Compliance and Enforcement Manager summarized the staff report and highlighted the following:

- The purpose of the policy is to incorporate all current standing resolutions for compliance and enforcement into a single document and these resolutions have been included as priorities listed in section 4;
- The inspection section details when a Bylaw and Compliance Officer can attend a property, notice requirements, and when site inspections are not required;
- The policy addresses frivolous, repeat, and vexatious complaints;
- The policy identifies who can be screening officers and provides a list of authorized reasons bylaw notices can be cancelled.

Discussion ensued and the following comments were noted:

- The Purpose speaks to local community standards which are undefined;
- Bylaw Officers look at definitions within the Land Use Bylaw first and then within the policy document;
- The Local Trust Committee can define what is considered a minor structure;
- The references section includes regulatory bylaws of which the Land Use Bylaw is considered;
- The vacation rental section should make reference to the home-based business aspect;
- Section 4.4 requires updated wording to “approved septic system” instead of “approved septic or sewage disposal system”;
- The Local Trust Committee can set how much notice is given for a site inspection without consent and if this section is removed then the notice period defers to the Trust Council Policy;
- A Trustee noted section 4.4 states “except in the following circumstances” and lists points (a) through (g) and as these points can possibly be interpreted in different ways consideration of removing them should be taken;
- Language can be revised to state “significant” risk to health and safety;
- A section could be added to outline an approach to non-permitted dwellings;
- There is need to rely on authorities that have responsibility in the area of determining what constitutes a risk regarding septic disposal;
- If waste is not going into approved septic system, it is a contravention of the Salt Spring Island Land Use Bylaw;
- Significant risk would be considered raw sewage being disposed on the land;
- Section 4.4 (d) should use the word “evidence” versus “concerns”;
- The policy can state it does not apply to any new build construction.

The meeting was recessed for a break at 1:13 p.m. and reconvened at 1:25 p.m.

16.2 Request for Provincial Appointment of an Independent Housing Advisor - Discussion

Trustee Patrick introduced the discussion and the following points were noted:

- There is a need to align housing policy with water servicing;
- There is currently no framework to ensure that new water connections are directed toward the housing types most urgently needed;
- North Saanich was recently appointed a housing advisor to identify solutions for housing supply;
- A Local Trust Committee is exempt from Housing Supply Act and the scale and urgency of local housing need is clear;
- Due to delays in the Official Community Plan work, and continued need to address water servicing issues, the approach allows the Local Trust Committee to move forward to address the water supply issue.

A trustee outlined the reasons they are not in support of the proposal noting the Local Trust Committee was elected to address housing issues, rezoning could have been undertaken, and the Official Community Plan project has failed to move forward or address these issues.

Trustee Harris left the meeting at 1:34 p.m.

The meeting was recessed for a break at 1:34 and reconvened at 1:37

A Trustee noted the OCP/LUB project was the correct project to put forward to address the issues but due to staff capacity related to staffing shortages progress on the project has been slow.

SS-2026-036

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request the Province of British Columbia to appoint an independent housing advisor under the *Housing Supply Act* to work with the LTC to review actions to date and provide recommendations to the Minister of Housing and Municipal Affairs on increasing equitable housing options within the affordable housing non-market to near or low market rental and ownership portions of the housing spectrum, including the development of policy and regulatory tools to help align water servicing allocation with critical housing needs.

CARRIED

17.1 Policy and Standing Resolutions List

Received for information.

17.2 Open Applications Report

The Regional Planning Manager provided a report update.

17.3 Expense Report

Received for information.

17.4 Islands Trust Conservancy Board Report

Received for information.

The agenda was reordered and item 18 was heard following item 13.

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.

SS-2026-037

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request the April 9, 2026 Salt Spring Local Trust Committee meeting start time be amended to 12:30 p.m.

CARRIED

20. ADJOURNMENT

By general consent the meeting adjourned at 1:47 p.m.

Laura Patrick, Acting Chair

Timothy Peterson, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder

February 28, 2026

**Islands Trust
121 McPhillips Avenue
Salt Spring Island**

**Subject: Request for Review of Bicycle Parking Standard – Land Use Bylaw No. 355
(Section 7.5.3)**

To the Salt Spring Island Local Trust Committee,

I am writing to formally request a review and reconsideration of the bicycle parking standard identified in **Salt Spring Island Local Trust Committee Land Use Bylaw No. 355 (Consolidated), Section 7.5 – Standards for Bicycle Parking Spaces**, specifically **Section 7.5.3, “Example of preferred bicycle parking structure” (page 64)**.

The rack illustrated and designated as the “preferred” structure does not meet fundamental principles of secure and functional bicycle parking and does not align with established best practices, including the Province of British Columbia’s **Active Transportation Design Guide (2019)**.

Most critically, the illustrated design does not reliably allow a cyclist to lock the **bicycle frame** to a solid vertical element using a standard U-lock. In many positions, only a wheel can be secured. This presents a significant theft vulnerability, as wheels can be easily removed, leaving the remainder of the bicycle unsecured. Secure bicycle parking must allow the frame and at least one wheel to be locked to an immovable structure. The preferred design fails to consistently provide this capability.

In addition to security concerns, the rack presents several functional deficiencies:

- The curved geometry limits the number of usable locking positions.
- Internal decorative elements reduce functional space and interfere with lock placement.
- The rack does not provide stable two-point support for the bicycle frame.
- Bicycles may lean awkwardly or tip, particularly heavier e-bikes.
- It is poorly suited to step-through frames, cargo bikes, bicycles with fenders, and non-standard frame geometries.
- The actual number of bicycles that can be securely parked is significantly fewer than the footprint suggests.

These issues directly undermine the effectiveness of bicycle infrastructure and may discourage use due to security concerns.

The **BC Active Transportation Design Guide (2019)** clearly recommends that bicycle racks:

- Support the bicycle at two points;
- Allow the frame and at least one wheel to be locked using a standard U-lock;
- Accommodate a wide range of bicycle types and sizes;
- Be securely anchored and durable;
- Maximize usable capacity without interference between bicycles.

The rack illustrated in Section 7.5.3 does not meet these criteria. By designating it as the “preferred” structure, the bylaw risks institutionalizing a substandard model for future development.

If Salt Spring Island is committed to supporting active transportation, climate responsibility, and reduced reliance on vehicles, our infrastructure standards must prioritize security, usability, and universal access over decorative form. Bicycle parking is not merely symbolic infrastructure; it must function reliably in everyday use.

I respectfully request that the Local Trust Committee:

1. Review Section 7.5.3 of Land Use Bylaw No. 355;
2. Remove or revise the illustrated “preferred” structure; and
3. Replace it with a rack design consistent with the BC Active Transportation Design Guide and recognized best practices, such as inverted “U” or post-and-ring racks.

Salt Spring Island has the opportunity to model thoughtful, functional infrastructure aligned with its environmental values. Ensuring secure and effective bicycle parking is a practical and meaningful step toward that objective.

Thank you for your consideration.

Sincerely,



Renee Sanden
Salt Spring Island Resident

Severed pursuant to:
Section 22 (1), (2)(f)

From: John Turner <gapfoundations@gmail.com>
Sent: Friday, March 20, 2026 3:20 PM
To: information <information@islandstrust.bc.ca>
Subject: Regarding increasing SaltSpring Island sustainability and capacity

Friday, March 20, 2026

Dear Islands Trust board and SaltSpring Island regional leadership team,

Please provide me with an outline of the community and public services island trust and the CRD have actively been involved in on SaltSpring Island in recent years, as well as any items on a wish list for developing capacity and social, economic or environmental sustainability on SSI.

Our charity has been actively working to prepare to relocate the first 3,500 Ukrainian intercultural interns to Victoria and the CRD as our charitable trust is moved to Victoria. While the provincial and federal governments support this, CRD municipalities have requested that we update them as soon as our charitable trust arrives, to let them know how they can support relocation, retraining and community development/augmentation internships.

There's housing capacity for many more Ukrainian intercultural interns, , with more housing currently being developed in the CRD and Vancouver Island. We need to focus our efforts towards collaborative philanthropic economic developments such as Club Vancouver Island community debit cards for use on the Vancouver Island (and SaltSpring Island) Community Marketplace.

I was on SALTSPRING Island yesterday, taking care of some family business. I had the opportunity to talk with several influential community members with regards to "how could our charity invest in SSI communities to help build a sense of good hospitality and support of Ukrainian interns, as well as create capacity to build an intercultural community and bring in a number of Ukrainian refugee families?"

Unfortunately I was told about the grocery stores being given thousands of dollars to pay the wages for Ukrainians, and how some local jobs were given to Ukrainians, causing misgivings in the community. Before any intercultural community economic developments can be discussed, I believe that efforts to soften hardened hearts have to be made. Upon our receipt of our charitable trust, I propose the below objectives to help build community development and sustainability, as well as generate community

capacity to relocate several hundred Ukrainian intercultural interns to SSI and the islands off Vancouver Island:

1- Gap Foundations will invest in the acquisition of 1-2 farms to build an Intercultural community-operative and farm, several or more SSI homes and several development lots. Including a lot near town to build an intercultural restaurant. We'd seek to use these economic developments and network with local businesses and residents to create a collaborative community marketplace that accepts Club Vancouver Island debit cards.

2- We'll seek to acquire a piece of waterfront property to build a water desalinization plant on that's substantial enough to provide purified water for about 5,000-10,000 people a day, as well as land in the mountains to build a gravity feed reservoir, so that SSI isn't dependent solely on groundwater supply. This will be great for community farming.

3- If there's an opportunity for us to establish intercultural Bed and Breakfasts from island homes that are for sale and we can acquire, as well as build a larger intercultural community at or between Fulford, Vesuvius, Ganges and Long Harbour this would be great as well.

I understand that in recent years there has been some discussion about discontinuing community center/hall programming at 1 or more of the halls on SaltSpring Island. Is this true? If so, how can we invest in ensuring hall operations or other forms of community services at the 3 halls continue?

Thank you for your time and thoughtful response.

Sincerely, John C Turner,

Gap Charities Society (Canada)
Gap Charities Inc. (International)
Global Community Developments Inc.
#411-584 Burnside Rd. E. Victoria BC Canada
V8T 0E6. (778) 677-0618



4 - 121 McPhillips Ave Salt Spring Island BC V8K 2T6
Telephone 250.537.9144 Fax 250.537.9116
Toll Free via Enquiry BC in Vancouver 660-2421.
Elsewhere in BC **1.800.663.7867**
Email ssiinfo@islandstrust.bc.ca
Web www.islandstrust.bc.ca

March 31, 2026

File No.: 08-3070-30

Via e-mail: HMA.Minister@gov.bc.ca

The Honourable Christine Boyle
Minister of Housing and Municipal Affairs
PO BOX 9074
STN PROV GOVT
Victoria BC, V8W 9E2

Dear Minister Boyle,

Re: Request for Appointment of an Independent Housing Advisor for Salt Spring Island

On behalf of the Salt Spring Island Local Trust Committee (LTC), I am writing to formally request that the Province of British Columbia appoint an independent housing advisor under the *Housing Supply Act* to support our community in advancing practical and achievable actions to increase equitable housing options. On March 19, 2026, the following resolution was made:

SS-2026-036

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request the Province of British Columbia to appoint an independent housing advisor under the *Housing Supply Act* to work with the LTC to review actions to date and provide recommendations to the Minister of Housing and Municipal Affairs on increasing equitable housing options within the affordable housing non-market to near or low market rental and ownership portions of the housing spectrum, including the development of policy and regulatory tools to help align water servicing allocation with critical housing needs.

CARRIED

Salt Spring Island is experiencing a well-documented and intensifying housing crisis. Over many years, a growing gap between local incomes and housing costs has resulted in limited rental availability and rising prices, placing increasing strain on workers, families, and the broader community. While the LTC, with the support of staff, has undertaken significant work—including housing needs assessments, policy exploration, and support for affordable housing initiatives—progress has been constrained by limited capacity, complex regulatory frameworks, and the need to carefully balance housing objectives with environmental stewardship under the Islands Trust mandate.

At present, the Official Community Plan and Land Use Bylaw update process is stalled, delaying the policy direction required to enable more diverse and equitable housing options.

A key and time-sensitive constraint is water servicing. The partial lifting of the North Salt Spring Water District moratorium presents a rare opportunity to enable new housing. However, there is currently no

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

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

clear framework to ensure that new water connections are prioritized for the types of housing most urgently needed, such as affordable, rental, and workforce housing. Given the governance structure of improvement districts and the Province's policy related to their future, local mechanisms to influence water allocation are limited. This creates a risk that scarce water capacity may not be directed toward addressing the most critical housing needs.

In this context, the appointment of an independent housing advisor would be a constructive and collaborative step. Such an advisor could help translate the LTC's extensive work into clear, implementable actions; provide additional technical expertise and capacity; identify policy and regulatory tools to better align water servicing with housing priorities; and strengthen coordination between land use planning, infrastructure constraints, and provincial objectives.

This request is intended as a partnership opportunity. It does not seek regulatory intervention, but rather targeted support to enable the LTC to make meaningful progress within existing legislative and environmental constraints. It also responds to a narrow window of opportunity related to water servicing that may not persist.

Consistent with the resolution adopted by the Salt Spring Island Local Trust Committee on March 19, 2026, we respectfully request that the Province appoint an independent housing advisor to work with the LTC to review actions to date and provide recommendations to you on increasing equitable housing options—particularly within the affordable, non-market, and near-market rental and ownership spectrum—and on developing tools to better align water servicing allocation with critical housing needs.

We would welcome the opportunity to discuss this request further and to work collaboratively with your ministry on next steps.

Thank you for your consideration.

Yours sincerely,



Timothy Peterson
Chair, Salt Spring Island Local Trust Committee Islands Trust

cc: Salt Spring Island Local Trust Committee
Islands Trust Council

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

11-Sep-2025

Progress	Activity	Responsibility	Dates	Status
0%	1 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
50%	2 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

Follow Up Action Report

Salt Spring Island

12-Feb-2026

Progress	Activity	Responsibility	Dates	Status
0%	1 Resolution No.: SS-2026-005 Staff to report back on options to replace the future projects list	Chris Hutton		In Progress
47%	2 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

2025-11:

Target: 31-Mar-2026

- 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



File No.: PLRZ20250407

X-File:

DATE OF MEETING: April 9, 2026

TO: Salt Spring Island Local Trust Committee

FROM: Anthony Fotino, Island Planner
Salt Spring Island Team

COPY: Chris Hutton, Regional Planning Manager

SUBJECT: LUB Amendment to rezone subject property from Park and Reserve Zone variant (a) – PR3(a) to Park and Reserve Zone variant (a) subsection (7) – PR3(a)(7) and Park and Reserve Zone – PR3 to Park and Reserve Zone variant (b) – PR3(b)
Applicant: Randy Cunningham
Location: 805 Lower Ganges Road, Salt Spring Island

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee request staff to proceed with processing application PLRZ20250407.
2. 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:
 - a. SECTION 6, RANGE 2 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, EXCEPT THE EASTERLY 6.75 CHAINS THEREOF; EXCEPT PARCEL B (DD 770361), AND EXCEPT PART IN PLAN 14185, to add subsection seven (7) on Park and Reserve 3 (a) zone variant to allow liquor primary use with the maximum number of mobile beverage carts of one (1) cart.
 - b. SECTION 5, RANGE 2 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, EXCEPT PART IN PLANS 2183 AND 39530 from Park and Reserve 3 (PR3) to Park and Reserve 3 variant B – PR3 (b) to allow liquor primary use with the maximum number of mobile beverage carts of one (1) cart.
3. That the Salt Spring Island Local Trust Committee request staff to notify and seek input from Salt Spring Island Advisory Planning Commission, applicable agencies and First Nations that an application has been received to amend the Salt Spring Island Land Use Bylaw No. 355, 1999.
4. That the Salt Spring Island Local Trust Committee request staff to schedule a Community Information Meeting for at least two weeks prior to the meeting at which the draft bylaw file PLRZ20250407 is anticipated to be provided to LTC for first reading.

REPORT SUMMARY

Presents the Salt Spring Island Local Trust Committee (LTC) with a preliminary staff report for the proposed amendments to the Salt Spring Island Land Use Bylaw No. 355, 1999 (LUB) to permit liquor primary use on the above noted property.

This staff report examines relevant policies including the Salt Spring Island Official Community Plan Bylaw No. 434, 2008 (OCP) and Islands Trust Policy Statement (ITPS), evaluates the proposed rezoning in consideration of these policies and provides recommendations on how to proceed with the application. Staff recommends that the LTC proceed with the application and request staff to prepare draft amendments to the LUB for their consideration.

BACKGROUND

The 12.66 ha (31.28 ac) property is located on Upper Ganges Road on central Salt Spring Island. It is zoned Park and Reserve variant a (PR3a) with the primary use being a 9-hole golf course. It currently contains a clubhouse, a tennis club, a greenhouse, and eight (8) sheds. The existing floor area of the clubhouse will remain unchanged, as will the floor area of all current structures on site. There are no plans to increase floor area on the site. The purpose of the rezoning application is to allow liquor primary use on the site.

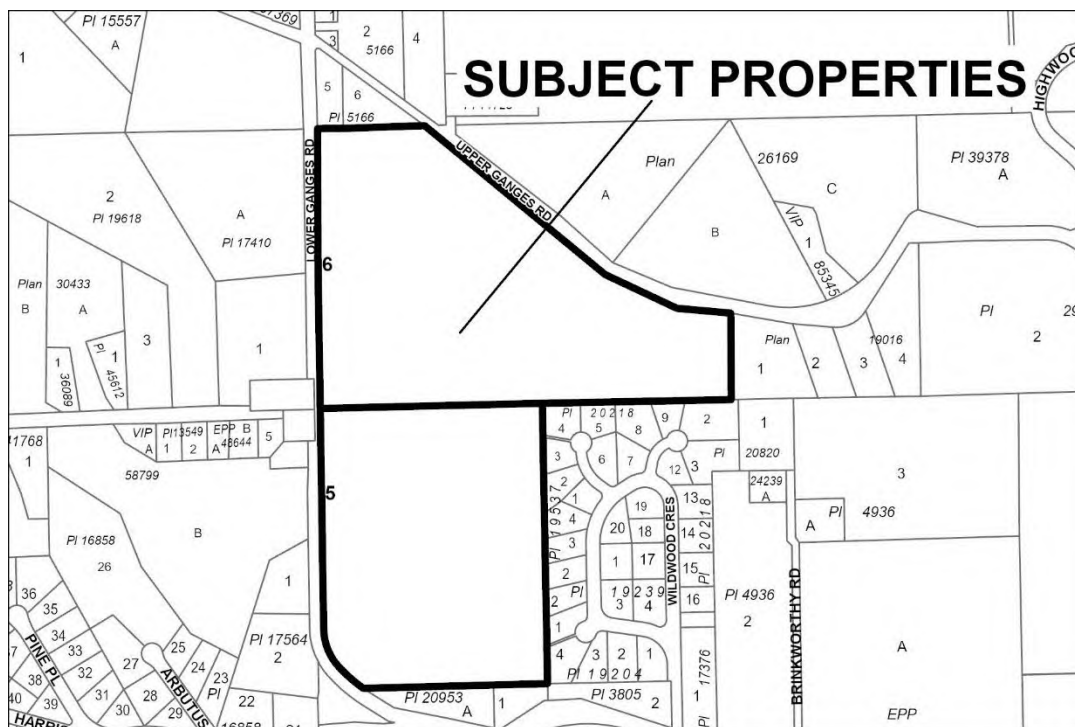


Figure 1: Subject Property Map

The applicant has submitted a site plan (**Attachment 4**), confirmation from the ALC that a non-farm use permit is required (**Attachment 5**), and an application narrative (**Attachment 6**) to support the application.

ANALYSIS

Policy/Regulatory

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

Islands Trust Policy Statement:

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

Official Community Plan:

The Salt Spring Island Official Community Plan Bylaw No 434 (OCP) land use designation for the subject property is currently Park and Recreation (PR). A portion of the site also falls within the Development Permit Area 4 (DPA 4) - Lakes, Streams and Wetlands. This proposal remains unaffected by the DPA; however, any future development on the subject property will require a development permit application submitted to Islands Trust by the applicant if the proposed development location falls within the above noted DPA-4 area. Staff has evaluated the application against the relevant policies contained in the OCP and note several policies that relate to the proposed rezoning, but have not noted any inconsistency with the OCP at this time. A review of relevant policies can be found in **Attachment 3**.

Land Use Bylaw:

The northern portion of the subject property is currently zoned Park and Reserve variant (a) - PR3(a) and the southern portion is zoned Parks and Reserve – PR3. The application proposes to textually amend the LUB by inserting an additional condition to this variant to allow Liquor Primary use for the northern portion and to add a variation to the southern portion that would also allow Liquor Primary use. All of the current zoning requirements for PR3(a) and PR3 would stay in place for the respective portions of the subject property. The proposed Liquor Primary use would be added to the variants in addition to floor area maximums for the clubhouse and permission for one (1) mobile beverage cart on both the northern and southern portion.

Islands Trust Conservancy:

The Islands Trust Conservancy (ITC) does not have covenants on the property or adjacent properties and therefore the proposal has no considerations for the ITC.

Issues and Opportunities

Implications of Rezoning

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

- **Use:** the change to include Liquor Primary use is not a major change from the current operations of the site. Adding the additional use to the variant would allow liquor to be served on the golf course and practice areas. This is a common practice for golf courses. It will allow the establishment to control who liquor is served to and will be a deterrent for patrons who would otherwise bring their own alcohol to the course.
- **Density:** the proposal does not in any way conflict the density of the Park and Reserve 3 (PR3) zone requirements.
- **Water:** The availability of water is one of the most important factors when considering a rezoning application. Currently, the site is serviced by three (groundwater) wells. Policy 4.4.2 of the Islands Trust Policy Statement directs that:

- Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure:
 - neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater;
 - water quality is maintained, and
 - existing, anticipated and seasonal demands for water are considered and allowed for

Given that there is no major change to current floor area and operations will remain similar, if not identical, to current operation, staff do not have concerns with the application at this time when it comes to water availability. If this changes, materials will be requested from the applicant to ensure that water quality and quantity will be maintained.

Consultation

Staff recommends that the application be referred to the following agencies:

Adjacent Local Trust Committees and Municipalities

Galiano Island Local Trust Committee
 Mayne Island Local Trust Committee
 North Pender Island Local Trust Committee
 Thetis Island Local Trust Committee
 Cowichan Valley Regional District

Non-Agency Referrals

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

Provincial Agencies

BC Assessment Authority
 Ministry of Municipal Affairs
 Ministry of Transportation & Transit
 Front Counter BC
 Agricultural Land Commission

Regional Agencies

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

First Nations

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

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

- Ts'uubaa-asatx (Lake Cowichan) First Nation

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

Rationale for Recommendation

The recommendations on page 1 are supported as

1. The proposal appears to be 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. Request further information

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

That the Salt Spring Island Local Trust Committee request that the applicant submit to the Islands Trust in addition to the recommended resolution the following...

2. Deny the application

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

That the Salt Spring Island Local Trust Committee deny application PLRZ20250407 for the following reasons...

3. Receive for information

The LTC may receive the report for information

4. Elect to not hold statutory Public Hearing and Community Information Meeting (CIM)

Recommended wording for the resolution is as follows:

That the Salt Spring Island Local Trust Committee not hold a Public Hearing for the proposed bylaw pursuant to Section 464(2) of the Local Government Act, as the amendment is consistent with the Official Community Plan dispense with the requirement for a Community Information Meeting (CIM).

That the Salt Spring Island Local Trust Committee direct staff to undertake the required public notification process to waive the Public Hearing pursuant to Section 467 of the Local Government Act

NEXT STEPS

If the recommendations are supported, staff will proceed with preparing a draft bylaw, refer to First Nations and applicable agencies and send out public notification. The application will then be returned to the Salt

Spring Island Local Trust Committee (SS LTC) for further consideration or update upon closure of all referral periods.

Submitted By:	Anthony Fotino, Island Planner	March 16, 2026
Concurrence:	Chris Hutton, Regional Planning Manager	April 1, 2026

ATTACHMENTS

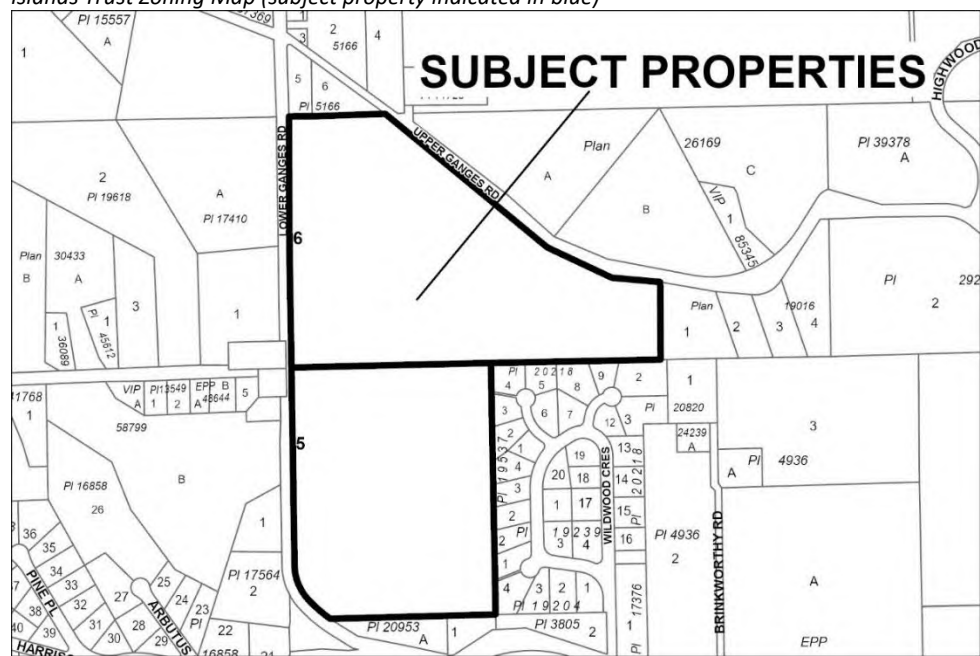
1. Site Context
2. IT Policy Statement Directives
3. OCP Policy Analysis
4. Site Plan
5. ALC Correspondence
6. Application Narrative

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	SECTION 6, RANGE 2 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, EXCEPT THE EASTERLY 6.75 CHAINS THEREOF; EXCEPT PARCEL B (DD 77036I), AND EXCEPT PART IN PLAN 14185 SECTION 5, RANGE 2 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, EXCEPT PART IN PLANS 2183 AND 39530
PID	009-600-426 009-600-451
Civic Address	805 Lower Ganges Road, Salt Spring Island

LAND USE

Current Land Use	Recreation (Golf course and Tennis Courts)
Surrounding Land Use	Agricultural and Rural <i>Islands Trust Zoning Map (subject property indicated in blue)</i> 

HISTORICAL ACTIVITY

File No.	Purpose
SS-ALR-2009.1	Agricultural Land Reserve application permit a non-farm use for an indoor rec facility
SS-ALR-2017.1	Agricultural Land Reserve application to extend indoor tennis facility
SS-BP-2018.49	Building Permit
SS-BP-2020.75	Building Permit

POLICY/REGULATORY

Official Community Plan Designations	Park Recreation (PR).
Land Use Bylaw	Parks and Reserves 3 (zone variant a) – PR3(a)
Other Regulations	DPA 4 - Lakes, Streams, Wetlands located on property but not within context of application.
Water Service Area	None
Title Charges	None
Bylaw Enforcement	None

SITE INFLUENCES

Islands Trust Conservancy	The Islands Trust Conservancy may have an interest in any properties within 100 metres of the property subject of this application.
Regional Conservation Strategy	The subject property is primarily within the MEDIUM/LOW relative value area for important natural areas in the Salt Spring Island Local Trust Area.
Species at Risk	SAR (Public) Species: None Currently Mapped SAR (Public) Ecological Community: None Currently Mapped
Sensitive Ecosystems	SEI: None Currently Mapped. Heron Rookery/Raptor Nest/Sea Bird Colony: None Currently Mapped RAR Waterbody: Currently Mapped Islands Trust Protected Areas mapping indicates the subject property is within 500-metres of a protected area (community park).
Hazard Areas	Steep Slopes mapping does not indicate hazard on the property.
Archaeological Sites/Potential	The owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the Heritage Conservation Act.
Climate Change Adaptation and Mitigation	The subject property exceeds an elevation of 100+ metres above sea level.
Shoreline Classification	Not Applicable
Shoreline Data in TAPIS	N/A

ISLANDS TRUST POLICY STATEMENT DIRECTIVES ONLY CHECKLIST

File No.: PLRZ20250407 |
805 Lower Ganges Road (PIDs: 009-600-426 and
009-600-451)

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECKLIST

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

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

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

PART III: POLICIES FOR ECOSYSTEM PRESERVATION AND PROTECTION

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

PART IV: POLICIES FOR THE STEWARDSHIP OF RESOURCES

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

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

PART V: POLICIES FOR SUSTAINABLE COMMUNITIES

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

CONSISTENT	No.	DIRECTIVE POLICY
	5.5	Recreation
N/A	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
N/A	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
N/A	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
✓	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
N/A	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
N/A	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
✓	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
N/A	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

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

ATTACHMENT 3 – OCP POLICIES

SALT SPRING ISLAND OFFICIAL COMMUNITY PLAN No. 434

Staff have reviewed the Salt Spring Island Official Community Plan in full and highlight the following policies as relevant to the application for consideration.

OCP Objective/Policy	Complies	Planner Comments
A.4.2.1 To recognize the importance of sustainability in all community decisions. To avoid land use decisions that threaten the integrity or sustainability of natural ecosystems.	Yes	Rezoning would authorize a use that would not intensify current operations. Additionally, there is no increase in density or Gross Floor Area being sought.
A.4.2.2 To maintain and restore the community's natural capital represented by such items as our agricultural and forest land base, our potable water supplies, and primary value of our natural and unspoiled rural character.	Yes	
A.4.2.3 To recognize our local responsibility to contribute to global sustainability, particularly in relation to mitigation of and adaptation to climate change.	Yes	
A.4.3.3 To reflect the finite nature of islands by identifying limits to residential, commercial and institutional growth tailored to the community's land base and ecological carrying capacity. Special attention should be paid to ensuring that the human use of potable water can be sustained without negative impact on other values and uses for natural water bodies.	Yes	
Park and Recreation Land Use Objectives and Policies		
B.7.1.1.1 - To preserve and protect the natural environment of the island's public recreational lands and parkland while providing for local and regional recreational needs.	Yes	Rezoning would authorize a use that would not intensify current operations. Additionally, there is no increase in density or GFA being sought.
B.7.1.1.4 To encourage a broad range of recreational opportunities, with an emphasis on those that do not consume resources and that benefit the health and safety of residents.	Yes	Currently the site provides and encourages a range of recreational opportunities. This will not change if the rezoning were to be approved. There isn't expected to be an increase in resource usage.
B.7.1.2.5 Zoning changes should not be made in this designation to allow commercial, general employment or residential developments, with the exception of single caretakers' residences.	Yes	Will allow liquor sales, which is a permitted use.

C.3.3.2.2 When considering rezoning applications, the Local Trust Committee should consider the impacts of the proposed new use on existing wells, springs, or other water supplies. If the proposed use is expected to need more water than the uses already allowed on the property, then the Committee should ask for evidence that wells or other water supplies in the neighbourhood would not be depleted. The Committee should also consider whether water use would affect agricultural activities or deplete any springs necessary to maintain fish habitat. Should a zoning change be proposed where groundwater supplies are not adequate, the applicant could be encouraged to find other means of supplying water. Rainwater catchment or a water conservation program could be considered.	Yes	There isn't expected to be an increase in water usage.
---	------------	---

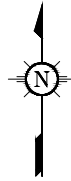
**SITE PLAN OF REMAINDER SECTION 5 AND REMAINDER SECTION 6
RANGE 2 EAST (SALT SPRING ISLAND GOLF CLUB)**
BCGS MAP SHEET 92B.083

Attachment 4



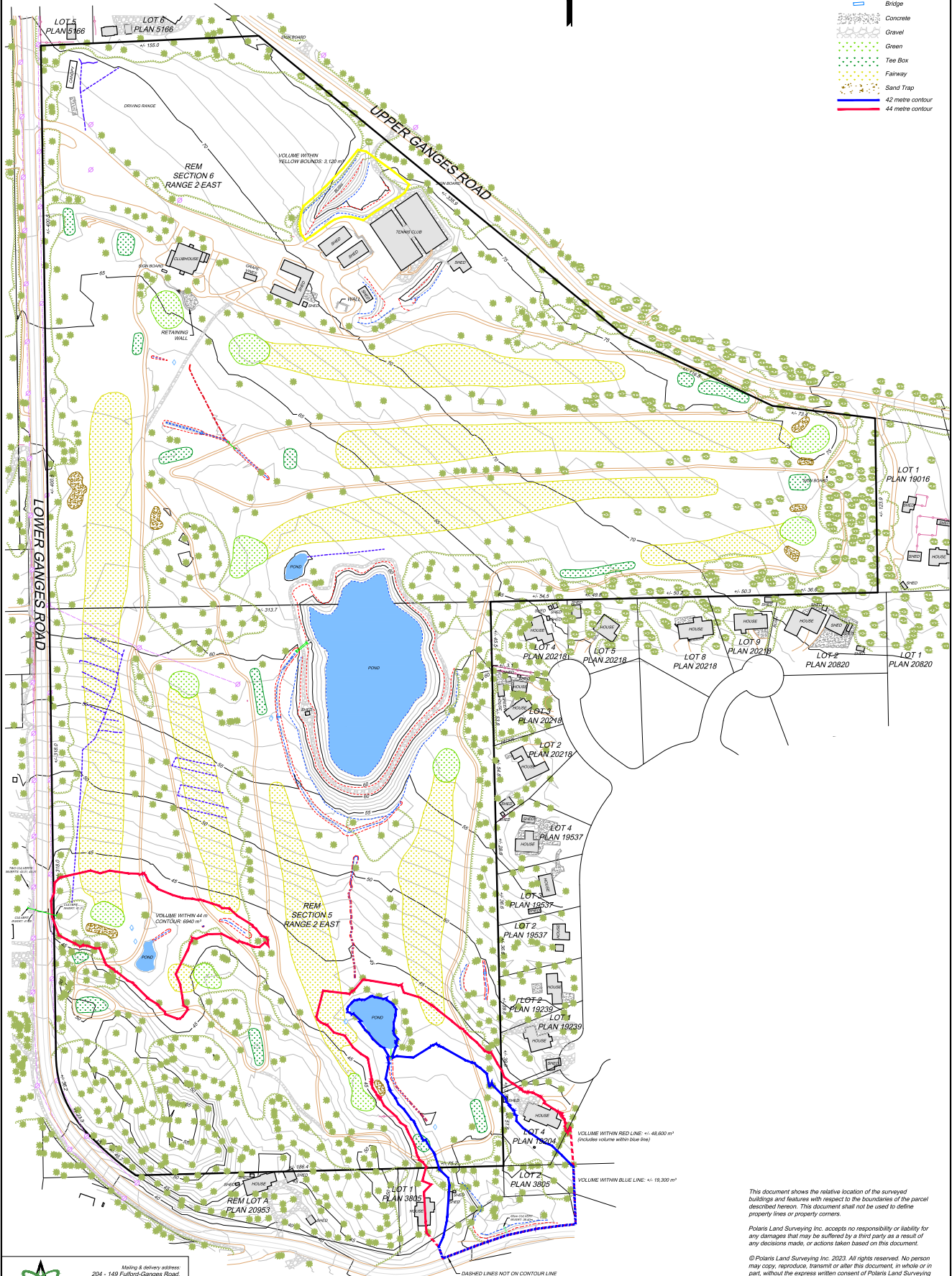
The intended plot size of this plan is 559mm in width by 864mm in height (D-Size) when plotted at a scale of 1:1250.

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



LEGEND

- Top of Bank
- Bottom of Bank
- Culvert
- Fence Line
- Tree Line/Bushline
- Edge of Asphalt
- Paintmark Lines
- Drainage Ditch
- Utility Line
- Utility Pole
- ICV
- Tree - Coniferous
- Tree - Deciduous
- Bridge
- Concrete
- Gravel
- Green
- Tee Box
- Fairway
- Sand Trap
- 42 metre contour
- 44 metre contour



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.

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.

© Polaris Land Surveying Inc. 2023. All rights reserved. No person may copy, reproduce, transmit or alter this document, in whole or in part, without the express written consent of Polaris Land Surveying Inc.



Mailing & delivery address
204 - 149 Fulford-Ganges Road,
Salt Spring Island, BC, V8K 2K9

Toll Free: (877) 803 7380
Telephone: (250) 537 5502
SSi@psti.ca
www.psti.ca

Date: 2023-03-15

File: 0834-04

Drawing: 0834-04-SITE D-Size volumes.dwg
Layout: D-Size

From: ALC Island Land Use ALC:EX <ALC.Island@gov.bc.ca>
Sent: August 25, 2025 9:59 AM
To: Laura Scagliati
Subject: RE: Follow up ALR permitted Uses status update Saltspring Island Golf

Attachment 5

Good morning Laura,

Thank you for your patience. I hope you are enjoying your summer as well.

I have confirmed with our management team that if no new structures are proposed to be built, there are no proposed expansions of the golf course itself, and there are no proposed expansions to the total floor area or footprint of the existing buildings, a non-farm use application to the ALC will not be required.

Kind regards,



Jennifer Walton

Island Land Use Planner | Agricultural Land Commission
201 – 4940 Canada Way, Burnaby, BC, V5G 4K6
T (236) 468 3285 | F 604.660.7033
e-mail | ALC.Island@gov.bc.ca

If you are not the intended recipient of this e-mail and attachments please notify the sender by return e-mail and delete the e-mail and attachments immediately. This e-mail and attachments may be confidential and privileged. Confidentiality and privilege are not lost by this e-mail and attachments having been sent to the wrong person. Any use of this e-mail and attachments by an unintended recipient is prohibited.

From: Laura Scagliati <laura@risingtideconsultants.ca>
Sent: Tuesday, August 19, 2025 10:51 AM
To: ALC Island Land Use ALC:EX <ALC.Island@gov.bc.ca>
Subject: RE: Follow up ALR permitted Uses status update Saltspring Island Golf

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Good morning, Jennifer

I hope this message finds you well and that you are enjoying a pleasant summer and possibly some vacation time. I am writing to inquire about the status of your management team's decision regarding this matter. Kindly provide an estimated timeline for your response, as it would be greatly appreciated.

Laura Scagliati

Senior Liquor Licensing Specialist
Phone: 778.983.0869 | Email: laura@risingtideconsultants.ca
Rising Tide Consultants | risingtideconsultants.ca
1620-1130 West Pender Street, Vancouver, BC V6E 4A4

From: ALC Island Land Use ALC:EX <ALC.Island@gov.bc.ca>
Sent: July 29, 2025 10:42 AM
To: Laura Scagliati <laura@risingtideconsultants.ca>
Cc: ALC LUPRT ALC:EX <ALC.LUPRT@gov.bc.ca>
Subject: RE: Follow up ALR permitted Uses status update Saltspring Island Golf

Good morning Laura,



RISINGTIDE
CONSULTANTS — EST. 1988

Attachment 6

FOR THE A LAND USE BYLAW AMENDMENT (REZONING)

**AT: 805 LOWER GANGES ROAD
SALT SPRING ISLAND, BC**

APPLICANT: SALT SPRING ISLAND GOLF AND COUNTRY CLUB

**LETTER OF INTENT
FOR THE A LAND USE BYLAW AMENDMENT (REZONING)**

Submitted to:

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

Submitted by:

**Rising Tide Consultants
1620-1130 West Pender Street
Vancouver, BC V6E 4A4
Phone: (604) 669-2928
Fax: (604) 669-2920**

INTRODUCTION

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.

The golf course currently holds a Food Primary licence for the restaurant which is permitted in the PR3(a) Zone.

The site's current Park and Reserves PR3(a) Zoning complies with its Service Commercial designation in the Salt Spring Island Official Community Plan. The Plan states that "To preserve and protect the natural environment of the island's public recreational lands and park land while providing for local and regional recreational needs". The primary focus of the golf course is the recreational activity of golf.

This rezoning will align Salt Spring Island Golf Course's licensing with that of other golf courses in BC that already have the sale and service of liquor products available for their patrons on the golf course, the practice areas and in the clubhouse.

The Liquor and Cannabis Regulation Branch licenses golf courses as recreational facilities. As an add amenity for the golfers, the Branch does permit the licensing of the actual golf course playing area, practice areas, and the lounge in the Club House with a Liquor Primary Licence. The existing Food Primary Licence at the golf course cannot be extended to include the actual golf course and practice areas. These areas can only be licenced with a Liquor Primary License, as the areas are not set up like a restaurant with tables, chairs and food service.

Therefore in this case, an application for a Liquor Primary Licence on the subject site requires a rezoning as well as an amendment to the Salt Spring Island Official Community Plan Bylaw No. 434, 2008, to permit a Liquor Primary Licence in the site's land use designation.

Project Narrative

Existing Uses:

The Salt Spring Golf Club has been functioning as a Public Golf Club since 1928. The property is presently utilized as a 9-hole golf course, including the associated playing surface, clubhouse, restaurant, and open-air driving range. The prevailing zoning regulations permit recreational and leisure activities, primarily centered around golf and related amenities. As a golf course, the facility is classified as a recreational

establishment, where the sale and service of liquor are ancillary to its principal recreational and social functions.

Proposed Uses:

We are seeking the bylaw amendment to allow the establishment to apply for a new Liquor Primary Licence. This licence would permit the sale and serving of beverages within designated areas, including the clubhouse, golf course playing surface and practice areas including the driving range. The intent is to enhance the overall experience and amenities available to members and guests of the golf course.

The addition of this licence will also support the hosting of small-scale events, such as weddings, social and private gatherings, provided for community use.

The current Food Primary Licence will continue to authorize liquor service in the restaurant and outdoor patio areas until such time as the Liquor Primary Licence is approved by the Liquor and Cannabis Regulation Branch (LCRB). Upon successful approval, the Food Primary Licence will be cancelled, consolidating all liquor service, including the entire golf surface playing area, practice areas such as the driving range, and the existing clubhouse under the new Liquor Primary Licence.

Proposed Timing of Development:

The development and implementation of the liquor primary licence are expected to occur within the next 8-12 months, with the goal of having the licence operational by summer of 2026. The golf course and restaurant will continue to operate as usual during this process.

Existing Uses of Adjacent Properties:

The adjacent properties consist of rural residential and agricultural. A site plan showing the features of the adjacent properties is attached.

Reasons in Support of the Bylaw amendments.**Economic Benefits:**

Allowing a Liquor Primary Licence at Salt Spring Golf Club will enhance the club's ability to host golf tournaments, generate additional revenue, and provide an additional level of service for residents and visitors to the golf course. This addition will contribute positively to local tourism, create seasonal employment opportunities, and benefit the local economy by attracting more visitors to the island.

This rezoning will subsequently align the licensing of Salt Spring Island Golf Course with that of other golf courses in British Columbia that already hold a Liquor Primary Licence for the golf course and practice areas.

Support for Local Recreation:

By expanding the services offered at the club, including the provision of a Liquor Primary Licence, the club will enhance its ability to cater to a wider range of small-scale events, and to be competitive and offer the same level of service golfers expect at other courses. The establishment will host small weddings and community gatherings, which helps strengthen the island's social and recreational fabric.

Community and Tourism Impact:

This rezoning will not only benefit the club, but also the wider Salt Spring Island community by offering a unique and enjoyable social setting for locals, and supporting the tourism sector, which is critical to the island's economy.

Since the opening of the Salt Spring Island Golf Club in 1928, and the subsequent opening of its current restaurant in the 1970s, there have been no issues or public concerns associated with this establishment. It continues to play a vital role in the social life of the island. Golf Courses, by their very nature are very compatible with the community and support tourism on the island, as it is a quiet sport.

Environmental Considerations:

The proposed rezoning is expected to have no adverse environmental effects, as it will not result in any development of the property, clearing, or additional building construction. This rezoning will involve Salt Spring Island Golf Club to continue to uphold its current environmental commitments, preserving the natural landscape while enhancing the existing facilities.

Supplemental Information**Agricultural Land Commission Report:**

A review conducted by the Agricultural Land Commission has concluded that a non-farm use application will not be necessary as the establishment is a golf course. This determination is based on the absence of any proposed expansions to the golf course itself, as well as no planned increases in the total floor area or footprint of the existing buildings and golf course.

As part of the Islands Trust application requirements, we have included the following documentation:

- A completed Planning Application Authorization Form
- A current title search
- An 11" x 17" site plan, drawn to scale, which includes the following:
 - All natural and developed features of the property, with distance to lot lines
 - The location and dimensions of buildings, structures, including distances to existing features and lot lines
- A BC Contaminated Site Regulation Site Disclosure Statement (Schedule 1)
- A copy of the Agricultural Land Commission confirmation email

We respectfully request that Islands Trust consider this application for a bylaw amendment to permit a new Liquor Primary Licence at the Salt Spring Golf Club. We believe this will be a positive development for both the club and the broader community. Should you require any further information or clarification, please do not hesitate to contact us.

All of which is respectfully submitted this 8th day of October 2025.

RISING TIDE CONSULTANTS LTD.



Laura Scagliati
Senior Licensing Specialist
Email: Laura@risingtideconsultants.ca
Direct: 778 983 0869
Office: 604 669 2928

DATE OF MEETING: April 9, 2026

TO: Salt Spring Island Local Trust Committee

FROM: Anthony Fotino, Island Planner
Salt Spring Island Team

COPY: Chris Hutton, Regional Planning Manager

SUBJECT: Application to amend Salt Spring Island Land Use Bylaw (Rezoning)
Applicant: Elizabeth FitzZaland
Location: 230 Smith Road (Hope hill farm -Musgrave Rd)

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee request staff to proceed with processing application PLRZ20250331.
2. 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 the properties identified in Table one of this report from current zoning identified in Table one to proposed zoning identified Table two, such that zone boundaries reflects the proposed subdivision application PLSUB20260108 identified in PROPOSED SUBDIVISION PLAN OF: LOT 3, PLAN EPP115059; REMAINDER SOUTHWEST 1/4 SECTION 48; PARCEL A DD68167-i; AND REMAINDER FRACTIONAL NORTH 1/2 SECTION 46, ALL IN SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, certified by Jordan Elliot Litkey, BCLS 905, June 26, 2025.
3. That the Salt Spring Island Local Trust Committee request staff to refer the draft amendment bylaw for file PLRZ20250331 and other information to First Nations, and other applicable agencies to seek comment on the proposal to amend Salt Spring Island Land Use Bylaw No. 355, 1999.
4. That the Salt Spring Island Local Trust Committee request staff to schedule a Community Information Meeting Bylaw No. 544, cited as “ Salt Spring Island Official Community Plan Bylaw No. 434, 2008, Amendment No. 1, 2025” ..

REPORT SUMMARY

This is a preliminary staff report to the Salt Spring Island Local Trust Committee (SS LTC) that provides an overview of the proposal, its alignment with the LUB, Salt Spring Island OCP and the Islands Trust Policy Statement while seeking direction from the LTC to either proceed or not in processing the application. The report also introduces the regulatory changes necessary to support the proposal.

This rezoning application as submitted would amend the Salt Spring Island Land Use Bylaw No. 355, 1999 (LUB) by including a land use definition for “*retreat centre*” in the LUB and also amend the LUB to

permit farm and retreat centre on proposed lot 1, forestry on proposed lot 2 and reduce subdivision potential on proposed lot 3. The proposed rezoning application corresponds with the subdivision application referral (PLSUB20260108) recently received by the Ministry of Transportation and Transit (MOTT) (Figure 2). Staff recommends that the LTC request staff to proceed to prepare the required bylaws that reflect subdivision application PLSUB20260108 for textual amendment to the LUB and rezone the subject property as identified in Table 2 below.

Existing Lot No. ¹	Legal Description	Current Zoning
1.	THE SOUTH WEST 1/4 OF SECTION 48, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, EXCEPT PARCEL A (DD 68167I) THEREOF (PID: 008-943-281)	Rural - R
2.	PARCEL A (DD 68167I) OF THE SOUTH EAST 1/4 OF SECTION 47, AND OF THE SOUTH WEST 1/4 OF SECTION 48, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, EXCEPT PART IN PLAN 30128 (PID: 008-943-486)	Rural - R
3.	LOT 3 SECTION 47 SOUTH SALT SPRING ISLAND COWICHAN DISTRICT PLAN EPP115059 (PID: 031-640-923)	Rural - R
4.	THE NORTH 1/2 OF SECTION 46, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, EXCEPT PART IN PLANS 3315 AND 30128 (PID: 008-943-915)	Rural Upland 1 – RU1

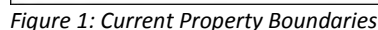
Proposed Lot No. ²	Proposed Zoning
1.	Rural variant Q – R(q) to allow for: • Retreat Centre • Maximum of 20 guest accommodation units • Maximum total floor area of 1230 square metres for all farm buildings and farm structures
2.	Rural – R
3.	Rural – R with a reduction in subdivision potential through s.219 covenant
4.	Rural - R

BACKGROUND

¹ As identified in Figure 1

² As identified in Figure 2

The applicant also seeks to increase the number of accommodation units for guests participating in the retreat. The applicant has therefore submitted a rezoning application in order to permit the proposed development as contained in applicant's letter of narrative (**Attachment 9**). No proposed amendment is requested for Lot 3 as it currently exists. The applicant, as part of the amendment to the LUB, is also seeking to remove future subdivision potential on Lot 3 and has indicated interest in an overall reduction in development potential on all of the proposed lots on the subject property. The proposal is in conjunction with the applicant's subdivision application (PLSUB20260108) and the rezoning proposal reflects the lots being proposed in that subdivision application. The following lots encompass this rezoning application:



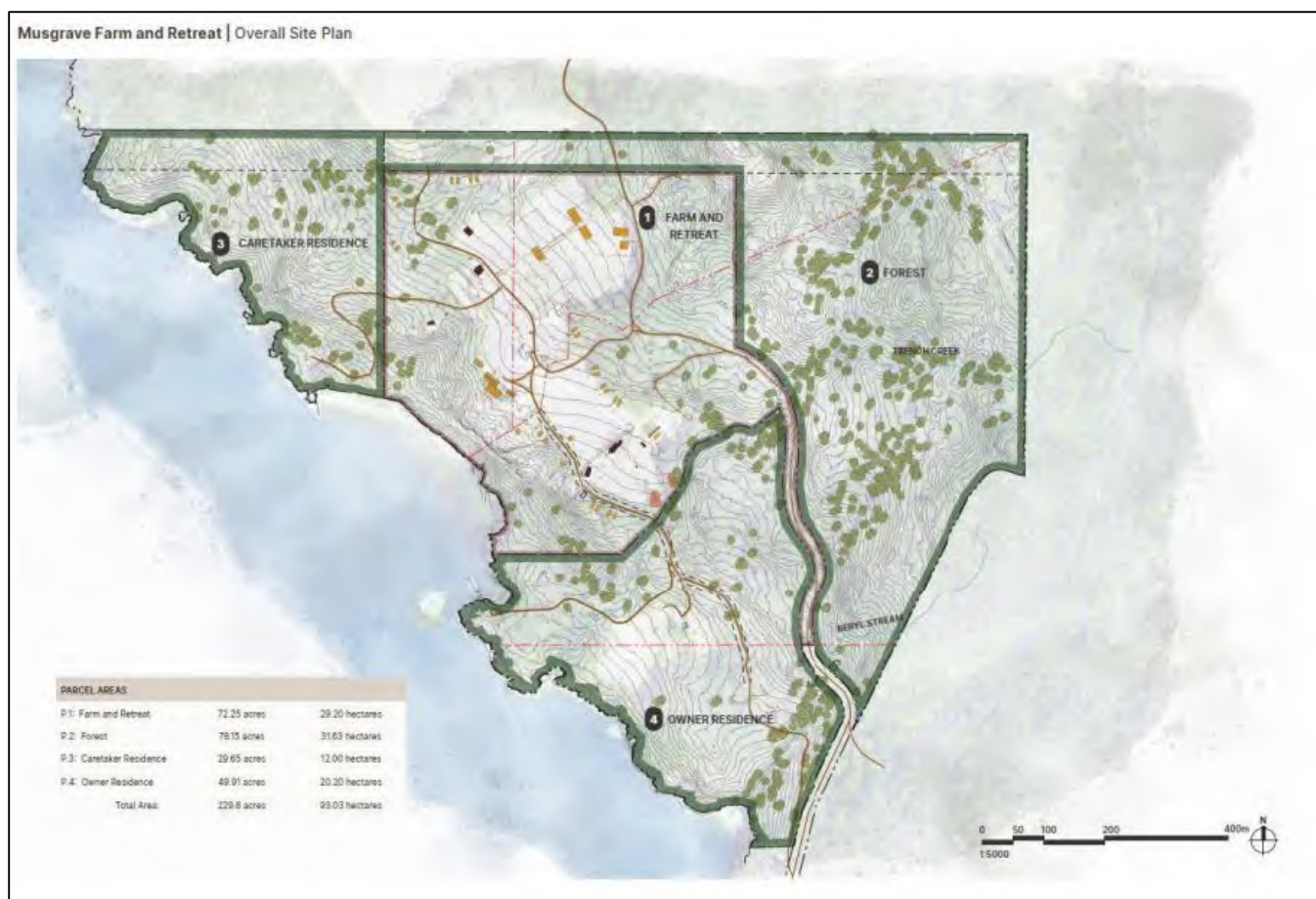


Figure 2: Proposed Property Boundaries

ANALYSIS

Policy/Regulatory

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

Islands Trust Policy Statement:

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

Official Community Plan:

The Salt Spring Island Official Community Plan Bylaw No 434 (OCP) land use designation for the subject property is currently Upland (U). Based on Figure 3 below, the majority of the subject properties fall outside of any Development Permit Areas (DPAs). While a small portion of Lot 2 is designated under DPA 4 - Lakes, Streams, and Wetlands, the affected area is minimal. Conversely, most of the foreshore is subject to the Shoreline DPA. Please note that any proposed development, current or future, must comply with the DPAs in effect at the time of application; however, the current retreat centre proposal would not trigger a development permit application.

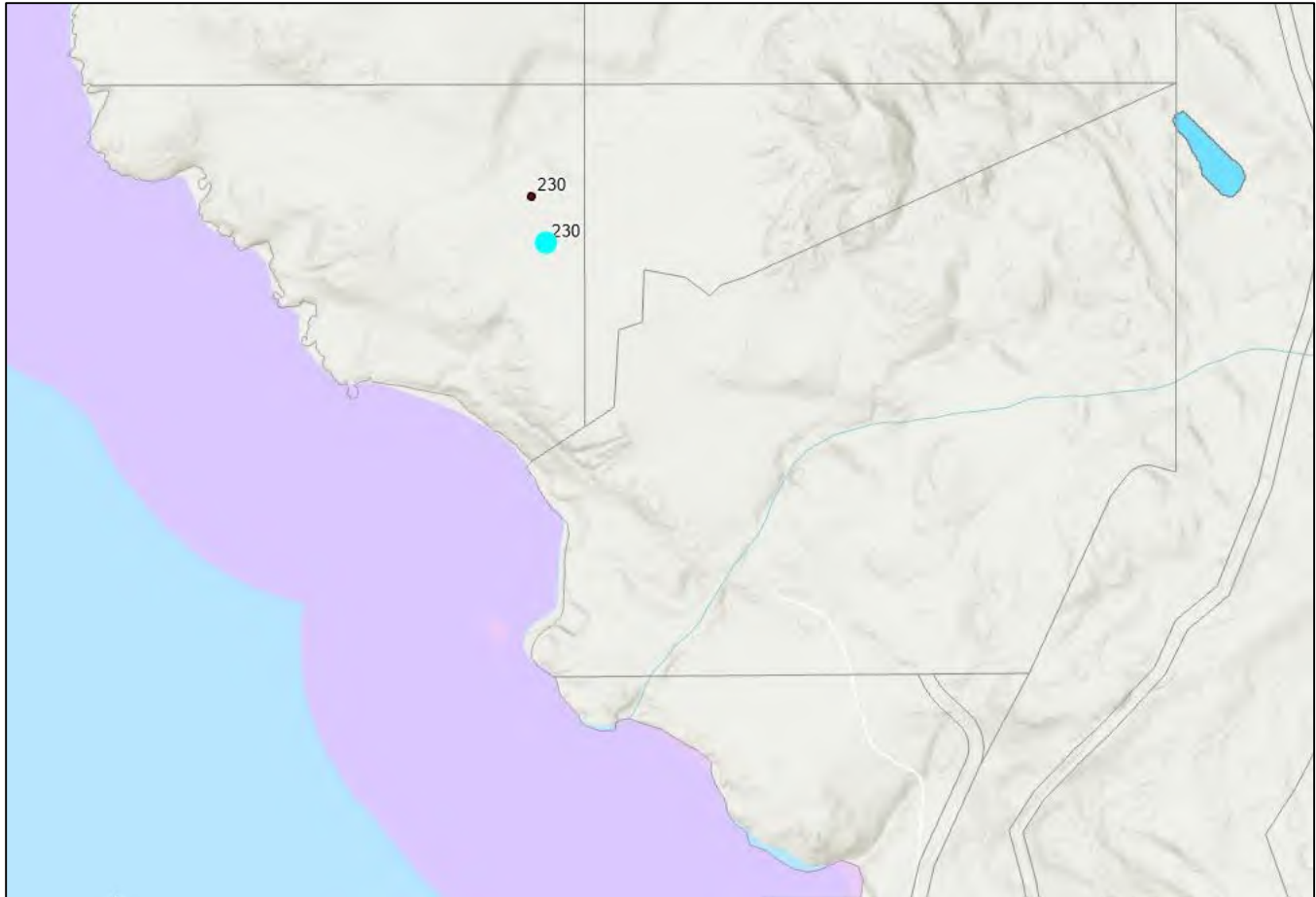


Figure 3: DPA Mapping

Staff has evaluated the application against the relevant policies contained in the OCP and note several policies that relate to the proposed rezoning, but have not noted any inconsistency with the OCP at this time. A review of relevant policies can be found in **Attachment 3**.

Land Use Bylaw:

Currently, Lot 1, 2, 3 are zoned Rural (R) and Lot 4 is zoned Rural Upland 1 (RU1) in the LUB. The following are the permitted uses according to the LUB in the R and RU1 zone:

Principal Uses, Buildings and Structures	R	RU1
Single family dwellings	•	•
Two family dwellings constructed before July 31, 1990	•	•
Dental and medical offices for a maximum of two medical practitioners	•	
Elementary schools, pre-schools and child day care	•	•
Public health care facilities	•	•
Community halls	•	•
Churches and cemeteries	•	•
Veterinarian clinics and animal hospitals	•	•
Pet boarding services and kennels	•	•
Pounds	•	•
Active outdoor non-commercial recreation, excluding golf courses and activities primarily involving the use of power-driven means of conveyance	•	•

Agriculture	•	•
Public service uses	•	•
Accessory uses		
Seasonal cottages subject to Section 3.14	•	•
Home-based business use, subject to Section 3.13	•	•

The applicant is seeking a rezoning that aligns with their concurrent subdivision application that has been submitted to MoTT (PLSUB20260108) in order to permit the uses, buildings and structures as outlined in the applicant's letter of narrative (**Attachment 9**). As zoning currently exists, the proposed uses would not be in compliance with the existing zoning regulations as contained in the LUB. This proposal therefore requires a rezoning in order to permit the proposed uses and development that is consistent with their subdivision proposal.

Islands Trust Conservancy:

In accordance with Islands Trust Conservancy Board Policy 3.1, the Islands Trust Conservancy (ITC) does not have covenants on the property or adjacent properties and therefore this application has no consideration for the ITC.

Issues and Opportunities

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

Subdivision

The rezoning application will be dependant on the applicant obtaining subdivision approval from MoTT for a vastly different lot layout than currently exists. The proposed site plan and lot layout can be found in **Attachment 4**

Sensitive Ecosystems and Hazard Area's

The applicant will be required throughout the rezoning application process to ensure that sensitive ecosystems will not be disturbed and that proposed development isn't occurring in hazard areas. The applicant will be required to provide supporting materials if staff feel it necessary to justify that there are no negative effects on sensitive ecosystems or safety risks associated with development in hazard areas.

Potable water supply

The applicant has provided a well report letter from Holman Plumbing and Water Treatment Ltd (**Attachment 5**). However, the report is from 2021 and doesn't explicitly indicate that the existing water supply can accommodate the proposed development on the site. Therefore, an addendum will likely be required to ensure that the current state of the wells is suitable for the proposal.

Transportation Impact

The applicant has provided a Transportation Impact Assessment by Bunt and Associates (**Attachment 6**), which indicates that the proposal is anticipated to generate significantly fewer vehicle trips and correspondingly is not anticipated to impact the adjacent road network in regard to road capacity or intersection operations. Additionally, the applicant has indicated that the primary mode of transportation to the retreat centre will be by boat to private dock, thus mitigating any potential issues with increased traffic.

The facility will be operated by 12 staff members, none of whom are expected to use Musgrave Road for a daily commute. Instead, vehicle activity on Musgrave Road will be limited to infrequent supply runs to Ganges or other commercial hubs on Salt Spring Island. These site-related movements are estimated at 5–10 two-way trips per day, a volume that is negligible in terms of roadway operations and capacity. Consequently, the proposed rezoning is not expected to exacerbate existing maintenance issues on Musgrave Road, which should continue to be managed by the relevant road authorities as per current practice.

Density

The proposal includes some existing structures on the site and up to 20 guest accommodation units without kitchens, a main program building with communal dining and accessory uses. The following table has been provided as part of **Attachment 9** that outlines the existing and proposed buildings. At this time, staff do not have any current concerns with the density being proposed given the context and size of the sites.

TABLE OF BUILDING AREAS ON PROPOSED FARM AND RETREAT PARCEL

Parcel 1 (Farm and Retreat)	Existing sq m	Proposed sq m	notes
Detached Dwellings			
Existing Smeeton House	398	0	Building to be removed
Existing Little Farm House	116	116	
Existing Barn House	190	190	
Existing Sue's Cabin	42	42	
TOTAL	746	348	
Retreat			
Proposed Main Gathering Building	0	390	
Proposed Guest Work Studios	0	325	
TOTAL	0	715	
Guest Accommodations			
Proposed 16 Guest Cabins	0	595	
Proposed 1 Guest House (with four suites)	0	149	
TOTAL	0	744	
Accessory Buildings			
Proposed Laundry Housekeeping, Garbage	0	297	
TOTAL	0	297	
Farm Structures			
Existing Main Barn and Livestock Pens	183	0	Building to be removed
Existing Pig Barn	79	79	
Existing Hay Barn	32	0	Building to be removed
Existing Farm Machinery Shed	109	109	
Existing Two Garages for Farm Vehicles	81	0	Building to be removed
Existing Garden Shed	10	10	
Existing Wood Sheds	7	0	Building to be removed
Existing Electrical Shed	4	4	
Proposed Main Barn/Agriculture Building	0	172	
Proposed Workshop	0	303	
Proposed Farm Machinery Storage	0	256	
Proposed Garage for Farm Vehicles	0	204	
Greenhouse in Garden	0	93	
TOTAL	505	1230	

Consultation

Provided that further policy analysis does not reveal any inconsistency with the OCP, a public hearing may be held for this application, in accordance with s.464(3) of the Local Government Act.

Staff recommends that the application be referred to the following agencies:

Adjacent Local Trust Committees and Municipalities

Galiano Island Local Trust Committee
Mayne Island Local Trust Committee
North Pender Island Local Trust Committee
Thetis Island Local Trust Committee
Cowichan Valley Regional District

Non-Agency Referrals

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

Provincial Agencies

BC Assessment Authority
Ministry of Municipal Affairs
Ministry of Transportation & Transit
Front Counter BC

Regional Agencies

CRD – All Referrals
CRD – Salt Spring Local Community Commission
Vancouver Island Health Authority
SSI Advisory Planning Commission
Capital Region Housing Corporation

First Nations

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

- Cowichan Tribes
- Halalt First Nation
- Lyackson First Nation
- Pauquachin First Nation
- Penelakut Tribe
- Semiahmoo First Nation
- Stz'uminus First Nation
- Tsartlip First Nation
- Tsawout First Nation
- Tsawwassen First Nation
- Tseycum First Nation
- Ts'uubaa-Asatx (Lake Cowichan) First Nation

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

The applicant has indicated that they have already engaged with a number of First Nations about the project and have also undertaken an Archaeological Overview Assessment (AOA) and provided that report in their submission (**Attachment 7**). The assessment found that while no archaeological sites were previously recorded within the 35-hectare inland covenant area, provincial predictive modelling identifies a specific zone of high archaeological potential at Mountain Lion Hill and suggests the potential for undocumented pre-contact sites and Culturally Modified Trees (CMTs) near freshwater sources.

The applicant has also provided a preliminary archaeological field reconnaissance which concluded that no archaeological sites, features, or materials were observed within the specific project areas (**Attachment 8**)

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

Offer feasible alternatives to the staff recommendation, noting any significant implications and recommended resolution wording. For example, the LTC may consider the following alternatives to the staff recommendation:

1. Request further information

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

That the Salt Spring Island Local Trust Committee request that the applicant submit to the Islands Trust in addition to the recommended resolution the following...

2. Deny the application

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

That the Salt Spring Island Local Trust Committee deny application PLRZ20250331 for the following reasons...

3. Receive for information

The LTC may receive the report for information

NEXT STEPS

Describe the next steps in the process, if applicable.

Submitted By:	Anthony Fotino, Island Planner	March 20, 2026
Concurrence:	Chris Hutton, Regional Planning Manager	Select Date.

ATTACHMENTS

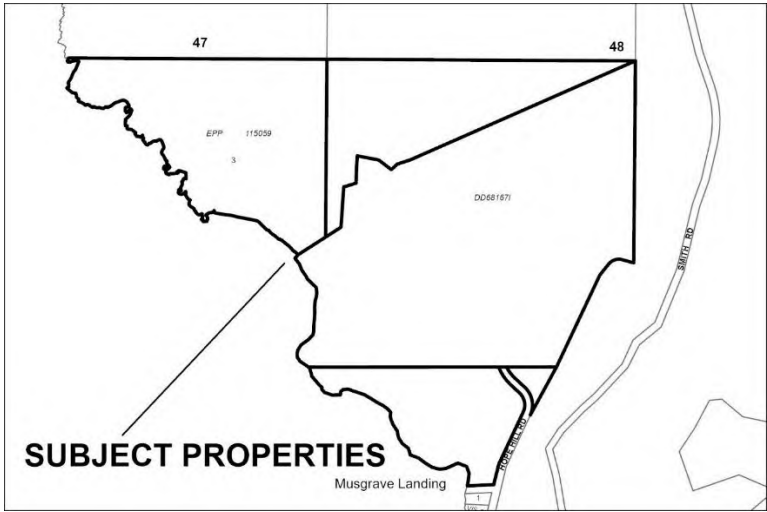
1. Site Context
2. Policy Statement Directives Only Checklist
3. OCP Policy Analysis
4. Site Survey Plan with Proposed Lot Lines Shown
5. Well Report
6. Transportation Impact Assessment
7. Archaeological Overview Assessment
8. Preliminary Field Reconnaissance of Proposed Infrastructure
9. Project Narrative

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	LOT 3 SECTION 47 SOUTH SALT SPRING ISLAND COWICHAN DISTRICT PLAN EPP115059 THE SOUTH WEST 1/4 OF SECTION 48, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, EXCEPT PARCEL A (DD 68167I) THEREOF PARCEL A (DD 68167I) OF THE SOUTH EAST 1/4 OF SECTION 47, AND OF THE SOUTH WEST 1/4 OF SECTION 48, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, EXCEPT PART IN PLAN 30128 THE NORTH 1/2 OF SECTION 46, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, EXCEPT PART IN PLANS 3315 AND 30128
PID	031-640-923, 008-943-281, 008-943-486, 008-943-915
Civic Address	230 Smith Road, Salt Spring Island

LAND USE

Current Land Use	Rural
Surrounding Land Use	Rural and Forested Land 

HISTORICAL ACTIVITY

File No.	Purpose
PLBP20240247	Amendments to building permit

POLICY/REGULATORY

Official Community Plan Designations	Park Recreation (PR).
Land Use Bylaw	Rural (R) and Rural Uplands 1 (RU1)
Other Regulations	

Water Service Area	None
Title Charges	Restrictive Covenants - CA9657828 – Primary intent is to protect the privacy and quiet enjoyment by keeping the "Covenant Area" in its natural state in perpetuity. - 129387G – Primary intent is timber cutting restrictions to preserve natural beauty and amenities" of the lands for their mutual enjoyment There are also Easements and ROW identified on the titles. The proposed works are not anticipated to be affected by the subdivision or development proposal.
Bylaw Enforcement	None

SITE INFLUENCES

Islands Trust Conservancy	The Islands Trust Conservancy may have an interest in any properties within 100 metres of the property subject of this application. There does appear to be old growth trees on the property.
Regional Conservation Strategy	The subject property is primarily within the MEDIUM/LOW relative value area for important natural areas in the Salt Spring Island Local Trust Area.
Species at Risk	SAR (Public) Species: None Currently Mapped SAR (Public) Ecological Community: Mapped on property
Sensitive Ecosystems	SEI: None Currently Mapped. Heron Rookery/Raptor Nest/Sea Bird Colony: Raptors next currently mapped on property RAR Waterbody: None Currently Mapped Islands Trust Protected Areas mapping indicates the subject property is within 500-metres of a protected area (community park).
Hazard Areas	Steep Slopes mapping indicates low and moderate risk for steep slope hazards.
Archaeological Sites/Potential	The owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the Heritage Conservation Act.
Climate Change Adaptation and Mitigation	Because of the size of the cumulative subject properties, some parts of exceed an elevation of 100+ metres above sea level, whereas parts of the developed area do not exceed 100+ metres above sea level
Shoreline Classification	Sediment Shoreline - Pebble/Sand
Shoreline Data in TAPIS	Mapped on and near property

ISLANDS TRUST POLICY STATEMENT DIRECTIVES ONLY CHECKLIST

File No.: PLRZ2025040 | Bylaw No: 536
805 Lower Ganges Road (PID: 009-600-426)

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECKLIST

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

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

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

PART III: POLICIES FOR ECOSYSTEM PRESERVATION AND PROTECTION

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

PART IV: POLICIES FOR THE STEWARDSHIP OF RESOURCES

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

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

PART V: POLICIES FOR SUSTAINABLE COMMUNITIES

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

CONSISTENT	No.	DIRECTIVE POLICY
	5.5	Recreation
N/A	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
N/A	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
N/A	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
✓	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
✓	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
N/A	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
N/A	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
N/A	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

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

ATTACHMENT 3 – OCP POLICIES

SALT SPRING ISLAND OFFICIAL COMMUNITY PLAN No. 434

Staff have reviewed the Salt Spring Island Official Community Plan in full and highlight the following policies as relevant to the application for consideration.

OCP Objective/Policy	Complies	Planner Comments
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.	Yes	The proposed rezoning will not result in greater development due to the size of the lots. Nor will it have negative impacts on lands that are identified as environmentally sensitive
A.7.2.4 The Local Trust Committee should not approve applications for rezoning that would increase development in areas with natural hazards	Yes	The applicant is not proposing the retreat centre to be in an area with natural hazards
A.8.2.9 When it considers rezoning applications that concern land with a known heritage feature, archaeological site, or other First Nations cultural site, the Local Trust Committee should ensure that the heritage features would not be damaged as the result of a zoning change.	Yes	The property owners have committed to preserving heritage features on the subject property. The applicant is proposing reduced development potential than the site could yield as of right and the preservation of Lot 2. Relevant First Nations have already been engaged on the proposal. Because of this, the application is consistent with this policy.
Uplands Land Use Objectives and Policies		
B.2.2.2.9 Where a lot has subdivision potential, the Local Trust Committee should consider rezoning applications that would allow the property owner to build (without subdividing) the same number of single family dwellings on the lot as could be built after subdivision. Such shared residential rezoning applications should be consistent with the guidelines in H.2.1 of Appendix 2	Yes	The application is consistent with this policy as it is not proposing to develop any of the discouraged uses.
B.3.1.2.9 The Local Trust Committee will not consider rezoning applications that would allow the development of large new destination resorts, large convention centres, water slides, theme parks, casinos, and mini golf courses.	Yes	
B.4.5.2.1 Local zoning will continue to allow churches, cemeteries, libraries, and community halls in many zones. Low impact religious retreats will continue to be allowed by zoning in the Uplands Designation.	Yes	
B.8.2.2.2 Zones within the Uplands Designation will continue to allow the low and very low density residential	Yes	Application is to allow for a retreat centre on proposed lot 1. The proposal is low density given the size of the lot.

development and the other land uses that are allowed by existing zoning.		
C.3.3.2.2 When considering rezoning applications, the Local Trust Committee should consider the impacts of the proposed new use on existing wells, springs, or other water supplies. If the proposed use is expected to need more water than the uses already allowed on the property, then the Committee should ask for evidence that wells or other water supplies in the neighbourhood would not be depleted. The Committee should also consider whether water use would affect agricultural activities or deplete any springs necessary to maintain fish habitat. Should a zoning change be proposed where groundwater supplies are not adequate, the applicant could be encouraged to find other means of supplying water. Rainwater catchment or a water conservation program could be considered.	Yes	Well report was provided by applicant. However, the report is from 2021. Therefore, an addendum may be required to ensure that the current state of the wells is suitable for the proposal.

The intended plot size of this plan is 1120mm in width by 854mm in height (E-Size) when plotted at a scale of 1:2000.

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

Features shown based on field survey completed on February 23, 2024.

The civic address of the property is:
230 Smith Rd, Salt Spring Island, BC.

Elevations are referred to the CGVD28 Datum.

Contours are shown at 2m intervals.

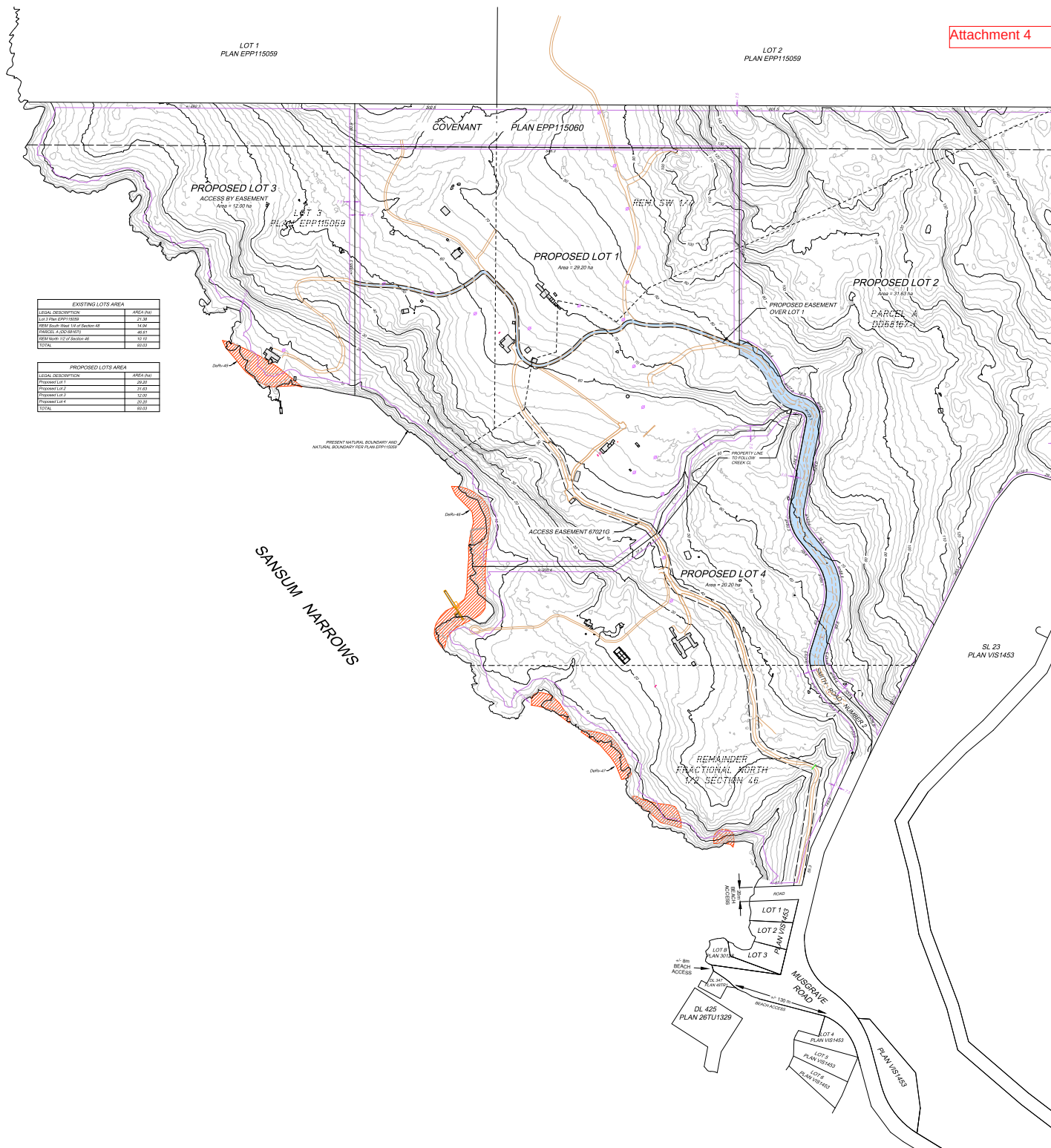
The following non-financial charges are shown on the current Certificate of Title and may affect the property:

67021G - Easement
328299G - Right of Way
CA9557828 - Covenant
129387G - Covenant
332323G - Right of Way

 denotes Driveway
 denotes Zoning Setback (to be confirmed by Islands Trust)
 denotes Utility Pole
 denotes Archeological site as per Province of BC mapping

EXISTING LOTS AREA	
LEGAL DESCRIPTION	AREA (sq)
Lot 3 Plan EPP115555	21.38
FROM South West 1/4 of Section 48	14.94
PARCEL A (DD 681676)	48.97
FROM North 1/2 of Section 46	10.70
TOTAL	95.99

PROPOSED LOTS AREA	
LEGAL DESCRIPTION	AREA (sq)
Proposed Lot 1	20.20
Proposed Lot 2	31.63
Proposed Lot 3	12.00
Proposed Lot 4	20.20
TOTAL	84.03



*This site plan is certified correct as of the
26th day of June, 2025.*

Jordan ENot Lake, BCLS 905

©Polaris Land Surveying 2024 Inc. 2025. All rights reserved.
No person may copy, reproduce, transmit or alter this document
in whole or in part, without the express written consent of
Polaris Land Surveying Inc.



Mailing & delivery address:
204 - 149 Fulford-Ganges Road,
Salt Spring Island, BC, V8K 2T9

Toll Free: (877) 603 7398
Telephone: (250) 537 5502
SSi@pisi.ca
www.pisi.ca

Date: 2024-07-04
File: 0494-11
Drawing: 0494-12_PRSUB.dwg
Layout: PRSUB

WELL REPORT MUSGRAVE FARM PROPERTY

MAY 11th 2021.

HOLMAN PLUMBING AND Water Treatment Ltd.

Main house well. The equipment for this well was replaced May 11th 2018. The well depth is 288 feet the pump is set at 278 feet. The motor/ pump installed is 1.5 H.P 10 GPM made by Franklin Electric. Also installed on May 11th 2018 were two Flexcon WR240R pressure tanks each tank has a volume of 81 gallons.

This well is also a flowing artesian causing positive pressure in the well which causes water to flow out of the well when it is not in use.

The well was pumped at 12 gpm for 30 minutes. The water level was drawn down to 68 feet. At this point the well was keeping a consistent static level with a pump rate of 12 GPM. This well during this time of year produces a minimum of 12 gallons per minute.

Garden well. This well is located with its own pump house and power supply. The pressure tank was installed May 11th 2018. The control box and pump tec pump protector are more than 20 years old and the pump is from the same time period. The motor is a 1 H.P Franklin with a 5 GPM pump end. The well was pumped for 25 minutes, this resulted in the static level being drawn from 27 feet to 152 feet. The well was monitored as it recovered and was recovering at a rate of 4 GPM.

Barn house and Pan abode well. The pressure tanks and pump controller were replaced in 2019. The pressure tanks are two Flexcon WR240R tanks and the controller is a Franklin 2 H.P unit. The well was pumped at a rate of 15 GPM for 20 minutes. The stating static level was 21 feet. After the well was pumped for 20 minutes the static level was drawn down to 29 feet and held stable at this depth. This well has a high recovery rate and is greater than 15 GPM.

Please note that well flow rates are subject to environmental changes and commonly produce different flow rates throughout the year.

Thank you for choosing Holman Plumbing and Water Treatment Ltd.

MEMO

DATE: February 26, 2026
PROJECT NO: 08-26-0002
PROJECT: **Salt Spring Island Musgrave Farm**
SUBJECT: **Transportation Impact Memo**

TO: Elizabeth FitzZaland
Island Village Builders

PREPARED BY: Jason Potter, MSC, PTP
REVIEWED BY: Yulia Liem, P.Eng. PTOE
APPROVED BY: Yulia Liem, P.Eng. PTOE

Bunt & Associates Engineering was retained by Island Village Builders to provide a Transportation Impact Memo for the proposed rezoning of Musgrave Farm on Salt Spring Island, BC. The Musgrave Farm is currently a four-lot parcel of land, with each lot approximately five acres in size. The development plan results in the rezoning of the existing land parcels to allow for the development of a private Retreat Centre facility. Once rezoned, the site is intended to be a place of retreat for invited guests, it will not be open to the public or have commercial retail components.

The site location is illustrated on **Exhibit 1**. Musgrave Farm is located at the northern terminus of Smith Road, to the north of Musgrave Landing. **Exhibit 2** illustrates the proposed rezoning plan.

The Islands Trust asked for a Transportation Impact Assessment (TIA) report to evaluate the impact of the proposed rezoning on the adjacent transportation network. A TIA report typically uses traffic modeling software to evaluate a development's incremental impact to the adjacent road network operations in regard to road capacity or vehicle delay at nearby intersections. A common threshold for a TIA report to include traffic modeling is often 100 two-way vehicle trips generated by the proposed development during the development's peak hour. The subject rezoning is anticipated to generate significantly fewer vehicle trips and correspondingly is not anticipated to impact the adjacent road network in regard to road capacity or intersection operations. As such, the following Transportation Impact Memo does not include traffic modeling but rather describes and quantifies the anticipated impact of the proposed rezoning and provides an assessment of impact based on the anticipated increased vehicle trips associated with the proposed rezoning.



Exhibit 1 Site Location

Musgrave Farm Salt Spring Island Transportation Review
08-26-0002 February 2026

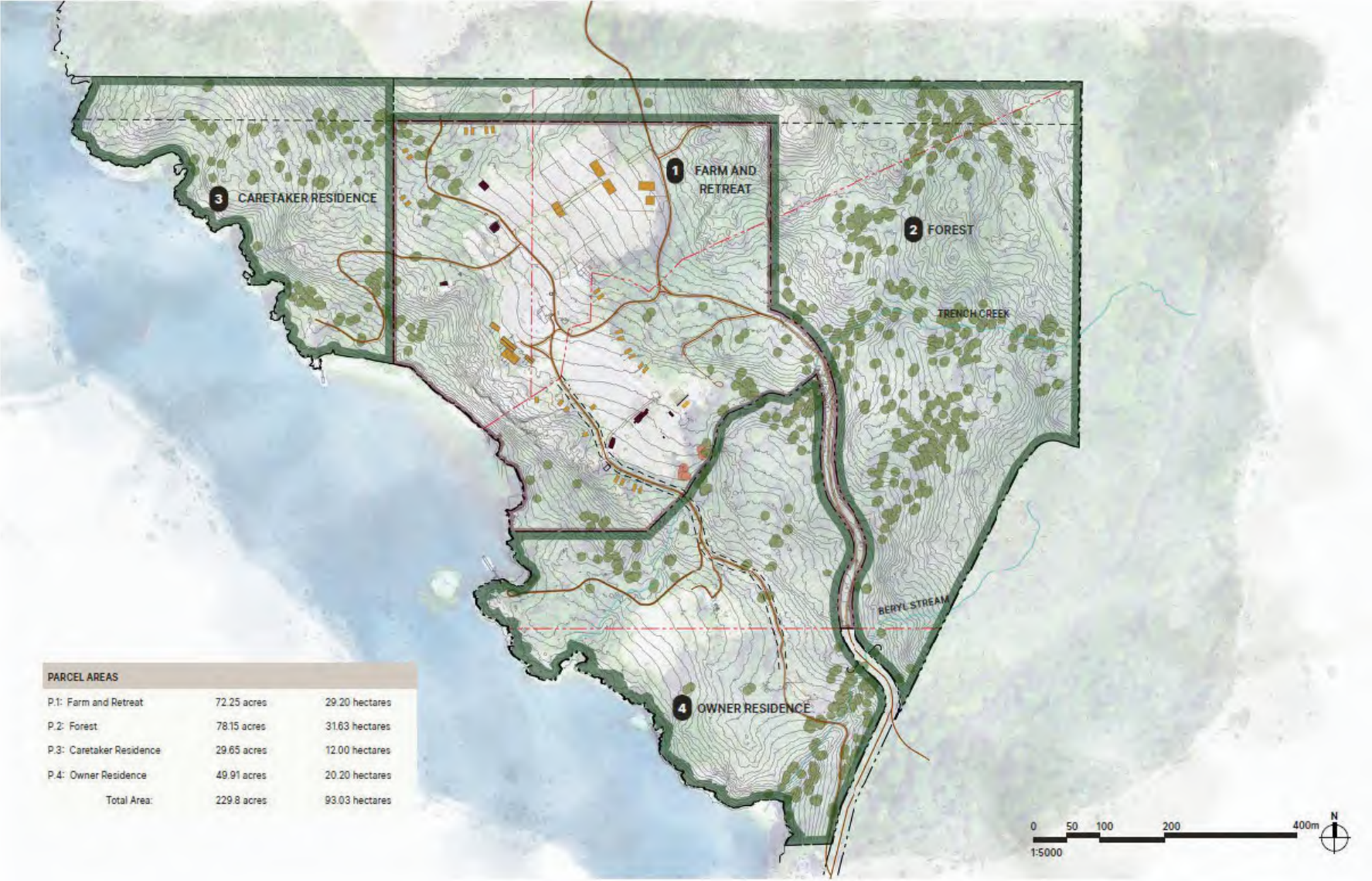


Exhibit 2
Rezoning Plan

Musgrave Farm Salt Spring Island Transportation Review
08-26-0002 February 2026

SITE ACCESS

The proposed rezoning site is north of Musgrave Landing which is located along Salt Spring Island's southwest coast. The site has vehicle access via Musgrave Road. Musgrave Road is approximately 14 km in length; it is mostly unpaved with an approximate 3km length section of paved surface. It is generally a narrow roadway with low vehicle volumes and low travel speeds due to its difficult terrain. During wet periods, the road can be difficult to navigate due to rough and muddy sections of road. Musgrave Road is the primary road access for a few dozen titled properties along its route and at its Musgrave Landing terminus.

Musgrave Landing as well as Musgrave Farm also have boat/ water access which is in fact anticipated to be the primary access route to and from Musgrave Farm for future visitors.

PROPOSED REZONING TRANSPORTATION IMPACT

The Retreat Centre will invite guests who will be provided accommodations and meals free of charge on a scholarship basis funded through a non-profit model. The Centre will eventually host up to a maximum of 20 guests. The Centre will be run from May through to September or October each year. Guests will largely arrive via a small private boat operated by the Retreat Centre from Vancouver Island and its Victoria Airport.

Preliminary staffing plans for the Retreat Centre and farm assume:

- One Caretaker or Caretaker couple who will manage the farm, structures and ground, and live year-round on an adjacent land parcel in Musgrave Landing,
- One Director who will manage the programmatic aspects of the centre year-round and live at the centre seasonally,
- One Financial and Logistics Manager who will likely work remotely, and
- Four to eight seasonal employees who will live in farm worker and staff housing at the centre.

Of these approximate 12 staff members, none are expected to have a daily commute to the site using Musgrave Road. Supplies and guests are anticipated to access the site by boat from Vancouver Island. Guests will not have vehicles but rather will be transported to the site by private transportation on Vancouver Island then a boat to the existing on-site boat dock.

Trips using Musgrave Road are anticipated to be limited to infrequent supply top-ups that require a visit into Ganges or other commercial areas of Salt Spring Island. These site related vehicle trips are estimated to be in the magnitude of 5-10 total two-way vehicle trips per day. This magnitude of vehicle traffic is considered negligible on roadway operations and road capacity. Existing road maintenance issues pertaining to the overall condition of Musgrave Road are not anticipated to be significantly exacerbated by

the proposed rezoning. Maintenance issues should continue to be addressed as currently conducted by road authorities.

SUMMARY

The proposed rezoning of Musgrave Farm properties to accommodate the proposed Retreat Centre is not anticipated to impact the adjacent road network, as such no transportation related mitigation measures are recommended to support the proposed rezoning.

ARCHAEOLOGICAL OVERVIEW ASSESSMENT AND PRELIMINARY ARCHAEOLOGICAL FIELD RECONNAISSANCE STUDY OF MUSGRAVE FARM'S PROPOSED FOREST CONSERVATION COVENANT, SALT SPRING ISLAND, BRITISH COLUMBIA

On behalf of private property owner David Menschel and project environmental planner Briony Penn, I describe in this letter report the results of archaeological overview assessment (AOA) and preliminary archaeological field reconnaissance (PAFR) study of a proposed 35 hectare (88 acre) forest covenant area at Musgrave Farm, 230 Smith Road, Salt Spring Island, B.C. [Part SW ¼, Section 48, Cowichan District, South Salt Spring Island, except Parcel A DD681671, PID 008-943-281; Parcel A, SE ¼, Section 47, Cowichan District, South Salt Spring Island, except Plan VIP30128, DD681671 Managed Forest MF00000582, PID 008-943-486; Part N ½ Section 46, Cowichan District, South Salt Spring Island, except Plan 3315 and PL 30128, PID 008-943-915; and Lot 3, Section 47, EPP115059, Cowichan District South Salt Spring Island, PID 031-640-923] (Figure 1 and 2).

1.0 Project Location, Background History, Proposed Development and Schedule

Musgrave Farm is presently a large, 90 hectare (224 acre) historic agricultural property and private waterfront estate located north of Musgrave Landing on western Salt Spring Island, B.C. In the 1870s, English settlers Philip Pimbury (1827-1885) and his brothers pre-empted these lands for a sheep ranch, known for their Suffolk breed, which they expanded over a decade to reportedly become “the largest flockmasters in the Vancouver district” (Kahn 1998: 95, 113; Victoria Daily Colonist 1885). In 1885, the Irish-born son of an aristocrat Edward Musgrave (1835-1911) emigrated to British Columbia and purchased the Pimbury Brothers' ranch with its herd of sheep and worked to expand the agricultural farm, its fields, orchards, livestock and game, including imported pheasants (Kahn 1998: 95, 113-114; Victoria Daily Standard 1885; Victoria Daily Times 1885; Vancouver Daily News Advertiser 1906). While Musgrave christened his estate with the anglicised Irish place-name “Launagour”¹ (Vancouver Daily World 1889), the farm, its wharf and other local geographic landmarks would lastingly become named after Musgrave himself (GeoBC Branch 2024). Around the turn-of-the-century, Musgrave Farm was sold to English brothers Edward Trench (1881-1961) and Clive Trench (1884-1964), who in 1912 built a white, two-storey Edwardian-style manor house set back from the cliffs overlooking Sansum Narrows, where it continues to stand today (Kahn 1998:114; BC Assessment 2024; Sothebys 2021). Since 1938, Musgrave Farm has been owned by the Kellogg family, who for over 80 years have carefully stewarded their 500 acres of land as a private retreat from their permanent home residences in the U.S.A. (Vancouver Province 1938; Kahn 1998: 234).

¹ Launagour was a recognized place-name on Salt Spring Island until the turn of the 20th Century (BC Voters List 1900). There is an Irish placename “Launageeraun/Lana’na gCaoran”, Inishmore on the west coast of Ireland (Ireland Place Names Branch 2024). *gCaoran* (or *caora*) in Irish Gaelic refers to “*sheep*”.

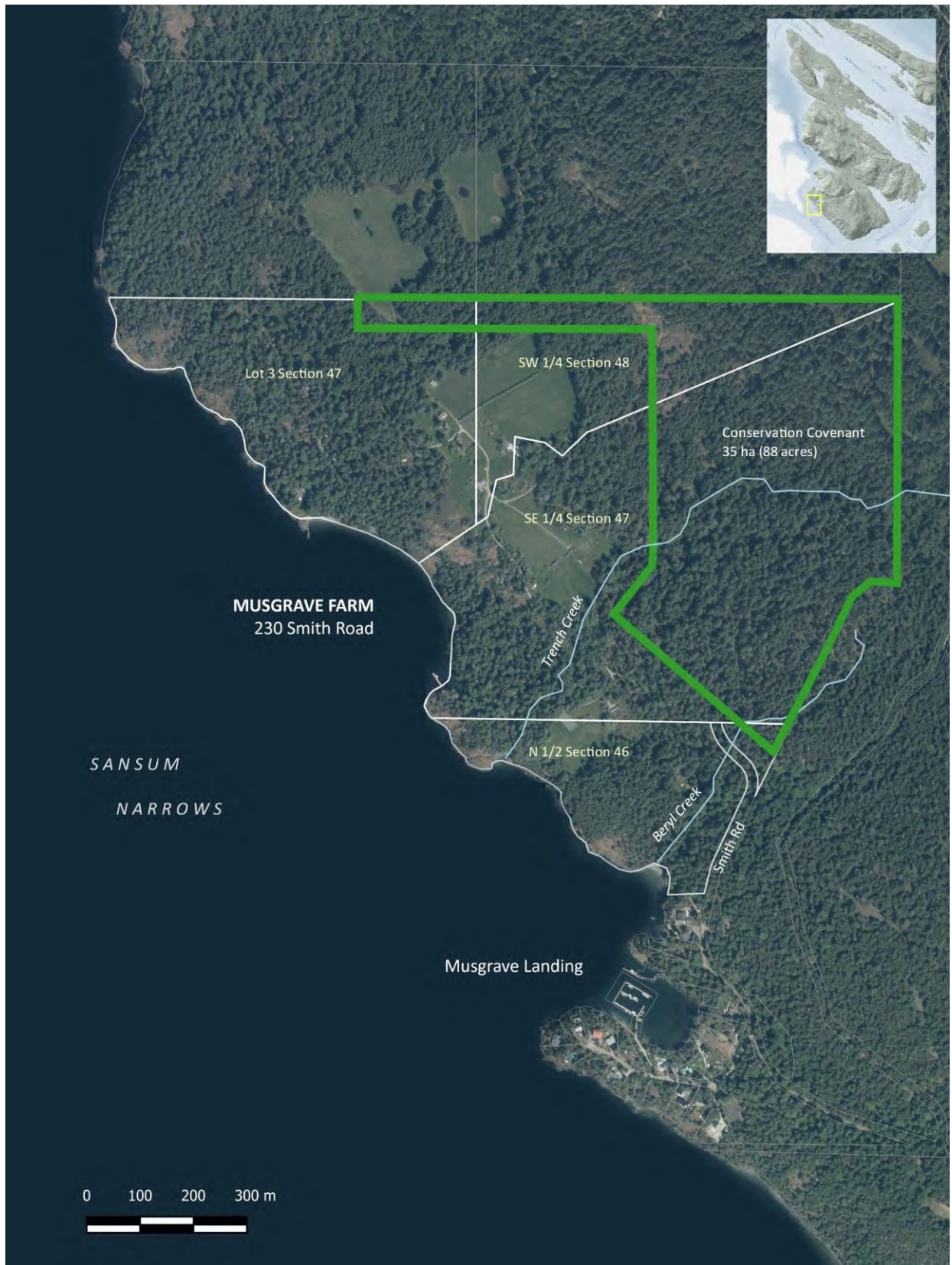


Figure 1 Map of Musgrave Farm property and proposed 35 hectare (88 acre) conservation covenant area, western Salt Spring Island, B.C. (Scale 1: 10,000).

In 2022, the Kellogg family sold 224 acres of their private estate on western Salt Spring Island as a package of four land titles that comprise the historic Musgrave Farm property. The real estate agency specifically expressed the family's interests in preservation and stewardship of the property: "The current owners seek a buyer intent on operating as a custodian of the land, conserving its natural and historic character" (Sothebys 2021). The agreement comprised the sale of over two kilometers of waterfront property overlooking Sansum Narrows presenting numerous built features and amenities, including eight residences, its barns, workshops and outbuildings, two marine docks, a tennis court, private road, extensive fields, orchards, gardens and managed forest lands and fresh-water creeks (Sothebys 2021). All four properties are presently zoned for rural land use and represent farmland outside of the provincial Agricultural Land Reserve (Salt Spring Island Official Community Plan 2008: Map 4, Map 27).

The new property owners, David Menschel and his wife Nina Amstutz, envision creating a private 28 hectare (69 acre) retreat on a portion of the Musgrave Farm property for defence lawyers and other practitioners in the legal profession. The private retreat institution would be independently owned and operated by a non-profit charitable organization (David Menschel, pers. comm, June 3rd, 2024).

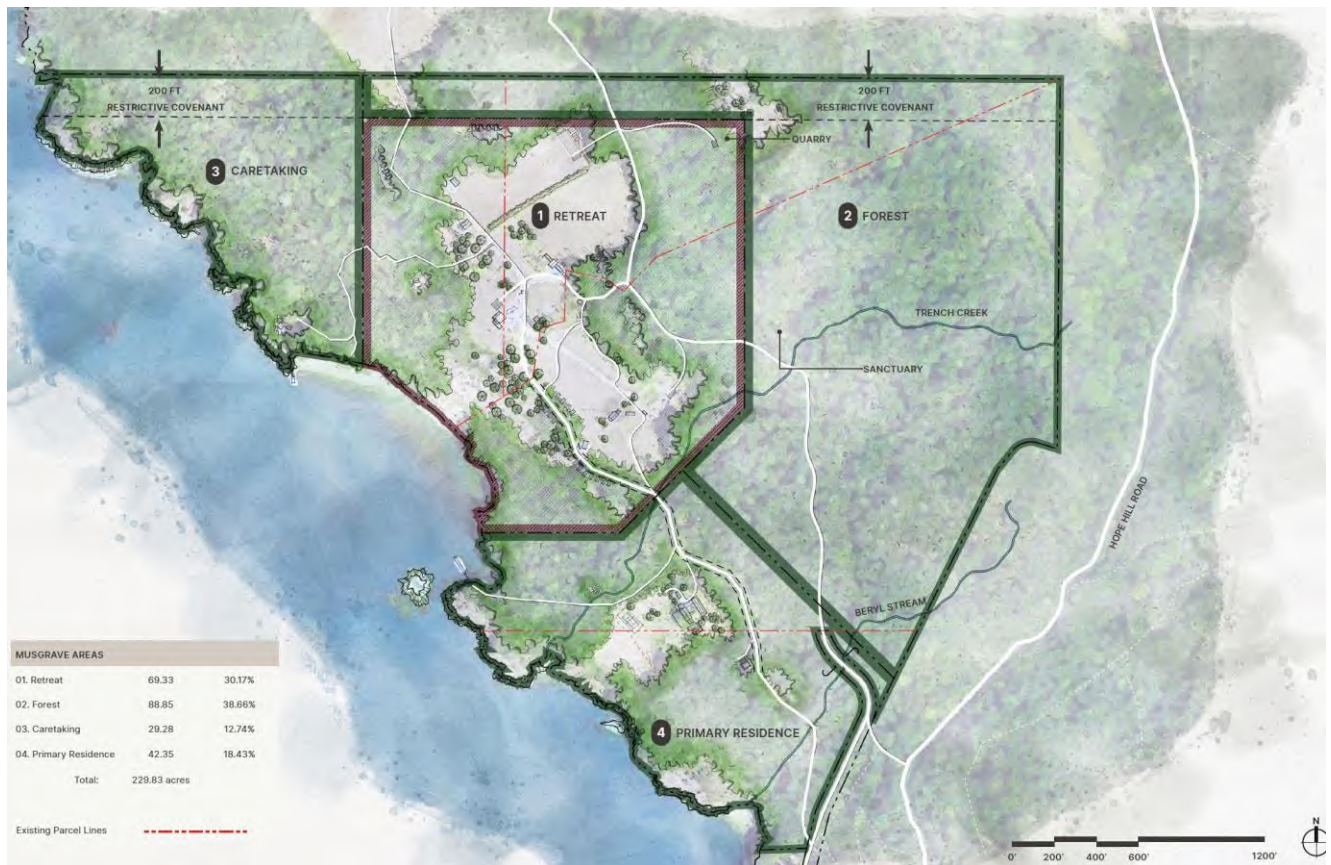


Figure 2 Map of the proposed private retreat (Section 1 Retreat) and conservation covenant (Section 2 Forest) and other proposed rezoning and subdivision areas at the Musgrave Farm property, Salt Spring Island, B.C. Map by Tara Martin, 2024.

As part of this vision, the existing boundaries of the four land parcels are proposed to be redesigned and rezoned to better reflect current rural and proposed institutional land uses, while ensuring the preservation of the private estate's natural and historic character. Significantly, a conservation covenant is planned to be registered on land title over a 35 hectare (88 acre) area of managed forest lands encompassing the eastern section of the Musgrave Farm property. The purpose of this conservation covenant is to provide long-term protection for the preservation of the old-growth Douglas fir forest environment (Briony Penn, pers.comm, May 20, 2024). At present, the proposed conservation covenant area spans across all four land titles at Musgrave Farm, but it is proposed to be redrawn as a single independent parcel. A registered covenant under s.219 of the provincial *Land Title Act, R.S.B.C. 1996, Chapter 250* will be held in trust by the property owners in cooperation with a non-profit land conservancy or government agency. The property owners will retain private ownership of the remaining two sections of the Musgrave Farm property, where the boundary lines are proposed to be redrawn and subdivided for use as a main residence and caretaker's residence (Figure 3).

At the request of Briony Penn, PhD, project environmental planner, the purpose of this archaeological overview assessment (AOA) and preliminary archaeological field reconnaissance (PAFR) study is to review background archaeological data and to identify the potential for recorded and unrecorded archaeological heritage site locations in the proposed conservation covenant area and make recommendations whether there may be a need for additional heritage inspection, assessment or other heritage conservation measures under a provincial heritage permit, in respect of the provincial *Heritage Conservation Act, RSBC 1996, Chapter 187*, as presently regulated by the Archaeology Branch, Ministry of Forests (FOR).

First Nations who assert indigenous title and rights to this specific area of western Salt Spring Island involve at least 12 different Central Coast Salish Hul'q'umi'num, Hunquminum and Sen'cōten-speaking communities in southwestern British Columbia. According to the BC First Nation Consultative Database (2024), these First Nations represent six Hul'q'umi'num-speaking communities based on eastern Vancouver Island and Gulf Islands and Lower Fraser River, including Cowichan Tribes, Halalt First Nation, Lyackson First Nation, Penelakut Tribe, Stz'minus First Nation and Ts'uubaa-asatx (Lake Cowichan) First Nation; the Hunquminum-speaking community of Tswwassen First Nation on the Lower Mainland; and five Sen'cōten-speaking communities based on eastern Vancouver Island, Gulf Islands and Lower Mainland, including Pauchaquin First Nation, Tsawout First Nation, Tsartlip First Nation, Tseycum First Nation, and Semiahmoo First Nation. The majority of these First Nation governments are currently negotiating or have negotiated a modern treaty settlement with British Columbia and Canada in the BC Treaty Process, while four Sencoten-speaking communities on Saanich Peninsula signed historical treaty settlements in the 19th Century and continue to assert title and rights in their traditional territories (BC Treaty Commission 2024).

2.0 Provincial Heritage Site Registry – Recorded Archaeological Site Information

In examination of the provincial Archaeology Branch's (2024) *Remote Access to Archaeological Data* (RAAD) website and copies of original provincial archaeological site forms and maps retrieved from the the collections of the Archaeology Branch office and Royal BC Museum, Victoria, I identify that no recorded archaeological heritage site locations have been previously documented in the vicinity of the proposed conservation covenant area at the Musgrave Farm property (Figure 3).

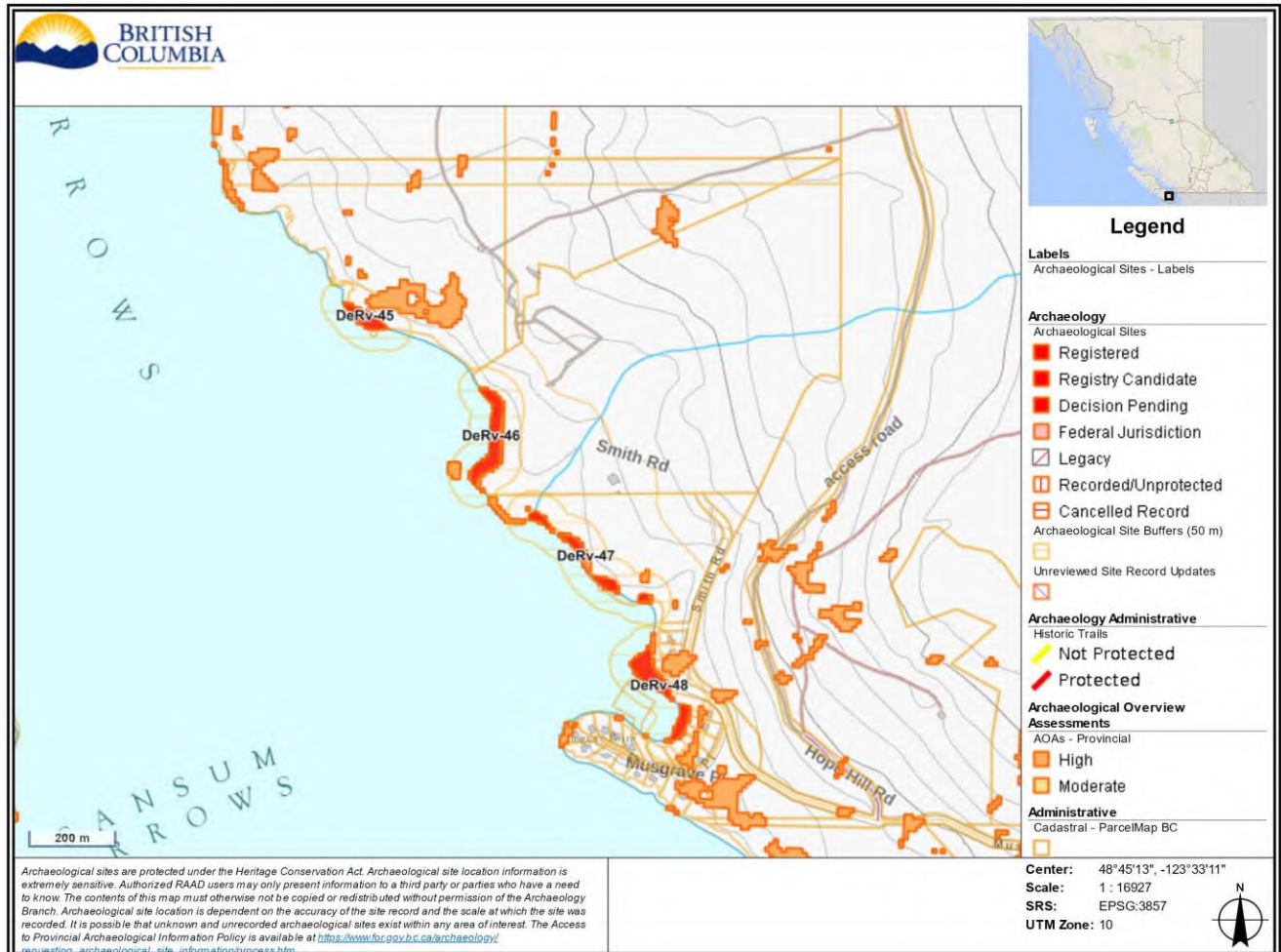


Figure 3 Provincial Archaeological Overview Assessment Map of Musgrave Farm property, western Salt Spring Island, B.C. (1: 17,000). *Remote Access to Archaeological Data* Website (RAAD), Archaeology Branch, Ministry of Forests, accessed May 20, 2024. Recorded archaeological site locations on the shoreline are highlighted in red with striped 50m buffer zones, and high-statistical potential site areas marked in tan orange.

Three coastal archaeological site locations, DeRv-045, DeRv-046 and DeRv-047, have been previously recorded by provincial archaeologists in 1974 along the shoreline of the present Musgrave Farm property during the regional Gulf Island Archaeological Survey (Cassidy and Seymour 1974; Cassidy et al. 1974).

On February 8th, 1974, provincial archaeologists Brian Seymour and Stephen Cassidy documented these three ancient site locations as a nearly continuous series of archaeological shell deposits, or stratified layers of marine shells, faunal remains, artifacts, domestic features and other accumulated cultural materials, that represent past coastal settlement activity along the western shoreline of Sansum Narrows. These site locations ranged from large, deep archaeological settlement deposits at DeRv-045 and DeRv-046 on opposite ends of the large bay with its sand beaches, to more shallow, dispersed shell deposits along the steep, southern shoreline at DeRv-047 between Trench Creek and Beryl Creek. In particular, the provincial archaeologists commented about DeRv-045 located on the north side of the bay, “site is quite large and deep and would seem to be fairly important”. Based on surface survey methods, the provincial archaeologists estimated the inland width of these three coastal archaeological sites to only narrowly extend between 15m to 20m from the present shoreline. Notably, the 1974 provincial survey did not involve systematic subsurface shovel testing to comprehensively identify and record buried or low visibility site locations along the shoreline or to accurately define the extent of archaeological site boundaries.

The provincial archaeologist's assessed the preservation of these coastal sites in 1974 as “fairly good” to “good” condition. Residential construction of a house, ground levelling for a driveway, and a bulldozer cut on the beach were reported to have caused previous physical ground disturbance and negative impacts at DeRv-045, while wharf building, road construction and the installation of a cement swimming pool were indicated to have affected the preservation of the DeRv-046 site. Natural shoreline erosion was not considered a major threat for these sites at that time, except for the northern section of DeRv-046. Since 1974, these three recorded coastal archaeological sites at Musgrave Farm have not been revisited and there have been no further updates to provincial site forms and maps that report their condition over the past fifty years.

In review of provincial museum records and reported private collections (e.g. Hill 1971), no artifacts are catalogued in association with these three recorded sites at Musgrave Farm at the Royal BC Museum, Victoria. It is presently unknown, if previous property owners, staff, visitors or other persons may have previously discovered and collected archaeological artifacts at the Musgrave Farm property over the past century and a half.

In summary, our present archaeological knowledge of the Musgrave Farm property is based on a brief shoreline reconnaissance by provincial archaeologists in 1974, when they recorded three coastal archaeological settlements, including DeRv-045, DeRv-046 or DeRv-047. Over the past fifty years, no further site surveys, test excavations or collected artifacts are known to have been further documented in association with these recorded coastal archaeological sites. There presently exists an absence of accurate updated information concerning these sites' dimensions, condition or antiquity to help understand these ancient sites within their broader regional historical context or inform stewardship interests in long-term heritage site conservation and management.

In review of the provincial *Archaeological Overview Assessment* model for southeastern Vancouver Island and Southern Gulf Islands available on the Archaeology Branch's RAAD website, I observe there appears few areas of high-statistical potential that may indicate the presence of unrecorded inland archaeological site locations in the vicinity of the proposed conservation covenant area at the Musgrave Farm property (Figure 3). A large area of high-statistical potential, a rhomboid-shaped area measuring approximately 115m (N-S) by 45m (E-W), is located in association with a prominent rocky knoll, known as "Mountain Lion Hill" on the north boundary of Part SW 1/4, Section 48 [PID 008-943-281]. Three smaller areas of high potential are located further west within an existing restrictive covenant along the northern property boundary. Otherwise, I caution there is a problematic absence of high statistical potential illustrated by the Archaeology Branch's AOA predictive model for the inland landscape at the Musgrave Farm property, including the proposed 35-hectare forest covenant area. In my opinion, the absence of high archaeological potential locations for such a large acreage on Salt Spring Island, despite the presence of extensive flat terrain and several large fresh-water creeks, may possibly be an error in the predictive model. Such an oversight may result from the comparatively low sample size of recorded inland sites known in the region, as well as the lack of available GIS mapping data regarding non-fish bearing streams used in the development of the predictive model. It is also known that the Archaeology Branch's AOA regional model does not take into account the potential presence of culturally-modified tree (CMTs) features, which unfortunately have rarely preserved given the scale of past forestry in the region and remain infrequently recorded as a site type on eastern Vancouver Island and the Southern Gulf Islands.

Recently, Chris Arnett (2023) is reported completed a non-permit preliminary archaeological field reconnaissance study period at Musgrave Farm for the new property owners related to various proposed inland land developments, including the development of a rock quarry, the construction of a new private road, the potential demolition of the historic Trench House, and the creation of a new private retreat residence. The preliminary survey directed over a one-day period did not report visually identifying any unrecorded archaeological sites or materials based on the surface inspection of ground exposures at these various development locations at Musgrave Farm. The letter report recommended no further archaeological heritage inspection or heritage assessment work under a provincial heritage permit from the Archaeology Branch would be necessary to regulate private land development at Musgrave Farm.

Nevertheless, Musgrave Farm contrasts to many other historical settler farm properties on Salt Spring Island, where numerous large inland archaeological sites and artifacts have been discovered in cleared farm fields over the generations, which have often been reported by property owners to the provincial museum or archaeologists during past survey work. The historical working farm at Ruckle Provincial Park on Salt Spring Island, for example, is documented as a very large archaeological site, DeRu-024, which encompasses the majority of cultivated farmland in the valley (Cassidy and Seymour 1974; Hill 1971). In review of background archaeological information, I caution that the majority of the interior landscape at the Musgrave Farm property has never been subject to permitted archaeological inspection or programs of subsurface testing, which may

partly explain the absence of any recorded inland archaeological sites, and consequently, lack of opportunities to regulate private land development by the provincial Archaeology Branch.

Lastly, in review of the provincial Archaeology Branch's (2024) RAAD website and the Heritage Branch's (2024) provincial BC Register of Historic Places website and local Salt Spring Island heritage site registry, I note there is presently no recorded historical sites or official registered heritage sites registered in association with the historical settlement at Musgrave Farm. Established in the 1870s, the historical farmstead represents the earliest colonial settlement on the remote western side of Salt Spring Island (Kahn 1998: 93). While there is presently little information known about the original houses, barns, wharfs and buildings associated with the Pimbury and Musgrave farms, there are a several early to mid 20th Century residences and architectural buildings that remain standing today, particularly the 1912 Trench House, as well as heritage trees, gardens and agricultural fields that have been preserved from the estates of the Trench and Kellogg families, which may deserve further historical research, documentation and official heritage site recognition.

3.0 RESULTS OF A PRELIMINARY ARCHAEOLOGICAL FIELD RECONNAISSANCE

Over a four day period in June 2024, I directed the preliminary archaeological field reconnaissance of the 35 hectare (88 acre) conservation covenant area at the Musgrave Farm property. I was accompanied during fieldwork between June 4-6th, 2024, by archaeological field assistants and hereditary grave diggers, Shaun Canute and Irvin Canute, Cowichan Tribes, and on June 25th, 2024, by Adrian Underwood, Tsawout First Nation. The purpose of this preliminary field reconnaissance involved the visual inspection of the project area to inventory any unrecorded archaeological or historical heritage sites, and to assess the potential for additional unrecorded sites prior to establishment of the conservation covenant for future planning and heritage conservation purposes.

Survey methods involved a systematic visual inspection of the project area using closely-spaced traverses. A thorough coverage of the proposed 35 hectare conservation covenant was able to be completed during fieldwork using 12 transects, spaced approximately 50m apart, oriented in an east-west orientation cross-cutting the forested landscape and topography along the eastern side of the Musgrave Farm property. During our reconnaissance, we carefully inspected the ground surface for any exposed archaeological deposits, features, or indications of surface or subsurface archaeological or historical materials, which may be observable from the effects of soil erosion, tree falls, past land development or other physical ground disturbance. The survey specifically examined each high statistical archaeological potential area identified on the provincial Archaeology Branch's RAAD *Archaeological Overview Assessment* model to inspect and assess for the presence of unrecorded archaeological sites (Figure 3).

3.1 Conservation Covenant Project Area (35 ha)

The proposed forest conservation covenant area at Musgrave Farm is located on the eastern side of the property west of Hope Hill Road (Figure 1, 2 and 4). The project area measures approximately 850m in length (N-S) by a minimum 450m (E-W) width. Along the northern boundary, the proposed conservation covenant further follows the path of a restrictive covenant was previously established prior to the recent sale of the Musgrave Farm property. The northern, eastern and southern boundary of the Musgrave Farm property has been well-marked by a recent professional land survey by Polaris Survey Ltd., who surveyed and marked the property line with closely-spaced wooden stakes. The western boundary of the proposed conservation covenant is presently unsurveyed and not physically marked. According to CRD contour data, the proposed conservation covenant's terrain ranges in elevation from 60m to 150m ASL and extends between 350m to over a kilometer distance from the shoreline (Figure 2 and 4).

The Musgrave Farm property uniquely preserves one of the last intact old-growth Douglas-fir forest environments remaining on Salt Spring Island. The succession of farmstead owners and private estates over the past century and a half acted to protect these forest lands on the lower slopes of Mount Bruce and Mount Sullivan, while surrounding private forest lands have been repeatedly logged. This legacy of forest stewardship at Musgrave Farm has preserved numerous old-growth trees and their surrounding forested environment nearly untouched by past land development.



Figure 4 Waterfall and grove of old growth Western red cedar and Douglas-fir trees along Trench Creek within proposed conservation covenant area at Musgrave Farm, looking east, June 3rd, 2024.

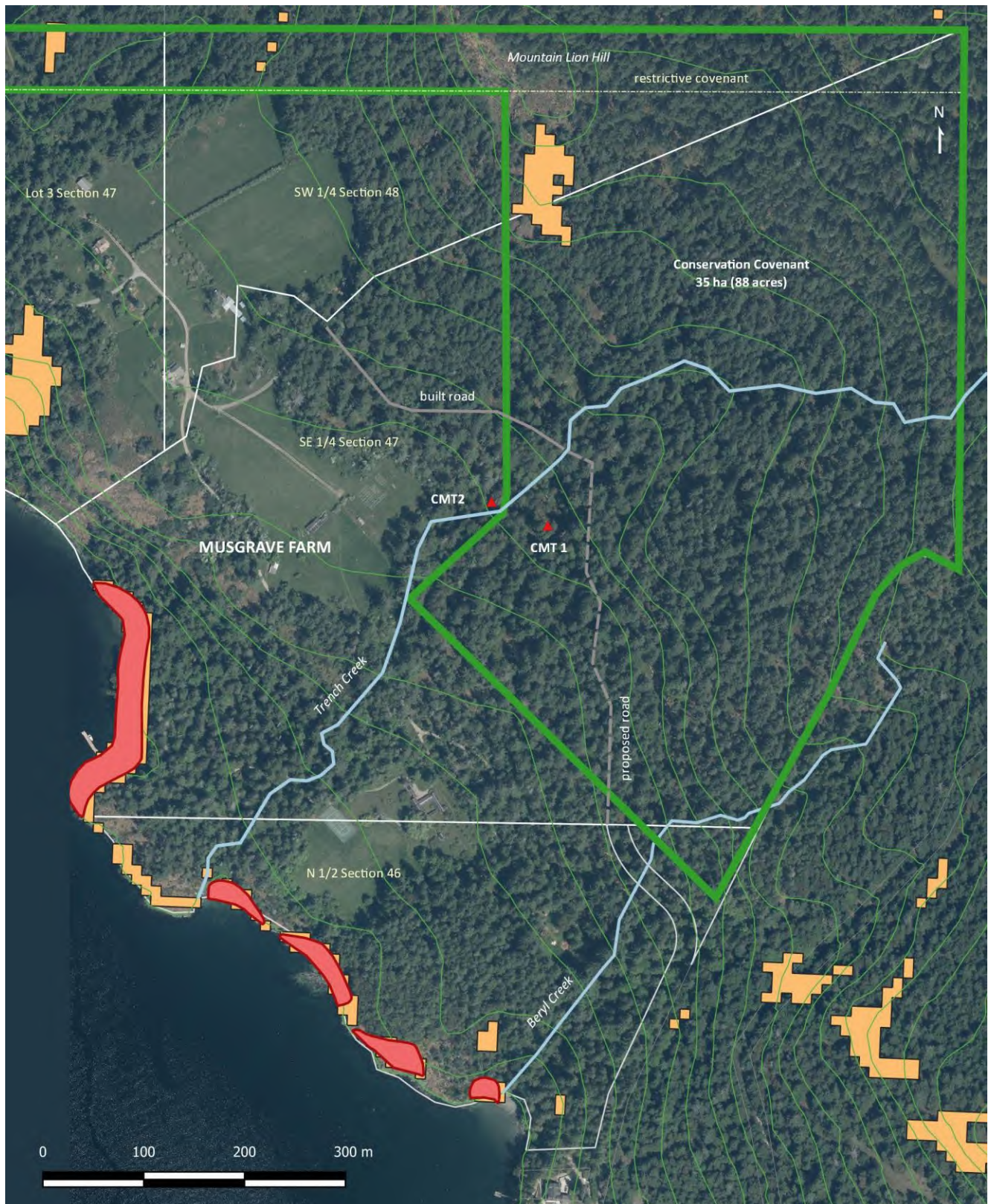


Figure 5 Map of Forest Conservation Covenant, Musgrave Farm, Salt Spring Island, B.C. (1:5,000) and location of two previously unrecorded old-growth Douglas-fir CMT features (DeRv-Temp. No. CMT 1 and 2).



Figure 6 Old growth Douglas-fir forest with open understory of moss and shallow soils along rocky hillside terrain along eastern boundary of the proposed conservation covenant at Musgrave Farm, looking east, June 3rd, 2024.



Figure 7 View from atop Mountain Lion Hill on northern boundary of Musgrave Farm, looking west toward Sansum Narrows and Cowichan Valley, June 3rd, 2024.

Trench Creek is a major fresh-water stream that runs through the centre of the Musgrave Farm property and the proposed conservation covenant area where past property owners have protected its old-growth forests and monumental Western red cedar and Douglas-fir trees. The creek valley is a gentle rise from the shoreline with several wide, flat terraces and small waterfalls. The forests north of Trench Creek exhibited numerous old-growth Douglas-fir trees with a clear open understory of moss and low shrubs. The forest landscape surprisingly presented no past historical forestry activity, such as cut stumps, felled logs or logging roads, or any other evidence of past human disturbance. Two small wetland swamps are present in the northeast corner of the Musgrave Farm property, which together drain into Trench Creek as a tributary stream. To the south of Trench Creek, the forest environment comparatively exhibited fewer old-growth trees and often a dense understory of salal. In this southeastern area, there is some evidence of past selective timber harvesting at Musgrave Farm as observed by the occasional presence of historically hand-sawn old-growth tree stumps.

In general, the old-growth forests with their open understory and shallow topsoils provided excellent natural soil exposures throughout the project area. Naturally-exposed surficial soils consisted of dark brown (10YR 2/2) sandy loams atop of dark yellowish brown (10YR3/4) silty sands. The hummocky rocky hillside terrain presented numerous metamorphic bedrock outcrops, but few cliff faces, rock overhangs, boulders or crevices. Notably, Mountain Lion Hill on the northern boundary of the Musgrave Farm property is a rocky outcrop of metamorphic bedrock covered by moss and very shallow soils. Although this landscape feature was highlighted in the Archaeology Branch's regional predictive model as a potential area for unrecorded archaeological site locations (Figure 3), presumably for its steep topography and potential for rockshelter habitations and burial crevices, no such topographic features or unrecorded sites were observed during the survey fieldwork.

3.1.1 Douglas-fir Culturally-Modified Trees (Temp Borden No. DeRv-CMT₁ and CMT₂)

In result, two historical culturally-modified trees (CMT), representing bark-stripped plank scar features on very large old-growth coastal Douglas-firs, were identified in the vicinity of Trench Creek on the western boundary of the conservation covenant area, respectively, 435m and 390m inland from the shoreline (Figure 5). These two CMT features are located on either side of Trench Creek within a 45m distance. Both CMT features clearly exhibit tool cut marks from a small hatchet or possibly adze on their upper scar faces. CMT Feature 1, in particular, is unique for exhibiting a multitude of 8 bark-stripped plank scars that completely cover the circumference of the old-growth Douglas-fir tree. In my professional opinion, both old-growth CMT features exhibit pre-contact harvesting practices and likely pre-date 1846 A.D.. For this reason, I have documented these two CMT features with the provincial Archaeology Branch as one recorded archaeological site for protection under the provincial *Heritage Conservation Act*, R.S.B.C. 1996, Chapter 187.



Figure 8 CMT 1 Old-growth Douglas-fir tree with multiple bark-stripped plank scars located on south side of Trench Creek. Irvin Canute, Cowichan Tribes, looking east, June 5th, 2024.



Figure 9 CMT 1 Close-up detail of tool marks from small hatchet or adze on upper face of bark-stripped plank scars (Scar Features 1 and 2) looking east, June 5th, 2024.



Figure 10 CMT 2 Old-growth Douglas-fir tree with single bark-stripped plank scar located on north side of Trench Creek, looking east, June 25th, 2024.

In summary of results, two culturally-modified tree (CMT) features were identified during fieldwork for the preliminary field reconnaissance of the proposed conservation covenant at the Musgrave Farm property. Despite the presence of numerous old growth trees, including both Western red cedar and Douglas-firs, no other CMT features were observed in the project area. Further, notwithstanding the covenant project area being located within a pristine forested inland landscape, we did not identify any other inland archaeological or historical sites, features or materials in the proposed conservation covenant area.

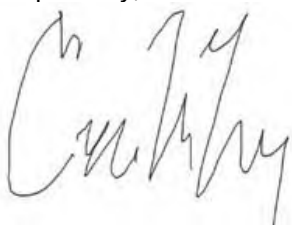
4.0 RECOMMENDATIONS FOR HERITAGE CONSERVATION

I present the following heritage conservation recommendations for the consideration of the property owners and planners at Musgrave Farm, in respect of the provincial *Heritage Conservation Act, R.S.B.C., Chapter 187*:

- 1) Based on the results of the preliminary archaeological field reconnaissance study, I recommend that no further archaeological inspection or assessment under a provincial heritage permit is required to proceed prior to the establishment of the conservation covenant at Musgrave Farm;

- 2) Based on currently available information, the location of the CMT2 feature is situated outside the western boundary of the proposed conservation covenant at Musgrave Farm. For this reason, I recommend the property owners and planners consider extending the boundary of the covenant to the north side of Trench Creek to help protect this old-growth Douglas-fir tree and CMT feature.
- 3) Finally, in the development of language for the covenant, I recommend the property owners and planners consider including archaeological research as an allowable future activity to take place within the conservation covenant area, where needed, with a provincial heritage permit, for purposes of scientific research, heritage management and public education in collaboration with local First Nations.

Respectfully,



Eric McLay, M.A., Archaeologist

5.0 REFERENCES CITED:

Archaeology Branch

- 2024 Remote Access to Archaeological Data. Archaeology Branch, Ministry of Forests,
<https://arcmaps.gov.bc.ca/ess/sv/raad/> Accessed May 20, 2024.

British Columbia

- 1900 Voters List – North Victoria Electoral District. Richard Wolfenden, Queens Printer, Victoria, B.C.
https://saltspringarchives.com/stats/Voters_Lists/1900.pdf

- 1996a *Heritage Conservation Act, R.S.B.C. 1996, Chapter 187:*
www.bclaws.ca/civix/document/id/complete/statreg/96187_01

- 1996b *Land Title Act, R.S.B.C. 1996, Chapter 250:*
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96250_15

- 2024 BC First Nation Consultation Database, Ministry of Indigenous Relations and Reconciliation
<https://maps.gov.bc.ca/ess/hm/cadb/>, Accessed May 20, 2024.

British Columbia Treaty Commission

- 2024 Explore First Nation Traditional Territories. <https://bctreaty.ca/resources/>, Accessed June 16, 2024

GeoBC Branch

- 2024 BC Geographic Placenames. GeoBC Branch, Ministry of Water, Land and Resource Stewardship.
<https://apps.gov.bc.ca/pub/bcgnws/web/>, Accessed June 16, 2024.

Heritage Branch

2024 BC Register of Historic Places. Heritage Branch, Ministry of Tourism, Arts, Culture and Sport, <https://apps.nrs.gov.bc.ca/bcrhp/> Accessed July 20, 2024.

Cassidy, Stephen and Brian Seymour

1974 Preliminary Report of the A.S.A.B. Gulf Islands Survey 1974: Saltspring Island. HCA 1974-001. Report on file at the Archaeology Branch, Victoria.

Cassidy, Stephen, Michael Cranny and P. Murton

1974 *Report of the Gulf Island Archaeological Survey (HCA 1974-001)*. Report on file at the Archaeology Branch, Ministry of Tourism, Sport and the Arts, Victoria.

Ireland. Placenames Branch

2024 Launageeraun, Inishmore, Aran Islands, Ireland. Placenames Database of Ireland. Department of Culture, Arts, Gaeltect, Sport and Media. <https://www.logainm.ie/en/s?txt=Launageeraun&str=on>, Accessed June 16, 2024.

Islands Trust

2008 *Salt Spring Island Official Community Plan*, Bylaw No. 434, Volume 1 and 2, 2008. <https://islandstrust.bc.ca/island-planning/salt-spring/bylaws/>

Kahn, Charles

1998 *Salt Spring. The Story of an Island*. Harbour Publishing, Victoria, B.C.

Hill, Beth

1971 *Archaeological Site Survey: Salt Spring Island (Part 1 and 2)*. Non-permit report on file at the Archaeology Branch and Royal BC Museum Archaeology Collections, Victoria.

Sothebys International Realty Ltd.

2021 230 Smith Road, Salt Spring, B.C. <https://www.victorialuxurygroup.com/showlisting/49379/230-smith-road>, Accessed May 20, 2024.

Vancouver Daily News Advertiser

1906 The Pheasant. *Vancouver Daily News Advertiser*, Wed. August 15, 1906, pp.7.

Vancouver Daily World

1889 Passed Successfully. *Vancouver Daily World*, Wed. July 17, 1889. pp.4.

Vancouver Province

1938 Wealthy Chicago Man Buys BC Home. *Vancouver Province*, Wed. Sept 21, 1938, pp.6.

van Vliet, L.J.P., A.J. Green, and E.A. Kenney

1987 *Soils of the Gulf Islands, Volume 1: Soils of Salt Spring Island*. Agriculture Canada Research Branch, British Columbia Soil Survey, Report No. 43, Ottawa.

Victoria Daily Colonist

1885a The Late Phillip Pimbury. *Victoria Daily Colonist*, Sun. August 23, 1885, pp.2.

Victoria Daily Times

1885 Sheep Ranch Sold. *Victoria Daily Times*, Sat. July 11, 1885, pp.4.

Victoria Daily Standard

1885 Sale of Sheep Run. *Victoria Daily Standard*, Mon. July 13, 1885, pp.3.

**PRELIMINARY FIELD RECONNAISSANCE OF PROPOSED
INFRASTRUCTURE DEVELOPMENT
ON LOTS PID 008-943-281 AND PID:008-043-486
MUSGRAVE FARM AND RETREAT
SALT SPRING ISLAND, BRITISH COLUMBIA**



CHRIS ARNETT

**Prepared For:
DAVID AND NINA MENSCHER**

August 22, 2023

PRELIMINARY FIELD RECONNAISSANCE OF PROPOSED INFRASTRUCTURE DEVELOPMENT, LOTS PID 008-943-281 AND PID:008-043-486, MUSGRAVE FARM AND RETREAT, SALT SPRING ISLAND, BRITISH COLUMBIA

By Chris Arnett, PhD, Ngai Tahu

1.0 INTRODUCTION

On behalf of David and Nina Menschel, I report the results of a preliminary archaeological field reconnaissance ('PFR') of proposed development on two lots, HOPE HILL RD. Road part SW1/4, SECTION 48, COWICHAN LAND DISTRICT, PORTION SOUTH SALT SPRING, EXCEPT PCLA (DD 681671), MANAGED FOREST MF00000367, PID 008-943-281 and HOPE HILL RD, PARCEL A, PART SE1/4, SECTION 47, COWICHAN LAND DISTRICT, PORTION SOUTH SALT SPRING, EXCEPT PLAN VIP30128, DD681671; & OF THE SW ¼ OF SEC 48, MANAGED FOREST MF00000367. PID:008-043-486. This project report involved completing the following general objectives:

- 1) Visually inspect the project area and provide a preliminary assessment of potential impacts to recorded and unrecorded archaeological heritage sites by proposed development plans; and
- 2) Provide recommendations to the client to protect and manage archaeological heritage sites located in the project area.

1.1 MUSGRAVE FARM AND RETREAT CENTRE

The subject properties are located on part of the historic Musgrave Farm, a remnant of a 7000 acre sheep ranch established in 1874 on the southwest portion of Salt Spring Island in an area now known as Musgrave Landing (Kahn 1998;95). From 1885 to 1892 the land was owned by Edward Musgrave whose name is given to the area today. The properties are accessible by vehicle road access or by small boat to a private wharf. First Nations participating in the BC Treaty Process with expressed Statement-of-Intent areas in this area include the six members of the Hul'qumi'num Treaty Group and Tsawwassen First Nation. The proximity of the historic Musgrave Farm to the core territory of the Cowichan Tribes suggests a primary use of the area by these particular First Nations.

1.2 Development Proposal – Buildings, Building Additions, Road and Quarry

Development proposals include house additions and road building on PID:008-043-486 as well as house demolition, two buildings, and a quarry with short spur proposed for PID 008-943-281 (Fig. 1). On PID:008-043-486, David and Nina Menschel have plans for small additions to the footprint of their residence and construction of a road to bypass the existing driveway and provide access to the proposed Retreat Centre Residence and Retreat Centre. Additions to the existing residence will involve ground disturbance for foundations.

Road construction will extend from the existing right of way (the end of Smith Road) through a wooded area (Douglas fir, broadleaf maple, and western red cedar) for approximately 450 meters linking up with existing roadways. Road construction will involve some tree felling, grading and soil removal along some steep rocky areas with further clearing and grading through level wooded terrain. The proposed house additions and road construction are part of the “first phase” with work commencing in the summer of 2023 and continuing into the fall and winter of 2024.

Two building sites and a quarry with short spur road are proposed for PID:008-043-486. The existing Seaton house will be demolished and a Retreat Centre Residence will be constructed with a slightly larger footprint than the existing structure. The proposed Retreat Centre will be built in the centre of two existing fields and will occupy a larger footprint. The quarry and short spur road will be located east of the proposed Retreat Centre adjacent to a covenanted area. The proposed quarry is a gently rising wooded (second growth Douglas Fir, Broadleaf Maple) slope of moss-covered rocky glacial moraine with fine glacial till over bedrock. There will be a significant removal of material from this area to build the proposed road on the adjacent lot. The schedule for the proposed quarry and road spur is the summer and fall of 2023 continuing into 2024. Demolition of the existing Seaton House and the building of the Retreat Centre and Retreat Centre Residence will occur at a later unspecified date.



Fig. 1 Musgrave Farm and Retreat Centre showing area of preliminary field reconnaissance for proposed development, July/August 2023. The upper lot is (Retreat Centre, Retreat Centre Residence, Quarry and spur road). Lower lot is PID:008-043-486 (Menschel Residence, Road)

2.0 Provincial Heritage Site Registry – Recorded Archaeological Site Information

Archaeological sites are defined as ‘the physical evidence of past human activity for which the application of scientific methods of inquiry (i.e. survey, excavation, data analysis etc.) are the main source of information (British Columbia 1994). Please note that it is neither an express purpose of this study to describe First Nation traditional use sites in the study area, nor should the results of this study be construed to represent the full extent of the relationship to these lands on behalf of any First Nation.

The Archaeology Branch, Ministry of Forests, Lands and Natural Resource Operations, Victoria, maintains a registry of provincial heritage sites under the authority of s.3 of the provincial Heritage Conservation Act, R.S.B.C 1996, Chapter 187. Many areas of the province, and particularly private properties, have not been the subject of archaeological survey at the intensity needed to create comprehensive inventories. Therefore, it is important to be aware that, in the absence of any recorded archaeological sites on the provincial registry, it should not be assumed that no archaeological sites potentially exist on a subject property.

All archaeological heritage sites pre-dating 1846 A.D. in British Columbia, whether recorded or unrecorded on the provincial heritage site registry, are provided automatic protection under s.13 (2) of the provincial Heritage Conservation Act.

A review of provincial site inventory information was completed prior to the archaeological reconnaissance at Musgrave Farm, and included the inspection of the following records:

- 1) Original site forms, maps and field notes in the Royal BC Museum (1974 to 1978);
- 2) Original site forms and maps at Archaeology and Registry Services Branch, MSRM (1978-2007); and
- 3) On-line Remote Access to Archaeological Data (RAAD) (<http://srmapps.gov.bc.ca/apps/raad/>)

One (n=1) archaeological site is presently recorded within the boundaries of PID:008-043-486 (Fig. 2). This site, DeRv-46, consists of a coastal shell midden extending along the shoreline for some 170 m and 20 meters inland with deposits up to 2 meters deep. This and other coastal middens nearby were recorded in 1974-1975 during the provincial archaeological survey of the southern Gulf Islands (Cassidy and Seymour 1974; Cassidy et al. 1975; Acheson et al. 1975). DeRv-46 is not within any of the proposed development on PID:008-043-486. In review of previous archaeological site records no known recorded sites are located on or near any of the proposed development. Yet, it is noted that the project area and the majority of the Musgrave Farm and adjacent landscapes have never been systematically surveyed for archaeological sites. RAAD archaeological modelling predicts the rock outcrop adjacent to the quarry as a potential site on PID 008-943-281.



Fig. 2. Location of DeRu-46 located on the shoreline of PID:008-043-486 (red area at bottom). Image from RAAD. No development will occur in this area. Note modelled area of potential archaeological interest, namely a large rock outcrop above the forest canopy at upper left on PID 008-943-281.

4.0 RESULTS OF ARCHAEOLOGICAL RECONNAISSANCE:

I directed the preliminary field reconnaissance of the Musgrave Farm on July 16 and August 18, 2023 accompanied by David and Nina Menschel and Dan O'Donnell, local road builder and member of Cowichan Tribes. The primary objective of these site visits involved the visual inspection of the proposed house additions and road construction on PID:008-043-486 and two building footprints, a quarry and spur road on PID 008-943-281 and to assess any potential impacts to unrecorded archaeological sites, features or materials.

PID:008-043-486.

The perimeter of the Menschel residence was examined. The predominant sediment here and throughout the properties is Musgrave Mexicana (MU-ME) described as a gravelly, loamy sand colluvial and glacial drift material less than 1 meter deep over metamorphized sedimentary rock (Vliet *et al.* 1987). The ground surface in the vicinity of the Menschel residence shows disturbance from previous land alteration to the existing building involving significant soil removal for building footprint (probably to provide a bedrock footing (Fig.3). It is interpreted that the area of proposed additions to the existing structure has very low archaeological potential for unrecorded sites. However, as will be stressed throughout this report, it is always possible that there may be deep or low-visibility archaeological deposits or materials in the general vicinity of each project area.



Fig. 3. East side Menschel Residence. Note excavated area for original existing structure. Small modular additions will be made to the south side (orchard side) of the existing structure.

A close surface inspection was made along the route of the proposed road from the end of Smith Road for approximately 450 meters to its junction with existing roads (Fig.4,5, and 6). The route passes through sometimes steep, rocky, and densely wooded terrain (Douglas fir, cedar, broadleaf maple, salal) with ground surface exposures of loamy MU-ME soil. Ground exposures and the bases of numerous uprooted trees along the proposed route were closely examined for cultural material. Isolated Douglas fir stumps with springboard notches indicate that the area had been logged in the past (Figure 5). The height of some stumps suggests that they were cut by Chinese loggers who were known to often cut trees higher up to avoid the pitchy base of the tree and produce a more uniform useable log (Arnett and Wickheim 1989:56). Two Chinese men were employed by Edward Musgrave which suggest that this portion of the forest was logged between 1885 and 1892 (Aitkens 1891-1892). It is interpreted that the route of the proposed road, given the terrain and past logging activity, has very low archaeological potential for unrecorded sites. It is, however, possible that there may be low-visibility archaeological deposits or materials in the general vicinity of the project area and that caution be exercised in the event of any encounter of archaeological features or artifacts.



Fig. 4. Smith Road right of way. Proposed road will continue from this existing right of way at end of Smith Road.



Fig. 5. Route of proposed road looking south through gulley towards Smith Road entrance showing steep, wooded terrain and windfall.



Fig. 6. Level section of proposed road. In foreground is logged 2 meter high Douglas fir stump with springboard notch. 30 cm ruler resting on notch. Note shallow root systems (indicating rocky subsurface, beneath MU-ME soil type).

PID 008-943-281

The ground surface area, around the existing Seaton House and proposed Retreat Centre residence was examined for evidence of cultural materials (Figs.1 and 7). The bases of nearby trees, including one very large maple stump, were examined for evidence of surface cultural material and sub-surface cultural materials brought to the surface by root action. The pervasive fine silty soil type in this area and adjacent fields appears to be Fairbridge, described as a silt loam to silty clay loam marine deposit which can be more than 1 meter deep (Vliet *et al.* 1987). Road and other exposures directly across from the house provided limited subsurface soil visibility here and along the length of the field where the proposed Retreat Centre itself will be located. Exposures near the Seaton House indicate bedrock closer to the surface in some places (Fig.8). The area around the house was cleared of trees well over a century ago. Based on this examination, it is interpreted that the area of proposed building on the footprint of the existing structure has very low archaeological potential for unrecorded sites. Again, however, there may be deep or low-visibility archaeological deposits or materials in the general vicinity of the project area so caution is to be observed in any ground surface alterations.

The proposed site of the Retreat Centre is located across the road in the centre of two large grass-covered fields bisected by an hawthorn tree hedge (Figs.1 and 9). A close inspection of the ground surface and several trowel exposures found a uniform area of grass-covered compact Fairbridge soil in the proposed building footprint (Fig.10).



Fig. 7. Two views of the existing Seaton House to be demolished and replaced with slightly larger Retreat Centre residence.



Fig. 8. Edge of road and shallow ditches looking towards proposed Retreat Centre showing subsurface exposure of soil, metamorphic sedimentary rock and bedrock.



Fig. 9. Approximate location of proposed Retreat Centre.



Fig.10. Proposed Retreat Centre location showing soil exposure of compact, silty Fairbridge soil type.

The area has been previously cleared of trees well over a century ago and the ground has been highly disturbed by agricultural use. Good soil exposures were provided by ground disturbance and inspection of the shallow drainage ditches. It is interpreted that the proposed location for the Retreat Centre has very low archaeological potential for unrecorded sites. However, it is cautioned, as always, that there may be deep or low-visibility archaeological deposits or materials in the general vicinity of the project area.

The proposed quarry adjacent to Hope Hill Road and the covenanted area consists of a sloping, glacial moraine of moss-covered metamorphic sedimentary rock and MU-ME soil wooded with second growth Douglas fir, broadleaf maple and salal leading up to a rock promontory (Figs. 1 and 11). Archaeological modelling suggests that the rock promontory could be a potential site (see Fig. 2). Such geological formations could have/had cultural significance even if no artifacts are present. The promontory is located directly adjacent but outside the proposed quarry area. Rock will be removed by excavator and some blasting may be required in the direction of the promontory where the moraine shifts to bedrock. The interstices of rock outcrops on the moraine, the bases of living trees and tree fall were closely examined for cultural materials.

A proposed short spur road off Hope Hill Road on the opposite side of the proposed quarry was also examined. The ground surface was closely inspected including a large, excavated hole. The base of one large windfall Douglas fir was examined for signs of cultural material (Fig.12). It is interpreted that the area of proposed quarry and spur road has low archaeological potential for unrecorded sites. However, given the close proximity to the rock promontory, which has been modelled as an archaeological site, it is cautioned that there may be low-visibility archaeological materials present in the vicinity of this particular project area and that caution and vigilance be exercised in removing material.



Fig. 11. Area of proposed quarry showing wooded glacial moraine mixed with MU-ME soil type looking southwest toward fields.



Fig. 12. Base of uprooted Douglas fir showing glacial moraine rock and MU-ME soil type on proposed spur road route opposite quarry area

5.0 RECOMMENDATIONS:

Based on the results of the preliminary field reconnaissance, I advise that that no archaeological sites, features or materials were observed in the proposed house additions, building footprints, road construction and quarry on Lots PID:008-043-486 and PID 008-943-281 at Musgrave Farm. The project areas are interpreted to have low archaeological potential for the presence of unrecorded archaeological sites, features or materials. For these reasons, I present the following recommendations for the consideration of the David and Nina Menschel:

- No further archaeological work is required under the Heritage Conservation Act for the proposed development as outlined in this report.
- If any unrecorded archaeological deposits, features or materials are inadvertently discovered during excavations for building footprints, road construction or quarrying, the property owners and contractors must temporarily halt work and contact a qualified archaeologist to further assess the project area.
- As a precautionary measure, archaeological monitoring of the excavations for the buildings may be an effective option to directly address potential concerns for the identification of any deeply buried or low-visibility archaeological materials in these project areas. Archaeological monitoring of the quarry is impractical so it is incumbent on the contractor to be vigilant.
- The majority of the historic Musgrave Farm has never been archaeologically inspected. It is cautioned that there may exist significant unrecorded archaeological site locations within the inland landscape of these properties on south Salt Spring Island that may be impacted by future land use and require inventory and identification for provincial management and conservation.

6.0 REFERENCES CITED

- Acheson, Steven, Stephen Cassidy and C. Claxton
1975 Report of the Archaeological Survey of the Southwestern Gulf of Georgia. Unpublished report on file at the Archaeology and Registries Branch, Ministry of Sustainable Resource Management, Victoria
- Aitkens, Alexander
1891-1892 The Diary of Alexander Aitkens, Salt Spring Island Archives,
<https://saltspringarchives.com/Aitken/index.html>
- Arnett, Chris and Maywell Wickheim
1989 4000 years: A History of the Rainforest on Southwest Vancouver Island. Sooke Region Museum and Archives, Sooke, BC.
- British Columbia
1994 Protocol Agreement between Ministry of Forests and Ministry of Small Business, Tourism and Culture: Victoria
- Cassidy, Stephen and Brian Seymour
1974 Preliminary Report of the Gulf Island Archaeological Survey: Salt Spring Island (HCA 1974-001). Report on file at the Archaeology Branch, Ministry of Tourism, Sport and the Arts, Victoria.
- Cassidy, Stephen, Michael Cranny and P. Murton
1974 Report of the Gulf Island Archaeological Survey (HCA 1974-001). Report on file at the Archaeology Branch, Ministry of Tourism, Sport and the Arts, Victoria.

Kahn, Charles

1998 Salt Spring: The Story of an Island, Harbour Publishing, Madeira Park

Van Vliet, A.J. Green and E.A. Kenney

1987 Soils of the Gulf Islands of British Columbia: Volume 1; Soils of Saltspring Island. Land Resource Research Centre, Contribution No. 84-6, Research Branch Agriculture Canada, Vancouver.



Musgrave Farm and Retreat Centre **Rezoning Application**

August 2025

Submitted by: David Menschel and Nina Amstutz, 230 Smith Road, Salt Spring Island BC

>> Forms

- Islands Trust Land Use Application Forms
- BC Contaminated Sites Disclosure Form

>> Existing + Proposed Land Uses

1. Historical and Current Land Uses
2. Proposed Land Use Changes

>> Attachments

- A. Existing and Proposed Parcels (Polaris Land Surveying, July 2025)
- B. Overall Site, Lot 1 Site Plans and Retreat Centre Visualizations (Olson Kundig, July 2025)
- C. Retreat Centre Description (D. Menschel, July 2025)
- D. Applicant Analysis of OCP Conformance (Village Builders, April 2025)

Existing and Proposed Land Uses

1. Historical and Current Land Uses

Musgrave Farm is a 93.03-hectare (229.8-acre) property located on the southwest side of Salt Spring Island just north of Musgrave Landing. The farm fronts onto Sansum Narrows across from Separation Point and Cowichan Bay. The property is spectacularly beautiful. The terrain is varied and there are distinct areas and ecosystems including second and old growth coniferous forest, coastal Garry oak groves, a rocky shoreline and beaches and flat, cleared areas that have been farmed for generations. Several residences and farm structures associated with the historic farm and families who stewarded the land over the past century are peppered around the property.



The land is also intrinsically connected to local Coast Salish Peoples. Its location along an important and busy waterway means that many First Nations have longstanding and significant relationships with the shoreline and forest. This is evident by the documented archeological sites near the water, recently identified Cultural Modified Trees just upland from the shore and through stories that have been passed down through generations.



1.1 Current Parcel Configuration and Subdivision Application

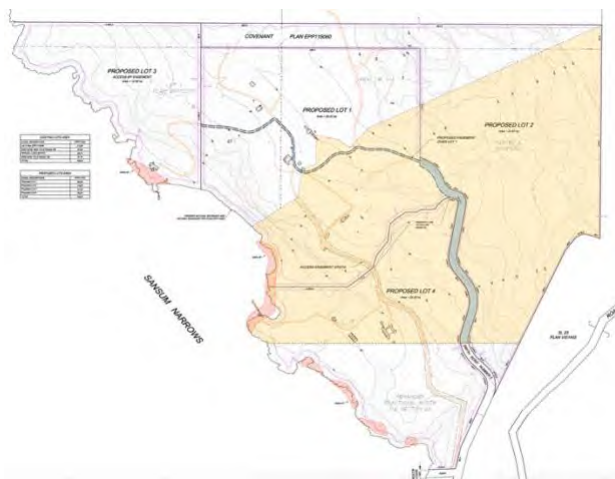
The property is divided into 4 parcels but has been held under single ownership for decades and managed as a single landholding. As is often the case with historic farms developed before local bylaws were in place, there are inconsistencies between the number and siting of buildings with contemporary land use regulations. Whatever logic there may once have been for the parcel configuration has been lost with time and now poses challenges to future planning and stewardship.

*A related subdivision application has been submitted to seek a reconfiguration of lot lines to meet setback and access requirements and support the land uses sought through this rezoning application. >>Please also see **Attachment A: Existing and Proposed Parcels (Polaris Land Surveying, July 2025)***

1.2 Current Land Uses by Parcel

A breakdown of the lot sizes, zoning designation, current use and number of residences is summarized in **Table 1** on page 3. Below are brief descriptions of the current uses of each parcel.

“Central Parcel” 230 Smith Road



Area-Jurisdiction-Roll: 01-764-00174.300

PID: 008-943-486

Area: 46.61 ha/115.17 ac

Zoning: Rural

PARCEL A, PART SE1/4, SECTION 47, COWICHAN LAND DISTRICT, PORTION SOUTH SALT SPRING, EXCEPT PLAN VIP30128, DD68167I; & OF THE SW 1/4 OF SEC 48, MANAGED FOREST MF00000582

This parcel comprises the largest land area and the most diverse range of characteristics and uses of the property, stretching from the shoreline, across the farm and up into the forest. Two secondary dwellings and one of the primary historic farm residences – “Adler House” – and a variety of farm buildings are located on this parcel along with pastures, natural areas and a large coniferous forest (currently under a Managed Forest Agreement).

The farm has a long history of use for livestock and food production that petered over the past decade until the most recent change of ownership in 2022. The current owners are actively working to revitalize the farm and increase food production on the property; re-introducing livestock, perennial fruit plants and a vegetable garden, caring for the historic orchard, removing invasive species and selectively repairing farm structures and equipment.

Table 1: Musgrave Farm and Retreat Centre Existing Land Uses

Parcel	Land area Acres (ac) Hectares (ha)	Land Use Designation (Bylaw 355)	Principal Use(s)	# of Existing Detached Dwellings	# of Existing Secondary Dwellings	Max. Allowable Subdivision (Lots)	Development Capacity with Max. Allowable Subdivision
Central Parcel PID: 008-943-486	115.17 ac 46.61 ha	Rural (R)	Agriculture, Forestry + Rural Residential	1	2	23	23 detached dwellings 23 seasonal cottages
Northeast Parcel PID: 008-943-281	36.89 ac 14.94 ha	Rural (R)	Agriculture + Rural Residential	1	0	7	7 detached dwellings 7 seasonal cottages
South Parcel PID: 008-943-915	24.95 ac 10.1 ha	Rural Upland 1 (RU1)	Rural Residential	0	0	1	1 detached dwelling 1 seasonal cottages
Northwest Parcel PID: 031-640-923	52.82 ac 21.38 ha	Rural (R)	Agriculture + Rural Residential	1	2	10	10 detached dwellings 10 seasonal cottages
Total	93.03 ha 229.8 ac			3	4	41	41 detached dwellings 41 seasonal cottages

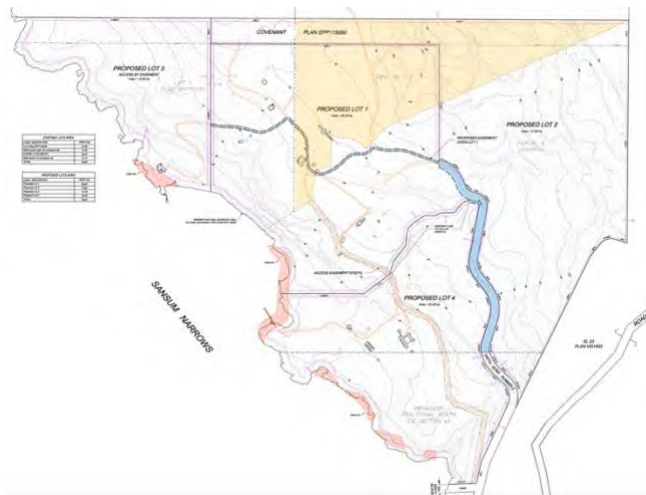
None of the dwellings are inhabited fulltime. One of the secondary dwellings is currently considered by the owners to be non-habitable and the other is sparsely used. The owners are currently renovating the “Adler House” and plan to use it as their personal residence once completed.

The shoreline area is in its natural state except for a boat dock and shed. There are no plans for further development along the shoreline. The owners engaged an archeologist to provide additional information on sites of significance along the shorelines and are committed to protecting these areas from future disturbance.

This parcel is accessed from Smith Road.

A restrictive easement runs along the northeast corner of the parcel to create a privacy buffer with the neighbouring property.

“Northeast Parcel” Hope Hill Road



Area-Jurisdiction-Roll: 01-764-00178.004

PID: 008-943-281

Area: 14.93 ha/36.89 ac

Zoning: Rural

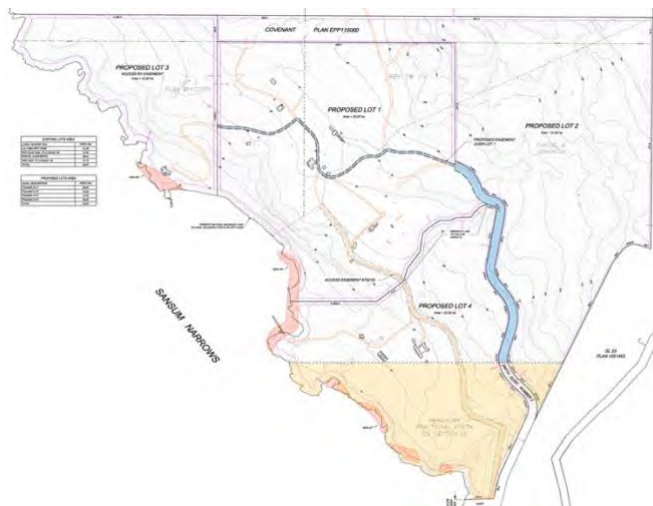
PART SW1/4, SECTION 48, COWICHAN LAND DISTRICT, PORTION SOUTH SALT SPRING, EXCEPT PCL A (DD 68167I), MANAGED FOREST MF00000582

This parcel contains smaller portions of the forest and farm. Uses between this parcel and the Central Parcel are contiguous with the primary uses being agriculture and seasonal, rural residential. Forestry activities are currently permitted under a Managed Forest Agreement. There is one historic dwelling – “Smeeton House” – on the parcel which is not in residential use. Several farm buildings exist on this parcel and are used to support agricultural activities.

This parcel was historically accessed through parcels to the north and south, and has no formalized independent access.

A restrictive easement runs along the north of the parcel to create a privacy buffer with the neighbouring property.

“South Parcel”



Area-Jurisdiction-Roll: 01-764-00174.001

PID: 008-943-915

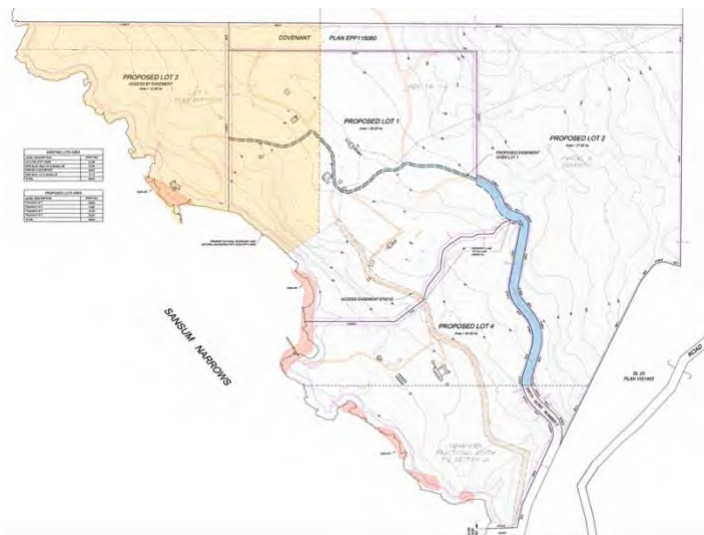
Area: 10.1 ha/24.95 ac

Zoning: Rural Upland

PART N1/2, SECTION 46, COWICHAN LAND DISTRICT, PORTION SOUTH SALT SPRING, EXCEPT PLAN 3315, & EXC PL 30128, MANAGED FOREST MF00000582

This is the smallest parcel of the property and currently has no dwellings or significant structures. The parcel is characterized by a dense conifer forest and rocky shoreline. The Rural Upland zoning allows for the development of a house and other structures. This parcel is accessed from Smith Road which bisects the parcel.

“Northwest Parcel” Hope Hill Road



Area-Jurisdiction-Roll: 01-764-00178.003

PID: 031-640-923

Area: 21.38 ha/52.82 ac

Zoning: Rural

LOT 3, PLAN EPP115059, SECTION 47, COWICHAN LAND DISTRICT, PORTION SOUTH SALT SPRING, MANAGED FOREST MF00000582

This parcel also includes forest and farm uses contiguous with uses on the Central and Northeast parcels as well as a significant shoreline frontage. The parcel is mostly forested. Three dwellings exist on this parcel. The two smaller dwellings are used only sparsely. The larger dwelling is occupied fulltime by the caretakers who look after the entire property and are the only fulltime residents on Musgrave Farm.

The shoreline area is in its natural state except for a boat dock and shed. There are no plans for further development along the shoreline. As mentioned above, the owners engaged an archeologist to provide additional information on sites of significance along the shorelines and are committed to protecting these areas from future disturbance.

This is a water accessed parcel, although the pattern of single ownership of all parcels has allowed informal land access to Smith Road.

A restrictive easement runs along the north of the parcel to create a privacy buffer with the neighbouring property.

1.3 Adjacent/Neighbouring Land Uses

The property neighbours land designated Rural Upland to the north, east and south. These areas are characterized by forest, rural residences and another recreational family estate property that was under the same family ownership as Musgrave Farm for many decades until the farm was sold to the current owners in 2022.

The west boundary of the property is defined by the sea.

2. Proposed Land Use Changes

The owners purchased the property in 2022 with the vision of protecting the natural beauty and important ecosystems of the land while creating modest, compatible and meaningful ways for people to be on the land and feel the profound and positive benefits of connecting with nature. Their original vision included renovating the historic Adler House as their personal residence, restarting farm operations and creating a small, non-profit retreat. The retreat centre concept was born from the owners' professional careers and philanthropic work in justice and the arts, and their interest in creating a place in nature for social justice and environmental advocates, artists and writers to heal, recharge and be creative.

Since purchasing the property, the owners have made genuine and extensive efforts to learn more about the history, ecosystems and characteristics of the land and nearby communities. This has included engaging numerous professionals and knowledge holders to help them gather information and learn more about the farm, settler and First Nations histories, forest and shoreline ecology, creeks and hydrology, wildfire risk and prevention, planning and development contexts, etc.

Subject Matter Experts and Knowledge Keepers engaged since 2022:

- P. Andrew, neighbor, previous owner and seasonal resident dating back to the 1950s
- J. Argan, E. Gaunt and others (Cowichan Tribes), Elders, youth, and staff members
- C. Arnett, archaeologist and ethnohistorian
- BA Blackwell and Associates, forestry consultants with expertise in wildfire prevention and management
- S. Canute and I. Canute (Cowichan Tribes), cultural workers

- Chief C. Daniels (Sulsulxumaat), Cowichan Tribes
- G. Elliott, S. Smith Jr., E. Rogers, K. Blake, and J. Ohayon (WSÁNEĆ Leadership Council and WSÁNEĆ Lands Trust Society)
- E. FitzZaland (Village Builders), local planning consultant
- D. George (Sulsameethl), B. Thorne, M. Modeste and T. Joseph (Stqeeye' Learning Society)
- D. Gooding (Gooding Hydrology), water research and environmental engineering
- D. Gunn, local design and planning consultant
- S. Hannon, biologist
- M. Hanneson, biologist
- Huock Resource Consultants, forestry and forest management experts
- J. Litke (Polaris Land Surveying), surveyor and subdivision consultant
- T. Martin (University of British Columbia), Professor of Forest and Conservation Sciences
- E. McLay, archaeologist
- D. O'Donnell, long-time resident with historic knowledge of Musgrave area; grandson of former caretakers
- K. Ovaska (Biolinx Environmental Research Ltd), biologist
- Olson Kundig, site planning and architectural consultant
- B. Penn (Penn & Associates), naturalist, writer, and educator
- K. Reimer, fisheries biologist and director of the Island Stream and Salmon Enhancement Society
- J. Shatford, biologist
- A. Underwood (Tsawout Nation), cultural worker



The owners have also reached out to neighbours and other community members to make friends, share information and deepen their understanding of their new home. Meaningfully, this has led to new relationships with members of the Tsawout First Nation, the WSÁNEĆ Leadership Council and Cowichan Tribes, some of whom have expressed interest in continuing to explore how their communities might connect with and use the land.

On May 17, 2025, the owners hosted a property walkabout, informal discussion and meal for neighbours and residents of Musgrave Landing to share details about the rezoning proposal and retreat centre vision. This was an opportunity for neighbours to learn and ask questions about the rezoning proposal as well as a chance for everyone to share stories about the land and discuss potential collaborations such as establishing a neighbourhood emergency response plan. More than 30 people attended.



Through all this learning, engagement and relationship building, the owners have evolved their understanding and vision of the modest, compatible and meaningful ways people have and could connect to this special part of the Island. This vision now includes environmental research and stewardship – especially as it pertains to sensitive old growth forest and shoreline ecosystems – and Indigenous activities such as hunting and gathering, land stewardship and ceremony.

2.1 Proposed Land Use Changes by Parcel

The four parcels are being holistically planned by the owners with thoughtfulness given to the long-term operational and ownership structure of the retreat centre, and its legal and logistical relationships with the adjoining parcels. The vision is for the farm and retreat centre to be the central activity hub with less intense uses including the few private residences and larger natural

areas located outside the hub.

Much of the property will remain unchanged in terms of use and development. The most substantial zoning changes are related to allowing the new nonprofit retreat centre use and *downzoning* Lot 2 and Lot 4.

A breakdown of the proposed lot area, zoning designation, and number of residences by parcel is summarized in **Table 2** on page 10.

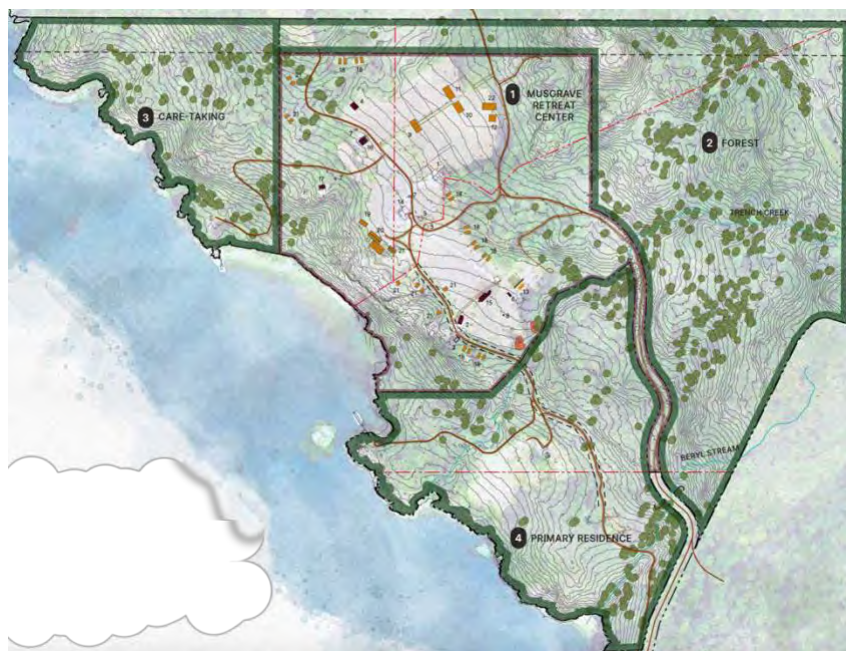


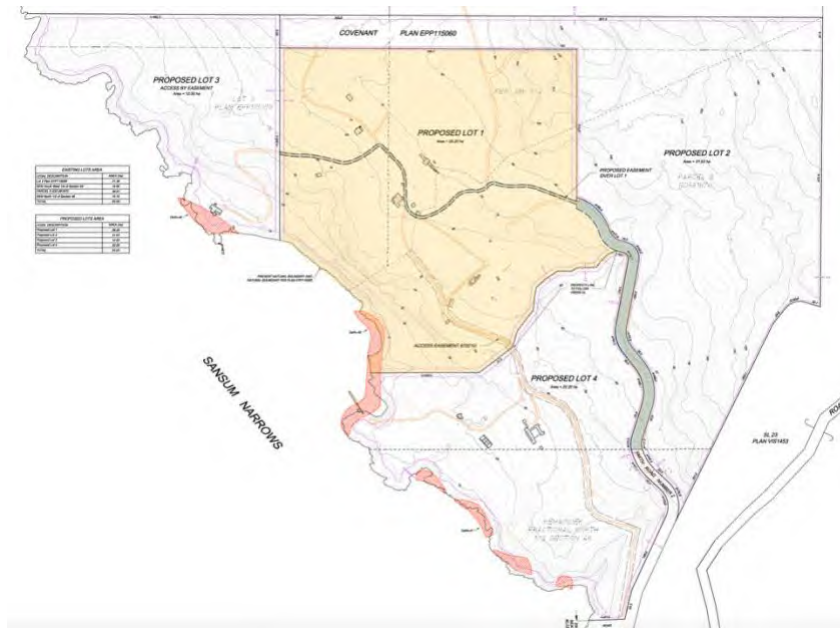
Table 2: Musgrave Farm and Retreat Centre Proposed Land Uses

Parcel	Land area Acres (ac) Hectares (ha)	Land Use Designation (Bylaw 355)	Principal Use(s)	# of Single Detached Dwellings	# of Seasonal Cottages (=< 56 sqm)	# of Seasonal Guest Accommodation*	Max. Allowable Subdivision (Lots)	Development Capacity with Max. Allowable Subdivision
Lot 1 Farm + Retreat Parcel	29.20 ha 72.15 ac	Rural Variation (R-x)	Agriculture, Non-Profit Retreat Centre	3	1	20	1	3 detached dwelling 1 seasonal cottage
Lot 2 Forest Parcel	31.63 ha 78.1 ac	Rural Upland 1 Variation (RU1-x)	Conservation, Passive Recreation	0	0	0	1	none
Lot 3 Caretaker Residence	12.00 ha 29.65 ac	Rural (R)	Rural Residential	1	1	0	6	6 detached dwelling 6 seasonal cottages
Lot 4 Owner Residence	20.20 ha 49.91 ac	Rural Upland 1 variation (RU1-x)	Rural Residential	1	1	0	1	1 detached dwelling 1 seasonal cottage
Total	93.03 ha 229.8 ac			5	3	20	9	10 detached dwellings 8 seasonal cottages 20 seasonal guest accommodations

**Includes 20 guest accommodation units without kitchens distributed between sleeping cabins and guest houses. One communal dining hall in main retreat centre building will serve all guests.*

Below are descriptions of the proposed uses of each parcel and proposed amendments to Bylaw 355. >>Please also see **Attachment A: Existing and Proposed Parcels** (Polaris Land Surveying, July 2025) and **Attachment B: Overall Site, Lot 1 Site Plans and Retreat Centre Visualization** (Olson Kundig, July 2025).

Proposed Lot 1 “Farm + Retreat Parcel”



Area: 29.20 ha/72.15 ac
Zoning: Rural (variation)

Realignment of this parcel is proposed to fully encompass the historic farm areas and buildings along with those of the proposed retreat centre. The proposed Rural variation zoning seeks to remove all future subdivision potential, limit residential development and allow for a non-profit retreat centre that includes up to 20 guest accommodation units without kitchens, a main program building with communal dining and accessory uses. >>Please also see **Attachment B: Overall Site, Lot 1 Site Plans and Retreat Centre Visualization** (Olson Kundig, July 2025) and **Attachment C: Retreat Centre Description** (D. Menschel, July 2025)

A new definition of Retreat Centre within the Salt Spring Island Land Use Bylaw 355 (Section 1.1.1) is requested as part of this application:

Retreat Centre - means the use of premises by a non-profit society to provide for the operation of spiritual, cultural or educational indoor or outdoor programs for in-residence guests, and may include sleeping accommodation for in-residence guests distributed between *guest sleeping cabins*, *guest houses* and/or primary retreat centre building; one shared kitchen and eating area; program, meeting and studio areas; bathrooms; accommodation for staff; and accessory buildings. Retreat Centre programs and guest residencies will run more than two days and less than 30 days.

- The proposed access is from Smith Road.

Proposed Rural Variation to Land Use Bylaw 355 (Section 9.10.4):

Despite Subsection 9.10.1, lands zoned R(#) permit only the following *uses*:

- a) *Agriculture*, including *Farm Buildings and Structures* to a maximum floor area of 2000 square metres;
- b) *Retreat Centre program buildings* up to a maximum of 1000 square metres;
- c) *Retreat Centre guest accommodations* up to a maximum of 1000 square metres;
- d) Three *detached dwellings* for *Retreat Centre* and/or *Farm* staff housing to a maximum floor area of 500 square metres;
- e) *Accessory Buildings* to a maximum floor area of 500 square metres.

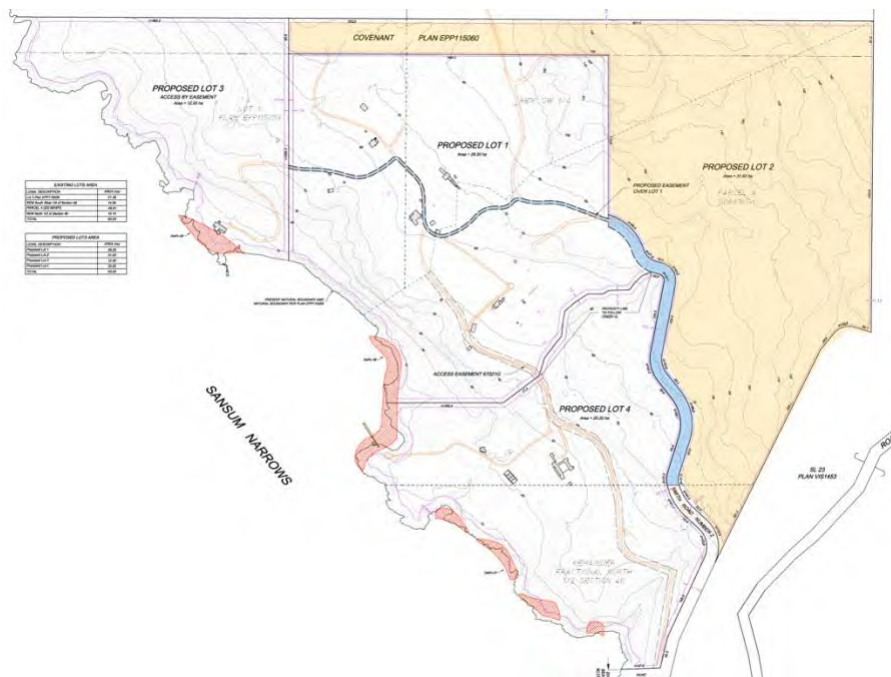
The following regulations regarding *subdivision* apply:

- a) The maximum number of individual *lots* that may be created through *subdivision* is 1 lot.

The following regulations regarding *size*, *siting* and *density* apply:

- a) Maximum *lot coverage* is 5 per cent.
- b) The maximum number of *Retreat Centre guest accommodation units* is 20, including guest sleeping cabins without kitchens and/or *guest rooms* without kitchens.

Proposed Lot 2 “Forest Parcel”



Area: 31.63 ha/78.1 ac
Zoning: Rural Upland
(variation)

Realignment of this parcel is proposed to encompass most of the forest and hilly terrain that occupy the east portion of the property. The forest is varied and includes groves of exquisite old growth Douglas fir and Cedar trees that have been estimated by experts to be more than 500 years old along with second growth conifers, pockets of Arbutus and Garry Oak, diverse undergrowth and streams. The proposed Rural Upland variation zoning seeks to remove all future subdivision potential and significant development capacity – including all residential development – of this parcel and limit uses to conservation, education and passive recreation activities that are compatible with long-term forest stewardship.

- The proposed access is from Smith Road.
- The restrictive easement along the north of the parcel will remain.

Proposed Rural Variation to Land Use Bylaw 355 (Section 9.10.4):

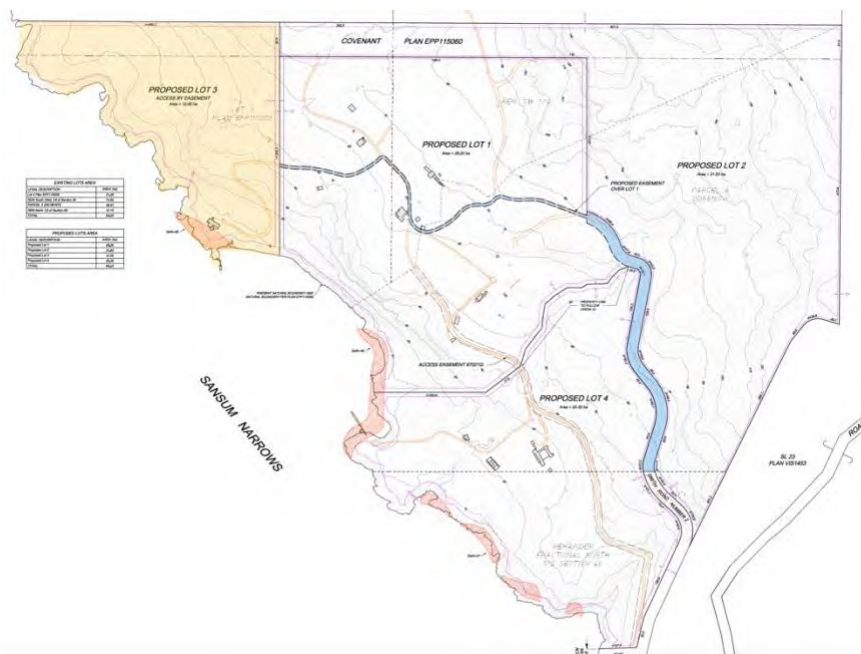
Despite Subsection 9.10.1, lands zoned R(#) permit only the following uses:

- a) *Passive outdoor recreation*, including walking trails, boardwalks, seating, lookout platforms, interpretative displays, art and related amenities;
- b) *Environmental research, education and stewardship*;
- c) *Indigenous cultural practices and activities* including hunting, food and bark harvesting, organized gatherings, and other indigenous practices and activities;
- d) *Buildings and structures* related to the above uses to a maximum floor area of 500 square meters.

The following regulations regarding *subdivision* apply:

- a) The maximum number of individual *lots* that may be created through *subdivision* is 1 lot.

Proposed Lot 3 “Caretaker Residence”



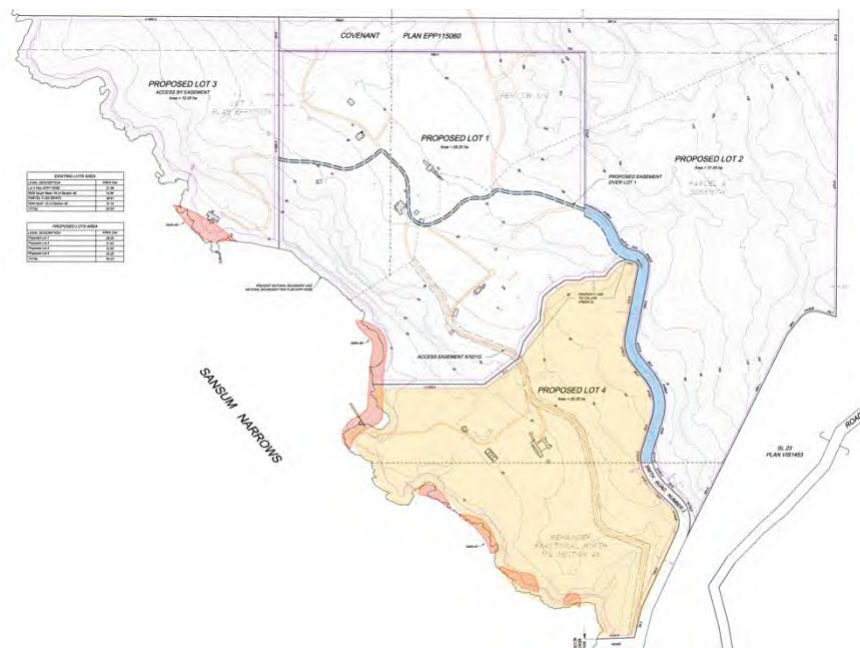
Area: 12.00 ha/29.65 ac

Zoning: Rural

Realignment of this parcel is proposed to create a smaller private, rural residence for the fulltime property caretakers that is legally separate from the farm and retreat centre.

- The proposed access is by a new easement over Lot 1 to connect to Smith Road with continued logistical water access.
- The restrictive easement along the north of the parcel will remain.
- *No rezoning is sought for this parcel.*

Proposed Lot 4 “Owner Residence”



Area 20.20 ha/49.91 ac
Zoning: Rural Upland
(variation)

The realignment of this parcel is proposed to create a private, rural residence for the owners with conforming building setbacks and straightforward road access. The proposed Rural Upland variation zoning seeks to remove all future subdivision potential and limit residential development to one primary residence, one seasonal cottage and accessory buildings up to 500 sq. metres.

- The proposed access is from Smith Road.

Proposed Rural Variation to Land Use Bylaw 355 (Section 9.10.4):

Despite Subsection 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 500 square metres.

The following regulations regarding *subdivision* apply:

- a) The maximum number of individual *lots* that may be created through *subdivision* is 1 lot.

2.2 Compliance with Salt Spring Island Official Community Plan

This rezoning application seeks to allow the uses described above and protect the land and its ecosystems from over development and harm. ***Taken as a whole, this application represents a downzoning*** – significantly and permanently reducing the development capacity of Musgrave Farm and easing real estate speculation pressure on this remote part of the island.

Table 3: Max. Subdivision/Dev't Capacity of All Parcels Current vs. Proposed Zoning

	Capacity under Current Zoning	Capacity under Proposed Zoning	Difference
Max. Lots through Subdivision	41 lots	9 lots	-32 lots
Max. Detached Dwellings	41 units	10 units	-31 units
Max. Seasonal Cottages	41 units	8 units	-33 units
Max. Guest Accommodations <i>w/o Kitchens</i>	0 sleeping units	20 sleeping units	20 sleeping units
Detached Dwellings - Max Bldg Area	20,500 sq. m.	4,000 sq. m.	-16,500 sq. m.
Accessory Buildings - Max Bldg Area	7,585 sq. m.	2,610 sq. m.	-4,975 sq. m.
Farm Buildings - Max Bldg Area	19,065 sq. m.	5,255 sq. m.	-13,810 sq. m.
Retreat Buildings - Max Bldg Area	0 sq. m.	2,000 sq. m.	2,000 sq. m.
Total Building Area	47,150 sq. m.	13,865 sq. m.	-33,285 sq. m.

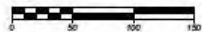
The proposal also reinforces and advances key goals and policies of the Salt Spring Island Official Community Plan (OCP) by limiting and reducing development in rural and environmentally sensitive areas, protecting the environmental integrity of forest and shoreline ecosystems in perpetuity, supporting historic farm and traditional uses, creating opportunities for reconciliation on privately-held land, and providing limited but authentic and meaningful ways for locals and British Columbians to sustainably experience the natural wonder of Salt Spring Island. >> Please see also **Attachment D: Analysis of OCP Conformance**.

>> Attachment A: Existing and Proposed Parcels



PLAN OF PROPOSED COVENANT OVER PARTS OF:

- THE NE 1/4 OF SECTION 47, EXCEPT PART IN PLAN 18198.
 - THE NW 1/4 OF SECTION 48, EXCEPT PART IN PLAN 18198.
- BOTH IN SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT.**



The intended plot size of this plan is 864mm in width by 559mm in height (D-Size) when plotted at a scale of 1:2500.

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

relative location of the surveyed buildings and boundaries of the parcel described herein. This does not constitute a warranty of accuracy or liability for any error or omission by a third party as a result of any decisions made on this document.

© 2021. All rights reserved. No person may copy or reproduce this document, in whole or in part, without the written consent of Potlatch Land Surveying Inc.

Mailing & delivery address:
204 - 149 Fultford-Ganges Road,
Salt Spring Island, BC, V8K 2K9

Toll Free: (877) 603 7398
Telephone: (250) 537 5502
SSSI@plsi.ca
www.plsi.ca

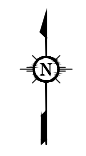
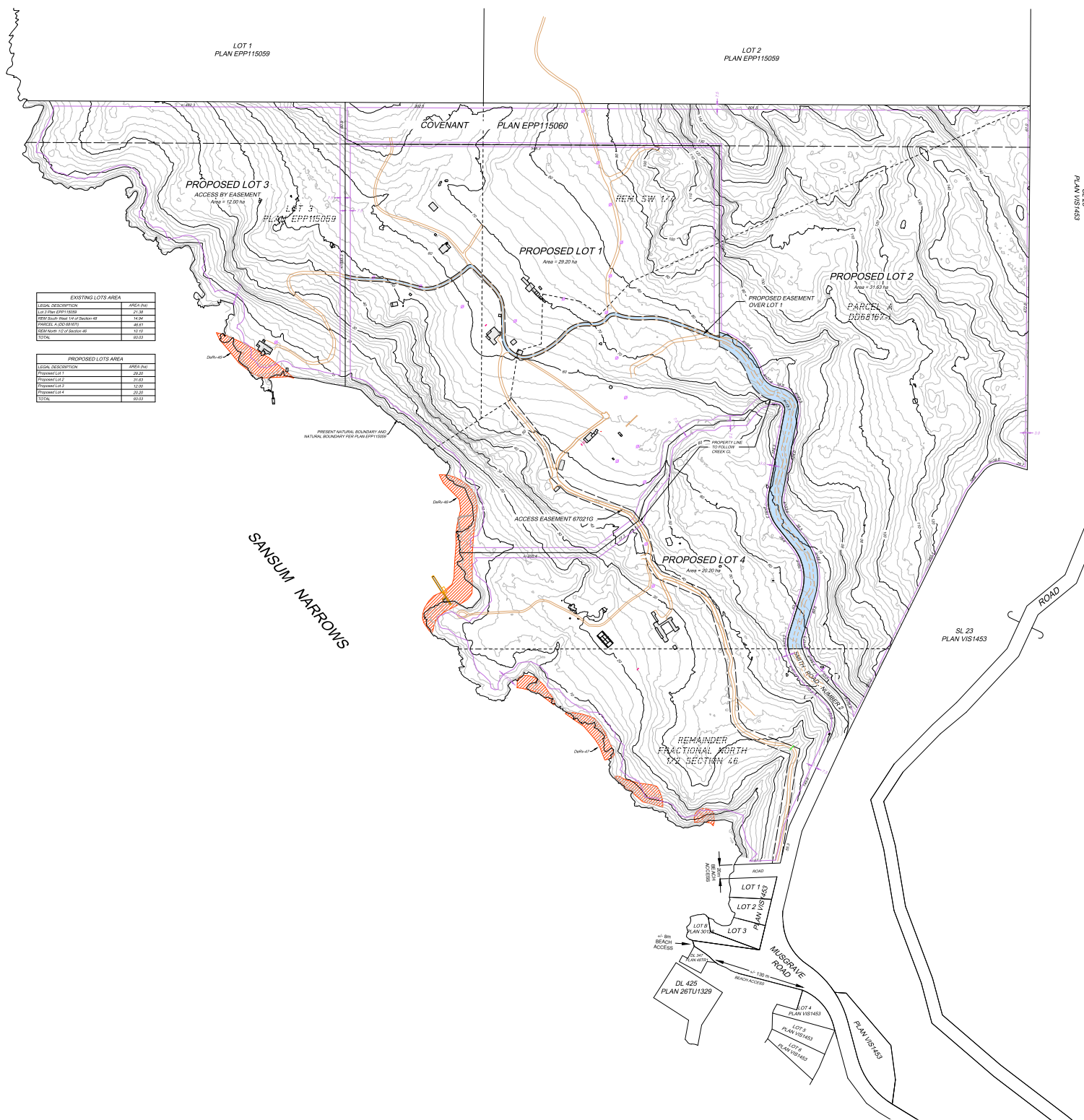
PROPOSED SUBDIVISION
PLAN OF:
LOT 3, PLAN EPP115059;
REMAINDER SOUTHWEST
1/4 SECTION 48;
PARCEL A DD68167-1; AND
REMAINDER FRACTIONAL
NORTH 1/2 SECTION 46, ALL IN
SOUTH SALT SPRING ISLAND,
COWICHAN DISTRICT.

The intended plot size of this plan is 1120mm in width by 854mm in height (E-Size) when plotted at a scale of 1:2000.
All distances and elevations are in metres and bearings stated, unless otherwise noted.
Features shown based on field survey completed on February 23, 2024.
The civic address of the property is: 230 Smith Rd, Salt Spring Island, BC.
Elevations are referred to the CGVD28 Datum.
Contours are shown at 2m intervals.
The following non-financial charges are shown on the current Certificate of Title and may affect the property:
670210 - Easement
3262960 - Right of Way
CAREDS2024 - Covenant
1203870 - Covenant
3262960 - Right of Way

LEGEND
dashed Driveway
dashed Zoning Setback (to be confirmed by Islands Trust)
dashed Utility Pole
dashed Archeological site as per Province of BC mapping

EXISTING LOTS AREA	
LEGAL DESCRIPTION	AREA (sq)
Lot 3 Plan EPP115059	21.38
REMAINDER SW 1/4 of Section 48	14.58
PARCEL A DD68167-1	65.87
REMAINDER NW 1/2 of Section 46	10.70
TOTAL	112.53

PROPOSED LOTS AREA	
LEGAL DESCRIPTION	AREA (sq)
PROPOSED LOT 1	29.20
PROPOSED LOT 2	31.63
PROPOSED LOT 3	10.00
PROPOSED LOT 4	30.20
TOTAL	101.03



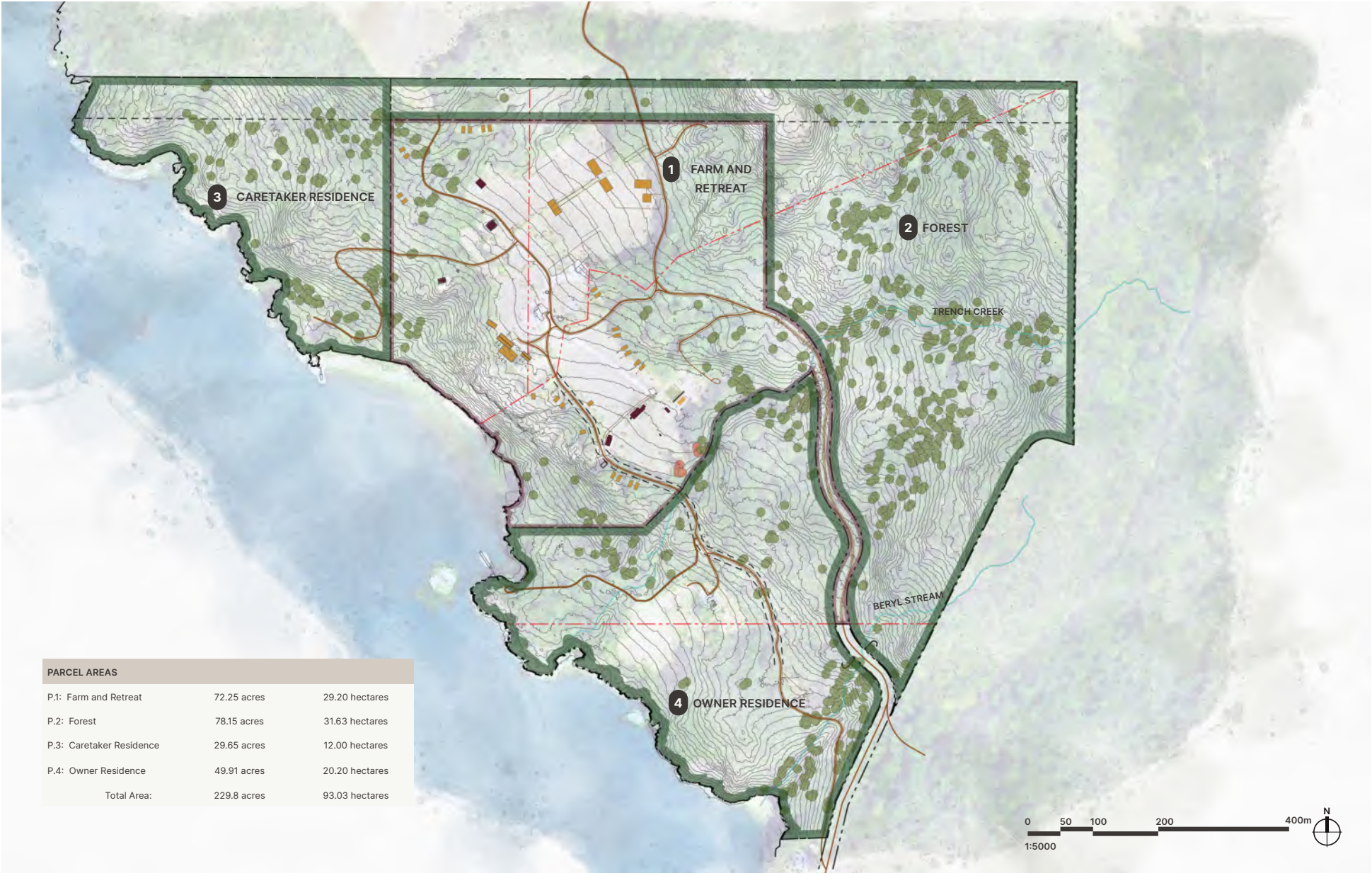
>> Attachment B:

Overall Site, Lot 1 Site Plans and Retreat Centre Visualizations

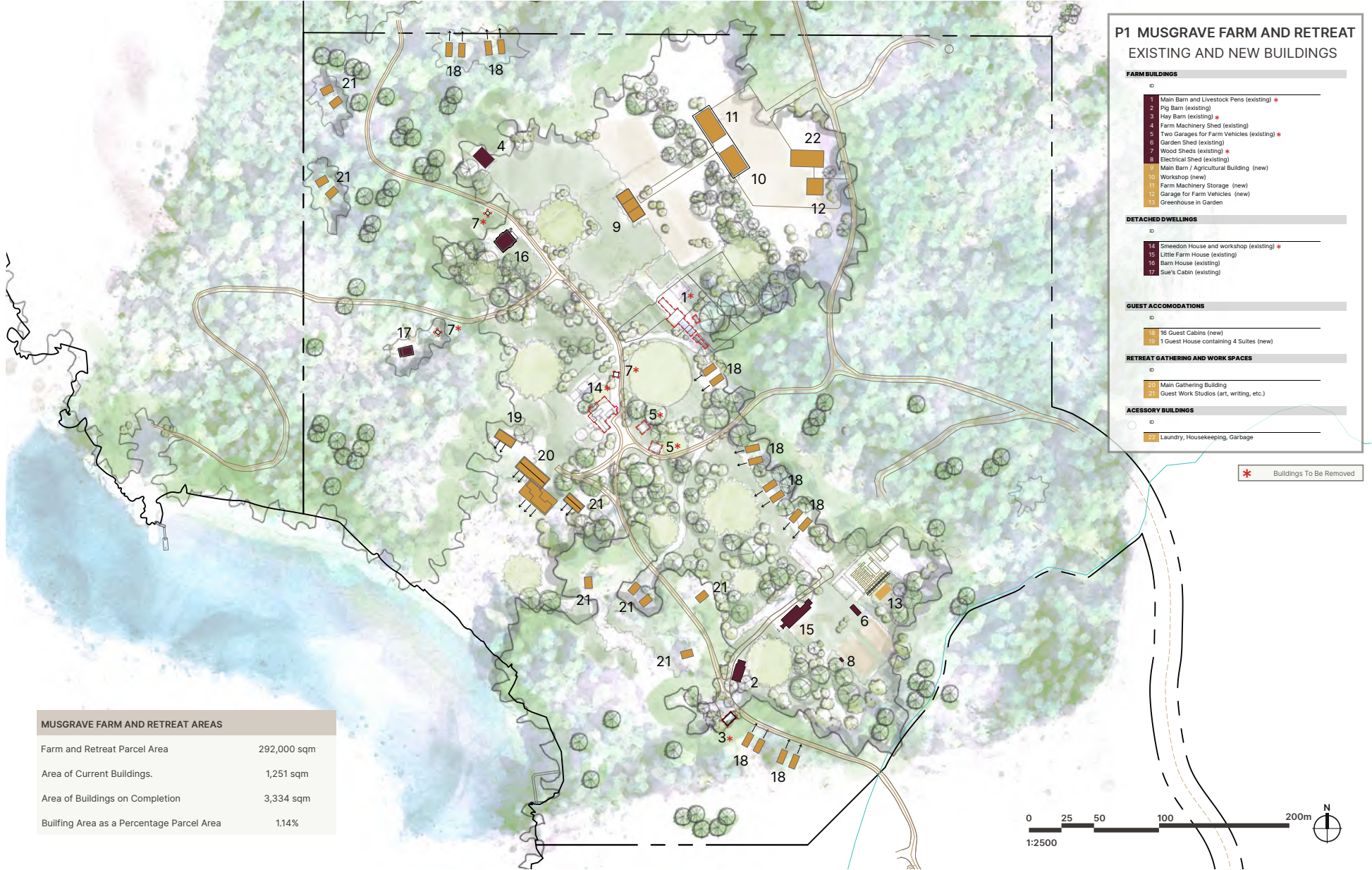
Musgrave Farm and Retreat

TABLE OF BUILDING AREAS ON PROPOSED FARM AND RETREAT PARCEL

Parcel 1 (Farm and Retreat)	Existing sq m	Proposed sq m	notes
Detached Dwellings			
Existing Smeeton House	398	0	Building to be removed
Existing Little Farm House	116	116	
Existing Barn House	190	190	
Existing Sue's Cabin	42	42	
TOTAL	746	348	
Retreat			
Proposed Main Gathering Building	0	390	
Proposed Guest Work Studios	0	325	
TOTAL	0	715	
Guest Accommodations			
Proposed 16 Guest Cabins	0	595	
Proposed 1 Guest House (with four suites)	0	149	
TOTAL	0	744	
Accessory Buildings			
Proposed Laundry Housekeeping, Garbage	0	297	
TOTAL	0	297	
Farm Structures			
Existing Main Barn and Livestock Pens	183	0	Building to be removed
Existing Pig Barn	79	79	
Existing Hay Barn	32	0	Building to be removed
Existing Farm Machinery Shed	109	109	
Existing Two Garages for Farm Vehicles	81	0	Building to be removed
Existing Garden Shed	10	10	
Existing Wood Sheds	7	0	Building to be removed
Existing Electrical Shed	4	4	
Proposed Main Barn/Agriculture Building	0	172	
Proposed Workshop	0	303	
Proposed Farm Machinery Storage	0	256	
Proposed Garage for Farm Vehicles	0	204	
Greenhouse in Garden	0	93	
TOTAL	505	1230	



Musgrave Farm and Retreat | Parcel 1 - Site Plan





Musgrave Retreat Center

Visualization

May 19th, 2025

Olson Kundig



Current, existing and new



3 year



20 year

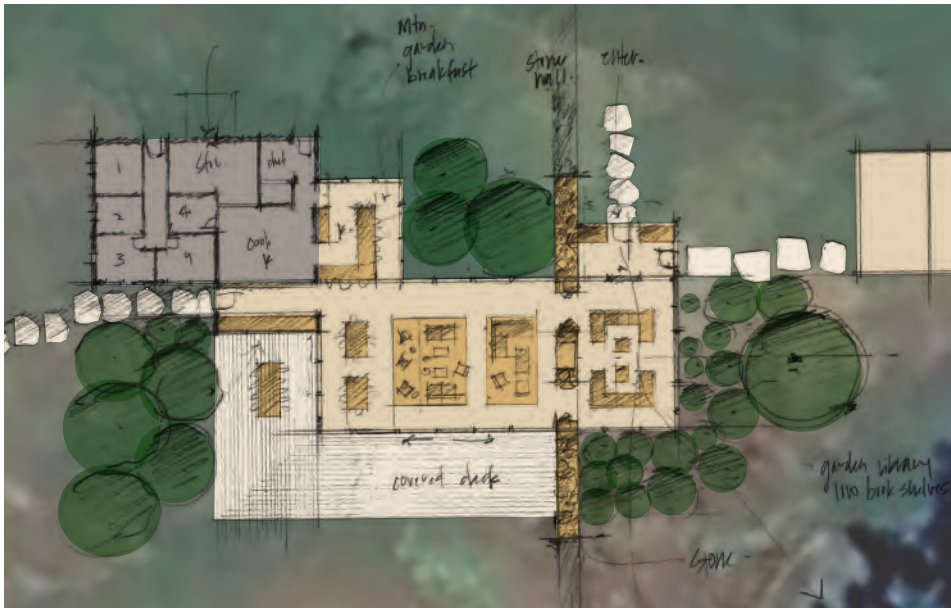




Elevation Sketch



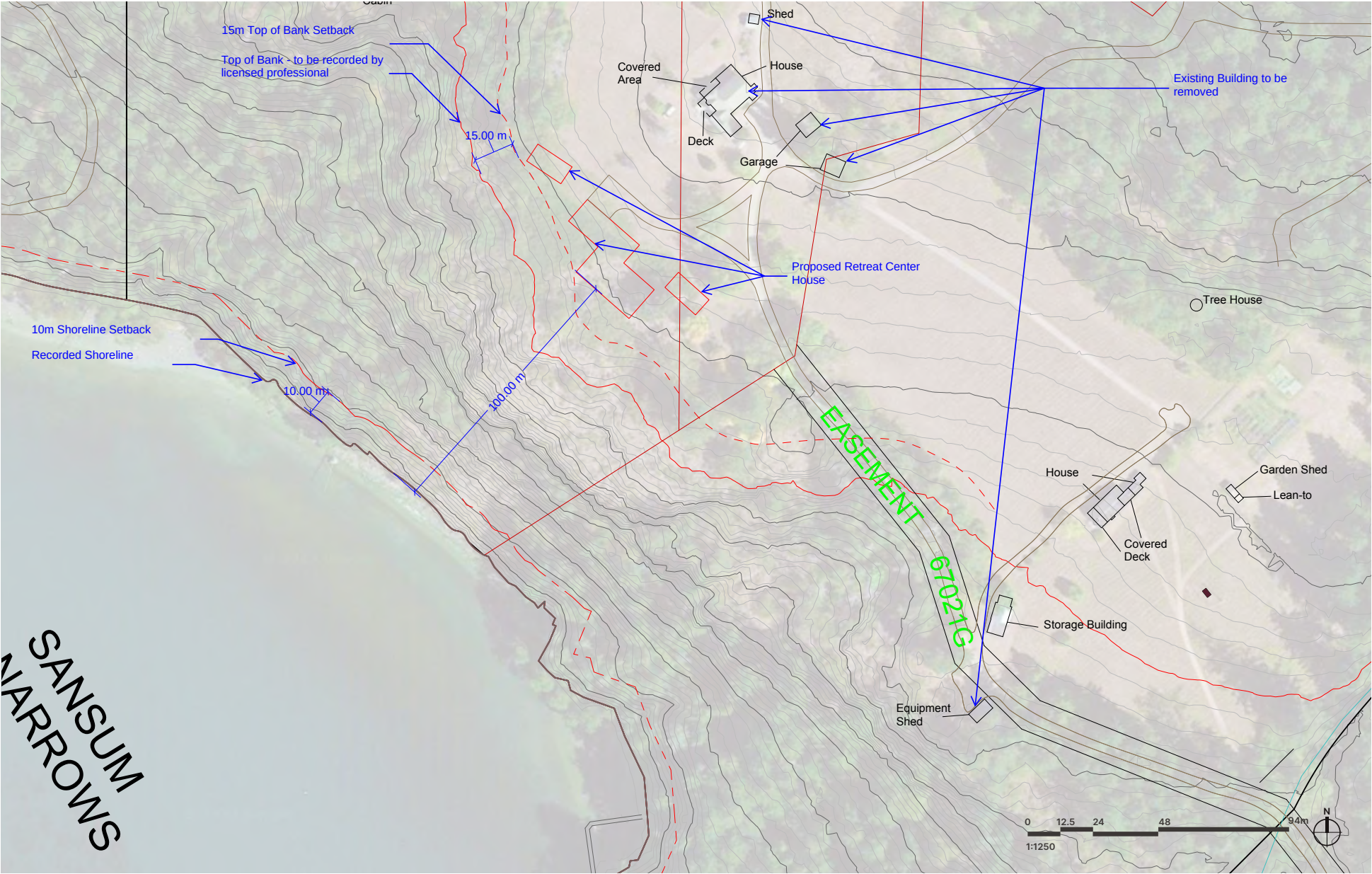
Elevation Sketch



Plan Sketch



View from public waterway



>> Attachment C: Retreat Centre Description

Retreat Centre Vision and Description

The Retreat Centre at Musgrave Farm is envisioned as a place to support the healing, restoration and professional development of artists, social and environmental activists, understood broadly to include people from all sorts of occupations – writers, academics, filmmakers, journalists, ecologists, musicians, public interest lawyers, public health advocates, community organizers, and indigenous community leaders – people united by a common commitment to make life on earth more just, tolerant, inclusive, peaceful and sustainable. Substantive issues in their work might include environmental protection and conservation, criminal justice reform, immigration, poverty alleviation, civil and human rights, Indigenous rights, mental health and healing, etc. These people – who shoulder a disproportionate share of our collective burden of making the world a better and more resilient place – need opportunities to disconnect, immerse themselves in nature, think expansively, collaborate with one another, reflect and rejuvenate their spirits. The tranquility and spectacular natural beauty of Musgrave Farm make it uniquely positioned for the Retreat Centre.

The Retreat Centre will identify guests or “fellows” through a combination of invitation and application, based on their current projects and their contributions to the world of art and activism. Some will come for a week, as a group, to meet, discuss common challenges and learn from one another. Others will come for as long as a month and bring long-term projects with them; they might work on a book chapter, write an academic article, edit a documentary film, or complete a work of art. Accommodations and meals will be provided free of charge on a scholarship basis funded entirely through a non-profit model.

The Retreat Centre will initially accommodate up to 12 fellows at a time, eventually expanding to accommodate a maximum of 20 fellows at some point in the future. The centre will host fellows seasonally, from May through September or October. **The retreat centre is projected to open its inaugural season in summer 2027, pending confirmation of permit approvals and development timelines.**

Fellows will largely arrive via a small private boat operated by the Retreat Centre from Vancouver Island. They will stay in simple, rustic cabins and guest houses without kitchens. With limited exceptions, fellows will remain at the centre for the duration of their stay; the point is to disconnect and sink into the natural environment.

The preliminary staffing plan for the Retreat Centre and farm assumes:

- **1 Caretaker** or caretaker couple, who will manage the farm, structures and grounds and live year-round on an adjacent parcel;
- **1 Director** who will manage the programmatic aspects of the centre year-round and live at the centre seasonally;
- **1 Financial and Logistics Manager** who will likely work remotely;
- **4 – 8 Seasonal Employees** who will live in farm worker and staff housing at the centre – a Cook, Prep Cook, Housekeeper and Gardener(s) to support food production and groundskeeping.

The Retreat Centre and revitalized farm is also being planned to model a values-driven way of living that fosters harmony among people and with the natural world. To that end, the planning, development and operations of the centre will prioritize resilience and sustainability. It will revitalize the once-thriving farm using regenerative practices to grow much of its own food, and source goods locally from Salt Spring Island. It will continue to clear invasive species, explore reforestation of some previously cleared areas, and heal the land. It will conserve and effectively manage water and harness the power of the sun. It will seek to live respectfully and constructively with its neighbors on Salt Spring Island and across the Salish Sea, with attention to local history and respect for First Nations.

The current property owner/rezoning proponent will act as the developer of the Retreat Centre with the commitment to donating the reconfigured parcel and buildings to a registered nonprofit organization. The nonprofit will own the property and operate the centre with long-term funding provided through established philanthropic organizations and a long-term endowment. The owner will be an inaugural member of the nonprofit board that will hire a professional Director to manage the centre. Because the property will be owned and operated by a nonprofit, the centre and operational model will outlive the owner's involvement. If approved by the Salt Spring Island Local Trust Committee, the land use bylaw amendment requested in this application will further ensure that Retreat Centre use operates as a non-commercial enterprise in perpetuity.

>> Attachment D: Analysis of OCP Conformance

VILLAGE BUILDERS

230 Smith Road | Subdivision + Rezoning Proposal

Salt Spring Island OCP (Bylaw 343) Analysis

Submitted by Elizabeth FitzZaland ^{RPP MCIP}

Updated July 2025

A.4 COMMUNITY OBJECTIVES

Alignment Explanation

A.4.1 General Objectives

A.4.1.1 To recognize and protect the fragility and significance of our natural environment as one of our community's greatest and irreplaceable assets.	Y	The proposal will reduce subdivision/development potential and protect ~80 acres of second and old growth forest. The proposal will also maintain low density uses along the shoreline parcels and protect all natural and archeological features. There will be net positive revegetation and active management to eliminate invasive species. The farm and agricultural use will be revitalized within a more sustainable and efficient model to support food growing while prioritizing reforestation and ecological balance along the forest interface. The non-profit, private retreat centre use will be seasonal and low impact hosting no more than 20 participants at a time (initially less) during the summer. Most participants will arrive by water taxi for multi-week stays resulting in very low transportation needs/road impacts. The overall human impact of the proposal will be less than the historical peak of farm use on the property while the environmental protections and regeneration will be heightened.
A.4.1.2 To recognize and protect our unique nature as an island - a remote place, unconnected to other land masses, which exists at a smaller scale; a place where boundaries are absolute, resources are finite, and biophysical and socioeconomic impacts can be concentrated due to containment and proximity.	Y	
A.4.1.3 To retain our island's rural character and peaceful and quiet atmosphere; to guide development so that it complements the outstanding natural beauty that surrounds us and reflects our unique community character. To ensure that the predominant feature of Salt Spring Island remains the natural environment, rather than manmade structures.	Y	
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. b. a duty to take anticipatory action to prevent harm; 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. d. requiring the proponent to supply this information to the public; 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.	Y	
A.4.1.5 To identify and protect important components of our island's heritage, including archaeological and First Nations cultural sites, whether they are reminders of past or present lifestyles.	Y	
A.4.1.6 To work cooperatively with other agencies, groups and the community in achieving the objectives of this Plan.	Y	

A.4.2 Sustainability

A.4.2.1 To recognize the importance of <i>sustainability</i> in all community decisions. To avoid land use decisions that threaten the integrity or <i>sustainability</i> of natural ecosystems.	Y	See explanation above.
A.4.2.2 To maintain and restore the community's natural capital represented by such items as our agricultural and forest land base, our potable water supplies, and primary value of our natural and unspoiled rural character.	Y	See explanation above.
A.4.2.3 To recognize our local responsibility to contribute to global <i>sustainability</i> , particularly in relation to mitigation of and adaptation to climate change.	Y	In addition to the above noted sustainability aspects of the proposal, all new buildings and systems will be designed to be energy and water efficient. Wildfire prevention practices will be implemented.
A.4.2.4 To recognize that long-term social and economic well being requires living within the limits of ecological <i>sustainability</i> , which is the maintenance of ecological processes so that the biological productivity of the Earth endures without dependence on non-renewable resources.	Y	See explanations above.

A.4.3 Limits to Growth

A.4.3.1 To continue to focus attention on the finite nature of all of our island's resources, especially those that are drawn from our natural environment.	Y	See explanations above.
A.4.3.2 To provide direction for the <i>conservation</i> and stewardship of natural resources, especially our surface and groundwater supply.	Y	See explanations above.
A.4.3.3 To reflect the finite nature of islands by identifying limits to residential, commercial and institutional growth tailored to the community's land base and ecological carrying capacity. Special attention should be paid to ensuring that the human use of potable water can be sustained without negative impact on other values and uses for natural water bodies.	Y	See explanations above. The properties are well served by groundwater. Surface water licenses are also available.
A.4.3.4 To accommodate and direct appropriate development so that its location, appearance and impact are in harmony with the natural environment, community resources, character and existing land uses. To ensure that clustered settlements are well designed so that they become and remain acceptable and compatible with existing development.	Y	See explanations above.

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.	Y	The proposal will create limited local jobs and attract a limited number of guests within a model that prioritizes environmental stewardship and tranquility.
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.	Y	The proposal will maintain the rural community character of the South Island with no adverse impacts. Neighbours will benefit from enhanced environmental stewardship and wildfire prevention on the property. Neighbours will also be invited to occasional open house events at the retreat centre and farm.
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.	Y	The proposal will restore farming practices and lifestyles on this land as well as support jobs and experiences in hospitality, environmental restoration and wild fire prevention, construction and the arts.

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.	Y	The proposal maintains existing long-term residences suitable to the rural location as well seasonal workforce accommodation provided for free or very low rates to farm and retreat centre staff to eliminate transportation needs and provide housing.
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.	Y	The proposal is appropriately scaled for the location. It will provide economic benefits in the form of local jobs and sustained private investment in environmental stewardship, forest protection and local farming.
A.4.4.6 To ensure the continued development of land use opportunities for non-traditional residential settlement. Opportunities that are based on the communal stewardship of land, <i>conservation</i> of resources and alternative forms of infrastructure are of special importance.	Y	The proposal will preserve a small cluster of residences and restore farming practices and lifestyles as well as support jobs and experiences in environmental restoration and wildfire prevention, construction and the arts.
A.4.4.7 To recognize that development should be managed to protect our sense of community and maintain our ability to absorb changes.	Y	The proposal will reduce the overall development potential of combined parcels.
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.	Y	See explanations above.
A.4.4.9 To remain an island community without a bridge or tunnel to other land masses.	Y	See explanations above.
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.	Y	The proposal will safeguard the rural character by reducing the overall development capacity and protecting a large forest; enhance wildfire prevention and response; and provide a tranquil retreat for artists and activists.
A.4.5.2 To encourage multiple modes of healthy, active transportation among residents of all ages, such as walking and bicycling.	NA	The property is self-contained and remote. Most guests and residents will access by water and have no need for daily transportation off-site.
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.	Y	The property is self-contained and remote. Most guests and residents will access by water and have limited or no need for the use of a personal vehicle
A.4.5.4 To designate land for appropriate and accessible social and recreational opportunities for all residents.	Y	The proposal will protect the shoreline and forest for current and future generations. Ecologically sensitive trails are planned to increase accessibility to the forest. The retreat centre will increase access for those who do not live on SSI.
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.	Y	See below. The proposal will support jobs in farming, hospitality, environmental restoration and wildfire prevention, construction and the arts.
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 production and consumption to meet the needs of islanders.	Y	The farm is a small local business and the retreat centre will be a non-profit run organization focused on supporting artists and activists. Both will provide meaningful, local jobs in a beautiful natural setting.
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.	Y	The farm and retreat centre will provide meaningful living wage employment for local residents.

A.5 THE ISLAND ENVIRONMENT	Alignment	Explanation
A.5.1 OBJECTIVES		
A.5.1.1 To recognize the intrinsic value of our ecosystems and that the health of our ecosystems is inextricably linked to human health.	Y	The proposal will protect second and old growth forest, maintain low density development along the shoreline and support re-vegetation.
A.5.1.2 To maintain and improve the quality of the island's natural environment. To give particular attention to the quality of fresh water to sustain healthy fish and wildlife habitat and for human supplies.	Y	The proposal will reduce subdivision/development potential and protect ~80 acres of second and old growth forest. The proposal will also maintain low density uses along the shoreline parcels and protect all natural and archeological features. There will be net positive revegetation and active management to eliminate invasive species.
A.5.1.3 To identify and encourage protection of those parts of the island that are especially sensitive to development, including those <i>Environmentally Sensitive Areas</i> shown on Maps 9 through 12.	Y	The proposal specifically seeks to reduce/limit the development potential of environmental sensitive areas and areas of high biodiversity, including ~80 acres of old growth and second growth forest. No transfer of residential development potential to a OCP identified receiving area is sought. Instead a modest increase to seasonal workforce housing and accommodation is requested for the disturbed area of the historic farm. An overall net reduction of development potential will result from this proposal. This is inline with the overall intent of this policy.
A.5.1.4 To protect areas of high biodiversity. To recognize and protect the island's native plant, animal and bird life. To give particular attention to the streams, wetlands and shorelines of Salt Spring Island.	Y	The proposal will reduce subdivision/development potential and protect ~80 acres of second and old growth forest. The proposal will also maintain low density uses along the shoreline parcels and protect all natural and archeological features, including streams. There will be net positive revegetation and active management to eliminate invasive species.
A.5.1.5 To identify and encourage the creation of a network of protected areas that preserve representative ecosystems.	Y	See explanations above and previous.
A.5.1.6 To encourage <i>sustainable</i> land use practices and adopt best management practices.	Y	See explanations above and previous.
A.5.1.7 To secure at least 30% of the island land base for <i>conservation</i> . To develop a Community Greenways system of private and public greenways, some of which may also be associated with the island's trail network.	Y	See explanations above and previous. The landowner is committed to protecting ~80 acres of second and old growth forest through a covenant or other land use mechanism that restricts subdivision, significant land clearing and development.
A.5.1.8 To integrate the spirit and intent of federal and provincial environmental legislation and the <i>Agricultural Land Commission Act</i> and the <i>Farm Practices Protection ("Right to Farm") Act</i> into local environmental policies and bylaws.	Y	The historic farm and agricultural use will be revitalized within a more sustainable and efficient model to support food growing while prioritizing reforestation and ecological balance along the forest interface. Steps have already been taken to initiate the farm revitalization
A.5.1.9 To support and participate in the implementation of the Regional Green/Blue Spaces Strategy prepared by the Capital Regional District.	Y	See explanations above and previous. The landowner is committed to protecting ~80 acres of second and old growth forest through a covenant or other land use mechanism that restricts subdivision, significant land clearing and development.
A.5.2 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.	NA	The owner engaged biologists to undertake a comprehensive inventory of the forest ecosystem to inform stewardship practices.
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 <i>Environmentally Sensitive Areas</i> or <i>High Biodiversity Areas</i> on Maps 9 through 12. Additional <i>Environmentally Sensitive Areas</i> or <i>High Biodiversity Areas</i> 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.	Y	The proposal specifically seeks to reduce/limit the development potential of environmental sensitive areas and areas of high biodiversity, including ~80 acres of old growth and second growth forest. No transfer of residential development potential to a OCP identified receiving area is sought. Instead a modest increase to seasonal workforce housing and accommodation is requested for the disturbed area of the historic farm. An overall net reduction of development potential will result from this proposal. This is inline with the overall intent of this policy.
A.5.2.3 The protection of <i>Environmentally Sensitive Areas</i> or <i>High Biodiversity Areas</i> is an eligible community amenity, which could be exchanged for a higher density of development as outlined in Appendix 3.	Y	See previous response. This amenity is being offered as part of this proposal in exchange for a modest increase in seasonal workforce and accommodation units for the planned retreat centre on the farm parcel.
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 <i>High Biodiversity Areas</i> . If the Local Trust Committee receives a rezoning application to transfer development or to protect an <i>Environmentally Sensitive Area</i> or a <i>High Biodiversity Area</i> in exchange for additional density, further study could more clearly identify boundaries.	Y	See explanations above. Maps 9 - 12 have been referenced but are quite old (1997). The owner engaged a team of professional biologists in 2024 to undertake an in-depth inventory of the forest ecosystem.
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.	Y	See explanations above. An overall net reduction of development potential will result from this proposal. This is inline with the overall intent of this policy.
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.	NA	Tax exemptions are not currently being pursued.
A.5.2.7 The Local Trust Committee should continue to enter into agreements with the Trust Fund Board outlining the ways in which the parties will cooperate and consult about <i>conservation</i> land acquisitions on Salt Spring Island.	NA	
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 consider designating development permit areas for the protection of such habitat.	NA	Trust-directed policy.
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.	Y	See explanations above. An overall net reduction of development potential will result from this proposal. This is inline with the overall intent of this policy.
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.	NA	Trust-directed policy.
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.	NA	Trust-directed policy.
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.	Y	The owner engaged biologists to undertake a comprehensive inventory of the forest ecosystem to inform stewardship practices.
A.5.2.13 The Local Trust Committee encourages landowners and others to 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. b. identify environmental values prior to site clearing and design. locate development away from areas with high environmental values, and place natural buffers between the development site and sensitive features. c. d. e. concentrate development in areas with low environmental values. develop and implement site plans that protect biodiversity, clean air, and clean water. 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. i. j. k. l. minimize impacts of roads and driveways and reduce fragmentation of habitat. h. maintain water quality. maintain air quality and reduce greenhouse gas emissions. design energy- and water-efficient developments that conserve natural resources. minimize wastes, and manage wastes in an environmentally sound manner. 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.	Y	See explanations above. The owner engaged biologists to undertake a comprehensive inventory of the forest ecosystem to inform stewardship practices. The proposal seeks to protect ~80 acres of environmental sensitive old growth and second growth forest, remove invasive species and revegetate significant areas that have been disturbed/cleared. No additional lots are proposed. An overall net reduction of development potential will result from this proposal.
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, <i>environmentally sensitive areas</i> , and residential neighbourhoods.	NA	Trust-directed policy.
A.5.2.15 The Local Trust Committee should develop ways to encourage <i>sustainable building</i> techniques through support for implementation of energy efficient <i>building</i> design and <i>building</i> practices as demonstrated through recognized <i>building</i> certification programs such as R-2000, BuiltGreen Platinum, and LEED.	NA	Trust-directed policy. Buildings will be designed to be largely off-grid, energy efficient and low impact. This is core to the ethos of the retreat centre and vision for the entire property.
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, <i>conservation</i> lands and other open space into a network of protected areas. The development of community greenways that serve both a recreational and <i>conservation</i> function should be encouraged.	NA	Trust-directed policy.
A.5.2.17 The Local Trust Committee will recognize the needs of the local farming community, the <i>Farm Practices Protection ("Right to Farm") Act</i> , the <i>Agricultural Land Commission Act</i> 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.	NA	
A.5.2.18 The Local Trust Committee should support efforts to restore and enhance <i>environmentally sensitive areas</i> and habitat, including the restoration of streams and other watercourses that have been modified (culverted, ditched, diverted, etc.).	Y	See explanations above.
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.	NA	
Others are encouraged to help achieve the objectives this Section as follows:		
A.5.2.20 Members of the local community are encouraged to continue individual actions that protect and sustain the natural environment and rural character. Protection of <i>Environmentally Sensitive Areas</i> such as those shown on Maps 9 through 12 is particularly encouraged.	Y	The owner engaged biologists to undertake a comprehensive inventory of the forest ecosystem to inform stewardship practices.
A.5.2.21 Owners and occupiers of property are encouraged to maintain an undisturbed buffer around any tree that bears the nest of a bald eagle, osprey, peregrine falcon or great blue heron. Maintenance of an undisturbed buffer between such trees and the sea is also encouraged. The community is also encouraged to respect seasonal buffers around all native nesting birds. With the assistance of the Environmental Advisory Committee and other non-governmental organizations, the Local Trust Committee will distribute information about the appropriate extent of buffers for different species and during different seasons and will support efforts to map the location of nest trees.	Y	See explanations above. The owner engaged biologists to undertake a comprehensive inventory of the forest ecosystem, including a bird inventory, to inform stewardship practices.
A.5.2.22 Landowners are encouraged to participate in tax incentive programs for the protection of sensitive parts of the environment.	NA	Tax exemptions are not currently being pursued.
A.5.2.23 The Capital Regional District is supported in the ongoing development of its regional Green/Blue Spaces Strategy.	Y	The proposal will protect ~80 acres of forest.
A.5.2.24 The Capital Regional District and other agencies are urged to continue supporting and encouraging alternate <i>building</i> construction and waste management techniques that conserve water and energy or sustain the environment.	NA	CRD-directed policy. Buildings will be designed to be largely off-grid, energy efficient and low impact. This is core to the ethos of the retreat centre and vision for the entire property.
A.5.2.25 The Local Trust Committee should identify ways of monitoring community <i>sustainability</i> (for example by identifying " <i>sustainability</i> indicators"). Results could be used when amending this Plan or other policies and bylaws.	NA	Trust-directed policy.
A.5.2.26 Senior levels of government are encouraged to develop policies to protect the island from all types of petroleum and chemical pollution of ground and surface water and from air pollution from local and off-island sources.	NA	Government-directed policy.
A.5.2.27 All levels of government and other agencies are encouraged to take stronger action to protect our parks, roadsides and utility corridors from invasive plant species.	NA	Government-directed policy.

A.6 CLIMATE CHANGE AND ENERGY EFFICIENCY		Alignment	Explanation
A.6.1 OBJECTIVES			
A.6.1.1 To consider the impacts of climate change as a central factor in land use decision-making.	Y		Ecosystems protection, limited development, onsite services, energy efficient and low impact buildings, local food productions, limited vehicle trips.
A.6.1.2 To establish the importance of energy efficiency, energy security, greenhouse gas emissions reduction, and carbon cycling in land use, site planning, <i>building</i> design and transportation.	Y		See explanation above.
A.6.1.3 To promote the use of renewable energy and the development of renewable energy sources.	Y		See explanation above. Solar energy will also be integrated.
A.6.1.4 To work with other agencies, stakeholders and the community to achieve energy <i>conservation</i> and emissions reduction goals.	NA		Trust-directed policy.
A.6.1.5 To support actions to minimize greenhouse gas emissions and to adapt to the impacts of climate change in land use decision-making.	Y		Ecosystems protection, limited development, onsite services, energy efficient and low impact buildings, local food productions, limited vehicle traffic.
A.6.1.6 To recognize the importance of our forested lands in removing carbon dioxide from the atmosphere.	Y		The proposal offers to protect ~80 acre old growth and second growth forest.
A.6.1.7 To support a reduction of at least 15% in Greenhouse Gas emissions by 2015; at least 40% by 2020 and at least 85% by 2050 based upon 2007 data. Within the local trust area this reduction will be achieved by actions resulting from individual and community initiatives, the actions of other levels of government, technological changes, and changes to land use policies and regulations.	Y		Ecosystems protection, limited development, onsite services, energy efficient and low impact buildings, local food productions, limited vehicle trips.
A.6.2 POLICIES			
A.6.2.1 The Local Trust Committee will develop improved methods of determining and assessing the energy efficiency and climate change impacts of proposed development when it is processing land use applications. The Committee should consider utilizing a Development Approval Information Bylaw, as authorized in G.1.4, to ensure that consistent information about the energy efficiency and anticipated impacts of development is obtained when the proposal includes significant new development, increase in density, or change of use. Application checklists should be revised to include climate change mitigation and adaptation criteria, such as energy efficiency, energy security, renewable energy and carbon sequestration impacts.	NA		Trust-directed policy.
A.6.2.2 The Local Trust Committee will consider the energy efficiency attributes and climate change adaptation and mitigation impacts in all rezoning applications that propose an increase in density or significant change of use.	Y		Ecosystems protection, limited development, onsite services, energy efficient and low impact buildings, local food productions, limited vehicle trips.
A.6.2.3 Rezoning applications proposing a significant increase in density or significant change of use may be requested to include a calculation of the projected carbon budget, or demonstrate conformity with LEED Neighbourhood Design criteria, or the equivalent.	NA		No significant increase in density proposed. An overall net reduction in development potential will result from this proposal
A.6.2.4 The Local Trust Committee shall consider giving priority to rezoning and other applications that meet energy efficiency criteria adopted by the Local Trust Committee.	Y		Buildings will be designed to be largely off-grid, energy efficient and low impact. This is core to the ethos of the retreat centre and vision for the entire property.
A.6.2.5 The Local Trust Committee will consider supporting rezoning applications for <i>affordable housing</i> that incorporate climate change mitigation and adaptation measures such as energy efficient features and shared facilities, such as co-housing.	NA		
A.6.2.6 The Local Trust Committee will review its zoning regulations and development permit area objectives and guidelines to ensure that existing provisions encourage and do not discourage the implementation of energy efficiency standards in new construction. Salt Spring Island Local Trust Committee 16 October 2022	NA		Trust-directed policy.
A.6.2.7 If amendments are made to the Development Permit Area authority of the Local Government Act to establish energy efficient design requirements, the Local Trust Committee should review and amend its Development Permit Area provisions to include new objectives and guidelines for energy efficient systems and design.	NA		Trust-directed policy.
A.6.2.8 If amendments are made to legislation, the Local Trust Committee should consider making amendments to administrative and procedural bylaws to charge differential fees to encourage energy efficient <i>building</i> design.	Y		Buildings will be designed to be largely off-grid, energy efficient and low impact. This is core to the ethos of the retreat centre and vision for the entire property.
A.6.2.9 The Local Trust Committee will work with the Capital Regional District and other stakeholders on the development and implementation of climate change mitigation and adaptation strategies, including energy efficiency strategies.	NA		Trust-directed policy.
A.6.2.10 The Local Trust Committee will consider energy efficient <i>building</i> design features exceeding the BC Building Code as a community amenity.	Y		Buildings will be designed to be largely off-grid, energy efficient and low impact. This is core to the ethos of the retreat centre and vision for the entire property.
A.6.2.11 The Local Trust Committee will incorporate energy efficiency and climate change impact criteria in assessing applications for the transfer of development potential.	Y		See explanation above.
A.6.2.12 The Local Trust Committee will continue to support implementation of the Salt Spring Community Energy Strategy and regional community energy plans on Salt Spring Island.	NA		Trust-directed policy.
A.6.2.13 The Local Trust Committee will undertake or support mapping and analysis to anticipate the potential impacts of climate change on land use and siting.	NA		Trust-directed policy.
A.6.2.14 The Local Trust Committee should support federal and provincial initiatives to reduce greenhouse gas emissions.	NA		Trust-directed policy.
A.6.2.15 The Local Trust Committee should support local food production as a significant factor in reducing food transportation costs and greenhouse gas emissions.	Y		The proposal supports the revitalization of Musgrave Farm as a food-producing farm. Investments have already been made to increase the productivity and efficiency of food production on the property and align practices with sustainable farming principles
A.6.2.16 The Local Trust Committee should review zoning to relax height restrictions for solar and wind power generation on residential lots.	NA		
A.6.2.17 The Local Trust Committee should consider supporting small-scale, locally generated, zero-carbon, renewable power for new and existing development. Such facilities should be located on the same, or an adjacent site, as the user.	Y		Buildings will be designed to be largely off-grid, energy and water efficient and low impact. This is core to the ethos of the retreat centre and vision for the entire property.
A.6.2.18 The Local Trust Committee should work with the Trust Fund Board and other <i>conservation</i> organizations to promote the <i>conservation</i> of forested land as a cost effective and important climate change mitigation strategy.	Y		The proposal offers to protect ~80 acre old growth and second growth forest.
Others are encouraged to help achieve the objectives this Section as follows:			
A.6.2.19 The Local Trust Committee should support initiatives by others to establish a local Carbon Trust and energy utility.	NA		Trust-directed policy.

A.6.2.20 The provincial government is supported in initiatives to amend the B.C. Building Code to require reduced emissions and increased energy efficiency standards in new construction.	NA	Trust-directed policy.
A.6.2.21 The Capital Regional District is supported in efforts to incorporate energy and water <i>conservation</i> and the reduction of greenhouse gas emissions into its <i>building</i> regulations.	NA	CRD-directed policy.
A.6.2.22 Agencies and others undertaking new construction of public <i>buildings</i> are encouraged to incorporate energy efficient design standards in all projects.	NA	CRD-directed policy.
A.6.2.23 The Local Trust Committee encourages public bodies, non-governmental agencies and others to cooperate in the creation of a 'beacon' project incorporating climate change mitigation and adaptation strategies, including energy efficient design features.	NA	Government-directed policy.
A.6.2.24 B.C. Hydro is encouraged to implement smart meters, net-metering and off-peak metering.	NA	Government-directed policy.
A.6.2.25 BC Hydro is encouraged to partner with the private sector and local governments to implement a solar domestic hot water rental program.	NA	Government-directed policy.
A.6.2.26 The Chamber of Commerce is encouraged to extend energy efficiency and green labelling for all businesses.	NA	
A.6.2.27 The Salt Spring Island Transportation Commission is encouraged to provide and promote Transportation Demand Management infrastructure and programs such as public transit, bicycling, walking, ridesharing, car-sharing, and parking management strategies as means of reducing reliance on private vehicles.	NA	
A.6.2.28 The Capital Regional District is encouraged to reduce emissions and increase the energy efficiency of all its operations on Salt Spring Island.	NA	CRD-directed policy.
A.6.2.29 The Capital Regional District is encouraged to work towards limiting the large scale outdoor burning of wood waste.	NA	CRD-directed policy.

A.8 Island Heritage (only applicable sections included)		Alignment	Explanation
A.8.1 Objectives			
A.8.1.1 To encourage protection of the island's archaeological sites and other sites of significance to First Nations peoples	Y		The owner engaged archeologists to review known archeological sites and search for additional sites. This included the involvement of some local FN archeological experts. All sites are and will be protected from development and/or disturbance.
A.8.1.2 To identify and protect buildings, structures, roads, heritage trees, and other features that are part of the community's cultural heritage.	Y		Most of the heritage farm estate buildings will be retained, restored and upgraded to be more energy efficient as part of the proposal.
A.8.2 Policies			
A.8.2.6 The restoration and heritage designation of buildings is an eligible community amenity, which could be exchanged for a higher density of development as outlined in Appendix 3.	Y		Most of the heritage farm estate buildings will be retained, restored and upgraded to be more energy efficient as part of the proposal.
A.8.2.9 When it considers rezoning applications that concern land with a known heritage feature, archaeological site, or other First Nations cultural site, the Local Trust Committee should ensure that the heritage features would not be damaged as the result of a zoning change.	Y		The owner engaged archeologists to review known archeological sites and search for additional sites. This included the involvement of some local FN archeological experts. All sites are and will be protected from development and/or disturbance.
A.8.2.8 The Local Trust Committee should support applications to change or vary zoning, setbacks or parking requirements that would encourage the maintenance or restoration of a heritage structure, archaeological site, or other First Nations cultural site.	Y		See explanations above.
A.8.2.12 ... Protecting archeological sites	Y		See explanations above.
A.8.2.16 The permanent formal protection of an archaeological site or other site of significance to First Nations peoples is an eligible community amenity, which could be exchanged for higher density of development as outlined in Appendix 3	Y		See explanations above.

B Land Use (only sections policies included)	Alignment	Explanation
B.2 Settlement Patterns		
B.2.3 POLICIES		
B.2.3.2.1 The Local Trust Committee should consider rezoning applications from property owners who wish to effectively transfer their existing development potential from one property to another in a way that would achieve one or more of the above objectives. Rezoning applications that would transfer development potential should be consistent with the guidelines in Appendix 4. Land Use Designations that are designated in this Plan as Development Potential Donor Areas and Development Potential Receiving Areas are shown on Map 26	Y	The proposal specifically seeks to reduce/limit the development potential of environmental sensitive areas and areas of high biodiversity, including ~80 acres of old growth and second growth forest. No transfer of residential development potential to a OCP identified receiving area is sought. Instead a modest increase to seasonal workforce housing and accommodation is requested for the disturbed area of the historic farm. An overall net reduction of development potential will result from this proposal. This is inline with the overall intent of this policy.
B.2.3.4 Subdivision applicants will be encouraged to cluster new lots onto that part of their land that has the best capacity for residential development, and the least value for agriculture, forestry or environmental protection, or protection of archaeological sites or other First Nations cultural sites. The Local Trust Committee will develop informational materials for subdivision applicants that illustrate how they could maintain their development potential while preserving open space	Y	See previous explanations in other sections. The subdivision will reconfigure parcels without creating additional parcels. The purpose of the reconfiguration is to more effectively protect the forest and buffer the farm and retreat centre uses.
B.2.5 Rural Neighbourhoods Designation		
B.2.5.1 OBJECTIVES		
B.2.5.1.1 To continue to provide adequate land zoned for <i>medium density residential use</i> and other traditional and compatible rural land uses.	Y	The proposal will limit the development capacity of the forest parcel while preserving the rural/homesteading uses on the other parcels. A modest increase in seasonal workforce housing proposed to support the farm uses and retreat centre.
B.2.5.2 POLICIES		
B.2.5.2.2 Zones within the Rural Neighbourhoods Designation will continue to allow medium density residential development and the other rural uses allowed by existing zoning. Existing commercial and <i>general employment</i> zones will remain, but exceptionally large new commercial or <i>general employment</i> developments should not be allowed in this Designation. Existing zones that allow higher densities, smaller lots and <i>multifamily use</i> will also remain	Y	The proposal includes modest land use variations to allow a small-scale seasonal, non-commercial retreat centre and supporting workforce housing and accommodations. The retreat centre will be owned and operated by a non profit society. An overall reduction in development potential will result from the proposal which includes limiting development potential on ~80 acres of old growth and second growth housing.
B.3 NON-VILLAGE COMMERCIAL AND GENERAL EMPLOYMENT LAND USE		
B.3.1 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	Y	The proposal includes modest land use variations to allow a small-scale seasonal, non-commercial retreat centre and supporting workforce housing and accommodations. The retreat centre will be owned and operated by a non profit society. While guests are not typical tourists or paying customers, the retreat centre and farm will provide local economic impacts through the generation of local, living wage jobs and by engaging local trades, services and suppliers.
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.	Y	The small scale retreat centre is located in an area with no/limited guest accommodations and facilities.
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.	Y	The small scale retreat centre will have small cohorts of guests that stay for weeks-long sessions. This will have no significant impact on tourism impacts during peak season.
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.	Y	The small scale retreat centre is designed to provide a peaceful place in nature for guest to reflect, heal and reconnect with themselves. The centre will be designed to harmonious with the landscape and create no significant, negative impacts.
B.3.1.2 Tourism Accommodations and Facilities POLICIES		
B.3.1.2.4 The Local Trust Committee could consider applications to rezone properties for Guest House use, where operations larger than a permitted bed and breakfast are proposed. In considering such applications, the Committee will evaluate the impacts of the proposal on the local neighbourhood and the accommodations industry		The proposal is not for a Guest House or B&B but rather a small-scale, non-commercial retreat centre as an R-variant use. Please see other explanations.
B.4.5 Other Community Land Uses		
B.4.5.1 OBJECTIVES		
B.4.5.1.1 To ensure that adequate amounts of land are appropriately zoned to accommodate the variety of spiritual and cultural activities important to the community.	Y	The small scale retreat centre is designed to provide a peaceful place in nature for guests to reflect, heal and spiritually/artistically reconnect. The centre will be designed to harmonious with the landscape and create no significant, negative impacts.
B.4.5.2 POLICIES		
B.4.5.2.1 Local zoning will continue to allow churches, cemeteries, libraries, and community halls in many zones. Low impact religious retreats will continue to be allowed by zoning in the Uplands Designation.	Y	See explanations above. The small scale non-commercial retreat centre will be place of reflection, healing and spiritual/artistic reconnection.
B.4.5.2.3 Land and facilities for community cultural purposes is identified as an eligible community amenity for which higher levels of densities may be exchanged as outlined in Appendix 3.	Y	See explanations above. The small scale non-commercial retreat centre will be place of reflection, healing and spiritual/artistic reconnection.
B.4.5.2.5 The Local Trust Committee should ensure that local zoning supports the use of private and public lands for local community events.		The retreat centre will be available for neighbourhood gatherings and events. There is currently no community space available on this part of Salt Spring Island.
B.6 RESOURCE LAND USE OBJECTIVES AND POLICIES		
B.6.1 OBJECTIVES		
B.6.1.1 To recognize and retain traditional resource-based livelihoods such as agriculture, forestry and fishing. To maintain and protect their land bases, support <i>sustainable</i> management practices and to develop zoning that accommodates supportive land uses. To resist pressures to manage agriculture, forestry and fishing for reasons that are primarily aesthetic.	Y	See previous explanations in other sections regarding revitalization of farm uses and forest protection.
B.6.2.1 Agricultural Land Uses OBJECTIVES		
B.6.2.1.1 To support farming as a social, cultural and economic priority, and an ecologically responsible land use on Salt Spring Island.	Y	See previous explanations in other sections regarding revitalization of farm uses
B.6.2.1.2 To maintain and protect the long term potential for farming and agro-forestry on Salt Spring Island; to preserve <i>agricultural land</i> and necessary water supplies.	Y	See previous explanations in other sections regarding revitalization of farm uses
B.6.2.1.6 To reduce the potential for conflicts between agricultural areas and those areas that have been identified for higher density settlement.	Y	See previous explanations in other sections regarding revitalization of farm uses and revegetation of interface areas buffering the farm.
B.6.2.1.9 To recognize agriculture's contribution to the island's social, economic and environmental nature and appeal, and to retain and build on the island's agricultural base, especially organic.	Y	See previous explanations in other sections regarding revitalization of farm uses
B.6.2.2 Agricultural Land Uses POLICIES		
B.6.2.2.5 Farming activities and necessary structures should continue to be allowed by zoning in other Designations on all properties where they are currently allowed.	Y	See previous explanations in other sections regarding historic farm use and proposal for revitalization of agricultural uses
B.6.2.2.22 The Local Trust Committee will consider impacts on local food security when making land use decisions.	Y	The proposal will increase local food production. Please see previous explanations regarding revitalization of farm uses.
B.6.3 Forestry and Watershed-Forestry Land Use Designations		
B.6.3.1 Forestry OBJECTIVES		
B.6.3.1.2 To protect the local forestry land base and large areas of unfragmented forest habitat.	Y	The proposal offers to protect ~80 acre old growth and second growth forest.
B.8.2 Uplands Designation		
B.8.2.1 Uplands OBJECTIVES		
B.8.2.1.1 To continue to allow <i>very low density residential use</i> and other kinds of low impact development that will sustain the watershed recharge areas, wildlife habitat, forest resource, sensitive environments, open space and recreational potential of lands in the Uplands Designation.	Y	See previous explanations in other section. No new housing is proposed in upland areas.
B.8.2.2 Uplands POLICIES		
B.8.2.2.2 Zones within the Uplands Designation will continue to allow the low and very low density residential development and the other land uses that are allowed by existing zoning.	Y	See previous explanations in other section. No new housing is proposed in upland areas.



File No.: SS-RZ-2019.1
X-File: SS-TUP-2018.2

DATE OF MEETING: April 9, 2026

TO: Salt Spring Island Local Trust Committee

FROM: Oluwashogo Garuba, Planner 2
Salt Spring Island Team

COPY: Chris Hutton, Regional Planning Manager

SUBJECT: OCP Amendment and Rezoning
Applicant: Nick Williams & Emily Myers
Location: 248 Upper Ganges Road

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee Bylaw No. 544, cited as “Salt Spring Island Official Community Plan Bylaw No. 434, 2008, Amendment No.1, 2025” be adopted.
2. That the Salt Spring Island Local Trust Committee Bylaw No. 545, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 3, 2025” be adopted.

REPORT SUMMARY

Provide the Salt Spring Island Trust Committee (LTC) with Bylaw Nos. 544 and 545 for consideration for adoption.

BACKGROUND

This application proposes to amend Salt Spring Island Land Use Bylaw No. 355 (LUB) and Salt Spring Island Official Community Plan Bylaw No. 434 (OCP) to rezone 248 Upper Ganges. The proposal would bring the subject property into compliance with the LUB and OCP. The application has been presented to the LTC multiple times for consideration. At its October 16, 2025 meeting, the LTC read the proposed bylaws a third time and requested them to be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee and to the Minister of Housing and Municipal Affairs for approval.

At its regular business meeting on November 19, 2025, the Executive Committee approved the referenced bylaws and Bylaw No. 544 received Minister’s approval on March 3, 2026.

ANALYSIS

Refer to staff reports of [December 15, 2020](#), [April 10, 2025](#) and [September 11, 2025](#) for analysis.

Issues and Opportunities

See staff report of [December 15, 2020](#), [April 10, 2025](#) and [September 11, 2025](#) for detailed discussion of issues and opportunities associated with this application.

Consultation

Statutory Requirements

All statutory requirements have been met. See staff report of [December 15, 2020](#), [April 10, 2025](#) and [September 11, 2025](#) for details.

Correspondence related to this application is available in the [current applications](#) section of the Islands Trust website for this file.

Rationale for Recommendation

Proposed Bylaw Nos 544 and 545 seeks to create a General Employment 3 (GE3) zone which will bring into compliance with the current land use regulations.

In giving third reading to Bylaw Nos. 544 & 545 at its October 16, 2025 meeting, SS LTC did not propose any conditions for the adoption of the bylaw. As the bylaws have now received Executive Committee and ministry's approval, staff recommends that they be adopted.

NEXT STEPS

Should the LTC adopt Bylaw Nos. 544 & 545, the applicant will be notified and the Land Use Bylaw adopted.

Submitted By:	Oluwashogo Garuba, Planner 2	March 19, 2026
Concurrence:	Chris Hutton, Regional Planning Manager	March 31, 2026

ATTACHMENTS

1. Proposed Bylaw No. 544
2. Proposed Bylaw No. 545

PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 544

A BYLAW TO AMEND SALT SPRING ISLAND OFFICIAL COMMUNITY PLAN BYLAW NO. 434, 2008

The Salt Spring Island Local Trust Committee enacts in open meeting assembled as follows:

1. CITATION

This Bylaw may be cited for all purposes as “Salt Spring Island Official Community Plan Bylaw No. 434, 2008, Amendment No. 1, 2025”.

2. SCHEDULES

Salt Spring Island Official Community Plan No. 434, cited as “Salt Spring Island Official Community Plan Bylaw No. 434, 2008” 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 10th DAY OF APRIL 2025

READ A SECOND TIME THIS 11th DAY OF SEPTEMBER 2025

PUBLIC HEARING HELD THIS 16th DAY OF OCTOBER 2025

READ A THIRD TIME THIS 16th DAY OF OCTOBER 2025

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST
THIS 25th DAY OF NOVEMBER 2025

APPROVED BY THE MINISTER MUNICIPAL AFFAIRS AND HOUSING
THIS 3rd DAY OF March 2026

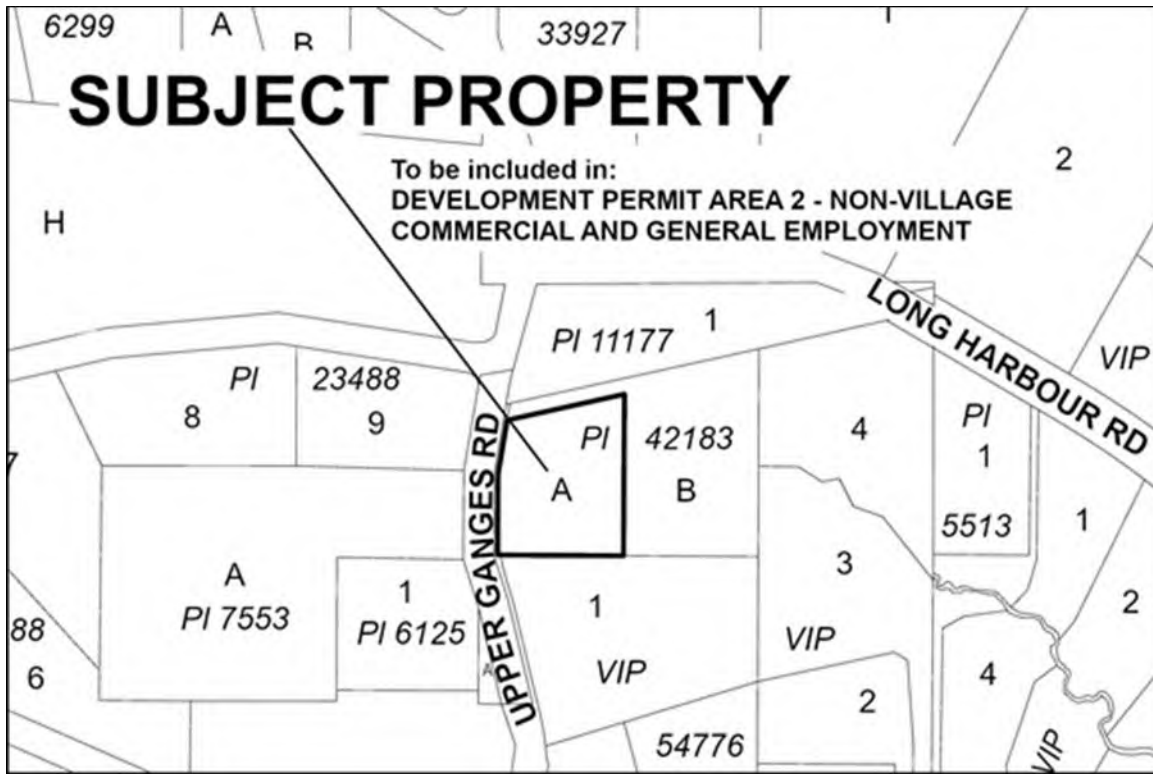
ADOPTED THIS _____ DAY OF _____ 20____

Chair

Secretary

2. Map 19 – Development Permit Area 2 – Non-Village Commercial and General Employment is amended by including LOT A, SECTION 4, RANGE 4 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 42183, as shown on Plan No. 2 of this bylaw.

PLAN NO. 2



PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 545

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

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

1. Citation

This bylaw may be cited for all purposes as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 3, 2025”.

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

2.1 Schedule “1” – Zoning Map, is amended by changing the zoning classification of LOT A, SECTION 4, RANGE 4 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 42183 from Residential 7 (R7) to General Employment 3 variant b (GE3 (b)), as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “1” to Bylaw No. 355 as are required to effect this change.

2.2 By adding the following within Section 9.7.5 – Exceptions in Particular Locations:

“Zone Variation – GE3(b)

(16) The following accessory use is permitted:

(a) One accessory dwelling and one personal services business accessory to the dwelling unit (248 Upper Ganges Road).”

2.3 And by making such consequential numbering alterations 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 10TH DAY OF APRIL 2025

READ A SECOND TIME THIS 11TH DAY OF SEPTEMBER 2025

PUBLIC HEARING HELD THIS 16TH DAY OF OCTOBER 2025

READ A THIRD TIME THIS 16TH DAY OF OCTOBER 2025

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST

19th

DAY OF

NOVEMBER 2025

ADOPTED THIS

DAY OF

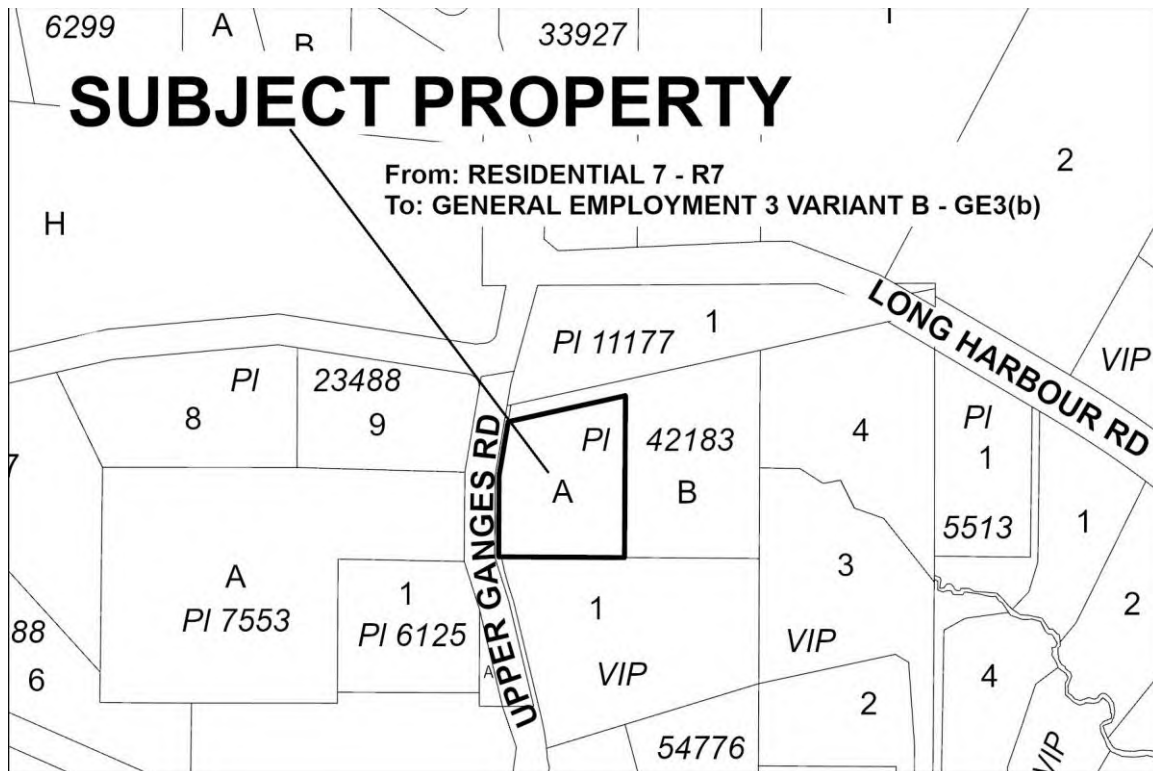
20____

Chair

Secretary

SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 545

Plan No. 1



DATE OF MEETING: April 9, 2026

TO: Salt Spring Island Local Trust Committee

FROM: Oluwashogo Garuba, Planner 2
Salt Spring Island Team

COPY: Chris Hutton, Regional Planning Manager

SUBJECT: Land Use Bylaw amendment to bring existing use into compliance at the expiration of existing Land Use Contract Bylaw 10
Applicant: Chris Schmah
Location: 104 Atkins Road, SSI

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that draft Bylaw No. 552 cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 1, 2026” (104 Atkins Road) is not contrary to or at variance with the Islands Trust Policy Statement.
2. That the Salt Spring Island Local Trust Committee draft Bylaw No. 552 cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 1, 2026”, be read a first time (SS-RZ-2023.1, 104 Atkins Road).
3. That the Salt Spring Island Local Trust Committee request staff to refer the draft amendment bylaw and other information to First Nations, Advisory Planning Commission, Agricultural Advisory Planning Commission and other applicable agencies to seek comment on the proposal to amend Salt Spring Island Land Use Bylaw No. 355, 1999.
4. That the Salt Spring Island Local Trust Committee request staff to schedule a Community Information Meeting (CIM) prior to the meeting at which the proposed bylaw is anticipated to be provided to LTC for second reading.

REPORT SUMMARY

Report proposes amendments to Salt Spring Island Land Use Bylaw No 355 (LUB) to vary the zoning of the subject property to ensure that the current land uses on the subject property, established the now-expired Land Use Contract (LUC) Bylaw No. 10, by incorporating those regulations into the LUB.

Staff recommends that the draft bylaw be read a first time, referred to First Nations, Advisory Planning Commission, Agricultural Advisory Planning Commission and applicable agencies for their comments regarding the proposal and request staff to schedule a CIM prior to second reading of the proposed bylaw.

BACKGROUND

This report follows the February 12, 2026 meeting of the Salt Spring Island Local Trust Committee (LTC) where the following resolutions were passed (previous staff reports (including site context and photos), the draft bylaw, correspondence and referral responses) can be found on the [Salt Spring Island Current Applications webpage](#):

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

Staff proceeded to prepare the draft bylaw and it has been included in this staff report for LTC's consideration.

ANALYSIS

Policy/Regulatory

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

Islands Trust Policy Statement:

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

Consultation

In accordance with regular statutory requirements, a public hearing is required for this application. It is common practice to hold a Community Information Meeting (CIM) prior to the public hearing. Should the application proceed further, staff recommend that the LTC request staff to schedule the public hearing and CIM separately after the draft bylaw has received First Reading.

Agencies

Staff recommends that the application be referred to the following agencies:

Adjacent Local Trust Committees and Municipalities

Galiano Island Local Trust Committee
Mayne Island Local Trust Committee
North Pender Island Local Trust Committee
Thetis Island Local Trust Committee
Cowichan Valley Regional District

Provincial Agencies

Agricultural Land Commission
Ministry of Agriculture
BC Assessment Authority
Ministry of Municipal Affairs
Ministry of Transportation & Infrastructure
Front Counter BC

Non-Agency Referrals

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

Regional Agencies

CRD – All Referrals
CRD – Local Community Commission
Island Health
SSI Advisory Planning Commission
SSI Agricultural Advisory Planning Commission

First Nations

As reviewed, the application is consistent with respect to LTC Standing Resolutions on reconciliation. Notwithstanding, to provide applicants with awareness regarding unknown archaeological areas, staff forwarded the Islands Trust Chance Find Protocol and the provincial Archaeological Branch guidelines on Heritage Act directly to the applicants.

Staff have identified the following First Nations for early engagement and referral:

- Cowichan Tribes
- Halalt First Nation
- Lyackson First Nation
- Pauquachin First Nation
- Penelakut Tribe
- Semiahmoo First Nation
- Stz'uminus First Nation
- Tsartlip First Nation
- Tsawout First Nation
- Tsawwassen First Nation
- Tseycum First Nation
- Ts'uubaa-Asatx (Lake Cowichan) First Nation

Rationale for Recommendation

As outlined in the February 12, 2026 staff report, the proposed Land Use Bylaw amendment is generally consistent with the Islands Trust Policy statement and as such can be advanced. Staff therefore recommends that the LTC read the draft bylaw for a first time and request staff to schedule a CIM and refer it to and First Nations and applicable agencies. The recommendation on page 1 is supported as 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. Request further information

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

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

2. Deny the application

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

That the Salt Spring Island Local Trust Committee proceed no further with SS-RZ-2023.1...

3. Receive for information

The LTC may receive the report for information

NEXT STEPS

If the LTC supports above recommendations, staff will proceed with referrals and scheduling of a CIM and the application will be returned to LTC for further consideration.

Submitted By:	Oluwashogo Garuba, Planner 2	March 20, 2026
Concurrence:	Chris Hutton, Regional Planning Manager	April 8, 2026

ATTACHMENTS

1. Draft Bylaw No. 552
2. ITPS Directives Checklist

**SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 552**

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

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

1. Citation

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

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

2.1 Schedule “A” – Zoning Map, is amended by changing the zoning classification for LOT A, SECTION 4, RANGE 2 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 3367 from Rural (R) to Commercial 1 (C1) as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “A” to Bylaw No. 355 as are required to effect this change.

3. SEVERABILITY

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

READ A FIRST TIME THIS _____ DAY OF _____ 20____

PUBLIC HEARING HELD THIS _____ DAY OF _____ 20____

*[public hearing date should be consistent with chronology and can be after first or second reading; **If two public hearings, only indicate the date of the last one***

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____

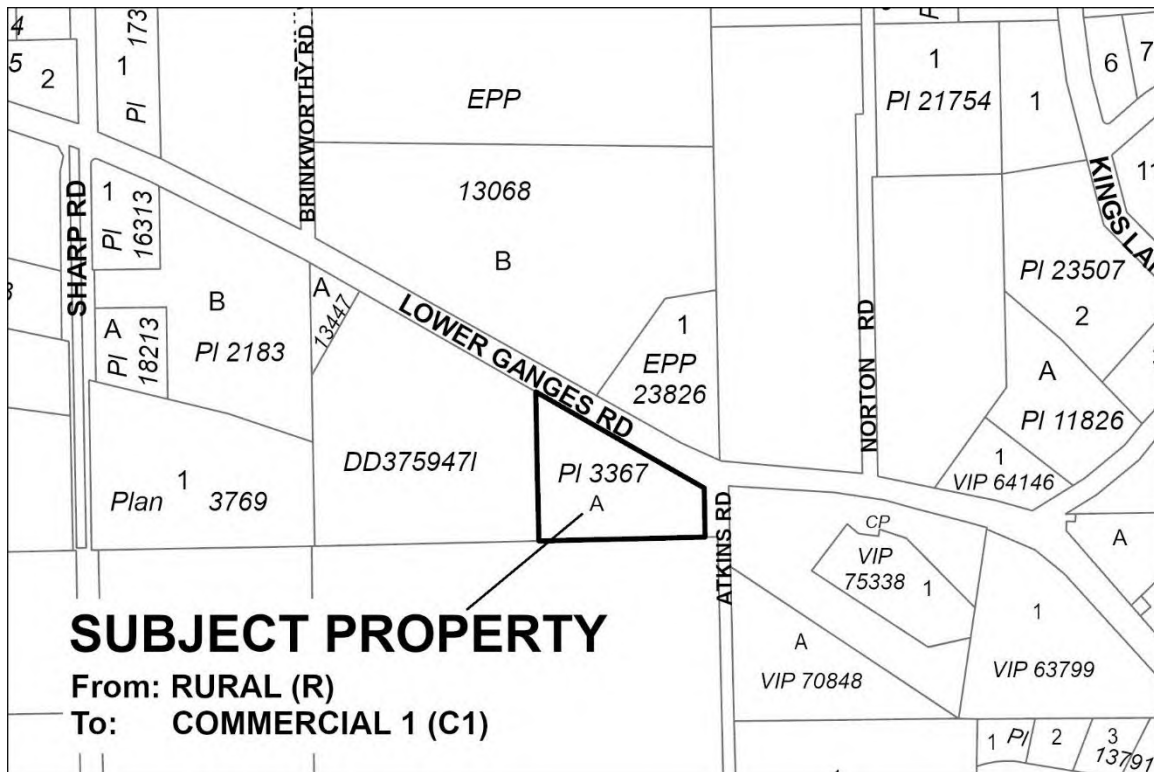
ADOPTED THIS _____ DAY OF _____ 20____

Chair

Secretary

SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 552

Plan No. 1



ISLANDS TRUST POLICY STATEMENT DIRECTIVES ONLY CHECKLIST

File No.: SS-RZ-2023.1 | Bylaw No. 551
104 Atkins Road (PID: 004-343-271)

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECKLIST

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

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

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

PART III: POLICIES FOR ECOSYSTEM PRESERVATION AND PROTECTION

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

PART IV: POLICIES FOR THE STEWARDSHIP OF RESOURCES

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

N/A	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
CONSISTENT	No.	DIRECTIVE POLICY
	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
✓	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
N/A	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
N/A	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
N/A	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
N/A	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: POLICIES FOR SUSTAINABLE COMMUNITIES

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

N/A	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
N/A	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.
CONSISTENT	No.	DIRECTIVE POLICY
	5.5	Recreation
N/A	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
N/A	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
N/A	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
N/A	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
N/A	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
N/A	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
✓	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
N/A	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

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



DATE OF MEETING: April 9, 2026

TO: Salt Spring Island Local Trust Committee

FROM: Oluwashogo Garuba, Planner 2
Salt Spring Island Team

COPY: Chris Hutton, Regional Planning Manager

SUBJECT: Harbour House Hotel – Rezoning to Permit Additional Commercial Guest Accommodation Units
Applicant: Patrick Wheeler
Location: 121 Upper Ganges Road, SSI

RECOMMENDATION

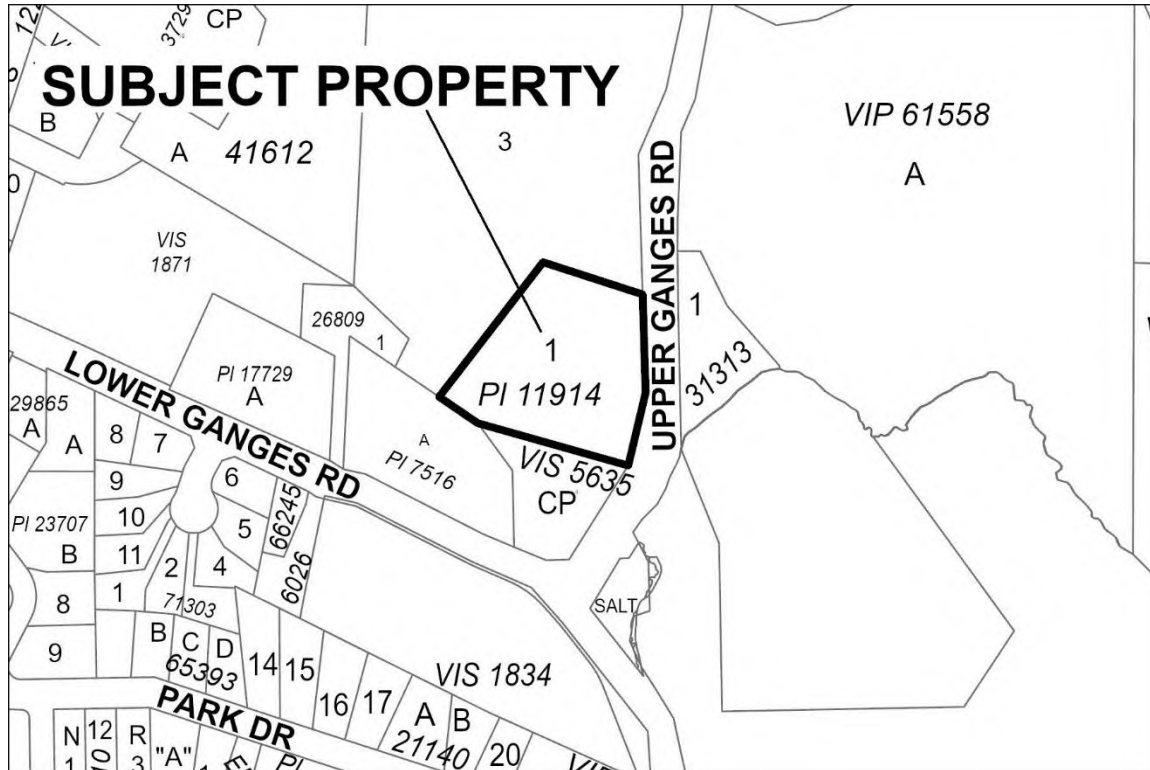
1. That the Salt Spring Island Local Trust Committee request staff to proceed with processing application PLRZ20250177.
2. That the Salt Spring Island Local Trust Committee request staff to prepare a draft bylaw to amend Salt Spring Island Land Use Bylaw No. 355, 1999 to rezone LOT 1 SECTION 3 RANGE 3 EAST NORTH SALT SPRING ISLAND COWICHAN DISTRICT PLAN 11914 EXCEPT PARTS IN PLANS VIP56622 AND VIP59981, from the CA1 (f) zone to permit a maximum of 75 commercial guest accommodation units.
3. That the Salt Spring Island Local Trust Committee request staff to refer the draft amendment bylaw for file PLRZ20250177 and other information to First Nations, Advisory Planning Commission, Agricultural Advisory Planning Commission and other applicable agencies to seek comment on the proposal to amend Salt Spring Island Land Use Bylaw No. 355, 1999.
4. That the Salt Spring Island Local Trust Committee request staff to schedule a Community Information Meeting at least two weeks prior to the meeting at which the draft bylaw for file PLRZ20250177 is anticipated to be provided to LTC for first reading.

REPORT SUMMARY

This is a preliminary staff report to the Salt Spring Island Local Trust Committee (SS LTC) for a proposed amendment to Salt Spring Island Land Use Bylaw No. 355, 1999 (LUB) to permit additional 20 units of commercial guest accommodation at 121 Upper Ganges Road (the subject property). The report examines relevant policies, including the Salt Spring Island Official Community Plan Bylaw (OCP) No. 434 and the Islands Trust Policy Statement (ITPS)); and evaluates the proposed rezoning in consideration of these policies, and provides recommendations on how to proceed with the application. The application as submitted would amend the LUB by amending the current zoning of the subject property Commercial Accommodation 1 variant f (CA1 (f)) to permit up to 75 commercial guest accommodation units.

BACKGROUND

The 1.2 ha (2.97 ac) property is located on Upper Ganges Road on East North end of Salt Spring Island, zoned CA1 (f) is currently occupied by a hotel (Harbour House hotel), restaurant and meeting room. In 2017, the owners of the hotel submitted a rezoning application to permit additional 13 units bringing the total number of commercial guest accommodation units to 55. In order to support regenerative tourism as indicated in the applicant's letter of narrative (See Attachment 2), another application has been received to increase the number of units to 75 by adding 20 more units on the subject property.



ANALYSIS

Policy/Regulatory

Islands Trust Policy Statement:

The following are policies contained in the ITPS that are considered relevant to this proposal:

Agricultural Land Policy:

4.1.5 Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.

Planner comments: the subject property is bordered by land within the Agricultural Land Reserve (ALR); therefore, the proposed use must be consistent with the preservation, protection, and long-term sustainability of farming in relation to the property.

4.1.6 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.

Planner comments: the subject property is adjacent to land within the Agricultural Land Reserve and its current use has not been determined to have any potential impacts on agricultural land, including changes to natural drainage patterns or risks of water supply contamination. Since the use of land is not being altered, the application is considered to be consistent with this policy. The application will however be referred to the Agricultural Advisory Planning Committee (AAPC) and Agricultural Land Commission (ALC) for their review and comments.

Freshwater Resources Policy:

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

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

Planner comment: the proposed rezoning and development of 20 additional commercial guest accommodation units does not seek to increase the density or intensity of land use as the proposed addition is still within the permitted density and therefore is considered to be in compliance with this policy.

5.2.5 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.

Planner comment: the density limit is not considered to be exceeded as a result of this application, therefore consistent with this policy.

Cultural and Natural Heritage Policy:

5.6.2 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.

Planner comment: desktop review indicates that the subject property is within 100m of a known archaeological site. Staff therefore recommends that the application be referred to First Nations for review and comment on the proposed use.

Staff will undertake a full review of the applicant's proposal relative to the Islands Trust Policy Statement and provide a policy checklist for LTC's review at a later date if the application proceeds.

Official Community Plan:

The subject property is designated as Ganges Village Upper (GVU) in the OCP and it is also within the Development Permit Area 1 (DPA1) – Island Villages. Future development on subject property according to the proposal will require a development permit application submitted to Islands Trust by the applicant. Staff have evaluated the application against relevant policies contained in the OCP and note several policies that relate to the proposed rezoning, but have not noted any inconsistency with the OCP at this time.

Applicable OCP Policies to Island Heritage

A.8.2.9 When it considers rezoning applications that concern land with a known heritage feature, archaeological site, or other First Nations cultural site, the Local Trust Committee should ensure that the heritage features would not be damaged as the result of a zoning change.

Planner comment: desktop review indicates that the subject property is within 100m of known areas of archaeological site and there is a high probability of additional archaeological values on the property itself. Staff therefore recommends that this application be referred to First Nations for their review and comments.

Applicable OCP Policies relevant to Ganges Village Development

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.

Planner comments: Future development on subject property is subject to the development permit guidelines outlined in Part E of the OCP to ensure that the development is carried out in general conformity with development permit guidelines to meet the above policy.

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.

Planner comments: This policy ensures that the zoning within Ganges Village continues to allow for diverse land uses, including commercial developments. The applicant's proposal aligns with the existing designation framework, supporting its integration into the broader vision of Ganges Village

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.

Planner comments: This policy will be further analysed to determine if the proposal is consistent with this policy and staff will obtain confirmation from the Capital Regional District through the recommended referral that the proposed development would not result in a significant change in sewage volume or quantity.

Applicable policies relevant to Agricultural Land

B.6.2.2.19 When it considers rezoning applications for land that borders or drains into agricultural land, the Local Trust Committee will ensure that zoning changes are not made in a way that would have a negative effect on farming. For example, the Committee could require that a vegetation buffer be maintained on land that is being rezoned next to farm land, if the proposed use could result in conflicts with a farming operation. The Committee should also ensure that a zoning change would not result in detrimental changes to natural drainage or pollution of water supplies. The Agricultural Advisory Committee will be asked for advice about rezoning applications on land that borders or drains into agricultural land.

Planner comments: staff recommends that the application be referred to Agricultural Advisory Planning Commission for comments as the subject property borders land within ALR. The proposed development needs to be assessed to establish that there are no detrimental impacts to natural drainage and pollution of water supplies. The proposal also needs to align with the edge

planning guide in order to reduce potential land use conflict between agricultural and other uses. In accordance with the guide to edge planning, the applicant will be required to maintain 15 meter setback from the ALR boundary and an 8 metre vegetated buffer within the setback area. This will however be a requirement at the development permit review stage prior to development of the proposal if the rezoning is approved and will be incorporated as conditions of permit at that stage.

Development Permit Area 1 – Island Villages:

As discussed in detail above, the subject property is located within Development Permit Area (DPA) 1 - Island Villages and therefore the development of the subject property as proposed is subject to a development permit obtained from Islands Trust if the rezoning application is successful. The intent of this DPA is to guide the community's most significant, concentrated and visible new development so that it is compatible with existing buildings, with the natural environment and with community objectives for villages. Activities that could require a DP as outlined in the OCP include:

- subdivision of land zoned for commercial, general employment or multifamily use
- subdivision of land that adjoins agricultural land or that drains into agricultural land
- installation of plastic backlit signs, of signs that do not comply with the local sign bylaw, or of signs that are to be placed more than 5 m above the ground
- new construction or alterations to existing buildings on land zoned for commercial, general employment or multi-family use if the new development is of a size that must provide off-street parking (according to the local bylaws) or if the new development would change the capacity of an existing parking lot
- development of a parking lot with more than ten spaces for commercial, general employment or multi-family residential use
- removal of vegetation within 7.5 m of agricultural land (excluding the emergency removal of a hazardous tree)
- removal of vegetation within 7.5 m of a lot line that abuts land zoned for residential or commercial guest accommodation uses (excluding the emergency removal of a hazardous tree)

B.6.2.2.21 The Local Trust Committee will use the Development Permit process to ensure that development in higher density areas such as commercial, general employment and multifamily zones remains buffered from agricultural areas, is designed to reduce conflicts with agriculture, and does not result in detrimental impacts due to water pollution or changes in the drainage regime.

Planner comment: if the rezoning is successful, prior to development, the applicant will be required in addition to the DPA 1 guidelines for development to ensure that the proposed development is buffered from agricultural land and also designed to reduce conflict with agriculture in accordance with the above policy to ensure consistency with relevant OCP policies especially E.1.4.18 - Developments adjoining agricultural land should be designed to minimize conflicts with that land....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 – these will be required to be satisfied at the development permit application stage.

Land Use Bylaw:

The subject property is zoned Commercial Accommodation 1 variant (f) CA1(f) in the LUB. The following density applies to properties in this zone:

- Despite Article 9.3.2(1), a total floor area not to exceed 215 square metres may be devoted to an accessory liquor store provided this floor area is located entirely within the existing main building.

- Despite Article 9.3.2(1), a total floor area not to exceed 41.5 square metres may be devoted to accessory retail services provided that this floor area is located entirely within the existing main building.
- Despite Article 9.3.2(1), lands zoned CA1(f) permit 55 (fifty-five) commercial guest accommodation unit.
- Despite Article 9.3.2(1), lands zoned CA1(f) permit 3 (three) accessory dwelling units.
- For zone variation CA1(f), the term accessory dwelling units is further defined as: exclusively for residential use by persons employed at the hotel for wages or salary and their families.
- Buildings in the CA1(f) zone must be sited as shown on Schedule “L”.

Based on the current zoning regulations, the applicant is unable to develop more than 55 units of commercial guest accommodation, hence the need for an amendment to the LUB in order to permit the development of 75 units of commercial guest accommodation on the subject property.

The maximum total lot coverage permitted for all buildings and structures in CA1 zones is 33%. The proposed development results in a lot coverage of 18.43%, which is below the allowable limit of 33% and therefore complies with this regulation, as illustrated below:

Buildings and structures	Floor area
Floor area of existing building	1,565 m ² (16,849 ft ²)
Floor area of accessory structures – storage shed 1 and 2	16.5 m ² (177.60 ft ²)
Floor area of covered walk way	25.5 m ² (274.47 ft ²)
Floor area of bicycle canopy	9.3 m ² (100.10 ft ²)
Floor area of proposed additional units	574 m ² (6,182 ft ²)
Total combined floor area of buildings and structures	2,190.3 m ² (23,576.19)
subject property lot coverage:	18.43%

Islands Trust Conservancy:

In accordance with Islands Trust Conservancy Board Policy 3.1, the Islands Trust Conservancy (ITC) does not have covenants on the subject property or adjacent properties and therefore the proposal has no consideration for the ITC.

Issues and Opportunities

Archaeology

Desktop review indicates that the subject property is within 100 metres of a known archaeological and therefore there is a high probability of additional archaeological values on the property. Based on this, staff recommends that the application will be referred to First Nations and BC Archaeology Branch for their review and comments on the application. 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.

Potable Water

The subject property lies within the North Salt Spring Water District (NSSWD). Accordingly, staff recommends that the application be referred to NSSWD to confirm that adequate potable water is available for the proposed 20 additional units and that the expansion is supported by NSSWD.

Sewer

The subject property is serviced by the Ganges Harbour sewer. Staff recommend referral of the proposed bylaw amendment to the Ganges Harbour Sewage Commission to ensure there is adequate capacity to accommodate the additional commercial guest accommodation units, per OCP policy B.5.2.2.6.

Parking

The LUB contains parking regulation requirements depending on use and intensity of use. Under the proposed land use change, the subject property would be required to provide parking spaces as calculated by the table below:

TABLE 3 MINIMUM NUMBER OF PARKING SPACES FOR AUTOMOBILES, DISABLED PARKING AND BICYCLES			
LAND USE	Number of Automobile Parking Spaces Required	Number of required Automobile Parking Spaces which must be designed for use by the disabled	Number of Bicycle Parking Spaces Required
COMMERCIAL			
Restaurants and <i>Liquor-primary</i> establishments	1 per 3 <i>indoor</i> seats	5%	1 per 250 sqm <i>floor area</i>
<i>Commercial guest accommodation units, campgrounds</i>	1 per unit or <i>campsite</i>	5%	1 per 15 units or camp-sites

Based on the proposed additional 20 units of commercial guest accommodation, a total of 20 additional parking spaces are required. The applicant has demonstrated this required additional parking requirements at this time however, at the time of development permit application they are required to be in compliance with the DPA guidelines for off-street parking lot location and design.

Consultation

Statutory requirements:

Should SS LTC endorse second reading at a future meeting, statutory notification of the proposed rezoning would be made for a public hearing in accordance with Section 466 of the *Local Government Act* and Salt Spring Island Development Procedures Bylaw No. 304. This will involve newspaper advertising and neighbourhood notification and will be undertaken once the LTC directs staff to schedule a community information meeting and public hearing. No such notice is required at this time.

Agencies

Provided that further analysis confirms no inconsistency with the OCP, staff recommends that the application be referred to the following agencies:

Adjacent Local Trust Committees and Municipalities

Galiano Island Local Trust Committee

Mayne Island Local Trust Committee
North Pender Island Local Trust Committee
Thetis Island Local Trust Committee
Cowichan Valley Regional District

Non-Agency Referrals

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

Provincial Agencies

Agricultural Land Commission
Ministry of Agriculture
BC Assessment Authority
Ministry of Municipal Affairs
Ministry of Transportation & Infrastructure
Front Counter BC
BC Archaeology Branch

Regional Agencies

CRD – All Referrals
CRD – Salt Spring Local Community Commission
Vancouver Island Health Authority
SSI Advisory Planning Commission
SSI Agricultural Advisory Planning Commission

First Nations

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

- Cowichan Tribes
- Halalt First Nation
- Lyackson First Nation
- Pauquachin First Nation
- Penelakut Tribe
- Semiahmoo First Nation
- Stz'uminus First Nation
- Tsartlip First Nation
- Tsawout First Nation
- Tsawwassen First Nation
- Tseycum First Nation
- Ts'uubaa-Asatx (Lake Cowichan) First Nation

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

Rationale for Recommendation

The recommendations reflect that 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), and seeks to investigate important areas that should be confirmed prior to LTC’s consideration of adoption of such an amendment to the LUB.

ALTERNATIVES

1. Request further information

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

That the Salt Spring Island Local Trust Committee request that the applicant submit to the Islands Trust in addition to the recommended resolution the following..

2. Deny the application

The LTC may deny the application. Recommended wording for the resolution is as follows:

That the Salt Spring Island Local Trust Committee deny application PLRZ20250177 for the following reasons..

NEXT STEPS

If the recommendations are supported, staff will proceed with preparing a draft bylaw, refer to First Nations and applicable agencies and return to the LTC for further consideration at a later date.

Submitted By:	Oluwashogo Garuba, Planner 2	March 18, 2026
Concurrence:	Chris Hutton, Regional Planning Manager	March 31, 2026

ATTACHMENTS

- 1. Site Context
- 2. Applicant’s letter of rationale

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	LOT 1 SECTION 3 RANGE 3 EAST NORTH SALT SPRING ISLAND COWICHAN DISTRICT PLAN 11914 EXCEPT PARTS IN PLANS VIP56622 AND VIP59981
PID	004-909-721
Civic Address	121 Upper Ganges Road, SSI
Lot Size	1.2 ha (2.97 ac)

LAND USE

Current Land Use	Commercial Accommodation (CA1 (f))
Surrounding Land Use	Agriculture (A1), Commercial Accommodation (CA1), Commercial (Commercial 4)

HISTORICAL ACTIVITY

File No.	Purpose
SS-BP-2017.23	To alter the property (Harbour House Hotel)
SS-BP-2017.66	To alter a commercial property - Phase 2
SS-BP-2018.20	Hotel renovation
SS-BP-2018.88	Proposing to alter a commercial structure - (Harbour House Hotel)
SS-BP-2019.22	Proposing to alter a commercial structure - (Harbour House Hotel)
SS-BP-2019.73	Proposing to alter a commercial structure - (Harbour House Hotel)
SS-DP-1993.4	Information not found in TAPIS
SS-DP-1993.8	Information not found in TAPIS
SS-DP-1994.2	Information not found in TAPIS
SS-DP-1996.7	Information not found in TAPIS
SS-DP-2017.3	DP Amendment
SS-DP-2018.4	DP Amendment
SS-DP-2019.12	DP Amendment
SS-LCB-2017.1	LCB Addition
SS-LCB-2023.2	To expand alcohol service hours
SS-RZ-2002.7	Regularize existing uses
SS-RZ-2017.7	Proposal to Increase Accommodation Units from 42 to 55
SS-TUP-1997.1	Hairdressing Salon.
UN-DP-1988.21	Information not found in TAPIS
UN-DP-1993.3	Information not found in TAPIS

POLICY/REGULATORY

Official Community Plan Designations	Salt Spring Island Official Community Plan Bylaw No. 434, 2008 Designation: Ganges Village Upper – GVU Development Permit Area 1 – Island Villages
--------------------------------------	--

Rezoning Application - Harbour House Hotel CA1(F) Zoning Amendment: Proposed Expansion from 55 to 75 Commercial Units

A Sustainable Solution for Salt Spring Island's Tourism and Housing Needs

Project Narrative:

For over a century, Harbour House Hotel has proudly served as both a welcoming retreat for visitors and a vital resource for our community of Salt Spring Island. As we confront pressing issues related to water scarcity, housing shortages, and contributing towards progressive destination management, we submit this application to expand our capacity from 55 to 75 commercial accommodation units. This thoughtful growth aligns with our commitment to support sustainable, regenerative tourism and as well, our community needs on our Island. As a longstanding hospitality provider that has invested significantly in our community and as regenerative tourism and sustainable tourism leader over the past nine years, we believe this expansion offers a responsible path forward that aligns perfectly with the island's new short-term rental regulations and broader environmental goals. We would like to start development as soon as possible, pending Islands Trust and CRD approvals.

The existing uses of site include a hotel with 55 units, conference room, and restaurant. The uses of neighboring properties include:

- A1 zoned property to the North and West sides of site
- C4 zoned property adjoining the SW corner of site
- R1 zoned property adjoining the SE corner of site
- CA1(C) zoned property across the street to the East

Reasons In Support Bylaw Amendment

Water Conservation Through Proven Efficiency and Prudent Density

Our extensive renovations over the past nine years have established Harbour House as an accommodation model of water stewardship on Salt Spring Island:

- Landscaped with native plants to help limit water usage and 100% of irrigation/outdoor water usage comes from harvested rainwater.
- installation of low-flow fixtures reduce per-guest water use by 40% compared to a residential home in use as a short-term rental.
- Centralized systems allow for precise monitoring and conservation.
- Eco Friendly linens cleaned in optimized commercial laundry systems that are professionally maintained and monitored monthly on site.

-With our 3-acre property's existing infrastructure, we can accommodate additional guests without increasing our water footprint proportionally - a critical advantage during drought conditions.

Direct Relief for the Housing Crisis & Reducing Community Impacts.

The additional 20 units are specifically designed to provide comfortable extended-stay accommodation that can flex between tourist and community needs. Unlike a non-conforming short term that can remove housing from the long-term market, our expansion creates new capacity while generating additional MRDT revenue that can support affordable housing initiatives. Our exceptional location and amenities directly address key island concerns:

- ****186 existing parking stalls**** on our 3-acre property help alleviate Ganges' and residential parking pressures.
- Walkable access to 2 marinas (across the street), float plane terminal and public transit routes with direct access to 3 BC Ferries Terminals. We encourage our guests to come as you are without your car to limit your carbon footprint when visiting the Island. We also offer complimentary guest shuttle service.
- density distributed accommodation that reduces pressure on specific areas, mitigates infrastructure strain, and addresses the proliferation of short-term rentals, thereby protecting neighborhood character and quality of life.

Alignment With Community Priorities.

This proposal actively supports:

- The island's new short-term rental regulations by providing better-managed alternatives.
- Water conservation goals through responsible, efficient operations.
- Economic stability through year-round employment and visitor spending.
- Heritage preservation by adapting our historic property for modern needs.

Our Continued Commitment to Salt Spring.

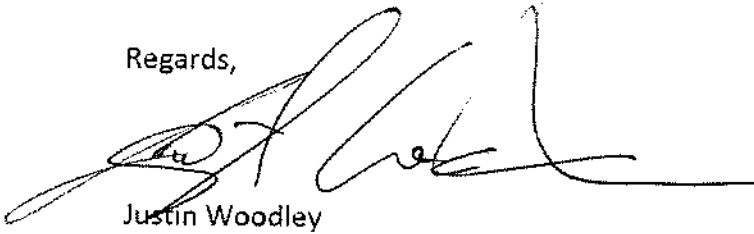
From housing the builders of the island in our early days to sheltering emergency crews after storms, we've always adapted to serve our community. We've carefully designed this expansion to simultaneously respect our community neighbors and the environment. We actively explore ways to promote regenerative travel practices, preserving the unique character of Salt Spring Island while educating our guests on our sustainable practices. This carefully considered expansion allows us to:

- Protect our limited water resources through collective efficiency.
- Offer tangible solutions during housing shortages.
- We recognize our obligation to past, present, and future visitors.
- Create new capacity while contributing more to the Municipal and Regional District Tax (MRDT) that supports other housing initiatives on Salt Spring Island.

- Maintain our Island vibrant visitor's economy without displacing our own residents.
- Preserve the character of Salt Spring Island while welcoming visitors responsibly.

We respectfully request your approval for this measured growth that benefits both visitors and residents alike. I would welcome the opportunity to discuss more how this expansion aligns with Salt Spring Island's long-term vision.

Regards,

A handwritten signature in black ink, appearing to read 'Justin Woodley', with a long horizontal flourish extending to the right.

Justin Woodley



File No.: PLRZ20250001

X – File: SS-BE-2022.13

DATE OF MEETING: April 9, 2026

TO: Salt Spring Island Local Trust Committee

FROM: Oluwashogo Garuba, Planner 2
Salt Spring Island Team

COPY: Chris Hutton, Regional Planning Manager

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

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee request staff to proceed with public notification as per Section 467 of the Local Government Act.
2. That the Salt Spring Island Local Trust Committee request staff to notify and seek input from Salt Spring Island Advisory Planning Commission, applicable agencies and First Nations that an application has been received to amend the Salt Spring Island Land Use Bylaw No. 355, 1999.

REPORT SUMMARY

This staff report proposes amendments to Salt Spring Island Land Use Bylaw No 355 (LUB) to vary the zoning of the subject property to permit one single family dwelling and an additional dwelling unit up to 58 sqm within the proposed new Rural variant q (R(q)) zone. Staff recommends that the Salt Spring Island Local Trust Committee (LTC) request staff to proceed with public notification for first reading of draft bylaw and refer the application to Advisory Planning Commission, First Nations and applicable agencies.

BACKGROUND

This report follows the December 11, 2025 meeting of the LTC where the following resolutions were passed (previous staff report including site context and photos) can be found on the Salt Spring Island Current Applications webpage:

SS-2025-143

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to proceed with application PLRZ20250001 (120 Mansell Rd).

CARRIED

SS-2025-144

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee direct staff to prepare a draft bylaw to amend Salt Spring Island Land Use Bylaw No. 355, 1999, to rezone LOT A, SECTION 6, RANGE 4 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN VIP56901 (PLRZ20250001, 120 Mansell Road) from Rural (R) zone to a Rural (R) zone variant that:

- a) Permit one existing oversized seasonal cottage to be converted into full time dwelling units
- b) makes the setback from front lot line 0.95 meters for the existing building 1 (as shown in site plan - Figure 3).

CARRIED

SS-2025-145

It was MOVED and SECONDED

That the Salt Spring Island Local Trust Committee withhold third reading of the proposed bylaw until the legal non-conforming cottage has been decommissioned.

CARRIED

Staff proceeded with drafting the bylaw as directed by the LTC.

ANALYSIS

Policy/Regulatory

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

Islands Trust Policy Statement:

An assessment of the proposed application relative to the Islands trust Policy statement was undertaken and it was determined that it is consistent with the Policy statement. The Policy Statement Directives Only Checklist, in accordance with section 1.9 of the "Policy Statement Implementation" portion of the Islands trust Policy and Procedures Manual will be presented to the LTC for consideration at the time of first reading of draft bylaw.

Issues and Opportunities

See staff report considered at the December 11, 2025 LTC Meeting for a detailed discussion of issues and opportunities associated with this application.

Consultation

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

Agencies

Staff recommends that the application be referred to the following agencies:

Adjacent Local Trust Committees and Municipalities

Galiano Island Local Trust Committee
Mayne Island Local Trust Committee

Provincial Agencies

BC Assessment Authority
Front Counter BC

North Pender Island Local Trust Committee
Thetis Island Local Trust Committee
Cowichan Valley Regional District

Non-Agency Referrals

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

Regional Agencies

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

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

First Nations

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

- Cowichan Tribes
- Halalt First Nation
- Lyackson First Nation
- Pauquachin First Nation
- Penelakut Tribe
- Semiahmoo First Nation
- Stz'uminus First Nation
- Tsartlip First Nation
- Tsawout First Nation
- Tsawwassen First Nation
- Tseycum First Nation
- Ts'uubaa-Asatx (Lake Cowichan) First Nation

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

Rationale for Recommendation

The recommendations on page 1 are supported as:

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

ALTERNATIVES

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

1. Request further information

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

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

2. Deny the application

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

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

NEXT STEPS

Should the above recommendations be approved, staff will proceed with a referral to the Salt Spring Island Advisory Planning Commission, First Nations and applicable agencies and also public notification of first reading will be carried out.

Submitted By:	Oluwashogo Garuba, Planner 2	March 24, 2026
Concurrence:	Chris Hutton, Regional Planning Manager	April 1, 2026

ATTACHMENTS

1. None



File No.: Not Assigned yet

DATE OF MEETING: April 9, 2026

TO: Salt Spring Island Local Trust Committee

FROM: Milad Panahifar, Planner 1, Salt Spring Island Team

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

SUBJECT: Request for Exemption from Public Consultation

Proponent: Cypress Land Services (C. Marlatt)

Location: 1370 Musgrave Road (PID: 009-743-448) W3149-A
THE NORTH WEST 1/4 OF THE NORTH WEST 1/4 OF SECTION 50, SOUTH SALT
SPRING ISLAND, COWICHAN DISTRICT

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee waive the public consultation requirement for the proposed extension of the existing telecommunications antenna, in accordance with the Salt Spring Island Antenna System Siting and Consultation Protocol.

REPORT SUMMARY

This report considers a request from Rogers Communications Inc. for an exemption from the public consultation requirements of the Salt Spring Island Antenna System Siting and Consultation Protocol for a proposed extension of an existing telecommunications tower.

At the time of writing, a formal application under the Protocol has not yet been submitted. The proponent is seeking preliminary direction from the Salt Spring Island Local Trust Committee (SS LTC) regarding whether an exemption from public consultation may be supported.

Staff recommend that the SS LTC waive the public consultation requirement. The proposal is consistent with the policies and objectives of [Salt Spring Island Official Community Plan No. 434](#), complies with setback considerations, is not located in proximity to residential or heritage areas, and is screened by substantial vegetation.

BACKGROUND

Rogers proposes to extend an existing lattice telecommunications tower from 37 metres to 55 metres in height on a 16.84 ha (41.61 acre) parcel zoned Rural Upland 1, Variant d (RU1(d)), located in the south end of Salt Spring Island.

The area is characterized by large lot sizes and the property is surrounded primarily by non-residential uses, including forestry and park and reserve. The site already accommodates multiple telecommunications installations.

The proposed development involves extending the existing tower on its current foundation, without excavation, and upgrading associated equipment within a secured compound.

Rogers has advised that the extension is required to maintain wireless service coverage in the area due to the anticipated decommissioning of another tower in the southern portion of the island.

Cypress Land Services, acting on behalf of Rogers, has requested that the SS LTC consider exempting the proposal from public consultation requirements under the Antenna System Siting and Consultation Protocol.

Telecommunications infrastructure is regulated by the federal government through Innovation, Science and Economic Development Canada (ISED). Local governments act as land use authorities and provide comments and concurrence; however, final authority over antenna siting rests with ISED.



Figure 1: Zoning Map of Subject Property



Figure 2: Orthophoto of Subject Property

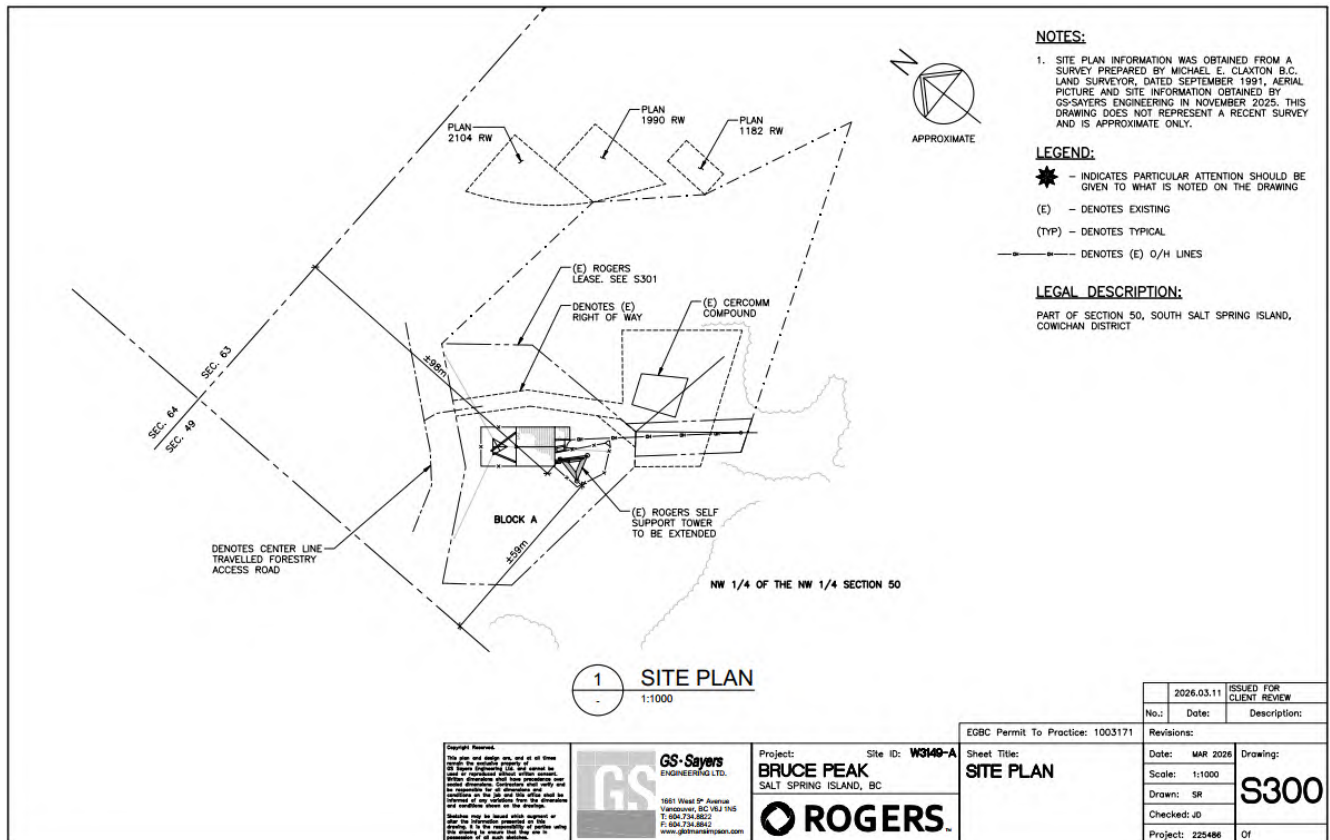
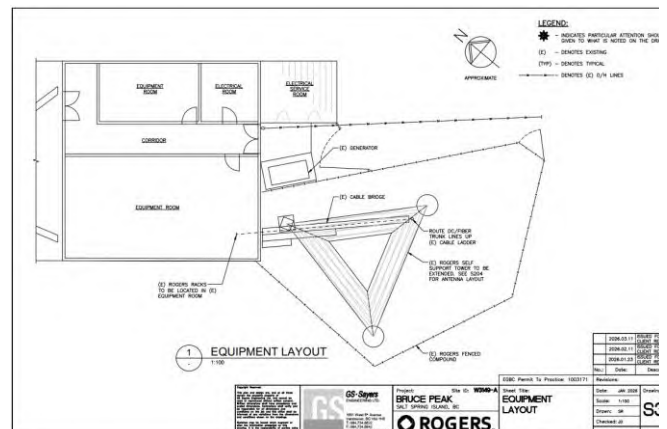
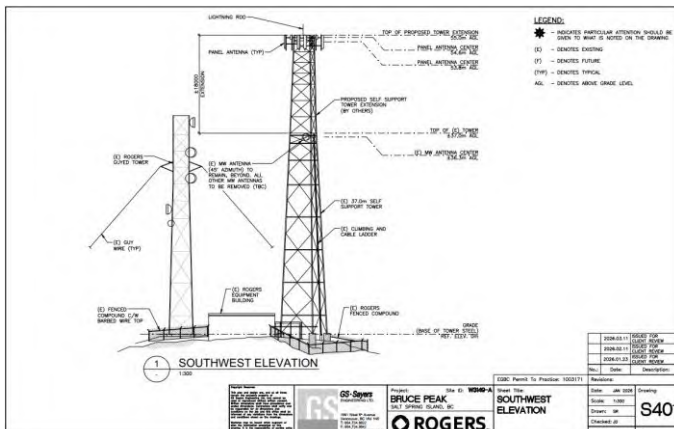


Figure 3: Site Plan for Subject Area



ANALYSIS

Policy/Regulatory

Islands Trust Policy Statement:

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

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

Official Community Plan:

The subject property is designated Uplands (U) in the OCP. The objective for this designation is “To continue to allow very low-density residential use and other kinds of low impact development that will sustain the watershed recharge areas, wildlife habitat, forest resource, sensitive environments, open space and recreational potential of lands in the Uplands Designation.” See Appendix No. 1 for a full review of relevant OCP policies.

Land Use Bylaw:

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

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

- 3.1.1 The following *uses* are permitted in every zone:
(1) *public utilities*;

- 3.8.4 The *height* restrictions for *buildings* and *structures* set out in this Section do not apply to retaining walls, telecommunication antennae, *church* spires, monuments, chimney stacks, flag poles, lightning poles, elevator shafts, stair towers, silos, barn ventilation shafts, water towers, electrical transmission towers, navigational equipment, ferry ramp towers, fire hose towers and fire alarm towers, provided that the *lot coverage* of such *structures* does not exceed 1 per cent or, if it is located on a *building*, the *structure* does not occupy more than 10 per cent of the roof area of the *building*.

Health Canada:

Health Canada is the Federal agency responsibly for helping the people of Canada maintain and improve their health. [Safety Code 6](#) (2015): *Limits of Human Exposure to Radiofrequency Electromagnetic Energy in the Frequency Range from 3 kHz TO 300 GHz* is the code establishing safety limits for human exposure to radiofrequency. Staff will request a copy of the Safety Code 6 assessment referenced by the proponent, upon receiving the application.

Innovation, Science and Economic Development Canada (ISED):

Innovation, Science and Economic Development (ISED) Canada is the Federal agency with the authority to issue radio authorization. [CPC-2-0-03](#) (2014): *Radiocommunication and Broadcasting Antenna Systems* outlines the process that must be followed by proponents seeking to install or modify antenna systems. CPC-2-0-03 notes “...there is a certain measure of flexibility in the placement of antenna systems which is constrained to some degree by: the need to achieve acceptable coverage for the service area; the availability of sites; technical limitations; and safety. In exercising its mandate, Industry Canada believes that it is important that antenna systems be deployed in a manner that considers the local surroundings.” In accordance with CPC-2-0-03, proponents requesting to install or make changes to significant antenna systems are required to consult with land use authorities, in this case the SS LTC.

The aim of this consultation is to:

(1) discuss site options;	<i>Planner Comments: public utilities (telecommunication towers) are permitted in every zone</i>
(2) ensure that local processes related to antenna systems are respected;	<i>Planner Comments: The Antenna System Siting & Consultation Protocol was shared with the proponent.</i>

(3) address reasonable and relevant concerns from both the land-use authority and the community they represent; and	<i>Planner Comments: The applicant is proposing exemption from public consultation processes.</i>
(4) obtain land-use authority concurrence in writing.	<i>Planner Comments: This option will be considered at the next report.</i>

Antenna System Siting & Consultation Protocol:

The Salt Spring Island Antenna System Siting and Consultation protocol provides additional exemption criteria, other than exemption regulated by ISED.

Section 6.3 of the document states that SS LTC may exclude from all or part of the consultation process any antenna system in addition to ISED's basic exemptions if:

- A new antenna system proposed to be located outside the SS LTC's preferred distance

Section 9.3 of the document sets the preferred distance of the proposed tower from property line as one (1) times the height of a proposed tower and adds that "the distance may be increased by the Local Trust Committee to a maximum of (3) times the height of the proposed tower." And recommends that "The LTC should consider a guideline of increasing the setback by up to 25% if it is reasonably anticipated that the tower may be increased in height by up to 25% in the future and otherwise be exempt from any public consultation process."

Section 6.3 adds that "the Islands Trust staff may additionally, on a case-by-case basis, exempt a proponent from all or part of the consultation requirements, For example, exemptions may be granted where the proposed location is separated from a residential area or heritage area or structure by an arterial roadway, and/or is buffered by *substantial tree cover, topography, or buildings.*"

Section 9.5 further adds that "All or part of the public consultation requirements may be waived for antenna systems proposed on sites that are consistent with OCP policy, preferred siting locations, that exceed setback considerations, feature innovative design to a high standard and embrace infrastructure as art, including shrouded or internal antenna, and avoid discouraged locations. In all cases, however, the proponent is required to provide information regarding the proposed antenna system in accordance with Section: Notification and LTA Review of Exempt Antenna Systems."

Staff note the following:

- The tower is located at a distance exceeding the preferred setback (equal to tower height) from property lines
- The site is separated from residential and heritage areas
- The facility is screened by substantial tree cover and existing topography
- The proposal involves the modification of an existing tower rather than the establishment of a new site
- The location is within an area already characterized by telecommunications infrastructure

Issues and Opportunities

Health Concerns and Considerations

The Government of Canada website provides information on [Radiofrequency Energy and Safety](#) and staff note the role of the Islands Trust is to consider the proposal as a [land use authority](#) and in consideration of relevant OCP policies and objectives. Considerations of health in respect to telecommunication facilities fall under the jurisdiction of Health Canada¹ – specifically Safety Code 6. The Government of Canada notes: "Antenna

¹ Safety of Cell Phone Towers and 5G Technology: <https://www.canada.ca/content/dam/hc-sc/documents/services/publications/health-risks-safety/radiation/everyday-things-emit-radiation/safety-cell-phone-towers-5g-technology-eng.pdf>

systems operators using 5G technology will continue to have the same RF exposure compliance obligations. Furthermore, compliance with RF exposure requirements will continue to be an ongoing obligation... Misinformation and opinions on the health risks from exposure to radiofrequency electromagnetic fields are increasing on social media and on the Internet.²

Location

The subject area for the proposed telecommunications facility is located approximately 1,000 metres (3,280 ft) from the nearest Rural-designated lands and is predominantly surrounded by Forestry and Park and Recreation zones.

The Advisory Planning Commission (APC) has previously developed guidelines respecting the siting of antenna systems (Appendix No. 4), which recommend avoiding locations in proximity to sensitive uses such as schools, hospitals, and senior care facilities. While the RU1 zone permits schools, the surrounding area is currently undeveloped and characterized by very low-density land use.

Staff note that the APC guidelines are advisory in nature and do not constitute policy or regulation of the Salt Spring Island Local Trust Committee.

Consultation

There is no statutory requirement for the Islands Trust to undertake public consultation. The responsibility for notification rests with the proponent.

Agencies

This application does not require agency referrals.

First Nations

Staff have provided First Nations contact information to the proponent in accordance with SS LTC resolution (SS-2021-237).

Rationale for Recommendation

The proposed tower extension:

- Is consistent with OCP policies and land use designations
- Meets or exceeds preferred setback guidelines
- Is located away from residential and heritage areas
- Is screened by existing vegetation
- Represents an upgrade to existing infrastructure rather than a new installation

Requiring public consultation in this instance would not meaningfully advance the objectives of the Protocol, given that the proposal aligns with its intent and meets the criteria for exemption.

ALTERNATIVES

The Local Trust Committee may consider the following alternatives to the staff recommendation:

1. Request further information

²Government of Canada: Radiofrequency Energy and Safety: <https://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf11467.html#s8>

The SS LTC may request further information prior to making a decision.

2. Not waive the public consultation

The SS LTC may consider not waving the public consultation process. If this alternative is selected, the SS LTC should state the reasons for denial. Recommended wording for resolution:

That the Salt Spring Island Local Trust Committee require the proponent to undertake public consultation in accordance with the Salt Spring Island Antenna System Siting and Consultation Protocol for the proposed extension of the existing telecommunications antenna.

Submitted By:	Milad Panahifar, Planner 1	March 25, 2026
Concurrence:	Chris Hutton, Regional Planning Manager	April 1, 2026

APPENDICES

1. OCP Policies
2. Site Context & Photographs
3. W2176 Summary of Consultation
4. Model Strategy for Antenna Systems
5. Cellular Phone Transmission Antenna Location: Recommendations of the Salt Spring Advisory Planning Commission

OFFICIAL COMMUNITY PLAN No. 434

OCP Objective/Policy	Complies	Planner Comments
Community Objective 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 duty to take anticipatory action to prevent harm; - the right for the community to know complete and accurate information on potential human health and environmental impacts as best it can be determined; - requiring the proponent to supply this information to the public; - 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; - a duty to consider broader short-term and long-term costs and benefits to the community when evaluating potential alternatives; and - a responsibility to make decisions in a transparent, participatory manner, relying on the best available information.	Choose an item.	Will be considered in the report when the applicant provided all necessary documents
Objective C.5.1.1.1 To accommodate the facilities that provide Salt Spring Island with necessary power and telecommunications services, while minimizing impacts on neighbourhoods, community health, the natural environment and resource lands.	yes	The tower provides necessary telecommunication services. The site selected adjoins a separate telecommunication tower and is adjacent to a large protected area and low density zone
Objective C.5.1.1.2 To accommodate telecommunications facilities that Industry Canada considers must be located on Salt Spring Island.	unknown	Not clear as to whether ISSED considers this telecommunication facility a necessity on Salt Spring Island.
Objective C. 5.1.1.3 To develop land use planning policies that help reduce the public expense of utilities.	N/A	Cost of project upgrade is being borne by applicant.
Policy C.5.1.2.1 The Local Trust Committee should ensure that land is not rezoned for higher density residential use, child care, schools, health care or public assembly in areas where electromagnetic radiation is higher than normal.	N/A	Not a bylaw amendment (rezoning).
Policy C.5.1.2.2 The Local Trust Committee could include guidelines regarding the burial of utility wiring in its Development Permit Areas.	N/A	Not related to the application
C.5.1.2.3 B.C. Transmission Corporation is asked not to increase the current flow in its transmission lines that cross Salt Spring Island, unless public exposure to electromagnetic fields would not be increased. The utility is also asked not to develop new high voltage transmission lines in areas that are designated for medium or <i>high density residential use</i> , health care, child care, schools, or public assembly buildings.	N/A	Not a transmission line.
C.5.1.2.4 Utility companies operating on Salt Spring Island are encouraged to continue to use the best management practices to control vegetation on utility line rights-of-way. The use of pesticides, herbicides and fungicides is particularly discouraged in catchment areas for community drinking water supplies and <i>environmentally sensitive areas</i> .	N/A	Not a utility line.
C.5.1.2.5 Utility companies and the Integrated Land Management Bureau are encouraged to investigate the joint use of utility towers and other facilities as an alternative to the development of new or additional structures.	yes	The proponent is also taking over several of the Shaw towers; however, because they will be losing another tower, the extension of an existing tower has been identified as necessary to maintain service coverage.

ATTACHMENT 2 – SITE CONTEXT

LOCATION

Legal Description	THE NORTH WEST 1/4 OF THE NORTH WEST 1/4 OF SECTION 50, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT
PID	009-743-448
Civic Address	1370 Musgrave Rd, Salt Spring (16.84 ha – 41.61 Acres)

LAND USE

Current Land Use	RU1(d) – Within Uplands Designation
Surrounding Land Use	PR5(c), PR5, F

HISTORICAL ACTIVITY

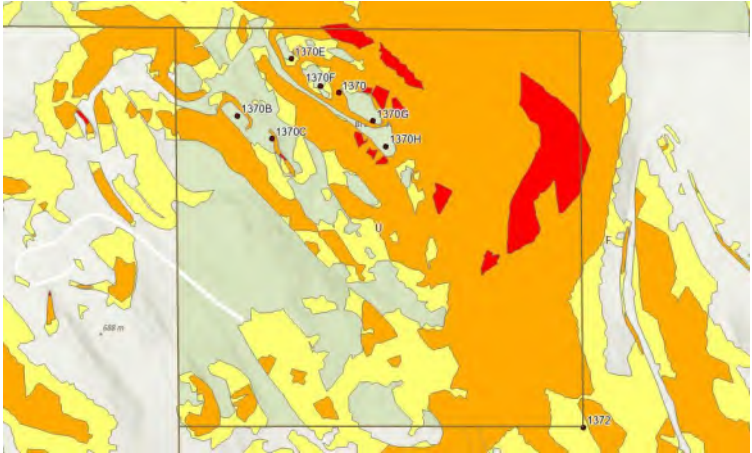
File No.	Purpose
N/A	

POLICY/REGULATORY

Official Community Plan Designations	LUD: U - Uplands Designation DPA 6 – High Slope Stability Hazard Areas - Map 14 and Map 24
Land Use Bylaw	Salt Spring Island Land Use Bylaw #355, 1999 – Rural Uplands 1 “RU1” permits the following principal uses: • Single-family dwellings • Two family dwellings constructed before July 31, 1990 • Elementary schools, pre-schools and child day care • Public health care facilities • Community halls • Churches and cemeteries • Veterinarian clinics and animal hospitals • Pet boarding services and kennels • Pounds • Active outdoor non-commercial recreation, excluding golf courses and activities primarily involving the use of power-driven means of conveyance • Agriculture • Public service uses The RU1 also permits the following accessory uses: • Seasonal cottages subject to Section 3.14 • Home-based business use, subject to Section 3.13

	Zone Variation – RU1(d) (33) The following additional use is permitted: (a) Telecommunication facilities serving the general region. Information Note: Most zones allow telecommunications facilities, but only those that serve the island on which they are located. Facilities in this zone serve the entire region. 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.
Other Regulations	N/A
Covenants	Hydro and Power ROW: 363204G Statutory ROW: L34040 (BRITISH COLUMBIA TELEPHONE COMPANY) N25262 (JIM PATTISON INDUSTRIES) EG115749 (Shaw Cables) EH119860 (Shaw Cables) CA3016167 (TELUS COMMUNICATIONS INC.) EJ116498A (CERCOMM ELECTRONICS LTD) EK28711 (CERCOMM ELECTRONICS LTD)
Bylaw Enforcement	N/A

SITE INFLUENCES

Islands Trust Conservancy	N/A
Species at Risk	Coastal Douglas Fir Protected Area
Sensitive Ecosystems	Woodland
Hazard Areas	Low/Moderate/High Risk hazard areas 
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	No additional impacts to GHG emissions anticipated as a result of this application.
Shoreline Classification	Not Applicable
Shoreline Data in TAPIS	N/A

SALT SPRING ISLAND LOCAL TRUST COMMITTEE

ANTENNA SYSTEM SITING & CONSULTATION PROTOCOL



Islands Trust



ADOPTED: NOVEMBER 9, 2021

Table of Contents

1. Introduction	4
2. Objectives	4
3. Jurisdiction	4
3.1 <i>Role of Innovation, Science and Economic Development Canada</i>	4
3.2 <i>Other Federal Legislation</i>	5
3.2.1 <i>Public Health</i>	5
3.2.2 <i>Environmental and Aeronautical Legislation</i>	5
3.3 <i>Role of Local Government.....</i>	5
4. Antenna Structures for Which Public Consultation is Required	6
5. Exempt Antenna Systems	6
5.1 <i>Exemptions from Antenna System Siting Proposal Review and Public Consultation.....</i>	6
5.2 <i>Design Guidelines for Antenna Systems</i>	7
5.3 <i>Voluntary Public Consultation</i>	7
6. Notification and LTA Review of Exempt Antenna Systems	7
6.1 <i>Building/Structure-Mounted Antenna System</i>	7
6.2 <i>Additions that Increase the Height of Freestanding Antenna Systems</i>	8
6.3 <i>Additional Exemptions.....</i>	8
7. Application, Consultation Process & Request for Concurrence for Non-Exempt Antenna Systems	9
7.1 <i>Consultation Objectives</i>	9
7.2 <i>Process Steps, Requirements and Timelines</i>	9
7.2.1 <i>Step 1: Pre-Consultation</i>	9
7.2.2 <i>Step 2: Application</i>	10
7.3 <i>Waivers to Application Submissions</i>	12
7.3.1 <i>Step 3: Public Consultation</i>	12
7.4 <i>Public Information Session.....</i>	14
7.5 <i>Online Community Engagement.....</i>	15
7.5.1 <i>Step 4: Request for Concurrence</i>	15
8. Terms of Use of This Policy	16
9. Land Use Siting Criteria	16
9.1 <i>Criteria</i>	17
9.2 <i>Preferred Locations.....</i>	17
9.3 <i>Distance Considerations</i>	18
9.4 <i>Discouraged Locations.....</i>	18
9.5 <i>Incentives.....</i>	18
9.6 <i>Criteria not to Address.....</i>	19
10. Model Official Community Plan Policies	19
10.1 <i>Advocacy Policies.....</i>	19
10.2 <i>Land Use Policy.....</i>	20
10.2.1 <i>Siting Objectives.....</i>	20

10.2.2 Land Use Preferences	20
10.2.3 Setback Considerations.....	21
10.2.4 Discouraged Locations	21
11. Appendix A: Consultation and Information	22
12. Appendix B: Antenna Design Matrix.....	23
13. Definitions.....	26

1. Introduction

Telecommunications systems that provide full coverage and service are essential for a healthy and well-connected community. This *protocol* serves as a foundation to ensure that communities benefit from high quality, dependable telecommunication services that effectively support daily life activities, emergency services, citizen engagement, tourism, and local business, all of which are important to the Islands Trust.

2. Objectives

The objectives of this *protocol* are:

- 2.1 to acknowledge that Innovation, Science and Economic Development Canada (ISED) has exclusive jurisdiction over the approval of the siting and installation of telecommunication infrastructure in Canada;
- 2.2 to establish a siting and consultation process for use by all the Salt Spring Island Local Trust Area (LTA) that is harmonized with ISED's *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular* and *Guide to Assist Land-use Authorities in Developing Antenna Siting Protocols* for reviewing land use issues associated with *antenna system* siting proposals;
- 2.3 to set out an objective process, criteria and guidelines that are transparent, consistent and predictable for the evaluation of *antenna system* siting proposals that:
 - minimize the number of new antenna sites by encouraging *co-location*;
 - encourage designs that integrate with the surrounding land use and public realm;
 - establish when local public consultation is required; and,
 - allow ISED and *proponents* to identify and resolve any potential land use, siting or design concerns with the Salt Spring Local Trust Committee (SS LTC) at an early stage in the process.
- 2.4 to provide an expeditious review process for *antenna system* siting proposals;
- 2.5 to establish a local land use consultation framework that ensures the SS LTC and members of the public contribute local knowledge that facilitates and influences the siting – location, development and design (including aesthetics) – of *antenna systems* within the LTA boundaries;
- 2.6 to contribute to the orderly development efficient operation of a reliable, strong radiocommunication network within all Local Trust Areas; and,
- 2.7 to provide SS LTC with the information required to satisfy the requirements of ISED regarding local land use consultation, resulting in an informed statement of concurrence, concurrence with conditions, or non-concurrence from the SS LTC at the end of the process.

3. Jurisdiction

3.1 Role of Innovation, Science and Economic Development Canada

Under the *Radiocommunication Act*, the Minister of ISED has sole jurisdiction over inter-provincial and international communication facilities. The final decision to approve and license the location of *telecommunication antenna systems* is made only by ISED. All

technical aspects and siting of telecommunication and broadcasting services are regulated by the federal government under the *Radiocommunication Act*.

ISED has an established procedure, [CPC-2-0-03](#) (CPC), which prescribes the process and review of proposed telecommunication structures. As part of the process, *proponents* are required to notify the local land-use authority and nearby residents. Moreover, the *proponent* is required to address the public's questions, concerns and comments through ISED's prescribed public consultation process.

3.2 Other Federal Legislation

3.2.1 Public Health

With regard to public health, ISED refers to the standards set by Health Canada for determining acceptable levels of radiofrequency electromagnetic energy produced by telecommunication infrastructure. All telecommunication *proponents* are required to follow guidelines outlined in Health Canada's *Safety Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3 kHz to 300 GHz – Safety Code 6* (2009)¹. This code is accompanied by the *Technical Guide for Interpretation and Compliance Assessment of Health Canada's Radiofrequency Exposure Guidelines*, to assist users in understanding and assessing the safety of electromagnetic exposures in working and living environments.

3.2.2 Environmental and Aeronautical Legislation

In addition to Health Canada's requirements, *proponents* must comply with the *Canadian Environmental Assessment Act* and any painting and lighting requirements for aeronautical safety prescribed by NAV Canada and Transport Canada.

3.3 Role of Local Government

Local governments are referred applications for proposed towers and are given the opportunity to comment on the proposal. Ultimately, the role of the SS LTC is to issue a statement of concurrence or non-concurrence to the *proponent* and ISED². The statement considers the land-used compatibility of the antenna structure, the responses of the impacted residents and the *proponent's* adherence to this *protocol*. In addition, local government can communicate and provide guidance to the *proponent* on the particular sensitivities, planning priorities, and characteristics of an area, and establish siting guidelines. A local government may adopt the default public consultation process as defined in ISED's CPC or augment the process with its own consultation process, subject to the time limitations established in the CPC.

¹ LTAs do not assess any submission for an *Antenna System* with respect to health and radiofrequency exposure issues or any other non-placement or non-design related issues. Any questions or comments the public may wish to make regarding health issues related to cell phones, cell towers and radiofrequency exposure guidelines (Safety Code 6) should be directed to Health Canada on-line at healthcanada.gc.ca and to the *proponent's* representative.

² Regardless of whether the SS LTC issues a statement of concurrence or non-concurrence, ISED has exclusive jurisdiction over the approval of the siting and installation of telecommunication infrastructure in Canada.

4. Antenna Structures for Which Public Consultation is Required

- **New antenna systems:** where the height is greater than 15 metres.
- **New antenna systems:** where the height is less than 15 metres proposed by telecommunication carriers, broadcasting undertakings or third-party owners.
- **Existing antenna systems:** where modifications exceed a cumulative height increase of greater than 25%.
- **Non-tower structures:** where the height above ground of the non-tower structure, exclusive of appurtenances, is increased by more than 25%.

5. Exempt Antenna Systems

This section outlines the criteria for identifying *Antenna Systems* excluded from the consultation process by ISED, the need to consider local circumstances for all exempt structures, and the process for *proponents* to notify and discuss proposed exempt structures with the LTA.

5.1 Exemptions from Antenna System Siting Proposal Review and Public Consultation

For the following types of installations, *proponents* are generally excluded by ISED from the requirement to consult with the SS LTC and the public, ***but must still fulfill the General Requirements outlined in Section 7 of the CPC.***

- **New antenna system:** where the height is ***less than 15 metres*** above ground level proposed by business, government, Crown agencies, general public; this exclusion does not apply to *antenna systems* proposed by telecommunications carriers, broadcasting undertakings or third-party tower owners;
- **Existing antenna system:** where modifications are made, antennas added or the tower replaced³, including to facilitate sharing, provided that the total cumulative height increase is no greater than 25% of the height of the initial *antenna system* installation⁴. No increase in height may occur within one year of completion of the initial construction. This exclusion does not apply to *antenna systems* using purpose built antenna supporting structures with a height of less than 15 metres above ground level operated by telecommunications carriers, broadcasting undertakings or third-party tower owners;
- **Non-tower structure:** antennas on buildings, water towers, lamp posts, and similar structures ***are excluded*** from consultation provided that the height above ground of the non-tower structure, exclusive of appurtenances, is not increased by more than 25% and have been reviewed by Islands Trust staff who will provide comment in accordance with LTA *design guidelines*; and,
- **Temporary antenna system:** used for special events or emergency operations and must be removed within three months after the start of the emergency or special event.

³ The exclusion for the replacement of existing *antenna systems* applies to replacements that are similar to the original design and location.

⁴ Initial *antenna system* installation refers to the system as it was first consulted on or installed.

No consultation is required prior to performing maintenance on an existing *antenna system*.

5.2 Design Guidelines for Antenna Systems

Appendix B of this *protocol* is a matrix of telecommunication design illustrating typical tower designs, rooftop antennas, utility poles and light standards. The SS LTC may choose to further exempt from public consultation on any of the specific *antenna systems* illustrated in the matrix. Note that antennas affixed to buildings, utility poles and light standards are already exempt from public consultation, unless they exceed a 25% increase in height.

5.3 Voluntary Public Consultation

The CPC states that:

Individual circumstances vary with each antenna system installation and modification, and the exclusion criteria above should be applied in consideration of local circumstances. Consequently, it may be prudent for the proponents to consult the SS LTC and the public even though the proposal meets an exclusion noted above.

Therefore, when applying the criteria for exclusion, *proponents* are encouraged to consult the SS LTC when it is **prudent** to do so in consideration of any of the following:

- the *antenna system's* physical dimensions, including the antenna, mast, and tower is significant compared to the local surroundings;
- the relative location of the proposed *antenna system* on the property and its proximity to neighbouring residents;
- the likelihood of an area being in a community-sensitive location; and,
- the nature of Transport Canada's marking and lighting requirements for the proposed structure.

6. Notification and LTA Review of Exempt Antenna Systems

Notwithstanding ISED's exemption criteria for certain *Antenna system*, the SS LTC should be informed of all new *antenna system* installations within their boundaries so they can:

- be prepared to respond to public enquiries once construction/installation has begun;
- be aware of site *co-location* within the LTA;
- maintain records to refer to in the event of future modifications and additions; and,
- engage in meaningful dialogue with the *proponent* with respect to the appearance of the *antenna system* and structure prior to the *proponent* confirming a final design.

Therefore, *proponents* are required to undertake the following steps for ***all exempt antenna system installations before commencing construction***.

6.1 Building/Structure-Mounted Antenna System

The *proponent* will in all cases provide the following **information** for all new *antenna systems* or modifications⁵ to existing *antenna systems* that are mounted to an existing structure, including (but not limited to) a building/rooftop, water tower, utility pole or light

⁵ Providing information is required for modifications that materially or noticeably change the appearance of the system. Maintenance works that do not result in such changes are excluded from the information requirement.

standard, and which are exempted from public consultation in Subsection E.1:

- the location of the *antenna system* (address, name of building, rooftop or wall mounted);
- description of proposed **design** with respect to the measures used by existing systems on that site;
- the height of the *antenna system*; and,
- the height of any modifications to existing systems.

The Islands Trust staff may notify the *proponent* of any inconsistency with the preferences and sensitivities expressed in the siting criteria and/or design preferences and the parties (*proponent* and Islands Trust staff) will work towards a solution that minimizes visibility.

6.2 Additions that Increase the Height of Freestanding Antenna Systems

The *proponent* will confirm to the SS LTC that an addition that extends the height of the existing *freestanding antenna system* meets the exclusion criteria in Subsection E.1 by providing the following:

- the location, including its address and location on the lot or structure;
- a short summary of the proposed addition including the preliminary set of drawings or visual rendering of the proposed system; and,
- a description of how the proposal meets one or more the Subsection E.1 exclusion criteria.

The Islands Trust staff will review the documentation and will contact the *proponent* where there is a site-specific basis for modifying the exemption criteria based on the siting criteria preferences and discouragements expressed of the *protocol*. In such cases, the Islands Trust staff and the *proponent* will work toward a mutually agreeable solution, which may include the Islands Trust staff requesting the proposal be subject to all or part of the pre-consultation, proposal submission and public consultation process defined in Article F.2(a), F.2(b) and F.2 of this *protocol*, as applicable, concluding with a letter of concurrence or non-concurrence.

6.3 Additional Exemptions

The SS LTC may exclude from all or part of the consultation process any *antenna system* in addition to ISSED's basic exemptions listed in Subsections E.1 & E.3:

- A new *antenna system* proposed to be located outside the SS LTC's preferred *distance* from the nearest lot line;
- Notwithstanding Subsection E.1 *Building/Structure Mounted Antenna System*, the Islands Trust staff may additionally, on a case-by-case basis, exempt a *proponent* from all or part of the consultation requirements under Section F of this *protocol*⁶. For example, exemptions may be granted where the proposed location is separated from a *residential area* or heritage area or structure by an arterial roadway, and/or is buffered

⁶ For example, the SS LTC may decide to exclude certain proposals from the requirement to hold a public meeting, but not from issuing a public notification to affected property owners/tenants within the *Prescribed Notification Distance*.

by substantial tree cover, topography, or buildings.

- *Antenna systems* greater than 15 metres in height proposed by government agencies such as police, fire protection, ambulance, other emergency services, BC Ferries, and BC Hydro who maintain their own two-way telecommunication networks, except, however, such systems are not exempt if they are proposed in partnership with a commercial telecommunication service provider.

7. Application, Consultation Process & Request for Concurrence for Non-Exempt Antenna Systems

7.1 Consultation Objectives

The *protocol* for public consultation is designed to:

- inform;
- incorporate local knowledge;
- harmonize with ISED regulations and guidelines;
- be transparent;
- be consistent;
- be predictable; and,
- be expeditious.

7.2 Process Steps, Requirements and Timelines

Prior to submitting an *antenna system* proposal that does not meet any of the exemptions listed in Subsection E.1, the *proponent* will undertake the following preliminary consultations with the SS LTC:

7.2.1 Step 1: Pre-Consultation

7.2.1(a) Pre-Consultation

The purpose of the pre-consultation phase is for the *proponent* to share with Islands Trust staff the network objectives, provide possible site options and receive preliminary feedback. The pre-consultation steps include:

- The proponent notifies the LTA representative that locations in the community are being assessed for potential antenna system siting.
- The proponent provides the LTA representative potential locations and invites feedback on preferred locations and/or design.
- The proponent may offer to host a community workshop to provide options and invite feedback on possible solutions, although this is not necessary.

7.2.1(b) Site Investigation Meeting

Based on comments from the pre-consultation step, the *proponent* will provide a summary of a site-specific location, including:

- **Site Location:** preferred location, type and height of the proposed

telecommunication antenna system;

- **Alternative Locations:** summary of what other alternative locations were considered, including options to co-locate on existing structures;
- **Site Design:** preliminary drawings and/or visual renderings of the proposed *telecommunications antenna system*;
- **Co-location:** summary of efforts *proponent* has made to allow other companies to co-locate on the tower, as well as indication from other companies regarding interest in co-locating on new telecommunications structures.

The purpose of the site investigation meeting is to:

- identify preliminary issues of concern;
- give opportunity for the *proponent* to outline the proposal to the SS LTC;
- give opportunity for the SS LTC to provide initial feedback to the *proponent*;
- identify any *locations of sensitive ecosystems*;
- identify any potential *neighbouring land-use jurisdictions, school districts, emergency service providers and community associations* that may be required to provide comment on the proposal as outlined in this policy;
- guide the *proponent* on creating *localized content* for public notification and distribution; and,
- inform the *proponent* of the SS LTC's preferences of taller towers over shorter towers and supporting future *co-location* opportunities.

7.2.1(c) SS LTC Preferences and Requirements

Following the Site Investigation Meeting, Islands Trust staff will provide the *proponent* with an information package within a timeframe determined by the Islands Trust that includes:

- **Public consultation:** confirmation if, (a) public consultation is required, and if so, the process the *proponent* needs to follow, including a list of any other agencies, jurisdictions, and First Nations to be consulted, and if a public information meeting is required of, (b) public consultation is not required;
- **Site design:** comments on proposed location and design; and,
- **Professional reports and permits:** a list of plans, professional reports and/or permits that may be required (i.e. environmental impact statements).

7.2.2 Step 2: Application

7.2.2(a) Application Submission to the SS LTC: Initial Application Proposal

Except for specific waivers granted for amateur operators, the *proponent* must include the following information when submitting a *telecommunication antenna system* siting proposal to the SS LTC that does not meet the exemption criteria for the proposal review and public consultation requirement:

- **Site Rationale:** a letter or report from the proponent indicating the need for the proposed site, the rationale for site selection, and a summary of opportunities for co-location potentials on existing or proposed antenna systems within the LTA;
- **Co-location:** (a) a summary of effort the proponent has made to encourage other to co-locate on the proposed new infrastructure, as well as a list of parties who have expressed an interest in co-locating, and (b) a written and signed attestation that there are no co-location opportunities within the LTA;
- **Site Design:** preliminary engineering plans of the proposed structure which includes information outlining the number of antennas proposed on the structure, and the structure's ability to accommodate future antennas (including co-location). Proponents are encouraged to provide site design options;
- **Visual Renderings:** visual rendering(s) of the proposed antenna system with best effort to superimpose to scale;
- **Site Plan:** a site plan showing the proposed development situated on the site;
- **Site Distance to Surrounding Areas:** a map showing the horizontal distance between the proposed antenna system and the nearest residential, commercial and/or institutional uses;
- **Letter of Authorization:** confirmation of legal ownership of the lands subject to the proposal, or signed letter of authorization from the registered property owner of the land, their agent or other person(s) having legal or equitable interest in the land;
- **Title Search:** a copy of a title search (dated within the past 30 days of proposal submission) and any restrictions, restrictive covenants, easements or right-of-way registered against the lands the telecommunication antenna system is proposed on;
- **Safety Code 6:** a written and signed attestation that the telecommunication antenna system will respect Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for these devices including the cumulative effects of multiple telecommunication antenna systems at the location and in the immediate area;
- **Supplemental Documentation:** any other documentation as

reasonably identified by the SS LTC following the site investigation meeting; and

- **Draft Notification:** based on required consultation process as directed by the SS LTC, the proponent is to provide, (a) a draft of all public notices to be delivered by mail to the public, School Districts, community associations and neighbouring land-use jurisdictions, which is to be approved by Islands Trust staff prior to mail out; (b) an address list and map indicating all properties and residents which are to be notified by mail of the proposal, (c) a draft of newspaper advertisements indicating the time and date of any public information meeting, which is to be reviewed by Islands Trust staff prior to publication (if a public information meeting is required); and,
- **Comments from Emergency Services:** a copy of written correspondence indicating that the proponent has referred the proposal to local fire, police and ambulance services, and if given, any comments received emergency services should be submitted to Islands Trust staff prior to mail out.

7.3 Waivers to Application Submissions

The SS LTC may waive any of the Initial Application or Public Notification requirements for amateur radio operators on a case-by-case basis.

7.3.1 Step 3: Public Consultation

In addition to ISED's public consultation requirements as prescribed in *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular* (CPC-2-0-03), the SS LTC has incorporated into the requirements a number of **augmentations** to the public consultation process. Itemization of the augmented elements may be found in Appendix A: *Consultation and Information – Process Steps and Requirements: ISED & Augmentation*.

7.3.1(a) Notification Requirements:

- The *proponent* will provide written notice, sent by regular mail or hand delivered, to all property owners and residents with a *notification distance* of 10 metres for every one metre in height from the base of the structure for a *freestanding antenna system*.
- The *proponent* will provide written notice, sent by regular mail or hand delivered, to all *neighbouring land-use jurisdictions, emergency service providers* and *school districts* with a *notification distance* of 1,000 metres from the base of the structure.
- The *proponent* will provide notice to ISED's regional office.
- The *proponent* will provide written notification to *Community Associations* identified at the site investigation meeting.
- The *proponent* will place notice of the *telecommunication antenna*

system proposal in at least two editions of a local newspaper.

- Where a public information meeting is to be held for a proposed *telecommunication antenna system*, a notice of the meeting shall be placed in at least two editions of a local newspaper and the *proponent* will provide written notice of the meeting sent by regular mail or hand delivered, to all property owners, *land-use jurisdictions*, *emergency service providers* and *school districts* with a *notification distance* of 10 metres for every one metre in height for a *freestanding antenna system* and for a *building/structure-mounted antenna system*.

7.3.1(b) Notice Content Requirements⁷

The *proponent* shall include at a minimum the following information in any mailed or otherwise delivered public notice:

- the proposed *antenna system's* purpose, the reasons why existing *antenna systems* or other infrastructure cannot be used, a list of other structures that were considered unsuitable and future sharing possibilities for the proposal;
- information on the location within the community, the geographic coordinates and the specific property or rooftop, height, type, design and colour of the proposed telecommunication *antenna system*, including a copy of the site plan submitted with the application;
- description of the antenna that may be mounted on the supporting structure and simulated images of the proposal;
- identification of areas accessible to the general public and the access/demarcation measures to control public access;
- an attestation that the general public will be protected in compliance with Health Canada's Safety Code 6, including combined effects within the local radio environment at all times;
- an attestation that the installation will respect good engineering practices including structural adequacy;
- transport Canada's aeronautical obstruction marking requirements (whether painting, lighting or both) if available; if not available, the *proponent's* expectation of Transport Canada's requirements together with an undertaking to provide Transport Canada's requirements once they become available;
- information on the environmental status of the project, including any requirements under the *Canadian Environmental Assessment Act*;
- clear information on the role of ISED as the sole approving authority for the siting of the *telecommunication antenna system* and that the

⁷ These requirements are those of Appendix 1 of the CPC, as well as additional requirements suitable for the Islands Trust.

SS LTC only provides a statement of siting concurrence/non-concurrence at the request of the *proponent*;

- notice that general information relating to *antenna systems* are available on ISED Canada's Spectrum Management and Telecommunications website (<http://www.ic.gc.ca/towers>);
- reference to any applicable local land-use requirements such as local processes, *protocols*, etc.;
- information that comments and responses should be directed to the *proponents* and that all submissions received by the *proponent* will be forwarded to the SS LTC for their records;
- information that citizens may request their name and contact information be kept confidential within the published records;
- the name and contact information of a contact person for the *proponent*;
- the name and contact information of ISED;
- the name and contact information of the Islands Trust planner;
- an attestation that the *telecommunication antenna system* will respect Health Canada's *Safety Code 6*, which sets safe radiofrequency emission levels for these devices;
- the date, time and location of the public information meeting where required;
- closing date for submission of written public comments (not less than 30 days from receipt of notification); and,
- the notification shall be sent in an envelope addressed to the "Occupant" and/or "Tenants" and shall clearly show in bold type on the face of the envelope the statement: "NOTICE FOR RESIDENTS: NEW PROPOSED CELL TOWER – INFORMATION IS ENCLOSED".

7.4 Public Information Session

The SS LTC requests the *proponent* chair hold a public information meeting for all proposed *telecommunication antenna systems* exceeding 15 metres in height **or where there is significant public interest in the new free standing proposed telecommunication antenna system**. The type of public meeting to be conducted is up to the discretion of the *proponent*, however:

- an appropriate date, time and location for the public information meeting will be determined in consultation with the Islands Trust Planner;
- the *proponent* will make available at the public information meeting an appropriate visual display of the proposal, including a copy of the site plan submitted with the application and an aerial photograph of the proposed site;
- all information and materials presented should consist of *localized content*;
- the *proponent* shall not schedule a public information meeting less than seven days

- prior to the close of the public consultation period; and,
- the *proponent* may request Islands Trust staff attendance and participation in the meeting.

7.5 Online Community Engagement

A *proponent* may augment the public information session with an online forum to allow information sharing and feedback from people who may not be able to attend a public forum.

7.5.1 Step 4: Request for Concurrence

7.5.1(a) Submission to the SS LTC: Request for Concurrence

Prior to submitting a formal request for siting concurrence, the *proponent* must include the following information to the SS LTC:

- a summary of and a copy of all public submissions and responses, as well as the *proponent's* responses to public submissions as outlined in ISED's Radiocommunication and Broadcasting *Antenna Systems* Client Procedures Circular (CPC-2-0-03);
- a letter outlining any NAV Canada and Transport Canada requirements for lighting and painting on the proposed telecommunication *antenna system*;
- a copy of all plans and studies (i.e. Environmental Review) required for the construction of the proposed telecommunication *antenna system*; and,
- a package summarizing the results of the public information meeting containing at a minimum, the following:
 - the time, date, location and number of people in attendance of any public information meeting held;
 - a list of attendees, including names, addresses and phone numbers (where provided voluntarily);
 - copies of all letters and other written communications received; and,
 - a letter outlining how all the concerns and issues raised by the public were addressed.

7.5.1(b) Statement of Concurrence or Non-Concurrence

This statement of concurrence or non-concurrence shall occur within 120 days of acceptance of a complete application, unless otherwise agreed to by the *proponent* and ISED.

7.5.1(c) Duration of Concurrence

- Concurrence remains in effect for a maximum period of 3 years from the date it was issued by the SS LTC. If construction has not

commenced within this time period the concurrence expires and a new submission and review process, including public consultation as applicable, is necessary prior to any construction activity.

- Request notification of intent to construct 60 days prior commencement of construction activity (OR, building permit).
- Once concurrence has been issued, it may be transferred from the original *proponent* to another *proponent* without the need for further consultation, provided that:
 - all information gather by the original *proponent* is transferred to the new *proponent*;
 - the structure and *antenna system* for which the concurrence was issued to the original *proponent* is what the new *proponent* builds; and,
 - construction of the structure is begun within the duration of the concurrence period.

7.5.1(d) Letter of Undertaking

The *proponent* may be required by the SS LTC to provide a Letter of Undertaking which may include the following requirements:

- posting of a security for the construction of any proposed fencing, screening or landscaping; or,
- building permit requirements determined by the regulations of the Capital Regional District.

8. Terms of Use of This Policy

The LTA is not in any way bound by this policy and is free to apply, or not apply, any evaluation criterion it deems appropriate in its consideration of applications.

9. Land Use Siting Criteria

Antenna systems should be sited and designed to respect local sensitivities and preferences as identified by the SS LTC; including making efforts to being unobtrusive and inconspicuous, minimizing visual impact, avoiding disturbance to nature features and reduce the need for future facilities in the same area, where appropriate.

These criteria address *co-location*, re-use, use of existing infrastructure, and new *antenna systems*.

Consideration is requested in the following order of priority:

1. **Co-location** by sharing an existing *antenna system*.
2. **Re-use** of an existing telecommunication facility.
3. Use of **existing infrastructure** such as a building rooftop or utility pole.
4. **Stealth design** of a new *antenna system*.
5. **New antenna system** structure.

The *proponent* should review the guidelines identified below as early as possible and should attempt to resolve any outstanding issues prior to submitting its *antenna system* siting proposal and undertaking the public consultation, where required by the LTC. As expressed preferences may be location or site specific, the *proponent* is encouraged to discuss the guidelines fully with Islands Trust staff during a preliminary meeting.

Proponents are also required to obtain all applicable building permits for additions and/or modifications to existing buildings.

9.1 Criteria

Before submitting a proposal for an *antenna system* on a new site, the *proponent* must explore the following options:

- consider *co-location* by sharing an existing *antenna system*;
- explore modifying or replacing a structure if necessary;
- locate, analyze and attempt to use any feasible existing infrastructure, including (but not limited to) rooftops, water towers, utility poles or light standards; and,
- explore the feasibility of designing a new *antenna system* where the visibility of the equipment is minimized from street level, including shrouding or *stealth design*.

Where *co-location*, re-use, modification, use of existing infrastructure, or a *stealth design* of a new structure is not feasible, a new *antenna system* should be designed with *co-location* capacity, including in *residential areas* when identified as the SS LTC's preference.

The SS LTC recognizes that the objective of promoting *co-location* and the objective of making *antenna systems* less noticeable may sometimes come into conflict. Nevertheless, the LTA intends to review each submission on its merits with a view to promoting both objectives and, where necessary, will determine the appropriate balance between them. The *proponent* should, in all cases, verify the SS LTC's site-specific criteria preferences during the pre-submission consultation process before investing in a final design or site.

9.2 Preferred Locations

When new *antenna systems* must be constructed, where technically feasible, the following locations are preferred:

Buildings & Infrastructure

- Existing buildings and/or structure mounted *antenna systems*.
- Areas that can access fiber optic networks to allow for backhauling into the fiber optic network.

Land Use Preferences

- Industrial use land
- Agricultural use land
- Highway or service commercial use land (excluding mixed residential use)
- Land owned by the Islands Trust or another government entity
- Utility institutional use land were appropriate, but not limited to those institutions that require telecommunications technology, emergency services, hospitals, and colleges

- BC Hydro utility corridor rights-of-way
- Low density *residential areas* as defined by the SS LTC

9.3 Distance Considerations

- *Distance* of new free-standing towers from existing towers shall be at least one (1) times the height of the proposed tower.
- Notwithstanding the *distance* of one (1) times the height of a proposed tower from property lines, the *distance* may be increased by the Local Trust Committee to a maximum of (3) times the height of the proposed tower. The LTC should consider a guideline of increasing the setback by up to 25% if it is reasonably anticipated that the tower may be increased in height by up to 25% in the future and otherwise be exempt from any public consultation process.
- Notwithstanding the *distance* of one (1) times the height of a proposed tower from property lines, the *distance* may be **decreased** if the location is consistent with the land use preferences of preferred locations and avoids discouraged locations of discouraged locations.
- Set backs from property lines adjacent non-residential uses may invite special consideration in the Land Use Bylaw. The setbacks should serve to separate *antenna systems* from adjacent development without unduly affecting the development potential of the lot over the lease period.

9.4 Discouraged Locations

All *antenna systems*:

- Locations directly in front of doors, windows, balconies or residential frontages.
- Land zoned for nature protection.
- Environmentally sensitive ecosystems as defined in the Official Community Plan.
- Free-standing *antenna systems*.
- Medium and high density *residential areas* as defined by the Local Trust Area.
- Schools, daycare facilities, playgrounds and similar facilities.
- Areas that adversely impact view corridors.
- Heritage areas (unless visibly unobtrusive) or on heritage structures unless it forms an integrated part of the structure's overall design (i.e. through the use of *stealth structures*).
- Sites of topographical and geographic prominence.
- Sites that detrimentally affect the scenic quality of a corridor.
- Sites that detrimentally affect the foreground views of residents.

9.5 Incentives

All or part of the public consultation requirements may be waived for *antenna systems* proposed on sites that are consistent with OCP policy, preferred siting locations, that exceed setback considerations, feature innovative design to a high standard and embrace infrastructure as art, including shrouded or internal antenna, and avoid discouraged

locations.

In all cases, however, the *proponent* is required to provide information regarding the proposed *antenna system* in accordance with Section: Notification and LTA Review of Exempt Antenna Systems.

9.6 Criteria not to Address

As described in the CPC, *proponents* have specific obligations subject to federal requirements. Additional obligations may not be imposed; however, it is appropriate to ask questions and seek clarification concerning their steps and alternatives available to satisfy these requirements.

Proponents must comply with the following:

- Health Canada’s public radio frequency exposure guidelines – *Safety Code 6 (Limits of Human Exposure to Radio Frequency Electromagnetic Energy in the Frequency Range from 3 kHz to 300 GHz – Safety Code (2009)*;
- *Radio Frequency Interference and Immunity – EMCAB-2 – Criteria for Resolution of Immunity Complaints Involving Fundamental Emissions of Radiocommunications Transmitters*;
- *Canadian Environmental Assessment Act, 2021-CEAA (2012)*; and,
- *Aeronautical Safety* – Transport Canada and NAV Canada’s requirements for aeronautical safety.

10. Model Official Community Plan Policies

10.1 Advocacy Policies

1. Health Canada should continue to evaluate health impacts of electromagnetic radiofrequencies from telecommunication facilities, including towers, to ensure that detrimental effects on human health do not occur.
2. Support efforts to expand electronic communications and infrastructure within the community provided it can be demonstrated that such is in compliance with the *Canadian Environmental Assessment Act (CEAA)*, and the *Safety Code 6* of the *Health Act*.
3. Support multi-island public organizations such as the Southern Gulf Islands Economic Sustainability Commission in its objective of improving the telecommunications services in the Gulf Islands.
4. Endorse the Canadian Radio and Television Commission policy statement on high speed broadband, especially by cable, as a basic service.
5. Encourage telecommunication providers to retain and increase the number of pay telephones in areas with poor cell coverage as an emergency back-up.
6. Encourage telecommunication providers to re-assess its fibre optic cable within the LTA for public and institutional access and to allow third party access.
7. Promote the role of public and private wireless “hot spot” providers in improving connectivity.

8. Establish a fee schedule to recover reasonable staff and process expenditures to recover costs from telecommunication *proponents* with consideration given to the costs to Islands Trust to evaluate and process proposals.

10.2 Land Use Policy

10.2.1 Siting Objectives

- i. *Antenna systems* should be sited and designed to respect local sensitivities and preferences as identified by the LTA, including being unobtrusive and inconspicuous, minimizing visual impact, avoiding disturbance to natural features and reduce the need for future facilities in the same area, where appropriate.
- ii. Where *antenna systems* are proposed, consideration is requested in the following order of priority:
 - **Co-location** by sharing an existing *antenna system*.
 - **Re-use** of an existing telecommunication facility.
 - Use of **existing infrastructure** such as a building rooftop or utility pole.
 - **Stealth design** of a new *antenna system*.
 - **New antenna system** structure.
- iii. Where *co-location*, re-use, modification, use of existing infrastructure, or a *stealth design* of a new structure is not feasible, a new *antenna system* should be designed with *co-location* capacity, including in *residential areas* when identified as the SS LTC's preference.
- iv. The SS LTC recognizes that the objective of promoting *co-location* and the objective of making *antenna systems* less noticeable may sometimes come into conflict. Nevertheless, the LTA intends to review each submission on its merits with a view to promoting both objectives and, where necessary, will determine the appropriate balance between them.

10.2.2 Land Use Preferences

- i. When new *antenna systems* must be constructed; where technically feasible, and such systems are not of *stealth design* or otherwise exempt from public consultation, they should be sited on the following land use categories:
 - Industrial use land
 - Highway or service commercial use land (excluding mixed residential use)
 - Utility institutional use land is appropriate, but not limited to those institutions that require telecommunications technology, emergency services, hospitals, and colleges
 - BC Hydro utility rights-of-way
 - Low density *residential areas*
 - Agricultural use land
- ii. In all land use designations, the following building and infrastructure considerations are preferred:
 - use of existing buildings and/or structure mounted *antenna systems*; and,

- siting in areas that can access fiber optic networks for backhauling into the fiber optic network.

10.2.3 Setback Considerations

- Preferred setbacks between *antenna systems* and lot lines should be at least 1 (one) times the height of the free-standing tower; the Local Trust Area may choose to adjust this preferred setback to reflect local conditions and preferences.
- Notwithstanding a preferred setback *distance* of a proposed tower from *residential uses*, the setback *distance* may be decreased if the location is consistent with the land use preferences of **Land Use Preferences** and avoids **Discouraged Locations**.
- Setbacks from *non-residential uses* may be determined on a case-by-case basis and should serve to separate *antenna systems* from adjacent development without unduly affecting the development potential of the lot over the lease period.

10.2.4 Discouraged Locations

- Land Use
 - Medium and high density *residential areas*
 - Schools, daycare facilities, playgrounds and similar facilities
 - Areas that adversely impact view corridors
 - Heritage areas (unless visibly unobtrusive) or on heritage structures unless it forms an integrated part of the structure's overall design (i.e. through the use of stealth structures)
 - Nature protection areas
 - Environmentally sensitive ecosystems
- Other considerations, irrespective of land use designation
 - Locations directly in front of doors, windows, balconies or residential frontages
 - Community gathering places such as community halls, churches, commercial eating & drinking establishments
 - Sites of topographical and geographic prominence

11. Appendix A: Consultation and Information

Consultation and Information – Process Steps and Requirements: ISED & Augmentation		
Step	Default ISED Requirement	SS LTC Augmentation
Pre-consultation		
Informal meetings	None	Yes
Information about exempt antenna systems	None	Yes
Notification	None	Yes
Site investigation meeting	None	In some cases
Confirmation of SS LTC preferences and requirements	None	Yes
Application		
Initial application proposal	None	Yes
Submission Prior to Notification – for Islands Trust staff review and approval	None	○ Draft of all public notices ○ Address list and map of all property owners and residents to be notified ○ Draft of newspaper ads ○ Copy of written notice referencing emergency services providers referral comments
Public Consultation		
Written notice	Property owners within 3 X tower height prescribed distance	○ Include property owners and all residents, including seasonal residents
	Neighbouring land use jurisdictions, emergency service providers, and school districts within 3 X tower or building/structure height	○ Community associations
Newspaper notice	Notice regarding proposal in one edition of a local newspaper	○ Proposal and information meeting ○ Optional community workshop ○ Two editions of local newspaper ○ Website and/or social media notification ○ Optional online forum
Notice content	12 points of the CPC Appendix 1 ‘Public Notification Package’	○ Site plan ○ Statement on respective roles of ISED and SS LTC
Public information session	None	○ For all proposals exceeding 15 m in height or where there is significant public interest

12. Appendix B: Antenna Design Matrix

Telecommunication Design

Typical Towers Designs

Guyed



Self-Supporting



Monopole



Height	30-120 m	45-60 m	14.9-45 m
Application	Rural	Rural/Suburbs/City	Rural/Suburbs/City
Compound Footprint	100m x 100m (H x 0.8 x 2)	Min. 20m x 20m	10m x 10m
Tower Diameter	Base of Pole min. 1m	Base min 10% height (H x .1 = face width)	Base footprint dependent on loading, geotechnical, environmental

Monopole Tower Designs

**Monopole 1
(pin wheel)**



**Monopole 2
(flush mount)**



**Monopole 3
(shrouded)**



Pin wheel allows tower to accommodate a larger number of antennas for futures &/or other carriers.	Flush mounted antennas minimize overall massing of the tower, but limit opportunity for future antennas, or space for other carriers.	Antennas fully hidden, but diameter of the pole is wider to accommodate microwave. Can be slimmer if there is fibre to site. *Note: shrouded design does not currently support AIR antenna w. integrated RRU's
--	---	---

Telecommunication Design

Tripole Tower Designs

Standard
Tripole



Clock Tower
design

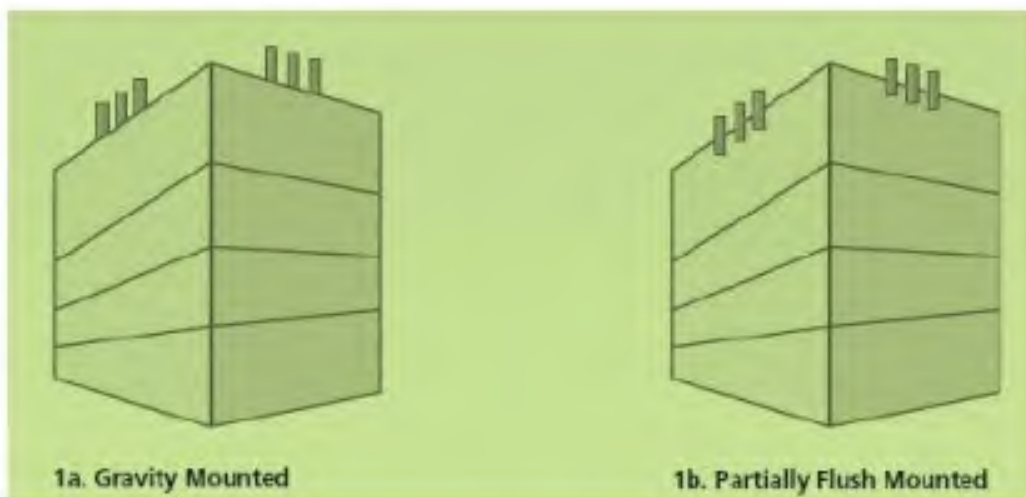


Church Cross
design



Height	14.9m-60m
Application	Rural/Suburbs/City
Compound Footprint	Medium footprint 20m x 20m
Tower Diameter	* Note: Base footprint dependent on loading, geotechnical, environmental

Rooftop antennas



1a. Gravity Mounted

1b. Partially Flush Mounted

Telecommunication Design

Utility Poles



Light Standards



13. Definitions

- **Antenna system (also telecommunication antenna system):** means an exterior transmitting device – or group of devices – used to receive and/or transmit radio-frequency (RF) signals, microwave signals, or other federally-licensed communications energy transmitted from, or to be received by, other antennas, *antenna system* includes the antenna, and may include a supporting tower, mast or other supporting structure, and an equipment shelter.
 - **Building/structure-mounted antenna system:** means a *telecommunication antenna system* mounted on an existing structure or building and for the purposes of height calculations, height shall be measured from the base of any building or structure to the most elevated portion of any *antenna system*.
 - **Freestanding antenna system:** means a structure built from the ground for the expressed purpose of hosting transmitting devices.
 - **Tree-mounted antenna system:** means an *antenna system* mounted on a tree.
- **Co-location:** means the placement of antennas and equipment operated by one or more *proponents* on a *telecommunication antenna system* owned by a different party, thereby creating a shared facility.
- **Community association:** means an active area or neighbourhood specific group or association within a LTA.
- **Distance:** the horizontal *distance* measured from the lot line to the base of a proposed *freestanding antenna system* or the base of any building or structure to which an *antenna system* is mounted to a structure, building, or facility.
- **Emergency service providers:** means any police, fire, ambulance or search and rescue organization with a typical response area within the *notification distance* of a proposed *telecommunication antenna system*.
- **Localized content:** means any public consultation materials, supporting documentation and/or other relevant promotional material provided by a *proponent* for a proposed *telecommunication antenna system* which has been tailored specifically to the context of the LTA.
- **Neighbouring land-use jurisdiction:** means any land-use authority or First Nations within a *Prescribed Notification Distance* of any proposed *telecommunication antenna system*.
- **Prescribed notification distance:** measured horizontally from the outside perimeter of the supporting structure of the proposed *freestanding* or *building/structure-mounted antenna system*. The outside perimeter begins at the furthest point of the supporting mechanism, be it the outermost guy line, building edge, face of the self-supporting tower.
- **Proponent:** means a company or organization, including contractors or agents undertaking work for telecommunication carriers, for the purpose of providing commercial telecommunication services.
- **Protocol:** means any written local guideline, policy or process that addresses the issue of antenna placement.
- **Residential area:** means lands used or zoned to permit residential uses, including mixed uses (i.e. where commercial use is permitted with residential use on the same lot).
- **School District:** means an area created or constituted as a *school district* under the *School Act*.
- **Sensitive community locations:** means institutions and services, such as schools, daycares, recreation facilities, public parks, or other sensitive locations.
- **Stealth design:** means a design of an *antenna system* that camouflages the antenna and supporting structure as something else such as a tree, water tower, flag pole, component of a building, or similar means.
- **Telecommunications antenna system:** see *antenna system* definition.

Cellular Phone Transmission Antennae Location: Recommendations of the Salt Spring Advisory Planning Commission

January 23, 2001

The Salt Spring Island Advisory Planning Commission was asked by the local Islands Trust Committee to address the issue of Cellular Phone Transmission Antennae and to provide it with policy guidelines to assist it in decision-making with regard to the siting of such antennae.

From the outset it was made clear to the APC that, given that the installation of the antennae is legal within the current Canadian standard (Safety Code 6), and given that the licensing of such antennae comes under federal jurisdiction, there is no legal framework within which the construction of cell-phone antennae or their installation on existing structures could be completely blocked by the local planning authority.

The concerns which the APC considered were three-fold: (1) the health impact of cellular phone transmission antennae, (2) the visual or aesthetic impact of antennae towers, and (3) the environmental impact of cellular phone transmission antennae.

The APC also held a consultation meeting with representatives of (i) citizens' groups which had concerns regarding the health impacts of the cell-phone antennae (Island Residents Opposed to Cell-phone Antennae, IROCA), (ii) groups which sought to have improved call-phone service in the downtown Ganges area (Chamber of Commerce and Emergency Responders), (iii) Industry Canada which has final jurisdiction over the licensing of cell-phone antennae, and (iv) cell-phone companies (Telus and Rogers AT&T). Representatives from an organization called Electromagnetic Solutions were also in attendance. Input from the public in the form of written submissions was requested and received.

Having considered the extensive information at its disposal and debated the issue in depth, the APC recommends the following to the Islands Trust.

On the health issue:

The APC recognizes that its expertise on the question of the impact on human health of electromagnetic fields - in this case specifically radio frequencies emitted by cell-phone antennae - is limited. It therefore had to rely on the conclusions of studies and reviews conducted by others, as well as on the recommendations of regulatory bodies. The APC reviewed a voluminous quantity of material supplied to it, and individual members also undertook their own research on the subject on the internet. Several sources of particular value are listed at the end of this report.

The balance of information would lead the APC to conclude that there is no conclusive evidence at this time to indicate that electromagnetic radiation emitted by cell-phone antennae complying with current Canadian safety code standards poses a health risk to citizens. At the same time, given the relatively recent implementation of this technology, and the paucity of consistent and repeatable long-term studies, it is impossible for the APC to say with any reasonable certainty that there are no health risks. Because of this, the APC believes that a precautionary approach should apply. The APC therefore recommends that, to the maximum extent possible, the antennae should be sited as far away from facilities concerned with

continuous human activity as is practically feasible. They should not be located close to schools, hospitals or senior care facilities.

The APC recommends adoption of a "500/2" principle, as follows. No cell phone antenna should be installed within 500 m of any facility concerned with continuous human activity. A proponent wishing to install an antenna closer than this distance should demonstrate, using an independent consultant acceptable to the Islands Trust, that incident power density is less than 2 microwatts per square cm at any facility concerned with continuous human activity within 500 m of the proposed antenna. Additional antennae to be mounted on existing towers must also meet these standards, so that incident power density at any facility concerned with continuous human activity stays below 2 microwatts per square cm.

This recommendation is based in part on the findings of the Health Promotion and Environmental Protection Office of Toronto Public Health. In their final report (Basrur, 2000) they concluded that:

- i) "... given the ongoing research and conflicting evidence on the health impacts of low level radio frequency (RF) emissions, federal guidelines did not adequately address uncertainties in available health data"; and that
- ii) "a prudent avoidance policy should be adopted. This policy incorporates an additional "margin of safety" to keep exposure to radio frequency emissions from cell phone towers 100 times lower than current federal guidelines."

Toronto's recommended safety level is 1/100 of that prescribed by Safety Code 6. This is equivalent to a power density of between 2 and 10 microwatts per square cm, depending on the frequency of the EMR. They also note that power density is more readily assessed than SAR, thus our choice of these units.

On the visual/aesthetic issue:

The APC recommends that, wherever possible, visual impact from cell-phone antennae should be minimized. Specifically, site options where the antennae would be attached to existing structures (e.g. high voltage transmission towers), should be given preference, as long as they also meet the standard above. Co-location by multiple providers should be encouraged.

On the environmental impact issue:

The APC recommends that the environmental impact from cell-phone antennae towers should be minimized. Specifically, new antennae towers should not be constructed in ecologically sensitive areas and particularly on shorelines, in wetlands, and within areas comprising Garry oak and old growth forest. Furthermore, both new and additions to existing towers should be designed to minimize negative effects on threatened and endangered wildlife populations and, generally, to minimize bird mortality.

Application Process

The APC recommends that applications for all new antenna installations, including co-located antennae, be referred to the Islands Trust, and that the public be notified of all applications received by the Trust Committee. Public consultation will be at the discretion of the Trust Committee. The Trust Committee will

refer each application to the local Medical Health Officer. Applicants will be asked to supply information relevant to the potential impacts of the installation, including information relevant to the current OCP guidelines for telecommunication facilities.

Information provided should include:

1. predicted EMR power density levels at any facilities concerned with continuous human activity within 500m of the proposed antenna;
2. a site plan indicating distances from schools, residential areas, hospitals and senior care facilities;
3. facility plan indicating whether it is a new facility or an addition to an existing facility;
4. possible visual and aesthetic impacts; and
5. possible adverse or detrimental environmental effects on:
 - a. ecologically sensitive areas;
 - b. water bodies, ground water or soil;
 - c. legislated protected areas such as national parks, historic canals or other protected areas; and
 - d. terrestrial and aquatic habitat for wildlife and fisheries.

Given the continuing debate on the safety issue, the APC will review information in 2002 and periodically thereafter as deemed necessary. Should significant new information appear, the recommendations of the APC may be modified.

Selected references

City of Toronto references:

Basrur, S. 2000. Background: Toronto Public Health & the prudence (sic) avoidance policy on cellular phone base antenna. 4p

Basrur, S. 1999. Health effects of radio frequency fields near base telephone transmission towers (technical report). 35p

Basrur, S. 1999. Health effects of wireless telephone transmission towers – update. 8p

These references can be found at: <http://www.city.toronto.on.ca/health/hphe/pubs.htm>

Other references:

Independent Expert Group on Mobile Phones (2000) Report – *Mobile Phones and Health*. complete text at: <http://www.iegmp.org.uk/IEGMPtxt.htm>

RSC (1999) *A review of the potential health risks of radiofrequency fields from wireless telecommunication devices*. An expert Panel report prepared at the request of the Royal Society of Canada for Health Canada. <http://www.rsc.ca/english/RFreport.html>

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

DATE OF MEETING: April 9, 2026
TO: Salt Spring Island Local Trust Committee
FROM: Peter Thicke, Island Planner
Salt Spring Island Team
COPY: Chris Hutton, Regional Planning Manager
SUBJECT: OCP and LUB Project Update and Next Steps

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee direct staff to prepare an updated Project Charter and workplan for the Salt Spring OCP and LUB project.

REPORT SUMMARY

This report provides an update on the status of the Salt Spring Island OCP and LUB Project and requests direction for how to move forward based on different options.

BACKGROUND

The Official Community Plan (OCP) and Land Use Bylaw (LUB) Project is a significant initiative for Salt Spring Island, and several key milestones have been achieved in recent months. However, the project must now pivot as a contract with the project consultants will not be renewed beyond March 31, 2026. The consultant had been expected to lead critical consultation activities and support further refinement of OCP policies. This change shifts capacity and resources, making it challenging to continue with the current workplan and schedule.

In addition, adoption of an OCP Bylaw for Salt Spring Island requires approval from the Ministry of Municipal Affairs. In discussions with Ministry staff, both parties do not foresee that bylaw approvals put forward between May and August will be returned prior to November, 2026. Therefore, it is foreseeable that the LTC will not complete this project prior to the end of this calendar year.

In light of these constraints, staff recommend developing a revised Project Charter and workplan in-house that reflects the loss of the lead consultant and the timing limitations associated with the upcoming election. This workplan will incorporate activities completed to date and outline a path to finish the project.

DISCUSSION

Staff have identified the following options for the Local Trust Committee (LTC) to consider:

1. *Engage an Alternate Consultant to Continue the Project*

Building on the work completed to date, Islands Trust staff could retain a new consultant to continue the project in a similar manner. This would include completing remaining engagement activities, advancing mapping, and drafting OCP goals and policies in alignment with the existing workplan.

While the original timeline cannot be maintained, this option represents the most expedient path forward. It would require an investment of 4-6 months for consultant procurement and onboarding.

A key challenge identified during the previous phase of the project was staff capacity to provide consistent project management. With recent staffing increases at the Salt Spring Island office, this is not anticipated to pose the same risk moving forward should this option be selected.

Advantages:

- Most timely approach to advancing the project
- Maintains some continuity with the existing workplan
- Would provide similar ability to deliver with advanced engagement tools and methods due to additional consultant capacity

Drawbacks:

- Potential for extended project timeline
- Risk of confusion in the community with different consultants on the same project
- Transition challenges between consultants

2. Continue the Project Primarily with In-House Resources, with Strategic Investments

With the Salt Spring Island office now at full staffing capacity, there is an opportunity to deliver the majority of the project internally. External consultants would be engaged only for specialized components, such as environmental and legal review, mapping, and select communications and engagement support.

This approach would enable a stronger focus on relationship-building with the community and First Nations, while minimizing the need for additional budget. However, it would require a longer timeframe to complete.

While this option is more viable now than in previous phases of the project due to the Salt Spring Office being fully staffed, the LTC should anticipate an extended timeline, potentially into the 2027 fiscal year.

Advantages:

- Reduced reliance on external consultants and associated costs
- Greater control over project delivery and methodology
- Enhanced opportunity for relationship-building with First Nations and the community

Drawbacks:

- Longer timeline for completion
- Increased demand on staff capacity over an extended period

- Reduced ability to rely on consultant expertise

3. Postpone the Policy Development and Focus on Relationship Building

In light of the current challenges, the LTC may choose to not advance policy development until fall, 2026. In the intervening time, staff would shift focus to ongoing relationship-building with governance and First Nations partners, as well as community and equity-seeking groups, with the intention of resuming technical work (e.g., mapping and policy development) in late fall, 2026.

This approach would relieve immediate timeline pressures and allow for more deliberate consideration of long-term planning priorities. However, it would delay progress on key policy objectives and leave the completion of the OCP and LUB to an uncertain future date.

Advantages:

- Removes immediate timeline and resourcing pressures
- Allows for deeper engagement and relationship-building

Drawbacks:

- Delays advancement of policy and regulatory updates
- Creates uncertainty regarding project completion

ALTERNATIVES

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

1. Request an alternative approach

The LTC may request an alternate approach to the OCP-LUB project as outlined in the staff report. Recommended wording for a resolution is as follows:

That the Salt Spring Island Local Trust Committee direct staff to procure an alternate consultant to continue the OCP-LUB project.

OR

That the Salt Spring Island Local Trust Committee direct staff to suspend the OCP-LUB project.

2. Defer a decision until additional information is available

The LTC may request further information related to financial, timeline, or other impacts prior to making a decision. Recommended wording for a resolution is as follows (add in correct language shown in brackets as necessary):

That the Salt Spring Island Local Trust Committee defer providing direction regarding the OCP – LUB Project until staff provide additional information regarding (financial/timeline/other) implications for (recruiting another consultant/bringing the project in-house/suspending the project).

3. Receive for information

The LTC may receive the report for information and defer any other decisions. In this case, work on the project would effectively stop until further direction is provided at a future LTC meeting.

That the Salt Spring Island Local Trust Committee receive the report titled “OCP and LUB Project Update and Next Steps” dated April 9, 2026 for information.

NEXT STEPS

Subject to direction from the Local Trust Committee (LTC), staff will proceed with the approach requested by LTC: initiating a procurement process to retain a new consultant; advancing the project internally through development of an updated workplan, Project Charter, and supporting materials for LTC consideration; focusing efforts on relationship-building with First Nations and the community; or pausing work on the project until further direction is provided.

Staff recommend that the LTC continue to advance the project using primarily in-house resources, while contracting out specialized components within the existing budget. Although this approach will extend the project timeline beyond what might otherwise be accomplished, the upcoming local government election and associated approval constraints make it unlikely that adoption of a new OCP and LUB would have been completed in this term. The first step in this approach would be to develop a new work plan and approximate timeline for consideration by the LTC at a future meeting.

Submitted By:	Peter Thicke, MCIP RPP, Island Planner	March 24, 2026
Concurrence:	Chris Hutton, MCIP RPP, Regional Planning Manager	April 1, 2026

ATTACHMENTS

1. Current Project Terms of Reference
2. Current Communications and Engagement Plan

Salt Spring Island OCP-LUB Update Project Terms of Reference

Contents

BACKGROUND/CONTEXT	2
PURPOSE.....	2
PROJECT GOALS.....	2
PROCESS GOALS	2
PROJECT SCOPE	3
PLANNING PROCESS AND TIMELINE.....	4
PROJECT COMMUNICATIONS	8
COMMUNITY ENGAGEMENT	9
CONSULTANT-LED WORKING GROUPS	10
AGENCY WORKING GROUP.....	10
KEY COMMUNITY INTEREST HOLDERS	11
ROLES AND RESPONSIBILITIES	11
RELATIONSHIP TO OTHER INITIATIVES.....	12
BUDGET	13
DELIVERABLES	13
PROJECT CHANGE MANAGEMENT	13

BACKGROUND/CONTEXT

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

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

Salt Spring Island OCP Bylaw No. 434 was adopted in 2008 and has undergone only a handful of amendments since that time; the last being a modest change to industrial lands policy in 2020.

A land use bylaw is the set of regulations that determines how land on the islands is used today. It includes matters such as:

- Uses
- Lot sizes
- Density
- Building location
- Building height

Salt Spring Island Land Use Bylaw No. 355 (adopted in 1999) was never comprehensively updated to enact the policy direction expressed in the OCP.

PURPOSE

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

PROJECT GOALS

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

- The interests of First Nations with treaty and territorial interests in the Salt Spring Island Local Trust Area;
- Ecosystem integrity and connectivity; and
- Climate change resiliency.

PROCESS GOALS

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

- Strengthen relationships with area First Nations through their early and ongoing engagement in the design and execution of a project process that reflects shared values;
- Ensure broad opportunities for community input through a robust public engagement process that reflects the diversity of the community;
- Ensure the Salt Spring Island OCP and LUB are consistent with the Islands Trust Policy Statement;
- Build on the strengths of the existing OCP by retaining those elements that continue to reflect the Island's aspirations; and

- Where appropriate, analyze and incorporate the evidence and recommendations of other governments, agencies, and non-governmental organizations and consider enacting policy and regulatory changes accordingly.

PROJECT SCOPE

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

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

A. Engage Interested First Nations Early and Ongoing

Thirteen (13) Nations have treaty and territorial interests in Salt Spring Island, and many Indigenous people call the island home. Because a substantive update to the Salt Spring OCP and LUB may guide change on the Island for at least a decade, it is anticipated that area First Nations will take a significant interest in the OCP-LUB Update Project. It is important for SS LTC to understand those Nations' interests in the island and strive for a project process where those interests are understood and considered. For several years, First Nations with treaty and territorial interests on Salt Spring Island have told the Salt Spring Island Local Trust Committee (SS LTC) that they want to be at the table from the earliest days of major projects. As a substantive update to the Salt Spring OCP and LUB will guide change on the Island for at least a decade, it is anticipated that area First Nations will take a significant interest in the OCP-LUB Update Project and expect a level of involvement beyond simply commenting on policies as they are developed. This will take an investment of both time and budget but will result in a product that is responsive to the Islands Trust Reconciliation Declaration.

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

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

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

This project will also be used to update demographic, contextual and technical information in both the OCP and LUB and to review the required content of OCPs under Section 473 of the [Local Government Act](#). Amendments will be drafted to communicate clearly and in plain language to improve accessibility of the document.

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

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

Guiding documents will include, but are not limited to:

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

D. Use Islands Trust Housing Project Toolkit

This project will apply the project methodology proposed in the Islands Trust Housing Toolkit, which sets out a structured approach to LTC action on addressing housing issues. In particular, this project will use the Suitable Land Analysis that has been developed as part of the Toolkit to identify areas of the island that are more, or less, suitable for residential development. The data and mapping inputs into the Suitable Land Analysis will be customized to Salt Spring Island and developed in a transparent and engaged manner.

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

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

F. Develop Indicators to Monitor Success

Through this project a small suite of indicators will be developed and included in the OCP by which SS LTC and the general public can measure whether the goals of the update project are being achieved.

G. Assess an OCP Policy Gaps Analysis

A major element to this project at the early phases includes a consultant led OCP policy gaps analysis, outlying areas where the OCP and LUB do not align. This will result in a list of recommendations categorized by immediate, near-future, and long term actions in which the LTC can bring the current LUB into consistency with current housing policy.

PLANNING PROCESS AND TIMELINE

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

Planning Process Timeline



Table 1: Planning Process

PHASE	ENGAGEMENT	FIRST NATIONS ENGAGEMENT	POLICY DEVELOPMENT	KEY DELIVERABLES	CONSULTANT'S ROLE
Phase 1(a) February 2024 to November 2024 FINALIZE COMPLETE COMMUNITY ASSESSMENT	Inform and engage on draft Complete Communities Assessment	Letter to First Nations Leaderships about OCP-LUB Project Develop First Nations Engagement Strategy Invite discussion of gauge needs and expectation, capacity constraints to participation..	Incorporate engagement results Compile Baseline Conditions Report	Complete Communities Assessment	OCP/LUB Consultant not involved here; focus is on completing the assessment.
Phase 1(b) November 2024 to December 2024 OCP-LUB PROJECT START	Develop project website and other communication materials Identify key community interest holders Form Project Advisory Committee Confirm Engagement		Issue RFP and award contract for project consultants for Phases 2-4 Develop refined project work plan Develop Comprehensive Community Engagement and Communications Plan	Procurement and Onboarding of Project Consultants Present First Nations Engagement Strategy LTC Presentation of Project Work Plan Comprehensive Community Engagement and	Minimal involvement—focus on onboarding, refinement of the work plan, and coordination with staff.

	Strategy			Communication s Plan	
Phase 2: December 2024 to January 2025 TARGETED COMMUNITY VISIONING	Engage on policy gaps and assess priorities.	Engage with First Nation's through relationships-building. Collaboratively identify issue perspectives that reflect the scope of this project.	Conduct Policy Gap Analysis Develop housing options and housing equity vision statement, Incorporate technical and engagement results to create a revised Vision Statement	Phase 2 Engagement Summaries Working Vision Statement Comprehensive list of planning issues and priorities	Lead community visioning workshops, conduct policy gap analysis, review reports, and develop recommendations for initial OCP amendments. Assist in compiling engagement results.
Phase 3: January 2025 to June 2025 OCP DEVELOPMENT	Develop and explore policy options related to key issues	Engage on potential and drafts of revised OCP and/or amendments	Draft OCP amendments and vision statement revisions, Recommend immediate regulatory amendments to current OCP policy	Draft OCP amendments, draft LUB regulations, phase 3 engagement summary	Lead the development of OCP amendments and initial LUB regulations. Conduct public consultations and engage stakeholders on policy options for both the OCP and LUB.
Phase 4(a): July 2025 to September 2025 DRAFT OCP REVIEW and	Engage to review draft or proposed amended OCP	Refer draft OCP to First Nations and stakeholders	Finalize draft OCP amendments based on feedback	Phase 4 Engagement Summary Final Draft OCP 1 st OCP Bylaw and First Nations and Agency Referral	Provide reporting on engagement through phase 3. Assist in further OCP review and engagement.

Phase 4(b): October 2025 to November 2025 INITIATE LUB UPDATE	Develop Draft LUB amendments	Initiate conversation of LUB	Refine LUB gaps based on OCP policy development	Draft LUB amendments	Assist in drafting LUB amendments. Begin initial consultation on LUB with First Nations and stakeholders
Phase 5(a): September 2025 to January 2026 OCP ADOPTION	Final edits to the Draft OCP Executive Committee approval Ministerial approval	Continue First Nations engagement on OCP	Prepare final OCP for adoption	Agency Referral Comment Summary First Nations Referral Comments Summary OCP Bylaw 2 nd Reading OCP Bylaw Public Hearing OCP Bylaw 3 rd Reading OCP Bylaw Adoption Monitoring Plan	Assist in finalizing the OCP for adoption. Support First Nations and stakeholder engagement.
Phase 5(b): November 2025 to January 2026 DRAFT LUB REVIEW	Community events/open house to review Draft LUB amendments Interest holder meetings Engagement to gather input on revised Draft LUB amendments	Refer proposed LUB amendment bylaw to First Nations. Ongoing First Nations engagement.	Refine draft LUB amendments based on feedback	Phase 5 First Nations Engagement Summary Phase 5 Engagement Summary Final Draft LUB 1 st LUB Bylaw and First Nations and Agency Referral	Support engagement efforts for draft LUB. Refine LUB amendments based on feedback from community consultations and First Nations.

Phase 6: LUB ADOPTION February 2026 to June 2026	Final edits to the Draft LUB Executive Committee approval	First Nations and agency referral for LUB	Finalize LUB amendments	LUB Bylaw 2 nd Reading LUB Bylaw Public Hearing LUB Bylaw 3 rd Reading LUB Bylaw Adoption Lesson learned housing options summary	Finalize LUB amendments and support the public and stakeholder engagement process leading to adoption. Ensure legal requirements are met and alignment with OCP policies is maintained. Create and report to LTC on a closing report on lessons learned and possible future directions as learned through the bylaw review and engagement through this project.
---	---	---	-------------------------	--	--

PROJECT COMMUNICATIONS

Project communications are addressed in detail through the standalone Project Communications and Engagement Strategy. In general, however, project communications will include the following component parts:

- A memorable project name and tagline
- A core visual style and suite of complementary graphics to be used for all initiatives and communication tactics throughout the project and corresponding engagement process. These graphics will be informed by the four integrated themes of the project: Housing options and housing equity; reconciliation; ecosystem connectivity, and climate change resilience
- Tools and tactics to reach underrepresented segments of the population that are typically harder to reach through engagement processes
- Key messages that form the basis for communication materials, e.g., media releases, invitations, subscriber notices, posters, and enable the project team to speak with “one voice”, ensuring clear, concise, and consistent messaging across all communication. Key messages provide context, manage expectations around process and outcomes, and encourage people to become involved in the process. Key messages also communicate how participants’ input will be used. Engagement best practices suggest that participants will expect to know:

- The project goals, boundaries or scope of the OCP-LUB update and the engagement process, i.e., what parts of the OCP-LUB are on the table vs. off the table at this time
- how their input will be used to inform the OCP-LUB update
- who will make the final decision, informed by community feedback, on the vision, goals, and land use concepts identified OCP-LUB
- when and how the OCP and LUB updates will be adopted and implemented
- Leveraging media channels, such as:
 - Social media (earned or paid advertising)
 - Print media (earned and push coverage)
 - Print/digital promotion
 - Partnerships - Redistribution through local newsletters
 - Reproduction on related websites and blogs (earned)
 - Engagement Platform(s) Software (incidental to the engagement process)
- Staff, Trustees, local appointees, and governance partners should champion fair and equitable access to the project by providing accurate information or directing inquiries those who can and encouraging those who believe their interests are affected by the project to participate in the formal engagement processes available.

Communications is led by the Project Team, with advice and support from key Islands Trust Staff tasked with doing so

COMMUNITY ENGAGEMENT

Community engagement and participation is a fundamental source of information in the OCP-LUB Project . While SS LTC is the decision-maker in advancing and ultimately approving project products (i.e. the amended OCP and LUB), community input and ownership is important to ensure the plan is supported and executed collaboratively. The planning process will seek to be equitable and reach a broad spectrum of the community.

Community members will be able to participate in the planning process for the Salt Spring Island OCP-LUB Project by:

- Applying to join the OCP-LUB Update Project Advisory Commission
- Being recruited to a consultant-led working group
- Participating in community-led engagement activities and encouraging others to do the same
- Sharing ideas and thoughts with the Island Trust through formal meetings and/or public hearings

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

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

A separate project engagement strategy has been developed by staff. Once a project consultant is selected, that strategy will be reviewed and a plan, outlining how goals and principles of the strategy will be carried out through engagement planning, design, execution, analysis, and reporting.

Engagement with First Nations and Indigenous island residents will be considered in a separate, but linked, First Nations engagement approach. This approach is to be developed in cooperation with a First Nations Engagement Expert, and with advice and support from key Islands Trust Staff tasked with doing so.

PROJECT ADVISORY PLANNING COMMISSION

An OCP-LUB Project Advisory Planning Commission (PAPC) has been approved and will be recruited in the fall, 2024. This PAPC is a special advisory planning commission established to provide advice to the SS LTC through a standing directive to provide advice to SS LTC on draft project materials prior to consideration by SS LTC, and to review any additional project products referred to it by the SS LTC.

The PAPC will be comprised of up to seven (7) individuals from the community, ideally with broad geographic, social, cultural and professional representation. Key roles of the PAPC will be to:

- Advise on community engagement outcomes
- Promote the project and public engagement opportunities within the community
- Provide support to staff and consultants at public engagement events
- Provide recommendations to SS LTC on draft project products

CONSULTANT-LED WORKING GROUPS

The consultant to lead engagement and policy option development on this project may establish subject-area working groups if the need for specialized expertise is identified through the engagement planning process.

The following subject-area working groups could be established:

- Housing Options and Housing Equity Working Group
- Climate Change Resiliency Working Group (with the following potential sub-groups):
 - Freshwater Sub-Group
 - Forest/Wildfire Sub-Group
 - Shoreline Sub-Group
- Short-term Rentals Working Group
- And other working groups, as needed.

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

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

AGENCY WORKING GROUP

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

KEY COMMUNITY INTEREST HOLDERS

Table 3: Key Community Interest Holders

RESIDENTS	ADVOCACY GROUPS	SERVICE GROUPS	AGENCIES
Of Salt Spring Island Of British Columbia - Property owners - Renters - Seniors - Students and youth - Healthcare workers	Advocacy groups are organizations that use various forms of advocacy to influence public opinion and public policy Examples on Salt Spring Island could include: - Chamber of Commerce - SSI Community Health Society	Service groups are organizations that provide tangible social or physical services to the community Examples on Salt Spring Island could include - Islanders Working Against Violence - Salt Spring Conservancy	Agencies are generally government or government-like organizations that provide physical or social services Examples on Salt Spring Island are: - Capital Regional District (CRD) - North Salt Spring Waterworks District (NSSWD) - Local Communities Commission (LCC)

ROLES AND RESPONSIBILITIES

Salt Spring Island Local Trust Committee

SS LTC are the project champions. They set the project priorities, allocate resources and are the ultimate approval authority by adopting or approving all project products.

Planning Staff

This project will be managed by the Regional Planning Manager, and coordinated by an Island Planner, with support from other planners and administrative staff as required. Staff will oversee consultants whose role is outlined below.

Consultants

Consultants will be retained to provide project management support, create work plans, engagement plans and generally execute the project. This includes executing community engagement and policy development activities and providing expertise to supplement that of the Internal Project Team. Special topic areas could include community engagement, wildfire risk mitigation, watershed protection, and hazard areas.

OCP-LUB Project Advisory Planning Committee

The OCP APC will provide advice to SS LTC on matters referred to it by SS LTC. It will review draft summaries and reports before submission to SS LTC. The Project Advisory Committee will review bylaw amendment proposals for the OCP and LUB or sections thereof as they are completed and make recommendations to LTC before submission to SS LTC.

Residents and General Public

All individuals with an interest in the local area will be invited to participate in the planning processes designed to gather input from all who feel they have an interest in the project, and or provide input to identify issues and opportunities and review draft products, plans and guidelines.

Interest Holder Groups

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

RELATIONSHIP TO OTHER INITIATIVES

To ensure that the OCP-LUB Project advances in consideration other Islands Trust, agency, or community initiatives, staff note the following current initiatives. These initiatives may influence the content of the OCP and LUB.

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

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

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

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

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

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

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

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

BUDGET

Item Descriptions	Total 2-Year Project Budget	Total FY2024-25 Budget Cost	Total FY2025-26 Budget Cost
Early and ongoing consultation with 13 First Nations with treaty and territorial interests on SSI	\$26,000	\$13,000	\$13,000
Consultant to conduct and facilitate a robust and inclusive public engagement program and policy options development	\$166,000	\$83,000	\$83,000
Communication and educational info, printouts, mail-outs, brochures, posting of meetings and legal notifications	\$9,000	\$4,500	\$4,500
Technical support on virtual and in-person sessions, and facility rental for in-person sessions, open houses and community engagement meetings	\$3,000	\$1,500	\$1,500
Total	\$204,000	\$102,000	\$102,000
Total Budget Available	\$158,500	\$158,500	\$0
Requested additional funding for 2025-2026	\$45,500	\$0	\$45,500

DELIVERABLES

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

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

PROJECT CHANGE MANAGEMENT

A change management structure is proposed to ensure that the project achieves its intended objectives and outcomes on time and on budget. However, it is also understood that new information or developments often emerge in the course of public policy processes that may impact the original project plan. The Regional Planning Manager will bring forward substantial changes that would affect the project budget or timeline outlined in this Terms of Reference for LTC and approval. The evaluation will assess the following, as necessary:

- Budget and schedule impacts
- Alignment to the project objectives
- Contract implications
- Relational implications (public, inter-governmental)
- Feasibility and benefits of the change
- Complexity and/or difficulty of the change options requested
- Scale of the change solutions proposed
- Risk to the project in implementing the change
- Risk to the project in not implementing the change
- Impact on the project in implementing the change (time, resources, finance, quality)

Salt Spring Official Community Plan and Land Use Bylaw Amendment Project

Communications and Engagement Plan Phase 1 Supplemental Engagement



January 2026



McElhanney

Islands Trust and Islands Trust Conservancy respectfully acknowledge that the lands and waters that encompass the Islands Trust Area have been home to Indigenous Peoples since time immemorial.

We are committed to reconciliation and to working together to preserve and protect this ecologically, culturally, and spiritually significant region in the Salish Sea.

The Islands Trust Area is located within the treaty lands and territories of the BOKÉĆEN, Cowichan Tribes, K'ómoks, Lyackson, MÁLEXEŁ, Qualicum, scə́wa θən, sə́lilwətał, SEMYOME, shíshálh, Skwxwú7mesh, Snaw-naw-as, Snuneymuxw, Songhees, Spune'luxutth', STÁUTW, Stz'uminus, łəʔəmen, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, W JOŁEŁP, WSIKEM, Xeláltxw, Xwémalhkwi, Xwsepsum, and xʷmə θ kʷəyəm First Nations.

Contents

- 1. Context4
 - 1.1. Phase 1, Round 1 Engagement – Fall 20254
 - 1.2. IAP2 & The Engagement Code of Ethics5
 - 1.3. Equity & Accessibility Engagement Philosophy6
 - 1.4. Key Audiences7
- 2. Engagement Roadmap – Phase 1, Round 2 Spring 20268
 - 2.1. Marketing9
 - 2.2. Marketing Activities10
 - 2.3. Engagement Activities13
 - 2.4. Additional Considerations15

No table of figures entries found.

1.Context

The Salt Spring Official Community Plan and Land Use Bylaw Amendment Project will be informed by an engagement program built on trust and recognition that community on Salt Spring Island centres much of the island’s current and future.

This updated Engagement Plan dovetails with a corresponding Work Plan, to provide an outline of the process that will be used to capture and describe how the community intends to grow and evolve. It outlines how the project team will generate awareness of the process, when opportunities for community input will occur, and how findings will be processed and synthesized to draft policy.

The project team is aware that the Policy Statement Amendment project will also be engaging with the Salt Spring Island community and will work with Islands Trust staff to coordinate engagement and reduce the possibility of confusion between the two projects.

This document is intended to supplement the fall 2024 Communications & Engagement Plan

1.1. Phase 1, Round 1 Engagement – Fall 2025

This updated Engagement Plan builds on preliminary engagement visioning described in the 2024 Salt Spring Island OCP-LUB Update Community Engagement and Communications Strategy and the first phase of community engagement completed in Fall 2025.

The initial phase provided valuable feedback through multiple in-person events and online channels. This supplemental round is intended to gather more information from the community and will focus on targeted questions related to key policy areas such as housing and environment.

Successful policy development depends on bridging diverse perspectives to address immediate housing needs and preserve environmental values. This supplemental engagement strategy supports meaningful engagement to inform an updated OCP and LUB policy that reflects shared priorities and long-term goals.

To further inform the engagement process, the Project team engaged with Islands Trust staff and Project Advisory Planning Commission (PAPC) members. Islands Trust also provided informational documents that helped to shape the engagement approach through lenses of reconciliation and equity.

1.2. IAP2 & The Engagement Code of Ethics

As a baseline, the Project Team adheres to the International Association for Public Participation (IAP2) Code of Ethics when designing and implementing engagement strategies. The team values upholding the Code of Ethics and allows the code to guide our decision making throughout the engagement process. The IAP2 Code of Ethics emphasizes equitable representation, trust, transparency, respect, advocacy, and the importance of honouring commitments.

The Engagement Plan for Salt Spring Island reflects the IAP2 Code of Ethics principles and strives to incorporate the interests and concerns of all community members and to meet the needs of the decision-making body (*Figure 1*). This is a driving factor in our recommendation for a supplemental engagement campaign in spring 2026.

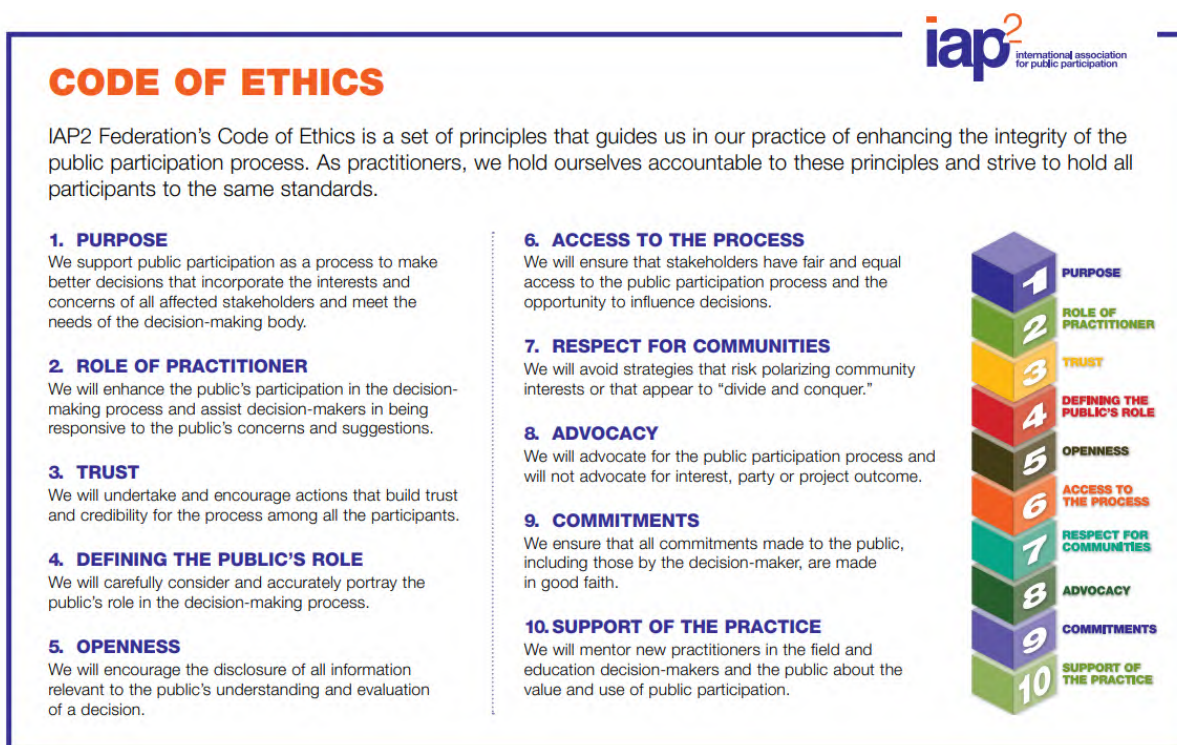


Figure 1: International Association for Public Participation Code of Ethics

1.3. Equity & Accessibility Engagement Philosophy

Equity is about supporting participation from everyone – regardless of background, identity, or circumstance – in processes that shape the future of their community. We are committed to delivering engagement process and planning policies that actively seek out and incorporate diverse voices, particularly those who are likely to be underrepresented. We try to identify and remove barriers, meet people where they are and provide additional support so that everyone can participate in the process. Engagement is continuously monitored so that, where gaps are evident, we adapt our outreach and methods to actively bring those voices forward.

We value inclusivity in all aspects of our work. Our philosophy is to design and present information and engagement opportunities for the broadest possible range of participants, including people with accessibility needs. Accessibility needs and experiences vary by person, and not all tools can be made accessible in all ways, so we offer multiple ways to participate to meet a range of needs. This includes providing materials in plain language, offering multiple ways to participate (such as online, in-person, and written formats), and accommodating individual accessibility needs when identified or requested. We work with participants to determine what supports are required and adjust our process to make sure everyone can engage meaningfully. We also learn from feedback from participants and adjust our approach to future phases of engagement to support participation wherever possible.

Our methodology is designed to ensure that the data we collect reflects the diversity of the community. We track participation and we monitor input throughout the process to identify imbalances early. This allows us to take corrective actions such as targeted outreach or additional engagement opportunities – so that perspectives that may otherwise be missed are heard and reflected in the outcomes.

Once data is collected, we apply an equity lens to analysis by examining whose voices are represented, how perspectives align or diverge, and what adjustments may be needed to ensure meaningful consideration. This approach supports recommendations that reflect a balanced, inclusive picture of community perspectives, rather than amplifying only the most dominant voices. We encourage equity in decision making by integrating diverse perspectives into policy recommendations and long-term visioning.

1.4. Key Audiences

The Salt Spring Island community is recognized for its active civic spirit, with residents regularly sharing their insights to help shape local decisions. In this phase of engagement, we are committed to amplifying the voices that have historically been underrepresented, while also ensuring that local experts and knowledge holders contribute meaningfully to the process to foster an inclusive process and representative dialogue.

Phase 1 Engagement (Part 2) will strengthen outreach through targeted strategies that make participation more accessible and meaningful. This includes connecting with younger adults, renters, and individuals whose schedules or circumstances limit their ability to engage through conventional channels. We will also prioritize approaches that welcome participants from diverse backgrounds and lived experiences, including Indigenous peoples, racialized communities, newcomers, people with varied access needs, those facing economic or social barriers, and members of the 2SLGBTQ+ community.

To achieve this, we will use:

- Broad marketing efforts to raise awareness across the community using multiple channels.
- Specific targeted outreach to groups whose perspectives are essential to ensuring equity and inclusivity in community decision-making processes.
- Activities to encourage safe, at-home participation for those who prefer private or flexible engagement options.
- A process for submissions from knowledge-holding community groups, ensuring their expertise informs policy development.
- An event designed for structured idea sharing, mobilizing community ideas and gathering priorities and lived experiences related to each policy area.

By centering equity and transparency in our communications and activities, this approach seeks to create opportunities for a wide range of perspectives to inform the Official Community Plan and Land Use Bylaw.

2.Engagement Roadmap – Phase 1, Round 2 Spring 2026

This plan outlines the lead-up awareness marketing activities and engagement activities that will occur in Spring 2026. This approach is designed to be practical, transparent, and responsive to feedback received from the Islands Trust, project Advisory Committee, and the Salt Spring Island Land Trust Council.

Marketing activities will support engagement by raising timely awareness of the project purpose and intention, prepare audiences for informed participation in the update process, and outline the opportunities for community members to provide input. Engagement activities are purposed to collect input, perspectives, and local knowledge from the island community. Activities create structured opportunities for participants to share priorities, concerns, questions, and ideas that can inform project understanding and decision making to shape the Official Community Plan and Land Use Bylaw.

2.1. Timeline

The supplemental engagement period will occur in the spring of 2026. Marketing efforts will precede engagement and continue through the engagement period to create as much awareness as possible.

Marketing Period

February 23rd to March 30th, 2026

Engagement Period

March 9th to March 30th, 2026

2.2. Marketing

Marketing information will be posted 4 weeks ahead of the engagement period. Marketing tools and channels are selected based on audience needs, accessibility, and local context. Materials will be plain language and consistent with project branding used in Phase 1 Part 1 engagement.

The goals of marketing are:

- Generate broad awareness of opportunities to participate in the OCP update process in ways that are accessible, inclusive, and safe for all community members.
- Build a shared understanding of what the Salt Spring Island OCP is and what function it services.
- Clarify why the current OCP needs to be updated and describe the intention of the update
- Provide information about specific policy areas (housing, environment) to prepare community members to participate.
- Provide information about procedural requirements, project sequencing, and timing of the project relative to the Islands Trust Object update project.

To achieve these goals, we will use the channels and tools outlined in section 2.3. Marketing Activities, designed to work with existing networks and communication systems currently in place. We will measure the success of marketing by tracking participation numbers, website and StoryMap visits, social media reach, and the proportion of participants who report learning about the engagement through marketing channels (we will ask at events and in digital engagement).

2.3. Marketing Activities

Table 1: Marketing Activities

DRAFT

Marketing Activities – this needs to be ordered chronologically and in order of importance			
Method	Description	Production	Additional Notes
IT Social Media	Explainer videos / reels (5) Explainer posts (5) Advertise specific events (5) All this content needs to be available asap and will be scheduled out Policy buckets concept will be here Mindful that we look after 13 Ita's as well as TC committees so there is a limited amount of posts – videos and reels Share content to other SSI facebook groups	Scripted, filmed and narrated by ML, posted by IT Drafted by ML, posted by IT Content schedule below. Content to be launched through all IT social media channels and monitored by IT staff.	Social media allows timely, repeat exposure to OCP information through channels many community members already use daily. It supports easy sharing, broad reach, and quick direction to engagement opportunities and project resources. When is the timeline of when we would receive this?
Project Website	Explanations & Visuals Q&A section Website content above all else	Drafted by ML, posted by IT Content will be posted on: https://islandstrust.bc.ca/island-planning/salt-spring/projects/salt-spring-official-community-plan-review/	The project website serves as a central, reliable source for up-to-date information, timelines, and engagement opportunities. It allows interested participants to learn more at their own pace and supports transparency throughout the OCP process.
Media advertising	Driftwood and SSI exchange		
Mail Out	Promote in person events	Copy provided by ML, printed and mailed by IT	A mailed notice reaches households directly, including residents who may not use digital platforms or social media. It provides a tangible reminder of the OCP process and signals that participation is open to the entire community.
Posters in Community	Large size educational (3 posters, 2 sets) Small event & digital engagement advertising (3 posters – info, event schedule, ways to participate)	Drafted by ML, printed and posted by IT, PAPC 1 set of three large posters to be put up at the Recreation Centre, 1 set to be put up at the library in the entry corridor. Small posters to be put onto community notice boards throughout the island 1 of each type at each location, approximately 30 locations.	Posters placed in high-traffic community locations reach people in their everyday routines and reinforce awareness through visual presence. They are particularly effective for reaching residents who may not be connected to online channels.
Islands Trust Email Update	To promote engagement period and event schedule Final 10 days reminder	Drafted by ML, sent by IT	An email news blast delivers clear, concise information directly to subscribers who have opted in to receive updates. It is a cost-effective way to provide timely reminders and direct links to engagement activities.
Press Releases	To announce secondary engagement period Final 10 days of engagement period	Drafted by ML, shared by IT	A press release helps extend the reach of the OCP process through local media. It supports broader awareness and lends credibility and visibility to the project.
Community Group Email Outreach	Email circulated to list of community and non-profit organizations on Salt Spring Island.	List provided by IT – list provided by MVN Outreach email will be drafted by ML and sent by IT Questions and follow-up fielded by IT	Community group email blasts leverage trusted local networks to reach people who may not respond to general advertising. Messages shared through familiar organizations often feel more relevant and increase the likelihood of participation. This activity focuses on outreach by email to existing community groups and networks as a practical, low-barrier way to share information and invite participation from people who may not typically engage in formal processes. Outreach will be conducted through trusted connectors, such as family, cultural, service-based, and community organizations. We will use clear, respectful messaging that can be easily shared within their networks. Communications will emphasize choice and flexibility, highlighting multiple ways to participate and options that support privacy, safety, and varied levels of involvement. This approach supports broader awareness of the project while reducing barriers to participation for equity-deserving groups.
Story Map	Clear engaging and visual information about the project, engagement process, key timelines, and how and when people can participate.	Created and hosted by ML	A made-for Salt Spring Island StoryMap will present key information in a clear, visual, and easy-to-share format. By combining maps, images, and concise text, it will help people quickly understand the project, local context, and why their participation in the OCP update process is important. StoryMaps can be widely shared through email, social media, and community networks, building early awareness and supporting more informed participation in later engagement activities.

PAPC	Share through personal networks, amplify digital project content, assist with poster distribution. ML will provide a brief workshop on "how to be an engagement champion" (remotely).	PAPC	PAPC Committee members play an important role as champions for the OCP process by sharing participation opportunities through their personal and professional networks. By amplifying digital content and supporting on-the-ground outreach such as poster distribution, committee members help extend reach, build trust, and encourage broader community awareness and involvement in the update process.
-------------	---	------	---

Engagement Activities –

Original plan said materials complete by Jan 22 – discuss when these would be available

McE does printing of posters but IT “finalizes all communications materials and coordinate printing” – explain who does the printing and clarify the text

Mailout -IT staff need to do it, mailout needs to begin in next 3 weeks

This section describes the engagement strategy and the variety of methods that will be used to inform, involve, and gather input from community members and organizations on Salt Spring Island.

DRAFT

Table 2: Engagement Activities

Engagement Activities This table needs a column for timing and should be ordered in chronological order – for internal document: when will staff receive materials/deadline to post materials, and date of deployment			
Activity	Details (date / time / location)	Lead / Responsibility	Description
In-person Community Policy Ideas Workshop	Confirm dates March 14 th or 21 st / 9-11, 1-3pm / Fulford Community Hall (if available, tbc.)	ML staff (4) with IT staff (3-4) and PAPC volunteers	Two in-person workshops (morning / afternoon) structured around facilitated small group discussion on specific policy areas. Event plans will be developed for this activity. This event is limited to 60 participants (30 ppl/ session) Script for Islands Trust staff needed What information or products are needed from IT staff? note taking and crowd management support. PAPC need to volunteer. Limited seating.
Drop in open house (staffed, scheduled)	Include dates One per week during the engagement period, various locations. Confirm locations. Urgent.	Islands Trust Staff w/ ML provided materials	An informal small-scale event for community members can review project information, speak one on one with an Island Planner, and share feedback at their own pace. Just one planner? Script for Islands Trust staff needed
Pub Nights at Moby's (tbc)	March 13 th and 20 th / Moby's Pup / 4- 7pm Is this confirmed?	ML staff (2) and IT staff (2)	An informal evening session where residents can drop in, review project information, and have conversations with the project team in a relaxed, familiar setting. Script for Islands Trust staff needed I see a concern getting Islands Trust staff to do this. Must work through Chris.
High School Classroom Engagement (tbc)	March 13 th / Gulf Islands Secondary School	ML staff (2)	Hosted just before spring break, this activity creates an interactive opportunity for local students to learn about the project and share their perspectives on issues that affect their community. Framed as a "future builders" workshop, activities will be designed to fit within a classroom setting, using participatory activities to gather input.
Kitchen Table Workbooks	Ongoing When will we get these workbooks?	ML staff will design workbooks and create digital versions. IT staff will print and make available at the IT office on Salt Spring Island (how many copies). IT staff will collect completed workbooks and transfer responses to an Excel document shared with the project team. – Chris to organize with staff	"Host a gathering" plain language discussion guide designed to help small groups to have informed, focused conversation. Kit includes background information, clear prompts, and space to record ideas and discussion points, allowing the participants to share at their own pace and submit their input as part of the process. Guide will be available in print and digital forms, with submissions dropped off at the Islands Trust office. Content will be similar to content created for the in-person policy ideas workshop, so to invite participation from those not able to attend in person.
Vertisee Crowdsourced Site	Ongoing – digital	ML will create and host. ML responsible for downloading and processing data. When will this be available? Assume link on IT website will link to it	The Vertisee crowdsourced map will provide an interactive online space where community members can share place-based comments, ideas, and concerns by adding pins directly to a map, helping capture location-specific input in a clear and visual way.
Share your Vision – Digital upload	Ongoing – digital	Submissions made to IT email address, website, and StoryMap portal. IT staff to collate and share with ML staff via sharing platform (OneDrive / SharePoint) in a single folder. Link on IT website? Build a form. What is the timeline for this?	This creative engagement activity invites community members to upload photographs, sketches, paintings, or other visual works that express their vision for the future of the community. Participants are encouraged to explore questions such as what development looks like to them and what a thriving community means, using images to reflect key policy areas and priorities in a personal and accessible way. Images will be reviewed by the project team and shared in follow up reporting.
SME and Interest Group Engagement (6)	Scheduled throughout engagement period	ML staff (2) – facilitator, planner This is for Chris to answer.	McElhanney will facilitate 6 1-hour long structured dialogue sessions (remote) with interest groups (up to 6 people per session, one group per session) that hold deep local knowledge and diverse perspectives on the policy areas relevant to the project, particularly housing and environment. These sessions are designed to create a respectful, focused space for groups to share experience, priorities, concerns, and ideas within the scope of what an OCP can achieve. Using guided discussion and clear objectives, we will explore how policies are experienced on the ground, identify opportunities and challenges, and test emerging directions. Participant groups will be suggested by IT staff and PAPC.
Submissions	Ongoing, digital and print	Submissions will be inventoried and collated by IT staff, and shared with ML via sharing platform (OneDrive / SharePoint) in a single folder. Chris' team	See note in section 2.4. Submissions to be made to ssiinfo@islandstrust.bc.ca . Email address will be included in marketing materials. Staff will inventory submissions on an Excel spreadsheet that includes a submission file number (unique reference number), date received, format, file location, submitter name, organization (if applicable), contact information (if provided). Staff will acknowledge receipt of the submission to the submitter, but no additional responses will be provided. ML staff will review submissions and identify relevant, policy-specific feedback, geographic reference, and key points for consideration in policy development and include a summary of submissions in the What We Heard Report. Submissions must be made within the engagement period for consideration.

2.4. Additional Considerations

Members of the public are welcome to provide written submissions at any point during the engagement process. All submissions received will be acknowledged, reviewed by the project team, and considered alongside other input gathered through engagement activities. In accordance with Islands Trust practices, submissions may form part of the public record and may be shared with decision-makers and included in meeting materials or reporting. Personal information will be handled in accordance with applicable privacy requirements. Themes, insights, and issues raised will be reflected in engagement reporting to help inform project understanding and policy development.

2.5. Information Analysis and Reporting

McElhanney will carefully inventory and collate all engagement inputs across channels into a single, well-organized record to document all feedback and prepare for reporting. This documentation step is extremely important: it creates a transparent, defensible account of what was heard, supports traceability between input and decisions, and provides a reliable foundation for analysis and reporting.

We will hold an internal facilitated working session focused on analysing and interpreting what we heard, discussing and testing implications for the project, and identifying how engagement outcomes could or should influence direction, priorities, and next steps. By collaboratively exploring questions such as “What does this tell us about priorities, concerns, or opportunities?” and “How should this shape next steps?”, the team can surface insights, align perspectives, and recommend policy direction. This process ensures that engagement is not just documented, but actively informs strategy and actions, maximizing the value of community input.

We will prepare a clear, well-structured engagement report that documents methods, participation, and findings, and links input directly to project decisions. The report will summarize key themes, questions, and identify points of alignment or tension for policy consideration. The report will also assess the effectiveness of the engagement against objectives and metrics (such as reach, diversity of participation, and quality of input), identify lessons learned and note any recommendations to inform future phases of the project.



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: - Where an application is received and a use is continuing in contravention of a land use bylaw, staff are directed to request that the applicant cease the use prior to processing the application, and that staff are directed to continue with enforcement until the use is ceased. - The applicant may request that the Local Trust Committee proceed with consideration of the application while the use is continuing; and, where the Local Trust Committee considers there is a community need to process the application while the prohibited use is continuing, the Local Trust Committee may direct that bylaw enforcement actions, including the issuing of notices, temporarily cease. - Where the Local Trust Committee does not consider that there is a community need, or the applicant has not made such a request of the Local Trust Committee; bylaw enforcement actions, including the issuing of notices, will continue. - In deciding whether to grant land use approval for a use that was commenced in contravention of a land use bylaw, the Local Trust Committee may consider whether the applicant has suspended the prohibited land use pending a decision on the application. <u>CARRIED</u>

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

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

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2021-11-09	SS-2021-213	Residential Use in Commercial Accommodations	It was MOVED and SECONDED, That the Salt Spring Island Local Trust Committee endorse the Housing Action Program Task Force's recommendation to defer enforcement of residential use in commercial accommodations, such as cabins, hotels, guest houses, and motels that provide long-term (more than 30 days) residency in order to offer an interim solution to the housing needs on Salt Spring Island. <u>CARRIED</u>
2021-12-14	SS-2021-237	First Nations Consultation for Proposed Antenna Systems	It was MOVED and SECONDED, That the Salt Spring Island Local Trust Committee adopt the following standing resolution with respect to First Nations consultation in accordance with the "Strategy for Antenna Systems" in the Local Trust Area: - 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: April 1, 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	Contact Applicant	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20260114	BRADLEY J FOSSE	3/15/2026	115 LE PAGE RD, SALT SPRING IS	Remediation of riparian ditches and renewal of septic system within RAA.
Planner		Status	Most Recent Completed Activity	
Anthony Fotino		Under Review	Generate Complete Application Letter	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20260078	Nancy Farran	2/23/2026	171 SCOTT POINT DR, SALT SPRIN	House already built. Goal per Islands Trust is to confirm details of property
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Under Review	Generate Complete Application Letter	

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20260067	Spencer	2/15/2026	319 UPPER GANGES RD, Unit:1, S	Planner spoke to applicant's agent about submitting updated site plan. Also spoke about tentative timelines
Planner		Status	Most Recent Completed Activity	
Anthony Fotino		Under Review	Generate Complete Application Letter	

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		Under Review	Generate Complete Application Letter	

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	Planning Review	

Salt Spring

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

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

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	Local Trust Committee	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 Director. [Milad Panahifar @ 03/30/2026 4:15 PM]
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
PLDP20260115	BRADLEY J FOSSE	3/15/2026	354 OLD SCOTT RD, SALT SPRING	<Optional, enter comments if required>
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Application Received	Application Review	

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	

Salt Spring

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

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	Applicant has been informed that they must provide materials or formal confirmation from professional that work has started by April 20, 2026 or this file and corresponding file SS-DVP-2021.17 will be closed [Anthony Fotino @ 03/23/2026 6:45 AM]
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	Applicant has been informed that they must provide materials or formal confirmation from professional that work has started by April 20, 2026 or this file and corresponding file SS-DP-2021.10 will be closed [Anthony Fotino @ 03/23/2026 6:45 AM]
Planner		Status	Most Recent Completed Activity	
Anthony Fotino		Waiting for Revisions	Verify Final Review Status	

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20260050	Donald Hugh Gunn	2/5/2026	275 LOWER GANGES RD, SALT S	

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

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20250505	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

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20260032	BRADLEY J FOSSE	1/27/2026	371 ISABELLA POINT RD, SALT SP	Spoke to agent about application and about tentative timelines

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	Spoke to applicant about file and informed them of next steps and tentative timelines

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

Salt Spring

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	

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	

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		Local Trust Committee	Verify Final Review Status	

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. Refund memo is being reviewed by the RPM.
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
PLRZ20260093	Andrea Palframan	3/4/2026	2232 FULFORD-GANGES RD, SALT	Please note this is a minor rezoning application. The amendment seeks to permit distribution of the output of the Burgoyne Valley Community Composter to customers beyond the community farm to the extent permitted by ALR regulations.
Planner		Status	Most Recent Completed Activity	
Anthony Fotino		Under Review	Generate Complete Application Letter	

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	Planer completing initial review of application. Will reach out to applicant to schedule a meeting
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
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	Generate & Send Notice of LTC Decision		

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	Assign to LTC Meeting		

Salt Spring

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 Staff Report

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	Local Trust Committee	Generate Preliminary Staff Report

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	Generate Staff Report

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
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	

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-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		In Progress Rezoning	Generate Staff Report	

Salt Spring

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	

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
PLSUB20260098		3/9/2026	190 JASPER RD, SALT SPRING ISL	

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

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUB20250508		12/19/2025	114 JACKSON AVE, SALT SPRING	Conventional 2- lot subdivision of a split zoned property.

Planner	Status	Most Recent Completed Activity
Milad Panahifar	Under Review	Generate Complete Application Letter

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUB20260120	Jordan Litke	3/17/2026	154 KINGS LANE, SALT SPRING IS	2 Lot Subdivision

Planner	Status	Most Recent Completed Activity
Oluwashogo Garuba	Under Review	Generate Complete Application Letter

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUB20260108	Elizabeth FitzZaland	3/12/2026	[008-943-486] 230SMITH RD; 0 HOP	Requirement for Musgrave Farm Rezoning

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

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		Under Review	Generate Complete Application Letter	

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

655 Salt Spring	Invoices posted to Month ending February 2026	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-655	LTC "Trustee Expenses"	5,790.00	1,539.33	4,250.67
		<u>5,790.00</u>	<u>1,539.33</u>	<u>4,250.67</u>
LTC Local				
65050-655	LTC "Executive Expense on LTC's"	8,638.00	7,013.44	1,624.56
65200-655	LTC - Local Exp - LTC Meeting Expenses	11,290.00	8,161.24	3,128.76
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>16,285.31</u>	<u>4,222.69</u>
Projects				
73001-655-2007	Salt Spring OCP/LUB	204,000.00	50,263.56	153,736.44
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>50,263.56</u>	<u>230,236.44</u>