



Salt Spring Island Local Trust Committee

Regular Meeting Agenda

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

Pages

1. **CALL TO ORDER** 9:30 AM - 9:35 AM

Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change.
2. **APPROVAL OF AGENDA**
3. **PUBLIC PARTICIPATION** 9:35 AM - 9:50 AM

Reminder, the Public Hearing for Proposed Bylaw No. 546 has been held.

Per Meeting Procedure Bylaw No. 197, the Local Trust Committee must not permit a delegation to address a meeting of the Committee regarding a bylaw in respect of which a public hearing has been held.
4. **DELEGATIONS - NONE**
5. **TRUSTEE REPORTS** 9:50 AM - 10:00 AM

Verbal Report
6. **CHAIR'S REPORT** 10:00 AM - 10:05 AM

Verbal Report
7. **CRD DIRECTOR'S REPORT** 10:05 AM - 10:10 AM

Verbal Report
8. **PREVIOUS MEETINGS**
 - 8.1 **Draft Minutes of the Salt Spring Island Local Trust Committee** 10:10 AM - 10:15 AM
 - 8.1.1 Draft Minutes of the June 11, 2026 SSI LTC Regular Meeting
For Adoption
 - 8.2 **Resolutions Without Meeting Report - NONE**

8.3 Draft Minutes of the Advisory Planning Commissions

8.3.1 Draft Minutes of the June 25, 2026 Agricultural Advisory Planning Commission

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For Information

8.4 Local Trust Committee Public Hearing Record - NONE

9. CORRESPONDENCE

10:15 AM - 10:20 AM

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

For Applications, go to:

<https://islandstrust.bc.ca/island-planning/salt-spring/current-applications/>

For Projects, go to:

<https://islandstrust.bc.ca/island-planning/salt-spring/current-applications/>

9.1 J. Cooke to SSI LTC - dated June 6, 2026 - Tsawout Campground

16

9.2 Bayside Strata to SSI LTC - dated June 22, 2026 - Form and Character

18

9.3 L. Large to SSI LTC - date June 26, 2026 - Ganges Hill Saturday Market Parking

20

10. BUSINESS ARISING FROM MINUTES

10:20 AM - 10:30 AM

10.1 Follow-Up Action List

21

Report dated JULY 2026

11. WORK PROGRAM

10:30 AM - 11:00 AM

11.1 Active Projects List

27

Report Dated JULY 2026

11.2 Future Projects List

30

Report Dated JULY 2026

12. COMMUNITY INFORMATION MEETING - NONE

13. PUBLIC HEARING - NONE

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

14.	APPLICATIONS AND REFERRALS	12:00 PM - 12:30 PM	
14.1	North Pender Island Local Trust Committee Draft Bylaws 240 & 241 Referral		33
	For Response		
15.	LOCAL TRUST COMMITTEE PROJECTS	12:30 PM - 1:00 PM	
15.1	OCP-LUB Update		48
	Staff Report		
16.	NEW BUSINESS	1:00 PM - 1:30 PM	
16.1	Options for Introducing a Septic System Maintenance Regulatory Program		69
	For Discussion		
16.2	APC Secretary Appointment		96
	Staff Report		
17.	REPORTS	1:30 PM - 2:00 PM	
17.1	Policy and Standing Resolutions List		104
	For Information		
17.2	Open Applications Report		110
	Report dated JULY 2026		
17.3	Expense Report - MAY 2026		137
	For Information		
17.4	Islands Trust Conservancy Board Report - NONE		
18.	CLOSED MEETING	2:00 PM - 3:00 PM	
18.1	Motion to Close the Meeting		
	That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1) for the purpose of considering:		
	(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;		
	(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.		

19. UPCOMING MEETINGS

The next regular meeting of the Salt Spring Island Local Trust Committee is scheduled for 9:30 a.m. on August 27, 2026 at the Legion Meaden Hall, 120 Blain Road, Salt Spring Island.

20. ADJOURNMENT



Salt Spring Island Local Trust Committee

Minutes of Regular Meeting

Date: Thursday, June 11, 2026

Location: Meaden Hall
120 Blain Road, Salt Spring Island, BC

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

Staff Present: David Marlor, Director, Legislative & Information Services
Warren Dingman, Manager of Bylaw Compliance & Enforcement (electronic)
Anthony Fotino, Island Planner (electronic)
Peter Thicke, Island Planner
Oluwashogo Garuba, Planner 2
Lisa Millard, Meeting Administrator/Recorder (electronic)

Others Present: Earl Rook, Chair, Salt Spring Island Local Community Commission
Gary Holman, Capital Regional District Electoral Area Director
There were approximately 5 members of the public in attendance

1. CALL TO ORDER

Chair Peterson called the meeting to order at 9:30 a.m. He introduced himself, the Trustees and staff and acknowledged that the Local Trust Committee is meeting in the territory of Coast Salish First Nations including the Hul'qumi'num and SENĆOŦEN speaking peoples.

2. APPROVAL OF AGENDA

By general consent the agenda was adopted.

3. PUBLIC PARTICIPATION

A member of the public stated appreciation for Trustee Patrick and the Local Trust Committee and looks forward to attending future meetings.

A member of the public spoke to a potential large development and stated the Local Trust Committee has opportunity to zone the property for rental housing or request a covenant designating the housing be made affordable and it is first necessary to determine the number of approved dwelling units that have not been built but within the North Salt Spring Water District. They also urged the Local Trust Committee to include the Complete Community Survey and Positively Forward report and petition in the "What We Heard" report on the Official Community Plan/Land Use Bylaw engagement summary.

A member of the public stated that they understood that new data was received from the Official Community Plan/Land Use Bylaw project consultant following the May 14, 2026 Local Trust Committee meeting; however, Appendix 1 in the staff report notes there are 142 inputs even though the consultant previously reported over 400 surveys had been completed. They asked why there are only 142 inputs and why the appendix does not include the name or logo of the consultant.

A Trustee replied the May 2026 agenda packaged contained the “What We Heard” report received from the consultant and that is all of the information that the Local Trust Committee had been provided.

4. DELEGATIONS - None

5. TRUSTEE REPORTS

Trustee Harris did not provide a report

Trustee Harris left the meeting at 9:42 a.m.

Trustee Patrick reported the following:

- Tax notices were issued and Islands Trust tax portion represented 12% of total property taxes on her personal tax notice with 88% of total taxes designated for other agencies;
- Toured Salt Spring Community Services facilities across the island and noted they provide over 30 programs supporting the well-being of community members;
- Attended a panel discussion about reconciliation with former BC Attorney Generals Petter and Plant along with Adam Olsen and during the discussion both former Attorney Generals emphasized that the public should not be concerned about private property rights;
- Co-facilitated a cross-border forum session on environmental resilience with members of San Juan County Council;
- Chaired Gabriola and Gambier Local Trust Committee meetings and attended Executive Committee, Financial Planning Committee, and CAO Performance Evaluation Review Committee meetings;
- Attended joint Local Community Commission/Local Trust Committee meeting.

6. CHAIR'S REPORT

Chair Peterson reported the following:

- Attended BC Municipal Climate Leaders Caucus sessions;
- Attended the Mount Aerosmith Biosphere Region round table;
- Provided agenda highlights from the upcoming Trust Council meeting;
- Participated in the Trustee Onboarding Working Group.

7. CRD DIRECTOR'S REPORT

Local Community Commission Chair Rook reported the following:

- The joint Local Community Commission/Local Trust Committee recently met;
- Will be attending pathway network dedication later today;
- Their regular business meeting will be held this evening;

- The Local Community Commission’s budget process has moved up to begin work prior to fall elections.

Capital Regional District Area Director Holman reported the following:

- The development proposal for Ganges Hill is for 90 dwelling units in phase 1 with possibility of a total of 180 units of housing and there is a requirement for the proponent to examine the sewage treatment facility;
- The Capital Regional District is working with the school district to improve recycling;
- The Local Trust Committee passed a resolution recommending the Capital Regional District implement a septic monitoring program and noted a staff-to-staff conversation will be the starting point;
- The Farmland Trust will be approaching the Local Trust Committee about rezoning to allow the compost facility to sell products off-site;
- The District is working with the Hospital Foundation on recruiting physicians.

Trustee Harris returned to the meeting at 10:02 a.m.

8. PREVIOUS MEETINGS

8.1 Draft Minutes of the Salt Spring Island Local Trust Committee

8.1.1 Draft Minutes of the May 14, 2026 SSI LTC Regular Meeting

By general consent, the Salt Spring Island Local Trust Committee Minutes of May 14, 2026 were adopted.

8.2 Resolutions Without Meeting Report - None

8.3 Draft Minutes of the Advisory Planning Commissions

8.3.1 Draft Minutes of the May 26, 2026 PAPC Meeting

Received for information.

8.4 Local Trust Committee Public Hearing Record – None

9. CORRESPONDENCE

9.1 J. Gauthier to Salt Spring Local Trust Committee - dated May 4, 2026 – Islanders Working Against Violence (IWAV) request to Local Trust Committee Re: Housing Definitions

A Trustee noted transitional housing is addressed in most municipal official community plans; however, the Salt Spring Island Official Community Plan does not speak to this form of housing.

SS-2026-086

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to report back with options for amending the Land Use Bylaw to accommodate community care facilities and transition housing for no more than ten persons in residential zones.

CARRIED

Trustee Harris opposed.

9.2 J. Lukow to Trustee Patrick & Trustee Harris - dated May 29, 2026 - Road Safety and Infrastructure - Letter from Menhinick Drive Residents

A Trustee requested the letter be removed from the agenda as the matter is not within the jurisdiction of the Local Trust Committee and another Trustee noted the letter is addressed to multiple parties; therefore, it is public information.

The correspondence will not be actioned as the matter is outside of the jurisdiction of the Local Trust Committee.

10. BUSINESS ARISING FROM MINUTES

10.1 Follow-Up Action List

Received for information.

11. WORK PROGRAM

11.1 Active Projects List

A Trustee noted they might wish to revisit item 3 on the Active Projects List following discussion on item 15.2.

Items 3 and 5 identify target dates that have passed and it was requested that staff update the target dates.

Prior to the meeting being adjourned, discussion continued on item 3.

SS-2026-087

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff amend item 3 on the Active Projects report to be titled “Major Project – Salt Spring Island Watershed Protection Plan” and to reference the activities to action numbers in the plan.

CARRIED

11.2 Future Projects List

Received for information.

12. COMMUNITY INFORMATION MEETING - None

13. PUBLIC HEARING – None

The agenda was reordered and items 15 to 18 were discussed after item 13.

15. LOCAL TRUST COMMITTEE PROJECTS

15.1 Official Community Plan-Land Use Bylaw Project Update

The Planner summarized the staff report and highlighted the following:

- The report provides background data collected to inform the “What We Heard So Far” report;

- The regional planning team is currently reorganizing to better support larger, complex projects across the Islands Trust area and is positioned to support the completion of the Salt Spring Official Community Plan-Land Use Bylaw Project;
- The transition from consultant to staff-led project delivery allows staff the opportunity to revisit and update the project timeline, Project Charter and Terms of Reference, draft an engagement plan and bring these updates forward to the Local Trust Committee at the next meeting.

Discussion ensued and the following comments were noted:

- A Trustee reiterated their previously stated concerns regarding inadequate and ineffective engagement and believes the process has failed and asked what the new engagement plan will entail and how many people will be engaged with.
 - The Planner noted they can provide opportunities for engagement but can not guarantee how many will participate and engagement is legislatively required;
- While it is encouraging that the regional planning team will be working on the project the approach taken with Gabriola Island on their Official Community Plan is not suited to Salt Spring Island as Salt Spring Island requires multi jurisdictional cooperation and legislation is clear that the intent is that Islands Trust work with other agencies; therefore, a broad approach will be necessary;
- It was encouraged that staff look at the Bowen Island Municipality use of a steering committee during their Official Community Plan project in consideration of adjusting the structure of the Project Advisory Planning Commission;
- The letter from the Ministry of Housing and Municipal Affairs speaks directly to cooperation principals with other agencies.

Trustee Harris left the meeting at 10:33 a.m.

SS-2026-088

It was MOVED and SECONDED

that the Salt Spring Island Local Trust committee request staff to amend the Official Community Plan project work plan to ensure that policies that relate to areas of jurisdiction of other agencies/levels of government are developed in coordination with those agencies. These subject areas include, but are not limited to:

- Roads;
- Active transportation;
- Community water;
- Community sewer;
- Solid waste disposal;
- Indigenous cultural heritage; and
- Wildfire

and ensure that the Official Community Plan retain advocacy policies to other agencies regarding the island's ecological systems and community well-being.

CARRIED

15.2 Water Sustainability Project Update

The Director of Legislative and Information Services noted the memorandum provides an overview and status update on the project.

Discussion ensued and the following comments were noted:

- There were three project charters for each component of the project and they are missing from the summary;
- The Local Trust Committee had committed to retaining the coordination role until another body took it over;
- There were motions that were not actioned including a request to coordinate a discussion with the Province, Capital Regional District, Islands Trust and Polis on the topic of watershed governance and the potential application of water objectives under the Water Sustainability Act and another asking staff to work with the Capital Regional District to identify funding and project management opportunities to do the flow needs assessment;
- The overview does not mention the meeting that occurred with the North Salt Spring Water Service, Capital Regional District Director and staff, and Electoral Area Director to discuss ongoing watershed protection
- The results of the science work done on the Watershed Protection Plan have not been released;
- The report needs to be fully updated, informed by the situation analysis that was done, and provide clear steps forward;
- The monitoring program equipment remains in place in private wells, it is unknown who owns it, and it needs to be determined if there is any liability leaving the equipment in place.

SS-2026-089

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff prepare a report for the incoming Local Trust Committee on the status of the Salt Spring Watershed Protection Plan and options for next steps.

CARRIED

It was noted that it would be beneficial for Trustees to receive a copy of the resolution log following meetings so that they can track them more efficiently.

16. NEW BUSINESS - None

17. REPORTS

17.1 Walker Natural Area Protection Tax Exemption Program (NAPTEP) - Application - Salt Spring Island

Received for information.

17.2 Policy and Standing Resolutions List

Received for information.

17.3 Open Applications Report

Received for information.

17.4 Expense Report

Received for information.

17.5 Islands Trust Conservancy Board Report - None

18. CLOSED MEETING

18.1 Motion to Close the Meeting

SS-2020-090

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)(a) and (f), and for the purpose of considering:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (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

The meeting was recessed at 11:08 a.m. and reconvened at 12:00 p.m.

18.2 Rise and Report

Chair Peterson reported adoption of the May 14, 2026 in-camera meeting minutes and that the Salt Spring Local Trust reappointed, Anne Gunn, and Tim Hiltz to the Advisory Planning Commission for a period of two years, effective June 1, 2026 and George Ward to the Board of Variance for a period of three years, effective June 1, 2026.

The agenda was re-ordered and item 14 was discussed following item 18.2.

14. APPLICATIONS AND REFERRALS

14.1 PLRZ20240021 - D. Janyk - 355 Blackburn Road, Salt Spring Island

The Planner provided an update on the status of the application following the public hearing and subsequent Local Trust Committee request that staff follow up with Tsawout First Nation regarding for an extension on their response deadline. It was noted staff are working with the applicant to address concerns raised by Tsawout First Nation and will be updating the proposed bylaw to address issues raised by the Beddis Creek Water Commission after which the application will return to the Local Trust Committee for further consideration.

The memorandum was received for information.

14.2 PLRZ20250331 - E. FitzZaland - 230 Smith Road, Salt Spring Island

The Planner stated the rezoning application was initially considered by the Local Trust Committee in April, 2026 and the purpose of the report is to provide amendments to the original staff report which contained some inaccuracies.

The Local Trust Committee made the following comments:

- The applicant had indicated that the report continues to contain discrepancies;
- The Advisory Planning Commission should receive adequate notice regarding the application and the applicant should have opportunity to attend their meetings.

SS-2026-091

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee accept the amended preliminary staff report for application PLRZ20250331 and request staff to proceed with referring the application as specified in Local Trust Committee resolution SS-2026-45 and proceed with all other resolutions from SS-2026-043 to SS-2026-048.

CARRIED

14.3 PLDP20260067 - S. Purdy - 319 Upper Ganges Rd, SSI

The Planner summarized the staff report and highlighted the following:

- The application seeks a Development Permit within Development Permit Area 2 (DPA 2) – Non-Village Commercial and General Employment to allow a third structure on the subject property;
- The proposal is considered to substantially meet DPA 2 guidelines with valid supporting rationale for the proposed lighting.

The applicant was in attendance.

The Local Trust Committee had no questions or comments.

SS-2026-092

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee approve issuance of Development Permit PLDP20260067.

CARRIED

19. UPCOMING MEETINGS

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

20. ADJOURNMENT

By general consent the meeting adjourned at 12:28 p.m.

Tim Peterson, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder



Salt Spring Island Agricultural Advisory Planning Commission

Minutes of a Regular Meeting

Date of Meeting: Thursday, June 25, 2026

Location: Boardroom , Salt Spring Islands Trust Office
4 - 121 McPhillips Avenue, Salt Spring Island

Members Present: Bree Eagle, Chair
Scott Royal, Commissioner
Kees Ruurs, Commissioner

Regrets: Ken Byron, Commissioner
Conrad Pillon, Vice Chair

Staff Present: Anthony Fotino, Planner (electronic)
Jason Youmans, Regional Planning Manager
Carly Bilney, Recorder (electronic)

Others Present: There were two members of the public in attendance (Trustees Patrick and Peterson).

1. AGENDA

Chair Eagle called the meeting to order at 1:32 p.m.

1.1 Approval of Agenda

By general consent the agenda was adopted as presented.

2. MINUTES OF PREVIOUS MEETING

2.1 Draft Minutes of the April 23, 2026 SSI AAPC Meeting

By general consent, the minutes of the April 23, 2026 Salt Spring Island Agricultural Advisory Planning Commission meeting were adopted.

3. BUSINESS ITEMS

3.1 Rezoning application PLRZ20250407 805 Lower Ganges Road, Salt Spring Island

Planner Fotino reviewed the application and noted the Local Trust Committee seeks feedback from the Agricultural Advisory Planning Commission since the proposed zoning amendment takes place in the Agricultural Land Reserve. Discussion ensued and the following comments were made:

- The Planner noted an error in the staff report regarding “confirmation from the ALC that a non-farm use permit is required” and noted it should say “a non-farm use permit is not required”
- The Planner noted the applicant currently has a food primary license, and would like to obtain a liquor primary license to allow for a mobile beer cart on the golf course; in order for the applicant to obtain a liquor primary license, zoning must be compliant, as current zoning does not allow for liquor primary use on the property.
- The Planner explained that the applicant’s rationale for the application is to discourage players from bringing their own liquor on to the golf course
- The Chair noted that the Agricultural Advisory Planning Commission needs to consider the agricultural impact to the land

It was MOVED and SECONDED,
that the Salt Spring Island Agricultural Advisory Planning Commission
recommends that the application proceed because the agricultural potential of
the land will not be affected.

CARRIED

4. OTHER BUSINESS – NONE

5. ADJOURNMENT

By general consent the meeting adjourned at 1:43 p.m.

Bree Eagle, Chair

CERTIFIED CORRECT:

Carly Bilney, Recorder

On Jun 6, 2026, at 8:18 PM, [REDACTED] wrote:

Hi Trustees

I recently learned about the Tsawout 60 site campground underway on Fulford Harbour and as a long time resident of SSI I was surprised. I am curious to know how much involvement or communication the Island Trust has had on this. I understand the land belongs to the nation - but the possible implications of 240 visitors a night there seems like it could have quite an impact! Not sure what type of risk mitigation plans have been shared.

Assuming it charges \$50 per night, that is \$3K a day, or \$90K a month which obviously has strong economic benefit to the nation. But has the shared goal of "preserve and protect" factored in? Here is the letter I wrote to the Driftwood and our MLA. I am most interested in learning about your overlap or involvement to date.

Kind regards and thank you for your service
Jillian Cooke, [REDACTED]

To say I was surprised at the announcement of the Tsawout 60 site campground along Fulford Harbour is an understatement. I looked closely at more details published on the nation's website, and I clearly see a road running all the way down the centre of the campground with multiple large parking lots (with short spur trails that will lead to the tent sites). Thus, I presume the majority of guests can or will be arriving by car. This paints quite a different possible picture than what was shared as an essentially "walk in bike in" project. Technically I guess it is, as one

Re: query regarding Tsawout 60 site campground

cannot drive right to the tent pad, but.....

Assuming that each site could have 4 guests, that is an extra 240 people a night! What is the impact on the water demand, on septic produced, on the noise levels, garbage, trail use of Reginald Hill, impact to nearby Russell Island, impact on the access road and local neighbours, etc. I understand this is land the Tsawout own, but if I owned a similar 40 acres and planned to make a campground, I assume I would have to go through lots of public consultation, permitting, and communication. I don't think I live under a rock yet this is the first I am hearing of this.

I hope this project slows down a bit to include consideration of the many full time local residents and service providers of Salt Spring Island that will undoubtedly be impacted for the long term. I anticipate being labeled an old fashioned racist for simply posing these questions and that will be a shame. But pose them I do.

Jillian Cooke



To Members of the Local Trust Committee, June 22,2026

I am writing as the Landscape Coordinator of Bayside Strata, located at 115 Upper Ganges Road. For over five years now, we have been working closely with the FireSmart Coordinator at Salt Spring Fire Rescue, so that we could gradually modify our landscaping and fencing, using more fire resistant products, while still keeping within the spirit of protecting privacy between units, and overall enjoying a very attractive strata complex.

We are currently working in cooperation with Harbour House Hotel, our neighbour to the north, to remove a long 10-12 feet tall cedar hedge, which runs directly on top of the recently surveyed boundary between our properties. This hedge was apparently planted in 1997 to offer a privacy screen and also to mark the official boundary between our properties. This hedge has now grown to the extent that it is 12 feet tall, and 6 feet wide.

The inner five foot wide core has many inaccessible dead and dry branches, which FireSmart has deemed to present a major risk to our properties. If it were to ignite from a carelessly tossed cigarette, or even from flying embers from a nearby fire, it would rapidly travel along the hedge right up to our Bayside townhouses and to the Hotel.

Cedar in particular is known to have certain oils that make it particularly flammable, so much so that there are many communities in BC that have created legislation preventing anyone from planting new cedar hedges, and making it mandatory for owners to remove cedar hedges that have been in place for many years.

Ironically, the original intent of the 1997 Harbour House Development Permit was to plant Ceanothus and Escallonia shrubs to provide screening and privacy between the two properties. However we cannot find any indication as to why the cedar hedge shrubs were planted instead. Regardless, we are now in the position of dealing with a much more flammable alternative than what was once approved.

We have been working closely with Rob Pingle to resolve this situation, and he has been very helpful. However, we understand from Rob that if we were to remove this hedge, the current rules state that we must comply with the Development Permit of 1997 to replace the cedar hedge plants with comparable plantings. Otherwise, we would be required to go through the costly and lengthy process of applying for a new Development Permit.

Both property owners agree that there is no current need to retain this dangerous hedge for screening or privacy reasons. We can still keep within the spirit of the original 1997 Development Permit, as Bayside has a well managed hedge and other mature plantings immediately on our side of our shared boundary that serve this need for privacy and screening very well. Therefore, requiring replacement planting would not advance the original purpose of the permit, because that purpose is already being fulfilled.

There are two additional factors that are worthy of consideration:

The current hedge happens to intrude significantly into an easement pathway that is a legal emergency access route to higher ground in case of a forest fire in a property across the street, or a tsunami or other emergency.

We also understand that the main water line for the hotel runs from Upper Ganges Road right alongside or directly under this hedge. It would therefore be very unwise to try and remove stumps and roots to install new plantings in place of the hedge, as this procedure would inevitably cause damage to this main water line.

In summary, we are living in a time of increasingly hot and dry summers, with an alarming increase of risk from forest fires and incidental fires closer to dwellings. In our view, the removal of the hedge does not undermine the intent of the 1997 Development Permit, as the mature vegetation that will remain on the Bayside side of the property line continues to provide the screening and privacy that the permit was intended to secure.

We at Bayside Strata and Harbour House Hotel would therefore be most grateful if the Trust would approve our request for removal of the hedge at ground level, without having to apply for a new Development Permit, and without being required to replace it with other plants that are unnecessary. Replanting would be an almost impossible solution to implement, however we would commit to restoring the area with an appropriate mulch or shallow ground covering that would be attractive.

Thank you very much for your consideration of our request.

Sincere regards,

Margaret MacKenzie, Bayside Council Landscaping
Ron Lindstrom, Bayside Strata Council
President Kelly Armstrong, Manager, Harbour House Hotel

GANGES HILL DEVELOPMENT COMPANY LTD.
202 – 1609 Fort Street
Victoria, BC V8R 1H8

June 26, 2026

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

Via email to: ssiinfo@islandstrust.bc.ca

Attention: Trustee Committee

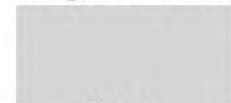
**Re: 231 Fulford-Ganges Road – PID 005 264 367, and adjoining lots
PID 017 759 561 and PID 017 759 579**

We have been contacted by the Bylaw Officer and advised that the Saturday Market parking that we are providing is not a permitted use on the property and enquire as to how this use may be permitted.

As you are likely aware the parking is managed by the Chamber of Commerce and parking proceeds are donated to local charity groups.

Thank you.

Ganges Hill Development Company Ltd.



Leigh M. Large,
President

C:

E:



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 June 30, 2026: ·Draft MOU is with Tsawout leadership for consideration	Clare Frater Joe Elliott		In Progress

Follow Up Action Report

Salt Spring Island

20-Mar-2025

Progress	Activity	Responsibility	Dates	Status
75%	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.	Stefan Cermak	Target: 09-Jul-2026	In Progress

11-Sep-2025

Progress	Activity	Responsibility	Dates	Status
80%	1 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.	Warren Dingman		In Progress

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	Kalyaan Selvakumar		In Progress

Follow Up Action Report

Salt Spring Island

09-Apr-2026

Progress	Activity	Responsibility	Dates	Status
100%	1 Resolution No.: SS-2026-038 Staff to link item number 3 Water Sustainability Action on Active Projects List to Trust Council resolution number TC-2025-131.	Oluwashogo Garuba Stefan Cermak		Completed

Follow Up Action Report

Salt Spring Island

14-May-2026

Progress	Activity	Responsibility	Dates	Status
93%	1 Resolution No.: SS-2026-067 Staff to work with the Capital Regional District to explore options for introducing a septic system maintenance regulatory program applicable to Salt Spring Island.	Jason Youmans Stefan Cermak		In Progress
20%	2 Resolution No.: SS-2026-074 Staff to develop a revised Communications and Engagement Strategy for the Official Community Plan-Land Use Bylaw Project.	Peter Thicke		In Progress
10%	3 Resolution No.: SS-2026-075 Staff to develop a First Nations Engagement Plan for the Official Community Plan-Land Use Bylaw Project.	Joe Elliott Peter Thicke		In Progress
100%	4 Resolution No.: SS-2026-076 Staff to revise the draft Vision and Guiding Principles for the Official Community Plan-Land Use Bylaw Project per discussion prior to referring to the Project Advisory Planning Commission.	Peter Thicke		Completed
0%	5 Resolution No.: SS-2026-077 The Chief Administrative Officer to undertake an assessment of the current planning project delivery framework in the Salt Spring Island Local Trust Area, including but not limited to resourcing, staffing continuity, and project management processes, in a manner that is forward-looking and solution-oriented, with the intent of identifying practical improvements to support successful completion of current and future planning projects.	Rueben Bronee		In Progress

Follow Up Action Report

Salt Spring Island

11-Jun-2026

Progress	Activity	Responsibility	Dates	Status
100%	1 Resolution No.: SS-2026-087 Staff to amend item 3 on the Active Projects report to be titled "Major Project - Salt Spring Island Watershed Protection Plan" and to reference the activities to action numbers in the plan.	Jason Youmans Stefan Cermak		Completed
80%	2 Resolution No.: SS-2026-088 Staff to amend the Official Community Plan project work plan to ensure that policies that relate to areas of jurisdiction of other agencies/levels of government are developed in coordination with those agencies. These subject areas include, but are not limited to: - Roads; - Active transportation; - Community water; - Community sewer; - Solid waste disposal; - Indigenous cultural heritage; and - Wildfire and ensure that the Official Community Plan retain advocacy policies to other agencies regarding the island's ecological systems and community well-being.	Peter Thicke		In Progress
0%	3 Resolution No.: SS-2026-089 Staff to prepare a report for the incoming Local Trust Committee on the status of the Salt Spring Watershed Protection Plan and options for next steps.	Jason Youmans William Shulba		In Progress

Follow Up Action Report

Salt Spring Island

11-Jun-2026

Progress	Activity	Responsibility	Dates	Status
0%	4 Resolution No.: SS-2026-086 Staff to report back with options for amending the Land Use Bylaw to accommodate community care facilities and transition housing for no more than ten persons in residential zones.	Oluwashogo Garuba Peter Thicke		In Progress

Active Projects Report

Salt Spring Island

1. Extraordinary Project - OCP-LUB Update

Responsible

Dates

Activity:

Peter Thicke

Rec'd: 01-Apr-2023

Description:

Target: 31-Mar-2026

There has been no comprehensive review of the SS OCP since its adoption in 2008, nor any review of the Land Use Bylaw since 1999. The need to update these bylaws is a priority in response to policy, social, and technological change and to address contemporary community challenges the current document no longer serves. Those challenges include a lack of affordable housing and housing options, growth pressures, climate resiliency planning, infrastructure issues (such as the water moratorium), workforce stability challenges, transportation networks, and First Nations Reconciliation. The SS OCP update is intended to provide a framework to guide the development of a complete community by diversifying and increasing housing options at appropriate locations, advancing First Nations Reconciliation, reducing infrastructure costs, reducing greenhouse gas (GHG) emissions, and improving walkability. The Land Use Bylaw update will improve land use planning regulation to ensure that regulations match the needs and expectations of land use in the community, in consideration of the OCP.

Activity:

·2026-05-14_SSLTC received status update report

Active Projects Report

Salt Spring Island

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

Activity:

Description:

·Increase opportunity for diversification and managed additional housing opportunities in specific residential areas of the LUB area in the form of attached secondary suites or accessory dwelling units

Activity:

·2026-05-05 - Ongoing discussion with Tsawout staff regarding bylaw referral.

Responsible

Oluwashogo
Garuba

Dates

Rec'd: 10-May-2022
Target: 11-Sep-2025

3. Major Project - Salt Spring Island Watershed Protection Plan

Activity:

Description:

Watershed Protection Plan. Actions:

Watershed Ecosystem Science

1. Flow/level monitoring
2. Water quality monitoring
3. Update hydrology/mapping
4. Lake availability assessments

Groundwater Science

Responsible

Jason Youmans
Oluwashogo
Garuba
William Shulba

Dates

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

Active Projects Report

Salt Spring Island

5. Improve groundwater data
6. Coordinated long term monitoring
7. Recharge/connectivity mapping
8. Groundwater availability assessments

Community Water Use Efficiency

9. Support stewardship groups
10. Improve efficiency resources
11. Promote rainwater harvesting
12. Improve water use accounting

Watersheds & Drinking Water Planning

13. Integrate water data into land use
14. Establish groundwater regions
15. Update proof of water rules

Governance & Coordination

16. Collaborate with First Nations
17. Complete governance review
18. Encourage provincial regulatory tools
19. Continue multi agency forum

Activity:

·Trust Council resolution (TC-2025-131) to draft a bylaw rescinding Bylaw 154 and to reserve unspent funds to a project that coordinates Actions 16-19 of the Salt Spring Island Watershed Protection Plan (2023-2032)

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



Islands Trust

BYLAW REFERRAL FORM

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

Island: North Pender Island Local Trust Area Bylaw No.: 240/241 Date: June 12, 2026

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

Housing Access and Affordability Project

PURPOSE OF BYLAW:

The purpose of draft Bylaw No. 240 and No. 241 is to make amendments to the North Pender Island Official Community Plan No. 171 and North Pender Island Land Use Bylaw No. 224 to provide more flexibility and options for increasing affordable, non-market, and worker housing alternatives on North Pender Island.

Professional reports and staff reports are available on the Projects webpage:

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

GENERAL LOCATION:

North Pender Island Local Trust Area

LEGAL DESCRIPTION:

N/A

SIZE OF PROPERTY AFFECTED:

N/A

ALR STATUS:

N/A

OFFICIAL COMMUNITY PLAN DESIGNATION:

N/A

OTHER INFORMATION:

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

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

B.Smith

(Signature)

Name:

Brad Smith

Title:

Island Planner

Contact Info

Tel: 250-405-5194

Email: bsmith@islandstrust.bc.ca

PLEASE TURN OVER 

This referral has been sent to the following agencies:

Federal Agencies

Provincial Agencies

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

Non-Agency Referrals

Islands Trust Conservancy
Pender Island Parks and Recreation Commission
Gulf Islands School District No. 64
Outer Gulf Islands RCMP
Pender Island Conservancy

Regional Agencies

Capital Regional District – Building Inspection
Capital Regional District – Housing, Planning and
Protective Services
Island Health
North Pender Island Fire Rescue

Adjacent Local Trust Committees and Municipalities

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

First Nations

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

**BYLAW REFERRAL FORM
RESPONSE SUMMARY**

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

North Pender Island Local Trust Area
(Island)

(Signature)

(Date)

240/241
(Bylaw Number)

(Name and Title)

(Agency)

DRAFT

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 240

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

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

1. CITATION

This Bylaw may be cited for all purposes as “North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2025”.

2. SCHEDULES

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

3. SEVERABILITY

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

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

CHAIR

SECRETARY

**NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 240**

SCHEDULE 1

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

1. Introduction Section is amended by deleting the two existing 'Population' paragraphs in their entirety and replacing with the following two paragraphs:

"North Pender Island is 2728 hectares (6741 acres) in area, with a permanent population of 2,467 people based on the 2021 census. This represents an overall 63% increase in permanent residents since the 1991 census and results in a population density of approximately one person per 1.1 hectares (2.7 acres). The population has increased each census period since 2001 when the population was 1,775 residents, with the most significant growth period between the years 2016-2021, with a 19.6% increase in permanent residents. There are also a significant number of part-time or seasonal residents on North Pender Island.

The mean age on North Pender in 2021 was 56, compared to a provincial mean age of 43. A significantly smaller proportion of the North Pender Island population is under age 35 compared to the province as a whole, while the proportion of the population in the 55-69 age range (33%) is more than one and a half times the provincial average (20.1%). The proportion of the population age 70 and over is nearly double the provincial average (32% on North Pender versus 16.3% provincially). The average household size on North Pender is 2.0 persons in 2021, the same as in 2016, and is smaller than the 2021 average household size for the province as a whole of 2.4 persons."

2. Introduction Section is amended by renaming 'Land Use' subsection to 'Land Use and Build-Out' and by deleting the five existing 'Land Use' paragraphs in their entirety and replacing with the following three paragraphs:

"The predominant land use on North Pender is residential. Over two-thirds of the land area is designated and zoned for residential use (Rural Residential and Rural). All residential land on the island is zoned to permit single family dwellings (and accessory cottages, secondary suites and accessory dwelling units under certain circumstances), there is no multiple unit zoning. The bulk of the remaining land is designated for agriculture (13%) or has protected status (15%). There are limited areas designated for various institutional and service uses (less than 1% of the island's land area), commercially designated land (also less than 1% of the island) and only around 6 hectares (15 acres) of land designated for industrial uses.

Based on a 2025 build-out analysis, there are approximately 1,990 total existing parcels that permit residential development in the Rural Residential, Rural and Agricultural land use designations. Of these 1,990 'residential' lots, 1,701 are currently developed (86% of all existing developable lots). The total potential for additional parcels to be created through subdivision is 199 lots, for a total potential build-out of 2,189 residential parcels. Based on the current average household size of 2.0 persons, this would result in a population of roughly 4,378 if all residential lots were occupied on a full-time basis. In 2021, approximately 71% of North Pender dwellings were occupied by permanent residents. Overall, approximately 60% of the existing lots on North Pender are in Magic Lake Estates.

Under the community plan and current zoning, approximately 200 additional lots that would permit residential use could be created through subdivision. A significant portion of this subdivision potential is situated in the north-west part of the island in the Port Washington and McKinnon Road areas. Other areas with unrealized subdivision potential include a number of larger rural zoned parcels throughout the island and several lots in the Razor Point area. Much of the currently designated and zoned residential land may be located in areas that are unsuitable for development due to the presence of environmentally sensitive areas, topography, lack of availability of groundwater, or poor access."

3. Introduction Section is amended by inserting a new left hand margin subsection entry entitled 'Housing Needs' after Land Use and Build-Out subsection and inserting the following two new 'Housing Needs' paragraphs:

"The BC Provincial Government requires all local governments in BC to consider its' most recent Housing Needs Report and housing information when amending OCPs. Based on the Islands Trust Housing Needs Assessment prepared by Urbanics Consultants Ltd in 2025, the projected housing need in the next 5 years is 208 units and in the next 20 years is 643 units. This calculation is based on the portion of growth projections for the Capital Regional District.

A limited rental supply, rising property costs, and a growing proportion of residents on fixed or lower incomes has contributed to housing insecurity. The portion of households experiencing core housing need (5.1% for owners and 22.9% for tenants as indicated in 2021 Census), and projected population growth, combined with demographic aging, points to increasing demand for more diverse, accessible, and affordable non market housing options. Market conditions and affordability challenges limit the ability of existing housing supply to meet community needs."

4. Section 1.2 is amended by inserting a new Goal immediately after Goal 18 as follows:

"19) To provide for a range of flexible housing options that meet the diverse needs of the community and island residents."

5. Policy 2.1.H is amended by deleting in its entirety and replacing with the following:

“Accessory housing options such as secondary suites and accessory dwelling units may be permitted as a way to increase the stock of rental housing without negatively impacting the rural sense of place or the carrying capacity of the island.”

6. Section 2.1 is amended by inserting a new policy after Policy 2.1.I as follows:

2.1.J Consideration may be given to rezone land for clustered, small footprint housing where:

- a) dwelling units consist of small footprint homes, including tiny homes on wheels or manufactured homes.
- b) dwelling units are constructed to the BC Building Code, or CSA standards for manufactured homes, or equivalent.
- c) dwelling units are anchored to the ground, connected to a source of potable water, and connected to an approved wastewater system.
- d) dwelling units shall have a limited floor area.
- e) the total floor area of dwelling units shall not exceed any maximum dwelling floor area for that zone.
- f) adequate communal facilities are available to meet the needs of the clustered, small footprint housing community.
- g) the proposed development is not located in areas containing sensitive ecosystems or of cultural or archaeological significance.”

7. Section 2.1.1 is amended by inserting a new policy after Policy 2.1.1.10:

“2.1.1.11 Accessory dwelling units may be permitted with the intent of providing long term rental housing options for residents on smaller lots. A maximum of one accessory dwelling unit or one secondary suite, limited in floor area, shall be permitted per lot.”

8. Section 2.1.2 is amended by inserting a new policy after Policy 2.1.1.9 as follows:

“2.1.2.10 Accessory dwelling units may be permitted with the intent of providing long term rental housing options for residents. A maximum of one accessory dwelling unit, limited in floor area, shall be permitted per lot.”

9. Section 2.3 is amended by inserting a new policy after Policy 2.3.3 as follows:

“2.3.3.1 Employee housing and affordable housing may be permitted in community service zones to provide options for ensuring housing for working people, young families, seniors and those who have special needs.”

10. Policy 2.3.9 is amended by deleting in its entirety and replacing with the following:

“Any additional density greater than that permitted by current zoning may be in the form of units reserved exclusively for occupancy by seniors.”

11. Policy 2.3.17 is amended by deleting in its entirety and replacing with the following:

“Applications may include provision of a housing agreement limiting occupancy of the dwellings to seniors. Such a housing agreement may also include provisions limiting rental, lease, sale or share prices of the units.”

12. Policy 2.3.20 is amended by deleting in its entirety and replacing with the following:

“Applications for rezoning to a higher density for affordable housing than permitted by current zoning may be considered within the Rural Residential, Rural, Community Service or Commercial land use designations, subject to the other policies in this plan.”

13. Policy 2.3.26 is amended by deleting in its entirety and replacing with the following:

“Applications for affordable housing may include provision of a housing agreement ensuring that rental, lease, sale or share prices are fixed below average rates within the region.”

14. Policy 2.3.35 is amended by renumbering it to Policy 2.3.34.

15. Section 2.4 is amended by inserting a new policy after Policy 2.4.13 as follows:

“2.4.13.1 Rental housing may be permitted on commercial-zoned lots and limits shall be established through zoning on maximum floor area per unit and maximum number of units per lot.”

16. Section 7.7 is amended by inserting the following definition immediately prior to the definition of Agri-tourism:

“Affordable Housing” - Rental or owned housing that can be acquired without exceeding 30 per cent of the median gross income of low to moderate income families on the Southern Gulf Islands.”

DRAFT

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 241

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

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

1. Citation

This bylaw may be cited for all purposes as “North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 1, 2025”.

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

2.1. Section 1.1 – Interpretation, is amended by revising the definition of ‘cottage’:

““cottage” means a detached dwelling with a limited floor area that is located on the same parcel as another dwelling.”

2.2. Section 1.1 – Interpretation, is amended by inserting the definition ‘dwelling unit’:

““dwelling unit” means a building or portion of a building including a principal or additional dwelling, cottage or secondary suite, which is used as a residence for a single household and containing a single set of facilities for food preparation and eating, sleeping and living areas.”

2.3. Section 1.1 – Interpretation, is amended by inserting the definition ‘rental housing’:

““Rental housing” means residential use of dwelling units that are limited to residential rental tenure.”

2.4. Section 3.10 – Secondary Suite Regulations, Subsection 3.10(3) is amended by deleting the words ‘and it must not exceed 40 per cent of the *floor area* of the *principal dwelling*’ such that it reads:

“The maximum *floor area* for a *secondary suite* is 90m² (968 ft²).”

- 2.5. Section 5.1, Rural Residential 1 (RR1) Zone, Subsection 5.1.9 is amended by deleting the existing table and replacing it with the following table:

Lot Area	The total floor area of all buildings may not exceed:	The total floor area of all dwelling units per lot may not exceed:
Less than 0.4 ha (Less than 1 acre)	500 m ² (5382 ft ²)	325 m ² (3500 ft ²)
0.4 ha to < 1.2 ha (1 to 3 acres)	1000 m ² (10,764 ft ²)	372 m ² (4000 ft ²)
1.2 ha or greater (3 acres or greater)	3000 m ² (32,292 ft ²)	418 m ² (4500 ft ²)

- 2.6. Section 5.2, Rural Residential 1 (RR2) Zone, Subsection 5.2.9 is amended by deleting the existing table and replacing it with the following table:

Lot Area	The total floor area of all buildings may not exceed:	The total floor area of all dwelling units per lot may not exceed:
Less than 0.4 ha (Less than 1 acre)	500 m ² (5382 ft ²)	325 m ² (3500 ft ²)
0.4 ha to < 1.2 ha (1 to 3 acres)	1000 m ² (10,764 ft ²)	372 m ² (4000 ft ²)
1.2 ha or greater (3 acres or greater)	3000 m ² (32,292 ft ²)	418 m ² (4500 ft ²)

- 2.7. Section 5.3, Rural (R) Zone, Subsection 5.3.8 is amended by deleting the existing table and replacing it with the following table:

Lot Area	The total floor area of all buildings may not exceed:	The total floor area of all dwelling units may not exceed:
Less than 0.4 ha (Less than 1 acre)	500 m ² (5382 ft ²)	325 m ² (3500 ft ²)
0.4 ha to < 1.2 ha (1 to 3 acres)	1000 m ² (10,764 ft ²)	372 m ² (4000 ft ²)
1.2 ha or greater (3 acres or greater)	3000 m ² (32,292 ft ²)	418 m ² (4500 ft ²)
16 ha or greater (40 acres or greater)		500 m ² (5382 ft ²)

- 2.8. Section 5.4, Rural Comprehensive 1 (RC1) Zone, Subsection 5.4.7 is amended by deleting the existing table and replacing it with the following table:

Lot Area	The total floor area of all buildings may not exceed:	The total floor area of all dwelling units may not exceed:
Less than 0.4 ha (Less than 1 acre)	500 m ² (5382 ft ²)	325 m ² (3500 ft ²)
0.4 ha to < 1.2 ha (1 to 3 acres)	1000 m ² (10,764 ft ²)	372 m ² (4000 ft ²)
1.2 ha or greater (3 acres or greater)	3000 m ² (32,292 ft ²)	418 m ² (4500 ft ²)
For dwelling located within the Agricultural Land Reserve		500 m ² (5382 ft ²)

- 2.9. Section 5.5, Rural Comprehensive 2 (RC2) Zone, Subsection 5.5.7 is amended by deleting the existing table and replacing it with the following table:

Lot Area	The total floor area of all buildings may not exceed:	The total floor area of all dwelling units may not exceed:
Less than 0.4 ha (Less than 1 acre)	500 m ² (5382 ft ²)	325 m ² (3500 ft ²)
0.4 ha to < 1.2 ha (1 to 3 acres)	1000 m ² (10,764 ft ²)	372 m ² (4000 ft ²)
1.2 ha or greater (3 acres or greater)	3000 m ² (32,292 ft ²)	418 m ² (4500 ft ²)
For dwelling located within the Agricultural Land Reserve		500 m ² (5382 ft ²)

- 2.10. Section 5.6, Rural Agricultural (AG) Zone, Subsection 5.6.8 is amended by deleting the existing table and replacing it with the following table:

Lot Area	The total floor area of all buildings may not exceed:	The total floor area of all dwelling units may not exceed:
Less than 0.4 ha (Less than 1 acre)	500 m ² (5382 ft ²)	325 m ² (3500 ft ²)
0.4 ha to < 1.2 ha (1 to 3 acres)	1000 m ² (10,764 ft ²)	372 m ² (4000 ft ²)
1.2 ha or greater (3 acres or greater)	3000 m ² (32,292 ft ²)	418 m ² (4500 ft ²)
For dwelling located within the Agricultural Land Reserve		500 m ² (5382 ft ²)

- 2.11. Section 5.7, Commercial 1 (C1) Zone, Subsection 5.7.1 is amended by inserting a new Article 5.7.1(k.1) immediately after Article 5.1(k) such that it reads:

“(k) *Accessory dwelling;*

(k.1) *Rental housing; and*”

- 2.12. Section 5.7, Commercial 1 (C1) Zone, is amended by inserting a new Subsection 5.7.2.1 immediately after Subsection 5.7.2 such that it reads:

“(2) Only one (1) *accessory dwelling* permitted per *lot*.

(2.1) Up to three units of second-storey rental housing is permitted per lot with a maximum floor area of 80 m² per unit.”

- 2.13. Section 5.7, Commercial 1 (C1) Zone, Subsection 5.7.14, Table 5.7 is amended by deleting the existing Row 2 in Table 5.7 and replacing it with the following Row 2:

Table 5.7			
	1	2	3
	Site-Specific Zone	Location Description	Site Specific Regulations
2	C1(b)	Portion of Part C, DD69864I, Section 18 lying to the south of the main highway from Hope Bay to Port Washington.	Rescinded

- 2.14. Section 5.11, Community Service Zone, Subsection 5.11(8), Table 5.11 is amended by deleting the existing Table 5.11 and replacing it with the following Table 5.11:

	Table 5.11		
	1	2	3
	Site-Specific Zone	Location Description	Site Specific Regulations
1	CS(a)	Lot 1, Section 11, Plan 27405.	The only <i>uses</i> permitted in this location are church and <i>affordable housing</i> up to a maximum of 30 units for the provision of <i>affordable housing</i> subject to: 1) A housing agreement under Section 483 of the <i>Local Government Act</i>; 2) The installation of a community water and septic system to service all units; 3) Units may only be in the form of detached or multiplex buildings with a maximum of three storeys and a maximum height of 14 metres; and, 4) A maximum floor area of 120 m² per unit and a total maximum floor area of 3000 m² for all units combined.
2	CS(b)	Lot A, Section 18, Plan 14409.	The only <i>uses</i> permitted in this location are library, preschool and charity retail stores.
3	CS(c)	Lot 8, Section 10, Plan 24778.	The only <i>uses</i> permitted in this location are public emergency services, public works yard and employee housing up to a maximum of two (2) units.
4	CS(d)	Lot 20, Section 10, Plan 24777.	The only <i>use</i> permitted in this location is water tank.
5	CS(e)	Lot 20, Section 10, Plan 24777.	The only <i>use</i> permitted in this location is church.
6	CS(f)	Lot A, Section 18 Plan 22835.	The only <i>uses</i> permitted in this location are public utility and employee housing up to a maximum of two (2) units.
7	CS(g)	Lot 1, Plan 29572, Section 11.	The only <i>uses</i> permitted in this location are <i>school</i> and <i>employee housing</i> up to a maximum of two (2) units.
8	CS(h)	Lot A, Plan 40871, Section 11.	The only <i>uses</i> permitted in this location are health clinic, public emergency services.
10	CS(i)	Lot A, Plan 65874, Section 18.	The only <i>use</i> permitted in this location is community hall.
11	CS(j)	Lots 1, Plan 30765, Section	The only <i>uses</i> permitted in this location are

		15.	public emergency and protection services, and one (1) <i>accessory dwelling</i> .
12	CS(k)	Lot 2, Plan 30765, Section 15.	The only <i>uses</i> permitted in this location are public emergency services and employee housing up to a maximum of two (2) units.
13	CS(l)	Lot 2, Plan 18611, Section 15.	The only <i>use</i> permitted in this location is cemetery.
14	CS(m)	Parcel A (DD47774W) of Lot 6 Plan 7196 Section 17.	(1) The only <i>uses</i> permitted in this location are private clubs including club hall rentals. (2) The <i>gross floor area</i> of the <i>uses</i> permitted in (1) may not exceed 483 m ² .
15	CS(n)	Lot 131, Sections 8 and 10, Pender Island, Cowichan District, Plan 17181	The only <i>use</i> permitted in this location is church.
16	CS(o)	A portion of Lot 3, Section 2, Pender Island, Cowichan District, Plan VIP54822.	(1) The only <i>uses</i> permitted in this area is the <i>retail sale</i> of used goods where all proceeds from sales are donated to community organizations and projects on North Pender Island. (2) Despite Subsection 5.11(7), no lot having an area less than 0.6 hectares may be created by subdivision in the Community Service CS (o) zone.
17	CS(p)	Portion of THAT PART of Lot 6, Section 7, Pender Island, Cowichan District, Plan 1695, Lying of the East of a Boundary Parallel to and Perpendicularly Distant 260 feet from the Easterly Boundary.	The only <i>use</i> permitted in this area is: the housing of equipment for the supply and distribution of telecommunications and cable service as a regulated service utility, not to include retail or office uses.
18	CS(q)	Lot A, Section 17, Pender Island, Cowichan District, Plan VIP75211 and Lot 2, Section 17, Pender Island, Cowichan District, Plan 31869.	The only permitted <i>use</i> in this location is <i>ferry terminal</i> .

3. SEVERABILITY

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

READ A FIRST TIME THIS _____ DAY OF _____ 20____

PUBLIC HEARING HELD THIS _____ DAY OF _____ 20____

READ A SECOND TIME THIS _____ DAY OF _____ 20____

READ A THIRD TIME THIS _____ DAY OF _____ 20____

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

ADOPTED THIS _____ DAY OF _____ 20____

CHAIR

SECRETARY

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

DATE OF MEETING: July 9, 2026
TO: Salt Spring Island Local Trust Committee
FROM: Peter Thicke, Island Planner
Salt Spring Island Team
COPY: Mary Storzer, Regional Planning Team Lead
SUBJECT: OCP-LUB Project Update

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee endorse the updated SSI OCP-LUB (Phase 2) Project Charter dated June 30, 2026 and attached as Attachment 1 to the staff report titled “OCP-LUB Project Update” dated July 9, 2026.
2. That the Salt Spring Island Local Trust Committee receive the updated SSI OCP-LUB Workplan attached as Attachment 2 to the staff report titled “OCP-LUB Project Update” dated July 9, 2026.
3. That the Salt Spring Island Local Trust Committee request staff to bring forward a business case for the 2027/2028 Fiscal Year for the Salt Spring Island OCP-LUB Update Project.

REPORT SUMMARY

This report presents an updated Project Charter and Workplan for the Salt Spring Island OCP-LUB Project, reflecting the current staffing, project status, and direction.

BACKGROUND

The SSI OCP-LUB project has been underway for several years. Following the primary consultant's decision not to renew their contract and subsequent changes to the project team and approach, the project has pivoted from its previously approved plan. As a result, the foundational project documents — including the Project Charter, Terms of Reference, Workplan, and Project Business Case — are outdated, misaligned, or both.

The updated Project Charter and Workplan are attached as Attachments 1 and 2 and will guide the project through its next phase and beyond, maintaining momentum and continuity into the next political term. Staff are proposing bringing an updated Project Business Case forward for LTC consideration at its August regular meeting.

ANALYSIS

Project Charter

A project charter is a short document that authorizes and describes a project, serving as a foundational roadmap for its purpose, scope, team, and process. The most recent SSI OCP-LUB Project Charter dates to 2023 and no longer reflects the project currently underway.

The updated Charter maintains the same overall purpose and focus while reflecting the project's current trajectory, updated Workplan, and revised Project Team. It builds on work already completed — including preliminary engagement, background research, and the draft Vision and Guiding Principles — and charts a course forward under the Regional Planning Team.

Several specific changes are listed below:

- The “Purpose” section has been rewritten to clarify that the project is a major amendment designed to provide a major review of the OCP (and subsequent updates to the LUB) including policies to address attainable housing, growth and infrastructure alignment, reconciliation and environmental stewardship (including climate change and natural systems). This is a clarification as the purpose¹ stated in the 2023 project charter, necessarily requires a look across the whole OCP and LUB. In addition, this clarification reflects the mandate of the regional planning team which is now assigned, i.e., to undertake major reviews of an official community plan and/or land use bylaws
- The “Background” section has been shortened to acknowledge the work completed to date while describing the work to come in the next phase.
- “Objectives” have been rewritten to describe and clarify the desired outcomes from the project process and characteristics of the final project deliverables.
- “In Scope” and “Out of Scope” sections have been revised to clarify specific outcomes appropriate to those two sections, instead of describing processes.
- “Workplan Overview”, “Project Team”, and “Budget” sections have been revised to reflect the current status of the project and align with the actual budget numbers.

While the updated Charter revises the process and further clarifies the scope from the initial version, it represents an extension of completed work, not a revision of what was previously considered. The current proposed Project Charter is included as Attachment 1, and, for reference, the previous version is included as Attachment 3.

Terms of Reference

A Terms of Reference (ToR) document was prepared in 2024 to provide a detailed outline of the project's goals, process, timeline, and related information. Upon review, the Regional Planning Team determined that the ToR is largely repetitive in its content when compared with the project charter and workplan documents and that by merging the elements of the ToR into the Project Charter, Workplan and Communications and Engagement Plan, it will create greater clarity and efficiency for guiding and decision-making in the project.

¹ “to conduct a major amendment to the SS OCP to policies as they relate to forest protection, affordable housing, climate change, and reconciliation, and the amendment to the SS LUB to implement the associated OCP policies”

To reduce the risk of conflicting or duplicated information across foundational documents, staff recommend removing the ToR from the project's foundational document set. The below table outlines the various sections of the ToR and where they have been included in other documents:

Table 1. Location of ToR content in other project documents

Terms of Reference Content	Location in other documents
Background/Context	Background section of the Project Charter
Purpose	Purpose section of the Project Charter
Project Goals	Objectives section of the Project Charter
Process Goals	Objectives section of the Project Charter
Project Scope	In/Out of Scope sections of the Project Charter
Planning Process and Timeline	Project Workplan and Workplan Overview section of the Project Charter
Project Communications	Communications and Engagement Plan
Community Engagement	Communications and Engagement Plan
Consultant Led Working Groups	No longer required – no lead consultant engaged on the project
Agency Working Group	Communications and coordination with other agencies to be handled via the “Agency Coordination” work stream in the Project Workplan with further details in the Communications and Engagement Plan
Key Community Interest Holders	Communications and Engagement Plan
Roles and Responsibilities	Project Team section of the Project Charter, individual phase workplans
Relationship to Other Initiatives	Communications and Engagement Plan
Budget	Budget section of the Project Charter, Business Case
Deliverables	Objectives section of the Project Charter, Project Workplan
Project Change Management	Workplan Overview section of the Project Charter

Workplan

An updated Workplan was presented for LTC approval in May. However, through the course of reviewing the Project Charter and Terms of Reference, it became clear that further amendments were needed to bring the Workplan into alignment with the other foundational documents.

The workplan is presented for LTC information. It outlines the workplan charting the full project to completion. The workplan follows the standard Islands Trust project workplan format organizes tasks into defined Work Streams, providing a practical guide to completing required work while maintaining transparency with the LTC and the wider community.

Rationale for Recommendation

This revised Project Charter represents updates that are largely administrative in nature by further clarifying the project team assigned² and the scope and timelines of the work. The proposed revisions do not alter the overall direction or rationale for the project. The workplan provides the next level of detail for implementing the project charter and is provided for information.

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. Staff advise that the implications of this alternative are additional time required to get the foundational documents correct that could impact the timing of the business case and subsequent project progress. 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 staff provide additional information related to [insert topic] regarding the SSI OCP-LUB Project Charter and Workplan.

2. Request specific changes to the documents

The LTC may request staff make specific changes to either the Project Charter, Workplan, or both. Staff advise that the implications of this alternative are additional time to revise the documents that could impact next steps, including the business case. If this alternative is selected, the LTC should state the specific changes requested. Recommended wording for the resolution is as follows:

That the Salt Spring Island Local Trust Committee request staff to amend the SSI OCP-LUB Project [Charter or Workplan] as follows: [insert specific required changes].

² The regional planning team has now been assigned. The work of the regional planning team is to undertake major reviews of an official community plan and/or land use bylaws.

3. Keep current project foundational documents

The LTC may choose to maintain the existing foundational project documents. Staff advise that this may create further confusion and challenge in completing the project as these documents are misaligned and no longer reflect the current status of the project.

Submitted By:	Peter Thicke, Island Planner	June 29, 2026
Concurrence:	Mary Storzer, Regional Planning Manager and Regional Planning Team Lead	July 2, 2026

ATTACHMENTS

1. Updated Project Charter Phase 2 Version 1 – dated June 30, 2026
2. Updated Overview Project Workplan Version 1 – dated June 30, 2026
3. Previous Project Charter – dated 2023
4. Previous Project Workplan – dated May 5, 2026

SSI Official Community Plan (OCP) and Land Use Bylaw (LUB) Review (Phase 2) - Project Charter

Salt Spring Island Local Trust Committee (LTC)

Date: June 30, 2026

Purpose: This project will update Salt Spring Island's Official Community Plan (OCP) and Land Use Bylaw (LUB) to reflect current community priorities and provide a clear framework for land use and growth. The update will improve document readability and usability, and refresh the vision, goals, and policies including to address:

- Attainable housing — expanding access to housing that meets community needs
- Growth and infrastructure alignment — ensuring development is matched by supporting infrastructure
- Reconciliation — incorporating policies that reflect First Nations interests and rights
- Environmental stewardship — responding to climate change and protecting natural systems

The update will be informed by targeted engagement with the community, First Nations, and key partners to ensure the OCP and LUB serve both present and future needs over the next decade and beyond.

Background: Salt Spring Island's OCP was adopted in 2008, the LUB in 1999, and neither have been meaningfully updated since. In 2023, staff were directed to begin this update to reflect evolving community priorities, address housing and infrastructure needs, and align with current provincial legislative requirements.

Work completed to date includes project initiation, consultant procurement, background research, preliminary community consultation, and the development of a draft Vision and Guiding Principles document — the key deliverable from the first phase of work completed in 2025/2026.

This next phase builds on that foundation and will focus on policy and regulatory development through targeted engagement, identification and implementation of First Nations interests, and the preparation of an updated OCP document along with the LUB amendments needed to implement it.

Objectives

1. Engage meaningfully with the community, First Nations, and key partners agencies, building trust in the process and support for the OCP and strengthening relations.

- Involve the community in a substantive and ongoing way throughout the process.
- Strengthen relationships with area First Nations through early and continuous engagement that identifies and integrates their interests.
- Collaborate with partner agencies and organizations.

2. Produce an updated OCP and LUB that:

- Reflects current community interests, including housing, growth and infrastructure alignment, climate resilience, and ecosystem integrity and connectivity.
- Incorporates First Nations interests
- Meets current legislative requirements
- Considers best practices in planning
- Is clear, user-friendly, and easy to navigate.

In Scope

- Identify First Nations interests and identify recommended policy and regulatory changes for consideration of implementation in updated OCP policies and LUB regulations.
- Update the OCP — including existing Development Permit Areas (DPAs) — to improve readability and usability, and refresh the vision, goals, and policies to meet current legislative requirements and best practices, including targeted community engagement to support the work.
- Introduce new DPAs and associated guidelines where appropriate.
- Amend the LUB to implement the goals and policies established in the updated OCP.
- Develop a monitoring plan to evaluate whether the OCP is functioning as intended.

Out of Scope

- Substantial new Development Permit Area (DPA) mapping and guidelines
- Substantial LUB amendments beyond what is required to achieve consistency with the updated OCP
- Additional studies or plans that would require significant time and budget and are not necessary to achieve the objectives of this project

Workplan Overview	
Deliverable/Milestone	Date
Updates ¹ to Project Charter, Project Workplan, and Project Business Case.	Summer 2026
Development of First Nations Interest Framework, determination of First Nations interests, and ties to policy tools.	Ongoing
Development of Communications and Engagement Plan (based in principles <i>Beyond Inclusion – Equity in Public Engagement</i>) and associated materials.	Summer/Fall 2026
Milestone: PAPC² and LTC Review of Communications and Engagement Plan	Summer/Fall 2026
Development of OCP Policy Framework and refinement of Vision and Guiding Principles	Summer/Fall 2026
Milestone: LTC and PAPC review and endorsement of draft OCP Policy Framework and Vision and Guiding Principles	Fall 2026
Targeted Public Engagement Activities	Winter 2026–27
Further draft Policy Development based on public engagement, First Nations interests, best practices, and legal requirements.	Winter/Spring 2027
Milestone: PAPC and LTC Review of Draft OCP Policy language	Summer 2027
LUB updates, including content framework and updated regulations	Summer 2027
Public meetings and engagement related to Draft Policy language	Summer/Fall 2027
Further updates to draft Policies and LUB regulations based on LTC, PAPC, and engagement responses	Fall/Winter 2027
Public Review of draft bylaws/referrals	Winter 2027-28
Milestones: First and Second Readings of Draft Bylaws	Winter 2027-28
Milestones: Public Hearing and Third Readings of Draft Bylaws	Winter/Spring 2028
Milestone: Adoption and implementation	Summer 2028 - ongoing

Project Team	
Project Manager	Mary Storzer
Project Lead	Peter Thicke
Planning Support	Regional Planning Team members
Technical Support	William Shulba, Senior Freshwater Specialist
Communications Support	Morgana van Niekerk, Communications Specialist
Indigenous Advisor Support	Joe Elliott, Senior Indigenous Relations Advisor
Administrative Support	Kalyaan Selvakumar
GIS Support	Aislyn King, Kendra Hopper
IT Support	Daphne Shaed

Budget		
Budget Sources:		
26/27	Communications and Engagement	\$35,000
	First Nation Capacity Funding	\$55,000
	Legal + contingency	\$5,000
	Freshwater Footprint Study	\$52,000
TOTAL		\$147,000

¹ Substantial proposed changes that affect budget or timeline will be brought forward with analysis of impacts for consideration by the LTC as part of ongoing project updates to the LTC that are planned throughout the duration of the project

² 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, and to review any additional project products referred to it by the SS LTC.

SSI OCP-LUB Update Overview Project Work Plan

Work Stream ¹	Milestone	Target Dates
Phase 1: Work to Date (2023-26)		Completed
PM	Adjustments to Regional Planning Team organization to better support the project	Completed
FNE	Initial outreach and relationship building with First Nations	Completed
PD	Background research, Gap analysis document, Draft Vision and Guiding Principles	Completed
CE	Engagement activities during fall 2025, culminating in the “What We Heard so Far” report	Completed
AC	Initial outreach and discussions with NSSWD, CRD, and others	Completed
Phase 2: Draft OCP framework with vision, guiding principles with targeted engagement		Summer/Fall 2026
PM	To LTC - Updated Project Charter, Updated Work Plan for information and endorsement	Summer
	To LTC – Business Case for endorsement	Summer/Fall
FNE	Develop Interest Framework approach and associated materials; continue meetings and discussions with affected Nations	Summer/Fall
PD	Research and analysis to develop the proposed OCP policy framework (content structure) including any updates to draft Vision and Guiding Principles	Summer/Fall
	To LTC ² - OCP Policy Framework, draft Vision and Guiding Principles for endorsement	Fall
CE	Develop draft Communications and Engagement Plan including specific areas for engagement, based on policy work needs	Summer
	To LTC – Communications and Engagement plan for endorsement	Summer
AC	Continue specific issues and policy area discussions with agency partners.	Summer/Fall
Phase 3: Drafting of OCP policies, and LUB review with targeted engagement		Fall/Winter 2026-27
PM	Ongoing project management activities	Ongoing
	To LTC – Updates on project including on policy work	Ongoing
FNE	Initiate Interest framework work with affected Nations	Fall/Winter
PD	Drafting of OCP policies based on review and categorization of existing policies within the OCP, insertion into the new framework where appropriate. This work includes consideration of work to date, input received (including any additional targeted engagement), and technical review (for legislative requirements, best practices)	Fall
CE	Implementation of the Communication and Engagement Plan – targeted engagement activities (and materials) to support policy drafting as needed	Fall/Winter
AC	Refer OCP framework and relevant policies to affected agencies as needed, continue open communications and meetings where appropriate. Specific areas of coordination to include (but not limited to) roads, active transport, community water and sewer, solid waste disposal, indigenous cultural heritage, and wildfire considerations.	Winter
Phase 4: Draft OCP and LUB, Engagement, and Review		Spring/Summer 2027
PM	Ongoing project management activities	Ongoing

¹ Project Management (PM); First Nations Engagement (FNE); Policy Development (PD); Communications and Engagement (CE); Agency Coordination (AC)

² Staff will work with PAPC following any review of materials by the LTC as appropriate.

SSI OCP-LUB Update Overview Project Work Plan

Work Stream ¹	Milestone	Target Dates
	Legal review of drafts as needed	Summer
FNE	Ongoing interest framework work including recommended policy and regulatory changes for consideration of implementation in OCP and LUB	Summer
PD	Continued policy drafting based on work to date, engagement results, First Nations interests, legislative requirements and best practices to produce first draft of the new OCP	Spring/Summer
	To LTC – first draft of the revised OCP; and subsequent drafts as needed	Summer
	Policy work to review LUB, propose LUB framework and regulatory wording (based on draft OCP policies and engagement)	Spring/Summer
	To LTC – proposed LUB framework and regulatory wording	Summer
CE	Draft OCP and LUB released for initial public feedback	Summer
AC	Refer draft OCP to affected agencies	Summer
Phase 5: Legislative Process		Fall/Winter 2027-28
PM	LTC and PAPC review of revised draft bylaws	Fall/Winter
	Legal review of drafts as needed	Fall/Winter
	Introduction and 1 st /2 nd readings of bylaws	Winter
	3 rd reading and referral to Executive Committee and Minister	Winter/Spring
FNE	Referral package sent and work indicating how interests were incorporated into the draft bylaws	Winter
PD	Final policy drafting changes to both OCP and LUB bylaws based on LTC and PAPC review and public engagement	Fall
CE	Community Information Meeting; Public Hearing	Winter
AC	Referral of proposed bylaws and related communications	Fall/Winter
Phase 6: Implementation		Spring-Fall 2028
PM	Final Adoption	Summer/Fall
FNE	Final reporting regarding implementation of interests	Summer/Fall
PD	Procedural bylaw updates	Fall
CE	Public communications regarding adoption and implementation	Summer
AC	Communications and implementation coordination	Summer/Fall

Amendment to SS OCP-LUB Project Charter

Salt Spring Island Local Trust Committee

Approval Date: XXX XX, 2023

Purpose:

To conduct a major amendment to the Salt Spring Island Official Community Plan (SS OCP) to policies as they relate to forest protection, affordable housing, climate change, First Nations reconciliation, infrastructure servicing, and the amendment to Salt Spring Island Land Use Bylaw (SS LUB) to implement the associated OCP policies.

Background:

An Official Community Plan is a statement of objectives and policies to guide decisions on planning and land use management, within the area covered by the plan, respecting the purposes of local government. There has been no comprehensive review of the SS OCP since its adoption in 2008; the current document no longer reflects current policy issues, particularly:

- Adapting to the impacts of climate change
- Reconciling and building inter-governmental relationships with First Nations
- Aligning Growth with infrastructure servicing
- Allowing for affordable and available housing to meet workforce needs and support vulnerable populations.

This project is proposed to bring the governing document up-to-date, and complete the final stage of the two local projects (the Protection of Coastal Douglas-fir Zones and Associated Ecosystems and the Housing Action Program), and to bring the Ganges Village Planning together that require an OCP amendment. Issues to be addressed include:

- Housing
- Potable water availability
- Storm-water and sewer servicing
- Active transportation infrastructure
- Innovative site and building design
- Archaeological significance

The project will include a robust engagement planning and execution process, based on IAP2 planning principles, with early and ongoing engagement with:

- Salt Spring Island residents, including First Nations members living off-reserve, local businesses, community groups, and local organizations
- adjacent and overlapping governments, including the 13 First Nations governments whose traditional and treaty territory and title intersects with the OCP, applicable ministries of the Province of British Columbia, regional districts, the Islands Trust Conservancy, and local trust areas.

Objectives

- Develop or amend policies as they relate to housing to promote and support housing options, including accessory dwelling units, housing for the local workforce and various income and social levels.
- Review relevant policies that will be impacted by the housing policies, including policies on climate change, First Nations Reconciliation,

In Scope

Phase I

- Early conversation and on-going collaboration with First Nations to implement Islands Trust First Nations Engagement Principles.
- Preliminary consultation and on-going engagement with the Capital Regional District, the Agricultural Land Commission and School District #64, Salt Spring Island Fire Protection District, Salt Spring Island Arts Council, Salt Spring Community Services, BC Housing, CRD Housing, the Chamber of Commerce and the Ministry of Transportation and Infrastructure, and various community groups

Out of Scope

- Specific regulatory tools on combating climate change
- Specific transportation studies and measures
- Specific economic development studies or strategies
- Specific ecosystem analysis as it relates to environmental regulations

protection of First Nations archaeological heritage, forest protection, and infrastructure servicing. • Develop policies based on works completed on the CDF project • Update Ganges Village policies based on the Ganges Village area plan project • Update the LUB to reflect changes in the OCP	• Develop and execute a public engagement plan consistent with the IPA2 Core Values and Code of Ethics. • Launch public engagement activities upon LTC's approval of public engagement plan • Gather background resources and obtain available baseline data to inform policy development • Review OCP and LUB for gaps and changes • Update and develop relevant policies on climate change, First Nations Reconciliation, protection of First Nations heritage, forest protection, infrastructure servicing as they relate to housing options • Identify possible immediate LUB amendments Phase II • Draft OCP policies and objectives • Draft associated LUB regulations • Community Information meetings/open houses • Formal referrals to agencies and First Nations • Refine draft OCP and LUB amendments based on community and referral input • Prepare for the Public Hearing processes	
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Work Plan Overview

Phase I (note that the several steps will likely be processed concurrently)	Date
Approval of draft Project Charter	Summer 2023
Research and analysis	Spring/Summer 2023
Draft engagement plan	Summer 2023
Draft RFP	Summer 2023
Procurement process	Late Summer 2023
Selection of consulting team	Late Summer 2023
Consultant finalize engagement plan	Late Summer 2023
Implementation of the Public Engagement Plan (interviews, meetings, survey, website/social media, potentially forming working group)	Late Summer 2023
On-going coordination with agencies/community groups	Summer/Fall 2023
Phase II Draft Amendments	Date
Draft OCP policies and potential associated amendments to LUB (under a separate process)	Winter 2023
First Reading of OCP, referrals of draft OCP	Spring 2024
Outreach/Community Information Meeting on revised draft amendment	Summer 2024
LTC meetings/public hearing	Fall 2024
Report to LTC – request for 3 rd reading/forward to Executive Committee/forward to Ministry of draft OCP	Winter 2024
Request for 4 th reading/adoption of final draft OCP	Winter 2024

Project Team

Louisa Garbo, Island Planner	Project Manager
Salt Spring Island Office Staff	Local technical and administrative support
IT	Mapping/technical Support
Senior Intergovernmental Policy Advisor	First Nations Engagement Support
Office Administrative Assistant	Administrative Support
RPM Approval: Date:	LTC Endorsement: Resolution #: Date:

Budget**Budget Sources (Phase I - 2023/2024)**

Early and ongoing consultation with 13 First Nations with territorial interests on SSI	Approximately 8 months	\$26,000 (from Ganges planning budget)
Technical analysis with university and agencies	Approximately 6 months	\$100,000 (grants)
Consulting contract for public engagement	Spring 2023 for six months	\$90,000 – consulting contract
Development of communication and educational info, printouts, mail-outs, brochures, posting of meetings and legal notifications, facilities rental, technology support, facility rental, and open houses material	Over the course of 2023	\$6,000
	Total	\$222,000

Budget Sources (Phase II – 2024-2025)

Consultation with 13 First Nations on draft OCP		\$26,000
Consulting contract for public engagement on draft OCP	Summer 2024 for six months	\$50,000 –
Development of communication and educational info, printouts, mail-outs, brochures, posting of meetings and legal notifications, facilities rental, technology support, facility rental, and open houses material	Over the course of 2024	\$6,000
	Total	\$82,000

Salt Spring Island

OCP–LUB Update Project

Workplan 2026

Islands Trust — Salt Spring Island Local Trust Committee

Contents

- 1 Introduction to the Workplan
 - 1.a Workplan Overview
 - 1.b Timeline Philosophy
 - 1.c Islands Trust Policy Statement
 - 1.d First Nation Government Engagement
- 2 Building on Initial Success
 - 2.a Work Completed to Date
 - 2.b Outstanding Items
- 3 Workplan
 - 3.a Ongoing First Nation Government Engagement
 - 3.b Phase 1 – Detailed Community Engagement
 - 3.c Phase 2 – Drafting Core OCP Elements
 - 3.d Phase 3 – Formal OCP Introduction and LUB Amendments
 - 3.e Phase 4 – OCP and LUB Adoption Process
- 4 Conclusion

1 Introduction to the Workplan

1.a Workplan Overview

This workplan provides a roadmap to completing the Salt Spring Island Official Community Plan and Land Use Bylaw (OCP-LUB) Update Project. Building on work completed to date, it outlines key progress stages, deliverables, and timelines required to bring the project to completion.

Guiding priorities include:

- Meaningful public engagement
- Consistent engagement with affected First Nation Governments
- Development of clear goals, policies, and regulations that reflect the breadth of community interests on Salt Spring Island

1.b Timeline Philosophy

Advancing this project requires balancing firm deadlines with flexibility to accommodate:

- Community engagement needs and concerns
- First Nation consultation processes that respect Indigenous protocols and allow for meaningful dialogue
- Complexity in policy development
- Provincial Government involvement in regulatory and approvals processes
- Seasonal considerations for community engagement and Local Government Election processes
- Emerging issues or opportunities identified during project development

Regular check-ins with the PAPC, LTC, and other partners will maintain momentum and drive the project toward completion.

1.c Islands Trust Policy Statement

Islands Trust is currently updating its Policy Statement — the overarching document that directs local planning decisions across the Trust area. Close coordination between the OCP-LUB project and this process is essential to ensure alignment.

Project staff will maintain ongoing communication with Islands Trust staff working on the Policy Statement update, monitor relevant background and draft documents, and coordinate as needed to ensure consistency

between the two documents. Alignment from the outset will reduce the risk of conflicts that could complicate adoption and implementation.

1.d First Nation Government Engagement

Islands Trust is committed to engaging with First Nation Governments in a collaborative and meaningful way that reflects their long history and continued connection to the plan area. Engagement will be ongoing and consistent, informed by relevant policy and legislation, and grounded in a genuine commitment to advancing reconciliation through this project.

Where possible, staff will pursue informal collaboration with First Nation Government staff in advance of formal referrals, and will structure engagement practices and response timelines to respect relevant protocols and support meaningful dialogue.

2 Building on Initial Success

2.a Work Completed to Date

Prior to this updated workplan, the consultant delivered all required final deliverables under their contract:

- ✓ Technical Background Review Summary Report
- ✓ OCP Gap Analysis Report
- ✓ What We Heard Report (summarizing initial engagement findings)
- ✓ Draft Vision and Guiding Principles
- ✓ Land Use Bylaw Review Memo

These documents provide a strong foundation and position staff to move efficiently into targeted engagement activities and policy development. The Draft Vision and Guiding Principles, in particular, is anticipated to serve as the first formal referral to First Nation Governments, following LTC review and any necessary refinement.

2.b Outstanding Items

Several items must be addressed to advance the project over the coming months:

- Strengthening communications and engagement with affected First Nation Governments
- Conducting additional consultation on specific policy areas
- Refining the Vision, Guiding Principles, and overarching policy framework in preparation for detailed policy drafting

3 Workplan

3.a Ongoing First Nation Government Engagement

First Nation Government engagement will continue throughout all phases of the project rather than being confined to a single stage. Staff will maintain regular informal communication with First Nation Government staff, share draft materials in advance of formal referrals where appropriate, and adjust timelines to accommodate response and review processes.

Formal referrals will be issued at key project milestones, beginning with the Draft Vision and Guiding Principles. Subsequent referrals will accompany draft OCP policies, the draft updated OCP and LUB amendments, and the formal bylaws prior to adoption. Staff will document engagement throughout the project to support transparency and ministerial approval processes.

3.b

Phase 1 — Detailed Community Engagement

Duration: Approximately 2 months | **Start:** November 2026

- Confirming priority topic areas for detailed engagement in coordination with the LTC and PAPC
- Designing and delivering topic-specific engagement opportunities (workshops, open houses, online tools, and other meetings)
- Continuing engagement with affected First Nation Governments on policy areas of mutual interest
- Synthesizing input into a follow-up engagement summary to inform Phase 2 drafting

Phase 1 will build on the initial engagement summarized in the What We Heard Report by undertaking focused consultation on specific policy areas identified through the OCP Gap Analysis and earlier engagement. Timing this phase to follow the October 2026 local government elections allows new LTC members to be briefed and confirm direction before significant public engagement resumes.

3.c

Phase 2 — Drafting Core OCP Elements

Duration: Approximately 2–3 months | **Start:** Alongside latter portion of Phase 1

- Drafting the framework, policies, and supporting maps, organized around the structure confirmed through background studies and engagement
- Ensuring alignment with the updated Islands Trust Policy Statement

- Reviewing draft sections with the LTC and PAPC at regular check-ins to confirm direction before further drafting
- Issuing a formal referral of the draft OCP to affected First Nation Governments, with sufficient time for review and response
- Preparing a consolidated draft OCP for presentation in Phase 3

Where Land Use Bylaw amendments are clearly required to implement emerging policy directions, preliminary drafting of those amendments may begin in this phase to support an efficient transition into Phase 3.

3.d

Phase 3 — Formal OCP Introduction and Land Use Bylaw Amendments

Duration: Approximately 3 months | Start: February 2027

- Presenting the consolidated draft OCP and LUB amendments to the LTC for review and first reading
- Confirming that all required referrals — including to First Nation Governments, the Province, neighbouring local governments, and other affected agencies — are issued and tracked
- Coordinating with Islands Trust staff to confirm consistency with the Policy Statement and to prepare for Provincial review
- Compiling responses from referrals and incorporating revisions as appropriate
- Preparing materials for the public hearing required under the Local Government Act

This phase concludes with the bylaws positioned for second reading and public hearing.

3.e

Phase 4 — OCP and Land Use Bylaw Adoption Process

Duration: Approximately 3–4 months | Start: May 2027

- Holding the public hearing on the OCP and LUB amendments, with appropriate public notice
- Receiving, summarizing, and responding to public hearing input through a report to the LTC
- Proceeding to further reading of the bylaws, with any revisions reported and considered in accordance with applicable requirements
- Submitting the OCP bylaw for Ministerial approval, and addressing any feedback or required changes
- Bringing the bylaws forward for adoption following all required approvals

- Communicating the adopted OCP and LUB to the community, First Nation Governments, and project partners, and transitioning into implementation

Phase 4 concludes the project with the adopted planning documents providing a clear regulatory framework for Salt Spring Island land use planning going forward.

4 Conclusion

This workplan sets out a pathway to completion for the Salt Spring Island OCP-LUB Update Project. Building on the foundation of work already completed, the project will move through focused community engagement beginning in winter 2026, drafting of the updated OCP and corresponding LUB amendments, formal introduction and referral, and a statutory adoption process culminating in Ministerial approval.

Prior to the detailed engagement anticipated following the Local Government elections in the fall of 2026, Islands Trust staff will focus on engagement with affected First Nation Governments, developing a Communications and Engagement plan for detailed engagement activities with support from the PAPC and LTC, and relationship building with various community partners.

Two principles will guide the project through to completion:

1. Meaningful and consistent engagement with affected First Nation Governments will remain central at every phase.
2. The schedule will retain enough flexibility to respond to First Nation consultation timelines, policy complexity, Provincial approval processes, seasonal engagement windows, and emerging issues — without losing the momentum needed to bring the project to a successful conclusion.

Regular check-ins with the LTC, PAPC, and project partners will keep the project on track and ensure that the final OCP and LUB reflect a clear, well-considered vision for Salt Spring Island.

File No.: 3050-50-CRD Environmental

DATE OF MEETING: July 9, 2026

TO: Salt Spring Island Local Trust Committee

FROM: Stefan Cermak, Director
Planning Services

COPY: Jason Youmans, Regional Planning Manager, Salt Spring
Dale Green, CRD, Supervisor, Regional Source Control Programs, Environmental Protection

SUBJECT: Exploration of Options for a Septic System Maintenance Regulatory Program for Salt Spring Island

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee request the Salt Spring Island Electoral Area Director to consider initiating the process for adding Salt Spring Island to the Capital Regional District Onsite Sewage System Service (Bylaw 3478) and associated Onsite Sewage System Maintenance Bylaw (3479).

REPORT SUMMARY

This report responds to Salt Spring Island Local Trust Committee (SS LTC) Resolution **SS-2026-067**, which requested staff to work with the Capital Regional District (CRD) to explore options for introducing a septic system maintenance regulatory program applicable to Salt Spring Island.

CRD staff have provided extensive background materials, including the governing bylaws (3478 and 3479), historical attempts to include Salt Spring Island in the service (2008), and recent implementation experience in North Saanich (2024–2025). These materials confirm that:

- The CRD Electoral Area Director must initiate the service expansion process,
- The LTC cannot enact or administer a septic maintenance program, as this is a regional service under CRD authority,
- The CRD is willing and prepared to work with Salt Spring Island, pending direction from the Electoral Area Director.

The recommended SS LTC action is therefore to formally request that the CRD Director consider initiating the service expansion.

BACKGROUND

CRD staff contacted Islands Trust staff in response to SS LTC Resolution **SS-2026-067**. CRD staff (Dale Green) subsequently provided:

- Bylaw 3478 – *Management of Onsite Sewage Systems Service Establishment Bylaw, 2007*

- Bylaw 3479 – *Onsite Sewage System Maintenance Bylaw, 2007*
- Historical staff reports from 2008 regarding a proposed expansion to Salt Spring Island
- North Saanich implementation materials (2024–2025), including FAQs, info sheets, and maintenance assessment program results
- Program cost estimates and timelines for potential inclusion of Salt Spring Island

CRD staff confirmed that Salt Spring Island was previously proposed for inclusion in 2008 (Bylaw 3567), but the Electoral Area Director withdrew consent in 2009. North Saanich has since joined the service (2025), and the CRD reports a smooth rollout.

ANALYSIS

Policy/Regulatory

Islands Trust Policy Statement (ITPS):

Relevant ITPS directives support protection of water quality, watershed health, and community well-being. A CRD septic maintenance program aligns with:

- **ITPS 3.1.4** – protection of water quality
- **ITPS 4.4.2** – minimizing impacts of wastewater systems
- **ITPS 5.3.1** – collaboration with regional districts on shared services

A CRD-administered septic maintenance program is consistent with the ITPS.

Official Community Plan:

The Salt Spring Island OCP includes policies supporting:

- protection of groundwater recharge areas
- protection of surface water quality
- responsible wastewater management
- collaboration with other agencies on environmental protection

A CRD septic maintenance program would support these objectives.

Spring Island Watershed Protection Plan (2023–2032)

While the Salt Spring Island Watershed Protection Plan (2023–2032) does not address septic systems or wastewater management, its overarching goals of protecting water quality, safeguarding groundwater, and improving inter-agency coordination are consistent with the intent of a CRD-administered septic system maintenance program.

Land Use Bylaw (LUB):

The LUB does not regulate septic maintenance. The CRD program would not conflict with the LUB.

CRD Bylaws 3478 and 3479

These bylaws establish:

- a regional service for onsite sewage system management
- mandatory pump-outs for Type 1 systems every 5 years

- annual maintenance requirements for Type 2 and 3 systems
- record-keeping and enforcement provisions

Salt Spring Island can only be added through a CRD service area amendment, requiring at a minimum:

- Electoral Area Director support
- CRD Board approval
- consent of existing participating areas
- Island Health agreement
- Inspector of Municipalities approval

Islands Trust Conservancy:

No direct implications.

Issues and Opportunities

Environmental and Public Health Benefits

Properties that are within the bylaw area with a Type 1 system are eligible for a Maintenance Assessment inspection with costs shared by the CRD. There is limited funding and a limited number of spots available. CRD data from the voluntary maintenance assessment program across the bylaw service area shows that the voluntarily maintenance assessment program has been very effective at helping property owners identify and address septic issues.

Malfunctioning septic systems may contribute to an increased risk of:

- groundwater contamination
- surface water pollution
- shellfish bed closures
- nutrient loading in lakes

Salt Spring Island has similar environmental sensitivities.

Community Interest and Governance

The SS LTC has expressed interest, but:

- The SS LTC cannot create or administer a septic maintenance program.
- The CRD Director must initiate the service expansion.

The Local Community Commission (LCC) may have an interest in the community infrastructure and environmental health implications of a septic maintenance program. However, as the LCC does not have authority over the establishment of CRD services, any joint SS LTC–LCC meeting would be limited to information sharing and discussion.

Financial Implications

CRD estimates:

- ~\$16-\$18 per property with a septic system (subject to 2027 and 2028 budget development)
- Additional costs for homeowners (pump-outs, maintenance), consistent with provincial regulations

Timeline

CRD indicates:

- Earliest feasible start date: January 1, 2028
- Requires Director support before CRD budget deadlines (August or December windows)

Information Gaps

- Community sentiment on Salt Spring Island
- CRD Director's willingness to initiate the process
- Potential need for public engagement or education

Consultation

No statutory consultation is required for the SS LTC at this stage. If the CRD Director initiates the process, the CRD will undertake:

- service establishment procedures
- consultation with participating areas
- coordination with Island Health

The SS LTC may choose to conduct community information sessions, in a future fiscal period, but this is optional.

First Nations

The Islands Trust Reconciliation Declaration commits the organization to a respectful and collaborative approach with First Nations, including consideration of how decisions may affect Indigenous rights, cultural heritage, and the environment.

While the exploration of a CRD-administered septic system maintenance program is not a land-use application and does not trigger formal First Nations referral requirements for the SS LTC staff, staff note that wastewater management and water quality protection are matters of shared interest with First Nations with treaty and territorial interests on and around Salt Spring Island.

Should the CRD Electoral Area Director initiate the service expansion process, the CRD—as the service authority—would be responsible for determining appropriate First Nations engagement in accordance with its own obligations and protocols. Islands Trust staff will remain available to support information sharing and coordination as appropriate.

Rationale for Recommendation

The SS LTC has requested exploration of options. Staff have confirmed that the SS LTC cannot initiate the service and that the CRD Director must initiate the process. Therefore, the most appropriate next step is for the SS LTC to formally request that the Electoral Area Director consider initiating the service expansion. This respects jurisdictional boundaries while advancing the SS LTC's stated interest.

ALTERNATIVES

1. Request further information

The SS LTC may request staff for more information.

2. Receive for information

The SS LTC may choose to take no action at this time.

3. Request staff to engage the Local Community Commission

The LTC may request staff to add this report for discussion at the next LCC / LTC meeting.

Recommended wording: Request staff to add this topic to the agenda of the next SS LTC–LCC joint meeting for discussion and information sharing.

NEXT STEPS

If the LTC adopts the staff recommendation:

- Staff will notify the CRD Director of the SS LTC’s request.

Submitted By:	Stefan Cermak Director, Planning Services	June 25, 2026
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ATTACHMENTS

1. CRD Bylaw 3478
2. CRD Bylaw 3479
3. 2008 CRD Staff Report and Bylaw 3567
4. North Saanich Information Sheets and FAQs



BYLAW NO. 3478

**MANAGEMENT OF ONSITE SEWAGE SYSTEMS
SERVICE ESTABLISHMENT BYLAW, 2007**

**Consolidated for Public Convenience
(This bylaw is for reference purposes only)**

ORIGINALLY ADOPTED
(Consolidated with Amending Bylaw 4572)

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 3478**

**A BYLAW TO ESTABLISH A SERVICE TO DEVELOP AND IMPLEMENT A MANAGEMENT
PROGRAM FOR ONSITE SEWAGE SYSTEMS**

WHEREAS:

- A. The Capital Regional District may establish a service the Board considers necessary or desirable for all or part of the Regional District;
- B. The Capital Regional District Core Area Liquid Waste Management Plan approved by the Minister of Environment contains a commitment by the Capital Regional District to develop and implement a management program for onsite sewage systems;
- C. By Section 14 of the Capital Regional District Regulation BC Reg. 65/90, the Capital Regional District has been granted the authority of a municipality for public health under Section 8(3)(i) of the *Community Charter* to regulate, prohibit and impose requirements in relation to public health and has the authority to regulate for the maintenance of sanitary conditions under Section 523 of the *Local Government Act*;
- D. The Capital Regional District wishes to establish a service to prevent the environmental degradation and public health risks associated with poorly maintained onsite sewage systems;
- E. The consent of the participants within the Core Area is not required under Section 24(7) of the *Environmental Management Act*; and
- F. Under the Saanich Peninsula Liquid Waste Management Plan, the Capital Regional District is committed to work with North Saanich on education programs with respect to onsite sewage treatment and disposal;

NOW THEREFORE, the Board of the Capital Regional District in open meeting assembled enacts as follows:

1. Service

The service established by this Bylaw is the Onsite Sewage System Service (the "Service") for the purpose of developing and implementing a management program for the onsite sewage systems in the Service Area.

2. Boundaries

The boundaries of the Service Area are coterminous with the boundaries of the District of Saanich, the Town of View Royal, the City of Colwood, the City of Langford and the District of North Saanich (the "Service Area").; and *(Bylaw 4572)*

3. Participating Areas

The "Participating Areas" are the District of Saanich, the Town of View Royal, the City of Colwood, the City of Langford and the District of North Saanich." *(Bylaw 4572)*

4. Cost Recovery

As provided in Section 803 of the Local Government Act, the annual cost of providing the Service shall be recovered by one or more of the following:

- a) property value taxes imposed in accordance with Division 4.3 of Part 24 of the Local Government Act;

- b) parcel tax imposed in accordance with Division 4.3 of Part 24 of the Local Government Act;
- c) fees and charges imposed under Section 363 of the Local Government Act;
- d) revenues raised by other means authorized by the Local Government Act or another Act;
- e) revenues received by way of agreement, enterprises, gift, grant or otherwise.

5. Maximum Requisition

In accordance with Section 800.1(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned for the cost of the Service is the greater of:

- a) Two Hundred Eleven Thousand and Seventy dollars (\$211,070.00) dollars; or
- b) an amount equal to the amount that could be raised by a property value tax rate of \$0.008 per One Thousand dollars (\$1,000.00) which, when applied to the net taxable value of the land and improvements within the Service Area, will yield the maximum amount that may be requisitioned under Section 806.1 of the *Local Government Act* for the Service.

6. Apportionment of Costs

Costs of the Service shall be apportioned among the Participating Areas as follows:

- a) the cost of the Service apportioned to a Participating Area shall be equal to the number of parcels having onsite sewage systems within that Participating Area as a percentage of the total number of parcels having onsite sewage systems within the Service Area.
- b) within a Participating Area, costs shall be apportioned among all properties, other than those parcels that are not connected to an onsite sewage system.

7. Citation

This Bylaw may be cited for all purposes as "Management of Onsite Sewage Systems Service Establishment Bylaw, 2007".

READ A FIRST TIME THIS	14 th	day of	November	2007
READ A SECOND TIME THIS	14 th	day of	November	2007
READ A THIRD TIME THIS	13 th	day of	February	2008
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	12 th	day of	March	2008
ADOPTED THIS	19 th	day of	March	2008

Original signed by Christopher Clement
Chair

Original signed by Carmen Thiel
Secretary

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS 26th day of March 2008

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 3479**

**A BYLAW TO REGULATE THE MAINTENANCE OF ONSITE SEWAGE SYSTEMS
IN THE CAPITAL REGIONAL DISTRICT**

WHEREAS:

- A. The Board has established a service to develop and implement a management program for onsite sewage systems under Bylaw 3478, cited as "Management of Onsite Sewage Systems Service Establishment Bylaw, 2007", for the purposes of maintaining, promoting or preserving public health or maintaining sanitary conditions;
- B. The Capital Regional District Core Area Liquid Waste Management Plan approved by the Minister of Environment contains a commitment by the Capital Regional District to develop and implement a regulatory management program for onsite sewage systems;
- C. By Section 14 of the Capital Regional District Regulation BC Reg. 65/90, the Capital Regional District has been granted the authority of a municipality under Section 8(3)(i) of the *Community Charter* to regulate, prohibit and impose requirements in relation to public health and has authority to regulate for the maintenance of sanitary conditions under Section 523 of the *Local Government Act*;
- D. The Capital Regional District wishes to regulate and impose requirements in relation to the use of onsite sewage systems within a portion of the Capital Regional District, for the purpose of preserving public health and maintaining sanitary conditions;

NOW THEREFORE, the Board of the Capital Regional District in open meeting assembled enacts as follows:

1. Application

This regulation applies to the maintenance of onsite sewage systems.

2. Definitions

A word or phrase defined in the Sewerage System Regulation, BC Reg. 326/2004 has the same meaning where used in this Bylaw.

- (a) **"Authorized person"** means a person who qualifies as a registered practitioner or professional under the Regulation.
- (b) **"Maintenance"** includes an onsite review of an Onsite Sewage System to determine that the system continues to function properly in a manner that does not cause or contribute to a health hazard.
- (c) **"Maintenance plan"** has the same meaning as in the regulation.
- (d) **"Maintenance records"** means a written record kept by the owner of all maintenance activities under Section 3.

- (e) **"Regulation"** means the Sewerage System Regulation, BC Reg. 326/2004.
- (f) **"Onsite Sewage System"** means a system for treating domestic sewage that is a Type 1 System, a Type 2 System or a Type 3 System.
- (g) **"Type 1 System"** means an onsite sewage system classified as Type 1 under the definition of 'treatment method' in the Regulation.
- (h) **"Type 2 System"** means an onsite sewage system classified as Type 2 under the definition of 'treatment method' in the Regulation.
- (i) **"Type 3 System"** means an onsite sewage system classified as Type 3 under the definition of 'treatment method' in the Regulation.

3. **Maintenance of Onsite Sewage Systems**

3.1 An owner must:

- (a) cause a Type 1 System on the owner's land to be pumped out on or before December 31, 2010; and
- (b) thereafter cause the Type 1 System to be pumped out every five years.

3.2 An owner must:

- (a) maintain a Type 2 System or Type 3 System according to the maintenance plan for the onsite sewage system; and
- (b) where a Type 2 System or Type 3 System is located on an owner's land, cause the onsite sewage system to be maintained by an authorized person at least once per calendar year.

3.3 An owner must:

- (a) retain records of all maintenance carried out on the onsite sewage system by the authorized person; and
- (b) provide copies of the maintenance records within three (3) days of a request by the Capital Regional District.

4. **Enforcement**

A bylaw enforcement officer is authorized at all reasonable times to enter onto any property for the purposes established by sections 268 and 314.1 of the *Local Government Act* and any other authority to enter property granted in the *Local Government Act*, the *Community Charter* or another Act in accordance with subsections 16(1) to (5) of the *Community Charter* or other conditions of entry if any, set out in the *Local Government Act*, the *Community Charter* or another Act.

5. Offence

A person who contravenes a provision of this Bylaw commits an offence and is liable on summary conviction to a fine not exceeding Two Thousand (\$2,000.00) Dollars.

6. Citation

This Bylaw may be cited for all purposes as "Onsite Sewage System Maintenance Bylaw, 2007".

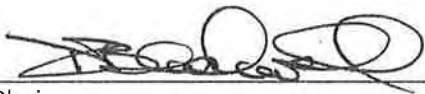
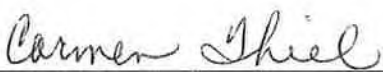
READ A FIRST TIME THIS 14th day of November 2007

READ A SECOND TIME THIS 14th day of November 2007

READ A THIRD TIME THIS 14th day of November 2007

DEPOSITED WITH THE MINISTER OF HEALTH SERVICES THIS 18th day of March 2008

ADOPTED THIS 9th day of April 2008


Chair
Secretary

**TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, 08 OCTOBER 2008**

**PROPOSED AMENDMENT TO CAPITAL REGIONAL DISTRICT MANAGEMENT OF ONSITE
SEWAGE SERVICE ESTABLISHMENT BYLAW, 2007, BYLAW NO. 3478**

PURPOSE

To add the District of North Saanich and a portion of Salt Spring Island Electoral Area as participants in the service established by Bylaw No. 3478.

BACKGROUND

On 19 March 2008, Bylaw No. 3478 was adopted by the CRD (Capital Regional District) Board. This bylaw established the service for the management of onsite sewage disposal systems in the core area of the CRD.

North Saanich

On 23 June 2008, the District of North Saanich committee-of-the-whole passed a resolution which stated: *That the report dated June 16, 2008 from the Director of Infrastructure Services regarding "Management of Onsite Sewage Systems" be received, and that the District of North Saanich participate in the Capital Regional District program for management of onsite sewage systems.* (See attached letter from the District of North Saanich dated September 12, 2008.)

Salt Spring Island

On 03 September 2008, the Electoral Area Services committee passed a resolution stating: *That Bylaw No. 3478, "Management of Onsite Sewage Systems Service Establishment Bylaw, 2007" be amended to add Salt Spring Island as a participant, and that the maximum requisition be amended proportionately.*

Amended Bylaw

Bylaw No. 3478 needs to be amended by adopting the attached amendment Bylaw No. 3567 to add the District of North Saanich and a portion of Salt Spring Island Electoral Area as participants in the service.

FINANCIAL IMPLICATIONS

The maximum requisition is increased from \$211,070 to \$280,000. The parcel tax per household will remain at approximately \$17.

SUMMARY/CONCLUSIONS

Bylaw No. 3478 needs to be amended to add the District of North Saanich and a portion of Salt Spring Island Electoral Area since they have now elected to participate in the CRD's onsite management program.

RECOMMENDATION

That Bylaw No. 3567, "Management of Onsite Sewage Disposal Systems Service Establishment Bylaw, 2007, Amendment Bylaw No. 1, 2008" be introduced and read a first time, read a second time and read a third time.



Seamus McDonnell, PEng
Senior Manager, Engineering Services



Dwayne Kalynchuk, PEng
General Manager, Environmental Services
Concurrence

Kelly Daniels
CAO Concurrence

COMMENTS

JMcl/cl
Attachments: 2



DISTRICT OF NORTH SAANICH

1620 Mills Road, North Saanich, B.C. V8L 5S9

Phone: (250) 656-0781 Fax: (250) 656-3155 e-mail: admin@northsaanich.ca
www.northsaanich.ca

CRD ADMINISTRATION

SEP 17 2008

RECEIVED

September 12, 2008

Carmen Thiel
Corporate Officer, Administration Department
Capital Regional District
625 Fisgard Street, PO Box 1000
Victoria, BC V8W 2S6

Dear Ms. Thiel:

Re: Management of Onsite Sewage Systems

At the Committee of the Whole meeting held on June 23rd, 2008 the North Saanich Council adopted a resolution for the District of North Saanich to participate in the Capital Regional District program for management of onsite sewage systems.

I trust the above is satisfactory. Please contact the undersigned at 250-655-5453 if you have any questions in this regard.

Sincerely,

Curt Kingsley
Manager of Corporate Services

cc: Patrick O'Reilly
Director of Infrastructure Services

CAPITAL REGIONAL DISTRICT

BYLAW NO. 3567

**A BYLAW TO AMEND BYLAW NO. 3478, BEING "MANAGEMENT OF ONSITE SEWAGE
SYSTEMS SERVICE ESTABLISHMENT BYLAW, 2007" TO ADD THE DISTRICT OF NORTH
SAANICH AND A PORTION OF THE ELECTORAL AREA OF SALT SPRING ISLAND AS
PARTICIPANTS**

The Board of the Capital Regional District in open meeting assembled, enacts as follows:

1. Bylaw No. 3478, "Management of Onsite Sewage Systems Service Establishment Bylaw, 2007", is hereby amended as follows:

- a) By deleting Section 2 in its entirety and replacing it with the following:

"2. Boundaries

The boundaries of the Service Area are coterminous with the boundaries of the District of Saanich, the Town of View Royal, the City of Colwood, the City of Langford, the District of North Saanich, and a portion of the Electoral Area of Salt Spring Island as shown in heavy outline on the plan attached to this Bylaw as Schedule "A".

- b) By deleting Section 3 in its entirety and replacing it with the following:

"3. Participating Areas

The "Participating Areas" are the District of Saanich, the Town of View Royal, the City of Colwood, the City of Langford, the District of North Saanich and the Electoral Area of Salt Spring Island."

- c) By deleting Section 5 in its entirety and replacing it with the following:

"5. Maximum Requisition

In accordance with Section 800.1(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned for the cost of the Service is the greater of:

- a) Two hundred eighty thousand dollars (\$280,000.00); or
 - b) An amount equal to the amount that could be raised by a property value tax rate of \$.008 per One Thousand dollars (\$1,000.00) which, when applied to the net taxable value of the land and improvements within the Service Area, will yield the maximum amount that may be requisitioned under Section 805.1 and 806.1 of the *Local Government Act* for the Service."

2. This Bylaw may be cited as "Management of Onsite Sewage Systems Service Establishment Bylaw, 2007, Amendment Bylaw No. 1, 2008".

CONSENTED TO BY AT LEAST TWO THIRDS of the District of Saanich, the Town of View Royal, the City of Colwood, the City of Langford, the District of North Saanich and the Electoral Area of Salt Spring Island.

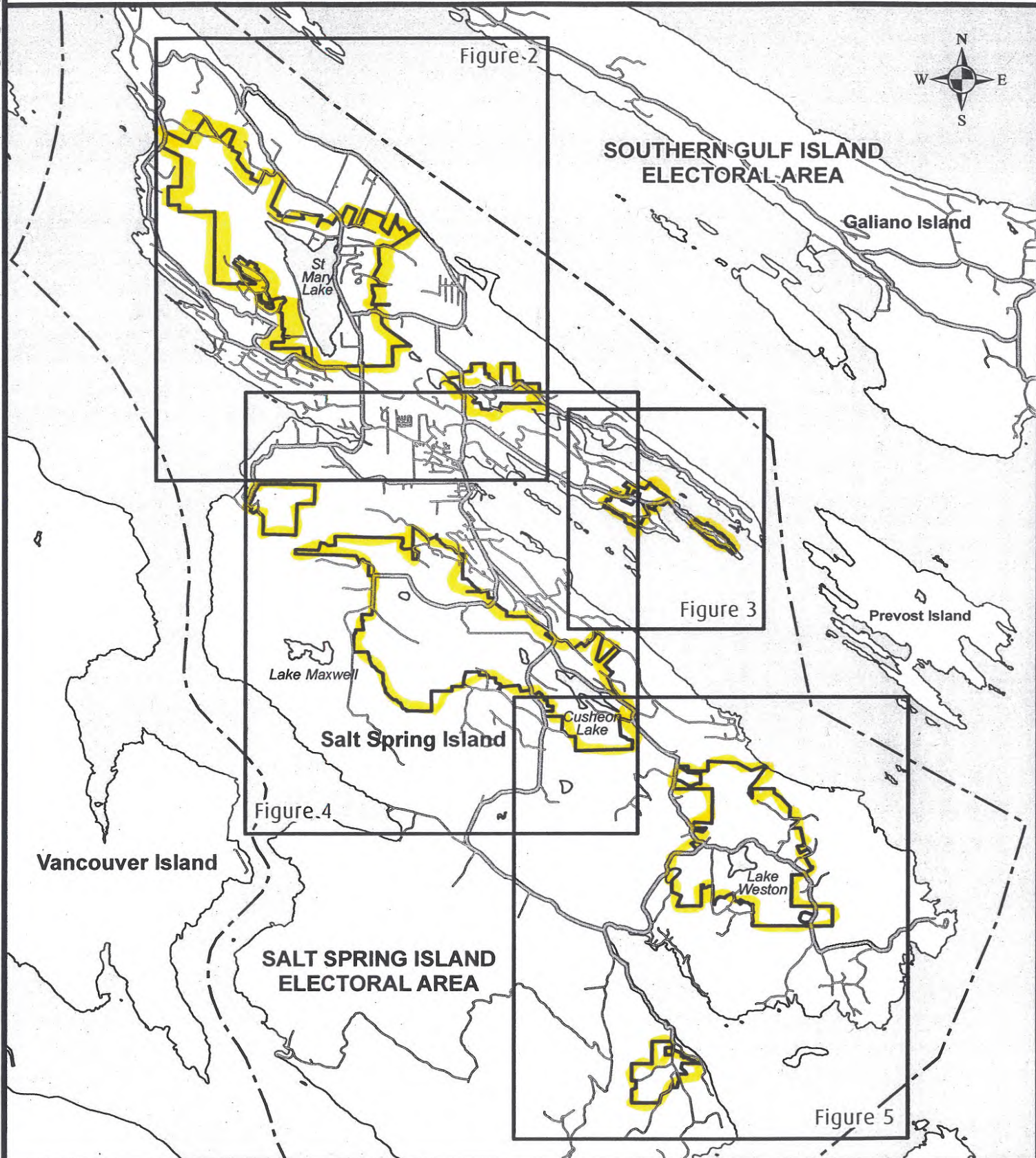
SCHEDULE A MANAGEMENT OF ONSITE SEWAGE SYSTEMS

AMENDMENT

FIGURE 1

SALT SPRING ISLAND PARTICIPATING AREAS - OVERVIEW

BYLAW #3567



CRD
Making a difference...together

0 0.5 1 2 Kilometers

Projection: UTM ZONE 10N NAD 83

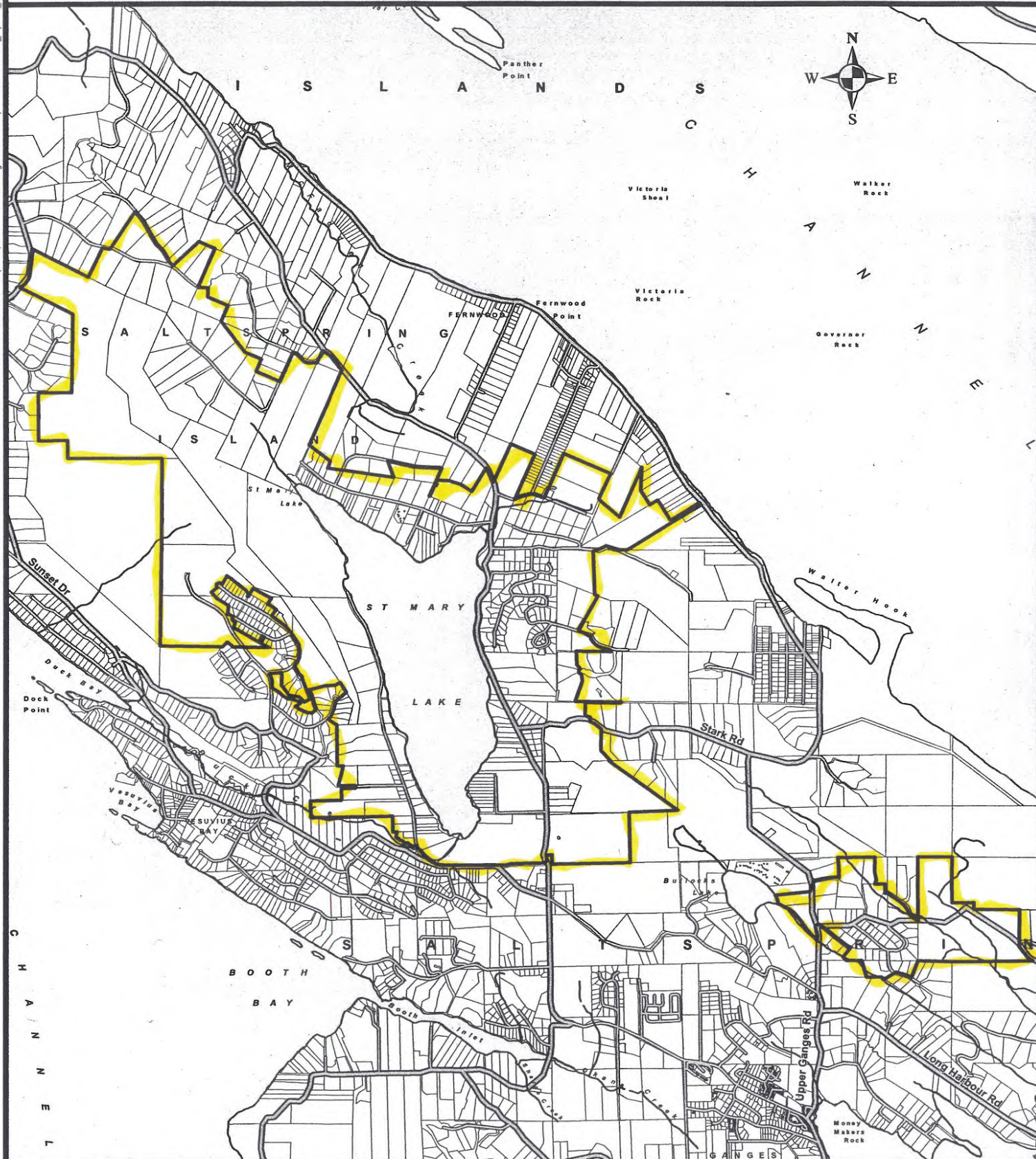
- — Electoral Area Boundaries
- Major Roads
- Minor Roads
- ☒ Salt Spring Island Participating Areas

The Capital Regional District does not warrant the accuracy within this map, nor will it accept responsibility for errors or omissions. The CRD reserves the right to alter or update the information without notice. Maps should not be used as navigation tools.

SCHEDULE A MANAGEMENT OF ONSITE SEWAGE SYSTEMS

FIGURE 2 SALT SPRING ISLAND PARTICIPATING AREAS - NORTH

AMENDMENT BYLAW #3567



CRD
Making a difference...together

0 250 500 1,000 Meters

Projection: UTM ZONE 10N NAD 83

Major Roads

Minor Roads

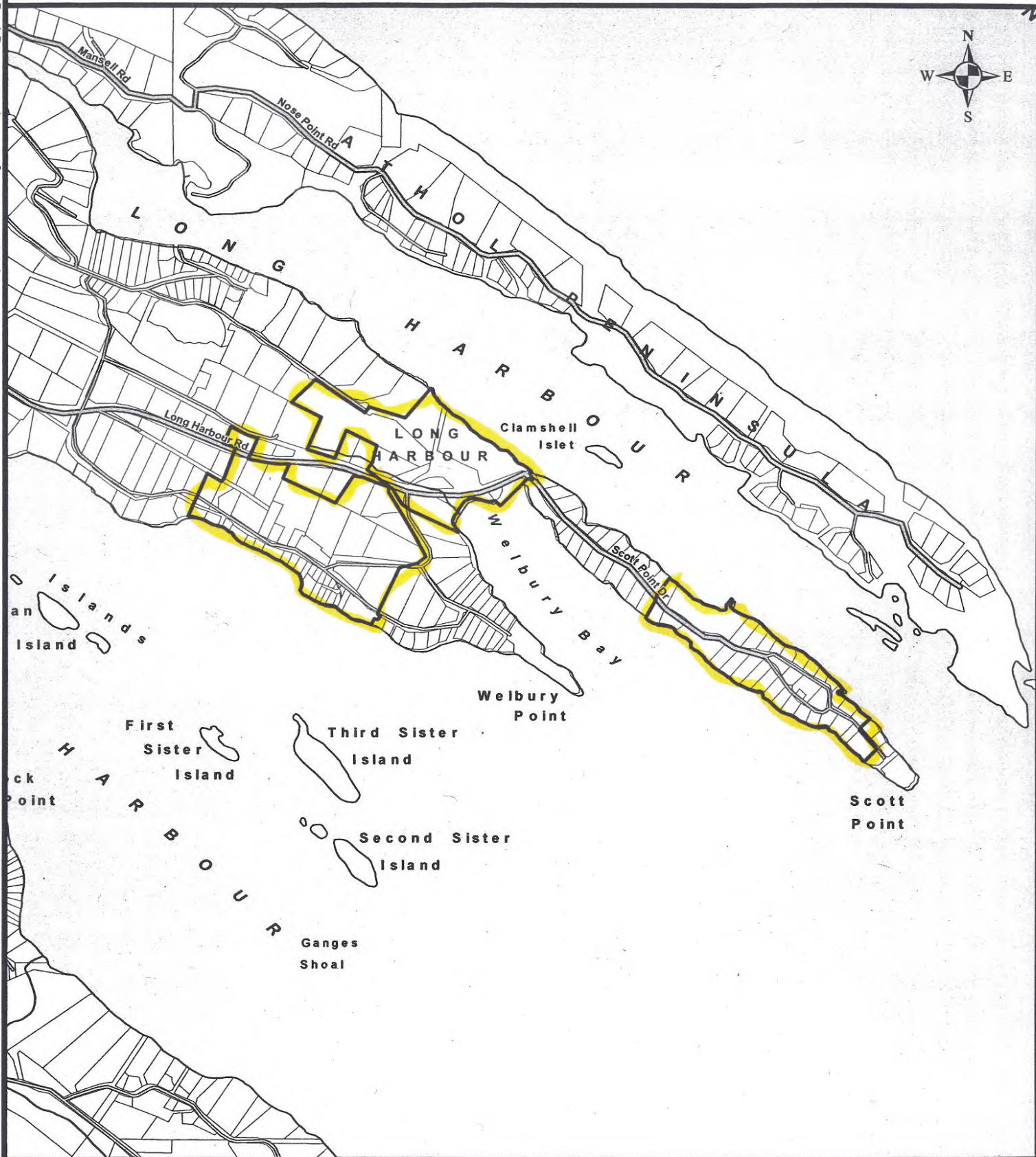
Streams

Lot Lines

Salt Spring Island Participating Areas

The Capital Regional District does not warrant the accuracy within this map, nor will it accept responsibility for errors or omissions. The CRD reserves the right to alter or update the information without notice. Maps should not be used as navigation tools.

SCHEDULE A MANAGEMENT OF ONSITE SEWAGE SYSTEMS AMENDMENT FIGURE 3 SALT SPRING ISLAND PARTICIPATING AREAS - SCOTT POINT BYLAW #3567



CRD
Making a difference...together

0 100 200 400 Meters

Projection: UTM ZONE 10N NAD 83

Major Roads

Minor Roads

Streams

Lot Lines

Salt Spring Island Participating Areas

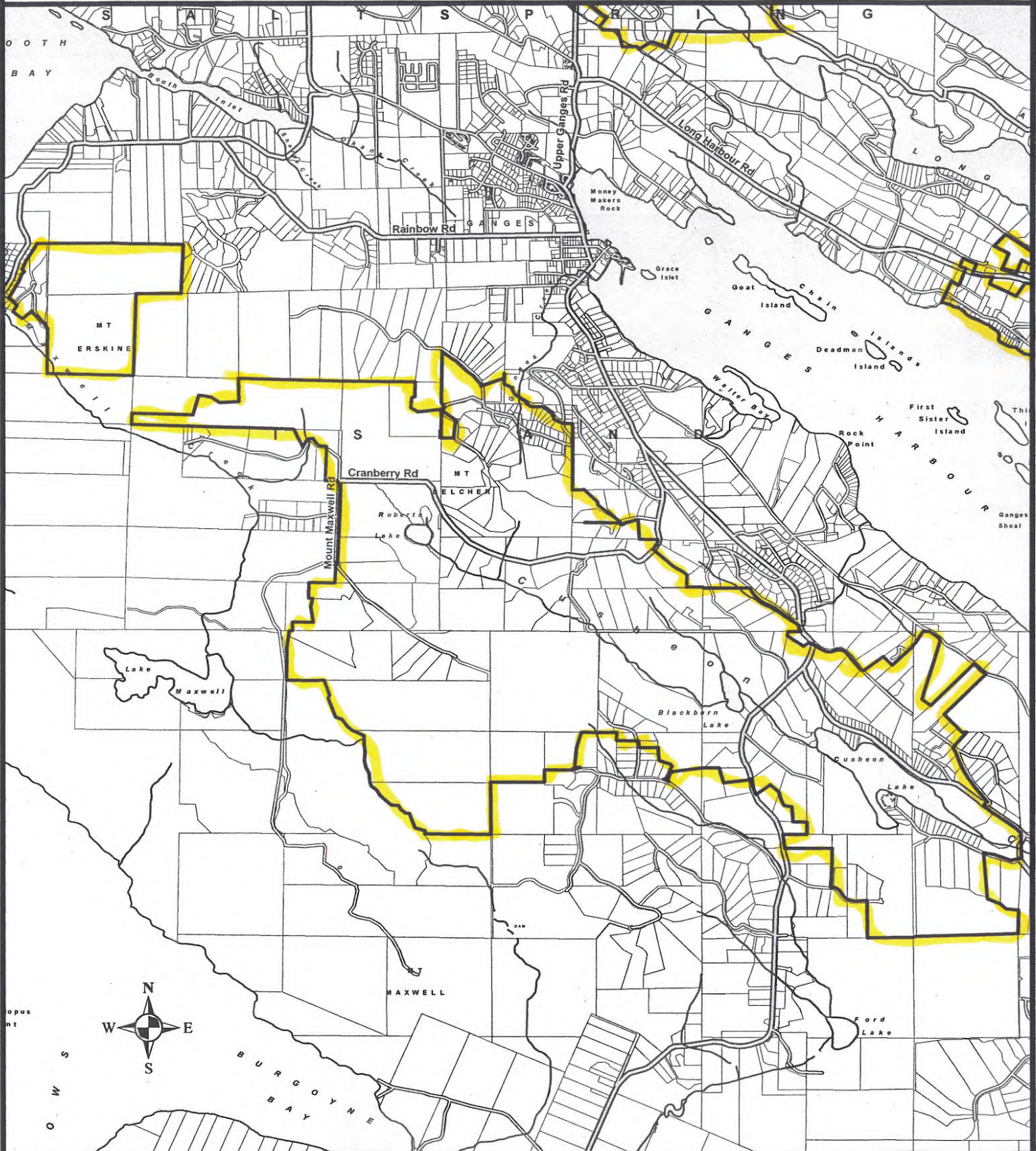
The Capital Regional District does not warrant the accuracy within this map, nor will it accept responsibility for errors or omissions. The CRD reserves the right to alter or update the information without notice. Maps should not be used as navigation tools.

SCHEDULE A MANAGEMENT OF ONSITE SEWAGE SYSTEMS

AMENDMENT

FIGURE 4 SALT SPRING ISLAND PARTICIPATING AREAS - CENTRAL

BYLAW #3567



CRD
Making a difference...together

0 250 500 1,000 Meters

Projection: UTM ZONE 10N NAD 83

Major Roads

Minor Roads

Streams

Lot Lines

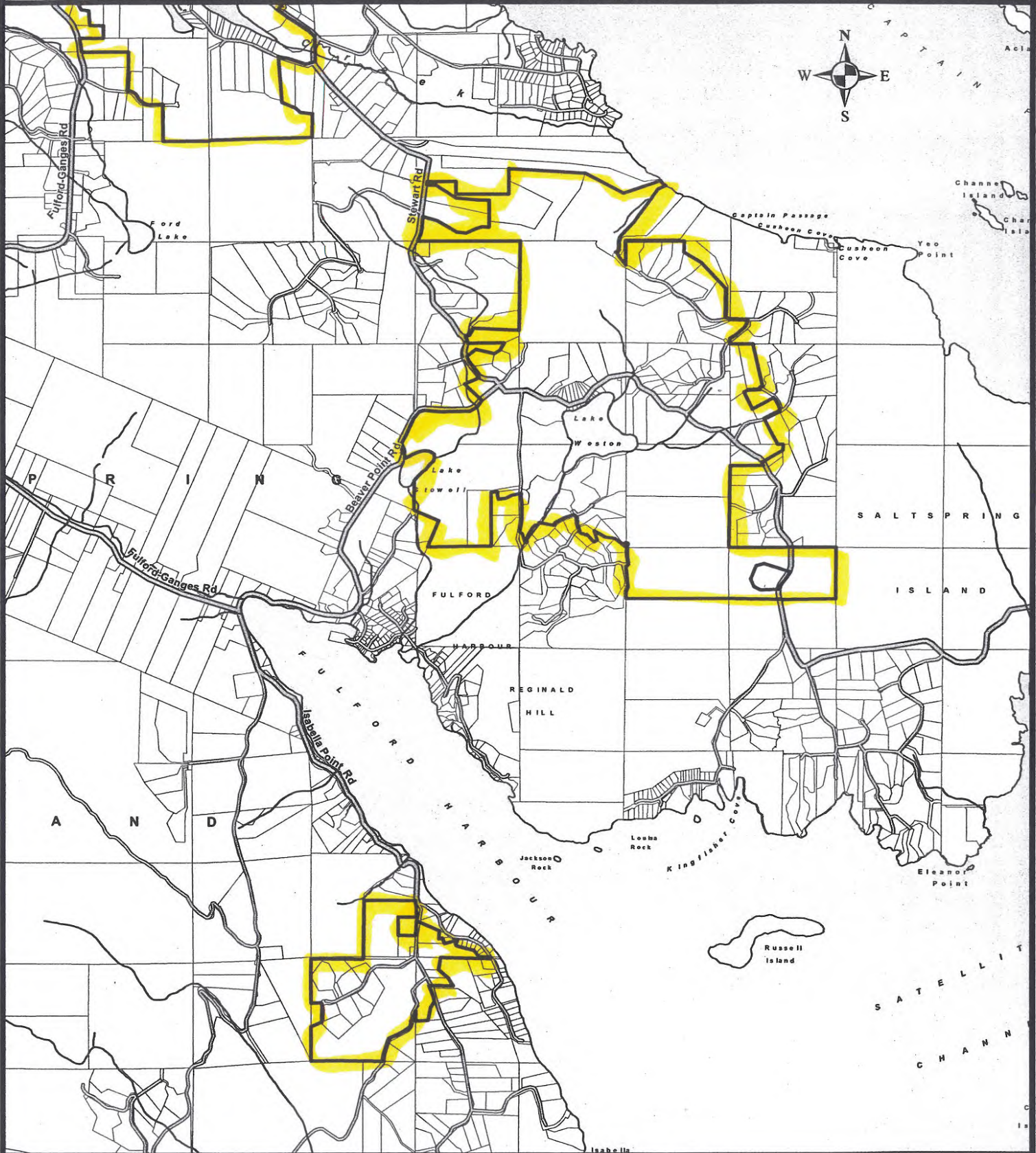
Salt Spring Island Participating Areas

The Capital Regional District does not warrant the accuracy within this map, nor will it accept responsibility for errors or omissions. The CRD reserves the right to alter or update the information without notice. Maps should not be used as navigation tools.

SCHEDULE A MANAGEMENT OF ONSITE SEWAGE SYSTEMS

FIGURE 5 SALT SPRING ISLAND PARTICIPATING AREAS - SOUTH

AMENDMENT BYLAW #3567



CRD
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Meters
0 250 500 1,000
Projection: UTM ZONE 10N NAD 83

Major Roads
Minor Roads
Streams

Lot Lines
Salt Spring Island Participating Areas

The Capital Regional District does not warrant the accuracy within this map, nor will it accept responsibility for errors or omissions. The CRD reserves the right to alter or update the information without notice. Maps should not be used as navigation tools.

CRD Bylaw 3479 – North Saanich

Information Sheet

Onsite Sewage System Maintenance Bylaw 3479

North Saanich joined CRD Bylaw 3479 for the regulation and maintenance of onsite sewage systems, often called septic systems. The purpose is to ensure systems are regularly maintained to protect the natural environment. Regular maintenance also extends the lifespan of septic systems in areas where sewers are unavailable.

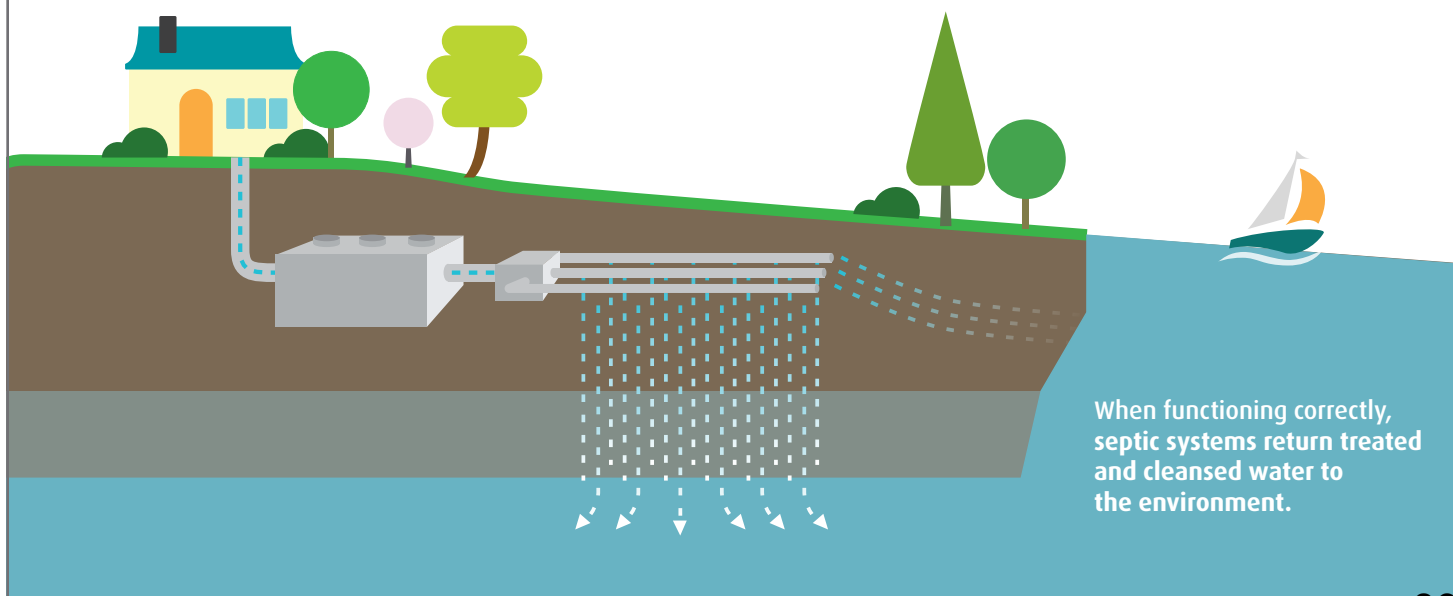
Environmental monitoring results indicate that malfunctioning septic systems contribute to marine water and stormwater runoff contamination in North Saanich. Current and historical data indicate elevated fecal bacteria from human sources entering marine waters and high bacteria concentrations in some upstream ditches. In some cases, sources have been traced to properties with malfunctioning septic systems.

What kind of system do I have?

Under provincial regulations there are three types of systems, each with different maintenance requirements.

- **Type 1:** Treatment by a septic tank and dispersal field only (either gravity fed or pumped).
- **Type 2:** Treatment that produces a higher quality effluent, often a package treatment plant.
- **Type 3:** Treatment that produces an even higher quality effluent, often a package treatment plant with additional treatment such as ultraviolet disinfection.

Owners can obtain their system records through **Island Health** at 250.519.3401 or email gateway_office@islandhealth.ca (a \$50 fee applies).



What do I need to do?

Type 1 Systems

Owners of Type 1 systems are required to have their system pumped out every five years.

If you do not have a record of your last pump out you are required to pump out **by March 2027**.

Five years is intended to be a maximum time frame; many systems require more frequent pumping depending on the size of the tank and the activities in your home i.e., every 2-5 years.

The sewage receiving facility will notify the CRD of your pump out; however, owners are advised to keep receipts as proof of service. Owners may be required to submit these to the CRD if there is an error or omission.

Type 2 & 3 Systems

Owners of Type 2 or Type 3 systems are required to have their system maintained by an Authorized Person at least once per calendar year beginning in 2026. They are also required to follow the maintenance plan for the system, which may require more frequent maintenance i.e., quarterly.

A CRD Certification of Maintenance form must be completed by an Authorized Person and submitted to the CRD annually. A copy of this form must also be retained by owners and be available to the CRD upon request. Many service providers will submit these forms to the CRD on the owner's behalf.

Bylaw Requirements at a Glance

Type 1 Systems



- Pump out your system
- The pump out will be reported to CRD by the septage treatment facility
- Keep records

Type 2 & 3 Systems



- From 2026 onwards, have an **Authorized Person** maintain the system **annually**
- Submit the Certification of Maintenance form to CRD
- Keep records

Capital Regional District

Parks, Recreation & Environmental Services
625 Fisgard Street, Victoria, BC V8W 1R7
www.crd.bc.ca/septic



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Frequently Asked Questions

Onsite Sewage System Maintenance Bylaw 3479

1. Why did North Saanich join Onsite Sewage System Maintenance Bylaw 3479?

The District of North Saanich voted in favour of joining the Capital Regional District (CRD) onsite service at the September 25, 2023 regular council meeting. Septic systems are intended to be a long-term wastewater solution in many areas of the region. Several municipalities have taken steps to ensure the systems in their community are maintained at regular intervals to protect the natural environment. **Improperly maintained septic systems contribute to marine water and stormwater runoff contamination in North Saanich.** Current and historical data indicate elevated fecal bacteria from human sources entering marine waters and high bacteria concentrations in some upstream ditches. In some cases, sources have been traced to properties with malfunctioning septic systems.

2. What are the issues around malfunctioning septic systems?

When septic systems malfunction, untreated or partially treated wastewater can be exposed. Untreated wastewater carries dangerous viruses and pathogens that can result in illness and pollution in our community. Malfunctioning septic systems may cause contamination of groundwater, local streams, rivers and lakes, as well as contamination of shellfish beds and nutrient enrichment of sensitive water bodies.

3. Why did the CRD implement Onsite Sewage System Maintenance Bylaw 3479?

The CRD, in cooperation with participating municipalities, implemented Bylaw 3479 in response to sewerage system regulations introduced by the provincial government in 2005. Under provincial regulations, septic system owners are required to maintain their system at regular intervals. This bylaw helps ensure regular maintenance of septic systems occurs to prevent the environmental degradation from poorly maintained systems and to ensure systems function well for the long-term. Learn more about the bylaw at: www.crd.bc.ca/education/stormwater-wastewater-septic/at-home/protecting-septic-system/septic-and-regulations-bylaw

4. What are the cost impacts of Bylaw 3479?

Annually, the cost to administer Bylaw 3479 is approximately \$18 per parcel connected to a septic system. This cost will be collected by North Saanich as part of the property taxation process.

5. What are the different types of septic systems?

Under provincial regulations there are three types of systems, each with different maintenance requirements.

- **Type 1:** Treatment by a septic tank and dispersal field only (either gravity fed or pumped)
- **Type 2:** Treatment that produces a higher quality effluent, often a package treatment plant
- **Type 3:** Treatment that produces an even higher quality effluent, often a package treatment plant with additional treatment such as ultraviolet disinfection.

6. What are Bylaw 3479 requirements for Type 1 systems?

Owners of Type 1 systems are required to pump out their septic tank every five years. For example, a pump out on February 1, 2025 is required to pump again by February 1, 2030. Homeowners will be notified of their last pump out date. **If you do not have a record of your last pump out, you are required to pump out by March 31, 2027.**

Five years is intended to be a maximum time frame; many systems require more frequent pumping depending on the size of the tank and the activities in your home (i.e., every 2-5 years). The septage receiving facility will notify the CRD of your pump out; however, owners are advised to keep their receipts as proof of service. This pump out requirement is a minimum amount of maintenance. For owners under the bylaw who wish to be proactive with their maintenance and develop a custom maintenance plan, an inspection cost share program is available.

7. What are Bylaw 3479 requirements for Type 2 and Type 3 systems?

Owners of Type 2 or Type 3 systems are required to have their system maintained by an **Authorized Person** at least once per calendar year beginning in 2026. They are also required to follow the maintenance plan for the system, which may require more frequent maintenance. A CRD *Certification of Maintenance* form must be completed by an Authorized Person and submitted to the CRD annually. A copy of this form must also be retained by owners and be available to the CRD upon request. Many service providers will submit these forms to the CRD on the owner's behalf.

8. Who can do work on a septic system?

The Provincial Sewerage System Regulation allows only **Authorized Persons** to design, plan, construct or do maintenance work on an onsite sewage system in BC. An **Authorized Person is defined as a Professional Engineer or Registered Onsite Wastewater Practitioner (ROWP)** with education or experience in onsite sewage system construction and maintenance. The Applied Science Technologists & Technicians of BC (ASTTBC) is the provincial registering body for ROWPs. To find a qualified ROWP in your area, please visit their website at:

<https://asttbc.org/registrants/registered-technical-specialist/>

Under the Provincial Regulation, construction or maintenance of a Type 3 system must be under the supervision of a Professional. The Association of Professional Engineers and Geoscientists of BC (APEGBC) maintains a list of Professionals at: www.egbc.ca/Member-Directories/Professionals-for-Sewerage-System-Regulation

9. What are the costs of septic maintenance?

Industry costs on Vancouver Island are estimated below:

- **Pumping a septic tank:** \$400 - \$1,200, 600 – 1000 gallon tank
- **Inspection:** \$700 - \$1,200, based on hourly rate in field / report writing
- **Maintenance:** \$300 - \$750, based on accessibility and complexity of system
 - \$300 for simple gravity system with good access provisions
 - \$450 for pressurized systems with good access
 - \$650 for type 2 systems which require lab sampling of effluent quality
 - \$750 for type 3 systems which also require involvement by a professional

To contact the CRD about septic systems, email septic@crd.bc.ca or call 250.360.3187.

To report a malfunctioning septic system or for installation plans and drawings contact Island Health at 250.519.3401 or email gateway_office@islandhealth.ca.

To learn more about the Provincial Sewerage System Regulation, visit:

www2.gov.bc.ca/gov/content/environment/waste-management/sewage/onsite-sewage-systems

Capital Regional District

Parks, Recreation & Environmental Services
625 Fisgard Street, Victoria, BC V8W 1R7
www.crd.bc.ca/septic



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Invitation to Participate Septic Maintenance Assessment Program

The Capital Regional District (CRD) is offering a cost-shared Maintenance Assessment (inspection) by a designated Registered Onsite Wastewater Practitioner (ROWP) for septic system owners who are regulated under Bylaw 3479.

Septic system owners are required to pump out their septic tank every five years. Regular pump outs are an important step; however, septic system maintenance involves more than just pumping out the tank. Each component of the system from the tank to the field should be examined periodically to determine that it is structurally sound and functioning correctly. The components can then be cleaned as required and any necessary repairs carried out. The goal of a Maintenance Assessment is to determine condition, location and operation in order to recommend a maintenance and monitoring program and determine the degree and type of maintenance required and the frequency of visits that best suit the system and your usage.

Incentive: The CRD will share the cost of your Maintenance Assessment of your septic system by paying for 75%, to a maximum of \$500. If maintenance and repairs are recommended and completed, the CRD will pay for 100% of the cost of the Maintenance Assessment up to a maximum of \$700 (the cost of the repairs or improvements is not included). Pre-registration is required.

A Registered Onsite Wastewater Practitioner (ROWP) certified by the Applied Science Technologists and Technicians of BC will perform the Maintenance Assessment and will assess all the components of your system. Once an application is approved, a list of the designated ROWPs will be provided. Recommendations will be made for improvements and repairs as well as ongoing maintenance that will extend the life of your system. A recommendation for pumping frequency will be made based on the accumulations in your tank, the current conditions in your home, and you will be provided with a detailed written report.

Follow these three easy steps to proceed:

Step 1: Submit an application form to the CRD at septic@crd.bc.ca

Step 2: Once approved, contact a designated participating ROWP (list will be provided)

Step 3: Review report and receive a CRD credit on your invoice

For more information contact the CRD at:
septic@crd.bc.ca or 250.360.3187

1. Why should I get a Maintenance Assessment of my septic system?

Regular pump outs are an important step in proper maintenance, however, maintenance involves more than just pumping out the tank. Each component of the system from the tank to the field should be examined to determine that it is structurally sound, functioning correctly, and that all components are in good working order. The components can then be cleaned as required and any necessary repairs carried out. Maintenance of a septic system is a lot like maintenance of a car, it requires more than just changing the oil. Proper maintenance will extend the life of your onsite wastewater system.

2. What is the value to me as a homeowner?

Regular maintenance will save you money and extend the life of your system. Septic systems have greatly increased in cost with rising standards over the past decade. Replacement of a system is now estimated to be \$25,000-30,000 or greater. Your septic system is a significant part of the investment in your home and is generally the largest single-expense item. Your septic system can be operated and maintained with little financial investment compared to current sewage treatment costs; however, some investment is needed. Many typical problems can be corrected with some maintenance work, but if ignored, can result in the need for a replacement system.

A Maintenance Assessment of your septic system will provide you with information on the location, condition and operation of your system, as well as a maintenance plan to assist you in operating your system for the long term.

3. How much will the maintenance assessment cost? How much is the CRD incentive?

The maintenance assessment is estimated to cost \$500 - \$1,200. The cost ranges due to the large variability in site conditions, if the components are easily accessible and time required at the site. During the program, the CRD will pay 75% of the cost of the assessment up to a maximum of \$500. If maintenance and repairs are recommended and completed, the CRD will pay for 100% of the cost of the maintenance assessment, up to a max of \$700 (the cost of repairs are not included). *Funding for this program is on a first come, first served basis and there are a limited number of spots.*

4. What is an Authorized Person? What is a ROWP?

An Authorized Person is registered to work on Onsite Wastewater Systems under Provincial Regulation and is either a Professional Engineer or a Registered Onsite Wastewater Practitioner (ROWP). The CRD is providing a short list of Authorized Persons who have been accredited by the Applied Science Technologists & Technicians of BC (ASTTBC) for the purpose of this program.

5. If I participate in the assessment program, will I still need a pump-out?

All systems require a pump-out at regular intervals, based on conditions and usage. The Maintenance Assessment will recommend a pump-out frequency based on the conditions in your home. The Authorized Person will evaluate when a pump-out is required and recommend a pumping frequency. You should not pump out prior to the assessment, so that the levels of sludge and scum in the tank can be evaluated during the assessment. If recommended, a pump-out can take place afterwards. The cost is not included in the assessment.

6. Will the Maintenance Assessment leave a mess on my property?

Care will be taken to locate and expose components with minimal impact, however the Maintenance Assessment is investigative in nature and some ground will be disturbed.

7. What happens if a problem is found? Will I have to fix it?

Most assessments result in recommendations for maintenance, improvements and repairs. The CRD assessment incentive is an educational program and no system owners will be required to make repairs. In the event that a Health Hazard is occurring (where raw sewage is surfacing or discharging into surface water) Island Health needs to be contacted and a repair will be required.

8. What are the issues around malfunctioning septic systems?

When septic systems malfunction, not only are they very costly to replace, but the untreated or partially-treated wastewater can be exposed. Untreated wastewater carries dangerous viruses and pathogens that can result in illness and pollution in our community. Malfunctioning septic systems cause contamination of groundwater and local streams, rivers and lakes, as well as contamination of shellfish beds and nutrient enrichment of sensitive water bodies.

Septic systems are an effective treatment option when designed, installed, and maintained properly. Lack of maintenance is the number one cause of malfunction. Ensuring your septic system is properly maintained will save you money and help protect human health, water quality and the environment.

For more information or to submit an application, contact the CRD at:

septic@crd.bc.ca or 250.360.3187

DATE OF MEETING: July 9, 2026
TO: Salt Spring Island Local Trust Committee
FROM: Jason Youmans, Regional Planning Manager
Salt Spring Island Team
SUBJECT: Secretary appointments for Advisory Planning Commissions

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee appoint the following positions as secretaries for all advisory planning commissions:
 - a. The planning team assistant, with duties assigned by the regional planning manager; and
 - b. The contract minute-taker, with duties assigned by the regional planning manager.

REPORT SUMMARY

This report addresses the local trust committee (LTC) requirement to appoint a secretary for advisory planning commissions in accordance with Salt Spring Island Local Trust Committee [Bylaw No. 467](#).

BACKGROUND

Advisory planning commissions (APCs) are volunteer bodies appointed by the local trust committee (LTC) to review and provide advice on planning-related matters. Three Salt Spring Island APCs are currently active: the Advisory Planning Commission, the Agricultural Advisory Planning Commission, and the Project Advisory Planning Commission. Each commission operates according to a Terms of Reference (Attachments 2 and 3), with development applications and other planning matters are referred to them at the discretion of the LTC. The official community plan also guides the LTC to refer certain files to its APCs.

The establishment, roles, and responsibilities of APCs are governed by Salt Spring Island Local Trust Committee Bylaw No. 467 (Attachment 1). Section 3.1 of the bylaw sets out the requirement for, and responsibilities of, a secretary:

3.1 Secretary

3.1.1 The Local Trust Committee shall appoint one or more Secretaries to the APC. For certainty, a Secretary appointed by the Local Trust Committee is not a member of the APC. The role of the Secretary can also be performed by an employee or a contractor of the Islands Trust.

3.1.2 The Secretary shall:

- (a) assist the Chairperson, as required, in arranging meetings of the APC;*
- (b) ensure that proper notification of meetings is given in compliance with this Bylaw;*
- (c) keep legible minutes of all meetings; and*

(d) provide copies of all minutes and recommendations of the APC to the Local Trust Committee and the Secretary of the Islands Trust.

3.1.3 If a Secretary has not been appointed under Subsection 3.1.1, the APC may continue to meet provided the Chairperson appoints a Secretary pursuant to Article 3.2.1(d). For certainty, a Secretary who is a member of the APC will serve without remuneration.

A dedicated secretary provides procedural guidance, scheduling coordination, and continuity between meetings. None of the active APCs currently have an appointed secretary, placing them out of compliance with Bylaw No. 467. Traditionally, in the Salt Spring office, the planning team assistant (PTA) has provided the bulk of logistical support to all APCs and the RPM recommends that this status be maintained, as it is identified in the PTA job description under the following heading:

Commissions and Boards responsibilities:

- *Organize meetings, statutory notices, agenda packages, maintaining membership tracking databases, processing of agenda correspondence and dissemination of information packages for Advisory Planning Commissions (APC)/Board of Variance.*

Minute taking for APCs has generally been provided by a contract minute-taker, a status that the RPM also recommends be maintained. Factoring in the pre- and post-meeting administrative duties required of the minute-taker, using a contractor requires approximately \$60 of LTC budget for every hour of APC meeting time.

ALTERNATIVES

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

1. Appoint the contract minute-taker as sole secretary to all APCs

Provided they are willing, the contract minute-taker can take on all administrative duties associated with APCs. This individual attends all applicable meetings, has an established working relationship with Islands Trust staff, and is familiar with relevant internal processes. As a compensated contractor already present at meetings, they are well-positioned to take on the additional responsibilities of the secretary role with minimal disruption. Staff understand that this approach is being applied in the other Islands Trust regional offices.

If the LTC is interested in this approach, staff recommend that the LTC direct staff to report back with an estimation of costs associated with doing so.

A potential resolution is as follows:

That the Salt Spring Island Local Trust Committee direct staff to provide a report on:

The budget implications of appointing the contract minute-taker as sole secretary to its advisory planning commissions; and

The level of interest of the contract minute-taker in taking on these additional roles.

2. Appoint an existing APC member as secretary

Under s. 3.1.1, the LTC may appoint a current APC member as secretary; alternatively, under s. 3.1.3, the Chairperson may do so if the LTC has not acted. Neither option has been exercised to date. Appointing from within the existing membership offers familiarity with the commission's work, confirmed availability, and established interest. However, this approach carries notable drawbacks: the role is uncompensated, it adds responsibilities beyond what members originally committed to, and APC members may lack experience with Islands Trust internal processes such as minute-taking and agenda preparation.

A potential resolution to begin initiating this option is as follows:

That the Salt Spring Island Local Trust Committee direct staff to canvas the level of interest among current members of all APCs to serve as secretary of their respective APC.

3. Resolve the issue through another approach

The LTC may resolve the issue through an approach of its own consideration not discussed in this staff report. Recommended wording for a resolution is as follows:

That the Salt Spring Island Local Trust Committee request staff to address the lack of a secretary for the Salt Spring Island APCs by [insert approach here].

4. Amend Bylaw No. 467

The LTC may choose to amend Bylaw No. 467 to not require a secretary or otherwise legitimize the current situation. In this case, logistical support would be provided to APCs at the discretion and direction of the RPM. A potential resolution is as follows:

That the Salt Spring Island Local Trust Committee direct staff to provide a draft amendment to Salt Spring Island Bylaw No. 467 to remove the requirement that the local trust committee appoint a secretary for its advisory planning commissions.

NEXT STEPS

If the staff recommendation is accepted, administrative support services to APCs will continue to be carried out generally as they have been to date, with duties assigned to the appropriate individual by the RPM.

Staff will carry out alternative actions as directed by the LTC.

Submitted By:	Jason Youmans, Regional Planning Manager	June 29, 2026
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ATTACHMENTS

1. Salt Spring Island Bylaw No. 467
2. Salt Spring Island Advisory Planning Commission Terms of Reference
3. Salt Spring Island Project Advisory Planning Commission Terms of Reference

SALT SPRING ISLAND ADVISORY PLANNING COMMISSION(S)
APPROVED TERMS OF REFERENCE
May 2, 2013 (amended March 23, 2021)

The Salt Spring Island Local Trust Committee Bylaw No. 467 permits the appointment of an Advisory Planning Commission and an Agricultural Advisory Planning Commission, as well as one or more special project Advisory Planning Commissions, to advise on matters of land use, community planning, or proposed bylaws and permits, pursuant to the *Local Government Act* that are referred to it by the Local Trust Committee (LTC).

This Terms of Reference guides the conduct, role and mandate of the Advisory Planning Commission and the Agricultural Advisory Planning Commission, and its Commissioners. The operations of the Advisory Planning Commissions (APCs) are guided the by Salt Spring Island Local Trust Committee Bylaw No. 467. Both documents should be referred to for guidance.

1. The APC shall provide recommendations to the LTC on matters referred to it concerning land use, community planning, or proposed bylaws and permits.
2. All APC resolutions are by way of a recommendation to the LTC. The chairperson shall refrain from “moving” a resolution of the APC.

EXAMPLE RESOLUTION:

“THAT the [Agricultural] Advisory Planning Commission recommends that the Salt Spring Island Local Trust Committee approve application SS-X-20XX.X (Address).”

3. APC meetings are to follow the *Community Charter’s* requirements for open meetings, public access to records, and the posting of notices for public meeting. In addition to Salt Spring Island Local Trust Committee Bylaw No. 467, meeting procedures and the conduct of meetings should also be guided by the adopted policies of Islands Trust Council and the LTC.
4. Commissioners are to receive a reference manual upon appointment to the APC.
5. Commissioners are to exercise their judgement based on personal expertise, experience and knowledge of the subject matter as objectively applied to a specific application or issue. On the other hand, the gauging of community opinion is more appropriately considered one of the roles of the LTC.
6. Commissioners shall come to meetings prepared, having read all supporting staff reports and background materials, and with proposed resolutions prepared for the consideration of other Commissioners at the meeting.
7. The APC shall be guided by the general policy intent as set out in the Official Community Plan and Land Use Bylaw.
8. Commissioners shall attend training sessions, offered by the Islands Trust, on meeting procedures and other matters that will be of benefit to the APC process.

9. Commissioners shall listen to and acknowledge the views of other Commissioners and promote a meeting environment where all opinions are respected and all Commissioners are comfortable expressing their views.
10. If a Commissioner believes they may have a direct or indirect conflict of interest, the Commissioner must declare this, state in general terms why this is believed to be the case, and remove themselves from the meeting. Commissioners are encouraged to discuss and receive advice from Islands Trust staff if they believe they may have a potential conflict of interest.
11. All deliberations of the APC must take place at a meeting of the APC and such meetings must be open to the public with appropriate notice of meeting time and location.
12. The APC shall set a schedule of regular meetings on an annual basis.
13. Commissioners who are absent from three or more consecutive regular meetings may be requested by the LTC to resign membership.
14. Should a site visit be warranted, it must be arranged by Islands Trust staff, with the owner's consent one week prior, and the planner should attend. A minute taker is not required, but deliberations cannot take place outside the scheduled, public meeting. Preferably, site visits should take place in the morning of the day that a committee is meeting.
15. The Agricultural Advisory Planning Commission is to designate one Commissioner to sit as an ex-officio Commissioner on the Advisory Planning Commission.
16. Elections of the APC Chairperson are to be done by secret ballot.
17. At the end of a two year term, Commissioners can apply to be reappointed by the LTC to the APC.



**OCP-LUB Advisory Planning Commission
Terms of Reference
March 2024**

Salt Spring Island Local Trust Committee Bylaw No. 467 permits the appointment of an Advisory Planning Commission and an Agricultural Advisory Planning Commission, as well as one or more special project Advisory Planning Commissions, to advise on matters of land use, community planning, or proposed bylaws and permits, pursuant to the *Local Government Act* referred to it by the Local Trust Committee (SS LTC).

This Terms of Reference guides the purpose and roles of a special OCP-LUB Update Advisory Planning Commission and its Commissioners to advise the LTC on matters related to the “OCP-LUB Update Project.” The roles, responsibilities and procedures of the OCP-LUB APC are pursuant to Salt Spring Island Local Trust Committee [Bylaw No. 467](#) and should be referred to separately, except where this Terms of Reference specifies otherwise.

1. Purpose

The OCP-LUB APC will:

- 1.1 On matters referred to it by the SS LTC or Project Coordinator, review and provide general guidance on community engagement plans, community engagement materials, background information, draft materials, draft vision statement, and draft plan sections;
- 1.2 Assist the LTC with the implementation of the Engagement and Communications Strategy and informing the topic priorities and schedule of engagement, consistent with the OCP-LUB Update Project Terms of Reference and Project Charter;
- 1.3 Assist in identifying and connecting the Project Team with key interest holder groups through personal and/or professional contact networks as requested;
- 1.4 Assist in informing the community about the OCP review process and encourage participation by diverse members of the community;
- 1.5 Act in a strictly advisory role. The SS LTC may consider the advice and recommendations of the OCP-LUB APC, but is in no way bound by such recommendations;
- 1.6 Report to and communicate to the SS LTC through the APC chair.

2. Membership, Composition and Qualification

- 2.1 The OCP-LUB APC shall consist of not more than seven (7) members.
- 2.2 The OCP-LUB APC shall be comprised of individuals that demonstrate an understanding of the project themes:
 - Housing Equity and Housing Options
 - Indigenous Reconciliation
 - Ecosystem Integrity and Connectivity

- Climate Change Resiliency

2.3 Interested parties shall apply for membership to the Commission by means of the prescribed form;

2.4 Interested parties will indicate on their application form whether they wish to be considered for appointment as Commission Chair.

2.5 Commission membership is open to individuals who are members of existing commissions of the SS LTC provided that not more than two (2) members from any specific commission are appointed;

3. Appointment and Term

3.1 Members shall be appointed until project close;

4. Remuneration and Expenses

4.1 Members of the Commission shall serve without remuneration, except for pre-approved expenses that arise directly out of the performance of their duties and that shall be reimbursed in accordance with applicable Islands Trust bylaws and policies.

5. Procedures and Conduct

5.1 The Commission is appointed by, and reports to, the SS LTC. The SS LTC reserves the right to recommend amendments to the structure of the Commission as required at any time including the appointment of new members or the termination of the Commission;

5.2 Members have a responsibility to make recommendations based on the object of the Islands Trust and interests of the community. In providing its advice and opinion to the SS LTC, the Commission shall have due regard for applicable bylaws and policies of the Salt Spring Island Local Trust Committee and Islands Trust;

5.3 Members shall conduct themselves in accordance with Robert's Rules of Order which shall govern the conduct of meetings, Islands Trust Meeting Procedures Bylaw [529](#); and the *Community Charter*;

5.4 Only the Chair may speak on behalf of the Commission. Commissioners may not represent themselves as having any authority beyond that delegated by the SS LTC;

5.5 The OCP-LUB APC is not authorized to call public meetings, commit funds, enter into contracts or represent the SS LTC;

5.6 A respectful and cooperative decorum will be maintained at all times between Commission members, Staff and Consultants;

6. Chairperson

6.1 SS LTC shall appoint the Chair from among Commission applicants

6.2 The Chair shall be a voting member of the Commission

7. Meeting Frequency

- 7.1 The Commission shall meet only when matters are referred by the SS LTC or Project Coordinator;
- 7.2 Meetings will occur on an as-needed basis in support of key Project milestones, to be scheduled by the SS LTC or the Project Coordinator. Approximately 12 meetings are anticipated to be required within the project timeline;
- 7.3 At the first meeting of the Commission, members will determine whether in-person or online meetings are preferred. Hybrid meetings will not be permitted.

8. Commission Recommendations

- 8.1 Recommendations and minutes of the Commission will be presented by the Chair at a regular SS LTC meeting;

9. Staff Support and Other Resources

- 9.1 SS LTC will provide Staff to prepare and distribute meeting agendas and minutes, distribution of materials for review and assist in facilitating discussions;
- 9.2 At the direction of the Project Manager, professional and technical advice may be provided by the appropriate Islands Trust staff person, the Consultant contracted to undertake the project or professional expert to explain or clarify the legislative and technical contexts which affects the review and the implications of recommendations proposed by the Commission;
- 9.3 Additional support and resources may be provided at the discretion of the SS LTC.

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

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



Islands Trust

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2017-03-02	SS-2017-16	Quarterly Application Summary Staff Reports	It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee direct staff to provide a quarterly summary of application tracking. <u>CARRIED</u>
2018-08-16	SS-2018-177	Cannabis Regulation	It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee adopt the following standing resolution with respect to the processing of non-medical cannabis retail license applications: • Proposed or amended licenses for non-medical cannabis retail establishments require an application to the Local Trust Committee. • The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical. • The public consultation process shall be determined by the Local Trust Committee after initial review of the proposal. • However, as a minimum, the Local Trust Committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information: ○ Name of the applicant and a description of the proposal in general terms; ○ The location of the proposed establishment and the subject site; ○ The place where, and date and time when, both a public meeting will be held and a resolution of the Local Trust Committee considered; ○ The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application; ○ How public comments may be submitted to the Local Trust Committee. <u>CARRIED</u>
2018-12-06	SS-2018-278	Cannabis – Processing of Notice to Local Authorities	It was MOVED and SECONDED, That the Salt Spring Island Local Trust Committee adopt the following standing resolution: that the Salt Spring Island Local Trust Committee request that Notices of Intention to apply for a Federal Cannabis License be included in the Local Trust Committee Regular Meeting agenda package. <u>CARRIED</u>



Islands Trust

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

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



Islands Trust

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>
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>



Islands Trust

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

Date	Resolution Number	Topic	Resolution
2020-04-28	SS-2020-045	Policy Options for Bylaw Enforcement Compliance on Unlawful Uses	It was MOVED and SECONDED, that the Salt Spring Island Local Trust Committee adopt the following policy on unlawful land uses and planning applications: a) Where an application is received and a use is continuing in contravention of a land use bylaw, staff are directed to request that the applicant cease the use prior to processing the application, and that staff are directed to continue with enforcement until the use is ceased. b) The applicant may request that the Local Trust Committee proceed with consideration of the application while the use is continuing; and, where the Local Trust Committee considers there is a community need to process the application while the prohibited use is continuing, the Local Trust Committee may direct that bylaw enforcement actions, including the issuing of notices, temporarily cease. c) Where the Local Trust Committee does not consider that there is a community need, or the applicant has not made such a request of the Local Trust Committee; bylaw enforcement actions, including the issuing of notices, will continue. d) In deciding whether to grant land use approval for a use that was commenced in contravention of a land use bylaw, the Local Trust Committee may consider whether the applicant has suspended the prohibited land use pending a decision on the application. <u>CARRIED</u>
2021-11-09	SS-2021-213	Residential Use in Commercial Accommodations	It was MOVED and SECONDED, That the Salt Spring Island Local Trust Committee endorse the Housing Action Program Task Force's recommendation to defer enforcement of residential use in commercial accommodations, such as cabins, hotels, guest houses, and motels that provide long-term (more than 30 days) residency in order to offer an interim solution to the housing needs on Salt Spring Island. <u>CARRIED</u>

SALT SPRING ISLAND LOCAL TRUST COMMITTEE POLICY & STANDING RESOLUTIONS LIST

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



Salt Spring Local Trust Committee

Open Applications

Report

Print Date: July 2, 2026

Board of Variance

Application Number	Applicant Name	Date Received	Address	Purpose
PLBOV20260029	BRADLEY J FOSSE	1/25/2026	0 CLAM SHELL ISLAND	The parcel may be considered to be in a hardship position, owing to land use regulations. The Applicant is providing the updated documents requested by the planner. [Milad Panahifar @ 06/22/2026 1:41 PM] Follow-up [Milad Panahifar @ 06/29/2026 10:04 AM]
Planner	Status		Most Recent Completed Activity	
Milad Panahifar	Under Review		Add Optional Referrals	

Salt Spring

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 - The applicant has been provided with DAI and we are waiting for the professional report and updates to the provided documents.
Planner	Status	Most Recent Completed Activity		
Milad Panahifar	Waiting for Submittals	Waiting for Submittals		

Application Number	Applicant Name	Date Received	Address	Purpose
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	Waiting for Revisions	Generate Notice of Revisions		

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20260115	BRADLEY J FOSSE	3/15/2026	354 OLD SCOTT RD, SALT SPRING	Waiting for further reports and assessments. [Milad Panahifar @ 05/26/2026 9:04 AM] Reports were sent to the RPM for final review. [Milad Panahifar @ 06/22/2026 1:42 PM]
Planner	Status	Most Recent Completed Activity		
Milad Panahifar	Under Review	Planning Review		

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20260173	Patrick Wheeler	4/22/2026	120 CROFTON RD, SALT SPRING I	DAI Issued on May 25. [Milad Panahifar @ 05/26/2026 9:07 AM]

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

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20260078	Nancy Farran	2/23/2026	171 SCOTT POINT DR, SALT SPRIN	Waiting for RPBio report. Follow up with applicant on May 26. [Milad Panahifar @ 05/26/2026 9:05 AM]

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

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	Under Review	Verify Resubmittal

Salt Spring

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
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	

Salt Spring

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	

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

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

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20260234		5/29/2026	371 ISABELLA POINT RD, SALT SP	To confirm that the work has been completed in accordance with the recommendations contained in the submitted Geotechnical Memorandum, the Islands Trust will require a follow-up geotechnical confirmation letter upon completion of the installation. [Milad Panahifar @ 05/29/2026 11:24 AM]
Planner	Status		Most Recent Completed Activity	
Milad Panahifar	Monitoring Conditions			

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20260186	Maris MacDonald	4/29/2026	164 KINGS LANE, Unit:101, SALT S	Located on Kings Lane on Salt Spring Island, this 50-unit affordable rental apartment building offers a well-balanced mix of studio, one-, two-, and three-bedroom homes designed to serve a diverse range of tenants. The three-story structure features a contemporary West Coast design, finished in durable, low-maintenance materials with a warm wood-look aesthetic that blends seamlessly with the island's natural setting. A modest amenity space on the ground floor provides residents with a flexible area for gatherings, meetings, and shared activities. The building also includes two small on-site offices to support property management and tenant services. Surrounding the building is a generous landscaped environment intended for resident use, with a future landscape plan that will incorporate mature trees to provide shaded areas, privacy, and welcoming outdoor spaces for relaxation, play, and informal community interaction. To ensure construction efficiency and reduce logistical risks associated with remote locations, the project employs a modular building typology. This approach has proven successful in a similar nearby development on Drake Road and supports timely delivery of high-quality housing in the Gulf Islands. This project reflects a strong commitment to community-oriented, environmentally responsible development and responds directly to the growing demand for affordable, rental housing on Salt Spring Island. It was not clear in the following where the DP for DP Area 1 was, I dont see a simple DP for form and character check box, can the planning department reach out once received to rectify this please.
Planner	Status	Most Recent Completed Activity		
Oluwashogo Garuba	Local Trust Committee	Verify Final Review Status		

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
SS-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 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] The applicant has provided a restoration cost estimate prepared by a landscape professional and a letter of undertaking. They are meeting with the planner Milad to further discuss the application on April 22. [Milad Panahifar @ 04/16/2026 10:51 AM] Report is being reviewed by the manager. [Milad Panahifar @ 04/27/2026 9:41 AM] Report was reviewed by Island Planner and forwarded to the Director of Planning. [Milad Panahifar @ 05/21/2026 2:45 PM]

Planner	Status	Most Recent Completed Activity
Milad Panahifar	Local Trust Committee	Record LTC Decision/Update FUAL

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20240333	Brandon Strickland	12/5/2024	231 ARMAND WAY, SALT SPRING	Delegated Development Permit Area 6 (Slope Stability and Soil Erosion Hazards)

Planner	Status	Most Recent Completed Activity
Oluwashogo Garuba	Administrative Review	Verify Final Review Status

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
SS-DP-2022.9		9/16/2022	161 FULFORD-GANGES RD	DPA 1, 3 & 4 to permit a cafe with indoor seating
Planner		Status	Most Recent Completed Activity	
Anthony Fotino		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
PLDVP20260174	Patrick Wheeler	4/22/2026	120 CROFTON RD, SALT SPRING I	<Optional, enter comments if required>

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

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 McKerrrell	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

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] We received the DP application, further reports may be required. [Milad Panahifar @ 04/16/2026 10:53 AM] They have hired professionals for their DP application, their comment may be helpful for the DVP staff report. [Milad Panahifar @ 06/11/2026 9:11 AM]
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Under Review	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	

Salt Spring

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	

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
PLDVP20250373	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	

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20250324	BRADLEY J FOSSE	8/13/2025	360 COLLINS RD, SALT SPRING IS	Replacement of a legacy septic system, requiring a variance.
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Approved	Upload Permit to Workspace - Copy	

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	

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		Application Received	Generate Complete Application Letter	

Salt Spring

Liquor and Cannabis Referral

Application Number	Applicant Name	Date Received	Address	Purpose
PLLCB20260232	Joseph Esprit Chou	5/28/2026	174 FULFORD-GANGES RD, SALT	Referral Application to Operate a Licensed Retail Cannabis Store
Planner		Status	Most Recent Completed Activity	
Rob Pingle		Local Trust Committee	Add Optional Referrals	

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
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	

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	

Salt Spring

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	

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

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
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	External Agency Review

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	Local Trust Committee	Email Applicant of LTC Meeting

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	Waiting for APC Response

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	Initiate FN Communication

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
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

Application Number	Applicant Name	Date Received	Address	Purpose
SS-RZ-2017.3	Jamie Colligan	4/5/2017	2188 NORTH END RD, SALT SPRIN	Proposal to Rezone to Rural Zone Variation to Allow Existing Cottage to be Designated as Affordable Housing

Planner	Status	Most Recent Completed Activity
Oluwashogo Garuba	Local Trust Committee	Verify Final Review Status

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
SS-RZ-2013.9	Don Elliot	9/6/2013		Proposal to Rezone for CRD Multi-Family Affordable Housing Awaiting new proposal from CRD [kselvakumar @ 11/12/2025 1:57 PM]
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Local Trust Committee	Assign to LTC Meeting	

Application Number	Applicant Name	Date Received	Address	Purpose
SS-RZ-2024.1	Floridor Oprea	1/8/2024	0 VESUVIUS BAY RD	RZ - To amend the OCP and Land Use Bylaws to permit the redevelopment of the existing ferry terminal area and wharf.
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		In Progress Rezoning	Generate & Send Notice of LTC Decision	

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	

Salt Spring

Soil Deposit and Removal Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLSDP20250294	David Walls	7/23/2025	310 TOYNBEE RD, SALT SPRING I	To address the removal of soil from an area within 30 meters of a water body
Planner		Status	Most Recent Completed Activity	
Rob Pingle		Waiting for Revisions	Generate Notice of Revisions	

Application Number	Applicant Name	Date Received	Address	Purpose
SS-SDP-2022.2	Neil Kerrigan	6/27/2022	155 ALEXANDER BLVD, SALT SPR	Pond construction - Asked for professional reports Follow ups: [Milad Panahifar @ 02/23/2026 4:19 PM] [Milad Panahifar @ 04/16/2026 10:47 AM] [Milad Panahifar @ 06/29/2026 11:40 AM]
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		In Abeyance	Planning Review	

Salt Spring

Subdivision

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUB20260176	Blake Stidwill	4/23/2026	[000-404-021] 1275SUNSET DR; 123	Referral of a Proposed 2-Lot Boundary Adjustment

Planner	Status	Most Recent Completed Activity
Rob Pingle	Under Review	Add Optional Referrals

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
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	Record and File PLR

Salt Spring

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

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

Application Number	Applicant Name	Date Received	Address	Purpose
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

Application Number	Applicant Name	Date Received	Address	Purpose
SS-SUB-2021.3	Sina Shalhaf	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

Salt Spring

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

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

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUB20240321	Michelle Blake	11/28/2024	685 STEWART RD, SALT SPRING I	Proposed 2 lot boundary adjustment

Planner	Status	Most Recent Completed Activity
Rob Pingle	Administrative Review	Generate and Send Referral Response Form

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. PLR is being reviewed by RPM [Milad Panahifar @ 05/04/2026 11:11 AM]

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

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	Administrative Review	Generate and Send Referral Response Form

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	Administrative Review	Verify Final Review Status

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 F2027
Invoices posted to Month ending May 2026

655 Salt Spring	Invoices posted to Month ending May 2026	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-655	LTC "Trustee Expenses"	<u>4,170.00</u>	<u>0.00</u>	<u>4,170.00</u>
		<u>4,170.00</u>	<u>0.00</u>	<u>4,170.00</u>
LTC Local				
65050-655	LTC "Executive Expense on LTC's"	8,840.00	881.70	7,958.30
65200-655	LTC - Local Exp - LTC Meeting Expenses	11,520.00	0.00	11,520.00
65210-655	LTC - Local Exp - APC Meeting Expenses	<u>590.00</u>	<u>893.87</u>	<u>-303.87</u>
TOTAL LTC Local Expense		<u>20,950.00</u>	<u>1,775.57</u>	<u>19,174.43</u>
Projects				
73001-655-2007	Salt Spring OCP/LUB	147,000.00	0.00	147,000.00
73001-655-4131	Salt Spring Housing Action Program	<u>5,000.00</u>	<u>0.00</u>	<u>5,000.00</u>
TOTAL Project Expenses		<u>152,000.00</u>	<u>0.00</u>	<u>152,000.00</u>