



Salt Spring Island Local Trust Committee

Regular Meeting Revised Agenda

Date: Thursday, September 24, 2026
Time: 12:30 p.m.
Location: Meaden Hall
120 Blain Road, Salt Spring Island, BC

Pages

1. **CALL TO ORDER** 12:30 PM - 12:35 PM

Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change.

2. **APPROVAL OF AGENDA**

3. **PUBLIC PARTICIPATION** 12:35 PM - 12:50 PM

Reminder, the Public Hearing for 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** 12:50 PM - 1:05 PM

5. **TRUSTEE REPORTS** 1:05 PM - 1:15 PM

Verbal Report

6. **CHAIR'S REPORT** 1:15 PM - 1:20 PM

Verbal Report

7. **CRD DIRECTOR'S REPORT** 1:20 PM - 1:25 PM

Verbal Report

8. **PREVIOUS MEETINGS** 1:25 PM - 1:30 PM

8.1 **Draft Minutes of the Salt Spring Island Local Trust Committee**

8.1.1 Draft Minutes of the August 27, 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 September 8, 2026 Project Advisory Planning Commission 17

For Review

- 8.3.2 Draft Minutes of the September 15, 2026 Agricultural Advisory Planning Commission 21

For Review

8.4 Local Trust Committee Public Hearing Record - NONE

9. CORRESPONDENCE 1:30 PM - 1:35 PM

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

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

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

- 9.1 **B. Milne to SSI LTC - dated September 15, 2026** 25

10. BUSINESS ARISING FROM MINUTES 1:35 PM - 1:40 PM

- 10.1 **Follow-Up Action List** 32

Report dated SEPTEMBER 2026

11. WORK PROGRAM 1:40 PM - 2:00 PM

- 11.1 **Active Projects List** 41

Report Dated SEPTEMBER 2026

- 11.2 **Future Projects List** 44

Report Dated SEPTEMBER 2026

12. COMMUNITY INFORMATION MEETING - NONE

13. PUBLIC HEARING - NONE

14. APPLICATIONS AND REFERRALS 2:00 PM - 4:00 PM

- 14.1 **PLRZ20260013 - M. Oglivie – 116 Jackson Avenue, SSI** 47

Staff Report - Bylaw No. 553

14.2	SS-SUB-2023.5 - P. Ahmadi - 261 Trustees Trail, SSI	61
	Staff Report - Highway Frontage Waiver	
14.3	PLSUB20260120 - J. Litke - 154 Kings Lane, SSI	72
	Staff Report - Highway Frontage Waiver	
14.4	PLDP20260186 - M. MacDonald - 164 Kings Lane, SSI	88
	Staff Report - Development Permit in DPA 1	
14.5	SS-RZ-2023.1 – C. Schmah - 104 Atkins Rd, SSI	
	Staff Report - Bylaw No. 552 - <i>Pending</i>	
14.5.1	<u><i>SS-RZ-2023.1 – C. Schmah - 104 Atkins Rd, SSI</i></u>	150
	Staff Report - Bylaw No. 552	
14.6	PLDVP20260050 - D. Gunn – 275 Lower Ganges Road, SSI	158
	Staff Report - Development Variance Permit	
14.7	SS-SUB-2022.4 - J. Litke – 373 Wright Road	177
	Staff Report - Water Treatment Covenant	
15.	LOCAL TRUST COMMITTEE PROJECTS	4:00 PM - 4:30 PM
15.1	Community Care Facilities and Transition Housing in the Salt Spring LUB	
	Staff Report - <i>Pending</i>	
15.1.1	<u><i>Community Care Facilities and Transition Housing Draft Bylaw Amendment</i></u>	209
	Staff Report	
16.	NEW BUSINESS	
17.	REPORTS	4:30 PM - 4:45 PM
17.1	Policy and Standing Resolutions List	223
	For Information	
17.2	Open Applications Report	229
	Report dated SEPTEMBER 2026	
17.3	Expense Report	252
	Report dated JULY 2026	
17.4	Islands Trust Conservancy Board Report - NONE	

18. UPCOMING MEETINGS

The next regular meeting of the Salt Spring Island Local Trust Committee is scheduled for 9:30 a.m. on November 19, 2026 to be held electronically with a viewing location available at the Islands Trust Boardroom, 4 – 121 McPhillips Avenue, Salt Spring Island, BC.

19. ADJOURNMENT



Salt Spring Island Local Trust Committee

Minutes of Regular Meeting

Date: Thursday, August 27, 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: Stefan Cermak, Director, Planning Services
 Jason Youmans, Regional Planning Manager
 Mary Storzer, Regional Planning Manager(electronic)
 Peter Thicke, Island Planner
 Anthony Fotino, Island Planner (electronic)
 Narissa Chadwick, Island Planner (electronic)
 Milad Panahifar, Planner 1
 Oluwashogo Garuba, Planner 2
 Joe Elliott, Senior Indigenous Relationship Advisor (electronic)
 Warren Dingman, Bylaw Compliance & Enforcement Manager (electronic)
 Kalyaan Selvakumar, Planning Team Assistant
 Lisa Millard, Meeting Administrator/Recorder (electronic)

Others Present: There were approximately 26 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 the 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

Several members of the public spoke in opposition to the shoreline revetment application at 434 Baker Road and the following comments were noted:

- The applicant's property is not in danger of, or being threatened by, erosion and the need to hard armour the shoreline is questionable;
- The revetment will prevent public access to the beach at higher tides;
- Focus should be on stewardship of the slope;
- Upland protections should be put in place and a green shores approach used;
- That home sites are safe from risk of slope instability, rock placement is not expected to improve stability, and provides alternative options;
- There are measures that could be taken to slow down the natural process of erosion;

- The beach provides one of few areas suitable for public swimming;
- The slope is a shelf without drainage and overland water flow causes the erosion;
- The property boundaries should be marked and inspected annually, the slope replanted and the top curbed, and the issue looked at again in three years;
- Additional revetment will impact sediment deposits on the beach;
- Alteration of the beach should not be undertaken for the benefit of private property owners and there should be a moratorium on all development on the beach;
- The proponent should be aware of the environmental effects of shore erosion and that they do not have a right to construct on the foreshore;
- The existing staircase was built by the Capital Regional District and was done so as a community asset in order to provide access;
- The revetment would functionally enlarge the proponent's property and property ownership does not allow management of public spaces;
- Baker Beach is an important area to Penelakut Tribes and there is need to protect habitat, shellfish harvesting areas, and shellfish tenure, human development is affecting the ecosystem and hard armouring will create additional problems. There is need to protect homes but a natural solution should be sought.

Several members of the public spoke in support of the shoreline revetment application at 434 Baker Road to proceed and the following comments were noted:

- Markers placed throughout the beach area have all been washed away indicating erosion is ongoing;
- Existing revetments elsewhere on the beach have been successful;
- A question was asked whether large logs could be drilled in place to prevent erosion and whether that would require a permit;
- What is being proposed is a sloping natural rock formation with drainage and vegetation which would not negatively affect surrounding properties;
- The revetment will protect the slope and prevent falling trees;
- Erosion of the bank is ongoing, climate change will continue, the parties should collaborate as green shoring is not suitable, and the proposal should be approved.

A member of the public, representing the Lady Minto Hospital Auxiliary Society, stated the lease on the Society-operated thrift store in upper Ganges expires in February, 2029 and they have been planning to purchase property with a building fund started in 1997. There is limited, suitable commercial property available; therefore, the Society purchased a residential property on Jackson Avenue in April and are in the process of applying for rezoning to permit commercial use. They requested support from the community and the Local Trust Committee through the rezoning process.

A member of the public, representing Islanders Working Against Violence which is a not-for-profit organization supporting women and children affected by abuse, referenced the application seeking a land use bylaw amendment to include community care facilities and transition housing uses in zones that permit residential uses and asked the Local Trust Committee to separate the application from the Official Community Plan Review project and expedite it as BC Housing has informed the organization they require regulatory or zoning approval prior to receiving additional funding supporting operation.

4. DELEGATIONS - None

5. TRUSTEE REPORTS

Trustee Harris noted it is the end of the term and reflected on reasons he sought election including the aspiration of making an impact on the perceived overreach of Islands Trust and the lack of the organization's ability to improve local issues. He expressed his wish that the community continue to be involved in seeking solutions to community issues.

Trustee Harris left the meeting at 10:23 a.m.

Trustee Patrick reported attendance at several Islands Trust committee meetings and noted the Local Trust Committee previously requested a draft bylaw be brought forward to explore accessory dwelling unit options and establish the number of units that could be permitted while not pre-determining where they could be built, but had been informed by staff at the time that setting a limit on the number of units would not be advisable; however, due to evolving interpretation, setting a cap on the number of units might now be permissible. She stated interpretation changes matter and, as work moves forward with a new Local Trust Committee, she encouraged future Trustees not to automatically accept no as an answer when barriers are encountered

6. CHAIR'S REPORT

Chair Peterson reported attendance at Governance Committee, Trust Programs Committee, Financial Planning Committee, and joint Executive Committee / Islands Trust Conservancy Board meetings and provided highlights from the agenda of the upcoming September Trust Council meeting.

7. CAPITAL REGIONAL DISTRICT DIRECTOR'S REPORT

Local Community Commission (LCC) Chair Rook reported on current budget discussions, the development of orientation materials for incoming Commissioners, and work being done on the integrated housing strategy with a report on said work coming forward at the LCC's September meeting.

Capital Regional District Area Director Homan reported the protocol agreement between the Local Trust Committee and Local Community Commission will be considered at the Island Trust Council meeting in September, announced new doctors are arriving to Salt Spring Island and encouraged members of the public to place their names on the Health Connect Registry, provided an update on the ability for the composting facility to receive material from offsite, and spoke to discussions with the Ministry of Transportation and Transit regarding issues with stormwater grates on Ganges hill.

Trustee Harris returned to the meeting at 10:37 a.m.

8. PREVIOUS MEETINGS

8.1 Draft Minutes of the Salt Spring Island Local Trust Committee

8.1.1 Draft Minutes of the July 09, 2026 Salt Spring Island Local Trust Committee Regular Meeting

The following amendments to the minutes were presented for consideration:

Item 11.1 – Active Projects List: change words “align current suite three LTC watershed projects” to “align the three Local Trust Committee watershed projects”

By general consent, the Salt Spring Island Local Trust Committee Minutes of July 9, 2027 were adopted as amended.

8.2 Resolutions Without Meeting Report - None

8.3 Draft Minutes of the Advisory Planning Commissions

8.3.1 Draft Minutes of the July 21, 2026 Project Advisory Planning Commission

Received for information.

8.3.2 Draft Minutes of the July 23, 2026 Advisory Planning Commission

Received for information.

8.4 Local Trust Committee Public Hearing Record - None

9. CORRESPONDENCE

9.1 F. Attop to Salt Spring Island Local Trust Committee - dated July 03, 2026 – Official Community Plan-Land Use Bylaw Project

A Trustee spoke to the correspondence and stated the public engagement reports were prepared through staff-led processes with professional consultants and they have confidence that staff will review all available information, address any gaps that may exist, and address any outstanding questions through the renewed work program as the Official Community Plan – Land Use Bylaw project moves forward

9.2 R. Gary to Salt Spring Island Local Trust Committee - dated July 07, 2026 – Temporary Use Permit for 805 Vesuvius Bay Road

Received for information.

9.3 V. Neaves to Salt Spring Island Local Trust Committee - dated July 22, 2026 - Mouat Park Safety Concerns

Received for information.

9.4 D. McKerrell to Salt Spring Island Local Trust Committee - dated July 28, 2026 - Float Size

By general consent the following item was added to the agenda:

17.3 Correspondence - D. McKerrell to Salt Spring Island Local Trust Committee - dated July 28, 2026 - Float Size – Discussion

9.5 S. Klaver to Salt Spring Island Local Trust Committee - dated August 14, 2026 - PLDP20250452 and PLDVP20250460 434 Baker Road

Received for information.

10. BUSINESS ARISING FROM MINUTES

10.1 Follow-Up Action List

The Follow-up Action List was received for information and the Chair requested staff prepare a resolution log and send it to the Local Trust Committee following each meeting.

11. WORK PROGRAM

11.1 Active Projects List

Received for information.

11.2 Future Projects List

Received for information.

12. COMMUNITY INFORMATION MEETING - None

13. PUBLIC HEARING - None

14. CLOSED MEETING

14.1 Motion to Close the Meeting

SS-2026-103

It was MOVED and SECONDED

that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1) for the purpose of considering:

- (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.

CARRIED

Trustee Harris left the meeting at 10:52 a.m.

The meeting was closed to the public at 10:52 a.m. and reopened at 12:00 p.m.

14.2 Rise and Report

Chair Peterson reported adoption of the July 9, 2026 in-camera meeting minutes.

15. APPLICATIONS AND REFERRALS

15.1 PLDVP20250460 & PLDP20250452 - S. Klaver - 434 Baker Road, Salt Spring Island

The Regional Planning Manager summarized the staff report and noted the application seeks a Development Variance Permit to relax the required setback to the sea to facilitate construction of a stacked boulder revetment and a Development Permit to guide construction of such a revetment. However, staff advised the LTC that the proposed shoreline stabilization structure is not permitted within the Shoreline 6 zone and a rezoning of the marine foreshore would be required.

The property owner was in attendance and spoke to challenges experienced with the application process and spoke to results of similar applications. They

questioned why their property is subject to a Shoreline 6 rezoning and asked the Local Trust Committee to apply the same standards to their application as they have to others and work with them to find a viable path forward.

The Director of Planning Services indicated the requirement for a rezoning of the marine foreshore is a result an evolving interpretation of the bylaw during a recent review based on further analysis of the application.

The applicant's consultant spoke to the application and noted staff had provided specific direction regarding the application submission which had been undertaken by the property owner, and if there had been an interpretation change it should have been considered at the time of application.

Discussion ensued and the following comments were noted:

- The Local Trust Committee only received the staff report as part of the current agenda package and has not had any discussions with staff regarding the contents of the report outside of the current public meeting;
- The Local Trust Committee is not privy to communications between staff and applicants and needs to consider the contents and recommendations of the staff report at the time the application is before them at a public meeting;
- Staff advised that uses, buildings, and structures that are permitted in the Shoreline 6 zone can be found in Section 9.11.1 of the Land Use Bylaw. Uses, buildings and structures not listed in the table as permitted would require rezoning;
- A trustee noted that there are overlapping regulations including setbacks, Development Permit Area 3 (DPA 3) guidelines, and Shoreline 6 zoning, and the staff report does not bring them forward in an obvious way and does not identify specifically why the revetment structure is not permitted in Shoreline 6;
- The applicant noted the legal advice the applicant received regarding the interpretation of Section 9.11.1 had not been included in the staff report for the Local Trust Committee's reference.

SS-2026-104

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee direct staff to notify First Nations that previously expressed an interest in file PLDVP20250460 and PLDP20250452 of any Local Trust Committee decisions or of future meetings where the matter would be considered.

CARRIED

SS-2026-105

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request a legal opinion to explain why a revetment is not permitted a use in Shoreline Zone 6 and whether Development Permit Area 3 (DPA 3) influences that interpretation.

CARRIED

SS-2026-106

It was MOVED and SECONDED

that any future staff report includes a table comparing Development Permit Area 3 (DPA 3), Shoreline Zone 6, and setback regulations.

CARRIED

SS-2026-107

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request that any future staff reports on files PLDVP20250460 and PLDP20250452 include the applicant's legal opinions.

CARRIED

15.2 PLTT20260200 - C. James – 1370 Musgrave Road, Salt Spring Island

The Planner noted the staff report addresses a request from Rogers Communication Inc. for a statement of concurrence from the Local Trust Committee supporting the proposed siting for an extension of a telecommunications tower.

The Local Trust Committee had no questions or comments for the planner.

SS-2026-108

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee concurs with the proposed extension of the telecommunications facility W3149-A on 1370 Musgrave Road.

CARRIED

15.3 PLRZ20260013 - M. Ogilvie – 116 Jackson Avenue, Salt Spring Island

The Planner summarized the staff report. The application seeks to rezone a split zoned property from Residential 6 and Residential 6 variant (b) to a Commercial 3 zone variant as well as amendments to siting regulations, and is being returned to the Local Trust Committee for consideration of First Reading.

The applicant was in attendance and requested that the Local Trust Committee reconsider the requirement for a Public Hearing.

The Local Trust Committee had no questions or comments for the planner.

SS-2026-109

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee waive the requirement to hold a Public Hearing for the "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 2, 2026" pursuant to Section 464(2) of the Local Government Act and direct staff to provide notice under Section 467 of the Local Government Act.

CARRIED

15.4 Agricultural Land Commission Exclusion Request - M. Smith - 131 Brinkworthy Road, Salt Spring Island

The Planner summarized the staff report and noted the Local Trust Committee is being asked to submit an application, on the property owner's behalf, requesting that the subject property be excluded from the Agricultural Land Reserve. The planner advised that the Salt Spring Island Agricultural Advisory Planning Commission (AAPC) considered the matter and recommended the Local Trust Committee not support the request.

The applicant was in attendance and provided rationale for their request that asked the Local Trust Committee to forward their request to the Agricultural Land Commission, expressed their willingness to work towards a mutually satisfactory use of the land including agricultural use, and requested they be invited to any future AAPC meetings in which the matter is discussed.

Discussion ensued and the following comments were noted:

- The property presents a unique opportunity to advance housing in the community as it is already zoned for multiple dwelling units;
- It is important to put forward an application to the Agricultural Land Commission that will be met favourably;
- If the intention is to refer the matter back to AAPC, staff and the applicant need to bring any new information to the Local Trust Committee first, before it goes to the AAPC;
- The AAPC could be requested to meet with the applicant to determine what information is needed to make a positive recommendation to the Agricultural Land Commission.

SS-2026-110**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee refer the 131 Brinkworthy Road Agricultural Land Reserve exclusion application to the Agricultural Advisory Planning Commission requesting they meet with the applicant and recommend any additional information requirements.

CARRIED**15.5 PLRZ20260093 - A. Palframan - 2232 Fulford-Ganges Road, Salt Spring Island**

The Planner summarized the staff report which introduces an application to rezone the subject property to permit commercial composting on land owned by the Salt Spring Island Farmland Trust.

The Local Trust Committee had no question or comments for the Planner.

SS-2026-111**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee direct staff to proceed with application PLRZ20260093 (Palframan) and to prepare a draft bylaw to rezone LOT 2 SECTIONS 7 AND 8 RANGE 1 SOUTH SALT SPRING ISLAND

COWICHAN DISTRICT PLAN VIP81978 EXCEPT PART IN PLAN VIP87315 to permit commercial composting.

CARRIED

SS-2026-112

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee direct staff to notify First Nations with treaty and territorial interests on Salt Spring Island that application PLRZ20260093 has been received and that the local trust committee has resolved to proceed to bylaw drafting.

CARRIED

15.6 PLDVP20260306 – B. Fossen – 115 Le Page Road, Salt Spring Island

The Planner summarized the staff report which brings forward a Development Variance Permit application to reduce the septic field setback requirements from the natural boundary of a water body that leads into St. Mary Lake from 60 metres to 14 metres.

The Planner confirmed there is no other location on the property in which to the septic system can be sited and is also the location of the existing system that is beginning to malfunction.

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

SS-2026-113

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee approve issuance of PLDVP20260306.

CARRIED

The meeting was recessed for a break at 2:27 p.m. and reconvened at 2:40 p.m.

16. LOCAL TRUST COMMITTEE PROJECTS

16.1 Official Community Plan-Land Use Bylaw Update

The Planner summarized the staff report which presents an updated Project Charter, business case, and communications and engagement plan for Local Trust Committee endorsement.

Discussion ensued and the following comments were noted:

- If housing is placed in the village where it is wanted and needed, a Freshwater Footprint will not inform helpful water solutions on Salt Spring Island. Instead, there is need to determine how to bring water to Ganges with an integrated approach with utility providers;
- It is suggested that staff look at the steering committee approach that Bowen Island undertook during that island's Official Community Plan work;
- Staff noted that the project will continue to be led by the Islands Trust Regional Planning Team, which will meet with the Project Advisory Planning Commission to discuss community engagement ideas and opportunities.

SS-2026-114

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee endorse the Project Charter attached to the report titled “OCP-LUB Project Update” dated August 27, 2026 as Attachment 1.

CARRIED

SS-2026-115

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee endorse the business case for Fiscal Year 2027-28 for the Official Community Plan-Land Use Bylaw Update Project attached to the report titled “OCP-LUB Project Update” dated August 27, 2026 as Attachment 2.

CARRIED

SS-2026-116

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee refer the Communications and Engagement Plan for the Official Community Plan-Land Use Bylaw Update Project attached to the report titled “OCP-LUB Project Update” dated August 27, 2026 as Attachment 3 to the Project Advisory Planning Commission.

CARRIED

16.2 Community Care Facilities and Transition Housing in the Salt Spring Land Use Bylaw

The Planner summarized the staff report which recommends that the Local Trust Committee consider a Land Use Bylaw amendment to include community care facilities and transition housing uses in zones that permit residential uses.

Discussion ensued and the Local Trust Committee noted it might not be necessary to develop regulations for something that may, or may not, be built, and building permits and licensing requirements provide sufficient regulation.

SS-2026-117

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to prepare a Land Use Bylaw Amendment to:

- a. Define Community Care Facility and Transition Housing; and
- b. Permit these uses in zones that permit residential uses.

CARRIED

17. NEW BUSINESS

17.1 Salt Spring Local Trust Committee 2027/28 Operations Budget

The Local Trust Committee is being asked to consider the operating expense budget needs for the upcoming fiscal year in accordance with Trust Council policy.

Discussion ensued.

SS-2026-118

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee add to the proposed draft Salt Spring Local Trust Committee 2027/28 Operations Budget a sub-line item to Trustee Expense for two trustees to attend the Association of Vancouver Island Coastal Communities conference.

CARRIED

SS-2026-119

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee submit the proposed draft 2027/28 local trust committee operating budget as amended for inclusion in the Trust Council draft 2027/28 budget.

CARRIED

17.2 Proposed Pilot Project: Replacing the Future Projects List with a Planning Issues Register

Trustee Patrick summarized the request for decision which proposes the establishment of a Planning Issues Register to replace the Future Projects List.

SS-2026-120

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to provide a feasibility assessment considering the operational impacts and preliminary implementation options for the replacement of the Future Projects List with a Planning Issues Register as the primary tool for identifying and evaluating future planning work.

CARRIED

17.3 Correspondence - D. McKerrell to Salt Spring Island Local Trust Committee - dated July 28, 2026 - Float Size – Discussion

There is potential to look at an interim bylaw enforcement policy to address that ramp width is typically larger than that specified in the bylaw.

SS-2026-121

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to bring options to address the width of dock ramps in the bylaw enforcement policy.

CARRIED

18. REPORTS

18.1 Policy and Standing Resolutions List

Received for information.

18.2 Open Applications Report

Received for information.

18.3 Expense Report

Received for information.

18.4 Islands Trust Conservancy Board Report – None

19. UPCOMING MEETINGS

The next regular meeting of the Salt Spring Island Local Trust Committee is scheduled for 12:30 p.m. September 24, 2026 at the Legion Meaden Hall, 120 Blain Road, Salt Spring Island.

20. ADJOURNMENT

By general consent the meeting adjourned at 3:27 p.m.

Timothy Peterson, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder



Salt Spring Island Project Advisory Planning Commission Minutes of a Regular Meeting

Date of Meeting: Tuesday, September 8, 2026

Location: Boardroom, Salt Spring Office
111 Hereford Avenue, Salt Spring Island, BC

Members Present: Eric March, Chair
John Cade, Commissioner
Riley Donovan, Commissioner
Anne Gunn, Commissioner
Tim Hiltz, Commissioner
Maxine Leichter, Commissioner
Robert Steinbach, Commissioner

Staff Present: Narissa Chadwick, Island Planner
Morgana van Niekerk, Island Trust Communications Specialist (electronic)
Katherine Vogt, Recorder (electronic)

Others Present: There were no members of the public present

1. AGENDA

Chair March called the meeting to order at 9:00 a.m. and acknowledged that the meeting was taking place on the traditional territory of the Hul'q'umi'num and SENĆOŦEN-speaking Coast Salish peoples.

1.1 Approval of Agenda

Planner Chadwick introduced herself and conveyed that she would be managing the Salt Spring Official Community Plan and Land Use Bylaw Update Project going forward as a member of an evolving regional planning team being set up to manage Islands Trust's larger long range planning projects, in contrast to general planning staff who would be focusing on short term planning projects. She described her recent past involvement with Gabriola's Official Community Plan and Land Use Bylaw Review Project; Denman Island's Housing Review Project; and the Mayne Island Housing Options Project.

Morgana van Niekerk joined the meeting at 9:07 a.m.

Commissioners introduced themselves to staff.

By general consent the agenda was adopted as presented.

2. MINUTES OF PREVIOUS MEETINGS

2.1 Draft Minutes of the July 21, 2026, Meeting-For Adoption

By general consent the Advisory Planning Commission adopted the minutes of July 21, 2026, as presented.

3. BUSINESS ITEMS

3.1 Review of the updated Communications and Engagement Plan-Verbal Presentation with attached updated Communication and Engagement Plan

Planner Chadwick explained that the Salt Spring Island Official Community Plan (OCP) and Land Use Bylaw (LUB) Update: Communications and Engagement Plan had been prepared for the Local Trust Committee (LTC) by the previous planner working on the file. She described that the plan was modeled on the successful Gabriola OCP engagement plan, and that information from the Gabriola pilot Freshwater Footprint Project would also be available to inform discussions.

Planner Chadwick anticipated that the already identified vision and values of Salt Spring residents could be fine-tuned in Phase 1 of the plan; while Phase 2 would involve eliciting feedback to draft policies from focus groups; and Phase 3 would involve eliciting broad public feedback to a draft OCP that reflects the input of the focus group discussions.

Planner Chadwick noted that Communications Specialist van Niekerk would be managing the workplan for community engagement; and acknowledged the difficulties in engaging busy members of the community and that much engagement had already taken place. She added that the Trust is attempting to move towards greater consistency and clarity in OCP formats.

Commissioners responded and the following comments were noted:

- A previous extensive Complete Communities Review was left out of the Salt Spring Island Official Community Plan and Land Use Bylaw Amendment Project What We Heard Report dated March 2026 by the consultants at McElhanney
- A previous survey drafted by the consultants at McElhanney was not given to commissioners for review which necessitated a motion from the commission for the drafting of a new survey
- There has been public criticism that the OCP is not accessible
- There has been no organized outreach to the Salt Spring Accommodations Group
- The Local Community Commission (LCC) has done extensive public outreach

- The commission as a whole has not been given the opportunity to comprehensively review proposed draft policies, and should be prioritized for first initial review of draft policies going forward
- Working people and those raising families have very little time for public engagement, but they are the group going to be most affected by a new OCP, so it is critically important to engage them
 - Planner Chadwick noted that many members of the public on Gabriola expressed appreciation for small-scale engagement opportunities
- Some feedback from younger people has expressed the belief that governments are corrupt, indifferent, and uncaring of them; and that the older generation is betraying the younger generations by failing to take their interests into consideration
- There is some discourse on Salt Spring regarding the creation of a Citizens Assembly
- It is a steep learning curve to get involved with the Islands Trust and the OCP
- Special interest groups are an essential base of democracy
- If special interest groups dominate discussion that is not democratic
- People are more likely to engage in the OCP process if they are given clear choices between different substantial options
- The Salt Spring freshwater situation is very different to that of Gabriola; and the Freshwater Specialist Shulba has not been available to answer questions regarding his reports due to time constraints; and there has been much opposition to the labeling of some mapped areas on Gabriola Island as “freshwater hazard”
 - Planner Chadwick offered to send the Gabriola Island Freshwater Footprint Report dated March 2026 to commissioners; and to provide a link to the freshwater Q&A sessions on Gabriola
- There has been basically no progress on housing on Salt Spring in 20 years; and now the cost of development is much more expensive
- There are currently no affordable housing starts on Salt Spring
- There is great demand for co-housing or downsized housing for seniors on Salt Spring, but nothing is available
- Existing housing stock is deteriorating due to lack of housing mobility
- The commission should participate in substantial discussion and not be used merely for public relations purposes
- Education on the role of the Islands Trust should be the first step in public engagement.
 - Communications Specialist van Niekerk noted that there is currently a Trust initiative to draft an education document that explains the role of the Islands Trust
 - Planner Chadwick offered that Gabriola has useful education documents that could be refined for use on Salt Spring
- A simple message for members of the public is that the Islands Trust tells you where you can build, and the Regional District tells you how to build it
- Land use plans should articulate ecological and resource limits
- It should be heavily emphasized in the engagement material that Salt Spring is not a municipality, that it has a preserve and protect mandate, and that it has limits to density
- A recent trustee statement that the work is not to facilitate more growth but to manage inevitable growth; and that people in the community are suffering due to inadequate housing, should be strongly considered

- The PAPC should focus on problem solving to build legitimacy and positivity with members of the public
- Past commission meetings have been too rationed so that momentum on important issues has been lost
- Building resilience to future changes should be strongly considered
- Another way of looking at public engagement is that the public is offered choices rather than hypothetical agreements
- Commissioners need to be conscious that they are engaging with issues from a comfortably housed position

Planner Chadwick concluded that the meeting had provided plenty of material for the drafting of a work plan by next meeting.

4. OTHER BUSINESS

None

5. ADJOURNEMENT

By general consent the meeting was adjourned at 11:05 a.m.

Eric March, Chair

CERTIFIED CORRECT:

Katherine Vogt



Salt Spring Island Agricultural Advisory Planning Commission Minutes of a Regular Meeting

Date of Meeting: Tuesday, September 15, 2026

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

Members Present: Bree Eagle, Chair
Scott Royal, Commissioner
Conrad Pilon, Vice Chair

Regrets: Ken Byron, Commissioner
Kees Ruurs, Commissioner

Staff Present: Oluwashogo Garuba, Planner 2
Kalyaan Selvakumar, Planning Team Assistant
Katherine Vogt, Recorder (electronic)

Others Present: Jennifer Lannan, Salt Spring Island Community Services Board Member
Jenny McClean, Salt Spring Island Community Services Board Member
Darryl Martin, Salt Spring Island Community Services Board Member
Rob Grant, Salt Spring Island Community Services Executive Director
Jamie Ferguson, Salt Spring Island Community Services Food Programs Manager
Nicole Melanson, Salt Spring Island Community Services Housing and Shelter Programs Manager

1. AGENDA

Chair Eagle called the meeting to order at 10:14 a.m.

1.1 Approval of Agenda

By general consent the agenda was adopted as presented.

2. MINUTES OF PREVIOUS MEETINGS

2.1 Draft Minutes of the June 25, 2026 Meeting-For Adoption

By general consent the minutes of the June 25, 2026 Salt Spring Island Agricultural Advisory Planning Commission were adopted as presented

3. BUSINESS ITEMS

3.1 Agricultural Land Commission Exclusion Request-M. Smith-131 Brinkworthy Road, Salt Spring Island

The Planner presented the Staff report prepared for the Salt Spring Island Local Trust Committee (LTC) dated August 27, 2026 that recommends that the LTC not initiate an Agricultural Land Reserve (ALR) exclusion application for 131 Brinkworthy Road for the purpose of a 35-unit housing development until further updated long-range planning is conducted by the LTC.

The planner advised that the LTC had requested that the Agricultural Advisory Planning Commission (AAPC) be given the opportunity to hear from the proponents for the exclusion application.

The chair noted the subject property is an approximately 11-acre ALR parcel from which approximately 4 to 5 acres are proposed for exclusion.

The following comments from Commissioners were noted:

- The longtime policy of no net loss of agricultural land on Salt Spring has been well supported by the community; and altering this policy is a substantial undertaking;
- The objectives of the Salt Spring Island Community Services are supported by a vast majority of residents;
- There is momentum to increase density within the periphery of villages, but the Islands Trust does not yet have a strong policy with which to consult with the Agricultural Land Commission (ALC) regarding the removal of ALR land around villages;
- The ALC has a rigorous process for considering the removal of land from the ALR and would be expected to require a clear and compelling proposal. Commissioners expressed the view that the current proposal did not yet provide sufficient information in this regard.
- Traditionally, essential services such as a firehall, have allowed exclusions from the ALR; however, the characterization of housing as an essential service is less common;
- Even though almost half of farming operations on Salt Spring occur on land outside of the ALR and some ALR land is not farmed, the purpose of the ALR is to protect the potential for farming; so, the ALC would not be moved by a current lack of farming on the proposed exclusion portion of the property;

- One avenue of exploration for the proponents is to propose to increase the farming potential of their remainder ALR land;
- Housing and driveways result in removal of topsoil from land with potential agricultural value;

The following questions and comments from representatives of Salt Spring Island Community Services were noted:

- Representatives asked how the subject property was originally permitted to be zoned for up to 80 potential units despite its ALR designation.
 - A commissioner expressed surprise that the ALR designation had not been more apparent;
 - A commissioner suggested that previous aspirational endeavors of the community may have overlooked the ALR designation;
- The subject property is the only piece on Salt Spring zoned for multifamily dwellings; and it is on flat ground and close to villages and services; these characteristics are not available elsewhere on Salt Spring so there is a compelling case to move forward with an ALR exclusion request;
- As a non-profit organization, Salt Spring Island Community Services is concerned about excessive and duplicative spending on proposals to the ALC and LTC;
- Representatives asked whether, under the no-net-loss policy, a potential future land swap would be based on an acre-for-acre exchange or relative agricultural value.
 - A commissioner responded that there had been no particular criteria or template regarding land swaps; negotiations can take years; and a donation to the Farmland trust would likely be welcomed.
 - A commissioner offered that the concept of swapping potential-for-potential, rather than acre for acre, would be a good starting point; such as finding a good piece of farm land that is not in the ALR to swap for the ALR land that is requested for exclusion;
- A successful application template to the ALC exists: Application ID 54694 on Denman Island;
- Previous land swap processes could be Freedom of Information (FOI) requested from the Island Trust;
- Representatives asked how the ALC grades farmland
 - A commissioner responded that local agronomists from agricultural extension services are responsible for soil sample and other analyses;
- Previous drawings and renderings of the housing proposal were not provided to the AAPC;

- Salt Spring Island Community Services’ proposed improvements and increases to the farm production on the property as compared to the past 70 years is significant for proving farm “potential” metrics to the ALC
 - A Commissioner noted that the ALC would want to see where every house, driveway, and outbuilding would be situated; and would want to know where the topsoil would be removed and resituated;
 - A Commissioner added that all ALC applications can be accessed online; and that most applications are unsuccessful;
 - A Commissioner explained how Islands Trust rules for Commissioners restrict informal meetings with outside bodies because of conflict of interest issues.

It was MOVED and SECONDED,

that the Agricultural Advisory Planning Commission requests further information from the proponents before proceeding with the application.

CARRIED

It was MOVED and SECONDED,

that the Agricultural Advisory Planning Commission recommends that the Local Trust Committee commission a study that examines Agricultural Land Reserve land in the vicinity of island villages to inform a potential multi-lot exclusion application that aligns with a contemporary plan to address identified community needs. Until such long-range planning is done, the AAPC does not recommend pursuing ad-hoc Agricultural Land Reserve exclusion applications to the Agricultural Land Commission.

CARRIED

4. OTHER BUSINESS

None

5. ADJOURNEMENT

By general consent the meeting was adjourned at 11:04 a.m.

Bree Eagle, Chair

CERTIFIED CORRECT:

Katherine Vogt, Recorder

From: Laura Patrick <lpatt@islandstrust.bc.ca>
Sent: Tuesday, September 8, 2026 7:06 AM
To: SSInfo <ssinfo@islandstrust.bc.ca>
Subject: Fwd: CLOSURE OF FILE: SS-BE-2024.50

Begin forwarded message:

FW: CLOSURE OF FILE: SS-BE-2024.50

From: JEAN BARAKETT <[REDACTED]>

Subject: CLOSURE OF FILE: SS-BE-2024.50

Date: September 8, 2026 at 6:59:49 AM PDT

To: Laura Patrick <lpattick@islandstrust.bc.ca>

Cc: Timothy Peterson <tpeterson@islandstrust.bc.ca>, Jamie Harris
<jharris@islandstrust.bc.ca>



SEPTEMBER 8,2026.

SALT SPRING ISLAND LOCAL TRUST COMMITTEE.

Ms. Patrick, I am asking that you review and close FILE: SS-BE-2024.50 because 291 Long Harbour Road is identified in the Islands Trust OCP as a farm area, has BC Assessment Farm Status, and is supported by a professional opinion confirming that the earth movement was part of accepted agricultural practice.

Request and basis for closure

In your 'Driftwood' News viewpoint submissions, you championed "working with facts and listening" and expressed strong support for agriculture. I am asking that those principles be applied to this file.

Farm status and earth movement

You have been notified that Bylaw Enforcement refused to accept that the Islands Trust OCP references 291 Long Harbour Road as a farm area and that the property has BC Assessment Farm Status. The conclusion should be that the property is a farm within the Islands Trust definition.

When FILE: SS-BE-2024.50 was opened in December 2024,

[REDACTED]

[REDACTED]

[REDACTED]

You conducted your own investigation on this file [REDACTED]

[REDACTED] **that the certified earth was contaminated resulted in the opening of FILE: SS-BE-2024.50.**

I have obtained a “professional opinion” that 291 Long Harbour Road is a farm, and the earth movement was part of accepted Agricultural practice.

Chronology of key events

- **December 2024: FILE: SS-BE-2024.50 was opened based on the claim that there was “no agriculture” on the property and on an assumption that certified earth was contaminated.**
- **During the investigation:** [REDACTED]
[REDACTED]
[REDACTED].
- **Afterward: Bylaw Enforcement continued to pursue enforcement actions, including matters involving Beddis Road inspections, the waterfront structure on 291 Long Harbour, and later issued BVNs.**

By law enforcement process concerns

You were involved in developing a comprehensive Bylaw Compliance and Enforcement protocol, yet Bylaw Enforcement has not followed that protocol in this matter.

[REDACTED]

Planning and enforcement made irrational demands on the Beddis Road property owners and requested access to their property to view the property of Ms. Barakett.

Counsel for the property owner has submitted a written complaint to Director of Planning Services Mr. Cermak detailing the failings of Bylaw Enforcement on the Beddis Road file.

Waterfront structure and Crown tenure

You have been informed of Mr. Dingman's [REDACTED]

[REDACTED]

[REDACTED] **The appeal of this decision was adjourned with Jean Barakett agreeing to proceed with permanent resolution of the waterfront bridge issue.**

Ms. Barakett has an accepted application for a Crown Land Tenure Licence meeting the obligation.

Since termination of this appeal, Mr. Dingman has issued BVN's on the structure and the adjudicator asked why the boat docks situated in Shoreline 6 were legal.

Mr. Dingman volunteered that the owners of the dock held Permits for the structures (Crown Land Tenure Leases).

Mr. Dingman has asked that the 291 structure be removed. The procedure would be contradictory to Islands Trusts preserve and protect policy; DFO and BC Government would likely object to the resulting damage.

Environmental consequences

Other decisions by Islands Trust have precipitated environmental damage.

Bylaw Enforcement insisted on removal of the wind mill aeration of the pond - it was part of the approved irrigation infrastructure licence.

The windmill integral to the property water licence was situated 4 meters from the natural boundary of the pond was outside the 3-meter setback for a farm but violated the 15-meter setback of a second bylaw.

The windmill aeration system-controlled algae and improved fish habitat.

The attached photo portrays the result.

Bylaw enforcement insisted on removal of a service platform in the irrigation pond that positioned the irrigation water intake and distributed the aeration into the pond. A single float resulted attached to land in the same fashion as the original float. The new float system moved in windy conditions causing the pump to draw in weed and earth debris.

After a new pump was purchased, the system was returned to the old float arrangement.

Requested remedy

For these reasons, I ask that you review the facts, recognize the farm status of 291 Long Harbour Road, and close FILE: SS-BE-2024.50. Please provide written confirmation of the steps you will take to resolve this matter.

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	Jason Youmans Kalyaan Selvakumar		In Progress

Follow Up Action Report

Salt Spring Island

14-May-2026

Progress	Activity	Responsibility	Dates	Status
77%	1 Resolution No.: SS-2026-074 Staff to develop a revised Communications and Engagement Strategy for the Official Community Plan-Land Use Bylaw Project.	Morgana van Niekerk Narissa Chadwick		In Progress
10%	2 Resolution No.: SS-2026-075 Staff to develop a First Nations Engagement Plan for the Official Community Plan-Land Use Bylaw Project.	Joe Elliott Narissa Chadwick		In Progress
0%	3 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
80%	1 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%	2 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

09-Jul-2026

Progress	Activity	Responsibility	Dates	Status
0%	1 Options for Introducing a Septic System Maintenance Regulatory Program Resolution No.: SS-2026-097 Staff to add the topic of adding all of Salt Spring Island to the Capital Regional District Onsite Sewage System Service (Bylaw 3478) and associated Onsite Sewage System Maintenance Bylaw (3479) to the agenda of the next Salt Spring Local Trust Committee-Local Community Commission joint meeting for discussion and information sharing.	Britt Holowaty Jason Youmans		In Progress
50%	2 Resolution No.: SS-2026-098 Staff to 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.	Jason Youmans Kalyaan Selvakumar		In Progress
0%	3 Mining Claims on Eco Reserves - Discussion Resolution No.: SS-2026-100 Staff to investigate the mining claims registered in error reported in the July 8 2026 Gulf Island Driftwood and report back to the Local Trust Committee.	Jason Youmans		In Progress

Follow Up Action Report

Salt Spring Island

09-Jul-2026

Progress	Activity	Responsibility	Dates	Status
49%	4 Open Applications Report Resolution No.: SS-2026-101 Staff to prioritize the processing of all development applications related to 275 Lower Ganges Road. Update: Following the July 2026 LTC meeting, staff advised the applicants of additional design and landscaping plans required to meet the guidelines of Development Permit Area 1. Staff are awaiting submission of those additional plans.	Anthony Fotino Jason Youmans		In Progress

Follow Up Action Report

Salt Spring Island

27-Aug-2026

Progress	Activity	Responsibility	Dates	Status
0%	1 434 Baker Road Resolution No. SS-2026-104 Staff to update First Nations that have expressed an interest in file PLDVP20250460 and PLDP20250452 of LTC decisions related to those files and of future meetings where the issue would be considered.	Jason Youmans	Target: 24-Sep-2026	In Progress
51%	2 434 Baker Road Resolution No. SS-2026-105 Staff to obtain a legal opinion to explain why a revetment is not permitted a use in Shoreline Zone 6 and whether Development Permit Area 3 (DPA 3) influences that interpretation.	Jason Youmans Stefan Cermak	Target: 24-Sep-2026	In Progress
0%	3 434 Baker Road Resolution No. SS-2026-106 Staff to ensure future staff report includes a table comparing Development Permit Area 3 (DPA 3), Shoreline Zone 6, and setback regulations.	Jason Youmans	Target: 30-Dec-2026	In Progress
100%	4 PLRZ20260013 (116 Jackson Avenue) Resolution No. SS-2026-108 Staff to provide notice under Section 467 of the Local Government Act that public hearing has been waived for Bylaw No. 553.	Rob Pingle	Target: 24-Sep-2026	Completed
100%	5 131 Brinkworthy Road Resolution No. SS-2026-109 Staff to schedule AAPC meeting and site visit	Kalyaan Selvakumar Oluwashogo Garuba	Target: 24-Sep-2026	Completed

Follow Up Action Report

Salt Spring Island

27-Aug-2026

Progress	Activity	Responsibility	Dates	Status
100%	6 PLDVP20260306 (115 LePage Road) Resolution No. SS-2026-112 Staff to issue permit PLDVP20260306	Anthony Fotino Nadine Mourao	Target: 24-Sep-2026	Completed
100%	7 Official Community Plan - Land Use Bylaw Update Project Resolution No. SS-2026-1152 Staff to schedule PAPC meeting to discuss the Communications and Engagement Plan for the Official Community Plan-Land Use Bylaw Update Project.	Kalyaan Selvakumar Narissa Chadwick	Target: 24-Sep-2026	Completed
51%	8 Community Care Facilities and Transition Housing Resolution No. SS-2026-116 Staff to prepare a Land Use Bylaw Amendment to: a. Define Community Care Facility and Transition Housing; and b. Permit these uses in zones that permit residential uses	Jason Youmans	Target: 24-Sep-2026	In Progress
100%	9 Salt Spring Local Trust Committee 2027/28 Operations Budget Resolution No. SS-2026-117 that the Salt Spring Island Local Trust Committee add to the proposed draft Salt Spring Local Trust Committee 2027/28 Operations Budget a sub- line item to Trustee Expense for two trustees to attend the Association of Vancouver Island Coastal Communities conference.	Jason Youmans	Target: 24-Sep-2026	Completed

Follow Up Action Report

Salt Spring Island

27-Aug-2026

Progress	Activity		Responsibility	Dates	Status
100%	10	Salt Spring Local Trust Committee 2027/28 Operations Budget Resolution No. SS-2026-118 Staff to submit the proposed draft 2027/28 local trust committee operating budget as amended for inclusion in the Trust Council draft 2027/28 budget.	Jason Youmans	Target: 24-Sep-2026	Completed
0%	11	Future Projects List Resolution No. SS-2026-119 Staff to provide a feasibility assessment considering the operational impacts and preliminary implementation options for the replacement of the Future Projects List with a Planning Issues Register as the primary tool for identifying and evaluating future planning work.	Jason Youmans	Target: 24-Sep-2026	In Progress
0%	12	Dock Float Size Resolution No. SS-2026-120 Staff to provide options to address the width of dock ramps in the bylaw enforcement policy.	Jason Youmans Warren Dingman	Target: 24-Sep-2026	In Progress

Active Projects Report

Salt Spring Island

1. Extraordinary Major Project - OCP and LUB Review

Activity:

Description:

\n

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:

- 2026-07-09 - SSLTC received updated project charter and project workplan for consideration
- 2026-08-27 - SSLTC received update project charter, project workplan and

Responsible

Jason Youmans
Narissa Chadwick

Dates

Rec'd: 01-Apr-2023
Target: 31-Mar-2026

Active Projects Report

Salt Spring Island

communications and engagement plan for consideration

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 Implementation Actions:

- Lake/groundwater monitoring (advances WPP Action **1** and Action **6**)
- Proof of Water at Time of Subdivision Bylaw (advances WPP Action **15**)
- Recision of Trust Council Bylaw No. 154 (relates to WPP Actions **16** through **19**)

Responsible

Jason Youmans
Oluwashogo
Garuba
William Shulba

Dates

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

Active Projects Report

Salt Spring Island

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

STAFF REPORT

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

DATE OF MEETING: September 24, 2026

TO: Salt Spring Island Local Trust Committee

FROM: Rob Pingle, Planning Technician
Salt Spring Island Team

COPY: Jason Youmans, Regional Planning Manager

SUBJECT: Rezoning a Residential-zoned Parcel to allow Commercial use within the Ganges Village Core
Applicant: Martin Ogilvie
Location: 116 Jackson Avenue, Salt Spring Island

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 553, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 2, 2026,” is not contrary to, or at variance with, the Islands Trust Policy Statement.
2. That the Salt Spring Island Local Trust Committee Bylaw No. 553, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 2, 2026,” be read a first time.
3. That the Salt Spring Island Local Trust Committee Bylaw No. 553, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 2, 2026,” be read a second time.
4. That the Salt Spring Island Local Trust Committee Bylaw No. 553, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 2, 2026,” be read a third time.
5. That the Salt Spring Island Local Trust Committee Bylaw No. 553 cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 2, 2026”, be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

REPORT SUMMARY

This report provides information on an application to rezone a split-zoned property from Residential 6 (R6) and Residential 6, variant (b) (R6(b)) to a Commercial 3 (C3) zone variant. The proposed zoning would permit all uses allowed in the Commercial 3 zone, while retaining the funeral home, single-family dwelling or duplex use currently allowed. The application also seeks amendments to the siting regulations applicable to the subject property.

The statutory requirements for Notice of First Reading of the draft bylaw have been met and a Community Information Meeting was held. If the Salt Spring Island Local Trust Committee (SS LTC) finds that the

proposed bylaw is not contrary to, or at variance with, the Islands Trust Policy Statement, SS LTC may read draft Bylaw No. 553 three times at its September 24, 2026 meeting and forward it to the Secretary of Islands Trust for approval by the Executive Committee.

BACKGROUND

Draft Bylaw No. 553 is attached to this staff report as Attachment 1.

This report follows the August 27, 2026 meeting of the SS LTC where the following resolution was passed:

SS-2026-108

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee waive the requirement to hold a Public Hearing for the "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 2, 2026" pursuant to Section 464(2) of the Local Government Act and direct staff to provide notice under Section 467 of the Local Government Act.

CARRIED

Previously, SS LTC referred the rezoning application to agencies and First Nations. SS LTC did not identify significant concerns from those referrals requiring action by staff or SS LTC.

Previous staff reports including site context and photos, proposed bylaw, correspondence and referral responses can be found on the [Salt Spring Island Current Applications webpage](#).

ANALYSIS

Policy/Regulatory

Islands Trust Policy Statement

Staff have assessed the uses proposed under Bylaw No. 553 relative to the Islands Trust Policy Statement and find that the proposed bylaw is not contrary to, or at variance with, that document. See Attachment 2 for the Policy Statement Directives Only Checklist.

Issues and Opportunities

Public Notification

Notice of First Reading (Attachment 3) and of the September 24, 2026 Community Information Meeting meets the statutory requirement to inform the public of Draft Bylaw 553. Correspondence generated from the Notice of First Reading is available in the current applications section of the Islands Trust website for this file.

Notice of First Reading was published in the September 9 and 16 editions of the Gulf islands Driftwood Newspaper. The notice was mailed out to all property owners and tenants within a 100 metre radius of the property on September 11, 2026.

Community Information Meeting

A Community Information Meeting (CIM) about proposed Bylaw No. 553 was scheduled on the morning of September 24, 2026. Notice of that meeting was published in the September 9 and 16 editions of the Gulf Islands Driftwood Newspaper. Additionally, it was posted to the upcoming events section of the Islands Trust webpage.

Staff will provide a verbal update about the CIM during the September 24, 2026 regular SS LTC meeting.

First Nations

Subsequent to publication of the August 27, 2026 staff report on this matter, SS LTC received a formal referral response from Sᑭᐱᐱᐱᐱᐱ (Tsawout) First Nation about the proposal. It is attached as Attachment 4. Sᑭᐱᐱᐱᐱᐱ staff indicated no objection to the proposed rezoning provided they receive notification of future ground-disturbing activity at the site. Under Islands Trust's current system, only planning applications that require a discretionary political decision (rezoning, temporary use permit, and development variance permit) would provide SS LTC the opportunity to consider referral to First Nations. Future building permits and development permits would not. SS LTC can consider how to address Sᑭᐱᐱᐱᐱᐱ First Nation's request.

See the staff reports of [March 19, 2026](#) and [August 27, 2026](#) for previous discussion of issues and opportunities.

Rationale for Recommendation

Staff review of draft Bylaw No. 553 finds that it is not contrary to, or at variance with, the Islands Trust Policy Statement. Notice of First Reading has been published and mailed to surrounding properties as statutorily required. As such, staff recommends that Bylaw No. 553 be read three times and advanced to the Executive Committee for consideration of approval.

ALTERNATIVES

1. Request further information

SS LTC may request further information prior to making a decision. Staff advise that the implications of this alternative are increased processing time and potentially increased costs to the applicant. If selecting this alternative, SS LTC should describe the specific information needed and the rationale for this request. Recommended wording for resolution:

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

2. Proceed no further

The SS LTC may decide to proceed no further with the application. Staff advise that the implication of this alternative is that the file would be closed and Bylaw Compliance and Enforcement will be informed of the outcome. If this alternative is selected, the SS LTC should state the reasons for denial. Recommended wording for the resolution:

That the Salt Spring Island Local Trust Committee deny application PLRZ20260013 (116 Jackson Avenue). for the following reasons: [list reasons...].

NEXT STEPS

If the above recommendations are passed by SS LTC, proposed Bylaw No. 553 will be forwarded to the Secretary of the Islands Trust for consideration of approval by Executive Committee. Following Executive Committee approval, SS LTC could consider adoption of Bylaw No. 553.

Submitted By:	Rob Pingle, Planning Technician	September 14, 2026
Concurrence:	Jason Youmans, Regional Planning Manager	September 14, 2026

ATTACHMENTS

1. Draft Bylaw No. 553
2. Islands Trust Policy Statement Directives Only Checklist
3. Bylaw No. 553 Notice of First Reading
4. S7ÁUTW_ (Tsawout) First Nation referral response, August 24, 2026

SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 553

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

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

1. Citation

This bylaw may be cited for all purposes as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2026”.

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

2.1 **Schedule “A” - Zoning Map** is amended by changing the zoning classification for LOT 2 SECTION 1 RANGE 3 EAST NORTH SALT SPRING ISLAND COWICHAN DISTRICT PLAN EPP99513, from Residential 6 (R6) and Residential 6(b) (R6(b)) to Commercial 3(a) (C3(a)) as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “A” to Bylaw No. 355 as are required to effect this change.

2.2 **Section 9.2 – COMMERCIAL ZONES**, Subsection 9.2.4 – “Exceptions in Particular Locations” is amended by adding a new C3(a) zone variation as follows:

“Zone Variation - C3 (a)”

- (11) The following additional uses are permitted:
 - (a) One single-family dwelling; or one duplex.
 - (b) Funeral homes
 - (c) Outdoor retail sales of nursery plants and home gardening supplies
 - (d) Offices
 - (e) Bank or Credit Union
 - (f) Day care centres for children, seniors, or people with special needs
- (13) Despite Subsection 4.3.1(1), the front lot line setback is reduced to 4.5 metres.
- (14) Despite Subsection 4.3.1(2), the rear lot line setback is reduced to 3.0 metres.
- (15) Despite Subsection 4.3.1(3), the interior side lot line setback is reduced to 1.5 metres.

And by making consequential numbering alterations to effect this change.

3. SEVERABILITY

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

READ A FIRST TIME THIS _____ 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____

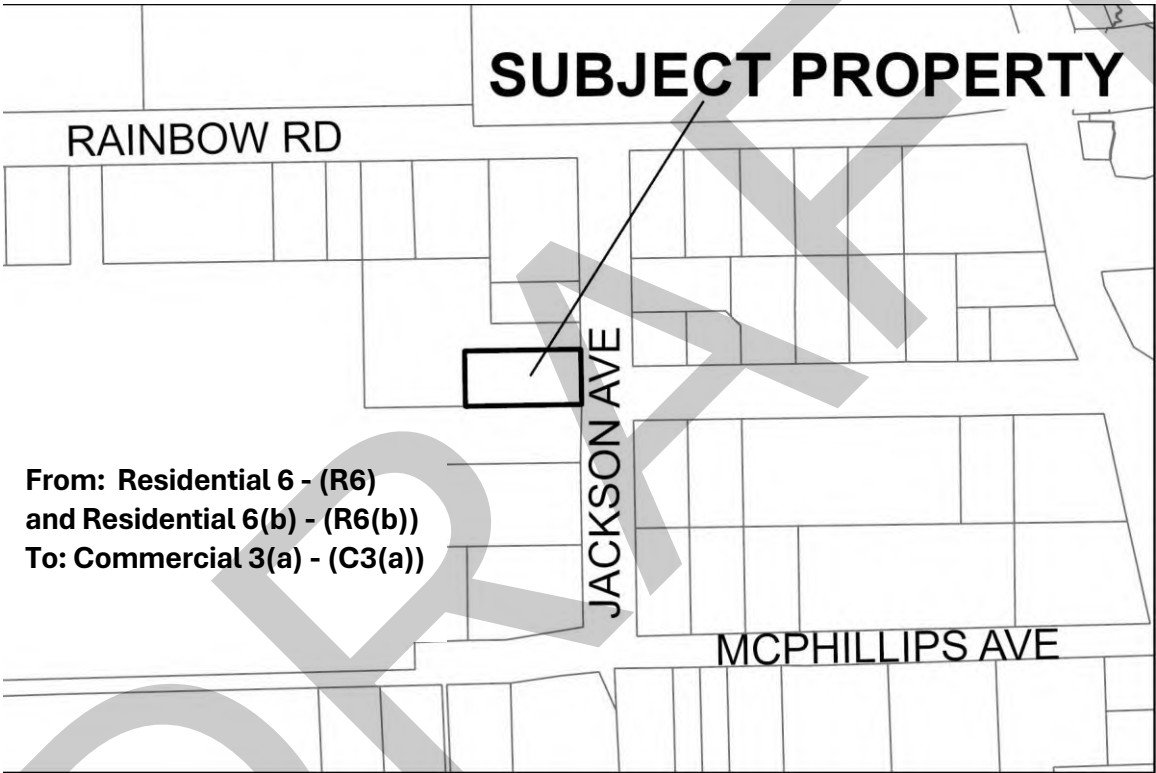
ADOPTED THIS _____ DAY OF _____ 20____

CHAIR

SECRETARY

SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 553

Plan No. 1



**From: Residential 6 - (R6)
and Residential 6(b) - (R6(b))
To: Commercial 3(a) - (C3(a))**

ISLANDS TRUST POLICY STATEMENT DIRECTIVES ONLY CHECKLIST

File No.: PLRZ20260013 | Bylaw No: 553
116 Jackson Avenue, SSI (PID: 031-451-977)

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECKLIST

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

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

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

PART III: POLICIES FOR ECOSYSTEM PRESERVATION AND PROTECTION

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

PART IV: POLICIES FOR THE STEWARDSHIP OF RESOURCES

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

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

PART V: POLICIES FOR SUSTAINABLE COMMUNITIES

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

N/A	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
✓	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
N/A	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.
CONSISTENT	No.	DIRECTIVE POLICY
	5.5	Recreation
N/A	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
N/A	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
N/A	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
N/A	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
✓	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
N/A	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
N/A	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
✓	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
N/A	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

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



Islands Trust

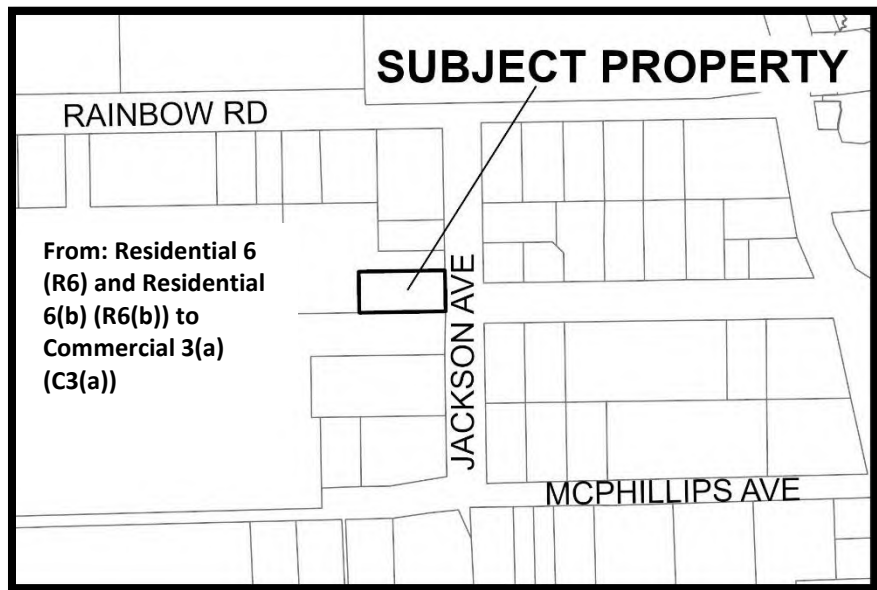
Salt Spring Island Local Trust Committee
NOTICE OF FIRST READING
Draft Bylaw No. 553
Land Use Bylaw Amendment to Allow Commercial Use

NOTICE is hereby given pursuant to Section 467 of the *Local Government Act*, that the Salt Spring Island Local Trust Committee will consider first reading of Draft Bylaw No. 553, cited as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2026” at its Regular Meeting scheduled at 12:30 p.m. on Thursday, September 24, 2026, at the Salt Spring Legion, Meaden Hall, 120 Blain Road, Salt Spring Island.

Draft Bylaw No. 553 will, if adopted, amend Salt Spring Island Land Use Bylaw No. 355 by changing the zoning at **116 Jackson Avenue, Salt Spring Island** from Residential 6 (R6) and Residential 6(b) (R6(b)) to Commercial 3(a) (C3(a)) for the purpose of permitting all uses allowed in the Commercial 3 zone, while retaining the funeral home, single-family dwelling or duplex use currently allowed. If approved, the amendments will also decrease the front lot line setback from 7.5 metres to 4.5 metres, the rear lot line setback from 7.5 metres to 3.0 metres and the interior side lot line setback from 3.0 metres to 1.5 metres.

The property is legally described as LOT 2 SECTION 1 RANGE 3 EAST NORTH SALT SPRING ISLAND COWICHAN DISTRICT PLAN EPP99513 (PID: 031-451-977).

The Local Trust Committee is not holding a Public Hearing for this Bylaw under the authority of Section 464(2) of the *Local Government Act* that states a local government is not required to hold a Public Hearing on a proposed zoning bylaw if an Official Community Plan (OCP) is in effect for the subject area and the draft bylaw is consistent with the OCP. Draft Bylaw No. 553 is consistent with the Salt Spring Island Official Community Plan Bylaw No. 434.



A copy of the draft bylaw may be inspected at the Islands Trust Office, 4 – 121 McPhillips Avenue, Salt Spring Island B.C. between the hours of 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m. Monday to Friday, excluding statutory holidays, and on the Islands Trust website <https://islandstrust.bc.ca/island-planning/salt-spring/current-applications/>, commencing September 11 2026 and continuing up to and including September 23, 2026.

A community information meeting will be held on Thursday, September 24, 2026 from 10:00 a.m. to 11:00 a.m. at the Salt Spring Legion, Meaden Hall, 120 Blain Road, Salt Spring Island.

Enquiries or Written Comments may be directed to Rob Pingle, Islands Trust Planning Technician by email rpingle@islandstrust.bc.ca, or phone at 250-537-9144. For toll-free access, request a transfer to the above telephone number via Service BC: in Vancouver at 604-660-2421 and elsewhere in BC at 1-800-663-7867. Written submissions must be received via email to ssiinfo@islandstrust.bc.ca or mail 4 – 121 McPhillips Ave Salt Spring Island, BC V8K 2T6, no later than **4:00 p.m. Wednesday, September 23, 2026**.

Written comments made in response to this notice will also be available for public review.



August 24, 2026

Milad Panahifar

Planner 1

Islands Trust

4 – 121 McPhillips Avenue

Salt Spring Island, BC V8K 2T6

SṠÁUTW First Nation File No. 2026-00201

RE: Follow-Up Rezoning Referral – 116 Jackson Avenue, Salt Spring Island

Dear Milad,

Thank you for providing SṠÁUTW First Nation with the opportunity to further review the proposed rezoning of 116 Jackson Avenue, Salt Spring Island. We are following up on our previous response dated June 11, 2026, in which the Nation requested additional information regarding the proposed amendment and potential archaeological, cultural heritage, and environmental considerations.

We understand that the application proposes to establish a site-specific Commercial 3(a) zone that would permanently permit a range of commercial uses on the property and establish reduced lot line setbacks. The proposed zoning would provide permanent authorization for uses that have previously operated under a Temporary Use Permit, while also providing greater certainty regarding the continued operation of these uses and their compliance with the Land Use Bylaw.

SṠÁUTW First Nation completed a site visit on July 13, 2026, and based on that, and the information provided to date, including our review of the proposed amendment, **SṠÁUTW First Nation supports the proposed rezoning and associated setback reductions.**

SṠÁUTW First Nation holds unextinguished Aboriginal rights and title within its traditional territory. As a signatory to the Douglas Treaties, SṠÁUTW retains Treaty rights to hunt, fish, and carry-on traditional practices, as well as to protect village sites and maintain its *ĆELÁNEN* (way of life). These rights are constitutionally protected under section 35 of the Constitution Act, 1982, affirmed by the United Nations Declaration on the Rights of Indigenous Peoples, and supported by established jurisprudence. The protection of these rights must be a central consideration in land use planning and decision-making processes affecting SṠÁUTW's territory.

SᑭÁUTW requests that any future development proposals involving ground disturbance, building expansion, site alteration, servicing, or other activities that may have the potential to affect archaeological or cultural heritage resources continue to be referred to SᑭÁUTW First Nation for review. This will allow potential impacts to the Nation's archaeological resources, cultural heritage values, Aboriginal rights, and environmental interests to be appropriately considered as future proposals arise.

Should there be any material changes to the proposal or future development activities associated with the property, further review may be required.

Thank you for your continued engagement with SᑭÁUTW First Nation. We look forward to continued consultation regarding future referrals within SᑭÁUTW territory.

If you require any further information or clarification regarding SᑭÁUTW First Nation's response, please contact me at BManson@stautw.ca

Kind regards,

Bel Manson
Referrals Coordinator
SᑭÁUTW First Nation

cc. Jennifer Claxton
Martin Ogilvie



DATE OF MEETING: September 24, 2026

TO: Salt Spring Island Local Trust Committee

FROM: Oluwashogo Garuba, Planner 2
Salt Spring Island Team

COPY: Jason Youmans, Regional Planning Manager

SUBJECT: Lot frontage waiver for a proposed boundary adjustment
Applicant: Padra Ahmadi
Location: 261 Trustees Trail (PID 026-644-517) and Lot 14 Trustees Trail (PID 026-644-509)

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee exempt Proposed Lot A and Proposed Lot B in the subdivision layout plan for SS-SUB-2023.5 from the 10 percent perimeter provision of Section 512 of the *Local Government Act* and Subsection 5.3.1 of the Salt Spring Island Land Use Bylaw No. 355, 1999.

REPORT SUMMARY

The purpose of this application is to exempt the lots created by a proposed boundary adjustment subdivision from the 10 percent perimeter provision of Section 512 of the *Local Government Act* and Subsection 5.3.1 of the Salt Spring Island Land Use Bylaw No. 355, 1999.

Given that both existing lots already have highway frontage that is less than 10 percent of their perimeters and will maintain frontage that is greater than 10 metres, staff support the recommendation.

BACKGROUND

A subdivision referral response was submitted by Islands Trust staff to the Ministry of Transportation and Infrastructure (MOTI) on December 7, 2023. The applicant has fulfilled all other conditions of subdivision apart from the lot frontage exemption addressed here.

The applicant submitted the boundary adjustment, a type of subdivision, in order to better use the properties. According to the applicant, the proposed boundary would better follow the existing natural boundary between the two lots. According to the applicant, a creek runs through the two properties and the land becomes too steep to be usable south of the existing wells.

ANALYSIS

Policy/Regulatory

Local Government Act

Section 512 of the *Local Government Act* requires that at least 10 percent of the perimeter of lots created through subdivision must front onto a highway unless specifically exempted by the local government:

Minimum parcel frontage on highway

512 (1) If a parcel being created by a subdivision fronts on a highway, the minimum frontage on the highway must be the greater of

- (a) 10% of the perimeter of the lot that fronts on the highway, and
- (b) the minimum frontage that the local government may, by bylaw, provide.

(2) A local government may exempt a parcel from the statutory or bylaw minimum frontage provided for in subsection (1).

(3) As a limitation on section 229 [delegation of board authority] of this Act or section 154 [delegation of council authority] of the [Community Charter](#), a local government may delegate its powers under subsection (2) only to an approving officer.

Although no new lots are being created as part of this application, the ten percent perimeter provision must still be met or waived by the SS LTC. Proposed Lot A has 9.8 percent of the lot as highway frontage and Proposed Lot B has 8.08 percent of the lot as highway frontage. Once the boundary adjustment is complete, both lots will retain highway frontage that is greater than 10 metres.

Official Community Plan:

The property is designated as Rural Neighbourhoods (RL) in the Salt Spring Island Official Community Plan No. 434, 2008. There are no specific OCP policies that address LTC consideration of minimum frontage exemptions.

Land Use Bylaw:

The property is zoned Rural variant e (R(e)).

The proposed boundary adjustment would not impact existing density as there is no further subdivision potential.

Issues and Opportunities

Lot Frontage:

In accordance with Subsection 5.3.1 of the LUB of Salt Spring Island Land Use Bylaw No. 355, a minimum lot frontage of 10 percent is required for subdivision of lots, however, section 512 (2) of the *Local Government Act* allows exemption from this requirement by the local government provided that highway frontage for new lots remains greater than 10 metres.

Minimum lot frontage requirements exist to help ensure that lots maintain an adequate area for a functional driveway access and a usable building envelope. They also help maintain a predictable visual rhythm from the street.

Consultation

No public hearing or consultation is required or recommended for this application.

First Nations

Subdivision is considered “development” and has the potential to impact cultural heritage and archaeological sites that are protected by the *Heritage Conservation Act (HCA)*.

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

Rationale for Recommendation

The exemption requested in this application would assist the applicant in achieving final approval for the proposed boundary adjustment. The requested lot frontage exemption is supported by staff as the request is not anticipated to negatively impact the surrounding neighbourhood or create a problematic land use.

ALTERNATIVES

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

1. Request further information

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

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

2. Deny the application

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

That the Salt Spring Island Local Trust Committee deny the requested lot frontage exemption for SS-SUB-2023.5 for the following reasons . . .

NEXT STEPS

If the LTC concurs with staff’s recommendation and approves the lot frontage waiver request, the applicant would be able to satisfy one of the conditions of subdivision listed in the referral response letter issued to MOTT and applicant.

Submitted By:	Oluwashogo Garuba, Planner 2	August 25, 2026
Concurrence:	Jason Youmans, Regional Planning Manager	September 1, 2026

ATTACHMENTS

- 1. Subdivision Plan
- 2. Referral Response

PROPOSED SUBDIVISION OF LOTS 14 AND 15, SECTION 1, RANGE 1 EAST,
NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN VIP80776
BCGS MAP SHEET 92B.083

LOT 14 PID: 026-644-509
LOT 14 PID: 026-644-517



The intended plot size of this plan is 559mm in width by 432mm in height (C-Size) when plotted at a scale of 1:1000.

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

Elevations are assumed and are based on traverse hub 4658 with an elevation of 100.00 metres.

LEGEND

- denotes Standard Iron Post found
- △ denotes Traverse Hub placed
- ▲ denotes Spike placed
- denotes Stake Placed
- ⊕ denotes Well
- denotes Edge of Pavement
- - - denotes Edge of Driveway
- - - denotes Drainage Course
- × denotes Spot Elevation

Setbacks are derived from field survey completed on September 13th, 2022, and are measured from finished material.

The civic address of the building is:
261 Trustees Trail, Salt Spring Island, BC.

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

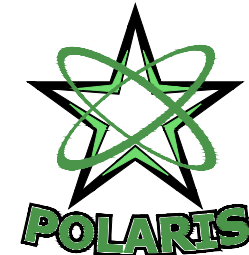
- EM39623 - Covenant
- ET100495 - Covenant
- FA41421 - Covenant
- FA41423 - Covenant
- FA41451 - Statutory Building Scheme
- FA41452 - Covenant
- FA41454 - Covenant
- FA42044 - Easement
- FA42045 - Easement

This plan was prepared for building inspection purposes and is for the exclusive use of Joanne Whitehead and Padra Ahmadi.

This document shows the relative location of the surveyed buildings and features with respect to the boundaries of the parcel described hereon. This document shall not be used to define property lines or property corners. Additional buildings or structures not shown on this plan may be located on the property.

Feature labels are descriptive. The user is encouraged to review the appropriate land use bylaw for specific feature definitions.

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

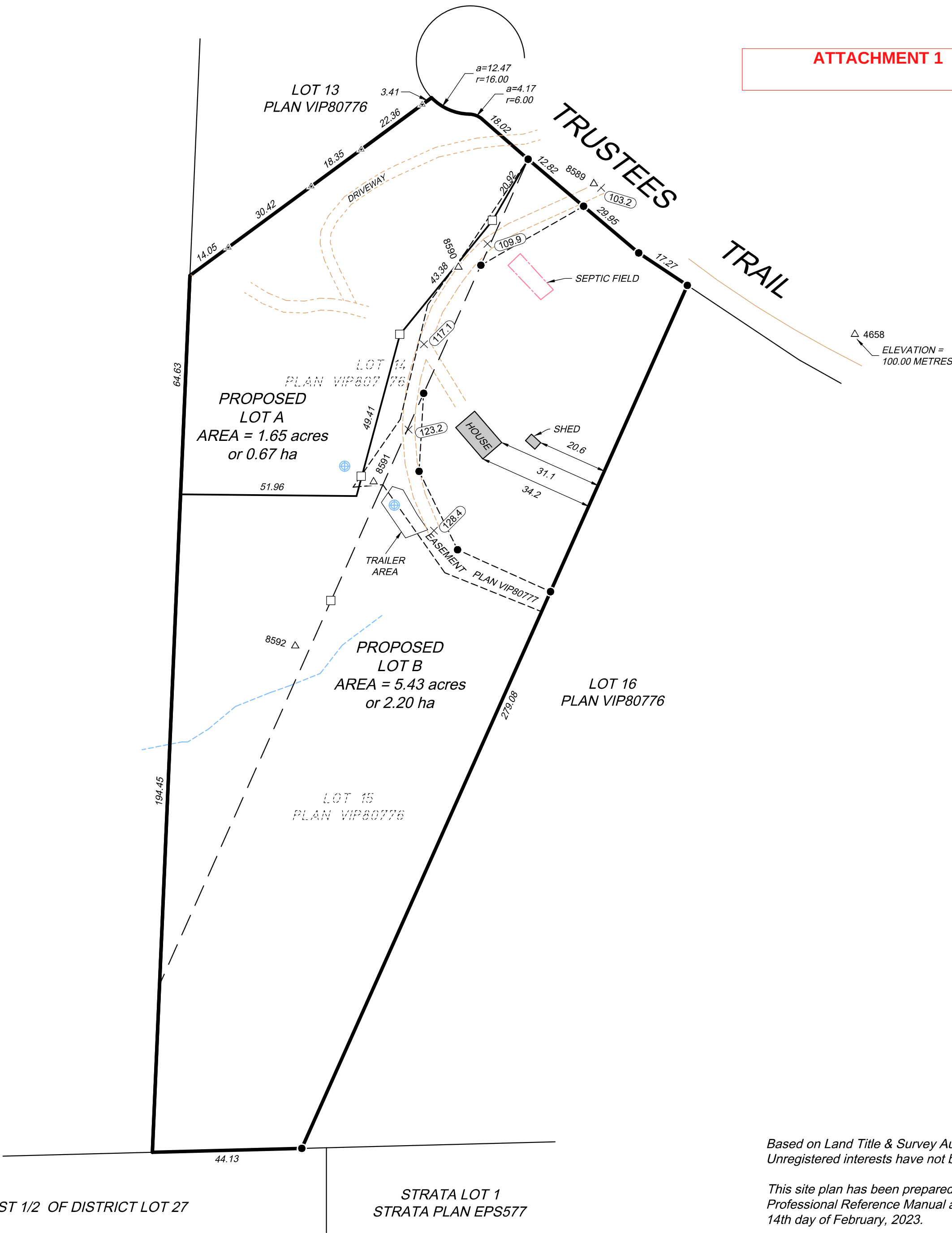
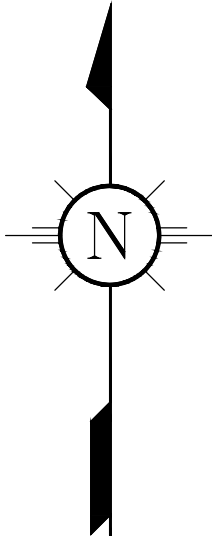
Toll Free: (877) 603 7398
Telephone: (250) 537 5502
SSI@plsi.ca
www.plsi.ca

Date: 2023-02-27
File: 0490-03
Drawing: 0490-03-PR-SUB.dwg
Layout: C-Size

WEST 1/2 OF DISTRICT LOT 27

STRATA LOT 1
STRATA PLAN EPS577

ATTACHMENT 1



Based on Land Title & Survey Authority Records and Field Survey.
Unregistered interests have not been included or considered.

This site plan has been prepared in accordance with the ABCLS Professional Reference Manual and is certified correct as of the 14th day of February, 2023.

Jordan Elliot Litke, BCLS 905
This document is not valid unless digitally signed.

To: Tara Breysen
Title: Development Officer
District Office: Saanich

Date Received : 11/7/2023
I.T. File No.: SS-SUB-2023.5
MoT File No.: 2023-01703

ATTACHMENT 2

Applicant	Padra Ahmadi
Owner	Lot 14 – Padra Ahmadi Lot 15 – Joanne Whitehead and Padra Ahmadi
Civic Address	261 Trustees Trail Lot 14 Trustees Trail
Legal Description	LOT 15 SECTION 1 RANGE 1 EAST NORTH SALT SPRING ISLAND COWICHAN DISTRICT PLAN VIP80776 LOT 14 SECTION 1 RANGE 1 EAST NORTH SALT SPRING ISLAND COWICHAN DISTRICT PLAN VIP80776
PID	026-644-517 026-644-509
Local Trust Area	Salt Spring Island LTA
Site Area	Proposed Lot A: 0.67 ha (1.65 ac) Proposed Lot B: 2.20 ha (5.43 ac)
Existing of Number of Lots	2
Proposed Number of Lots	2
Subdivision Type	Boundary adjustment

SUMMARY:

Islands Trust recommends that the following be made conditions of Preliminary Layout Review (PLR). These recommendations are made pursuant to the Salt Spring Island Land Use Bylaw, the Salt Spring Island Official Community Plan (OCP) and relevant sections of the *Islands Trust Act* and the *Local Government Act*.

Prior to Final Approval of the proposed subdivision, we require the following:

1. The applicant shall receive a resolution from the Salt Spring Island Local Trust Committee exempting Proposed Lot B from the minimum parcel frontage of 10% of the perimeter of the lot that fronts on the highway.
2. **No non-conformity** may be created with respect to the use, siting or density of any existing building or structure as a result of the subdivision.

In addition, Islands Trust requests that the Approving Officer consider the following:

1. Any amendments to the subdivision layout that would trigger an additional review of the Salt Spring Island bylaws, policies, and relevant legislation.

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

Please quote file number SS-SUB-2023.5 in all correspondence to the Islands Trust related to this file.

Name: Charly Caproff

Date: 12/7/2023

Title: Planner 1

Planning Team: Salt Spring Island Team

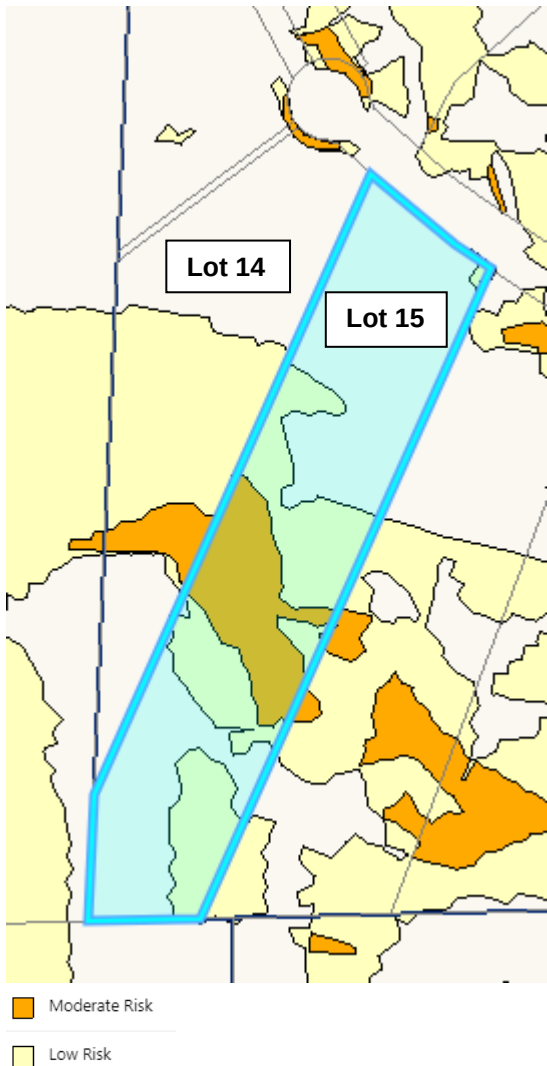
Chris Hutton, Regional Planning
CC: Manager

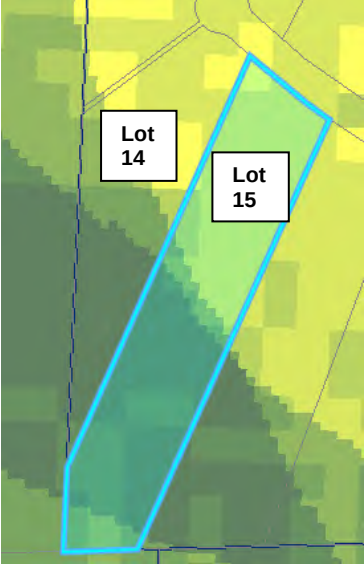
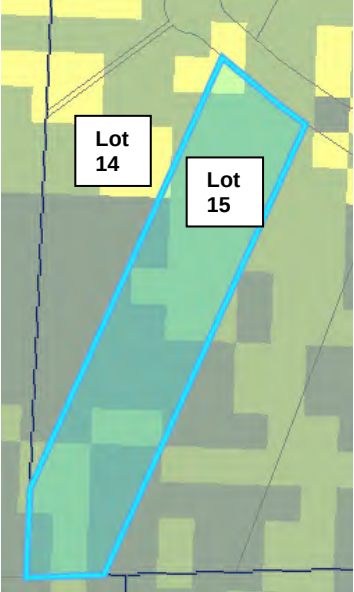
Signature: 

Details	
1. Official Community Plan (OCP) Information	
OCP Designation(s)	Rural Neighbourhoods - RL
Development Permit Area	N/A
Advocacy Policies	N/A
2. Zoning Information	
Zoning Classification(s)	Rural (e) – R(e)
Comments	Boundary adjustment, no further lot creation proposed.
3. Title Information	
Legal Notations	<u>Right of Way 195490G</u> – BC Hydro utility access <u>Undersurface Rights EL28863</u> <u>Covenant EM39623</u> – SSI LTC restrictive covenant on further subdivision – conditional on provision of parkland and pedestrian trail <u>Covenant ET100495</u> – SSI LTC restrictive covenant for subdivision – subject to road construction and plan design (see No. 3 for circumstances when the covenant is considered null and void) <u>Covenant FA41421</u> – Province of BC restrictive covenant – potential flood danger <u>Covenant FA41423</u> – Province of BC and CRD restrictive covenant – geotechnical <u>Covenant FA41452</u> – SSI LTC restriction on development of Lot 3 and Lot 15 <u>Covenant FA41454</u> – SSI LTC covenant for water treatment <u>Easement FA41460</u> – access easement <u>Building Scheme Modification – CA7800938</u>
Comments	N/A
4. Land Status	
ALR	N
Land Use Contract	N
Comments	N/A
5. Proposed Lot Areas	
Proposed Minimum Average Lot Areas	Proposed Lot A: 0.67 ha (1.65 ac) Proposed Lot B: 2.20 ha (5.43 ac) Complies as per Subsection 5.2.1 and 5.2.2 of the LUB (Boundary adjustment).
Proposed Minimum Lot Areas	Proposed Lot A complies with the Rural zone minimum lot area.

S. 219 Covenant Prohibiting Further Subdivision	N/A
Lots Divided by a Zone Boundary	N/A
Comments	N/A
6. Lot Dimensions	
Depth:Width Ratio of Proposed Lots	Proposed Lot A – 2.56:1 Proposed Lot B – 3.12:1 Complies
7. Lot Frontage	
Highway Access	Complies
Minimum Frontage	Proposed Lot A: 34.66 m Proposed Lot B: 60.04 m Complies
Ten Percent Frontage LGA s. 512	Proposed Lot A: 10% Proposed Lot B: 8%
Double Frontage Lot(s)	N/A
8. Servicing Requirements	
Proof of Potable Water	N/A
Sewage Disposal	N/A
Stormwater Drainage	N/A
9. Boundary Adjustments	
Boundary Adjustment Regulations	Complies
10. Panhandle Lots	
Panhandle Regulations	N/A
11. Split (Hooked) Lots	
Split Lot Regulations	N/A
12. Existing Buildings and Structures	
Conformity with Bylaw	Complies
Review of orthophotos and site visit	Review of site plan and aerial imagery
13. Park Dedication (Section 510 of the <i>Local Government Act</i>):	
Park Land or Payment Required	N/A
OCP Policies requiring land	N
Trail or water access requirements	N

Refer to Parks Commission	N
LTC Resolution required	N/A
14. Road and Driveway Standards	
Roads to be Constructed	N
Road Classification	N/A
Highway, access route or driveway requirements or recommendations	N/A
15. Pathways	
Requirements for sidewalks or paths	N/A
16. Environmental Features	
Sensitive Ecosystems	N/A
Species at Risk	N/A
Raptor/Heron Nests	N/A
Marine Ecosystems	N/A
Riparian Areas (not designated as a DPA)	N/A
Mapping attached	N
17. Cultural Features	
Registered Archaeological Sites	N
Archaeological Potential	N
Mapping, forms and any comments by SIPA attached	N
18. Steep Slope Mapping	

Slope Hazard Classification(s):	High and medium risk steep slope  Lot 14 Lot 15 Moderate Risk Low Risk
Mapping attached	N
19. Groundwater Mapping	
Groundwater Region(s)	Booth Bay South
Classification(s)	

Intrinsic Vulnerability	Moderate – Low  Legend: - Low - Moderately Low - Moderate
Salt Water Intrusion Vulnerability	 Legend: - Low - Moderately Low - Moderate
Mapping attached	N



File No.: PLSUB20260120

X-Ref: PLDP20260186

DATE OF MEETING: September 24, 2026

TO: Salt Spring Island Local Trust Committee

FROM: Oluwashogo Garuba, Planner 2
Salt Spring Island Team

COPY: Jason Youmans, Regional Planning Manager

SUBJECT: Lot frontage waiver request for a proposed two-lot subdivision
Applicant: Jordan Litke
Location: 154 Kings Lane, SSI

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee exempt Proposed Lot A in the subdivision layout plan (Attachment 1) for PLSUB20260120 from the minimum 10 percent perimeter provision of Salt Spring Island Land Use Bylaw regulation subsection 5.3.1 and Section 512(2) of the *Local Government Act*.

REPORT SUMMARY

The purpose of this application is to recommend that Salt Spring Island Local Trust Committee (SS LTC) exempt proposed Lot A in the proposed two-lot subdivision of 154 Kings Lane from the 10 percent perimeter requirement of Section 512 of the *Local Government Act* and Subsection 5.3.1 of the Salt Spring Island Land Use Bylaw No. 355, 1999.

Staff recommend that SS LTC grant the requested exemption, as proposed Lot A, despite having a perimeter of less than 10 percent, will maintain highway frontage exceeding 10 metres.

BACKGROUND

The applicant has applied to the Ministry of Transportation and Transit (MOTT) for a conventional two-lot subdivision. The subdivision application was referred to the Islands Trust for review and comment and Islands Trust staff prepared a Subdivision Referral Response (Attachment 2), which was sent to MOTT and the applicant on April 22, 2026. In this response, staff identified that the 10 percent lot frontage provisions for Proposed Lot A would not be met and that an exemption would be required from LTC. The applicant is currently working through satisfying the various conditions of subdivision, hence why this waiver request has been submitted.

ANALYSIS

Local Government Act

Section 512 of the *Local Government Act* requires parcels created by subdivision to have a minimum lot frontage that is the greater of 10 percent of the perimeter of the lot and the minimum frontage required by local government bylaw. However, a local government may exempt a parcel from the minimum frontage requirement.

LGA s. 512

- 1) If a parcel being created by a subdivision fronts on a highway, the minimum frontage on the highway must be the greater of
 - a. 10% of the perimeter of the lot that fronts on the highway, and
 - b. The minimum frontage that the local government may, by bylaw, provide.
- 2) A local government may exempt a parcel from the statutory or bylaw minimum frontage provided for in subsection (1).

Proposed Lot A has 9.6 percent of the lot as highway frontage measuring 51.93 meters. Once the proposed subdivision has been completed, both proposed lots will retain highway frontage that is greater than 10 meters.

Official Community Plan

The property is designated as Ganges Village Upper (GVU) in the Salt Spring Island Official Community Plan No. 434, 2008 (OCP). There are no specific policies that address LTC consideration of minimum frontage exemptions.

Land Use Bylaw:

The subject property is currently zoned as Residential 13 (R13) in the LUB and both proposed lots meet the minimum area of an individual lot requirement (0.11 ha). Lot frontage regulations in the LUB require a minimum lot frontage of 10 percent of a proposed lot's perimeter, unless exempted by the Local Trust Committee. Proposed Lot A does not meet this requirement with only a lot frontage of 51.93 m (9.6%).

Subsection 5.3.1 The frontage of any lot in a proposed subdivision must be at least 10 per cent of its perimeter, provided that in no case may the frontage be less than 10 m.

Issues and Opportunities

Lot Frontage:

In accordance to Subsection 5.3.1 of the LUB of Salt Spring Island Land Use Bylaw No. 355, a minimum lot frontage of 10 percent is required for subdivision of lots, however, section 512 (2) of the *Local Government Act* allows exemption from this requirement by the local government provided that highway frontage for new lots remains greater than 10 meters.

Minimum lot frontage requirements exist to help ensure that lots maintain an adequate area for a functional driveway access and a usable building envelope. They also help maintain a predictable visual rhythm from the street.

Development Permit PLDP20260186:

SS LTC has received a development permit application under Development Permit Area 1 (Island Villages_ for the construction of a 50-unit affordable housing development on what will become proposed Lot A created by this subdivision. This development permit application follows on a land use bylaw amendment application finalized in February 2026 that rezoned the parent parcel from Residential 12(a) to Residential 13 (R13).

Consultation

No public hearing or consultation is required or recommended for this application.

First Nations

Subdivision is considered “development” and has the potential to impact cultural heritage and archaeological sites that are protected by the *Heritage Conservation Act (HCA)*.

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

Rationale for Recommendation

The exemption requested in this application would assist the applicant in achieving final approval for the proposed two lot subdivision. The requested lot frontage exemption is supported by staff as the request is not anticipated to negatively impact the surrounding neighbourhood or create a problematic land use.

ALTERNATIVES

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

1. Request further information

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

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

2. Deny the application

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

That the Salt Spring Island Local Trust Committee deny the lot-frontage exemption for application PLSUB20260120 for the following reason...

NEXT STEPS

If SS LTC concurs with staff's recommendation and approves the lot frontage waiver request, the applicant would be able to satisfy one of the conditions of subdivision listed in the referral response letter issued to MOTT and applicant.

Submitted By:	Oluwashogo Garuba, Planner 2	September 3, 2026
Concurrence:	Jason Youmans, Regional Planning Manager	September 14, 2026

ATTACHMENTS

1. Subdivision Plan (154 King's Lane)
2. Subdivision Referral Response

PROPOSED SUBDIVISION PLAN OF LOT 2, SECTION 4, RANGE 3 EAST,
NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 23507.

PID 003-106-756



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

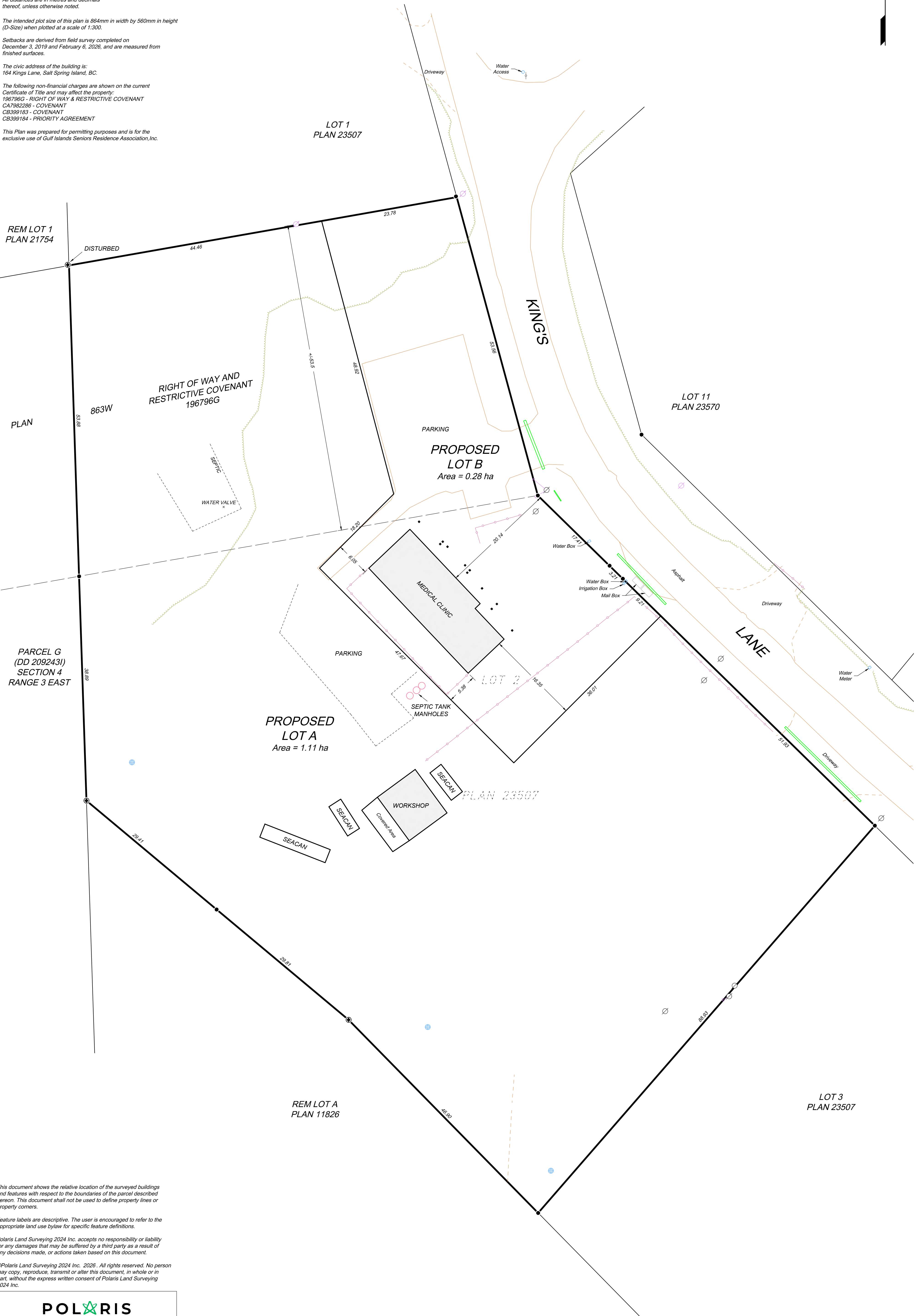
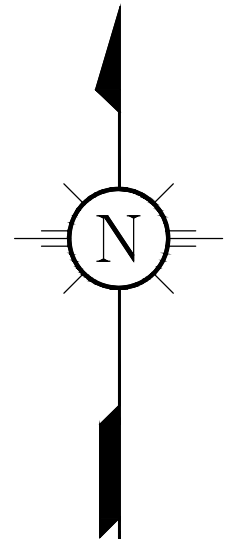
The intended plot size of this plan is 864mm in width by 560mm in height (D-Size) when plotted at a scale of 1:300.

Setbacks are derived from field survey completed on December 3, 2019 and February 6, 2026, and are measured from finished surfaces.

The civic address of the building is:
164 Kings Lane, Salt Spring Island, BC.

The following non-financial charges are shown on the current Certificate of Title and may affect the property:
196796G - RIGHT OF WAY & RESTRICTIVE COVENANT
CA7982286 - COVENANT
CB399183 - COVENANT
CB399184 - PRIORITY AGREEMENT

This Plan was prepared for permitting purposes and is for the exclusive use of Gulf Islands Seniors Residence Association, Inc.



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

Feature labels are descriptive. The user is encouraged to refer to the appropriate land use bylaw for specific feature definitions.

Polaris Land Surveying 2024 Inc. accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document.

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POLARIS
LAND SURVEYING

Mailing & delivery address:
Polaris Land Surveying 2024 Inc.
204 - 149 Fulford-Ganges Road,
Salt Spring Island, BC, V8K 2T9

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

Certified Correct as to the practice of land surveying in accordance with Part 11-5(2) of the Survey and Plan Rules as of the 3rd day of December, 2019 and 6th day of February, 2026.
Jordan Elliot Little, BCLS 905

Date: 2026-08-12
File: 00398-04
Drawing: 0038-04-PSUB_REV03.dwg
Layout: D-Size

 Islands Trust www.islandstrust.bc.ca Toll Free: 1 (800) 663-7867	Northern Office 700 North Road Gabriola Island, BC V0R 1X3 Ph: 250-247-2063 Fax: 250-247-7514 northinfo@islandstrust.bc.ca DENMAN, GABRIOLA, GAMBIER, HORNBY, LASQUETI, THETIS, BALLENAS-WINCHELSEA	Victoria Office 200 - 1627 Fort Street Victoria, BC V8R 1H8 Ph: (250) 405-5151 Fax: (250) 405-5155 southinfo@islandstrust.bc.ca GALIANO, MAYNE, NORTH PENDER, SATURNA, SOUTH PENDER	Salt Spring Office 4 – 121 McPhillips Ave Salt Spring Island, BC V8K 2T6 Ph: (250) 537-9144 Fax: (250) 537-9116 ssiinfo@islandstrust.bc.ca SALT SPRING
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SUBDIVISION REFERRAL FORM

To: Anya Mikes **Date Received:** 3/10/2026
Title: Development Officer **I.T. File No.:** PLSUB20260120
District Office: Saanich **MoT File No.:** 2026-00915

Applicant	Jordan Litke
Owner	Gulf Islands Seniors Residence Association (GISRA)
Civic Address	154 Kings Lane Road, SSI
Legal Description	LOT 2, SECTION 4, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 23507
PID	003-106-756
Local Trust Area	Salt Spring Island Local Trust Area
Site Area	(1.39 ha) 13873.52 m ²
Existing of Number of Lots	1
Proposed Number of Lots	2
Subdivision Type	Conventional Subdivision

SUMMARY:

Islands Trust recommends that the following be made conditions of Preliminary Layout Review (PLR). These recommendations are made pursuant to the Salt Spring Islands Trust Land Use Bylaw 355, 1999, the Salt Spring Island Official Community Plan (OCP) and relevant sections of the *Islands Trust Act* and the *Local Government Act*:

1. The applicant is required to obtain from the Islands Trust, a development permit or applicable exemption thereof, prior to commencement of any earthworks, construction, or subdivision approval, pursuant to the OCP for the subdivision of land parcels within Development Permit Area 1: Island Villages (DPA 1).
2. The applicant shall obtain a resolution to exempt Lot A from the minimum parcel frontage of 10% of the perimeter of the lot that fronts on the highway from Salt Spring Island LTC (SS LTC)
3. The applicant shall submit to the Islands Trust written certification in the form of a pump test, in accordance with the BC Guide to Pumping Tests, under the seal of an engineer with experience in groundwater hydrology that there is sufficient supply and quality of potable water for all lots in the subdivision serviced by groundwater and for all uses permitted by the zone, in accordance with Section 5.5 and Table 1 of the LUB, and that

extraction from the groundwater table of the amount of water is not reasonably expected to adversely affect the quantity or quality of water obtainable from any existing well or surface water that is used as a source of potable water.

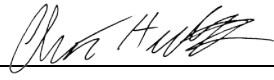
4. If the water supply is provided through a groundwater well and the water to be supplied is not potable, but can be made potable with a treatment system that is customarily used in a single-family dwelling, then the applicant must grant a covenant under the Land Title Act to the LTC that requires ongoing treatment of the water to ensure that it is potable before it is used as drinking water.
5. The applicant shall provide written confirmation to the Islands Trust from Island Health that all lots are serviced or are capable of being serviced by an **on-site sewage disposal system** in an area or areas of sufficient size and characteristics to satisfy the requirements of the Vancouver Island Health Authority's Subdivision Assessment Standards for the uses, buildings, and structures that are permitted on the lots in accordance with SS LUB Sections 4.5 (Setbacks from Water Bodies – Water Quality Protection) and Section 5.6 (Sewage Disposal).
6. The applicant shall submit to the Islands Trust written certification under the seal of an Engineer with experience in drainage engineering that a system for the subdivision has been designed in accordance with Section 5.7 and is in compliance with the requirements of SS LUB section 4.4 (Setbacks from Water Bodies – Flood Protection) and section 4.5 (Setbacks from Water Bodies – Water Quality Protection).
7. The applicant is required to submit to the Islands Trust written certification under the seal of an engineer with experience in drainage engineering that a drainage system for the subdivision has been installed in accordance with the drainage system design prepared under Section 5.7 of the LUB.
8. The applicant confirms to Islands Trust that the proposed lots do not contain or are not within 100 metres of a tree bearing the nest of a great blue heron, a bald eagle or an osprey. In the case where such a tree does exist, then the applicant must confirm that the lot being created provides sufficient area for a building envelope of 280 square metres, given required setbacks, and given that an access driveway and on-site sewage treatment system will need to be located outside of a 100 metre radius from the base of that tree.
9. The applicant is required to submit to the Islands Trust, written confirmation by an engineer or Land Surveyor that all lots satisfy the requirements of Section 5.17 and Schedule D of the LUB.
10. **No non-conformity** may be created with respect to the use, siting or density of any existing building or structure as a result of the subdivision.

In addition, Islands Trust requests that the Approving Officer consider the following:

Any amendment to the subdivision layout (Attachment 1) would trigger an additional review of Salt Spring Island bylaws, policies, and relevant legislation.

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

Please quote file number **PLSUB20260120** in all correspondence to the Islands Trust related to this file.

Name:	<u>Oluwashogo Garuba</u>	Date:	<u>4/14/2026</u>
Title:	<u>Planner 2</u>	Planning Team:	<u>Salt Spring Island Team</u>
CC:	<u>Jordan Litke</u>	Signature:	<u></u>
Department Manager	<u>Chris Hutton</u>	Signature	<u></u>

Attachments:

1. Proposed Subdivision Plan
2. Steep Slope Hazard Map
3. Aquifer Intrinsic Vulnerability Map
4. Aquifer Vulnerability to Saltwater Intrusion Map

Details	
1. Official Community Plan (OCP) Information	
OCP Designation(s)	Ganges Village Upper (GVU)
Development Permit Area (N/A or PLR condition)	DPA 1 – Island Villages E.1.1.2 All development in this Development Permit Area is exempted from the requirement to obtain a Development Permit, except: a. subdivision of land zoned for commercial, general employment or multifamily use. b. subdivision of land that adjoins agricultural land or that drains into agricultural land. PLR CONDITION:
Advocacy Policies (N/A or comment)	N/A
2. Zoning Information	
Zoning Classification(s)	Residential 13 (R13)
Comments	Requires adequate supply of potable water and community sewage system connection per lot.
3. Title Information	
Legal Notations	RIGHT OF WAY & RESTRICTIVE COVENANT – 196796G COVENANT – CA7982286 COVENANT – CB399183 PRIORITY AGREEMENT – CB399184
Comments (N/A or PLR condition)	N/A
4. Land Status	
ALR (Y/N)	N
Land Use Contract (Y/N)	N
Comments (N/A or PLR conditions)	N/A
5. Proposed Lot Areas	
Proposed Minimum Average Lot Areas (complies, does not comply or N/A)	0.7 ha Complies – 0.6 ha
Proposed Minimum Lot Areas (complies or does not comply)	0.28 ha Complies – 0.11 ha
S. 219 Covenant Prohibiting Further Subdivision (N/A or required)	N/A
Lots Divided by a Zone Boundary (N/A or complies)	N/A

Comments (Compliance with density and any PLR conditions)	N/A
6. Lot Dimensions	
Depth: Width Ratio of Proposed Lots (complies or PLR condition)	Lot A - 87.2/112.3 Complies Lot B – 23.58/92.85 Complies
7. Lot Frontage	
Highway Access (complies or dedication)	Direct access to Kings Lane Road - Complies
Minimum Frontage (complies or PLR condition)	Lot A – Complies (51.93m) Lot B – Complies (53.56m)
Ten Percent Frontage LGA s. 512 (complies or PLR condition)	Lot A – PLR Condition (9.6%) Lot B – Complies (32.3%)
Double Frontage Lot(s) (N/A or PLR condition)	N/A
8. Servicing Requirements	
Proof of Potable Water (N/A or PLR condition – draft and send ToR letter)	SS LUB Section 5.5 Potable Water applies The applicant must submit to the Islands Trust written certification under the seal of an engineer with experience in groundwater hydrology that there is sufficient supply of potable water for all lots in the subdivision and for all uses permitted by the zone. PLR Condition
Sewage Disposal (N/A or PLR condition)	<i>5.6.1 Each lot that is proposed to be created by subdivision must be demonstrated by the applicant to contain or be capable of being serviced by an area or areas of sufficient size and appropriate characteristics to satisfy the setback requirements of Subsection 4.5.1 and the requirements of the Vancouver Island Health Authority Subdivision Standards for an on-site sewage treatment system for the buildings, structures and uses that are permitted on the lot by this Bylaw.</i> PLR condition
Stormwater Drainage (N/A or PLR condition)	<i>5.7.9 Every applicant for subdivision must provide the written certification under seal of an engineer with experience in drainage engineering that the drainage system for the subdivision has been designed in accordance with Subsections 5.7.1 through 5.7.8.</i> PLR condition
9. Boundary Adjustments	

Boundary Adjustment Regulations (N/A, complies or PLR condition)	N/A
10. Panhandle Lots	
Panhandle Regulations (N/A, complies or PLR condition)	N/A
11. Split (Hooked) Lots	
Split Lot Regulations (N/A, complies or PLR condition)	N/A
12. Existing Buildings and Structures	
Conformity with Bylaw (N/A, complies or PLR condition)	In compliance with setback provisions (Section 4.3.1 of LUB)
Review of orthophotos and site visit (comments or N/A)	N/A
13. Park Dedication (Section 510 of the <i>Local Government Act</i>):	
Park Land or Payment Required (N/A or PLR condition)	N/A
OCP Policies requiring land (Y/N)	N
Trail or water access requirements (Y/N)	N
Refer to Parks Commission (Y/N)	N
LTC Resolution required (Y/N)	N
14. Road and Driveway Standards	
Roads to be Constructed (Y/N)	N
Road Classification (or N/A)	N/A
Highway, access route or driveway requirements or recommendations (N/A or PLR condition)	N/A
15. Pathways	
Requirements for sidewalks or paths (N/A or PLR condition)	N/A
16. Environmental Features	
Sensitive Ecosystems	None
Species at Risk	None
Raptor/Heron Nests	None
Marine Ecosystems	None

Riparian Areas (not designated as a DPA)	None
Mapping attached (Y/N)	Y
17. Cultural Features	
Registered Archaeological Sites (Y/N)	N
Archaeological Potential (Y/N)	N
Mapping, forms and any comments by SIPA attached (Y/N)	N
18. Steep Slope Mapping	
Slope Hazard Classification(s):	None
Mapping attached (Y/N)	N
19. Groundwater Mapping	
Groundwater Region(s)	North Salt Spring Waterworks District
Classification(s)	
Intrinsic Vulnerability	Moderately Low
Salt Water Intrusion Vulnerability	Low
Mapping attached (Y/N)	Y

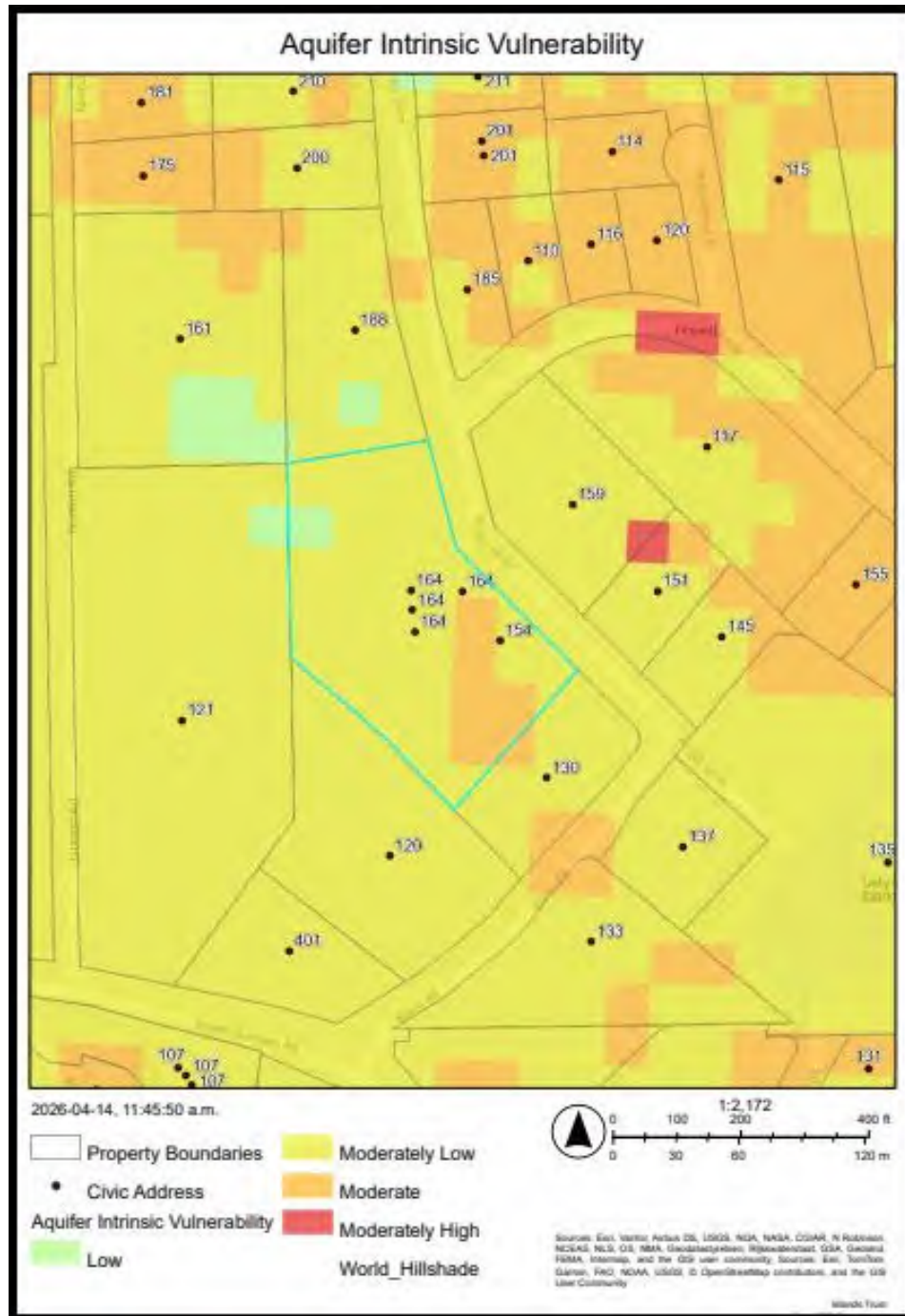
Mapping Attachments

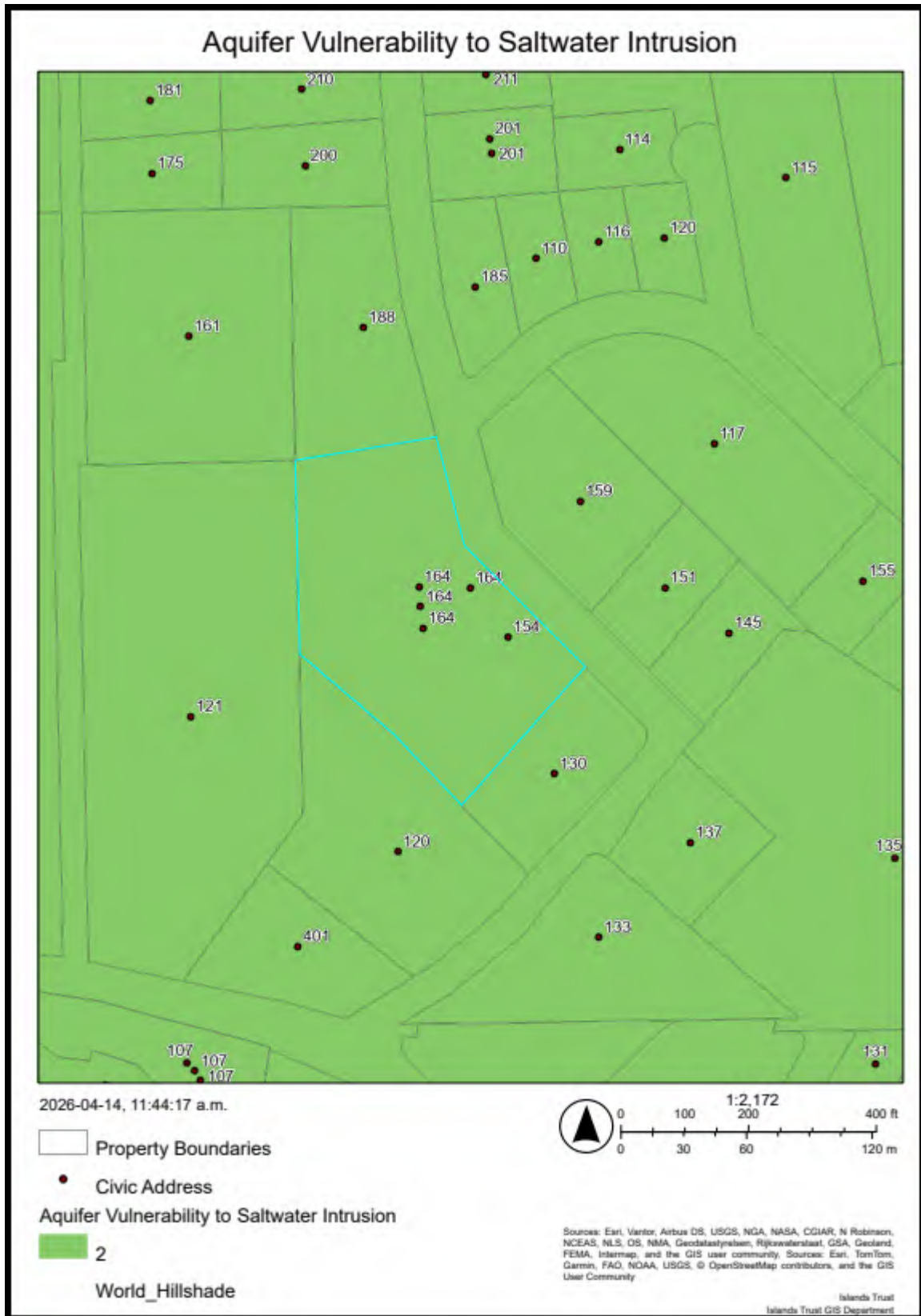
Plan No. 1



Plan No. 2

Plan No. 3







File No.: PLDP20260186
X-File PLSUB20260120
PLRZ20250220

DATE OF MEETING: September 24, 2026

TO: Salt Spring Island Local Trust Committee

FROM: Oluwashogo Garuba, Planner 2
Salt Spring Island Team

COPY: Jason Youmans, Regional Planning Manager

SUBJECT: Development Permit for DPA 1: Island Villages
Applicant: Maris MacDonald
Location: 164 Kings Lane, SSI (003-106-756)

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee request staff to refer Development Permit Application PLDP20260186 (164 Kings Lane) to the Salt Spring Island Advisory Planning Commission for review and comment, with direction to focus on the DPA guidelines where staff have identified that the development proposal partly, or does not meet, the guidelines.

REPORT SUMMARY

Gulf Islands Senior's Residence Association (GISRA) proposes to subdivide a property located at 164 Kings Lane into two lots and construct 50 units of affordable housing on proposed Lot A. The subject property is in Development Permit Area 1 (DPA 1) for the maintenance of form and character of commercial, general employment, and multi-family developments in the island's villages. Staff recommend referral to the Advisory Planning Commission for review and comment regarding the proposed development.

A draft development permit is attached as Attachment 1 for the Salt Spring Island Local Trust Committee's (SS LTC) consideration, as the applicant would like SS LTC to consider permit issuance at its September 24, 2026 meeting.

BACKGROUND

The subject property is owned by the Gulf Islands Seniors Residence Association (GISRA). It was recently rezoned (PLRZ20250220) to permit the development of a 50-unit affordable housing project. This application addresses the form and character of the proposed development.

The property also has an ongoing subdivision application (PLSUB20260120) to split the property into two lots (see Schedule No. 1 of Attachment 1). Issuance of a development permit is a condition that must be satisfied before the subdivision can be finalized.

Previously, a development permit was issued for the development of 48 units of senior's housing on the site. However, that project did not proceed, and the proposal has since been revised. As a result, a new development permit application has been submitted for a 50-unit affordable housing development.

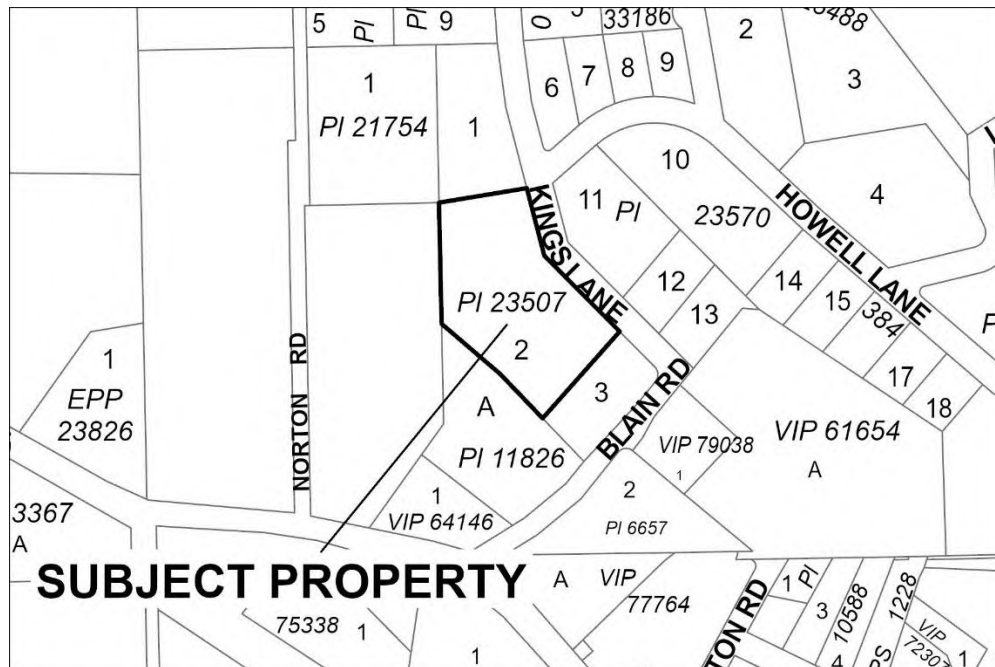


Figure 1: Subject Property Map

ANALYSIS

Policy/Regulatory

Subsection 490(2) of the Local Government Act requires local governments to issue development permits only in accordance with the guidelines specified in the official community plan.

Official Community Plan:

The subject property is designated as Ganges Village Upper (GVU) in the Salt Spring Island Official Community Plan (OCP). The following are the objectives of this designation:

- To accommodate those land uses that allow Ganges to remain the commercial, social, cultural, and institutional centre for residents of Salt Spring Island.
- To encourage some additional residential use of Ganges Village in a way that adds vitality to the village. To allow more islanders to live close to village services and employment.
- To encourage pedestrian and bicycle trail connections and amenities throughout Ganges.
- To create more public open space within the Ganges Village Core.
- To align development potential within Ganges with the available water supply and sewage treatment capacity.
- To maintain the economic viability of Ganges Village by guiding development into a compact, pedestrian-friendly form within a defined containment boundary with a broad variety of complementary uses.
- To ensure that development respects the small-town feel and heritage aspects that make the village attractive to visitors and residents alike.

Development Permit Area

The subject property is located in Development Permit Area 1 (DPA1) – Island Villages. DPA1 is designated in accordance with [Section 488 of the Local Government Act](#) to establish objectives for the form and character of commercial, industrial or multi-family residential development; protection of development from hazardous conditions (stormwater drainage); and protection of farming (on nearby lands). This designation is intended to guide the community's most significant, concentrated and visible new development so that it is compatible with existing buildings, with the natural environment and with community objectives for villages. The relevant objectives of this Development Permit Area are:

- *E.1.3.1* To encourage the development of attractive, compact villages that harmoniously combines commercial, residential, cultural and recreational facilities in a way that encourages pedestrians and enhances village economies
- *E.1.3.2* To protect and enhance views of harbours and uplands, and provide pedestrian access to parklands and shorelines
- *E.1.3.3* To encourage creative designs that continue to reflect the diversity and richness of Salt Spring Island. To avoid design controls that would make island villages appear architecturally sterile or contrived
- *E.1.3.5* To keep the secure character of villages
- *E.1.3.6* To encourage the use of local artisanship and materials
- *E.1.3.7* To encourage new multifamily developments to provide for privacy, security, quiet and a sense of community in keeping with their intended use
- *E.1.3.8* To protect property owners from flooding or detrimental changes to storm water runoff, flow regimes or quality that can result from the construction of new impervious surfaces on upslope properties
- *E.1.3.9* To protect nearby agricultural lands (including their water supplies) and to reduce the potential for conflicts between agricultural activities and higher density settlement areas

The application has been reviewed to determine its consistency with the DPA 1 guidelines (See Attachment 2). Staff find that the application is consistent with some of the DPA 1 guidelines and inconsistent with others. Staff are working with the applicant to address these inconsistencies.

Land Use Bylaw:

The subject property is zoned Residential 13 (R13) under Salt Spring Island Land Use Bylaw No. 355, 1999. Uses permitted in the R13 zone are shown in Table 1. Affordable housing dwelling units are a permitted use and therefore in compliance with the LUB.

	R13
Principal Uses, Buildings and Structures	
<i>Single-family dwellings</i>	•
<i>Duplexes constructed before July 31, 1990</i>	
<i>Multi-family dwellings</i>	•
<i>Affordable housing dwelling units</i>	•
Office	•
<i>Child day care centre</i>	•
Dental and medical offices	•
Accessory Uses	
<i>Service club</i>	•

Table 1: Permitted uses, structures and buildings in Residential 13 zone

Issues and Opportunities

Building Scale: The proposed development consists of a three-storey affordable housing building, 11.3 meters in height. The building's height and number of storeys are permitted under in accordance with Salt Spring Island Land Use Bylaw No 355 and support the delivery of 50 affordable housing units on the site.

However, the proposed building scale and form are not fully consistent with several DPA 1 guidelines for multi-family development. Guideline 1.4.20 suggests development in the form of clusters of duplexes, whereas the applicant has proposed a single three-storey building containing 50 dwelling units. The applicant has indicated that, given the size of the subject property, the proposed number of units could not be achieved through a cluster of duplexes, as outlined in the applicant's comments in Attachment 2 – DPA Guideline Assessment.

The proposal is also not consistent with Guideline 1.4.22, which suggests direct ground-level access to individual units. Not all units in the proposed three-storey building would have direct access from ground level.

Notwithstanding these inconsistencies with the DPA 1 guidelines, the proposed development is not anticipated to adversely affect the established neighbourhood character. The surrounding area includes a range of building scales and land uses, including larger institutional, commercial, and community uses such as Lady Minto Hospital, Greenwoods Eldercare Society, Ganges Village Marketplace, and the RCMP station. These existing uses demonstrate that the surrounding neighbourhood can accommodate a range of building scales and land uses and provide context for the proposed development. Additionally, the rezoning of the site in 2025 was predicated on the expectation of one large, tall building, rather than multiple smaller ones.

Landscape & Vegetation Retention: Development of the site will require the removal of some existing vegetation to accommodate the building footprint, parking, access, and servicing. Consistent with the objectives of DPA 1, the proposal seeks to retain existing vegetation where feasible and minimize disturbance to the site. Where vegetation removal is necessary, replacement planting is proposed through the landscape plan (See Schedule No. 3 of Attachment 1) to restore the site's natural character and maintain landscape function. The retention of existing vegetation, together with proposed native planting, will help integrate the development into the surrounding landscape and contribute to the environmental objectives of DPA 1. A letter of security in the amount equal to 150% of the cost estimate of landscaping and paving works (See Schedule No. 5 of Attachment 1) has also been requested of the applicant in accordance with DPA 1 guidelines. The applicant has requested that the letter of credit be provided at the building permit application stage rather than the development permit application stage as providing it at

this time would create a financial burden. This provision has been included as a condition of the draft permit.

Stormwater Management: The proposed development will increase the amount of impervious surface on the site through the construction of the building, parking areas, drive aisles, and pedestrian pathways. Without appropriate mitigation, increased runoff could affect downstream drainage patterns, groundwater recharge, and adjacent environmental features. A Stormwater Management Plan (See Schedule No. 4 of Attachment 1) has been submitted in support of the application and outlines measures intended to manage runoff through on-site retention and infiltration, consistent with low-impact development principles. The plan is intended to maintain pre-development drainage conditions and minimize off-site impacts. Implementation of the recommendations contained within the Stormwater Management Plan will be an important component of the project's environmental performance and consistency with the objectives of DPA 1.

Parking Requirements: The proposal includes a total of 65 on-site parking spaces, including five accessible parking spaces. The proposed automobile parking supply is intended to meet the requirements of the Land Use Bylaw and accommodate the anticipated needs of residents and visitors. The parking areas are integrated into the overall site layout and provide for safe vehicular and pedestrian circulation.

The submitted plans should limited bicycle parking. The applicant is required to provide bicycle parking in accordance with the land use bylaw and demonstrate its location and layout on the site plan. The plan submitted shows a total of ten (10) bicycle parking racks as against the 50 required by the LUB. The applicant has indicated that more provisions would be made for bicycle parking at the building permit stage. If the applicant is unable to provide the required number of spaces for bicycle parking, they may be required to obtain a variance in order to comply with this regulation.

Play Areas: Guideline E.1.7.21 says multifamily developments designed for families should also include at least 2.5 m² of children's play area for each bedroom in the development, excluding master bedrooms. To date the applicants have not proposed a dedicated children's play area, citing future funding opportunities. The indicated that they would see what sort of tenant mix the building drew before making such an investment.

Subdivision:

The following guidelines are applicable to subdivision of lands in DPA 1:

E.1.4.18 Developments adjoining agricultural land should be designed to minimize conflicts with that land. The location of access roads, the siting of structures, and the layout of subdivisions should follow the guidelines that have been developed by the BC Ministry of Agriculture and the Agriculture Land Commission as a guide to implementing the Farm Practices Protection (Right to Farm) Act (MAFF, 1996), including the Guide to Edge Planning (2015). Site designs should allow for a vegetated buffer, as outlined in Guidelines for Landscaping and Parking Surfaces Subsection E.1.7.22.

Staff comment: the proposed subdivision is in compliance with this guideline as the site has been designed in such a way that allows for a vegetated buffer (See Schedule No. 2 and No. 3 of Attachment 1).

E.1.7.22 Where the property being subdivided or developed adjoins agricultural land, a vegetated buffer is to be planted or retained. The buffer should be 8 metres wide, with a minimum recommended height at plant maturity of 6 metres, and should be consistent with the Landscaped Buffer Specifications (ALC, 1993) developed by the Agricultural Land Commission, and the Guide to Edge Planning (2015), developed by the BC Ministry of Agriculture. The buffer area should be protected from disturbance by a covenant.

Staff comment: as the subject property adjoins land in the ALR, a vegetative buffer has been proposed in the landscape plan provided by the applicant (See Schedule No. 2 and No. 3 of Attachment 1). The Landscape plan shows an 8-meter vegetative buffer in accordance with this guideline. As maintenance of the buffer has been incorporated into the draft development permit, staff do not recommend that SS LTC pursue a restrictive covenant for the purpose.

Protocols

No Islands Trust, [Islands Trust Conservancy](#) or Local Trust Committee agreements have been identified as relevant to consideration of issuance of this permit.

Agencies

Development permit applications are not referred to agencies.

First Nations

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

Development permit applications are not referred to First Nations.

As a condition of rezoning the site, and following referral to First Nations, the applicant is in the process of developing a registering a restrictive covenant with Islands Trust and Sṭáútw First Nation requiring that Sṭáútw cultural monitors be present for ground altering activities.

Rationale for Recommendation

Staff recommend that the application be referred to the Advisory Planning Commission (APC) for review and comment prior to final consideration. While the application is consistent with some of the DPA 1 guidelines, staff have identified areas where the guidelines have not been met. Given the scale of the proposed development, APC review would provide the SS LTC with additional insight and perspective on the application to inform final consideration.

ALTERNATIVES

1. Approve the DP without APC review

The LTC may decide to proceed with consideration and issuance of the draft Development Permit without review and comment from the APC. Should the LTC prefer this alternative, it could use the following resolution:

That the Salt Spring Island Local Trust Committee approve issuance of Development Permit PLDP20260186 as shown in Attachment 1 of the staff report dated September 24, 2026.

2. Deny the application

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

That the Salt Spring Island Local Trust Committee deny issuance of Development Permit PLDP20260186 for the following reasons...

NEXT STEPS

If the recommended resolution is selected, staff will refer the application to the APC for consideration and continue to work with the applicant to ensure that the DPA 1 guidelines are substantially met. The application will return to the LTC for further consideration at a future meeting.

Submitted By:	Oluwashogo Garuba, Planner 2	September 16, 2026
Concurrence:	Jason Youmans, Regional Planning Manager	September 17, 2026

ATTACHMENTS

1. Draft Permit PLDP20260186
2. DPA 1 Guideline Assessment
3. Site Context



Islands Trust

SALT SPRING ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT
PLDP20260186

ATTACHMENT 1

To: Gulf Islands Seniors Residence Association (GISRA)
c/o Maris MacDonald

1. This Development Permit (the "Permit") applies to the land described below:

LOT 2, SECTION 4, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 23507
(003-106-756)

2. This Development Permit PLDP20260186 authorizes the following:

2.1 Subdivision within Development Permit Area 1 (DPA 1) – Island Villages, subject to the following requirements and conditions:

2.1.1 The layout of the two-lot conventional subdivision shall be substantially in accordance with **Schedule No. 1** attached to and forming part of this permit.

2.2 The development of 50 units of affordable housing in accordance with the following schedules attached to and forming part of this permit as signed and dated by the Deputy Secretary of Islands Trust:

Schedule No. 2 Drawing DP1.01: Site Plan
Drawing DP3.00: Building Signage, South & North Elevation
Drawing DP 3.10: Material Board, East & West Elevation

Schedule No. 3 Drawing L0.01: Tree Management Plan
Drawing L1.01: Materials plan
Drawing L2.01: Tree Planting Plan
Drawing L2.02: Planting Board
Drawing L3.01: Soil Depth Plan
Drawing L4.01: Lighting Plan
Drawing L5.01: Hardscape Details
Drawing L5.02: Planting Details

Schedule No. 4 Stormwater Management Plan

Schedule No. 5 Landscape Cost Estimate

High resolution versions of all schedules are available at the Islands Trust office.

3. This permit is subject to the following requirements and conditions:

3.1 Building form

3.1.1 Building form and architectural character shall be substantially in accordance with Schedule No. 2.

3.2 Siting

3.2.1 The location and configuration for buildings, parking areas and sidewalks and pathways shall be substantially in accordance with Schedule No. 2.

3.3 Vegetative Buffer

- 3.3.1 An eight (8) meter wide vegetative buffer shall be maintained along the property boundaries that abut land within the Agricultural Land Reserve, in accordance with Schedule No. 2 and Schedule No. 3
- 3.3.2 Existing trees within the vegetative buffer identified in Schedule No. 2 and Schedule No. 3 shall be maintained, subject to a hazard tree assessment conducted by a Certified Arborist. Any hazard trees removed must be replaced with an equivalent species within the vegetative buffer.

3.4 Landscaping

- 3.4.1 Landscaping shall be substantially in accordance with Schedule No. 3.
- 3.4.2 Upon installation of all landscaping, a landscape professional shall provide a "Landscape Certification" confirming that the landscaping is in substantial accordance with Schedule No. 3 and is consistent with British Columbia Landscape Standard.
- 3.4.3 Not less than one year following the submission of the "Landscape Certification," a landscape professional shall provide a "Vegetation Certification" confirming that the vegetation has been successfully established in substantial accordance with Schedule No. 3.

3.5 Lighting

- 3.5.1 Exterior lighting shall be substantially in accordance with Schedule No. 3, L4.01.

3.6 Signage

- 3.6.1 Signage shall be substantially in accordance with Schedule No. 2, DP3.00.

3.7 Drainage

- 3.7.1 Stormwater management shall be substantially in accordance with Schedule No. 4.

3.8 Security

- 3.8.1 The applicant shall provide a letter of credit in the amount of 150% of the costs provided in Schedule No. 5, totalling \$339,601.65 to secure the completion of all hard and soft landscaping elements.
- 3.8.2 No building permit will be approved by Islands Trust until such time as the landscaping security in 3.8.1 has been received.
- 3.8.3 \$128,655.15 of the landscaping security will be returned upon confirmation from a landscape professional that hardscape, lighting fixtures and site furnishings (including custom benches, concrete benches and bike racks) have been installed in accordance with 3.4.2 above.
- 3.8.4 The remainder of the landscaping security will be returned upon confirmation from a landscape professional that the landscape vegetation has been successfully established in accordance with 3.4.3 above.

- 4. Any further development within designated Development Permit Areas will require a new Development Permit, or a Development Permit Amendment.



Islands Trust

**SALT SPRING ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT
PLDP20260186**

5. The area described herein shall be developed in accordance with the terms, conditions and provisions of this Permit, and any plans and specifications attached to this Permit, which shall form a part thereof.
6. This permit does not relieve the applicant from complying with the provisions of the Salt Spring Island Land Use Bylaw unless varied by this Permit.

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

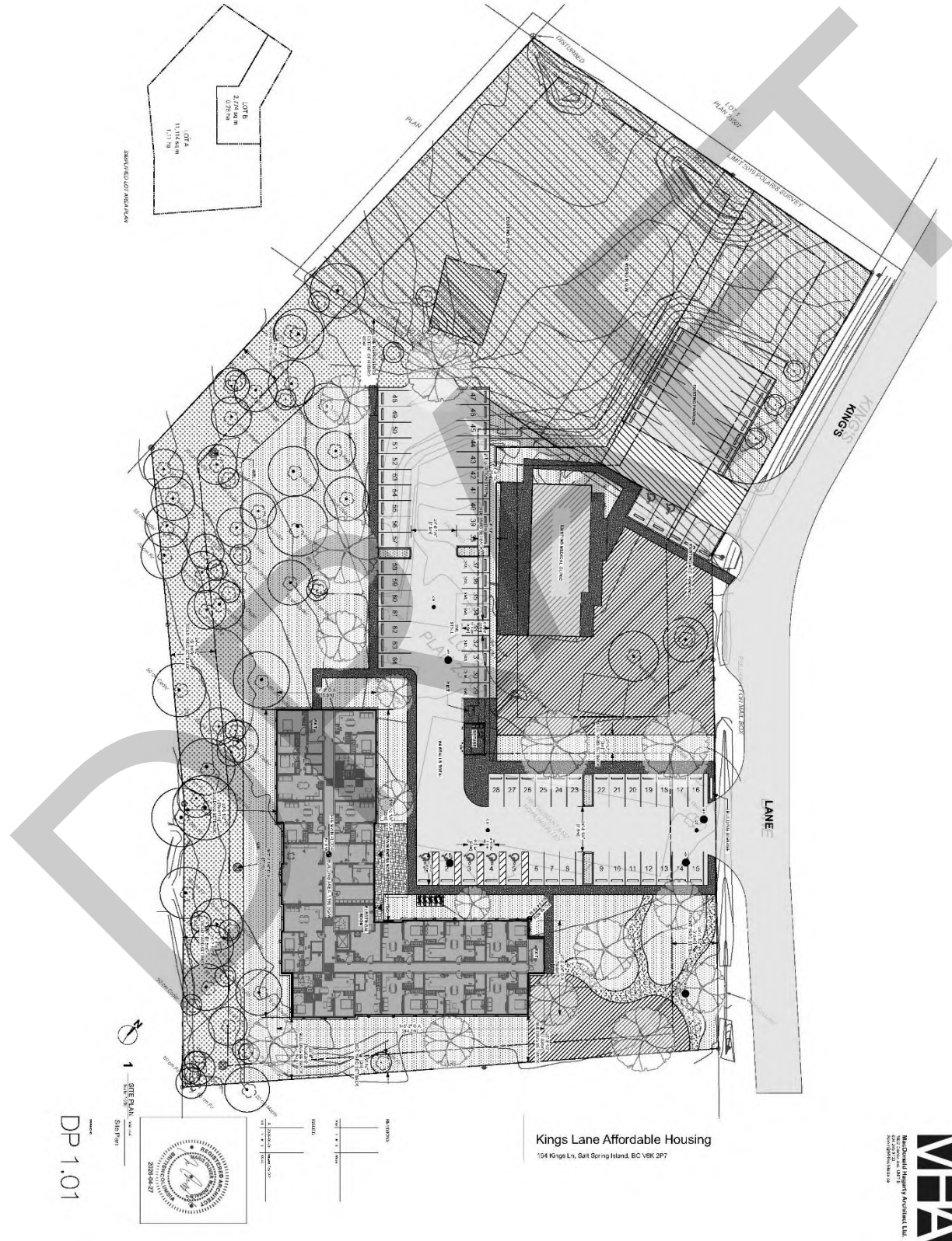
AUTHORIZING RESOLUTION PASSED BY THE SALT SPRING ISLAND LOCAL TRUST COMMITTEE THIS ##th DAY OF MONTH, YEAR.

Deputy Secretary, Islands Trust

Date of Issuance

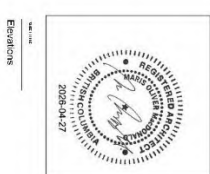
IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE ##th DAY OF MONTH, YEAR, THIS PERMIT AUTOMATICALLY LAPSES.

SCHEDULE No.2





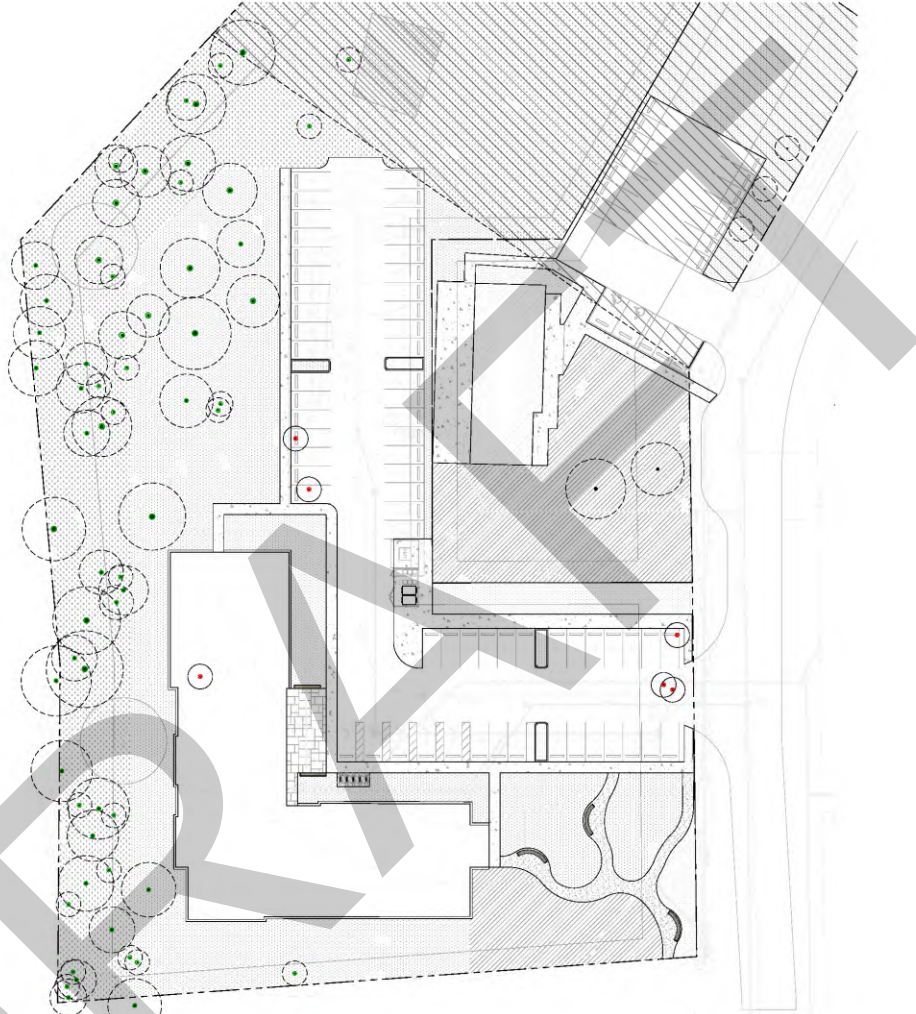
DP 3.10



REVISIONS	DATE	BY	APP'D
1	2020-04-27	DP	DP

Kings Lane Affordable Housing
154 Kings Ln, Salt Spring Island, BC V8K 2P7

SCHEDULE No.3



LEGEND

Symbol	Description
Circle with dot	Tree to be retained
Circle with cross	Tree to be removed
Circle with star	Tree to be planted
Circle with dot and cross	Tree to be retained and then removed
Circle with star and cross	Tree to be planted and then removed

ARTIST'S SKETCHES/NOTES:

1. The proposed development is located on the east side of the property, adjacent to the existing parking lot. The building footprint is shown in the sketch, along with the surrounding landscape and vegetation. The sketch is intended to provide a visual representation of the proposed development and its impact on the surrounding environment.

2. The proposed development is shown in the sketch, along with the surrounding landscape and vegetation. The sketch is intended to provide a visual representation of the proposed development and its impact on the surrounding environment.

TREE IMPACT SUMMARY TABLE

Tree ID	Tree Species	Tree Size (cm DBH)	Tree Condition	Tree Status
1	Deciduous	15	Good	Retain
2	Deciduous	10	Fair	Retain
3	Deciduous	8	Poor	Remove
4	Deciduous	12	Good	Retain
5	Deciduous	10	Fair	Retain
6	Deciduous	8	Poor	Remove
7	Deciduous	12	Good	Retain
8	Deciduous	10	Fair	Retain
9	Deciduous	8	Poor	Remove
10	Deciduous	12	Good	Retain



SCALE
1:200
L0.01

TREE MANAGEMENT PLAN

DATE: 10/10/2023

PROJECT: 164 Kings Ln, Salt Spring Island, BC V8K 2P7

PROJECT: 164 Kings Ln, Salt Spring Island, BC V8K 2P7

PROJECT: 164 Kings Ln, Salt Spring Island, BC V8K 2P7

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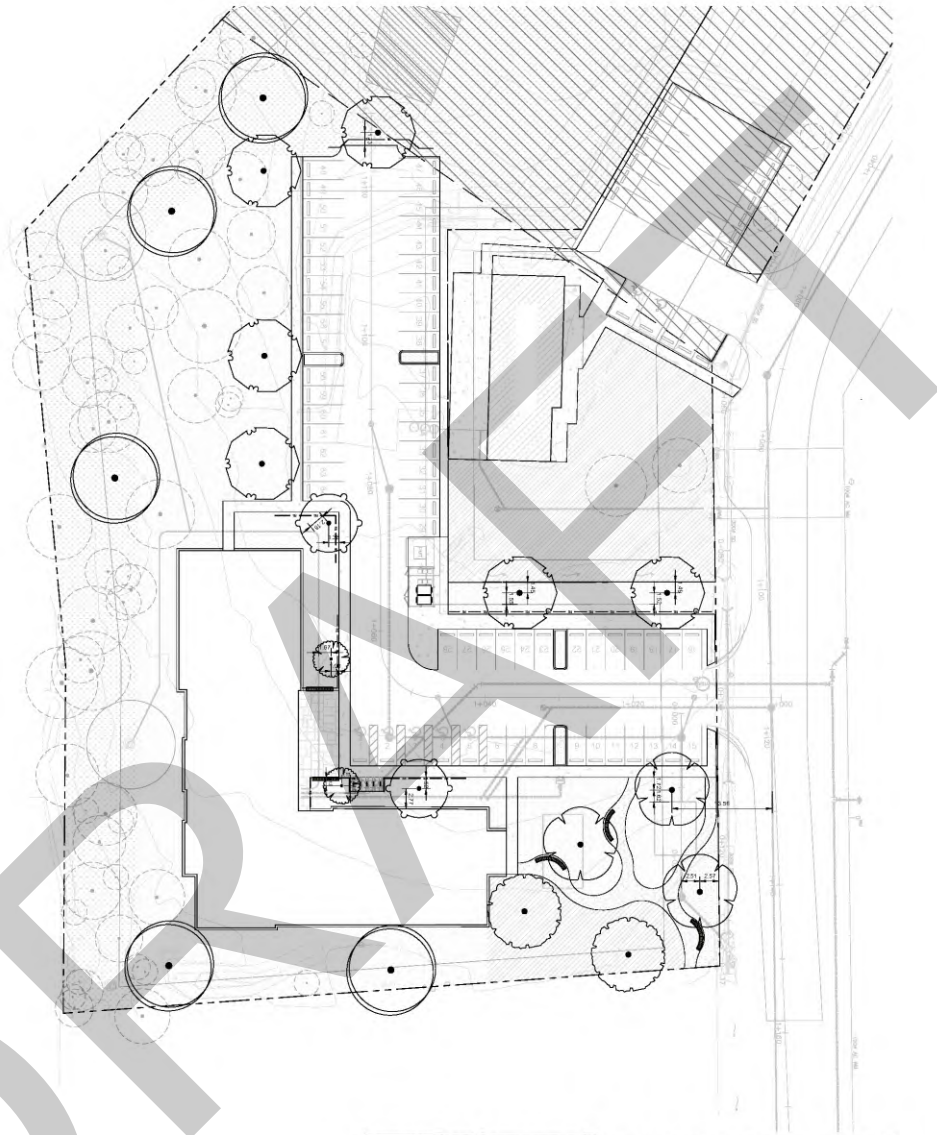
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PROJECT: 164 Kings Ln, Salt Spring Island, BC V8K 2P7

PROJECT: 164 Kings Ln, Salt Spring Island, BC V8K 2P7



LEGEND



PLANT SCHEDULE

NO.	SYMBOL	PLANT NAME	QUANTITY	REMARKS
1		Maple	10	10' x 12' x 12'
2		Amelanchier	10	10' x 12' x 12'
3		Shrub	10	10' x 12' x 12'
4		Shrub	10	10' x 12' x 12'
5		Shrub	10	10' x 12' x 12'
6		Shrub	10	10' x 12' x 12'
7		Shrub	10	10' x 12' x 12'
8		Shrub	10	10' x 12' x 12'
9		Shrub	10	10' x 12' x 12'
10		Shrub	10	10' x 12' x 12'

PLANTING NOTES

1. All plants to be installed in accordance with the following specifications:
2. All plants to be installed in accordance with the following specifications:
3. All plants to be installed in accordance with the following specifications:
4. All plants to be installed in accordance with the following specifications:
5. All plants to be installed in accordance with the following specifications:
6. All plants to be installed in accordance with the following specifications:
7. All plants to be installed in accordance with the following specifications:
8. All plants to be installed in accordance with the following specifications:
9. All plants to be installed in accordance with the following specifications:
10. All plants to be installed in accordance with the following specifications:

SOIL NOTES

1. All plants to be installed in accordance with the following specifications:
2. All plants to be installed in accordance with the following specifications:
3. All plants to be installed in accordance with the following specifications:
4. All plants to be installed in accordance with the following specifications:
5. All plants to be installed in accordance with the following specifications:
6. All plants to be installed in accordance with the following specifications:
7. All plants to be installed in accordance with the following specifications:
8. All plants to be installed in accordance with the following specifications:
9. All plants to be installed in accordance with the following specifications:
10. All plants to be installed in accordance with the following specifications:



BIO PHILIA
164 Kings Lane
Salt Spring Island, BC V8K 2P7

PROJECT NAME:
164 Kings Lane
SALT SPRING ISLAND
164 Kings Lane, Salt Spring
Island, BC V8K 2P7

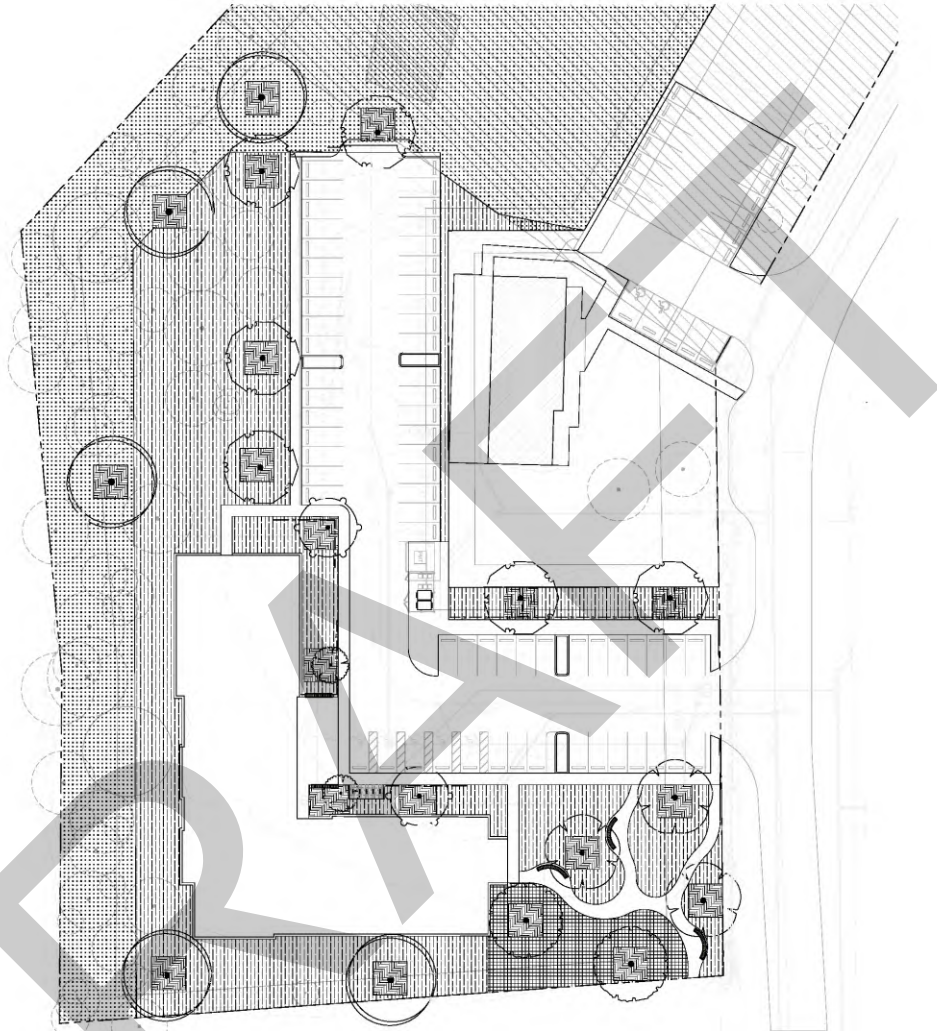
DESIGNED BY: CHANCE & PARTNERS
DRAWING BY: CHANCE & PARTNERS

NO.	DATE	REVISION
1	2024-01-10	ISSUED FOR PERMIT
2	2024-01-10	ISSUED FOR PERMIT
3	2024-01-10	ISSUED FOR PERMIT
4	2024-01-10	ISSUED FOR PERMIT
5	2024-01-10	ISSUED FOR PERMIT
6	2024-01-10	ISSUED FOR PERMIT
7	2024-01-10	ISSUED FOR PERMIT
8	2024-01-10	ISSUED FOR PERMIT
9	2024-01-10	ISSUED FOR PERMIT
10	2024-01-10	ISSUED FOR PERMIT



DRAWING TITLE:
TREE PLANTING PLAN

SCALE:
1:201



LEGEND

- EXISTING BUILDING
- NEW BUILDING
- EXISTING DRIVEWAY
- NEW DRIVEWAY
- EXISTING PARKING
- NEW PARKING
- EXISTING LANDSCAPE
- NEW LANDSCAPE
- EXISTING FENCE
- NEW FENCE
- EXISTING UTILITY
- NEW UTILITY
- EXISTING ROAD
- NEW ROAD
- EXISTING CURB
- NEW CURB
- EXISTING SIDEWALK
- NEW SIDEWALK
- EXISTING BIKEWAY
- NEW BIKEWAY
- EXISTING TRAIL
- NEW TRAIL
- EXISTING FENCE LINE
- NEW FENCE LINE
- EXISTING UTILITY LINE
- NEW UTILITY LINE
- EXISTING ROAD LINE
- NEW ROAD LINE
- EXISTING CURB LINE
- NEW CURB LINE
- EXISTING SIDEWALK LINE
- NEW SIDEWALK LINE
- EXISTING BIKEWAY LINE
- NEW BIKEWAY LINE
- EXISTING TRAIL LINE
- NEW TRAIL LINE

REFERENCE NOTES SCHEDULE

1. ALL NEW CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE FOLLOWING STANDARDS:

- CANADIAN NATIONAL BUILDING CODE (CNBC)
- CANADIAN NATIONAL PLUMBING CODE (CNPC)
- CANADIAN NATIONAL ELECTRICAL CODE (CNEC)
- CANADIAN NATIONAL MECHANICAL CODE (CNMC)
- CANADIAN NATIONAL FIRE CODE (CNFC)
- CANADIAN NATIONAL SAFETY CODE (CNSC)
- CANADIAN NATIONAL ACCESSIBILITY CODE (CNAC)
- CANADIAN NATIONAL ENVIRONMENTAL CODE (CNEC)
- CANADIAN NATIONAL ENERGY CODE (CNEE)
- CANADIAN NATIONAL SOIL CONSTRUCTION CODE (CNCC)
- CANADIAN NATIONAL WIND LOADS CODE (CNWL)
- CANADIAN NATIONAL SEISMIC CODE (CNSC)
- CANADIAN NATIONAL FLOODING CODE (CNFC)
- CANADIAN NATIONAL HAIL CODE (CNHC)
- CANADIAN NATIONAL ICE CODE (CNIC)
- CANADIAN NATIONAL SNOW CODE (CNSC)
- CANADIAN NATIONAL WINDBURN CODE (CNWC)
- CANADIAN NATIONAL RAINFALL CODE (CNRFC)
- CANADIAN NATIONAL HAILFALL CODE (CNHFC)
- CANADIAN NATIONAL ICEFALL CODE (CNIFC)
- CANADIAN NATIONAL SNOWFALL CODE (CNSFC)
- CANADIAN NATIONAL WINDSPEED CODE (CNWSC)
- CANADIAN NATIONAL RAINFALL RATE CODE (CNRFC)
- CANADIAN NATIONAL HAILFALL RATE CODE (CNHFC)
- CANADIAN NATIONAL ICEFALL RATE CODE (CNIFC)
- CANADIAN NATIONAL SNOWFALL RATE CODE (CNSFC)
- CANADIAN NATIONAL WINDSPEED RATE CODE (CNWSC)

SOIL NOTES

1. ALL SOILS SHALL BE CLASSIFIED AS PER THE CANADIAN NATIONAL SOIL CLASSIFICATION SYSTEM (CNCS).

2. ALL SOILS SHALL BE TESTED AND REPORTED ON BY A SOIL TESTING LABORATORY.

3. ALL SOILS SHALL BE TESTED AND REPORTED ON BY A SOIL TESTING LABORATORY.

4. ALL SOILS SHALL BE TESTED AND REPORTED ON BY A SOIL TESTING LABORATORY.

5. ALL SOILS SHALL BE TESTED AND REPORTED ON BY A SOIL TESTING LABORATORY.

6. ALL SOILS SHALL BE TESTED AND REPORTED ON BY A SOIL TESTING LABORATORY.

7. ALL SOILS SHALL BE TESTED AND REPORTED ON BY A SOIL TESTING LABORATORY.

8. ALL SOILS SHALL BE TESTED AND REPORTED ON BY A SOIL TESTING LABORATORY.

9. ALL SOILS SHALL BE TESTED AND REPORTED ON BY A SOIL TESTING LABORATORY.

10. ALL SOILS SHALL BE TESTED AND REPORTED ON BY A SOIL TESTING LABORATORY.



DATE: 13.01

SOL DEPTH PLAN



NO.	REVISION	DATE
1	ISSUED	13.01

DESIGNED BY: CHARLES T. WONG

DRAWN BY: CHARLES T. WONG

PROJECT NAME:
164 Kings Lane
164 Kings Ln, Salt Spring
Island, BC V8K 2P7

PROJECT CLIENT:
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SCHEDULE No.4

**154 KINGS LANE
PROPOSED MULTI-FAMILY DEVELOPMENT
SITE SERVICING REPORT**

Gulf Islands Seniors Residence Association
Salt Spring Island, BC



Prepared by:

Herold Engineering Limited
3701 Shenton Road
Nanaimo, BC
V9T 2H1

April 20, 2026

Herold Project No. 6775-001



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Appendix A: Drawings SK1-SK3 (separate from document)

Appendix B: Calculations

1.0 INTRODUCTION

Herold Engineering Limited was requested by Gulf Islands Senior Residence Association to provide civil engineering services including site servicing and roadworks for a proposed multi-family development at 154 Kings Lane on Salt Spring Island, BC in support of a Development Permit/Subdivision application.

The intent of this report is to identify possible civil engineering issues related to accessing and servicing this site and to suggest appropriate approaches for the design of this development. The project is located at 154 Kings Lane within the jurisdictional boundary of the Capital Regional District (CRD). The lot is currently zoned Residential 13 (R13). The proposed development consists of a new 50 unit, 3-storey affordable housing building with at grade parking.

Lot A was previously the site of a men's shelter but is currently empty apart from an existing workshop and 2 seacans which are to be removed as part of the project.

Lot B currently includes an existing Medical Clinic and associated asphalt parking area that are proposed to remain with slight adjustments to the parking.

The Ministry of Transportation and Transit (MoTT) has jurisdiction of Kings Lane and the related drainage ditches/culverts.

Proposed site servicing and site grading are shown on the attached drawings SK1-SK3.

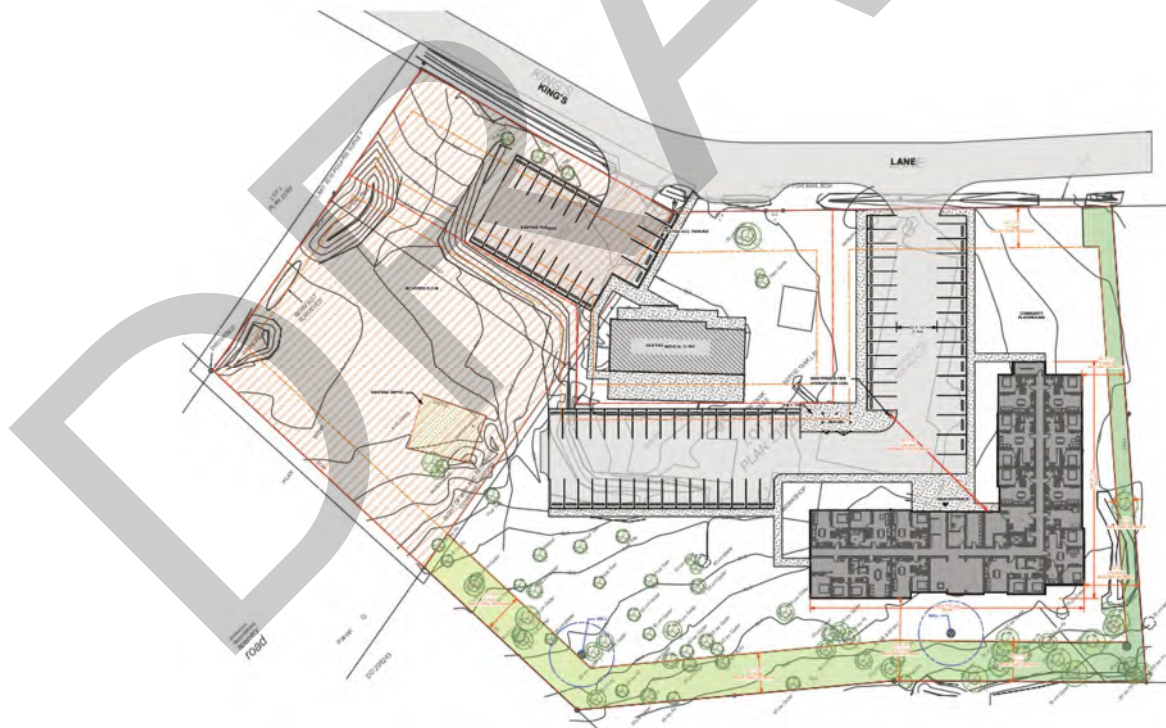


Figure 1: Proposed Development (MacDonald Hagarty Architect Ltd.)

2.0 ROADS AND ACCESS

The subject site is fronted by Kings Lane to the north (see Figures 2 & 3).



Figure 2: Kings Lane - Looking west



Figure 3: Kings Lane - Looking west

The existing road right-of-way on Kings Lane is 20.12m wide and the paved roadway width is approx. 6.4m wide. The frontage of the subject property consists of a gravel shoulder and roadside grass ditch.

There is currently a 7.6m wide accesses to the existing Medical Clinic which is proposed to remain and 15.0m wide access to the former men's shelter site which is proposed to be removed.

Access to the residential building is proposed via a new 7.6m wide driveway on Kings Lane (See drawing SK3 for details).

The final scope of the frontage works will be determined through the Development Permit and Subdivision processes in coordination with MoTT.

3.0 WATERMAIN

3.1 Water Servicing

There is an existing 100Ø AC watermain on Kings Lane which is part of the North Salt Spring Water District (NSSWD) water distribution network.

Two existing 19Ø PVC water services exist to the Medical Clinic from the existing 100Ø PVC watermain along Kings Lane, the activity of each is to be confirmed and the active service is proposed to remain.

Domestic water supply for the proposed residential building is to be provided by two existing onsite wells.

Fire flow for the proposed residential building is to be provided by a proposed 150Ø fire line from a proposed 200Ø watermain extension along Kings Lane (See drawing SK1 & SK2 for details).

3.2 Domestic Demand

The domestic water demand calculations are based on the MMCD Design Guidelines (2022).

Unit water demand rates used for this analysis are shown in Table 2.1 below.

Table 2.1 - Unit Demand Rates (Metered Sites)

Scenario	Demand Rate
Average Day Demand (ADD)	300 L/capita/day
Maximum Day Demand (MDD)	600 L/capita/day
Peak Hour Demand (PHD)	900 L/capita/day

The demand calculations are presented in Table 2.2 and Table 2.3 below.

Table 2.2 - Population Calculations

Type	Units	Density (Estimate)	Population
Multi-family	50*	2.7 cap/unit	135

* Per architectural drawings.

Table 2.3 - Residential Demand

Scenario	Demand
ADD	0.47 L/s
MDD	0.94 L/s
PHD	1.41 L/s

3.3 Fire Flow Requirements

NSSWD that advised the approximate fire flow available at the connection to the 200mm watermain on King Lane is 25 L/s. This flow rate assumes that the proposed upgrade to the Crofton pumpstation has been completed, which is scheduled for construction in 2027.

Preliminary FUS calculations for the residential building require fire flows of 117 L/s. (See attached FUS Calculations in Appendix B).

Additional fire suppression storage to accommodate the shortfall from the municipal system is proposed to be provided by an onsite system consisting of an underground chamber and fire pumps.

There is an existing hydrant at the intersection of Kings Lane and Blain Road which is greater than 90m from the proposed building.

Two additional hydrants are proposed as part of the watermain extension along Kings Lane. One hydrant will be within 45m of the proposed building and the other will be within 90m of the building and the Medical Clinic. The fire department connection (FDC) for the proposed building will be located within 45m of a hydrant.

The final size of the service and meter, as well as the arrangement of backflow prevention and fire storage/pump system will be determined through detailed design and coordination with the mechanical consultant to meet applicable codes and standards.

4.0 SANITARY SEWER

There is currently no existing sanitary service along Kings Lane or Blain Road. The existing site is serviced via a septic system which is to be decommissioned as part of the proposed development.

Previous discussions with the CRD have confirmed that the site is within the sewer service area and the capacity build out study; however, we expect that the flows for the proposed residential development will have to be reviewed by the CRD.

A 200Ø PVC sanitary sewer is proposed to be installed along Kings Lane and Blain Road to existing sanitary sewer system on Lower Ganges Road (See drawing SK1 & SK2 for details).

Calculations (attached) based on the MMCD Design Guidelines (2022) indicate that the expected sanitary flow for this development, using the population data noted in Section 3.2, is approximately 1.87 L/s for Lot A & 0.33 L/s for Lot B.

Preliminary design suggests that a 150Ø sanitary service is adequate for Lot A and a 100Ø sanitary service is adequate for Lot B. The final servicing option will be determined through detailed design and in coordination with mechanical consultant.

5.0 STORMWATER MANAGEMENT

5.1 Design Criteria

This preliminary Stormwater Management plan is intended to outline the existing and proposed stormwater management features of the site for Development permit/Subdivision application (See drawings SK1-SK3 for details).

The plan was created based on the principals outlined in the MoTT Supplement to TAC Geometrics Design Guide - 1000 Hydraulics Chapter (2019) and Islands Trust - Salt Spring Island - Local Trust Committee - Official Community Plan (Bylaw No. 434, 2008) requirements. Additionally, the "Stormwater Source Control Design Guidelines 2012" (SSCDG) were consulted for stormwater management best practices.

- Flow rates calculated using the Rational Method
- Rainfall Intensity Duration Frequency (IDF) Data based on Environment Canada's North Cowichan rain gauge.
- 20% increase in post-development rainfall intensities to account for future climate change impacts.

5.2 Existing Conditions

The overall site is approximately 1.39 ha in size (split approximately into 1.11 ha for Lot A & 0.28 ha for Lot B), and slopes approximately 6m from north to south. Currently stormwater from the site discharges either overland to the south towards the neighbouring 120 Blain Road property or to the ditch along the Kings Lane frontage. The ditch is graded towards the south along the south side of Kings Lane.

The existing Medical Clinic does not appear to have a storm service. Drainage from the roof leaders is most likely discharged to a rock pit, although this has not been confirmed.

5.3 Catchment Area Summary

From a stormwater management perspective, the subject property will be divided into two (2) sections, Lot A (considered the proposed development) and Lot B (which includes the existing Medical Clinic and parking area):

Lot A post-development areas*:

-  (B1: 0.12 ha) The building roof drainage flows will be directed to the proposed storm system.
-  (A1: 0.18 ha) The asphalt driveway area flows will be directed to the proposed storm system.
-  (S1: 0.05 ha) The sidewalk and pathway area flows will be directed to either the adjacent parking or landscaping.
-  (L1: 0.76 ha) The landscape portion of the site will consist of general landscaping & undisturbed areas.

Lot B post-development areas*:

-  (B2: 0.03 ha) The building roof drainage flows will be directed to adjacent landscaping.
-  (A2: 0.06 ha) The asphalt driveway area flows will be directed to adjacent landscaping.
-  (S2: 0.02 ha) The sidewalk and pathway area flows will be directed to either the adjacent parking or landscaping.
-  (L2 & L3: 0.16 ha) The landscape portion of the site will consist of general landscaping & undisturbed areas.

*See drawing SK3 for details.

5.4 Stormwater Management

Detention and Discharge

From a stormwater management perspective, lots A & B were considered separately. The stormwater system sizing for Lot A is based on the existing & proposed elements on that lot, while Lot B is outside of the new development area and will continue to function how it currently does, as no works are proposed.

All stormwater that lands on the building, hardscaping or driveway and parking area of Lot A will be directed to a below grade detention storage tank before leaving the site via an orifice-control outlet system. The tank will be sized to detain rainfall events up to a 100-year rainfall event and release the flows at the 5-year pre-development rate (see attached detention calculations & summary tables below). The outflow of the orifice will outlet into the existing roadside ditch fronting Kings Lane.

Using the North Cowichan IDF curve the 5-year rainfall event up to the 100-year event were analysed using the rational method. This was used to determine the pre and post development discharge as well as the detention requirements. Rainfall Intensities were increased by 20% account for climate change. See the summary in Table 4-1 below and appendices for detailed calculations.

Table 5-1: Stormwater Detention Summary (Lot A)

Event	Predevelopment Flow (l/s)*	Post-Development Flow (l/s)	Attenuated Post-Development Flow Rate – 5-Year Pre-development (L/s)	Detention Storage Volume (m ³)
5-Year	44.60	55.08	44.60	8.68
100-Year	67.20	82.98	44.60	23.02

*Pre-development runoff coefficient values are per MoTT table 10.20A "Forested Rolling Terrain".

Offsite Flows

The existing roadside ditch along the Kings Lane frontage currently accepts runoff from the roadway as well as the proposed lots and upstream areas. This ditch is proposed to be re-graded and vegetated to provide a consistent cross section and positive drainage along the full frontage. The ditch will direct flows to the downstream system as it currently does.

A 450Ø culvert is proposed to be installed at the proposed driveway crossing for the Lot A, with final sizing to occur during detailed design.

As noted above, the proposed development will include stormwater detention limiting outflow for all rainfall events up to 100-year return period to the 5-year pre-development flow rate, so the development is not expected to increase the flow through the existing downstream system compared to current conditions for up to 100-year return period events.

5.5 Water Quality

The stormwater flow leaving the site will run through an oil/grit separator to remove oil, total suspended solids (TSS), and other contaminants before leaving the site.

5.6 Overland Flow & Major System

Currently, overland flow from a 100-year rainfall event would travel south towards the neighbouring property at 120 Blain Road or to the ditch along the Kings Lane frontage. The development would re-direct most of the site flows through the detention system and towards Kings Lane. The proposed site grading will direct drainage to the onsite storm sewer systems and direct overland flows away from the onsite buildings and neighbouring properties.

The final layout and details will be determined through detailed design and coordination with the architect and landscape architect.

6.0 EROSION AND SEDIMENT CONTROL

An Erosion and Sediment Control plan meeting current District and Environment requirements will be prepared and submitted with the application for Building Permit. Where possible, existing plants and trees will be kept on site for as long as possible to serve as natural erosion & sediment control measures.

7.0 CONCLUSION

The design of the civil works associated with this project will be consistent with Capital Regional District Engineering Specifications and Standard Drawings (2009) requirements and aligned with the overall project goals of sustainability, functionality, and practicality.

If you have any questions or require any further information, please contact the undersigned.

HEROLD ENGINEERING LIMITED

Prepared by:



Ian Bower, CTech
Associate



Patrick Ryan, P.Eng.
Principal

Permit to Practice No. 1000201



DRAFT

DRAFT

Appendix A

See attached drawings.

DRAFT

DRAFT

Appendix B

PROJECT NAME: 154 Kings Lane
PROJECT LOCATION: Salt Spring Island
DESIGNED BY: Ian Bower, CTech
REVIEWED BY: Patrick Ryan, P.Eng.

HEL PROJECT No.: 6775-001/3
DATE: 20/04/2026

FIRE AREA CONSIDERED: Proposed Building

Permit to Practice No. 1000201

TYPE OF CONSTRUCTION: PROTECTED WOOD CONSTRUCTION

FIRST FLOOR AREA: 1200 m²
SECOND FLOOR AREA: 1200 m²
THIRD FLOOR AREA: 1200 m²
FOURTH FLOOR AREA: m²

CONSTRUCTION COEFFICIENT, C: 1.05

$$RFF = 220C\sqrt{A}$$



TOTAL FLOOR AREA, A: 3600 m²

FIRE FLOW FROM EQUATION 14000 L/min. a

GROUP C - RESIDENTIAL
HAZARD

-15%
 SUBTOTAL 11900 L/min. b

AUTOMATIC SPRINKLER
WATER SUPPLY IS STANDARD FOR BOTH THE SYSTEM AND
FIRE DEPARTMENT HOSE LINES
FULLY SUPERVISED SYSTEM

YES -30%
 YES -10%
 YES -10%
 -50% x b -5950 L/min.
 SUBTOTAL 5950 L/min. c

EXPOSURES **DISTANCE**
FRONT >30 m ADD 0%
LEFT >30 m ADD 0%
RIGHT >30 m ADD 0%
BACK 22 m ADD 10%

TOTAL 10% x b 1190 L/min. d

NOTES:

1. Front is the Kings Lane frontage
2. Floor area taken from Architectural Plans
3. Based on Water Supply For Public Fire Protection - 2020

FIRE FLOW REQUIRED c + d **7000** L/min.
 or
117 L/Sec.

PROJECT NAME: 154 Kings Lane - 2 Lot Subdivision - Lot A
PROJECT LOCATION: Salt Spring Island
DESIGNED BY: Ian Bower, CTech
REVIEWED BY: Patrick Ryan, P.Eng.

HEL PROJECT No.: 6775-001/3
DATE: 20/04/2026

Manning's "n" 0.013 PVC

Manning's Formula

$$V = \frac{R_h^{(2/3)} S^{(1/2)}}{n}$$

Area	Location	Area (Ha)	Units	Density pph/pu	Population	Average Flow (L/day/ca)	Peaking Factor (PF)	Peak Flow (l/sec)	Infiltration & Inflow (l/s)	Total Flow (l/s)	Slope, s (%)	Pipe Diameter, D (mm)	Pipe Material	Velocity, V (m/s)	Capacity (l/s)
Lot A	Entire Site to Service	1.11	50	2.7	135	240	4.21	1.58	0.289	1.87	2.00	150	PVC	1.22	21.5
	Proposed 200m sanitary sewer										0.76	200	PVC	0.91	28.6

$$PF = 1 + \frac{14}{4 + \left(\frac{P}{1000}\right)^{0.5}}$$

P = Population

Notes:

1. Lot A unit count based on architectural drawings. Population data taken as 2.7 cap/unit provided by the Architect
2. Infiltration & Inflow = 22,500 L/ha/day per MMCD 2022 Design Guidelines.
3. The grade of the proposed 200mm sanitary sewer along the Kings Lane frontage varies. The grade indicated is at the proposed service connection and is the minimum.

Permit to Practice No. 1000201



PROJECT NAME: 154 Kings Lane - 2 Lot Subdivision - Lot B
PROJECT LOCATION: Salt Spring Island
DESIGNED BY: Ian Bower, CTech
REVIEWED BY: Patrick Ryan, P.Eng.

HEL PROJECT No.: 6775-001/3
DATE: 20/04/2026

Manning's "n" 0.013 PVC

Manning's Formula

$$V = \frac{R_h^{(2/3)} S^{(1/2)}}{n}$$

Area	Location	Area (Ha)	Units	Density pph/pu	Population	Average Flow (L/day/ca)	Peaking Factor (PF)	Peak Flow (l/sec)	Infiltration & Inflow (l/s)	Total Flow (l/s)	Slope, s (%)	Pipe Diameter, D (mm)	Pipe Material	Velocity, V (m/s)	Capacity (l/s)
Lot B	Entire Site to Service	0.28		75	21	240	4.38	0.26	0.073	0.33	2.00	100	PVC	0.93	7.3
	Proposed 200m sanitary sewer										0.76	200	PVC	0.91	28.6

$$PF = 1 + \frac{14}{4 + \left(\frac{P}{1000}\right)^{0.5}}$$

P = Population

Notes:

1. Lot B population based on "Commercial" designation per MMCD 2022 Design Guidelines (75 people per hectare)
2. Infiltration & Inflow = 22,500 L/ha/day per MMCD 2022 Design Guidelines.
3. The grade of the proposed 200mm sanitary sewer along the Kings Lane frontage varies. The grade indicated is at the proposed service connection and is the minimum.

Permit to Practice No. 1000201



PROJECT NAME: 154 Kings Lane - 2 Lot Subdivision (Lot A)
PROJECT LOCATION: Salt Spring Island
DESIGNED BY: Ian Bower, CTech
REVIEWED BY: Patrick Ryan, P.Eng.

HEL PROJECT No.: 6775-001/03
DATE: 20/04/2026

Residential Building

Predevelopment Area	C	Area (m ²)	Area (ha)
Forested Rolling Terrain (5-10%)	0.50	11112	1.11
N/A	0.00	0	0.00
Total Average	0.50	11112	1.11

Post Development Area	C	Area (m ²)	Area (ha)
Building Area	0.90	1200	0.12
Asphalt	0.90	1776	0.18
Pathways	0.70	490	0.05
Forested Rolling Terrain (5-10%)	0.50	7646	0.76
N/A	0.00	0	0.00
Total Average	0.62	11112	1.11

IDF Curve	NORTH COWICHAN	+20%
-----------	----------------	------

1. Based on the Environment Canada 2022 IDF Curves for North Cowichan
2. 20% added to intensities for climate change as per Pacific Climate Impacts Consortium (PCIC)
3. C-values per MoTI table 1020.A

Results Summary		
Pre-Development Flow Rate (L/s)	44.60	5-Year*
Post-Development Flow Rate (L/s)	82.78	100-Year*
Total Detention Volume (m ³)	8.63	100-Year*

*100-year post-development flows detained to 5-year pre-development flow rate

Pages Following:

- 5-Year Calculations
- 100-Year Calculations
- Orifice Flow Control Calculations

Permit to Practice No. 1000201



PROJECT NAME: 154 Kings Lane - 2 Lot Subdivision (Lot A)
PROJECT LOCATION: Salt Spring Island
DESIGNED BY: Ian Bower, CTech
REVIEWED BY: Patrick Ryan, P.Eng.

HEL PROJECT No.: 6775-001/03
DATE: 20/04/2026

IDF Curve	NORTH COWICHAN	5-Year	20% Added to Intensities
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Time of Concentration (min)		$R=A \cdot t_c^B$	
t_c (Pre)	10	$A_2=$	11.4
t_c (Post)	10	$B_2=$	-0.417

Predevelopment Area	C	Area (m ²)	Area (ha)	Flow (L/s)
Forested Rolling Terrain (5-10%)	0.50	11112	1.1112	44.60
N/A	0.00	0	0.00	0.00
Total Average	0.50	11112	1.1112	44.60

Post Development Area	C	Area (m ²)	Area (ha)	Flow (L/s)
Building Area	0.90	1200	0.12	8.67
Asphalt	0.90	1776	0.1776	12.83
Pathways	0.70	490	0.049	2.75
Forested Rolling Terrain (5-10%)	0.50	7646	0.7646	30.69
N/A	0.00	0	0	0.00
Total Average	0.62	11112	1.1112	54.95

Duration (hr)	I (mm/hr)	Inflow (L/s)	Total Inflow Volume over Duration (L)	Total Allowable Outflow Volume over Duration (L)	Storage Required (m ³)
0.083	38.6	73.36	22009	13381	8.63
0.100	35.7	67.99	24478	16058	8.42
0.117	33.5	63.76	26779	18734	8.05
0.167	28.9	54.95	32969	26763	6.21
0.250	24.4	46.40	41761	40144	1.62
0.500	18.3	34.75	62556	80289	-17.73
0.750	15.4	29.35	79237	120433	-41.20
1.000	13.7	26.03	93706	160578	-66.87

Maximum Storage Required (m³)	8.63
---	-------------

1. 20% added to intensities for climate change as per Pacific Climate Impacts Consortium (PCIC)

PROJECT NAME: 154 Kings Lane - 2 Lot Subdivision (Lot A)
PROJECT LOCATION: Salt Spring Island
DESIGNED BY: Ian Bower, CTech
REVIEWED BY: Patrick Ryan, P.Eng.

HEL PROJECT No.: 6775-001/03
DATE: 20/04/2026

IDF Curve	NORTH COWICHAN	100-Year	20% Added to Intensities
-----------	----------------	----------	--------------------------

Time of Concentration (min)		$R=A \cdot t_c^B$	
t_c (Pre)	10	$A_2=$	16.9
t_c (Post)	10	$B_2=$	-0.426

Predevelopment Area	C	Area (m ²)	Area (ha)	Flow (L/s)
Forested Rolling Terrain (5-10%)	0.50	11112	1.1112	44.60
N/A	0.00	0	0.0	0.00
Total Average (See Note 2)	0.50	11112	1.1112	44.60

Post Development Area	C	Area (m ²)	Area (ha)	Flow (L/s)
Building Area	0.90	1200	0.12	13.06
Asphalt	0.90	1776	0.1776	19.33
Pathways	0.70	490	0.049	4.15
Forested Rolling Terrain (5-10%)	0.50	7646	0.7646	46.24
N/A	0.00	0	0	0.00
Total Average	0.62	11112	1.1112	82.78

Duration (hr)	I (mm/hr)	Inflow (L/s)	Total Inflow Volume over Duration (L)	Total Allowable Outflow Volume over Duration (L)	Storage Required (m ³)
0.083	58.5	111.22	33366	13381	19.98
0.100	54.1	102.91	37047	16058	20.99
0.117	50.6	96.37	40474	18734	21.74
0.167	43.5	82.78	49670	26763	22.91
0.250	36.6	69.65	62686	40144	22.54
0.500	27.2	51.84	93317	80289	13.03
0.750	22.9	43.62	117770	120433	-2.66
1.000	20.3	38.59	138915	160578	-21.66

Maximum Storage Required (m³)	22.91
---	--------------

1. 20% added to intensities for climate change as per Pacific Climate Impacts Consortium (PCIC)
2. 100-year post-development flows detained to 5-year pre-development rate

PROJECT NAME: 154 Kings Lane - 2 Lot Subdivision (Lot A)
PROJECT LOCATION: Salt Spring Island
DESIGNED BY: Ian Bower, CTech
REVIEWED BY: Patrick Ryan, P.Eng.

HEL PROJECT No.: 6775-001/03
DATE: 20/04/2026

Required Detention Volume (m³)	22.9
--	-------------

Number of Manholes	1
Diameter (m)	1.05
Depth (m)	0.57
Manhole Volume (m³)	0.5

Detention Storage Provided (m³)	22.1
Storage Tank (m³)	23.0
Surface Area (m ²)	40.32
Depth (m)	0.57
Rock Void Ratio	0.96

Pipe Volume (m³)	0.44
Diameter (m)	0.25
Length (m)	9.0

Total Storage Volume (m³)	23.0
---	-------------

PROJECT NAME: 154 Kings Lane - 2 Lot Subdivision (Lot A)
PROJECT LOCATION: Salt Spring Island
DESIGNED BY: Ian Bower, CTech
REVIEWED BY: Patrick Ryan, P.Eng.

HEL PROJECT No.: 6775-001/03
DATE: 20/04/2026

Orifice Equation: $Q = CA(2gh)^{0.5}$

Q = Allowable release rate (m^3/s)

C = Orifice coefficient (0.62 for sharp or square edge)

A = Area of orifice (m^2)

g = Gravity ($9.81m/s^2$)

h = Net head on orifice (m) from design drawings

Target Flow (l/s)	C	h	Orifice Diameter (mm)	Orifice Area (m^2)	Flows (l/s)
44.60	0.62	0.520	169.3	0.0225	44.58

SCHEDULE No.5

**Landscape Budget for Hard and Softscape
164 Kings Lane, Saltspring Island**

Attention: File Manager, Island Trust
July 07, 2025



The following is the **ON-SITE** landscape supply and installation budget for the above address:

- Supply and installation of bulk materials (soil & mulch), trees, plants, seeding, and site preparation:
\$121,050.00
- Supply and installation of hardscape, lighting fixtures and site furnishings (including custom benches, concrete benches, and bike racks):
\$85,770.10
- Installation of an irrigation system, point of connection and back-flow device:
\$8,800.00

Subtotal: \$215,620.10

Total including GST: \$226,401.10

Should you have any questions, please contact our team.

Respectfully,

A handwritten signature in black ink, appearing to read "Bianca Bodley".

Bianca Bodley, Owner and Principal

**Salt Spring Island
OCP Bylaw No. 434, 2008
Island Villages Development Permit Area (DPA 1)
Guideline Checklist**

**Guidelines not applicable to the proposed development have been omitted*

Guideline	Complies	Staff Comments
General Guidelines		
E.1.4.1: All commercial, general employment and multifamily sites should be designed to reduce impacts on neighbouring properties, on-site residential areas and public places, including the sea. Particular attention should be paid to locating and screening loading docks, waste containers, propane tanks, air-conditioning units and other service areas to reduce noise and visual impacts. This guideline is particularly important for development next to schools and hospitals.	Yes	Applicant's comment: The building is set back from all property lines and incorporates substantial vegetative buffering. Its articulated form and L-shaped configuration reduce its perceived mass, allowing it to read as a smaller-scale development. Each dwelling unit is served by an individual ductless mini-split heat pump. The condensing units are compact, low-profile units located on the roof. Because of their small size, their set-back position from the roofline and the intervening gable and parapet roof forms, they will not be visible from Kings Lane or from any of the surrounding properties. The refuse and recycling enclosure will be set within landscaping and fully screened by a cedar-slat enclosure. No propane tanks or loading docks are proposed. Planner comment: There is no anticipated negative visual or noise impact of the proposed development. Screened garbage area has been proposed to reduce visual impact. The applicant has also indicated that the air conditioning condensing units on the roof would be set back from the roofline such that they are not visible from Kings Lane or surrounding properties, thereby reducing the visual impact.
E.1.4.2: All commercial, general employment and multifamily developments should be designed so that the obstruction of views from neighbouring properties is minimized.	Yes	Applicant's comment: This building will not affect neighbouring views. Planner comment: The proposed development has been designed to minimize impacts on neighbouring properties, including the obstruction of views. The building complies with all required lot line setback regulations, which provides appropriate separation from adjacent properties and helps reduce view impacts.

Guideline	Complies	Staff Comments
E.1.4.4: Major new commercial, general employment and multi-family developments should include construction of a sidewalk or walking path on adjacent road rights-of-way. All sidewalks and internal site circulation routes should ensure barrier-free access.	Partly	Applicant's comment: Due to funding restraints and other required upgrades the applicant does not propose adding any offsite pathways at this time. All internal site circulation routes are barrier-free: walkway gradients are less than 5%, minimum clear width is 1.5 m, tactile warning strips are provided at each vehicle crossing, and the route from the accessible stalls (1-5) to the main entrance is level and does not cross behind a parked vehicle. Planner's comment: Walkways have been incorporated into the site plan submitted, but there are no proposals for sidewalks or walking path on adjacent rights-of-way.
E.1.4.5: Site access to commercial and multi-family developments should encourage use by pedestrians and cyclists. Internal circulation routes for pedestrians and cyclists should be segregated from vehicular routes, with an emphasis given to pedestrian and cyclist safety over vehicular convenience if necessary. Site plans of large new developments should show how transit stops could be accommodated in the future. Site access in Ganges Village should be arranged to coordinate with the Ganges Public Pathway System, including the seawalk. Potential routes for the system are shown in a conceptual way on Map 17.	Yes	Applicant's comment: Parking areas are organized and broken up to reduce conflicts, with pedestrian paths strategically routed to minimize crossings and enhance visibility. Where interactions between vehicles and non-vehicular users occur, the design emphasizes pedestrian priority through layout and sightline considerations. Overall, the site design supports active transportation by creating a safe, accessible, and well-connected environment for pedestrians and cyclists, while maintaining efficient vehicular access. Planner's comment: Site circulation routes for pedestrians are generally well designed. Proposal is in compliance with this guideline.
E.1.4.6: Commercial developments should provide structures for the convenient and secure parking and locking of bicycles, close to and visible from the adjacent streets. Such structures should not obstruct pedestrian movement on the site.	No	Applicant's comment: Several bike racks have been provided and the applicant will expand these as required by tenant needs. Due to funding restraints, expansion of bike parking stalls is not planned at this time. Planner comment: Although the proposed development is not commercial, the LUB has guidelines for bicycle parking which applies to all developments. The applicant will be required at the time of building permit to demonstrate adequate bicycle parking in accordance with the standards for bicycle parking spaces in the LUB and may be required to amend their development permit at that time, if a new bicycle parking structure is proposed. The applicant could also apply for a development variance permit to vary the bicycle parking requirement.

Guideline	Complies	Staff Comments
E.1.4.8: Where possible, buildings should be sited and designed in a way that maximizes solar gain and reduces energy loss. Obstruction of solar gain on surrounding properties should be minimized.	Yes	Applicant's comment: Current building codes generally aim to limit excessive solar gain to mitigate overheating. While earlier energy modelling indicates this building has a relatively high solar gain coefficient, the design will be refined to reduce solar gain and improve overall thermal comfort by minimizing overheating days. Consideration should be given to incorporating this metric more explicitly in future iterations of the Island Trust guidelines. Planner comment: The submitted site plan and drawing of the proposed development did not indicate obstruction of solar gain on surrounding properties. The building has also been designed to eliminate unwanted solar gain in order to improve overall thermal comfort, which is in accordance with this guideline.
Guidelines for specific village locations and situations		
E.1.4.16: All development in the Ganges Village and Fulford Harbour Village Designations should be located so as not to interfere with existing harbour views from public areas and roadways. Particularly important harbour views to be preserved in Ganges include those from Upper and Lower Ganges Roads, the foot of Park Drive, Rainbow Road and Fulford-Ganges Road, Centennial Park and Gasoline Alley. Views to be preserved in Fulford Harbour include those from Fulford-Ganges Road and from Beaver Point Road.	Yes	Applicant's comment: The development does not impede any public view. Planner comment: The proposed development complies with this guideline as it is not interfering with existing harbour views from public areas and roadways.
E.1.4.18: Developments adjoining agricultural land should be designed to minimize conflicts with that land. The location of access roads, the siting of structures, and the layout of subdivisions should follow the guidelines that have been developed by the BC Ministry of Agriculture and the Agriculture Land Commission as a guide to implementing the Farm Practices Protection (Right to Farm) Act (MAFF, 1996), including the Guide to Edge Planning (2015). Site designs should allow for a vegetated buffer, as outlined in Guidelines for Landscaping and Parking Surfaces Subsection E.1.7.22.	Yes	Applicant's comment: The building is carefully sited to incorporate substantial vegetative buffers along all property lines, providing separation and reducing potential impacts on the adjacent Agricultural Land Reserve lands. Planner's comment: Landscape plan submitted by the applicant shows that a vegetative buffer will be maintained along the areas adjoining agricultural line. In accordance with the Guide to Edge Planning requirements, the site plan indicates that the building is set back 15 meters away from the ALR boundary with proposed vegetation buffer, thereby complying with this guideline.

Guideline	Complies	Staff Comments
Guidelines for multi-family developments		
E.1.4.20: Developments should have staggered or recessed entrances that allow for privacy. Clusters of duplexes are preferable, so that each dwelling unit has more than a front and rear view from the interior. Clusters should use asymmetrical designs to avoid the appearance of "row housing" or "mirror image" units.	No	Applicant's comment: The subject application is for 50 units of purpose-built affordable rental housing, and a duplex cluster form cannot deliver that number of units on this parcel, nor the unit mix. The building is arranged in an L-shape rather than a single bar, so that suites have outlooks in more than two directions and no elevation reads as a continuous repeated facade. The elevations on DP 3.00 and DP 3.10 break the mass with projecting gable bays, changes of plane, a two-storey recessed entry element, and three distinct cladding treatments (charcoal fibre cement panel, wood-look cementitious panel and light grey board-and-batten) applied asymmetrically so that no two bays repeat. Planner comment: The proposed development is not in compliance with this guideline as the proposed building is not the preferred clusters of duplexes, rather one single building consisting of 50 dwelling units.
E.1.4.21: On through streets, the building setback required by local bylaws should be maintained so that a buffer remains for homes. On non-through streets, a variance of the setback could be requested (e.g. to 3 to 4.5 m), to encourage human activity and create a lively, occupied character to the street.	Yes	Applicant's comment: All guidelines have been maintained Planner comment: Kings Lane is a through street and the submitted site plans show that the applicable guidelines have been adhered to.
E.1.4.22: Where developments are designed for families or seniors, all units should have direct access from the ground level. However, developments that provide special needs housing or affordable seniors' supportive housing may consist of two-storey complexes, if all dwelling units for seniors and those with special needs have ground level access or can be accessed by elevators."	No	Applicant's comment: Building has been designed to be fully affordable. Planner comment: the development is not in compliance with this guideline as some of the units do not have direct access from the ground level. The building is a three-storey building.

Guideline	Complies	Staff Comments
E.1.4.23: Space should be provided for private and common storage and for a convenient mail kiosk.	Partly	Applicant's comment: In-suite storage is provided in each unit type. A dedicated storage/laundry room in the one-bedroom, two-bedroom and three-bedroom units and a storage closet in the studio and accessible units. A common tenant storage room will be provided on the ground floor. A mail kiosk is provided within the main entrance vestibule, immediately inside the principal entry and under cover, accessible from both the parking field and the internal corridor. Planner comment: Site plan provided shows private storage areas for the 2- & 3-bedroom units. Laundry/storage space for studio and 1 bedroom unit. Applicant has indicated that common storage space would be provided on the ground floor as well as a convenient mail kiosk inside the principal entry. Current plans do not show common storage area.
E.1.4.25: Internal circulation routes should integrate dwelling units with common open space and play areas and with public walkways such as the Ganges Public Pathway System. Particular attention should be paid to the development or maintenance of safe and effective pathways between multifamily developments and schools, public institutions and village services.	Partly	Applicant's comment: Unfortunately the landscape budget does not allow for a play area, however, this is a good place holder for future funding grant opportunities and fundraising efforts. The operators can review this once the tenant population has been established to see if this is something the buildings population would use. Internal circulation: Barrier-free walkways link the main entrance, the accessible stalls, the parking field, the refuse enclosure. Planner comment: Based on the site plan provided by the applicant, internal circulation routes link the residence to common open space on subject property. However, the applicant has indicated that the landscape budget does not allow for a play area but this may be provided in the future subject to available funding grant opportunities.

Guideline	Complies	Staff Comments
Guidelines for Offstreet Parking Lot Location and Design		
E.1.5.1: The preferred location for a parking lot is behind the building it serves, so that the lot cannot be seen from the main street on which the building is located. If parking behind a building is not possible, streetfront parking lots should be designed with a maximum street frontage of 10 m and an effective landscape screen. Developments on Ganges or Fulford Harbours should be considered as exceptions to this general guideline so that buildings (rather than parking lots) are located immediately next to the harbour. In these situations, parking lots would have street frontage but should be well screened from the street and incorporate effective and attractive facilities for pedestrians to access the harbour.	Yes	Applicant's comment: The building has been sited in a manner consistent with the previous application supported by staff. Its overall visual impact has been reduced through the introduction of a well-planted and comprehensive landscape plan. Planner comment: Due to site constraints, the parking lot may be seen from the street but the applicant has proposed an effective landscape screen, therefore in compliance with this guideline.
E.1.5.2: To avoid an urban or "strip mall" appearance in island villages, parking lots should not be located on a corner lot or between a building and the adjacent sidewalks.	Yes	Applicant's comment: The building and parking area do not appear as though its a strip mall and look much more rural in nature. Planner comment: The proposed development is in compliance with this guideline as the parking lot is not proposed to be located on a corner lot or between a building and adjacent sidewalks.
E.1.5.3: Parking lot access lanes should be located and designed to reduce breaks along the street wall and to reduce accesses that cross sidewalks. Entrances from secondary frontages or from rear lanes are preferred. Parking lots should hold all vehicular manoeuvring requirements for entry and exit to and from individual parking spaces.	Yes	Applicant's comment: There is a single vehicular entrance to the site. Planner comment: The proposed development has been designed according to the site plan submitted such that parking lot access does not cross sidewalks. Also, there is only one entrance to the parking lot and therefore this is in compliance with this guideline.
E.1.5.4: Offstreet parking spaces should not be located so that cars must exit or maneuver by backing over a sidewalk or other pedestrian route.	Yes	Applicant's comment: See site plan for measurements Planner comment: Site plan submitted by the applicant demonstrates that the proposal is in compliance with this guideline as maneuver and exit from the parking lot is not over the sidewalk or pedestrian route.
E.1.5.6: Parking spaces for the disabled should be plentiful, prominently marked and carefully located for maximum convenience and proximity to accessible building entrances and weather protection features. If necessary, exceptions to the guidelines for parking location may be made to maximize convenience for the disabled.	Yes	Applicant's comment: 5 accessible spaces have been provided. Planner comment: In accordance with the parking requirements of the LUB (Section 7.1), 5 disabled parking spaces have been provided.

Guideline	Complies	Staff Comments
E.1.5.8: Parking lots should not generally consist of more than thirty spaces, unless a considerable amount on midlot landscaping is incorporated into the design. Parking lots in the existing commercial part of Fulford Harbour Village should not generally consist of more than fifteen spaces. Where development requires more spaces, parking should be located in discontinuous areas or be separated by generous landscaping.	Yes	Applicant's comment: The 64 stalls are not laid out as a single uninterrupted lot. They are arranged in three discontinuous areas, each separated by landscaping and by the site circulation route, as shown on DP 1.01. Planner comment: The development is in compliance with this guideline as the parking spaces are located in discontinuous areas separated by landscaping.
E.1.5.9: Parking should only be at ground level or below.	Yes	Applicant's comment: Parking is at ground level. Planner comment: Development is in compliance with this guideline as the parking lot would be located on ground level.
E.1.5.10: Areas should be provided for the loading and unloading of trucks. Sites should allow delivery trucks to manoeuvre without having to block or back onto an adjacent street, parking aisle or pedestrian route. Emergency vehicles should be able reach all parts of the development easily.	Partly	Applicant's comment: A temporary loading and unloading zone will be designated and signed. It will be located at the head of the drive aisle on the north side of the entry plaza, directly opposite the main entrance and clear of the accessible stalls (1-5) and of their access aisles, so that a vehicle at the loading zone cannot obstruct the accessible stalls or the barrier-free route from those stalls to the main entrance. The zone will be a minimum of 3.0 m by 9.0 m. Planner comment: The applicant has indicated that a temporary loading/unloading area would be designated and signed opposite the main entrance. The proposed location would allow manoeuvre of delivery trucks without having to block adjacent street, but the accessible parking aisle would be obstructed.
E.1.5.11: Multi-family developments should provide parking in locations that minimize walking distances for residents. However, designs where the front elevation of units is dominated by a garage door or parking pad should be avoided. Parking areas located along the front elevation of units should be well screened by vegetation. Parking for visitors should be located close to project entries and should be assigned and marked as visitor parking. Screened parking should be provided for the storage of recreational vehicles and boats.	Yes	Applicant's comment: Parking will be allocated during Building permit and conversations with the operator. All parking stalls are easily accessed by adjoining sidewalks. Planner comment: Site plans submitted indicates that parking area location minimizes walking distances thereby in compliance with this guideline. However, applicant needs to provide adequate vegetation screening for the parking located along the front elevation.

Guideline	Complies	Staff Comments
E.1.6 Guidelines for Building Form		
E.1.6.1: Building height should be in keeping with local bylaws and neighbouring structures. If a third storey is allowed by zoning for residential use, it should be located as a half storey. In such a situation, a building height variance up to 10.6 m could be requested, provided other design aspects work to reduce the apparent mass of the structure.	Yes	Applicant's comment: Building has been kept to 3 stories in building height well within the current zoning's maximum allowable height and also within the existing neighbourhood context. Planner comment: The proposed development is in compliance with this guideline as the LUB permits building height up to 13 meters and the proposed building height is less than 13 meters.
E.1.6.2: Horizontal building modulation and articulated facades should be used to reduce the apparent mass of buildings facing the street. They should create a pedestrian scale and interest along adjacent sidewalks and along the Ganges Public Pathway System. To enhance village vitality, consideration should also be given to creating secondary retail frontage along arcades and at the rear of buildings. These ideas should especially be considered where buildings are next to the Ganges Public Pathway System.	Yes	Applicant's comment: The building is arranged in an L-shaped configuration, which helps reduce its overall perceived mass. This massing is further articulated through the use of gable forms, breaking down the building scale. Planner comment: The proposed building design has incorporated articulated façade and building modulation to reduce its apparent mass.
E.1.6.4: Existing site topography and landscape should not be significantly altered and should be complemented by proposed structures.	Yes	Applicant's comment: No terraforming is planned for the site. Planner comment: The proposed development has been designed in such a way that the existing site topography and landscape would not be altered significantly.
E.1.6.6: New buildings should not have a street frontage width more than 2.5 times their height. Buildings with extensive street frontage should avoid long homogenous facades. They should have a scale, size, massing, shape, roof line and exterior finish that is sufficiently varied and articulated as to give the impression of separate small units, rather than a large mass.	Yes	Applicant's comment: See siting comments above Planner comment: The building scale, size, massing, shape, roof line and exterior finish has been varied and articulated to comply with this guideline.
E.1.6.7: The existing "rhythm" of buildings along street frontages should be respected. Buildings that replace existing structures should retain the original width of the front elevation and the spacing between buildings. In Fulford Harbour particularly, the size, spacing, front elevation width and orientation of buildings along Fulford-Ganges and Morningside roads should be retained by any new development.	Yes	Applicant's comment: The surrounding street context is rural in character. The building is set back significantly from the roadway, which, combined with its L-shaped configuration and articulated gable forms, reduces its perceived mass and minimizes its visual presence from the street. Planner comment: The existing street frontage does not have a significant rhythm of development as most houses along the street frontage are too separated to create a noticeable rhythm. However, the proposed development has been designed in such a way that reduces its mass.

Guideline	Complies	Staff Comments
E.1.6.11: All roof-top mechanical equipment (satellite dishes, air-conditioning) should be screened from view.	No	Applicant's comment: The only rooftop mechanical equipment is the individual ductless mini-split condensing units serving each suite. These are small, low-profile units - typically about 800 mm wide by 550 mm high - and there are no large rooftop units at this time. Typically, the units are located centrally on the roof, set back from the roofline and behind the projecting gable and parapet roof forms shown on DP 3.00 and DP 3.10. Given their small size, the 13 m building height and the set-back position, they are not visible from Kings Lane or from the surrounding properties at grade. Planner comment: Applicant has indicated that all roof-top equipment would be setback from the roof edge to reduce its visual presence rather than screening as per the guideline, thereby not in compliance.
E.1.6.12: Large areas of curtain-wall glazing should not be used.	Yes	Applicant's comment: There are no curtainwalls in this development Planner comment: No curtain wall glazing has been proposed to be used in the building.
E.1.6.14: The use of imaginative, handcrafted products of local craftspeople is encouraged. In Fulford Harbour Village particularly, natural and "found" materials should be incorporated into exterior details by local artisans, in keeping with existing development. More conventional or formal materials should be avoided.	No	Applicant's comment: If the project proceeds into construction the team will ensure that opportunities for hand crafted products are considered. Planner comment: The applicant has indicated that they will explore the incorporation of handcrafted products of local people in the interior of the building, however, current plans do not show this.
E.1.6.15: A pleasant pedestrian environment in villages should be enhanced by pedestrian-oriented features	Yes	Applicant's comment: See landscape plan Planner comment: The proposed development is in compliance with this guideline as the landscape plan submitted indicates pathways, benches and landscaping aimed at enhancing the pedestrian environment.
E.1.6.17: All portions of a building should be authentic, functional space - artificial or contrived architectural features (for example, artificial lighthouses, windmills or turrets) should not be included in building designs.	Yes	Applicant's comment: Yes! This is a form and function building. Planner comment: The development complies with this guideline as no artificial architectural feature is been planned to be incorporated.
E.1.6.18: Blank walls visible from pedestrian routes or roadways should be treated with landscaping, architectural features or artwork. At least half of the surface should be covered.	Yes	Applicant's comment: Does not have blank walls visible from roadways or pedestrian Routes. Planner comment: No blank walls visible from roadways or pedestrian routes as per the drawings submitted.
E.1.6.19: Large new developments should have their electrical and telephone connections provided underground.	Yes	Applicant's comment: Underground utilities are proposed. Planner comment: The proposed development complies with this guideline as underground utilities are proposed according to the applicant.

Guideline	Complies	Staff Comments
E.1.6.20: Facilities should be provided for convenient, barrier-free access for the disabled	Yes	Applicant's comment: Yes, this has been accounted for in the design Planner comment: The development complies with this guideline as the design for convenient, barrier free access for the disabled has been incorporated.
Guidelines for Landscaping and Parking Surfaces		
E.1.7.1: Informal, natural landscaping that gives a native appearance is encouraged as opposed to formal, decorative plantings. Hard surfacing should not be used as a substitute for vegetation.	Yes	Applicant's comment: Plantings have been carefully selected to enhance the ecological conditions of the site. In the sunnier zones we have chosen a natural meadow palette to support pollinators and wildlife habitat. In the southern shady zone, we have selected an entirely native planting palette for ecological restoration. Planner comment: The applicant has proposed landscaping that gives a native appearance and also no hard surfacing has been proposed.
E.1.7.3: Plant materials should be durable, low-maintenance types. Care should be taken not to obscure sight lines at intersections and parking lot entrances	Yes	Applicant's comment: Plants have been chosen to best suit the unique conditions of each zone of the site to ensure durability. The density and planting layout will ensure a low-maintenance landscape. A careful layout will also ensure that the height of the plantings provide privacy where needed while still ensuring sight safety and not obscuring any critical sight lines. Planner comment: The development is in compliance with this guideline as the choice of plant focuses on durability and low-maintenance while also ensuring that the lines of sight at intersections and parking lot entrance are not obscured.
E.1.7.4: Landscaping should be used to as an integral part of developments and should help in the function and organization of a site; to create the sense of entry into buildings and to define and enliven public spaces. While screening of unattractive building features is important, landscaping should be designed to ensure a broader function.	Yes	Applicant's comment: The primary emphasis of the landscape design was to create a welcoming entryway and sense of community. This was achieved by creating a multi-use gathering space along the front of the property with wandering pathways, seating nooks, and an open lawn space to encourage self-guided usage (e.g, play, sports, picnics etc.). For the entryway, we have included a clear site line to the front entrance with benches and bike racks to create a safe, functional, and peaceful space for residents and guests. Planner comment: The development complies with this guideline as the landscape has been designed in a way that helps in the function and organization of the site. Landscaping has been proposed along entryways, open lawn space as well as seating nooks.

Guideline	Complies	Staff Comments
E.1.7.5: Soft landscaping should cover a minimum of 40% of parcel areas in multifamily residential developments and at least 20% of the parcel area in commercial and general employment developments. Developments that provide special needs housing or affordable seniors' supportive housing may have a reduced area of soft landscaping if necessary to accommodate special facilities, providing that neighbouring properties are buffered by a vegetation screen and that parking lots are landscaped as outlined in Guideline E.1.7.16. The area calculated as soft landscaping does not include parking areas, vehicle lanes and manoeuvring areas, private open space and adjacent boulevards on public lands	Yes	Applicant's comment: The proposed soft landscaping substantially exceeds the 40% minimum, approximately 63%. A significant proportion of that area is existing mature vegetation retained in. Planner comment: The development is in compliance with this guideline as proposed landscaping covers more than 40% of the parcel area as indicated on the landscape plan submitted by the applicant.
E.1.7.6: All landscaping work on major new developments should meet the British Columbia Landscape Standard published by the British Columbia Society of Landscape Architects and the British Columbia Nursery Trades Association and should be covered by a performance bond for a period of one year from the date of final installation, in order to ensure survival or replacement of plantings. All landscaping should be maintained in perpetuity.	Yes	Applicant's comment: All works are specified to standards. Planner comment: As per the landscape plan submitted, all landscaping has been proposed to meet the Canadian Landscape Nursery Association/Canadian Society of Landscape Architects Canadian Landscape Standards. The proposed development will require performance bond to ensure plant survival or replacement after one year.
E.1.7.7: All hard and soft landscaping and paving, including sidewalks, pedestrian amenities, street furniture, cycle racks and parking lot lines on major new developments should be installed prior to issuance of any building occupancy permit. A letter of credit should be deposited for an amount equal to 150% of the cost of the work to be completed.	Yes	Applicant's comment: All works to be installed and specified to standards. Planner comment: Cost estimate of the proposed landscaping and paving have been provided - \$ 226,401.10. This requires that a letter of credit in the amount of \$339,601.65 from the applicant.
E.1.7.8: Plant materials should be chosen with a view to conserve water.	Yes	Applicant's comment: As noted in 'E.1.7.3' the planting palette has been selected to best meet site conditions ensuring proper establishment resulting in reduced needs for watering. The planting palette also includes many drought tolerant species who can withstand less watering during the warmer months. Planner comment: The proposed plants selected to be planted are in compliance with this guideline as per the landscape plan submitted by the applicant.

Guideline	<u>Complies</u>	Staff Comments
E.1.7.10: Special care should be taken to retain existing vegetation and incorporate it into new development. Particular attention should be paid within Channel Ridge Village to the preservation of Garry Oak and Arbutus trees and to the unique habitat that surrounds them	Yes	Applicant's comment: Existing vegetation will be retained and enhanced wherever possible. The landscape has included a large restoration zone where invasive material will be carefully removed and the area will be planted with native plants found within the area to reestablish its ecological importance. Planner comment: As per the landscape plan submitted, the development is in compliance with this guideline as existing vegetation are to be retained.
E.1.7.11: Other existing natural site features such as rock formations and ground contours should be preserved.	Yes	Applicant's comment: All landscape work will preserve and enhance existing site features wherever possible balancing the character of the site and the needs of its users. Planner comment: Applicant has indicated that existing natural site features would be retained as much as possible.
E.1.7.13: Fencing should be natural in appearance and coordinated with the design of the main building. Appropriate materials are those that reflect a natural, locally crafted character, such as local stone, heavy timbers or local wood.	Yes	Applicant's comment: No perimeter fencing of the parcel is proposed. The site is screened by retained mature vegetation on the south and west boundaries, and the applicant's intention is that the development reads as a building set within a treed landscape rather than as a fenced compound. Planner comment: No fencing proposed for the development
E.1.7.14: The use of trees and other vegetation along roadways in a manner that "crowds" the street, and causes automotive traffic to slow is strongly encouraged.	Yes	Applicant's comment: Tree plantings have been included along the street and parking lot perimeter, planted and spaced to meet the conditions needed for healthy growth and canopy coverage. Planner comment: The development complies with this guideline as the landscape plan indicates that trees both new and existing along the street frontage.
E.1.7.15: Deciduous boulevard trees should be included with a spacing of 10 m in all large new commercial and multifamily projects in Ganges Village with frontage on Fulford-Ganges and Lower Ganges Roads.	Yes	Applicant's comment: None provided Planner comment: The landscape plan submitted by the applicant includes planting of deciduous boulevard trees (big leaf maple) and therefore in compliance with this guideline.

Guideline	Complies	Staff Comments
E.1.7.16: Parking lots should be carefully landscaped to screen them from adjacent streets and land uses, to provide shade and to avoid large expanses of uninterrupted asphalt. The following landscape guidelines apply specifically to parking lots, including off-site parking lots: a. Parking lots with street frontage should be screened by a landscaped strip with a minimum width of 3 m. The perimeter of parking lots should also be screened with a minimum width of 2 m. b. Parking lots with more than 10 spaces should include interior landscaping islands and peninsulas that occupy at least 5 per cent of the lot area besides the street frontage and perimeter strips. Irregular shapes of parking islands are encouraged, especially those incorporating existing vegetation naturally and informally. c. Reductions in parking space requirements may be requested to accommodate adequate parking lot landscaping. d. The use of permeable parking materials such as "hard grass" is strongly encouraged to soften the visual effect of parking lots and minimize changes to site drainage.	Partly	Applicant's comment: The parking area is approximately 2,700 sq m. On the drawings as submitted, interior landscaped islands are provided between stalls 37/38 and 57/58, which is below the 5% minimum this guideline requires, however, this is to retain the required number of parking stalls on the site. Planner comment: The proposed development partly complies with this guideline. The landscape plan submitted by the applicant demonstrates landscaped strips for parking areas with street frontage. Parking lots containing more than 10 spaces also incorporate landscaped peninsulas, however this is less than the 5 percent specified in this guideline. The use of permeable parking surface materials has also not been proposed due to concerns regarding long-term durability and maintenance.
E.1.7.17: Parking lots should be surfaced and lined before issuance of an occupancy permit to ensure efficient use. Alternatives to paving such as interlocking or permeable pavers are encouraged. Unpaved parking lots may be considered in some locations provided lots have less than 10 spaces and other techniques are used to ensure efficient use. Unpaved parking lots are encouraged in Fulford Harbour Village. Driveways providing access to multifamily developments should employ speed control devices at entries.	No	Applicant's comment: Permeable pavers come at a premium. We will see if budget will allow some areas to be permeable but do not wish to place this on the development permit plans. Planner comment: Applicant has indicated that permeable pavers or interlocking have not been considered due to financial constraints at this time.

Guideline	Complies	Staff Comments
E.1.7.18: Sidewalks, patios and decks should be constructed of natural materials or interlocking pavers. Brushed concrete and asphalt should be avoided. In Fulford Harbour in particular, sidewalks should be carefully and creatively designed to ensure that the informal and somewhat irregular character of the village is retained.	Partly	Applicant's comment: Concrete walkways have been included along main thoroughfares to ensure longevity, however, this is balanced by the use of interlocking pavers in the entryway and informal gravel pathways within the main gathering space. Planner comment: Although concrete walkways have been proposed, the applicant has indicated that interlocking pavers would be incorporated into the design, thereby complying with this guideline partly.
E.1.7.20: All multifamily developments should include landscaped areas for individual and group activities of a recreational or social nature. At least 9 m² of private open space should be provided for each dwelling unit. Developments that provide special needs housing or affordable seniors' supportive housing may provide less private open space, if areas for outdoor group activities are provided.	Partly	Applicant's comment: A 783 sq m gathering space has been included on site. This space includes walking paths, private seating nooks, and a large recreational open space. No private outdoor space is proposed, however given the rural and well landscaped site, ample opportunity for outdoor area is provided for the tenants and far exceeds the 450sq/m total area. This allows for a more community oriented outdoor amenity space. BC housing also limits these features on their buildings. Planner comment: The development is in partial compliance with this guideline as the applicant has provided a total of 783 m² of landscaped areas for individual and group activities. Private open space has not been provided for each dwelling unit, therefore not totally in compliance.
E.1.7.21: Multifamily developments designed for families should also include at least 2.5 m² of children's play area for each bedroom in the development, excluding master bedrooms.	No	Applicant's comment: Unfortunately the landscape budget does not allow for a play area, however, this is a good place holder for future funding grant opportunities and fundraising efforts. The operators can review this once the tenant population has been established to see if this is something the buildings population would use. Planner comment: The development is not in compliance with this guideline as the applicant has not provided the children's play area as specified in this guideline due to financial constraints.
E.1.7.22: Where the property being subdivided or developed adjoins agricultural land, a vegetated buffer is to be planted or retained. The buffer should be 8 metres wide, with a minimum recommended height at plant maturity of 6 metres, and should be consistent with the Landscaped Buffer Specifications (ALC, 1993) developed by the Agricultural Land Commission, and the Guide to Edge Planning (2015), developed by the BC Ministry of Agriculture. The buffer area should be protected from disturbance by a covenant.	Yes	Applicant's comment: None provided Planner comment: the applicant has submitted plans showing 8 meters vegetative buffer in accordance with this guideline. A covenant is required to protect this buffer area from disturbance.

Guideline	Complies	Staff Comments
Guidelines for Lighting		
E.1.8.3: Light fixtures should be simple and unobtrusive in design. The use of indirect lighting mounted on the fronts and sides of village buildings is encouraged.	Yes	Applicant's comment: Simple bollards will be used within the landscape. Small modern light fixtures will be strategically located along the building to emphasize the building texture and surrounding landscaping. Planner comment: The development is in compliance with this guideline as the applicant has proposed simple bollards according to the landscape plan submitted.
E.1.8.4: Incandescent fixtures are preferred.	Yes	Applicant's comment: All fixtures will be LED Planner comment: Staff agree that the use of LED fixtures to encourage energy efficiency are a sufficient replacement for incandescent.
E.1.8.5: Light fixtures mounted on masts or walls should be pedestrian in scale and should not exceed 3.5 m in height.	Yes	Applicant's comment: See above comments. Planner comment: The development is in compliance with this guideline according to the lighting plan submitted.
Sign Guidelines		
E.1.9.1: Signs should be coordinated with buildings in terms of location, scale, materials, finishes and colors.	Yes	Applicant's comment: Signage is in the same material palate as the building. Planner comment: Applicant has indicated that the signage is proposed to be in coordination with the building in terms of materials and therefore in compliance with this guideline.
E.1.9.2: Signs should be kept to the minimum size and number needed to inform and direct residents and visitors. Sign size and lettering should not exceed that necessary to direct pedestrians and slow-moving traffic: letters should rarely exceed 20 cm in height; the area of individual signs should rarely exceed 2.5 m ² . Total permitted sign area should not exceed that permitted by local bylaw.	No	Applicant's comment: the Architect will review the sign bylaw and design and provide further clarification on future drawing submittals. Planner comment: The proposed signage is greater than the area permitted by the local bylaw, however, the applicant has indicated that the Architect will provide revised sign drawings at the time of building permit as they are required to comply with the sign requirements in the LUB.
E.1.9.3: All signs should be kept at a pedestrian viewing level. They should not obstruct pedestrian traffic. Some exceptions to the guidelines in this Section may be considered for marine-oriented businesses which offer services to marine traffic. However care must be taken to ensure that the character of the harbour as viewed from the sea is not dominated by commercial signs	Yes	Applicant's comment: Signage is located at the entrance to the parking area and does not obstruct pedestrian movement Planner comment: the proposed sign has been designed not to obstruct pedestrian traffic, thereby in compliance with this guideline.
E.1.9.4: Signs should be constructed of natural materials, preferably with a handcrafted look. Plastic, back lit signs should not to be used, especially those dominated by product logos and trademarks.	Partly	Applicant's comment: will review the sign bylaw and design and provide further clarification on future drawing submittals. Planner comment: The sign is proposed to be made of wood concrete and metals. The proposed sign does not have a handcrafted look.

Guideline	Complies	Staff Comments
E.1.9.5: Front-lit signs with soft light levels are preferable	No	Applicant's comment: Signage will have minimal backlighting. Planner comment: The applicant has indicated that the sign will have minimal backlighting instead of front-lighting.
E.1.9.6: Signs should not move or be audible. They should not incorporate lighting that moves or flashes or gives the impression of doing so. Neon lighting should not be used outside buildings	Yes	Applicant's comment: Yes, no rotating sign here. Planner comment: There is no proposal to use moveable, audible or neon lighting signs, thereby complying with this guideline.
Guidelines regarding Stormwater Drainage and Water Pollution		
E.1.10.1: New commercial, general employment, institutional and multi-family residential developments that will create more than 280 m ² of new impervious surfacing should include a report prepared by a Professional Engineer that determines the extent of changes to the natural drainage. It should identify any conditions that should be incorporated into the development permit to protect property from flooding, erosion or from other undesirable impacts as the result of changes to stormwater runoff. Particular attention should be paid to ensuring that drainage changes will not result in detrimental impacts such as flooding or reduced groundwater availability on agricultural lands or watercourses that either adjoin the development or are located in the same watershed.	Yes	Applicant's comment: See preliminary drawings and reports by Herold Engineering. Planner comment: Section 5.4 of the report by Harold Engineering indicates that surface run off will not result in detrimental impacts as a result of the development. The report includes plans for stormwater management that ensures there is no increased risk of flooding post development – (the proposed development will include stormwater detention limiting outflow for all rainfall events up to 100-year return period to the 5-year pre-development flow rate, so the development is not expected to increase the flow through the existing downstream system, Pg 7 of Storm water management plan document).
E.1.10.3: Development should not result in the pollution of surface or groundwater supplies. Particular care should be taken to ensure that there are no detrimental impacts on agricultural land or to fishbearing watercourses because of water pollution.	Yes	Applicant's comment: See preliminary drawings and reports by Herold Engineering. Planner comment: in order to ensure water quality, the stormwater flow leaving the site will run through an oil/grit separator to remove contaminants before leaving the site (as contained in section 5.5 of the report by Harold Engineering), thereby complying with this guideline.

ATTACHMENT 3 – SITE CONTEXT

LOCATION

Legal Description	LOT 2, SECTION 4, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 23507
PID	003-106-756
Civic Address	154 Kings Lane Road, SSI
Lot Size	1.44 ha (3.55 ac)

LAND USE

Current Land Use	Medical facility
Surrounding Land Use	Residential and community facility

HISTORICAL ACTIVITY

File No.	Purpose
GB-RZ-1994.2	Information not provided
SS-BP-2009.1	Information not provided
SS-BP-2010.5	Information not provided
SS-BP-2020.21	Proposal – Seniors Multifamily independent living
SS-CL-2019.6	Water Supply for Meadowlane Complex - 154 Kings Lane, SSI
SS-DP-2013.2	Construction of 2 buildings for prof. & retail medical - 154 Kings Lane, SSI
SS-DP-2015.5	DPA1: 2-year DP Extension for King's Lane Medical Clinic
SS-DP-2019.4	Constructing a 48-Unit Seniors Facility in DPA1 - 154 Kings Lane, SSI
SS-RZ-2011.4	Rezoning C5 & R6 zoned property to allow medical clinic with accessory medical uses and residential second floor (154 Kings Lane)
SS-RZ-2018.4	Proposal to Allow for the Development of an Affordable Seniors' Residence Facility - 154 Kings Lane, SSI
SS-TUP-2009.2	Temporary Use Permit - Renewal To allow a principal use of medical office services for more than two medical practitioners and not exceeding five medical practitioners all situated within the existing building.
SS-TUP-2022.3	To allow for 20 units of temporary supportive housing - 154 Kings Lane, SSI
PLRZ20250220	Rezoning to permit the development of 50 units of affordable housing and reduced minimum lot size for subdivision potential.
PLSUB20260120	Two-lot conventional subdivision

POLICY/REGULATORY

Official Community Plan Designations	Designation: Ganges Village Upper – Gvu Development Permit Area 1 – Island Villages
Land Use Bylaw	Residential 13 (R13) The following are uses permitted in R13 zone: Single-family dwellings

	• Duplexes constructed before July 31, 1990 • Multi-family dwellings • Affordable housing dwelling units • Office • Child day care centre • Dental and medical offices
Other Regulations	None
Covenants	196796G – Right of Way and Restrictive Covenant; CA7624178 – Assignment of Rents; CA7982286 – Covenant; CB399183 – Covenant; CB399184 – Priority Agreement
Bylaw Enforcement	SS-BE-2007.18 – Unlawful temporary shelter building

SITE INFLUENCES

Islands Trust Conservancy	The application has no considerations for the Islands Trust Conservancy
Regional Conservation Strategy	This application has no considerations for the Regional Conservation Plan.
Species at Risk	None
Sensitive Ecosystems	None
Hazard Areas	None
Archaeological Sites	None
Climate Change Adaptation and Mitigation	Additional impacts to GHG emissions anticipated because of this application is unknown.
Shoreline Classification	N/A
Shoreline Data in TAPIS	N/A



DATE OF MEETING: September 24, 2026

TO: Salt Spring Island Local Trust Committee

FROM: Oluwashogo Garuba, Planner 2
Salt Spring Island Team

COPY: Jason Youmans, Regional Planning Manager

SUBJECT: Land Use Bylaw amendment to permit commercial uses following expiration of Land Use Contract Bylaw 10
Applicant: Chris Schmah
Location: 104 Atkins Road, SSI

RECOMMENDATION

1. That Salt Spring Island Local Trust Committee Bylaw No. 552, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 1, 2026” be amended in accordance with Attachment 1 of the staff report dated September 24, 2026.
2. That Salt Spring Island Local Trust Committee Bylaw No. 552, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 1, 2026”, be read a second time as amended.
3. That the Salt Spring Island Local Trust Committee directs staff to schedule a Public Hearing for Bylaw No. 552, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 1, 2026.”
4. That the Salt Spring Island Local Trust Committee directs staff to draft a restrictive covenant under Section 219 of the *Land Title Act* that requires, in the event of the removal of the large greenhouse building on the subject property, installation of a vegetative buffer consistent with applicable Agricultural Land Commission guidelines along the boundary of the subject property and any abutting land in the Agricultural Land Reserve.
5. That the Salt Spring Island Local Trust Committee directs staff to enter into a cost-recovery agreement with the applicant for application SS-RZ-2023.1, pursuant to Trust Council policy and the Salt Spring Island planning application fees bylaw, for legal counsel review of the ALR vegetative buffer covenant.

REPORT SUMMARY

This report recommends that the Salt Spring Island Local Trust Committee (SS LTC) give second reading to, and schedule a public hearing for, an amendment to Salt Spring Island Land Use Bylaw No. 355 (LUB) that would allow existing uses to continue at the property currently occupied by Foxglove Farm and Garden Supply at 104 Atkins Road. It recommends that the LTC to enter into a restrictive covenant with the land owner to address issues raised through referral to the Agricultural Land Commission. This rezoning is required following the expiry of Land Use Contract (LUC) Bylaw No. 10 which authorized those

current uses. Bylaw No. 552 would amend zoning on the subject property from Rural (R) to Commercial 1 variant e (C1(e)).

BACKGROUND

This report follows the April 9, 2026 regular meeting of the SS LTC where the following resolutions were passed:

SS-2026-052

that the Salt Spring Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that draft Bylaw No. 552 cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 1, 2026" (104 Atkins Road) is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

SS-2026-053

that the Salt Spring Island Local Trust Committee Draft Bylaw No. 552 cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 1, 2026", be read a first time (SS-RZ- 2023.1, 104 Atkins Road).

CARRIED

SS-2026-054

that the Salt Spring Island Local Trust Committee request staff to refer the draft amendment bylaw and other information to First Nations, Advisory Planning Commission, Agricultural Advisory Planning Commission and other applicable agencies to seek comment on the proposal to amend Salt Spring Island Land Use Bylaw No. 355, 1999.

CARRIED

Trustee Harris opposed

SS-2026-055

that the Salt Spring Island Local Trust Committee request staff to schedule a Community Information Meeting (CIM) prior to the meeting at which the proposed bylaw is anticipated to be provided to the Local Trust Committee for second reading.

CARRIED

As directed by the LTC, staff referred proposed Bylaw No. 552 to the applicable agencies and scheduled a Community Information Meeting (CIM), which was planned to be held on September 24, 2026. Proposed Bylaw No. 552 is in Attachment 1. Agency and First Nations referral responses are included as Attachments 2 through 6 respectively.

Previous staff reports, including site context, photos, and correspondence can be found on the [Salt Spring Island Current Applications Webpage](#).

ANALYSIS

Policy/Regulatory

See staff report of [February 12, 2026](#) for analysis of applicable OCP and Islands Trust Policy Statement policies.

Official Community Plan:

The subject property is designated Rural Neighbourhood in the Official Community Plan (OCP). Staff initially proposed rezoning the property to Commercial 1 (C1), as the C1 zone generally reflects the range of commercial activities previously permitted by the Land Use Contract Bylaw No. 10. However, the C1 zone permits a broader range of uses, including post offices, banks and credit unions, liquor stores, and libraries than were permitted in the old land use contract.

The OCP provides specific direction regarding the location of such uses. Policy B.5.1.2.4 states:

To retain the traditional function of island villages, the Local Trust Committee should not consider rezoning applications that would result in the following land uses outside the Village Designations: post offices, banks and credit unions, liquor stores, and libraries.

Atkins Road is the western boundary of the Ganges Village designation, and the subject property sits just outside of it. While the proposed land use bylaw amendment is intended to establish a zoning that reflects the property's existing and historically-permitted commercial function, applying the C1 zone outright would permit uses that are identified in OCP Policy B.5.1.2.4 as uses the LTC should not entertain.

In response to this policy consideration, staff recommend that the property be rezoned to Commercial 1 variant "e." The proposed new zone would permit the range of commercial uses allowed in the C1 zone, while specifically excluding post offices, banks and credit unions, liquor stores, and libraries.

The proposed new C1(e) zones recognizes the property's established commercial use, while also ensuring that the new zoning regulations are consistent with the OCP direction to keep certain high-traffic destination uses within the village boundaries.

Issues and Opportunities

see staff reports of [February 12, 2026](#) and [April 09, 2026](#) for detailed discussion of issues and opportunities associated with this application.

Proposed Bylaw No. 552

Bylaw 552, attached to this report as Attachment 1, incorporates the recommended amendments to the LUB to ensure consistency with OCP Policy B.5.1.2.4. The amendments restrict certain uses that are not permitted outside the Village designation, as the subject property is designated Rural Neighbourhoods. Staff has communicated these proposed restrictions to the applicant, who is in agreement.

The redline version of Bylaw No. 552 in Attachment 1 also proposes revised lot line setback requirements. The 0-metre front and exterior side lot line setbacks permitted in the Commercial 1 (C1) zone are appropriate for the village core, but not for this site at the edge of the village/rural interface. 0-metre lot line setbacks would be out of character with surrounding institutional and multi-family land uses.

Agricultural Land Reserve Vegetative Buffer

See "Agencies" section for ALC referral response.

The Agricultural Land Commission (ALC) has recommended that SS LTC consider urban-side non-residential setbacks and buffering measures consistent with the Ministry of Agriculture and Food's *Guide to Edge Planning* (2015), in order to reduce the potential for urban/agricultural conflicts and the potential for intrusion of the proposed use onto the neighbouring Agricultural Land Reserve (ALR) parcel.

Staff note that there is an existing structure located approximately four (4) metres from the interior side lot line and therefore within the eight (8) metre vegetative buffer area recommended by the Guide to Edge

Planning. Given the existing structure, staff consider it would be unreasonable to require installation of such a buffer now. As an alternative, staff recommend that a covenant be registered on title requiring that, in the event of redevelopment or replacement of Building 1 in Attachment 8, an eight (8) metre vegetative buffer be provided and maintained adjacent to the ALR boundary in accordance with the ALC's guidelines.

Wastewater Management

See "Agencies" section for Vancouver Island Health Authority referral response.

Island Health has flagged that the existing sewerage system should be reviewed by an Authorized Person (AP), in accordance with Section 6 of the Sewerage System Regulation, to confirm that it has sufficient capacity to accommodate the additional wastewater generated by new businesses or structures resulting from the proposed zoning change. However, no new uses, buildings, or structures are presently proposed for the property, and staff are unaware of any specific concerns about the current on-site wastewater disposal system. Should any new buildings be proposed, or major change of occupancy occur to existing buildings, the building permitting process is anticipated to require demonstration of adequate septic servicing.

See "Alternatives" below if SS LTC wishes to require a wastewater system assessment as part of the current rezoning process.

Ganges Village Boundary and Development Permit Area 1

Because the subject property would be permitted a range of commercial uses and re-development opportunities under proposed Bylaw No. 552, it should be included in Development Permit Area 1 for the control of the form and character of commercial, general employment, and multi-family development. This was not conveyed to the applicant at the outset of the application process, and as such has not been considered by SS LTC up until now. The implications of the land not being included in DPA 1 is that future redevelopment on the site would not be subject to any form and character controls to ensure that building design and landscaping are consistent with the design expectations and planning principles that Salt Spring Island has established. SS LTC can consider whether further readings of Bylaw No. 552 should be conditional upon submission of an OCP amendment application from the applicant to make the map amendment that adds the land to DPA 1. Alternatively, the extension of DPA 1 to the subject property may be possible through SS LTC's ongoing OCP/LUP update project.

Consultation

Statutory Requirements

In accordance with LTC resolution **SS-2026-054**, this application was referred to the applicable agencies as staff advised in the April 9, 2025 report (See Attachment 7).

Agencies

Staff referred Bylaw No. 552 to relevant agencies for comment. The following is a summary of responses received to date:

Vancouver Island Health Authority (Attachment 2):

Approval recommended subject to the following conditions:

- An Authorized Person (AP), as per Section 6 of the Sewerage System Regulation, is required to ensure the sewerage system is adequate to handle wastewater created by the on-site properties or to complete any required upgrades to the sewerage system.

Agricultural Land Commission (Attachment 3):

ALC staff recommend considering urban-side non-residential setbacks and buffering measures in accordance with the Ministry of Agriculture and Food's *Guide to Edge Planning* (2015) to reduce potential for urban/agricultural conflicts and to reduce the potential for intrusion of the proposed use onto the neighbouring ALR parcel.

Ministry of Agriculture and Food (Attachment 4):

Ministry staff recognize the important role that Foxglove Farm and Garden Supply Ltd., provides to the greater agricultural community on Salt Spring Island and as such, support rezoning the subject property from Rural (R) to Commercial 1 (C1) to allow Foxglove to continue their existing operation.

North Salt Spring Water District: Interests unaffected

Ministry of Housing: Interests unaffected

Capital Regional District: Interests unaffected

Local Planning Commissions

SSI Advisory Planning Commission (APC)

The APC considered the subject application at its April 30, 2026 meeting where the following resolution was passed:

It was MOVED and SECONDED,

that the Advisory Planning Commission recommends to the Salt Spring Island Local Trust Committee that application SS-RZ-2023.1 (104 Atkins Road) proceed.

CARRIED

See APC minutes included in the [May 14, 2026, LTC agenda package](#) for summary of APC discussion on this matter.

SSI Agricultural Advisory Planning Commission (AAPC)

The AAPC considered the subject application at its April 23, 2026 meeting where the following resolution was passed:

It was MOVED and SECONDED,

that the Agricultural Advisory Planning Commission recommend approval of the application for the following reasons:

- *The applicant provides an essential service to the agricultural community, and employment, and they are proven stewards of the land.*

CARRIED

See AAPC minutes included in the [May 14, 2026, LTC agenda package](#) for summary of AAPC discussion on this matter.

Local Trust Committees

North Pender Island Local Trust Committee: Interests unaffected

Galiano Island Local Trust Committee: Interests unaffected

Mayne Island Local Trust Committee: Interests unaffected

Thetis Island Local Trust Committee: Interests unaffected

First Nations

It is Islands Trust policy that rezoning applications in areas where there is anticipated First Nations interest (recorded archaeological sites, shorelines, etc) are referred to First Nations. First Nations referrals for Bylaw No. 552 were distributed May 14, 2026. The referral response window closed on July 14, 2026 and these are the summaries of responses received to date regarding the application:

Cowichan Tribes: (See Attachment 5) Cowichan Tribes raised concerns regarding the timing and adequacy of consultation, as well as the consideration of cultural and natural heritage matters in the application review, including references in an earlier report to archaeological potential in the surrounding area. Cowichan Tribes also questioned whether the proposed C1 zoning could permit uses beyond the existing farm store and nursery operation and whether reliance on the absence of reported or observed impacts provides sufficient support for the applicable OCP and ITPS consistency findings.

Staff Comment: Staff will follow up with Cowichan Tribes to answer questions their staff have raised in the referral response. There are two avenues available for SS LTC to address Cowichan Tribes concerns about cultural and heritage values on the property:

- 1) SS LTC can require, as a condition of further reading of Bylaw No. 552, that the applicant provide an archaeological overview assessment for the property; or
- 2) SS LTC can require, as a condition of bylaw approval, that the applicant enter into a restrictive covenant with SS LTC that new development on, or re-development of, the property requires an archaeological impact assessment (AIA) and that future development must proceed in accordance with the findings of that AIA.

In the absence of actioning 1 or 2 above, the land would be subject to the provisions of the [Heritage Conservation Act](#) and the requirements that legislation sets out around the discovery of archaeological objects.

Tsawout First Nation: (See Attachment 6) Tsawout First Nation supports the proposed rezoning application.

Pauquachin First Nations: States that the subject area appears to fall outside the recognized title and governance boundaries of the Pauquachin First Nation, indicating a Level 1 rights designation. Defers to First Nations whose traditional territory encompasses or is impacted by the project.

Penelakut First Nation: Defers to the First Nation(s) whose traditional territory encompasses or is impacted by the project.

Tsawwassen First Nation: Tsawwassen First Nation (TFN) has no concerns regarding this file, at this time. However, TFN requests all copies of interim and final environmental and archaeological reports produced for this project.

Ts'uubaa-asatx First Nation: Defers to the First Nation(s) whose traditional territory encompasses or is impacted by the project.

Tsartlip First Nation: Is not going to participate in this referral at this time; requests ongoing referrals from Islands Trust.

Rationale for Recommendation

1. **That the Salt Spring Island Local Trust Committee Bylaw No. 552, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 1, 2026” be amended in accordance with Attachment 1 of the staff report dated September 24, 2026.**

Staff Comment: The proposed amendments ensure consistency with OCP Policy B.5.1.2.4 by restricting uses not contemplated outside the Village designation. Revised setback requirements are also appropriate given the property’s location at the village/rural transition area and provide greater compatibility with surrounding institutional and multi-family land uses.

2. **That Salt Spring Island Local Trust Committee Bylaw No. 552, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 1, 2026”, be read a second time as amended.**

Staff Comment: The proposed land use bylaw amendment is generally consistent with the Salt Spring Island Official Community Plan (OCP) and the Islands trust Policy Statement and can be advanced.

3. **That the Salt Spring Island Local Trust Committee directs staff to schedule a Public Hearing for Bylaw No. 552, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 1, 2026.”.**

Staff Comment: The proposed land use bylaw amendment is generally consistent with the Salt Spring Island Official Community Plan (OCP) and the Islands trust Policy Statement and can be advanced.

4. **That the Salt Spring Island Local Trust Committee directs staff to draft a restrictive covenant under Section 219 of the Land Title Act that requires, in the event of the removal of the large greenhouse building on the subject property, installation of a vegetative buffer consistent with applicable Agricultural Land Commission guidelines along the boundary of the subject property and any abutting land in the Agricultural Land Reserve.**

Staff Comment: See discussion in “Issues and Opportunities” above.

5. **That the Salt Spring Island Local Trust Committee directs staff to enter into a cost-recovery agreement with the applicant for application SS-RZ-2023.1, pursuant to Trust Council policy and the Salt Spring Island planning application fees bylaw, for legal counsel review of the ALR vegetative buffer covenant.**

Staff Comment: The proposed covenant requires legal review by Islands Trust legal team prior to registration, which constitutes an extraordinary service associated with the application. The associated review costs are therefore to be recovered from the applicant through a cost-recovery agreement in accordance with Salt Spring Island Fees Bylaw No. 527.

ALTERNATIVES

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

1. Require a wastewater disposal system assessment

If SS LTC wishes to action Island Health’s recommendation regarding this rezoning application, it could require the applicant to provide an assessment of the existing wastewater disposal system on site. Recommended wording for such a resolution is as follows:

That the Salt Spring Island Local Trust Committee request, as a condition of further readings of Bylaw No. 552, that the applicant for SS-RZ-2023.1 provide confirmation from an Authorized Person under Section 6 of the Sewerage System Regulation that the onsite wastewater system is adequate to handle the discharge from all uses permitted in the C1(e) zone and, if not adequate, that the necessary system upgrades have been made.

2. Require an archaeological overview assessment

If SS LTC wishes to address the concern raised by Cowichan Tribes that insufficient attention has been paid to the potential for objects of heritage and/or cultural value on the subject property, it may wish to require that the applicant commission an archaeological overview assessment. If this is the case, it could consider the following resolution:

That the Salt Spring Island Local Trust Committee request, as a condition of further readings of Bylaw No. 552, that the applicant for SS-RZ-2023.1 provide an archaeological overview assessment for the subject property along with recommendations from the consulting archaeologist that SS LTC should consider.

3. Deny the application

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

That the Salt Spring Island Local Trust Committee deny application SS-RZ-2023.1 for the following reasons . . .

NEXT STEPS

If the above recommendations are accepted, staff will schedule a public hearing for Proposed Bylaw No. 552 and the application will return to the Local Trust Committee for third reading at a later date.

Submitted By:	Oluwashogo Garuba, Planner 2	September 21, 2026
Concurrence:	Jason Youmans, Regional Planning Manager	September 21, 2026

ATTACHMENTS

1. Proposed Bylaw No. 552
2. Vancouver Island Health Authority Referral Response
3. Agricultural Land Commission Referral Response
4. Ministry of Agriculture and Food Referral Response
5. Cowichan Tribes Referral Response
6. Tsawout First Nation Referral Response
7. Referral List
8. Site Plan



File No.: PLDVP20260050

X-File: PLDP20260307

DATE OF MEETING: September 24, 2026

TO: Salt Spring Island Local Trust Committee

FROM: Anthony Fotino, Island Planner
Salt Spring Island Team

COPY: Jason Youmans, Regional Planning Manager

SUBJECT: Varying setback from the front lot line to allow the siting of a four-plex
Applicant: Donald Hugh Gunn
Location: 275 Lower Ganges Road, SSI (PID: 003-826-902)

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee approve issuance of Development Variance Permit PLDVP20260050 (275 Lower Ganges Road)

REPORT SUMMARY

This Development Variance Permit (DVP) application seeks to vary Salt Spring Island Land Use Bylaw No. 355 to allow the siting of a four-unit residential building within the setback from the front lot line as the last phase of development on the property known as Pioneer Village.

Subsection 4.3.1 of the land use bylaw requires a minimum front lot line setback of 7.5 metres (m). Several existing buildings on the property benefit from legal non-conforming status. Some structures are located approximately 4.6 m from the rear lot line, as no rear lot line setback requirements were in effect when the development was built in 1967. In addition, two existing duplex buildings are located approximately 3.5 m from the front lot line.

The applicant proposes to vary the required minimum front lot line setback from 7.5 m to 3.5 m to accommodate the siting of the proposed four-plex in Figure 3.

The proposed setback reduction is largely consistent with the relevant Village Land Use Objectives and Policies identified in the Official Community Plan Sections B.5.1.1 and B.5.1.2 and generally aligns with the intent of the Land Use Bylaw, as only one variance is being sought. Therefore, staff recommend issuance of PLDVP20260050. The draft permit and notice can be found in **Attachments 1 and 2** respectively.

BACKGROUND

The subject property is a 0.71-hectare (1.75-acre) parcel zoned Residential 1 (R1), located within the Upper Ganges Village land use designation. The property was rezoned to R1 in 1986 to bring the existing land use into zoning compliance. The subject property is surrounded by other single and multi-family residential uses and is a short distance from Ganges Village, the commercial and retail centre of the island. Further site context information can be found in **Attachment 3**.

The existing development consists of twenty-two dwelling units distributed among eleven (11) buildings. Two of the existing buildings do not conform to front lot line setback requirements since their inception. The applicant proposes to construct the final residential building with a front lot line setback that is substantially similar to those of the existing buildings, as identified in Figure 3 below. The applicant submitted a letter of rationale to accompany the application, which can be found in **Attachment 5**.

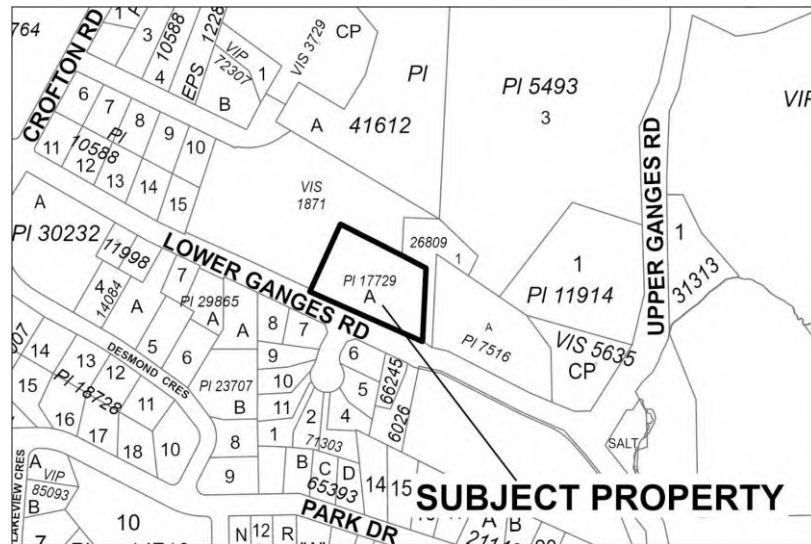


Figure 1: Subject Property



Figure 2: Aerial View

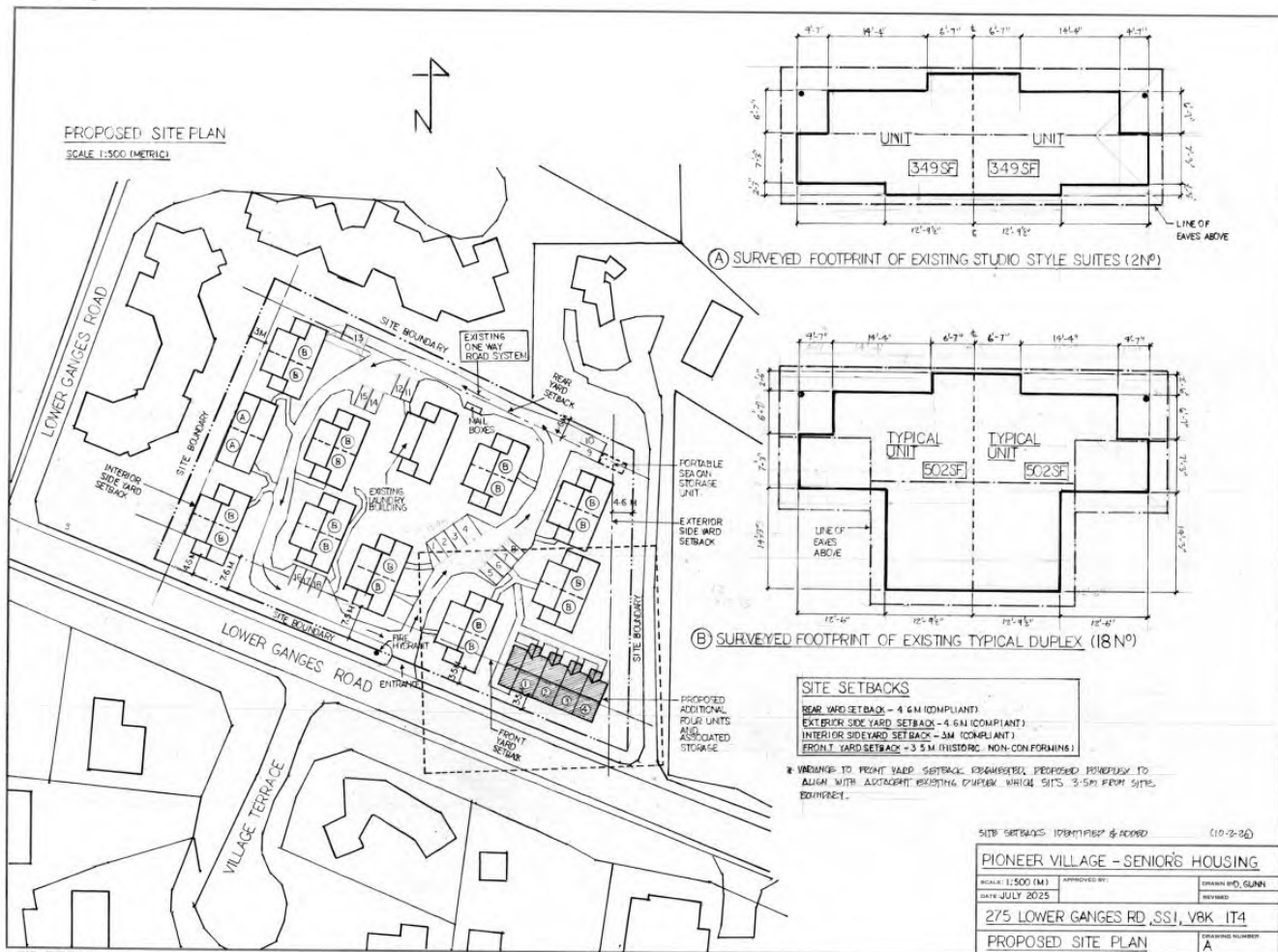


Figure 3: Proposed Site Plan. New four-plex shown in dark shading.

ANALYSIS

Policy/Regulatory

Section 498 of the *Local Government Act* enables the Local Trust Committee to issue a DVP in order to vary a siting regulation in the Land Use Bylaw. A DVP may not be used to vary density or land use. In this case, a variance to setback regulations is being sought.

Official Community Plan (OCP)

The subject property is designated Rural Neighbourhoods (RL) in the Salt Spring Island Official Community Plan Bylaw No. 434, 2008.

The following OCP objectives are relevant to this application:

- B.5.1.1.1 To continue to provide an adequate supply of appropriately zoned land in compact pedestrian-oriented villages to support the community's larger commercial, institutional and cultural activities in combination with high and medium density residential use.
- B.5.1.1.2 To encourage a modest scale of village development compatible with the rural character of Salt Spring Island and with the protection of the community's natural and heritage resources.

- B.5.1.1.6 To ensure that village land uses continue to focus on the requirements and convenience of residents and that traditional village functions are not displaced.
- B.5.2.1.2 To encourage some additional residential use of Ganges Village in a way that adds vitality to the village. To allow more islanders to live close to village services and employment.
- B.5.2.1.5 To align development potential within Ganges with the available water supply and sewage treatment capacity.

The following OCP policies are relevant:

- B.5.1.2.2 Zoning in Village Designations will continue to allow the mix of commercial, institutional, cultural, and multi-family land uses that are currently allowed. Commercial zoning should be simplified with fewer zones and a broader range of uses allowed in each. The maximum residential density allowed on any single property will remain at 37 units per ha. However, where a multifamily development is comprised of special needs housing or affordable seniors' supportive housing, the density of development may exceed 37 units per ha, provided it does not exceed a floor space ratio of 0.6, a site coverage of 33 percent, a maximum of two storeys and a maximum of 50 units in any one development.
- B.5.1.2.12 The form and character of commercial, general employment and multi-family development in Village Designations will be guided through Development Permit guidelines in Part E.
- B.5.2.2.2 Zones within the Ganges Village Designation will continue to allow the wide range of commercial, general employment, institutional land uses and the various densities of residential development allowed by existing zoning

Based on staff's analysis of the above policies and guidelines, the proposed setback reduction is largely consistent with the relevant Village Land Use Objectives and Policies identified in the Official Community Plan Sections B.5.1.1 and B.5.1.2.

The site falls within Development Permit Area 1 Island Villages as identified in figure 4 below. The applicant also has an active DP application for DPA 1 – PLDP20260307 to permit the new building associated with this variance.

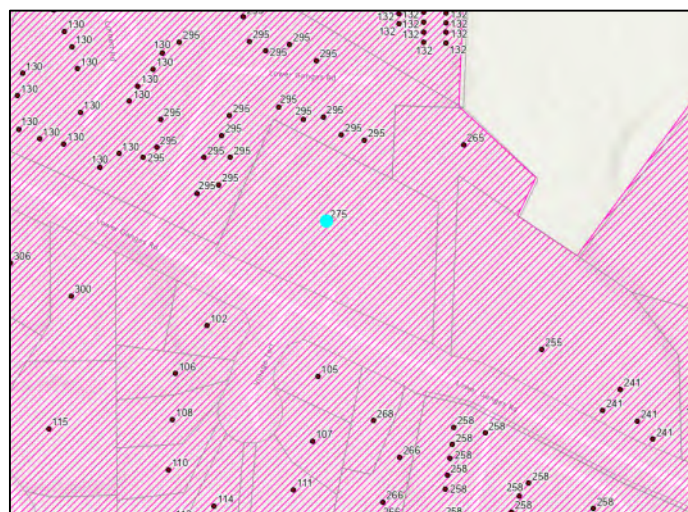


Figure 4: DPA 1 Area

Section E.1.4.11 of the OCP directs that new developments with frontage on Lower Ganges Road north of Upper Ganges Road should be set back 7.6 m from Lower Ganges Road and should maintain an effective vegetation screen between structures or parking lots and the road, with minor breaks for access only. The above noted variance would make the proposed new building inconsistent with this siting guideline.

Land Use Bylaw (LUB)

The subject property is zoned Residential 1 (R1) in the Salt Spring Island Land Use Bylaw No. 355, 1999 (LUB), with permitted uses outlined in the site context in **Attachment 3**. The applicant is seeking a variance to Section 4.3.1(1) of the LUB, which requires a minimum front lot line setback of 7.5 m for buildings and structures.

If approved, the variance would reduce the minimum front yard setback requirement to 3.5 m to accommodate the proposed development.

Issues and Opportunities

Intent of Regulations Being Varied

The overall purpose of the setback is to minimize impacts on the public realm related to:

- Establishing a consistent development pattern within a local area;
- Maintaining a rural character; and
- Establishing certainty with respect to residential development by maintaining consistent siting regulations.

Staffs support the issuance of the variance permit despite the fact that the proposal does not adhere to OCP guideline E.1.4.11. The existing structures within the 7.5 m setback have existed for 40 years without any issue that staff is aware of. In discussions with the application agent, it was made clear to staff that because of the existing building layout on the property, the placement of the proposed new building was the only location to ensure that fire code requirements could be met.

Development Permit Requirements

A concurrent Development Permit application (PLDP20260307) is currently under review and must be approved prior to the issuance of any building permits for the subject property.

Introduction of Seniors Housing

The proposal introduces dedicated low-cost housing options for seniors, directly addressing a community need for accessible and affordable residential accommodations on Salt Spring Island.

Ministry of Transit and Transportation

The Ministry of Transportation and Transit (MoTT) directs that where any structure is located within 4.5 metres from the property line fronting a highway right-of-way, the property owner must apply for a permit to reduce the setback (figure 5 below). Because the existing and proposed structures are within the 4.5 m MoTT setback, the property owner will be required to apply for a permit from that agency to reduce the setback. The agent and applicant have been made aware of this requirement by staff.

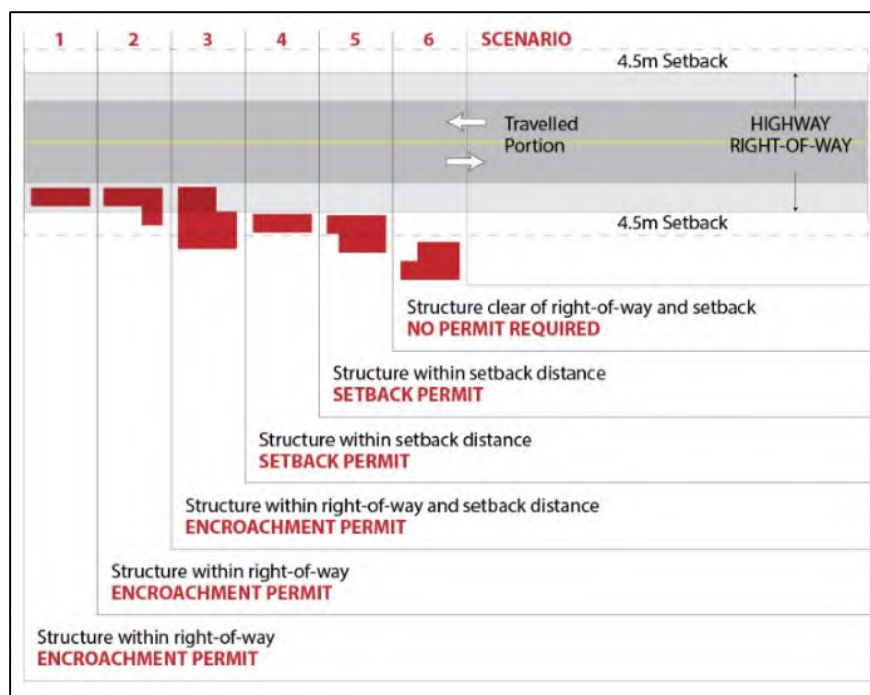


Figure 5: MoTT setback requirement

Consultation

In accordance with [Section 499\(3\)](#) of the *Local Government Act* and Section 8 of the [Salt Spring Island Development Procedures Bylaw No. 304](#), statutory notice of the proposed variance was delivered to all owners and tenants in occupation of properties within 100 metres of the subject property's boundaries on September 14, 2026.

No correspondence has been received at time of submission of this report. Staff will verbally update SS LTC at its September 24, 2026 regular meeting if any correspondence is received subsequent to submission of this report.

Protocols

No relevant protocols identified.

Agencies

No agency referrals required.

First Nations

First Nations referral/consultation is not required for DVPs, except at the SS LTC's direction. Therefore, no First Nation consultation has been undertaken.

Rationale for Recommendation

Staff recommends permit issuance because the proposed setback reduction aligns with relevant Village Land Use Objectives and Policies in the Official Community Plan. As identified previously, OCP policy E.1.4.11 guides the SS LTC to maintain a minimum setback of 7.5 m from Lower Ganges Road, which this proposal does not adhere to; however, because of the nature of the site, fire code requirements, and the proposal introducing new seniors housing on the island, staff support the proposal. Staff do not anticipate any negative impacts on neighbouring properties or uses from the proposed variance.

ALTERNATIVES

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

1. Request further information

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

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

2. Deny the application

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

That the Salt Spring Island Local Trust Committee refuse application PLDVP20260050 (275 Lower Ganges Road).

Submitted By:	Anthony Fotino, Island Planner	September 11, 2026
Concurrence:	Jason Youmans, Regional Planning Manager	September 15, 2026

ATTACHMENTS

1. Draft Development Variance Permit PLDVP20260050
2. Development Variance Permit Notice
3. Site Context
4. Proposed Site Plan
5. Applicant's Letter of rationale



PROPOSED

Attachment 1

SALT SPRING ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT VARIANCE PERMIT PLDVP20260050

To: Gulf Islands Pioneer Village Society
Cc: Donald Hugh Gunn

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

LOT A, PLAN VIP17729, SECTION 3, RANGE 3E, COWICHAN LAND DISTRICT, PORTION SALT SPRING, SENIOR CITIZENS HOUSING SEC 13 (P) TAXATION ACT (PID: 003-826-902)
2. Salt Spring Island Land Use Bylaw 355, 1999 is varied as follows:
 - a) Subsection 4.3.1(1), which states that no *building* or *structure* except a fence, *pumphouse*, *public utility* structure or underground utility may be constructed within 7.5 m setback from a *front lot line* is varied to allow the siting of a four unit residential building up to 3.5 meters (11.48 ft) from the *front lot line*.

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

AUTHORIZING RESOLUTION PASSED BY THE SALT SPRING ISLAND LOCAL TRUST COMMITTEE THIS XX DAY OF XXX, 202X.

Deputy Secretary, Islands Trust

Date of Issuance

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE XX DAY OF XXX, 202X THIS PERMIT AUTOMATICALLY LAPSES.

Site Plan





NOTICE
PLDVP20260050
SALT SPRING ISLAND LOCAL TRUST COMMITTEE

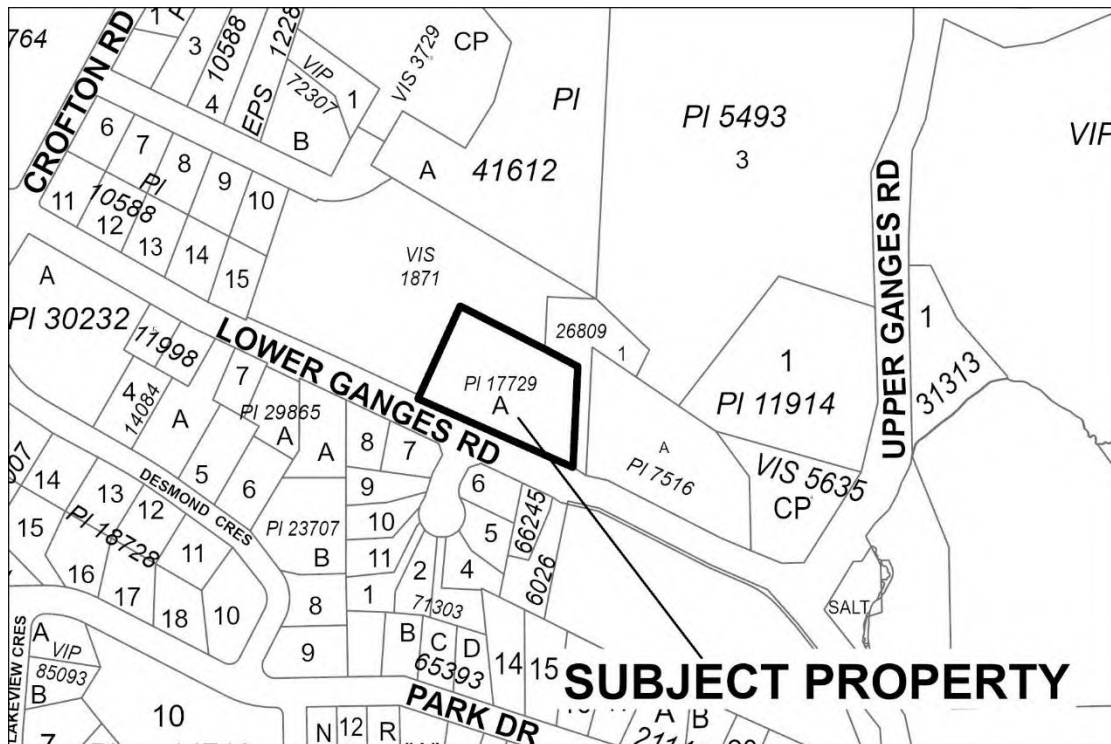
Attachment 2

NOTICE is hereby given pursuant to Section 499 of the *Local Government Act* that the Salt Spring Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit. The proposed permit would vary the the Salt Spring Island Land Use Bylaw No. 355, 1999 by:

- Varying subsection 4.3.1(1), to reduce the required *front lot line* setback from 7.5 metres to 3.5 metres to permit a new four-unit residential building.

The property is located at **275 Lower Ganges Road, Salt Spring Island** and is legally described as: LOT A, PLAN VIP17729, SECTION 3, RANGE 3E, COWICHAN LAND DISTRICT, PORTION SALT SPRING, SENIOR CITIZENS HOUSING SEC 13 (P) TAXATION ACT (003-826-902)

The general location of the subject property is shown on the following sketch:



A copy of the proposed permit may be inspected at the Islands Trust Office, 4 - 121 McPhillips Ave, Salt Spring Island BC between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday, excluding statutory holidays, commencing **September 14, 2026** and continuing up to and including **September 23, 2026**.

Enquiries or comments should be directed to Anthony Fotino, Island Planner at (250) 538-5609, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 1-604-660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: ssiinfo@islandstrust.bc.ca before 4:30 pm, **September 23, 2026**.

The Salt Spring Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during its regular business meeting on **September 24, 2026**, starting at 12:30 p.m. at the Salt Spring Legion, Meaden Hall, 120 Blain Road, Salt Spring Island. Please refer to the agenda available on the Salt Spring

Island LTC Meeting Calendar webpage at the beginning of that week for an indication of where this application may be placed on the agenda and to view the staff report for the application.

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

Nadine Mourao, Deputy Secretary



PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT VARIANCE PERMIT PLDVP20260050

To: Gulf Islands Pioneer Village Society
Cc: Donald Hugh Gunn

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

LOT A, PLAN VIP17729, SECTION 3, RANGE 3E, COWICHAN LAND DISTRICT, PORTION SALT SPRING, SENIOR CITIZENS HOUSING SEC 13 (P) TAXATION ACT (PID: 003-826-902)
2. Salt Spring Island Land Use Bylaw 355, 1999 is varied as follows:
 - a) Subsection 4.3.1(1), which states that no *building* or *structure* except a fence, *pumphouse*, *public utility* structure or underground utility may be constructed within 7.5 m setback from a *front lot line* is varied to allow the siting of a four unit residential building up to 3.5 meters (11.48 ft) from the *front lot line*.

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

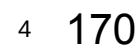
AUTHORIZING RESOLUTION PASSED BY THE SALT SPRING ISLAND LOCAL TRUST COMMITTEE THIS XX DAY OF XXX, 202X.

Deputy Secretary, Islands Trust

Date of Issuance

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE XX DAY OF XXX, 202X THIS PERMIT AUTOMATICALLY LAPSES.

Site Plan



ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	LOT A, SECTION 3, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 17729
PID	003-826-902
Civic Address	275 LOWER GANGES RD, Salt Spring (0.71 ha – 1.75 Acres)

LAND USE

Current Land Use	Seniors Housing – Affordable Housing
Surrounding Land Use	Residential

HISTORICAL ACTIVITY

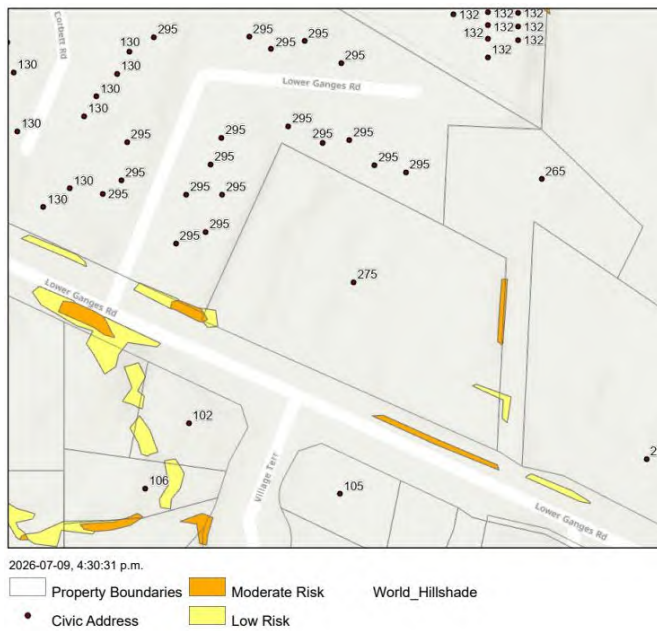
File No.	Purpose
UN-RZ-1986.2	Multi-Family

POLICY/REGULATORY

Official Community Plan Designations	LUD: Ganges Village Upper
Development Permit Areas	DPA 1 – Island villages. Triggered: <i>E.1.1.2.c. new construction or alterations to existing buildings on land zoned for commercial, general employment or multi-family use if the new development is of a size that must provide offstreet parking (according to local bylaws) or if the new development would change the capacity of an existing parking lot.</i>
Land Use Bylaw	Salt Spring Island Land Use Bylaw #355, 1999 – Residential 1 “R1” permits the following principal uses: • Single-family dwellings • Duplexes • Multi Family Dwelling (Max 37 units per ha) • Non-Commercial Outdoor Recreation • Public Service Uses The R1 also permits the following accessory uses: • Home-based business use, subject to Section 3.13 4.3.1 Unless otherwise specified, no building or structure except a fence, pumphouse, public utility structure or underground utility may be constructed within the following setbacks from lot lines or road access easements: (1) Setback from front lot line: 7.5 m (2) Setback from rear lot line: 7.5 m (3) Setback from interior side lot line: 3.0 m

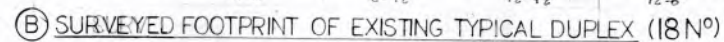
	(4) Setback from exterior side lot line: 4.5 m
Other Regulations	NSSWWD District
Covenants	280559G (NSSWD ROW) 326464G (BC Power Commission ROW)
Bylaw Enforcement	N/A

SITE INFLUENCES

Islands Trust Conservancy	N/A
Regional Conservation Plan	This application has relatively low value for regional conservancy according to the Regional Conservation Plan 2018-2027 
Species at Risk	N/A
Sensitive Ecosystems	N/A
Hazard Areas	Low and Moderate Risk: 
Archaeological Sites	No archaeological site or area of potential noted The owners and applicant should be aware that there is a chance that the lot may contain previously unrecorded archaeological material that is protected under the <i>Heritage Conservation Act</i>. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be

	needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.
Climate Change Adaptation and Mitigation	No additional impacts to GHG emissions anticipated as a result of this application.
Shoreline Classification	Not Applicable
Shoreline Data in TAPIS	N/A

PROPOSED SITE PLAN
SCALE: 1:500 (METRIC)



REAR YARD SETBACK - 4.6 M (COMPLIANT)
EXTERIOR SIDE YARD SETBACK - 4.6 M (COMPLIANT)
INTERIOR SIDEYARD SETBACK - 3M (COMPLIANT)
FRONT YARD SETBACK - 3.5 M (HISTORIC, NON-CONFORMING)

* VARIANCE TO FRONT YARD SETBACK REQUESTED. PROPOSED FOURPLEX TO ALIGN WITH ADJACENT EXISTING DUPLEX WHICH SITS 3.5M FROM SITE BOUNDARY.

SITE SETBACKS IDENTIFIED & ADDED

(10-2-26)

PIONEER VILLAGE - SENIOR'S HOUSING

SCALE: 1:500 (M)

APPROVED BY:

DRAWN BY	D. GUNN
----------	---------

DATE: JULY 2025

REVISÉ

275 LOWER GANGES RD,SSI, V8K IT4

PROPOSED SITE PLAN

DRAWING NUMBER
A174

Project narrative for Pioneer Village

Pioneer Village is owned by the Gulf Islands Pioneer Village Society and managed by the Lions Club of Salt Spring Island. It is an existing facility that provides affordable long term rental housing for independent seniors who have to live on very low incomes. These senior members of the community are often overlooked and unfortunately, are a growing sector of Salt Spring's population demographic.

Pioneer Village is located at 275 Lower Ganges Road in Ganges, S.S.I, V8K 1T4. It is connected to both NSSWW water supply and the Ganges sewer system. The original project was built way back in 1967, long before the current bylaws were in place. Since then, as we all know, the need for affordable housing, and particularly seniors housing on Salt Spring Island, has grown steadily over the years to reach today's crisis levels.

The Gulf Island Pioneer Village Society recognizes that this application represents one of very few opportunities currently available to the island to help address this situation. With the current temporary relaxation in the moratorium for hook ups to the NSSWW water supply, the applicant wants to take advantage of the opportunity to add as many units as the site can reasonably accommodate.

Pioneer Village currently comprises 18 one bedroom units and 4 studio-style apartments. The existing infrastructure also includes an onsite Laundry building that also accommodates a small site maintenance and storage unit. There is a small (10'x10') outdoor garden shelter that sits in the middle of the 0.3Ha (6,921sm) lot. There is also a sea can temporary storage container located in the North East corner of the site. This provides some additional much-needed storage for site maintenance needs.

The current bylaws state that the site density (37units/Ha) would allow for a maximum of 25.6 units on site. This application proposes that an additional 4 units be built on the property. This would increase the density from 25.6 to 26 units.

These new units will be located in the SE corner of the site, in the location of the project's former and now disused septic field. This was shut down when the project was granted access to the Ganges sewer system.

In order to optimize the amenities for the proposed 4 additional 1 bedroom units, (fourplex) and associated storage space, the applicants are requesting two relaxations to the current Bylaws.

Firstly that the allowable density be increased from the allowed 25.6 units to 26 units. The reason for asking for this slight increase to the allowable density are as follows: The proposed number of 4 units is the number that will fit on the remaining undeveloped corner of the property and still match the current space standards and amenities offered by the existing 18 single bedroom units. It should be noted that the application, if granted, will not exceed the allowable site coverage for the property.

Secondly that the proposed 4plex building be allowed to encroach on the front yard setback to align with the location of the neighbouring existing duplex which is situated 3.5m from the front property boundary. This existing building, whilst being historic, non-conforming in its location, does set a precedent for locating the proposed 4plex in a similar position.

It should be noted that in considering this relaxation, that the Pioneer Village property faces directly onto Lower Ganges Road and as such, the proposed encroachment on front yard setback will not directly impact any neighbouring properties. Should the application be approved, the applicant will plant privacy hedging along the property boundary to protect the privacy of tenants from the passing traffic along one of the busiest roads on the island.

By granting this relaxation, it will allow for the creation of 4 new rental units that are consistent in both size and amenity with the existing units on site. It will also help create as much privacy as possible between the proposed 4plex and the existing duplex which is located immediately to the north of the former septic field location.

This will complete the development of the site but will also be another small but important step towards addressing the current housing crisis in Salt Spring Island.



DATE OF MEETING: September 24, 2026

TO: Salt Spring Island Local Trust Committee

FROM: Milad Panahifar, Planner 1
Salt Spring Island Team

COPY: Jason Youmans, Regional Planning Manager

SUBJECT: Acceptance of Section 219 Covenant
Applicant: Jordan Litke
Location: 373 Wright Road, SSI (PID: 018-135-901)

RECOMMENDATION

That the Salt Spring Island Local Trust Committee accept a covenant under section 219 of the *Land Title Act*, attached as Attachment 1 to the staff report dated September 24, 2026, regarding application SS-SUB-2022.4, and designate any member of the Local Trust Committee to sign it.

REPORT SUMMARY

The purpose of the report is to present a draft Section 219 Covenant for acceptance by the Local Trust Committee (LTC) regarding ongoing groundwater treatment and to designate any member of SS LTC to sign it, thereby fulfilling a condition of subdivision application SS-SUB-2022.4.

BACKGROUND

A subdivision application was referred to Islands Trust (SS-SUB-2022.4) to create a two-lot subdivision from an existing 11.36 ha (28.08 ac) lot at 373 Wright Road. In its January 3, 2023 referral response, Islands Trust staff included the following condition to ensure that the proposal meets Islands Trust regulations and policies:

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

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

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

The applicant subsequently provided the required pumping test and water quality analysis. The reports did not identify any concerns with the existing well on proposed Lot A. However, testing of the newly drilled well on proposed Lot B found turbidity of 1.7 NTU, exceeding the applicable standard of 1.0 NTU, and a pH of 9.27, exceeding the maximum standard of 8.5. The assessment concluded that the water could be made potable through appropriate treatment. Pursuant to condition five of Islands Trust's preliminary layout review letter (Attachment 2), the applicant is required to register a covenant under the *Land Title Act* in favour of the SSI LTC committing to continuous treatment of the water supply for the new well. The proposed covenant is included as Attachment 1.

In addition to fulfilling the foregoing condition of subdivision, the applicant has provided a letter from a professional surveyor confirming compliance with Section 5.17 and Schedule D of the land use bylaw concerning driveway guidelines.

The applicant has also obtained a Development Permit for subdivision within Development Permit Area 7 (Riparian), provided written confirmation from Island Health that the lots are capable of being serviced by on-site sewage disposal systems, and submitted a professional report confirming that the subdivision drainage system has been designed and installed in compliance with the requirements of the land use bylaw.

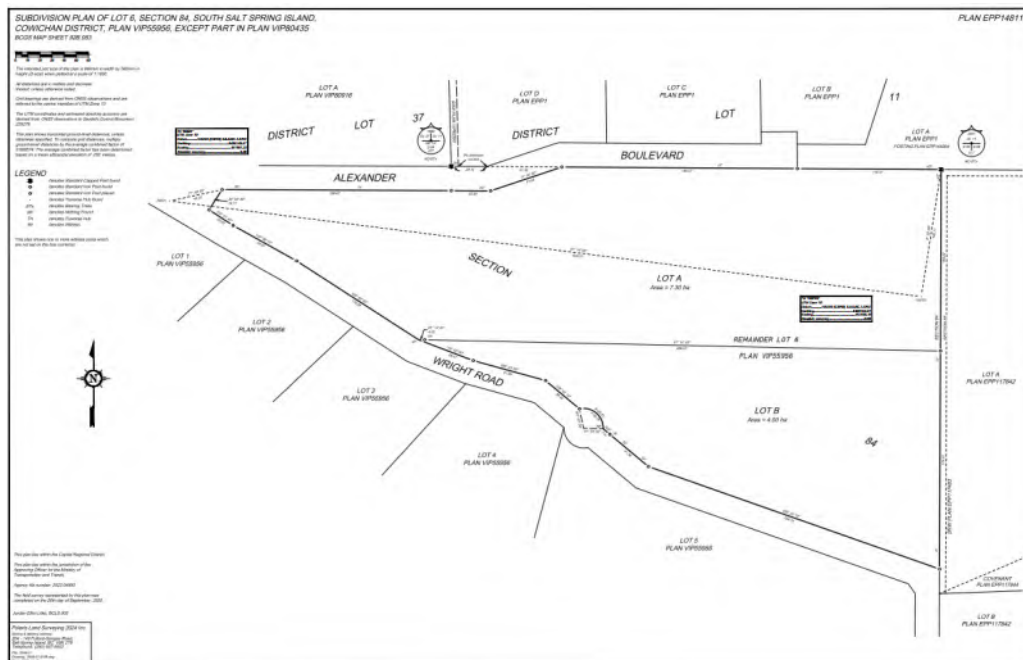


Figure 1: Subdivision Layout Plan

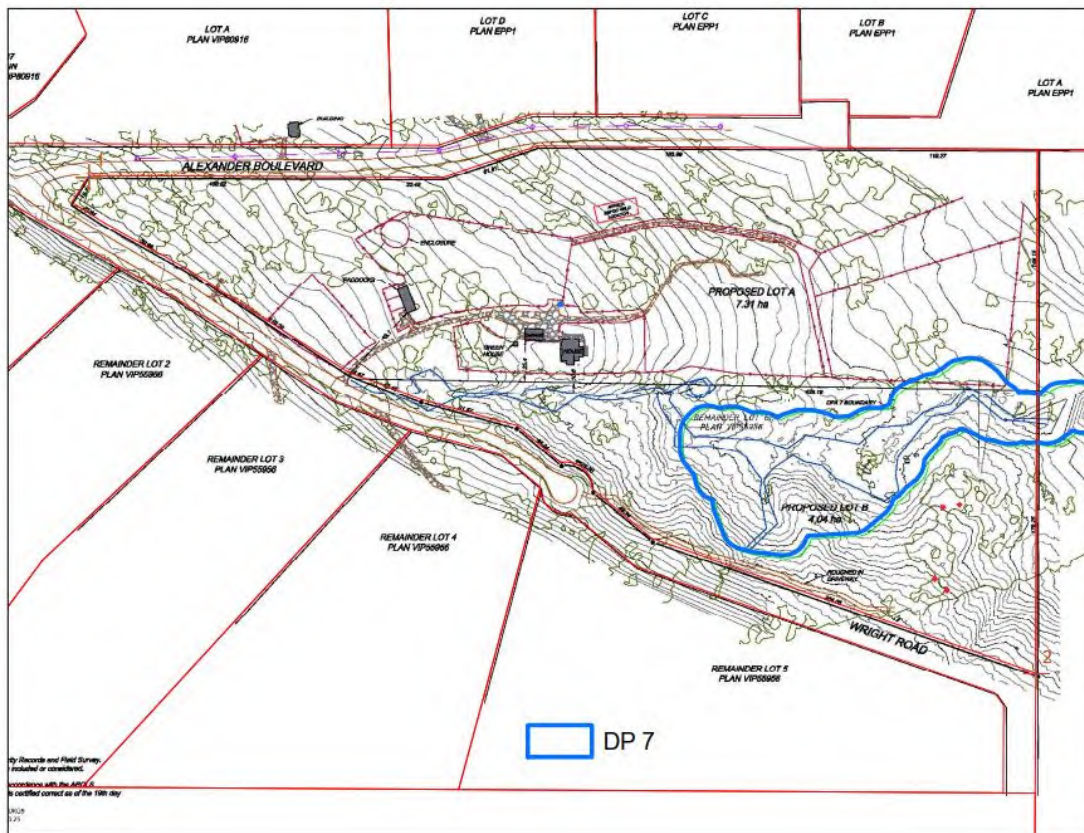


Figure 2: Subject Property and the Riparian Area

ANALYSIS

A covenant may be registered in favour of a local trust committee and enforced against the covenantor and successors in title. ([Land Title Act](#), s. 219(1))

Official Community Plan:

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

Land Use Bylaw:

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

Consultation

No consultation is required.

Rationale for Recommendation

The attached covenant is a condition of subdivision approval and uses Islands Trust’s approved water treatment covenant template.

ALTERNATIVES

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

1. Request further information

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

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

2. Deny the request

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

That the Salt Spring Island Local Trust Committee does not accept the proposed water treatment covenant for the following reasons....

Submitted By:	Milad Panahifar, Planner 1	August 24, 2026
Concurrence:	Jason Youmans, Regional Planning Manager	August 31, 2026

ATTACHMENTS

- 1. Draft Section 219 Water Treatment Covenant – Form C
- 2. Referral Form



1. Application

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

37146/Gummeson

2. Description of Land

PID/Plan Number	Legal Description
EPP148117	LOT B, SECTION 84, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT

3. Nature of Interest

Type	Number	Additional Information
COVENANT	SECTION 219	

4. Terms

Part 2 of this instrument consists of:

(b) Express Charge Terms Annexed as Part 2

5. Transferor(s)

IAN DOUGLAS GUMMESON
LEE ANNE TOUGH

6. Transferee(s)

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

7. Additional or Modified Terms



8. Execution(s)

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

Witnessing Officer Signature

Execution Date

Transferor / Transferee / Party Signature(s)

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

YYYY-MM-DD
2026-08-05

DOUGLAS GUMMESON

LEE A

Officer Certification

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

Witnessing Officer Signature

Execution Date

Transferor / Transferee / Party Signature(s)

YYYY-MM-DD

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

Officer Certification

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

Electronic Signature

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

PART 2 – TERMS OF INSTRUMENT

SECTION 219 COVENANT

This Agreement dated for reference the 18th day of June, 2026, is

BETWEEN:

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

(the “Owner”)

AND:

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

(the “Local Trust Committee”)

GIVEN THAT:

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

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

(“Lot B”)

- B. The Owner created Lot B according to a plan of subdivision completed and certified correct on the 26th day of September, 2025 by Jordan Elliot Litke, BCLS 905, a copy of which is attached hereto as Schedule “A”.
- C. The Local Trust Committee’s Land Use Bylaw No. 355 (the “Land Use Bylaw”) requires each lot created by subdivision to have a source of potable water.
- D. Lot B will not be connected to a community water system and instead, water will be supplied by a private well (the “Well”).
- E. The Owner has had a report dated February 2026 prepared by David Gooding, P. Eng. regarding the Well, a copy of which is attached as Schedule “B”.
- F. The Report indicates that water in the amounts required by the Land Use Bylaw is available

on Lot B; that the water does not meet the Potable Water Quality Standards (Schedule H, the Land Use Bylaw) for pH and turbidity; that the water does not meet the Drinking Water Protection Regulation (*Drinking Water Protection Act*) standards for total non-coliform bacteria and fecal non-coliform bacteria, all as indicated in Schedule “B”, and that the water from the new well on Lot B would meet or exceed these standards if properly treated.

- G. Section 219 of the *Land Title Act* (British Columbia) provides that there may be registered as a charge against the title to land a covenant, whether of a negative or positive nature, in respect of the use of land.
- H. The Approving Officer and the Local Trust Committee require, as a condition of subdivision, that the Owner grant to the Local Trust Committee (the “Transferee”) a covenant under s. 219 of the *Land Title Act* (British Columbia) to regulate the use of Lot B in the interests of confirming that groundwater management and treatment methods will be implemented by the Owner and all future owners, tenants, and other occupiers of Lot B in the manner specified in the Reports.

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

Restriction on Use

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

Water Treatment System

- 2. The Owner shall, in respect of Lot B:
 - (a) install and operate in accordance with the manufacturer’s and installer’s instructions a water treatment system (the “Water Treatment System”) which is effective to make the water from the Well on that lot potable in terms of the health and aesthetic criteria set out in the Land Use Bylaw from time to time, the Drinking Water Protection Regulation under the *Drinking Water Protection Act* and the Guidelines for Canadian Drinking Water Quality (collectively, the “Applicable Standards”).
 - (b) provide documentation to the Local Trust Committee that the Water Treatment System on the lot produces water that is safe to drink and suitable for domestic purposes, and at a minimum specifically treats to the required level those water quality parameters that did not meet the Applicable

Standards as identified in the Report prior to occupying any building or structure located on Lot B for any residential or domestic purpose.

- (c) be solely responsible for all aspects of the Water Treatment System, including its installation, monitoring and effectiveness.
3. In circumstances where the Owner in respect of Lot B is not the tenant or occupier of the lot, the Owner shall ensure that the tenant or occupier is taking all reasonable measures required to ensure that the Owner's obligations under this Agreement are fully performed

No Effect On Laws or Powers

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

Limitation on Obligations

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

Indemnity

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

No Liability in Tort

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

Covenant Runs With the Land

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

Registration

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

Waiver

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

Severance

12. If any part of this Agreement is held to be invalid, illegal or unenforceable by a court having the jurisdiction to do so, that part is to be considered to have been severed

from the rest of this Agreement and the rest of this Agreement remains in force unaffected by that holding or by the severance of that part.

No Other Agreements

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

Binding of Successors

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

Further Acts

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

Deed and Contract

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

Execution Using Form C

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

**SUBDIVISION PLAN OF LOT 6, SECTION 84, SOUTH SALT SPRING ISLAND,
COWICHAN DISTRICT, PLAN VIP55956, EXCEPT PART IN PLAN VIP80435**
BCGS MAP SHEET 928 083

PLAN EPP148117

The finished plot size of this plan is 600mm in width by 900mm in height (24x36") when plotted at a scale of 1:1500.

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

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

The UTM coordinates and estimated absolute accuracy are derived from GNSS observations to Geomatics Canada Network 2020/21.

This plan shows horizontal ground level elevations, unless otherwise specified. To facilitate grid elevations, multiple ground level elevations by the average contour interval of 0.8000m. The average contour factor has been determined based on a mean elevation elevation of 280 metres.

LEGEND

- denotes Standard Capred Post found
- denotes Standard Iron Post found
- denotes Standard Iron Post placed
- denotes Traverse Hub found
- denotes Bearing Tree
- NP denotes Nothing Found
- TH denotes Traverse Hub
- WT denotes Witness

This plan shows one or more address points which are not set on the true corners.

This plan lies within the Capital Regional District.

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

Agency file number: 2022-04050

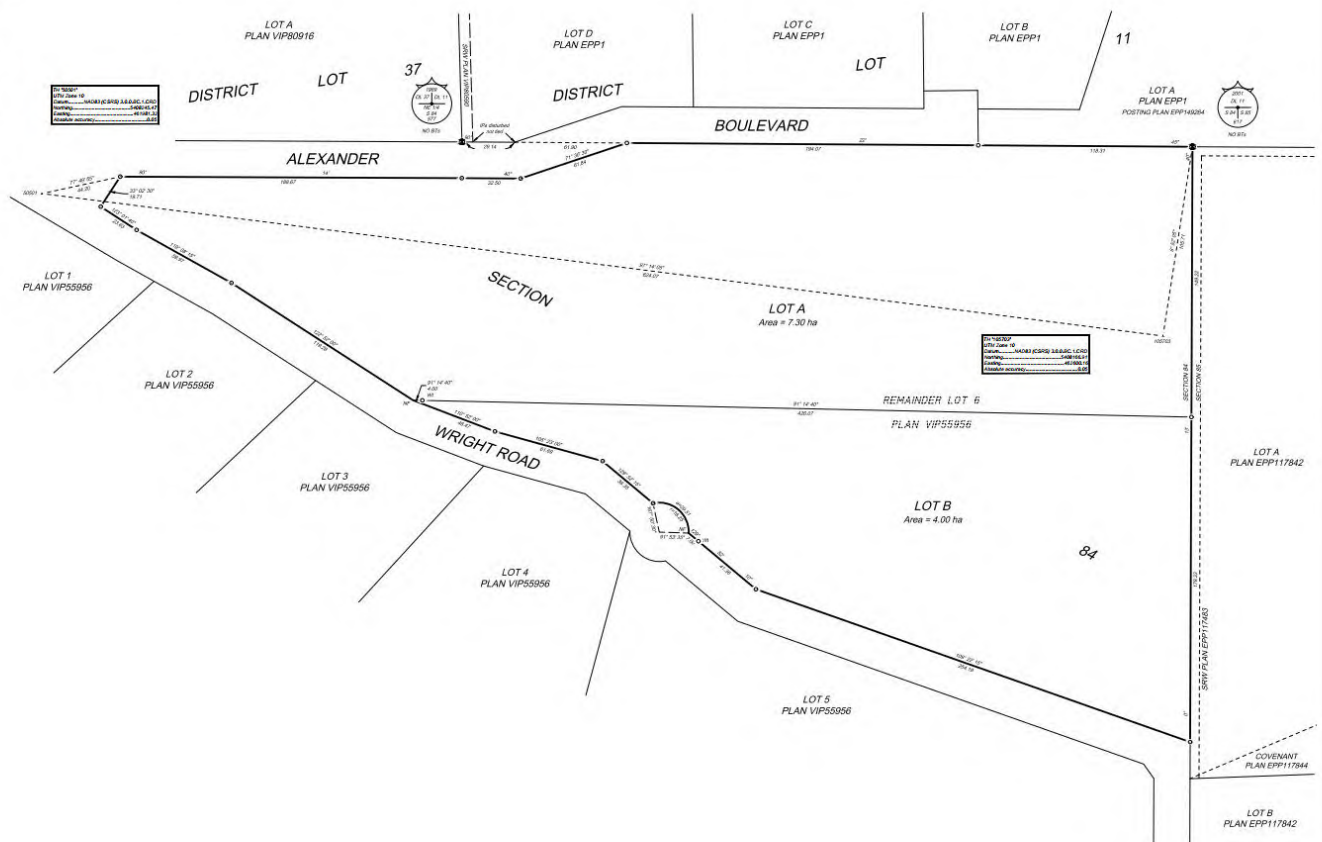
This field survey represented by this plan was
completed on the 28th day of September, 2023.

Jordan Ellis-Lee, BCLS 805

Phantom Land Surveying 2024 Inc.

Having & survey company
304 - 1st Floor, 1st Floor
1000 Spring Island, BC V8N 2T9
Telephone: (250) 737-0007

File: 2023-01
Drawing: 2023-01-01
Date: 2023-11-08



**Gooding
Hydrology**



**WELL # 76533 AT
373 WRIGHT ROAD, SALTSPRING ISLAND
WATER QUANTITY AND QUALITY**

**For
Lee Anne Tough
373 Wright Rd,
Saltspring Island B.C.**

**By
Dave Gooding, P.Eng.
Gooding Hydrology
Saltspring Island**

February 2026

Background

Gooding Hydrology was retained assess the two proposed subdivision wells at 373 Wright Road for water quantity and quality. This report gives the results for the newly drilled artesian well on the child lot. This well is 580 feet deep through 17 ft of overburden, then what is logged as 'bedrock'. The well driller estimated the yield at 2 gpm.

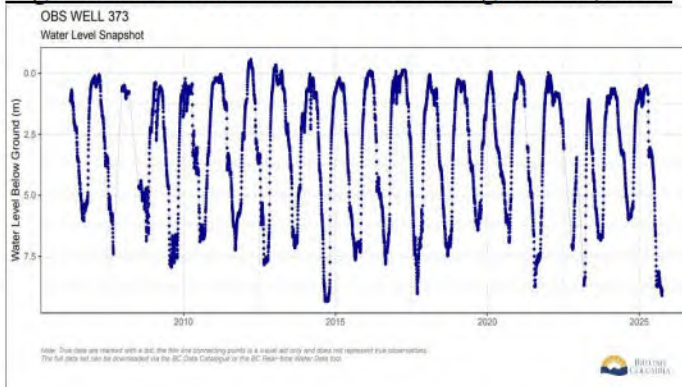
Figure 1: Proposed Subdivision Water Sources



Water Quantities: Lot A drilled well (BCGW ID#

A 12 hour well flow test was performed by Gooding Hydrology on October 11, 2025. Prior to the test a clear pitot tube was installed on a tree to a height of 6.7 m

Figure 2: BC observation well reading Oct 11, 2025



The timing of the test was outside of the recommended August-September period. However, as can be seen from the downloaded record from the most similar BC observation well on Saltspring at the time of the test, groundwater levels in the observation well were at the second lowest level in twenty years.

The data and graph of the 12 hour flow test is attached as appendix 2. The pressure gauge of the well head was checked for accuracy by comparing the pressure to the height of a column of water supported in the pitot tube. The pressure measured was 62 KPa, with the height of water in the pitot tube 6.3 m above the pressure gauge.

Pressure / specific weight of water = height of column
 $62 \text{ KPa} / 9.81 \text{ KN/cu m} = 6.32 \text{ m}$

The pressure gauge was shown to be accurate. Flow was set at 2.5 Lpm. During the 12 hour flow test the pressure gauge never varied, staying at 62 KPa. This pressure reading was checked three times during the flow test by re-attaching the pitot tube and measuring the height of the column. The 6.3 m reading remained steady through the test.

A flow of 2.5 Lpm for 12 hours did not drop the pressure head or height of the column of water supported by the pressure at the well head. This well test can certify that the tested flow rate of 2.5 L/min is available for an extended period of time. 2.5 Lpm is 3600 Lpd, more than the required 3180 liters per day.

Water Quality

Unadulterated water samples were taken at the well head, and sent by courier to MB Labs in Sidney. Test results are attached as appendix 3. Parameters required by Islands Trust (IT) bylaws and the IT standards are shown below.

Figure 3: Islands Trust Bylaw Required Parameters Lab Test Results

Water Quality Parameter	Standard	Drilled well
Arsenic	10 ug/l	0.5 ug/l
Chloride	250 mg/l	0.926 mg/l
Fecal Coliform	0/100 ml	0/100 ml
Fluoride	1.5 mg/l	ND
Hardness (as CaCO ₃)	80-100 mg/l	9.24 mg/l
Iron	0.3 mg/l	2.41 mg/l
Manganese	0.05 mg/l	0.041 mg/l
Nitrate	45 mg/l	18.9 ug/l
pH	6.5-8.5	9.27
Residual Chlorine*	0 mg/l	ND*
Sodium	200 mg/l	69 mg/l
Sulphate	500 mg/l	0.766 mg/l
Total Coliforms	0/100 ml	0/100 ml
Total Dissolved Solids	500 mg/l	144 mg/l
Turbidity	1 NTU	1.7 NTU

ND- none detected *test strip

Parameters in red do not meet the Islands Trust bylaw standards.

Discussion of Water Quality

Parameters which do not meet IT standards are:

- pH at 9.27 is higher than the 6.5 to 8.5 IT range. It should be noted that the Canadian Drinking Water Guidelines give a range of 7 to 10.5 as acceptable.
- Turbidity of 1.7 NTU is only slightly higher than the standard, and still appears as clear water. High turbidity can reduce disinfection effectiveness. A turbidity of 1.7 NTU will have little impact on disinfection, but can be filtered to clearer if required.

Of more concern are the results for non-coliform bacteria. High total non-coliform and the presence of fecal non-coliform bacteria would require the well water to be treated for domestic use.

Potential impacts on neighboring water sources

There are no water bodies in the vicinity of this well.

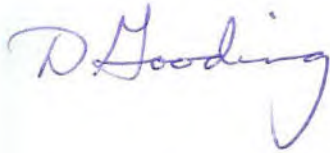
Figure 4: Neighbouring water sources from BC Groundwater Atlas



The well is on a large lot, with the closest neighboring groundwater well, a 580 foot deep high yield well, approximately 90 m southwest and uphill. Withdrawals from this new artesian well will not affect water availability for neighboring water sources. To ensure no impacts the well has been securely capped.

Conclusions

Artesian well #76533 on the child lot at 373 Wright Road is capable of supplying more than the 3180 liters per day of water which can be made potable with a treatment system which is customarily used in a single family dwelling on a continuous basis, meeting the IT service level requirement for subdivision.



Dave Gooding, P.Eng.
Permit to Practice 110794

[illegible]

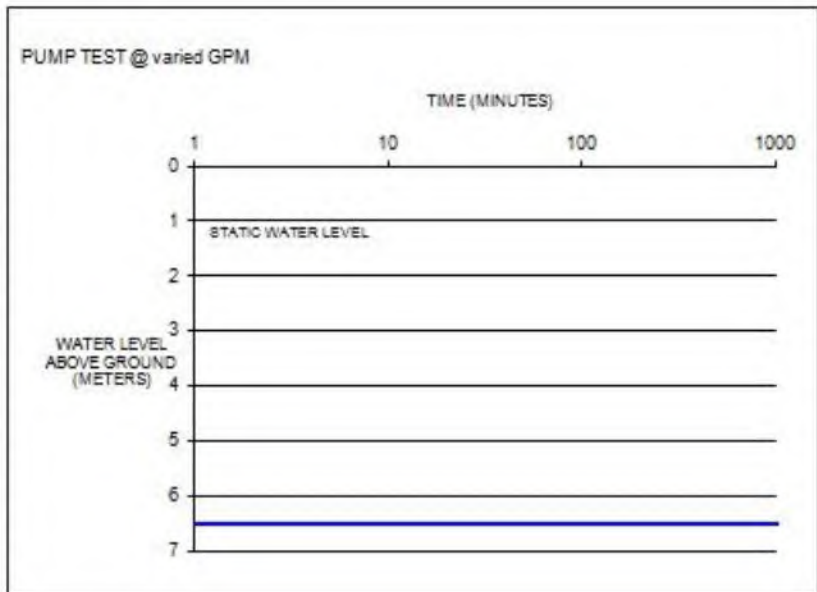
Appendix 2: Pumping test data and graph for artesian well on new lot

ADDRESS: 373B Wright Rd
LOT No.: 2
DATE: 11-Oct-25
START TIME: 10:00

ELEVATION:

WELL DEPTH: 580 FEET
WELL FLOW: 2.50 GPM
GL - MP: FEET
STATIC LEVEL: 6.50 METERS
PUMP RATE: GPM

ELAPSED TIME (MINUTES)	READING FROM GROUND LEVEL (m)
1	6.50
2	6.50
3	6.50
4	6.50
5	6.50
6	6.50
7	6.50
8	6.50
9	6.50
10	6.50
12	6.50
14	6.50
16	6.50
18	6.50
20	6.50
25	6.50
30	6.50
35	6.50
40	6.50
45	6.50
50	6.50
55	6.50
60	6.50
90	6.50
120	6.50
150	6.50
180	6.50
210	6.50
240	6.50
270	6.50
300	6.50
360	6.50
420	6.50
480	6.50
540	6.50
600	6.50
660	6.50
720	6.50



REMARKS:

Well valve was set to allow 2.5 L/min. Pressure gauge rdg of 62 KPa held steady for 12 hours, gauge checked 3 times during test against water level of 6.5 m ab gl up the clear pitot tube.

← START RECOVERY

Appendix 3: Water Quality Tests Results for new artesian well

Dave Gooding PEng

24Feb26 4:25p

W192511

Source: Well

Type of Sample: Water

No. of Samples: 2

TEL: 250-538-1869

dgooding@saltspring.com

Arrival temp.: 12.0C

PD B121B E-transfer

Sample: 373 Wright Rd, Saltspring Island

<u>Site Code</u>	<u>Date</u>	<u>Time</u>	<u>CFU/100 ml</u>		<u>CFU/100 ml</u>		<u>CFU/100 ml</u>
			<u>TC</u>	<u>T-NC</u>	<u>FC</u>	<u>F-NC</u>	<u>E.coli</u>
2 New Well			0	1740800	0	26	0

TC = total coliform bacteria

FC = fecal coliform bacteria (aka thermotolerant coliforms)

NC = non-coliform bacteria

CFU/100 ml = colony forming units per 100 milli-litres

Results may be adversely affected if samples are submitted to the laboratory more than 24 to 30 hours after collection.

E. coli = Escherichia coli, FDA/BAM 9th ed, Oct 2020

Bergey's Manual of Systematic Bacteriology vol 1, AOAC 1984; J.Clin.Micro., J.Intern.Systm.Bact.

Comments:

For Interpretation of Results:

Total or Fecal Coliforms present greater than 0 CFU/100mL (0 CFU/mL):

IF Coliform numbers exceed safe limits for drinking water-
water is not suitable for drinking without treatment.

Total Non-coliform bacteria (=Lactose Fermentors) equal to or greater than

200 CFU/100mL (2.0 CFU/mL):

IF the number of organisms present exceed recommended guidelines for
drinking water; treatment is strongly recommended.

Potable Water Report
Well #76533 at 373 Wright Rd

Gooding Hydrology
dgooding@saltspring.com

Jenkins Water System

15Oct25 2:43p

W190266 pg2

Source: Well

Type of Sample: Water

No. of Samples: 1

TEL:
jenkinswatersystems@gmail.com

Arrival temp.: 10.0C
Sampler: Cameron PD:B1243B 1510H

Sample: Tough - New Well 14Oct25 2:00p

ELEMENTS		SAMPLE	UNITS	Maximum Limits In Drinking Water*	
1)	Aluminium	Al	1.75	mg/L	no limit listed
2)	Antimony	Sb	<0.500	ug/L	6.00 ug/L
3)	Arsenic	As	<0.500	ug/L	10.0 ug/L
4)	Barium	Ba	<0.009	mg/L	2.00 mg/L
5)	Beryllium	Be	<0.003	mg/L	no limit listed
6)	Boron	B	1.69	mg/L	5.00 mg/L
7)	Cadmium	Cd	<0.010	ug/L	7.00 ug/L
8)	Calcium	Ca	2.43	mg/L	200 mg/L
9)	Chromium	Cr	0.006	mg/L	0.050 mg/L
10)	Cobalt	Co	<0.005	mg/L	no limit listed
11)	Copper	Cu	<0.008	mg/L	1.00 mg/L
12)	Gold	Au	<0.040	mg/L	no limit listed
13)	Iron	Fe	2.41	mg/L	0.300 mg/L
14)	Lanthanum	La	<0.020	mg/L	no limit listed
15)	Lead	Pb	<0.500	ug/L	5.00 ug/L
16)	Magnesium	Mg	0.770	mg/L	50.0 mg/L
17)	Manganese	Mn	0.041	mg/L	0.120 MAC 0.020 AO
18)	Mercury	Hg	<0.010	ug/L	1.00 ug/L
19)	Molybdenum	Mo	<0.005	mg/L	no limit listed
20)	Nickel	Ni	0.004	mg/L	no limit listed
21)	Phosphorus	P	0.036	mg/L	no limit listed
22)	Potassium	K	0.700	mg/L	no limit listed
23)	Scandium	Sc	<0.050	mg/L	no limit listed
24)	Selenium	Se	<0.500	ug/L	5.0 ug/L
25)	Silicon	Si	13.4	mg/L	no limit listed
26)	Silver	Ag	<0.010	mg/L	no limit listed
27)	Sodium	Na	69.0	mg/L	200 mg/L
28)	Strontium	Sr	0.030	mg/L	no limit listed
29)	Tin	Sn	<0.020	mg/L	no limit listed
30)	Titanium	Ti	0.106	mg/L	no limit listed
31)	Tungsten	W	<0.050	mg/L	no limit listed
32)	Vanadium	V	<0.010	mg/L	no limit listed
33)	Zinc	Zn	<0.001	mg/L	5.00 mg/L
Hardness (mg/L CaCO ₃)		9.24	mg/L	0-75 mg/L = soft	
pH		9.27	units	7.0 to 10.5	

* As per Canadian or B.C. Health Act Safe Drinking Water Regulation BC Reg 230/92, & 390 Sch 120, 2001. Task Force of the Canadian Council of Resource and Environment Ministers - Guidelines for Canadian Drinking Water Quality, 2020.

Comments:

Iron: high amounts of Iron can cause staining of laundry, porcelain and plumbing fixtures; can produce an undesirable taste. Essential for health.

Manganese: high amounts can cause staining of laundry, porcelain & plumbing fixtures & an undesirable tastes. Not considered toxic-caution children under 6 months

pH: extremes in pH can lead to corrosion (too low <6.5) or incrustation (too high >8.5) of pipes & plumbing fixtures. Water with low pH allows metals to dissolve into water; water with high pH reduces disinfection efficacy, increases THM & scale formations.

R. Bilodeau
Analytical Chemist

H. Hartmann
Sr. Analytical Chemist

M.B. LABS LTD
T: 250 656-1334

E: info@mblabs.com

W: www.mblabs.com

dgooding@saltspring.com

PD B121B E-transfer

Sample: 373 Wright Rd, Saltspring Island

<u>SAMPLE</u>	<u>DATE</u>	<u>TIME</u>	<u>Cl⁻ (mg/L)</u>	<u>F⁻ (mg/L)</u>	<u>NO₃-N (ug/L)</u>
1 Old Well			1.53	ND	34.0
2 New Well			0.926	ND	18.9
Lab Blank			ND	ND	ND
So			0.015	0.007	0.160
REF. VALUE			10.0	1.00	100
STD ± 2SD			10.3 ± 0.390	1.07 ± 0.055	96.6 ± 6.22

<u>SAMPLE</u>	<u>DATE</u>	<u>TIME</u>	<u>SO₄²⁻ (mg/L)</u>	<u>TDS (mg/L)</u>	<u>Turbidity (NTU)</u>
1 Old Well			5.46	123	0.310
2 New Well			0.766	144	1.70
Lab Blank			ND	ND	ND
So			0.075	0.010	0.015
REF. VALUE			10.0	200	0.500
STD ± 2SD			10.5 ± 0.612	194 ± 13.0	0.510 ± 0.044

SD = standard deviation; REF VALUE = primary or secondary reference material
 STD = secondary standard calibrated to primary standard reference material
 So = standard deviation at zero analyte concentration; method detection limit
 is generally considered to be 3x So value
 ND = none detected n/a = not applicable

Appendix 4: Photos

Photo 1: Artesian Well



Photo 2: Well with pitot tube in place



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

To: Tara Breysen
Title: Development Officer
District: Saanich

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

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

SUMMARY:

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

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

Prior to subdivision approval:

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

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

Prior to construction:

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

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

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

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

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

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

Name: Louisa Garbo

Date: 1/3/2023

Title: Island Planner

Planning Team: Salt Spring Island Team

CC: Chris Hutton

Signature: 

Details:

1. Official Community Plan Information

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

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

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

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

9. Boundary Adjustments

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

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

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

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

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

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

14. Road and Driveway Standards

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

15. Pathways

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

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

17. Cultural Features

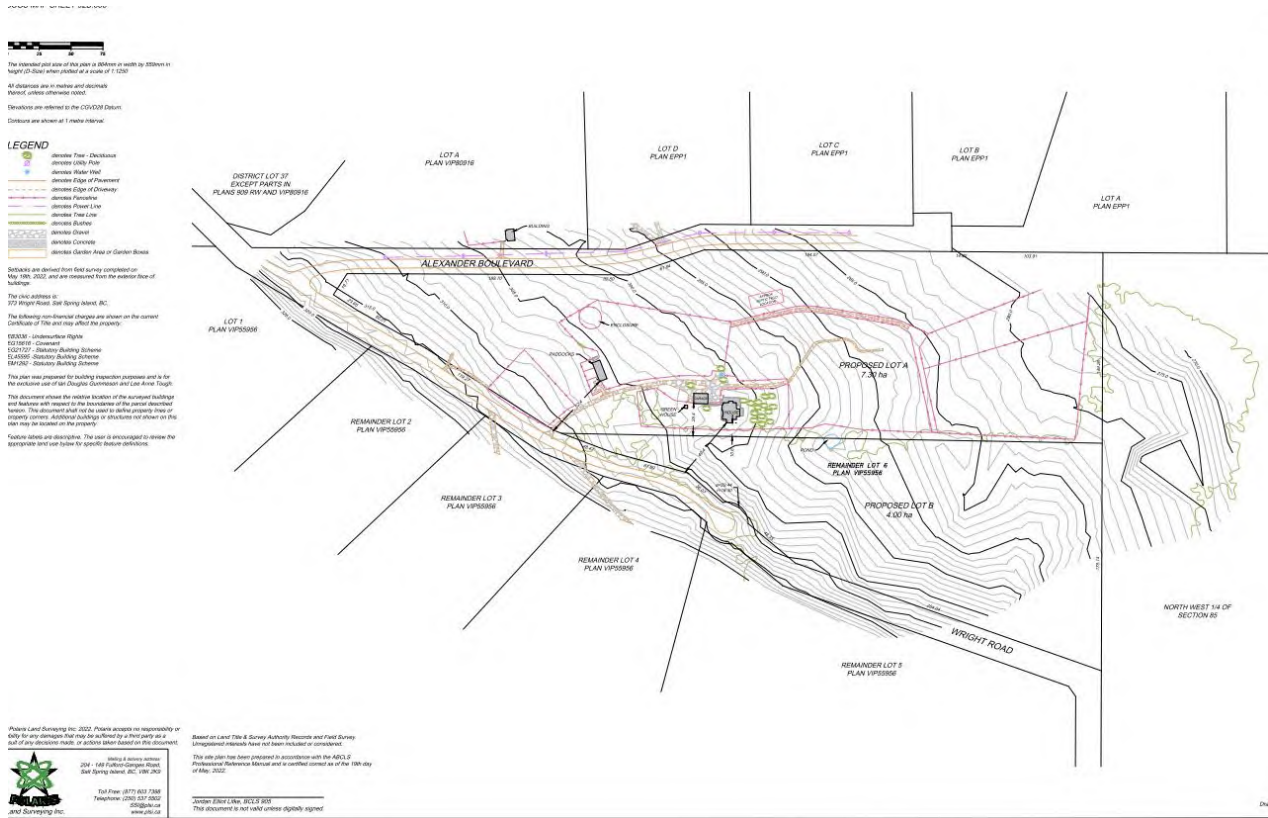
Registered Archaeological Sites (Y/N)	N
Archaeological Potential (Y/N)	N
Mapping, forms and any comments by SIPA attached (Y/N)	N

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

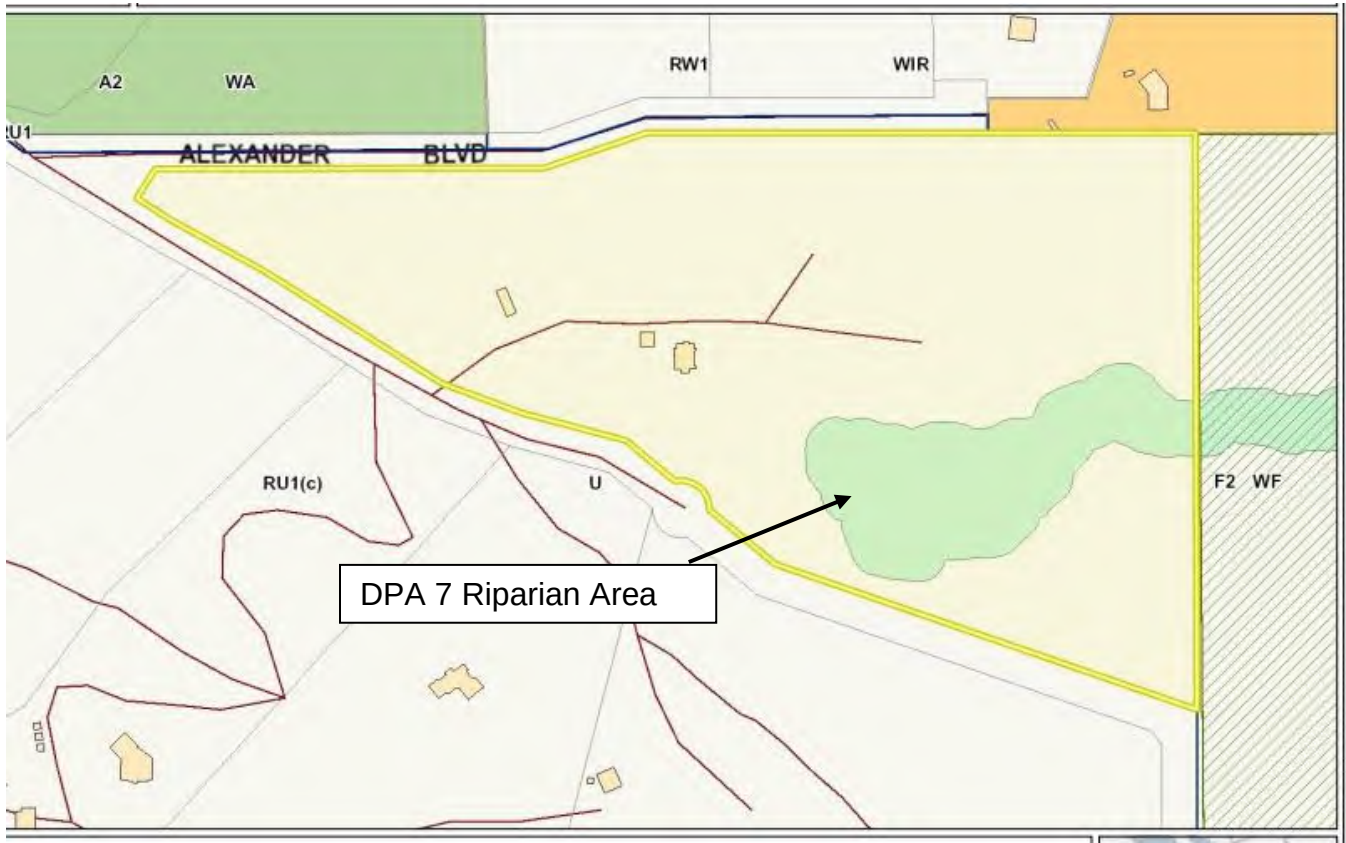
Slope Hazard Classification(s):	Moderate and Low
Mapping attached (Y/N)	Y

Attachment 1: Layout Plan

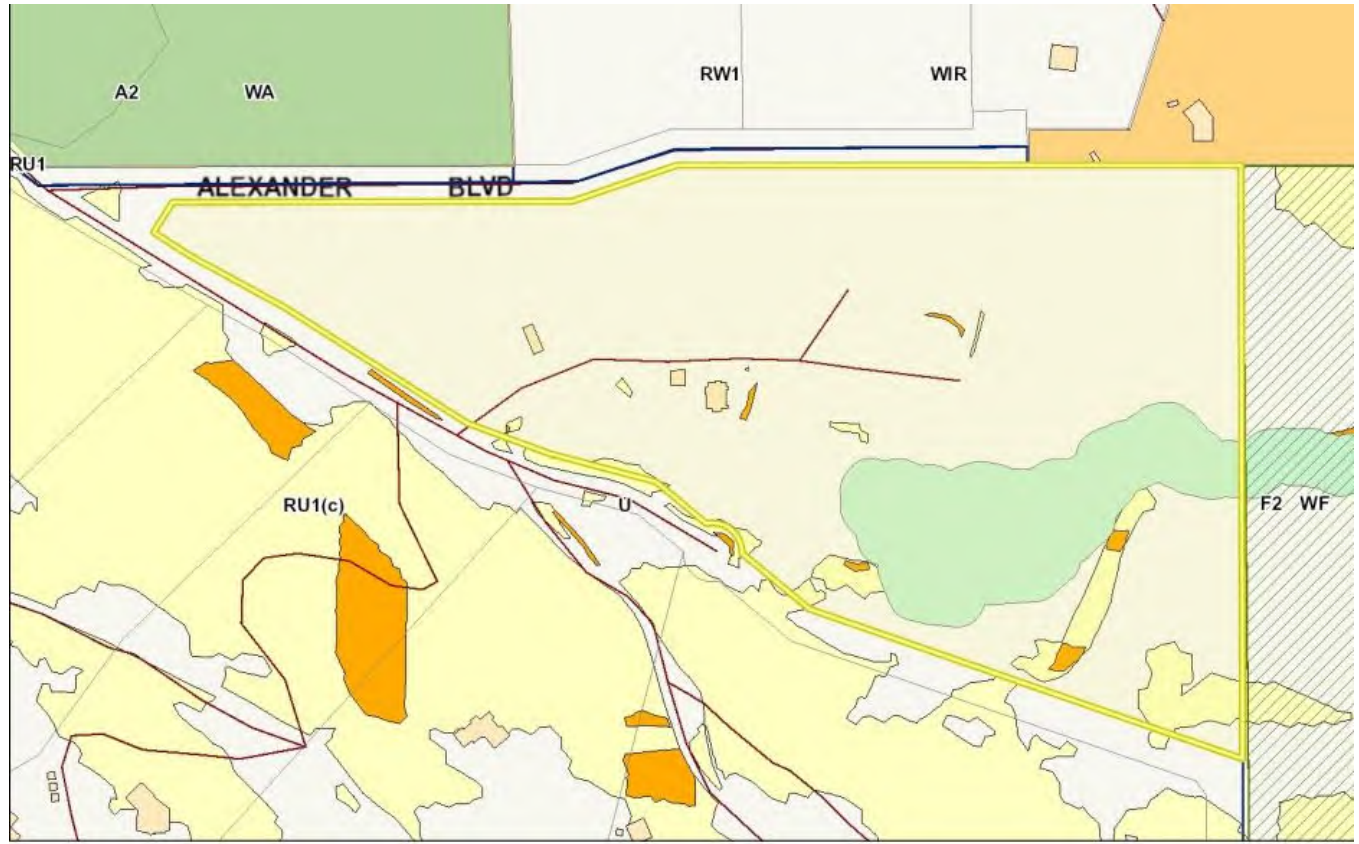


Mapping Attachments

DPA Map



Steep Slope Risk Map





DATE OF MEETING: September 24, 2026

TO: Salt Spring Island Local Trust Committee

FROM: Jason Youmans, Regional Planning Manager
Salt Spring Island Team

SUBJECT: Land Use Bylaw amendment to permit community care facilities and transition houses in residential zones

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee waive the requirement to hold a Public Hearing for Bylaw No. 555, cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 4, 2026," pursuant to Section 464(2) of the Local Government Act.
2. That the Salt Spring Island Local Trust Committee direct staff to schedule a Community Information Meeting within a regular local trust committee meeting ahead of first reading of Bylaw No. 555.
3. That the Salt Spring Island Local Trust Committee direct staff to refer Bylaw No. 555 to the agencies and First Nations listed in Attachment 2 of the staff report dated September 24, 2026.

REPORT SUMMARY

This staff report provides a draft amendment to Salt Spring Island Land Use Bylaw No. 355 (LUB) for the Salt Spring Island Local Trust Committee's (SS LTC) consideration in response to its request that community care facilities and transition houses be addressed as permitted uses in the LUB. Draft Bylaw No. 555 is attached here as Attachment 1. This report recommends that SS LTC resolve to waive public hearing for the bylaw as it is consistent with the Official Community Plan (OCP) and refer it to the agencies and First Nations listed in Attachment 2.

BACKGROUND

At its August 27, 2026 meeting, SS LTC passed the following resolution:

SS-2026-117

that the Salt Spring Island Local Trust Committee request staff to prepare a Land Use Bylaw Amendment to:

- a. Define Community Care Facility and Transition Housing; and
- b. Permit these uses in zones that permit residential uses.

This resolution followed on a letter to SS LTC from Islanders Working Against Violence (IWAV) requesting such bylaw changes and a staff report of [August 27, 2026](#) which provides background context on the issue. Draft Bylaw No. 555 responds to this resolution and is attached as Attachment 1.

ANALYSIS

Policy/Regulatory

Community Care and Assisted Living Act:

Section 20(2) of the Community Care and Assisted Living Act provides that community care facilities may operate in residential areas notwithstanding conflicting zoning provisions. Although provincial legislation already permits these facilities, expressly recognizing them in the Land Use Bylaw would improve regulatory clarity and ensure consistency between the LUB, the OCP, and provincial legislation.

Transition houses are not specifically recognized in provincial legislation.

Islands Trust Policy Statement:

Staff have not undertaken a thorough assessment of the proposed bylaw against the Islands Trust Policy Statement, but will provide one at time of first reading.

The Islands Trust Policy Statement contains one directive policy that directly relates to this matter:

5.8.6 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

Because draft Bylaw No. 555 would allow new uses across a wide range of zones, it could potentially be considered contrary to, or at variance with, the following directive policy:

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

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

However, because uptake of these new permitted uses is anticipated to be quite limited, staff do not foresee a significant impact on the island's freshwater resources and as such the bylaw is unlikely to be found contrary to, or at variance with, the Islands Trust Policy Statement when read as a whole.

Official Community Plan:

Land Use Designations

Staff *have not* included Community Care Facilities and Transition Houses in zones within all OCP land use designations, as doing so would be contrary to some guiding policies as follows:

Agriculture Land Use Designation

Staff have not proposed to permit these new uses in the Agriculture Land Use Designation on the basis as they are not identified as uses the SS LTC should consider in those areas under the following policy:

B.6.2.2.10 - The Local Trust Committee could consider changing zoning to permit the following land uses, where permitted by the Agricultural Land Reserve Act or regulations, on individual properties in the Agriculture Designation: small-scale processing and sales of island-grown forest products; farming schools; farm-based tourist accommodation; waste management facilities. Such uses should only be allowed where farming capability is minimal and the planned use would not interfere with

land productivity. Preference should be given to proposals that would improve the viability of an existing farm operation.

Watershed and Islet Residential Land Use Designation

Staff have not proposed to permit these new uses in either the Rural Watershed or Rural Islet zones on the basis of the following policy:

B.8.1.2.2 - Zones within the Watershed and Islet Residential Designation will continue to allow the uses allowed under current zoning. Existing commercial and institutional zones will remain, but zoning changes should not be made to locate additional new or higher impact developments on lands in this Designation.

Ecological Reserve Land Use Designation

Staff have not proposed to permit these new uses in the island's eco-reserve zones on the basis of the following policy:

B.8.3.2.3 - Zoning should continue to permit only ecological conservation uses on land in this designation.

Park and Recreation Land Use Designation

Staff have not proposed to permit these new uses in the island's park and reserve zones on the basis of the following policy:

B.7.1.2.5 - Zoning changes should not be made in this designation to allow commercial, general employment or residential developments, with the exception of single caretakers' residences.

Land Use Bylaw:

Draft Bylaw No. 555 would permit Community Care Facilities and Transition Houses in the following zones:

- Community Facility zones 1 and 2
- Comprehensive Development zones 1, 2 and 3
- Residential zones 1 through 12
- Residential zone variants R1(a), R1(b) and R6(a)
- Rural, Rural Upland zones 1, 2 and 3

Draft Bylaw No. 555 *would not* permit Community Care Facilities and Transition Houses in the following zones:

- Agriculture zones 1 and 2
- Commercial zones 1, 2, 3 and 4
- Commercial Accommodation zones 1, 2, 3, 4 and 5
- Forestry zones 1 and 2
- General Employment zones 1, 2 and 3
- Parks and Reserve zones 1, 2, 3, 4, 5 and 6
- Rural Watershed zones 1 and 2
- Rural Islet zones

Islands Trust Conservancy:

Permitting Community Care Facilities and Transition Houses across many zones on the Island may eventually result in the operation of one adjacent to property owned by, or under a conservation covenant

with, Islands Trust Conservancy. Staff recommend the SS LTC refer draft Bylaw No. 555 to Islands Trust Conservancy for its review and comment.

Issues and Opportunities

Parking, Occupancy and Servicing

At its August 27, 2026 meeting SS LTC did not advance staff's suggestion that a draft bylaw to widely permit community care facilities and transition houses should also address potential neighbourhood compatibility issues such as parking, building size and infrastructure servicing. As such, there are no specific requirements for community care facilities or transition houses in Bylaw No. 555, except for the 10-resident limit proposed in the bylaw.

In assessing the parking requirements for either use at the time of building permit, staff would likely defer to sub-section 7.1.2 of the LUB which says, "If a use is not listed in Table 3, the number of parking and loading spaces is to be calculated on the basis of the most similar use that is listed." Staff have not had the opportunity to review what those "most similar" uses might be in the case of either community care facilities or transition houses.

Any infrastructure servicing for buildings providing these uses would need to comply with the requirements of the agencies that oversee that service: Island Health for on-site sewerage disposal; Ganges or Maliview Sewer Commissions if in their service areas; Community water systems if located within one of their service boundaries; CRD building inspection to demonstrate potable water at time of occupancy permit if serviced from an on-site source.

"Transition House" vs. "Transitional Housing"

Bylaw No. 555 would permit transition houses across a range of zones, defined as "the use of land, buildings or structures to provide accommodation and emergency and support services for women and children who have experienced or are at risk of violence."

However, the [Residential Tenancy Regulation](#) of the [Residential Tenancy Act](#) also identifies a housing type called "Transitional Housing" defined as follows:

- (2) *For the purposes of the definition of "transitional housing" in section 1 of the Act, living accommodation is prescribed when it is provided*
 - (a) *on a temporary basis,*
 - (b) *by a person or organization that receives funding from a local government or the government of British Columbia or of Canada for the purpose of providing that accommodation, and*
 - (c) *together with programs intended to assist tenants to become better able to live independently.*

This would cast a wider net than the definition of transition house provided in Bylaw No. 555 and instead include situations like service-supported temporary housing for people leaving the justice system, or those midway on the path from homelessness back to employment and housing.

SS LTC could consider whether "Transition House" is too narrow and whether Bylaw No. 555 should be more expansive of different types of limited-duration housing.

Consultation

Staff recommend that SS LTC schedule one Community Information Meeting for draft Bylaw No. 555 within the regular business meeting at which first reading of the bylaw will be considered.

Agencies

See Attachment 2 for list of agencies to whom staff propose referral of draft Bylaw No. 555.

First Nations

See Attachment 2 for list of First Nations to whom staff propose referral of draft Bylaw No. 555.

Because the bylaw would permit these new uses across a wide area of the island, land zoned for these uses may overlap with areas of recorded archaeological or cultural value, or where there is high potential for such. However, since the bylaw is drafted to apply to zones, but does not change current zoning designation of specific properties, exclusion of those lots where there are recorded archaeological sites or the high potential for such would not be feasible. If LTC wants to exclude lots with recorded archaeological values or high potential for there to be so, it can direct staff to take a map-based, rather than zone-based approach to the bylaw. Ultimately, however, these uses will likely take place within single-family dwelling-style buildings, which are already permitted on all lots where these new uses would apply, so land disturbance will not increase beyond that which current zoning already permits. LTC consideration of a Heritage Conservation Area for the island may be the better approach to ensuring the protection of heritage and cultural values. In the absence of that, the requirements of the [Heritage Conservation Act](#) apply.

Referral of the draft bylaw to First Nations with treaty and territorial interests in the Salt Spring Island Local Trust Area will identify any concerns or questions they may have and staff will bring those to the attention of SS LTC and provide options to address them.

Rationale for Recommendation

- 1. That the Salt Spring Island Local Trust Committee waive the requirement to hold a Public Hearing for Bylaw No. 555, cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 4, 2026," pursuant to Section 464(2) of the Local Government Act.**

Staff Comment: Staff recommend that public hearing for Bylaw No. 555 be waived, as the bylaw is unlikely to elicit significant community concern and these new uses will likely only be carried out on a handful of island properties.

- 2. That the Salt Spring Island Local Trust Committee direct staff to schedule a Community Information Meeting within a regular local trust committee meeting ahead of first reading of Bylaw No. 555.**

Staff Comment: A Community Information Meeting will give interested members of the public the opportunity to learn more about the proposed bylaw and its effects.

- 3. That the Salt Spring Island Local Trust Committee direct staff to refer Bylaw No. 555 to the agencies and First Nations listed in Attachment 3 of the staff report dated September 24, 2026.**

Staff Comment: Listed agencies are those that may have an interest in the proposed bylaw, particularly infrastructure service providers such as community water systems and the Ganges Sewer Commission under the CRD. Listed First Nations are those with treaty and territorial interests in the Salt Spring Local Trust Area.

ALTERNATIVES

- 1. Amend draft Bylaw No. 555**

SS LTC may wish to amend draft Bylaw No. 555 as it has been presented. There are two ways to do so. If the amendment(s) is straightforward, SS LTC could simply make the change(s) it wishes to see on the floor of the meeting as follows:

That the Salt Spring Island Local Trust Committee amend Bylaw No. 555, cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 4, 2026," by . . .

If SS LTC amends the bylaw as set out above and then wishes to carry out recommendations 1 through 3, SS LTC would add "as amended" to each recommendation.

If the amendment is more complex and requires staff to do some work before bringing it back, SS LTC would make the following resolution:

That the Salt Spring Island Local Trust Committee direct staff to draft amendments to Bylaw No. 555, cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 4, 2026," in order to . . .

Staff would then return at a future meeting with a revised draft bylaw.

2. Request further information

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

That the Salt Spring Island Local Trust Committee request staff to provide the following information . . .

The implications of this alternative may be additional time before the bylaw would be adopted.

3. Receive for information

The LTC may receive the report for information. If no resolutions are passed related to Bylaw No. 555, staff will consider the project terminated.

NEXT STEPS

If SS LTC passes staff's recommended resolutions, next steps will be as follows:

- 1) Draft Bylaw No. 555 will be referred to the agencies and First Nations listed in Attachment 2 with a 60-day response window;
- 2) Prior to the December 17 SS LTC regular business meeting, notice will be advertised in two consecutive issues of the Gulf Islands Driftwood that SS LTC will consider first reading of Bylaw No. 555 at that meeting. This is a condition of waiving public hearing for a bylaw.

Submitted By:	Jason Youmans, Regional Planning Manager	September 24, 2026
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ATTACHMENTS

1. Draft Bylaw No. 555
2. Proposed Referral Agencies/First Nations (Bylaw No. 555)

DRAFT

SALT SPRING ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 555

A BYLAW TO AMEND SALT SPRING ISLAND LAND USE BYLAW NO. 355, 1999

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

1. Citation

This bylaw may be cited for all purposes as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 4, 2026”.

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

2.1 Section 1.1 – Definitions – is amended by adding the following terms and definitions in the appropriate location in the alphabetical order:

“Community Care Facility” means the use of land, buildings or structures for the provision of care to persons who require specialized care for any purpose, operated in accordance with the *Community Care and Assisted Living Act* and *Residential Care Regulation*.

“Transition House” means the use of land, buildings or structures to provide accommodation and emergency and support services for women and children who have experienced or are at risk of violence.

2.2 Part 3 – General Regulations (Uses, Buildings and Structures) – is amended by adding new Sections 3.19 and 3.20 as follows:

3.19 Community Care Facilities

3.19.1 The maximum number of adult residents of any *Community Care Facility* is ten (10).

3.20 Transition Houses

3.20.1 The maximum number of adult clients receiving accommodation at a *Transition House* is ten (10). There is no limit to the number of children receiving accommodation at a *Transition House*.

2.3 Section 9.4 – Community Facilities Zones – is amended by adding *Community Care Facilities* and *Transition Houses* as Principal Uses, Buildings and Structures as shown in the table below:

	CF1	CF2
Principal Uses, Buildings and Structures		
<i>Public schools, pre-schools and child day care centres.</i>	♦	
<i>Libraries</i>	♦	
<i>Churches</i>	♦	
<i>Community halls</i>	♦	
<i>Public hospitals, clinics and health care facilities</i>	♦	
<i>Non-commercial active outdoor recreation</i>	♦	
<i>Non-commercial indoor recreation facilities</i>	♦	
<i>Service club buildings</i>	♦	
<i>Performing and visual art centres, including accessory sales</i>	♦	
<i>Collection of recyclable materials</i>	♦	♦
<i>Sorting and temporary storage of recyclable materials</i>		♦
<i>Collection of municipal solid waste</i>		♦
<i>Sorting and temporary storage of municipal solid waste</i>		♦
<i>Liquid waste treatment</i>		♦
<i>Public service uses</i>	♦	♦
<i>Community Care Facilities</i>	♦	♦
<i>Transition Houses</i>	♦	♦
Accessory Uses		
<i>Intermittent retail sales and retail services accessory to a principal use</i>	♦	♦

2.4 Section 9.5 – Comprehensive Development Zones – is amended by adding *Community Care Facilities* and *Transition Houses* as Principal Uses, Buildings and Structures as shown in the table below:

	CD1	CD2	CD3
Principal Uses, Buildings and Structures			
<i>Single-family dwellings</i>	♦	♦	♦
<i>Duplexes</i> constructed before July 31, 1990	♦	♦	
<i>Multi-family dwellings</i>	♦	♦	
Elementary schools, pre-schools and <i>child day care</i> centres	♦	♦	
<i>Public health clinics</i>	♦		
<i>Community halls</i>	♦		
<i>Outdoor active recreation</i>	♦		
<i>Public indoor recreation facilities</i>	♦		
<i>Indoor retail sales use</i>		♦	
<i>Indoor retail services</i>		♦	
Offices		♦	
Banks and credit unions		♦	
Restaurants		♦	
Automobile rentals to a maximum of five vehicles		♦	
<i>Public service uses</i>	♦	♦	♦
<i>Community Care Facilities</i>	♦	♦	♦
<i>Transition Houses</i>	♦	♦	♦
Accessory Uses			
<i>Seasonal cottages</i> subject to Section 3.14 and Subsection 9.5.2			♦
<i>Home-based business use</i> subject to Section 3.13	♦	♦	♦

2.5 Section 9.9 – Residential Zones – is amended by adding *Community Care Facilities* and *Transition Houses* as Principal Uses, Buildings and Structures as shown in the table below:

	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10	R11	R12
Principal Uses, Buildings and Structures												
<i>Single-family dwellings</i>	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	
<i>Duplexes</i>	◆	◆				◆						
<i>Duplexes constructed before July 31, 1990</i>							◆	◆	◆			
<i>Multi-family dwellings</i>	◆	◆		◆							◆ ¹	
Dental and medical office services for a maximum of two medical practitioners						◆	◆	◆	◆	◆		
Elementary schools, pre-schools and <i>child day care</i> centres						◆	◆	◆	◆			
Hospitals and <i>public health</i> care facilities						◆	◆	◆	◆			
<i>Community halls</i>						◆	◆	◆	◆			
<i>Non-commercial outdoor active recreation</i>	◆					◆	◆	◆	◆			
<i>Churches</i>						◆	◆	◆	◆			
<i>Agriculture, excluding intensive agriculture</i>							◆	◆	◆			
<i>Public service uses</i>	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	
<i>Seniors' supportive housing complex</i>												◆ ²
<i>Community Care Facilities</i>	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
<i>Transition Houses</i>	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Accessory Uses												
<i>Home-based businesses, subject to Section 3.13</i>	◆	◆	◆	◆	◆	◆	◆	◆	◆			
<i>Seasonal cottages subject to Section 3.14</i>							◆	◆	◆			

2.6 Sub-Section 9.9.4 – Exceptions in Particular Locations – is amended as follows:

2.6.1 Zone Variation R1(a) is amended by adding *Community Care Facilities* and *Transition Houses* as principal permitted uses as follows:

- (2) Despite all other regulations of this bylaw, the only *principal uses* permitted within lands zoned R1(a) are not more than 27 *multi-family, affordable housing dwelling units, community care facilities, and transition houses*.

2.6.2 Zone Variation R1(b) is amended by adding *Community Care Facilities* and *Transition Houses* as principal permitted uses as follows:

- (8) Despite all other regulations of this bylaw, the only *principal uses* within lands zoned R1(b) are:
- (a) *Dwelling units, affordable housing*
 - (b) *Duplexes*
 - (c) *Multi-family dwellings*
 - (d) *Office*
 - (e) The maximum *floor area* for an office use is 186 square metres
 - (f) *Community Care Facilities*
 - (g) *Transition Houses*

2.6.3 Zone Variation R6(c) is amended by adding *Community Care Facilities* and *Transition Houses* as principal permitted uses as follows:

- (31) Despite Section 9.9.1 – Permitted Uses of Land, Buildings and Structures - of this bylaw, the only *principal uses* permitted within lands zoned R6(c) are:
- (a) not more than 26 *affordable housing dwelling units* which may be *single* or *duplexes*
 - (b) *one single-family dwelling*
 - (c) *non-commercial outdoor active recreation*
 - (d) *public service uses*
 - (e) *Community Care Facilities*
 - (f) *Transition Houses*

- 2.7 Section 9.10 – Rural, Upland, Watershed and Smaller Island Zones – is amended by adding *Community Care Facilities* and *Transition Houses* as Principal Uses, Buildings and Structures as shown in the table below:

	R	RU1	RU2	RU3	RW1	RW2	Ri
Principal Uses, Buildings and Structures							
<i>Single-family dwellings</i>	♦	♦	♦	♦	♦	♦	♦
<i>Two family dwellings</i> constructed before July 31, 1990	♦	♦					
Dental and medical offices for a maximum of two medical practitioners	♦						
Elementary schools, pre-schools and <i>child day care</i>	♦	♦					
<i>Public health care facilities</i>	♦	♦					
<i>Community halls</i>	♦	♦					
<i>Churches and cemeteries</i>	♦	♦					
Veterinarian clinics and animal hospitals	♦	♦					
Pet boarding <i>services</i> and <i>kennels</i>	♦	♦					
<i>Pounds</i>	♦	♦					
<i>Active outdoor non-commercial recreation</i> , excluding <i>golf courses</i> and activities primarily involving the use of power-driven means of conveyance	♦	♦					
Lighthouse stations							♦
<i>Agriculture</i>	♦	♦	♦	♦			♦
<i>Agriculture</i> , excluding <i>intensive agriculture</i>					♦	♦	
<i>Public service uses</i>	♦	♦	♦	♦			♦
<i>Community Care Facilities</i>	♦	♦	♦	♦			
<i>Transition Houses</i>	♦	♦	♦	♦			
Accessory Uses							
<i>Seasonal cottages</i> subject to Section 3.14	♦	♦		♦			♦
<i>Home-based business use</i> , subject to Section 3.13	♦	♦	♦	♦	♦	♦	♦

- 2.8 And by making consequential numbering alterations to effect this change.

3. SEVERABILITY

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

READ A FIRST TIME THIS _____ DAY OF _____ 20____

PUBLIC HEARING HELD THIS _____ DAY OF _____ 20____

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

READ A SECOND TIME THIS _____ DAY OF _____ 20____

READ A THIRD TIME THIS _____ DAY OF _____ 20____

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

ADOPTED THIS _____ DAY OF _____ 20____

CHAIR

SECRETARY

Draft Bylaw No. 555

Proposed First Nations and Agency Referrals

First Nations

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

Salt Spring Island Coast Salish Society

Regional Agencies

CRD
Island Health
Islands Trust Conservancy

Provincial Agencies

BC Assessment Authority
Ministry of Housing and Municipal Affairs
Ministry of Health
Front Counter BC

Non-Agency Referrals

North Salt Spring Waterworks District
Harbour View Improvement District
Mt. Belcher Improvement District
Scott Point Improvement District
SSI Fire-Rescue
RCMP
BC Ambulance Service

Adjacent Local Trust Committees and Municipalities

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



Islands Trust

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: September 17, 2026

Board of Variance

Application Number	Applicant Name	Date Received	Address	Purpose
PLBOV20260029	BRADLEY J FOSSE	1/25/2026	0 CLAM SHELL ISLAND	An appeal of the Salt Spring Island Land Use Bylaw, 1999 Section 4.5.1, Water Quality Protection, to decrease the setback to the natural boundary of the sea from 30 m to 10 m to permit the siting of a proposed septic field.
Planner		Status	Most Recent Completed Activity	
Rob Pingle		Board of Variance	Generate BOV Staff Report	

Salt Spring

Development Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20260220	Jordan Litke	5/15/2026	291 LONG HARBOUR RD, SALT SP	This application is in support of subdivision application SUB-2023.4.
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Waiting for Submittals	Contact Applicant	

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
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		Waiting for Revisions	Generate Notice of Revisions	

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
Anthony Fotino	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
PLDP20250337	Scott McKay	8/19/2025	344 REGINALD HILL RD, SALT SPR	Delegated DPA 3 for development in Shoreline. Followed up with the applicant regarding the professional report requirement: [Milad Panahifar @ 11/12/2025 4:25 PM]

Planner	Status	Most Recent Completed Activity
Anthony Fotino	Under Review	Planning Review

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20260081	Dave McKerrell	2/24/2026	359 ROLAND RD, SALT SPRING IS	Combo DP/DVP being reviewed. Associated DVP file is PLDVP20250505.

Applicant sent ToR. Planner Fotino spoke to applicants about retaining RP.Bio to satisfy ToR requirements. Applicant provided geotechnical reports

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

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20250452	Serena Klaver	11/17/2025	434 BAKER RD, SALT SPRING ISL	Shoreline stabilization works involved a boulder stacked rock wall along waterfront/PNB of 434 Baker Road (in DPA 3; variance request to 0m).

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

Application Number	Applicant Name	Date Received	Address	Purpose
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] Geotech letter was received. [Milad Panahifar @ 08/19/2026 3:44 PM]

Planner	Status	Most Recent Completed Activity
Milad Panahifar	Monitoring Conditions	Site Inspection (Planning)

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20260186	Maris MacDonald	4/29/2026	164 KINGS LANE, Unit:101, SALT S	Development of 50 units of affordable housing on subject property located within Development Permit Area 1 - Island Villages
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Local Trust Committee	Generate Staff Report	

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		In Abeyance	Generate Notice of Revisions	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20260307	Donald Hugh Gunn	7/17/2026	275 LOWER GANGES RD, SALT S	
Planner		Status	Most Recent Completed Activity	
Anthony Fotino		Application Received	Waiting for Fee Payment (PL)	

Salt Spring

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

Application Number	Applicant Name	Date Received	Address	Purpose
SS-DP-2022.9		9/16/2022	161 FULFORD-GANGES RD	DPA 1, 3 & 4 to permit a cafe with indoor seating
Planner		Status	Most Recent Completed Activity	
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 provided materials for DPA-7 on July 16th. Still outstanding are the DPA 6 materials [Anthony Fotino @ 08/05/2026 8:53 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.
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] Professional report from RP.Bio provided. Applicant has engaged with geotech engineer. Staff to set up meeting with engineer
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
PLDVP20260340	Jim Town	8/12/2026	215 ARBUTUS RD, SALT SPRING I	

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

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20260174	Patrick Wheeler	4/22/2026	120 CROFTON RD, SALT SPRING I	DP/DVP - Waiting for submissions. [Milad Panahifar @ 08/10/2026 10:59 AM]

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

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20250505	Dave McKerrell	12/19/2025	359 ROLAND RD, SALT SPRING IS	Combo DP/DVP being reviewed. Associated DP file is PLDP20260081

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

Salt Spring

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
PLDVP20260339	Richard Iredale	8/12/2026	237 SOUTH RIDGE DR, SALT SPRI	

Planner	Status	Most Recent Completed Activity
Jason Youmans	Submittals Received	Request Subject property map

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20260050	Donald Hugh Gunn	2/5/2026	275 LOWER GANGES RD, SALT S	Notices sent out for September 24, 2026 LTC meeting

Planner	Status	Most Recent Completed Activity
Anthony Fotino	Local Trust Committee	Email Applicant of LTC Meeting

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		Local Trust Committee	Email Applicant of LTC Meeting	

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

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20240255	Dennis G Miller	10/4/2024	2101 FULFORD-GANGES RD, SALT	Application for a variance for a subdivision regulation - Storm Water Mgmt Variance
Planner		Status	Most Recent Completed Activity	
Oluwashogo Garuba		Local Trust Committee	Add Optional Referrals	

Salt Spring

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

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

Application Number	Applicant Name	Date Received	Address	Purpose
PLDV20250324	BRADLEY J FOSSE	8/13/2025	360 COLLINS RD, SALT SPRING IS	Replacement of a legacy septic system, requiring a variance.
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Approved	Upload Permit to Workspace - Copy	

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20250388		9/24/2025	114 JACKSON AVE, SALT SPRING	Application for a Variance for setback of a proposed addition to SFD
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Approved	Upload Permit to Workspace - Copy	

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		Application Received	Add Optional Referrals	

Salt Spring

Rezoning

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] Last follow up: [Milad Panahifar @ 07/20/2026 4:33 PM]
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Under Review	Add Optional Referrals	

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20250331	Elizabeth FitzZaland	8/15/2025	[008-943-486] 230SMITH RD	File to go to APC for review. Referrals to applicable agencies and First Nations to be sent out
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
PLRZ20260093	Andrea Palframan	3/4/2026	2232 FULFORD-GANGES RD, SALT	LTC resolution to draft bylaw and schedule CIM.

Planner	Status	Most Recent Completed Activity
Anthony Fotino	Local Trust Committee	Record LTC Decision/Update FUAL

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20250407	Christina Beehler	10/10/2025	805 LOWER GANGES RD	Application scheduled for CIM on September 24, 2026. Proposed bylaw has been drafted

Planner	Status	Most Recent Completed Activity
Anthony Fotino	Local Trust Committee	Record LTC Decision/Update FUAL

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
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

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20250177	Patrick Wheeler	4/28/2025	121 UPPER GANGES RD, SALT SP	CA1(F) Zoning Amendment: Proposed Expansion from 55 to 75 Commercial Units

Planner	Status	Most Recent Completed Activity
Oluwashogo Garuba	Local Trust Committee	Initiate FN Communication

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	
Jason Youmans		Local Trust Committee	Assign to LTC Meeting	

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20260013	Martin Ogilvie	1/12/2026	[031-451-977] 116JACKSON AVE	Rezoning a Residential- zoned Parcel to allow Commercial use within the Ganges Village Core.
Planner		Status	Most Recent Completed Activity	
Rob Pingle		In Progress Rezoning	Email Applicant of LTC Meeting	

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

Salt Spring

Application Number	Applicant Name	Date Received	Address	Purpose
SS-RZ-2022.2	Chris Leier	11/29/2022	151 LOWER GANGES RD, Unit:101	To address issues arising from the Temporary Use Permit
Planner	Status	Most Recent Completed Activity		
Anthony Fotino	In Abeyance	Planning Review		

Soil Deposit and Removal Permit

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

Planner	Status	Most Recent Completed Activity
Oluwashogo Garuba	Waiting for Conditions	Record and File PLR

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	Waiting for Conditions	Record and File PLR

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUB20260098		3/9/2026	190 JASPER RD, SALT SPRING ISL	Proposed conventional 3-lot subdivision.

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

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
SS-SUB-2021.3	Sina Shalbaf	3/31/2021	150 MARGOLIN DR, SALT SPRING	2 lot subdivision - Waiting for the covenant to be registered on title as final condition.

last follow up on December 17th [Milad Panahifar @ 12/17/2025 3:11 PM]

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

Application Number	Applicant Name	Date Received	Address	Purpose
SS-SUB-2024.3	Polaris Land Survey	3/20/2024	601 RAINBOW RD, SALT SPRING I	Subdivision of property for residential purposes - 2 lot subdivision

Planner to confirm if proposed road width will meet from CL requirements for any active transportation infrastructure indicated in OCP in response.

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

Salt Spring

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

Planner	Status	Most Recent Completed Activity
Oluwashogo Garuba	In Abeyance	Generate and Send Referral Response Form

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUB20250508		12/19/2025	114 JACKSON AVE, SALT SPRING	Proposed Conventional 2- lot subdivision

Planner	Status	Most Recent Completed Activity
Rob Pingle	Administrative Review	Record and File PLR

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	Administrative Review	Generate and Send Referral Response Form

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

Planner	Status	Most Recent Completed Activity
Rob Pingle	Administrative Review	Record and File PLR

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
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
PLSUB20250104		3/4/2025	0 MUSGRAVE RD	Application for 3 Lot Subdivision

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

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

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

Salt Spring

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

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

Application Number	Applicant Name	Date Received	Address	Purpose
SS-SUB-2022.1	Brent Taylor	6/10/2022	250 COLLINS RD, SALT SPRING IS	3 lot subdivision - 250 Collins Road
Planner		Status	Most Recent Completed Activity	
Milad Panahifar		Administrative Review	Generate and Send PLR Conditions Compliance Letter	

Salt Spring

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 July 2026

655 Salt Spring	Invoices posted to Month ending July 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	2,850.49	5,989.51
65200-655	LTC - Local Exp - LTC Meeting Expenses	11,520.00	2,440.00	9,080.00
65210-655	LTC - Local Exp - APC Meeting Expenses	<u>590.00</u>	<u>1,344.92</u>	<u>-754.92</u>
TOTAL LTC Local Expense		<u>20,950.00</u>	<u>6,635.41</u>	<u>14,314.59</u>
Projects				
73001-655-2007	Salt Spring OCP/LUB	147,000.00	77.90	146,922.10
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>77.90</u>	<u>151,922.10</u>