



Salt Spring Local Trust Committee

Minutes of Regular Meeting

Date: November 6, 2025

Location: Meaden Hall
120 Blain Road, Salt Spring Island

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

Members Regrets: Jamie Harris, Local Trustee

Staff Present: Chris Hutton, Regional Planning Manager
Oluwashogo Garuba, Planner 2
Kalyaan Selvakumar, Planning Team Assistant
Lisa Millard, Meeting Coordinator (electronic)
Carly Bilney, Recorder (electronic)

Others Present: Kent Bittorf, Capital Regional District
Gary Holman, Capital Regional District (CRD) Salt Spring Island
Electoral Area Director
Dan Ovington, Senior Manager, Capital Regional District

There were 24 members of the public present.

1. CALL TO ORDER

Chair Peterson called the meeting to order at 12:35 p.m. He acknowledged that the meeting was being held in the territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

Discussion was held about the timeline related to the Policy Statement referral and response deadline. Staff noted a community engagement is anticipated to take place in December or January, and details are to be determined.

By general consent, the agenda was approved as presented.

3. TOWN HALL AND QUESTIONS

Chair Peterson noted that the Public Hearings for the Proposed Bylaws 543, 544, & 545 had been held and as per Meeting Procedure Bylaw No. 391, the Local Trust Committee must not permit a delegation to address a meeting of the Committee regarding a bylaw in respect of which a public hearing has been held.

Several members of the public expressed concern about the proposal for a telecommunication tower at 131 Knott Place for the following reasons:

- Studies have been done that show negative impacts of electromagnetic fields on the environment and human health
- The proposal has lacked stakeholder engagement
- The importance of transparency, public trust and the use of the precautionary principle in municipal planning was emphasized
- The Local Trust Committee was asked to engage with Lyackson and Halalt First Nations on the proposal
- The island already has enough telecommunication towers and there is a need to protect Salt Spring's nature and culture
- Trustees were encouraged to seek impartial research on the science of electromagnetic fields
- There is a need to defend the younger generation and the proposed tower would be too close to a school, daycare facility, and swimming pool
- The negative impact of electromagnetic fields increases with exposure time and intensity
- Alternative locations for a tower should be examined so it would have less impact on its surroundings
- The proposed tower will affect the community in a very negative way

4. DELEGATIONS – None

5. TRUSTEE REPORTS

Trustee Patrick commented on how the Official Community Plan has always anticipated growth since 1972 when a population of 18,000 was expected. She noted that growth is happening, and that the question is what do islanders want it to be like (what kind of housing is desired). She encouraged community members to provide feedback. She then reported the following:

- Helped plan a Cross-Border Forum that included elected officials from all levels of government on both sides of the border – all of whom are committed to the region that encompasses the Gulf and San Juan Islands
- Participated in a joint meeting of the Local Trust Committee and Local Community Commission and noted that no proposals have yet been made to update the Official Community Plan
- Attended meetings with Trust Council, the Executive Committee, the Governance Committee, and the Financial Planning Committee
- Noted the Capital Regional District, that has a different calendar year than Islands Trust, is ahead of the Islands Trust in budget conversations
- Participated in Chair training Attended a round table of elected officials from north island communities who are working to identify specific requests they can make of the province to support rural housing in the region

6. CHAIR'S REPORT

Chair Peterson reported the following:

- Information will be coming about the Policy Statement Community Information Meetings that will most likely be scheduled for December and January

- Labour actions caused a number of meeting cancellations and staff are working to get everything back on track
- Recently met with the Governance Committee and discussed how to set Trust Council in the best way possible
- There will be opportunity to get an update from BC Ferries on the plan for the Vesuvius-Crofton route later in November
- Attended a series of Transport Canada Ocean Protection Plan meetings online with various levels of government including First Nations
- Attended an annual meeting of the Oil Spill Task Force that included a dedicated group of government and science representatives along the coast including Alaska, British Columbia, Washington, California and Hawaii

7. CRD DIRECTOR'S REPORT

Director Holman reported the following:

- A waterfront park donation in Fulford Harbour is now open to the public and next steps will focus on park management
- The Local Community Commission has been considering ways to deal with liquid waste, and has found that the current approach is the most cost effective
- Next spring, the Capital Regional District will be taking over the Ganges Fire Hall and there is a desire to repurpose the building; there will be public consultation about other uses for which the property may be used
- There is a number of encouraging things happening on the housing front including: worker housing on Drake Road funded by BC Housing has opened; the Lookout Housing and Health Society is looking at the Kings Lane Project; the Heartwood House is being renovated to provide 18 units for health care workers
- The Local Community Commission is undertaking a housing strategy and will work closely with the Local Trust Committee, particularly on the land use components
- Visits from the Minister of Housing and Municipal Affairs and the Minister of Health were positive
- Funding is an important element of affordable housing and there has never been the capacity that we have today to move projects forward
- The Capital Regional District recently approved its provisional budget which includes the Local Community Commission budget; a 20% increase for bus leasing from BC Transit will be added, and the budget will seek final approval in March

8. PREVIOUS MEETINGS

8.1 Draft Minutes of the Salt Spring Island Local Trust Committee

8.1.1 Draft Minutes of the October 16, 2025 Salt Spring Island Local Trust Committee Regular Meeting

The following amendments to the minutes were presented for consideration:

- On Page 5 of the agenda, the third bullet under Item 3: "A member of the public...concerns can be raised through Trust Council." Change to: "A member of the public...concerns can be raised with the Trustee."

On page 8 of the agenda, page 5 of the minutes, item 14.1, change final bullet point to “A Trustee recommended that projects should be prioritized for connection to the water service.” **By general consent**, the minutes of the October 16, 2025 Salt Spring Island Local Trust Committee meeting were adopted as amended.

8.2 Resolutions Without Meeting Report - None

8.3 Draft Minutes of the Advisory Planning Commissions – None

8.4 Local Trust Committee Public Hearing Record

8.4.1 Bylaw 543

Received for information.

8.4.2 Bylaws 544 and 545

Received for information.

9. CORRESPONDENCE

9.1 M. Bennett to LTC Email – Dated Oct 14 2025 regarding Groundwater in the Madrona Creek Watershed

Received for information.

10. BUSINESS ARISING FROM MINUTES

10.1 Follow-Up Action List

Received for information.

The Regional Planning Manager provided an update regarding the timeline of the Policy Statement referral and noted an engagement event will be planned for December 6, and another in January (date to be determined) so that feedback may return to the Local Trust Committee at the February 12th meeting. The Regional Planning Manager indicated that the goal is to have received comments from all Local Trust Committees in time to be published in the March Trust Council agenda.

The Regional Planning Manager commented on correspondence received regarding challenges with oil disposal and asked how the Local Trust Committee would like to follow up. A Trustee responded that there are general questions about solid waste facilities that could be included in a conversation with bylaw enforcement.

10.2 Delegation of Development Permits

Staff report dated December 13, 2022 received for information. The Regional Planning Manager suggested the report be discussed at a future meeting when Trustee Harris is in attendance.

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. APPLICATIONS AND REFERRALS

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

The Planner summarized the staff report. The applicant indicated he was available for questions. A Trustee commented that they had visited the site and ensured they were well informed on the application.

SS-2025-130

It was MOVED and SECONDED

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

CARRIED

SS-2025-131

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 543 cited as “Salt Spring Island Land Use Bylaw No. 355, 1999 Amendment No. 2, 2025” (210 & 220 Kanaka Road) is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

SS-2025-132

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee Bylaw No. 543, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 2, 2025”, be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

CARRIED

14.2 PLRZ20250001 – N. Mullins – 120 Mansell Road, SSI

This item was deferred to the December meeting.

14.3 PLTT20240361 – D. Claros – 131 Knott Place, SSI

The Planner summarized the staff report. Discussion ensued regarding the standing resolution that relates to First Nations consultation for proposed antenna systems (Resolution No. SS-2021-237). In response to a question from a Trustee, the Planner indicated that the requirements in the standing resolution would be passed onto the proponent in due course.

The Planner indicated that several pieces of correspondence has been received regarding the location of the proposed tower, public consultation including First Nations engagement, and other requirements.

Trustees made the following comments:

- The applicant's letter outlining the request is vague and sparse on information
- Public engagement was affected due to the pandemic when the last request for a tower was made, and there is need to ensure the proponent will be conducting a good engagement process so the Local Trust Committee will receive good information
- The staff report does not include the standing resolution related to proposed antennae systems and it is important the information package is complete
- The staff report includes a section titled *Consultation* with a list of items the applicant will be required to provide for staff review; the Trustees would like to have some reporting on those consultative actions as part of the information that comes to the Local Trust Committee

SS-2025-133

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee requests that staff inform the applicant (File No.: PLTT20240361) of the requirements of Standing Resolution SS-2021-237.

CARRIED

Discussion continued and the following comments were made

- Concerns from several members of the public have been raised about the location of the proposed tower
- The applicant is being required to provide a list of items for staff review prior to notification, after which more fulsome discussion can occur
- Telecommunication towers are part of the environment we are now in, and Salt Spring Island does not have an overall approach to address them
- Identifying potential sites for towers rather than waiting for proponents to bring them forward would be beneficial, and more favourable to federal regulators who hold the ultimate decision-making power

The staff report was received for information.

The meeting was recessed at 2:05 p.m. and reconvened at 2:17 p.m.

15. LOCAL TRUST COMMITTEE PROJECTS

15.1 OCP – LUB Project Update

Representatives of McElhanney Consulting – Kevin Brooks and Sandra Borton – introduced themselves and presented an overview of Phase 1. Ms. Borton reviewed proposed supplement engagement activities recommended to be carried out between late January and March. The following comments were made:

- A supplemental engagement period is recommended because:

- Consultants do not feel the data collected thus far fully reflects the breadth of community members
- There is need to enhance efforts to bring the voices of less representative members of the community into the process
- It would help support community understanding of the current Official Community Plan
- Recommendations includes marketing and communications
- There is desire to see an expanded website and enhanced social media

Discussion ensued and Trustees made the following comments:

- There are several island and regional organizations that are participating in engagement activities, and the efforts made are a positive sign that people really care
- Outreach efforts have created some confusion (e.g. Positively Forward's petition noted the Local Trust Committee has currently proposed major changes to the Official Community Plan though none have been proposed; Transition Salt Spring's process left a number of important issues off the table and dealt with matters that are outside the jurisdiction of the Trust)
- The Local Trust Committee has its own engagement process and it is vitally important that it is transparent, inclusive, and formal
- There is room for improvement (e.g. the initial survey was not seen by the Trustees or Advisory Planning Commission; the Local Trust Committee has very little presence in the community)
- We want to keep community groups engaged and we need to make sure their work is coordinated and aligned with the work of the Local Trust Committee
- Clear communication channels need to be established between the Local Trust Committee and community-led groups before the next phase begins
- The Local Trust Committee needs to talk to groups and provide them with guidance if they are collecting feedback
- The Local Trust Committee needs to explain its jurisdiction and scope to community groups so they understand the project
- The role of the Advisory Planning Commission needs to be clarified and supported
- Trustees and Advisory Planning Commission members need to see public materials and engagement plans before they are sent
- We need to meet with Member of Legislative Assembly Rob Botterell to bring him up to date on the project, introduce him to the team, and outline the plan
- Historically, the Trustees talk to those who show up; there is a huge silent majority on the island that needs to be heard in order to garner a broad range of feedback
- There needs to be an effort made to reach out to existing groups to solicit feedback (e.g. there is an upcoming event with seniors discussing housing that the Official Community Plan team could speak at; short-term rental providers could be contacted during the winter season when they have more availability)
- A supplemental engagement period is reasonable and a good idea
- We should be anticipating and responding to what we are expecting to hear from the community

- It needs to be clear that Trustees are trying to get feedback from community members and apply that feedback to the changes that will be made
- There are no proposed plans as of yet, and when they are developed Trustees will seek feedback; each step of the process will inform the next

A question was raised seeking clarification of Section 2.3 of the report that states consideration will be given to “respond to community calls for town hall-style gatherings by developing more robust project FAQs and more marketing effort to direct people to engagement opportunities.” The Consultant commented that there are more effective ways to create an environment that is open and comfortable for people to participate than through town halls. A Trustee suggested that it be explained that either there will be town hall opportunities through other parts of the process, or that the type of engagement that is more valuable is not easily achieved through a town hall.

The Consultants noted that next steps will include working with the Planner to develop an amended workplan that captures the comments that have been made. They suggested that the supplementary engagement phase and additional budget should be adequate to provide deliverables to the Local Trust Committee within the projected timeline.

SS-2025-134

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee endorse a project change Option 2, as outlined in the report titled Phase 1 Update Project Memorandum from McElhanney.

CARRIED

SS-2025-135

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee amend the Major Project Business case for the OCPLUB Project for the fiscal 2026–2027 year budget by increasing the budget by \$40,000 in order to address the recommended actions and timeline outlined in the Phase 1 Update Project Memorandum from McElhanney.

CARRIED

A Trustee thanked community members that have been engaged with the project so far and expressed optimism for working better together in the next phase.

16. NEW BUSINESS - None

17. REPORTS

17.1 Policy and Standing Resolutions List

Received for information.

17.2 Open Applications Report

Received for information. Discussion ensued about the large number of rezoning applications, that applicants are being made aware of timelines, and the steps being taken to accelerate the processes.

17.3 Expense Report - None

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 December 11, 2025 at the Legion Meaden Hall, 120 Blain Road, Salt Spring Island.

19. ADJOURNMENT

By general consent the meeting was adjourned at 3:04 p.m.

Timothy Peterson, Chair

Certified Correct:

Carly Bilney, Recorder