



## Salt Spring Island Local Trust Committee

### Minutes of Regular Meeting

**Date:** Thursday, December 11, 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  
 Milad Panahifar, Planner 1  
 Oluwashogo Garuba, Planner 2  
 Warren Dingman, Bylaw Compliance and Enforcement Manager (electronic)  
 Lisa Millard, Meeting Administrator/Recorder (electronic)

**Others Present:** There were approximately 6 members of the public present

#### 1. CALL TO ORDER

Chair Peterson called the meeting to order at 9:35 a.m. Chair Peterson acknowledged that the Local Trust Committee is meeting in the territory of the Coast Salish First Nations.

#### 2. APPROVAL OF AGENDA

The following addition to the agenda was presented for consideration:

9.4 Correspondence from Community Services

**By general consent** the agenda was adopted as amended.

#### 3. TOWN HALL AND QUESTIONS

The Chair stated that the Public Hearings for the Proposed Bylaws 543, 544, & 545 have been held and as per Meeting Procedure Bylaw No. 197, the Local Trust Committee must not permit a delegation to address a meeting of the Committee regarding a bylaw in respect of which a public hearing has been held.

A member of the public spoke to the application to amend the Land Use Bylaw to permit three dwelling units on a property and the following points were noted:

- The property is allowed to have one seasonal cottage and the applicant is requesting two cottages to be occupied full time;
- The application is not consistent with the Official Community Plan as the clause allowing a quantity of cottages be permitted to be occupied full time was already met through Bylaw No. 512;

- The Official Community Plan allows for increases in density for affordable housing but the staff report does not suggest a housing agreement be attached to the application;
- Approval of the application would result in a gift being provided to the property owner without a reciprocal gift to the community;
- The property can connect to the water system at any time and a requirement of rain water collection can not be enforced; and
- There is a moratorium on enforcement on this type of housing yet there has been bylaw action taken.

**4. DELEGATIONS - None**

**5. TRUSTEE REPORTS**

Trustee Patrick reported the following:

- She was honored to lay a wreath at the Salt Spring Remembrance Day ceremonies on behalf of Islands Trust;
- Participated in the Ask Salt Spring meeting about shared and co-housing options;
- Attended BC Ferries engagement session on plans at Crofton and Vesuvius terminals,
- Met with the Salt Spring Local Community Commission consultant who is working on the integrated housing strategy and attended a subsequent public engagement session;
- Attended the Community Information Meeting on the draft Islands Trust Policy Statement;
- Attended Southern Gulf Island Forum;
- Attended Financial Planning Committee meeting and Chaired Trust Council, Executive Committee, and Gabriola Island Local Trust Committee meetings and the Gambier Island Community Information meeting.
- Highlighted budget deliberations at Trust Council and noted over \$200,000 has to be budgeted for election year processes and noted appreciation of sessions with Brody Guy regarding Island Coastal Economic Trust's work and San Juan Council members;
- Attended the Legislative Gallery when Islands Trust Annual Report was tabled;
- Attended training sessions for Principled Engagement with Indigenous Peoples, webinars on species at risk and protecting shorelines, a session hosted by the Municipal Insurance Association on wildfire development permit areas, and the Mount Aerosmith Biosphere roundtable.

Trustee Patrick made a statement about the confusion regarding the term floor area ratio used as an example of density in a definition in the glossary of the draft Trust Policy Statement, stated floor area ratio is not the subject that is being worked on, and noted staff had stated in September that inclusion of the term in the definition was an error. She explained that through the Trust Policy Statement trustees are trying to address that single family housing only zoning is not healthy for communities and the draft contains a statement that speaks to floor area and lot coverage limits for residential development being considered with intention to minimize environmental impacts. She asked the public to keep in mind that the Island Trust mandate was conceived in the early 1970's long before First Nations were acknowledged as partners and potential collaborators, and remains rooted in a fifty-year-old framework in a time of dramatically different social and economic contexts.

## 6. CHAIR'S REPORT

Chair Peterson reported the following:

- Attended Trust Council and highlighted the review of the draft budget, adoption of the Chief Administrative Officers recommendations outlined in the Operational Review Report, and indicated more work is being done on potential budget reductions through Financial Planning Committee and Committee of the Whole meetings prior the March Trust Council meeting;
- The Trust Policy Statement is intended to be a living document and the Trust Policy Statement Amendment policy states the document is to be reviewed each term to assess content and consider revisions;
- He and Vice-Chair Maude met with federal representatives from Innovation, Science, and Economic Development Canada to discuss the consultation process for cell towers and a detailed report will be going to Executive Committee for consideration.

## 7. CRD DIRECTOR'S REPORT – none

The agenda was reordered and item 9 was discussed prior to item 8.

## 8. PREVIOUS MEETINGS

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

#### 8.1.1 Draft Minutes of the November 6, 2025 Salt Spring Island Local Trust Committee Regular Meeting

The following amendments to the minutes were presented for consideration:

- Item 5 in fourth bullet point change word “difference” to “different”
- Item 14.3 in final bullet point change word “acceptable” to “favourable”

**By general consent**, the Salt Spring Island Local Trust Committee Minutes of November 6, 2025 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 - None

## 9. CORRESPONDENCE

### 9.1 M. Meilht to LTC Email - Dated Nov 16th 2025 - Regarding SGI research and report on full-time RV living

Received for information.

### 9.2 Chair L. Patrick to Minister C. Boyle – Dated Dec 2<sup>nd</sup> 2025 – Regarding Salt Spring Island Housing

Received for information.

### 9.3 SSI LCC - SSI LTC Special Joint Meeting Minutes Oct 23rd 2025 – Draft

Received for information.

**9.4 Correspondence from Community Services**

A Trustee noted ongoing correspondence being written by Community Services and asked staff if the writer understood the process of removing land from the Agricultural Land Reserve. The Regional Planning Manager indicated staff had consistently communicated what is required to advance the issue to the Local Trust Committee.

**10. BUSINESS ARISING FROM MINUTES**

**10.1 Follow-Up Action List – Dated December, 2025**

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

**11. WORK PROGRAM**

**11.1 Active Projects List – Dated December, 2025**

The report was received for information, the Regional Planning Manager provided a brief overview of next steps for the Official Community Plan / Land Use Bylaw Review project, and a Trustee noted communications about the project were lacking.

**11.2 Future Projects List – Dated December, 2025**

Received for information.

**12. COMMUNITY INFORMATION MEETING - None**

**13. PUBLIC HEARING – None**

The agenda was re-ordered and items 16 and 18.1 were heard following item 13.

**16. NEW BUSINESS**

**16.1 Draft 2026/27 Salt Spring Island Local Trust Committee Annual Meeting Schedule – Request for Decision**

**SS-LTC-136**

**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee add a regular meeting for September 24, 2026 at 12:30 p.m. at Salt Spring Island Meaden Hall.

**CARRIED**

**SS-LTC-137**

**It was MOVED and SECONDED**

that Salt Spring Island Local Trust Committee approve their April, 2026 to March, 2027 Business Meeting Schedule as amended

**CARRIED**

**18. CLOSED MEETING****18.1 Motion to Close the Meeting****SS-2025-138****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)(f) for the purpose of considering:

- (f)law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

and that the Recorder and Staff attend the meeting.

**CARRIED**

The meeting was closed to the public at 10:15 a.m. and reconvened at 10:50 a.m.

The meeting was recessed at 10:50 a.m. to allow time for the Local Trust Committee to review agenda attachment items received late.

The meeting was reconvened at 11:00 a.m. and item 8 was heard next.

The meeting was recessed for a break at 11:06 a.m. and reconvened at 12:00 p.m.

**14. APPLICATIONS AND REFERRALS****14.1 PLDVP20250324 – B. Fossen – 360 Collins Road, SSI – Staff Report**

The Planner summarized the staff report and highlighted the following:

- The application seeks to vary the Land Use Bylaw to reduce the required setback for a sewerage system from the natural boundary of a water body from 30 metres to 14.9 metres to enable the renewal of an existing system and to reduced the required setback for buildings and structures from 15 metres to 3.22 metres to permit the current siting of the dwelling;
- A ditch located in the middle of the subject property leaves no suitable alternative location for the sewerage system that would comply with setback requirements;
- To date no public correspondence has been received regarding the application and the proposed variance would have no impact on the neighbourhood.

The Local Trust Committee had no questions for the Planner.

**SS-2025-139****It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee approve issuance of Development Variance Permit PLDVP20250324 (360 Collins Rd).

**CARRIED****14.2 PLDVP20250388 - K. Taylor - 114 Jackson Avenue, SSI – Staff Report**

The Planner summarized the staff report and highlighted the following:

- The application seeks to vary the interior side lot line setback from 3 metres to 1.59 metres to permit the current siting of an existing dwelling and an addition;

- The applicant has retroactively applied for a building permit to authorize the addition to the existing dwelling;
- Granting the variance will not alter the established character of the neighbourhood and the proposal is supported by the affected neighbour.

The Local Trust Committee had no questions for the Planner.

**SS-2025-140**

**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee approve issuance of Development Variance Permit PLDVP20250388 (114 Jackson Ave).

**CARRIED**

**14.3 PLDVP20250359 - R. Raine - 1150 Sunset Dr, SSI – Staff Report**

The Planner summarized the staff report and highlighted the following:

- The application seeks a development variance permit to reduce the required setback for buildings and structures from the natural boundary of a water body from 15 metres to 0 metres to permit the existing siting of a beach access;
- There are no anticipated impacts on neighbouring properties;
- Following statutory notification there was no correspondence received to date regarding the application.

The applicant was in attendance and spoke to the application

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

**SS-2025-141**

**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee approve issuance of Development Variance Permit PLDVP20250359 (1150 Sunset Dr).

**CARRIED**

**14.4 PLRZ20240188 - D. Ovington - 210/220 Kanaka Road, SSI – Staff Report**

The Local Trust Committee has previously provided third reading to the proposed bylaw and Executive Committee approved the bylaw at its November 19, 2025 regular business meeting, and the Local Trust Committee can now consider adoption of the bylaw.

The Local Trust Committee had no questions for the Planner.

**SS-2025-142**

**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 adopted (PLRZ20240188, 210 & 220 Kanaka Road).

**CARRIED**

**14.5 PLRZ20250001 - N. Mullins - 120 Mansell Road, SSI – Staff Report**

The Planner summarized the staff report and highlighted the following:

- The application seeks to rezone the subject property from Rural (R) to Rural (R) zone variant to permit three full-time dwelling units;
- The property currently contains one single-family dwelling, two seasonal cottages, and a barn;
- The application is in response to bylaw enforcement action for multiple unlawful dwellings on the property;
- The applicant has indicated the structures were in place at time of purchase and intends to decommission one of the seasonal cottages and convert it into an accessory building at the time the standing resolution regarding unlawful dwellings is revoked by the Local Trust Committee;
- The application seeks to increase the intensity of land use as outlined in the Official Community Plan; however, if one of the cottages is decommissioned the intensity of land use will not be increased and would be in compliance.

The property owner was in attendance and a representative for the applicant spoke to the application and the following comments were noted:

- There are three dwellings on the property, one is a single-family dwelling, one was an accessory building constructed in the 1940's and altered to a livable space by a previous property owner, and the third seasonal cottage is slightly above the permitted size due to a jut out allocated to servicing the building;
- The accessory building had a bylaw enforcement file on it with an action stated to decommission the building as a dwelling and the current property owner was not aware of this at time of purchase;
- Rainwater harvesting collection has been the predominant source of water on the property for some time and while the property is within a community water system they have not been connected to it for some time;
- There is opportunity to consider how the property could be a rural affordable housing option;
- An engineered water capacity analysis has been provided as requested.

Discussion ensued and the Local Trust Committee confirmed where each of the three buildings were located on the site plan provided with the staff report and which one was being considered for decommissioning.

**SS-2025-143****It was MOVED and SECONDED**

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

**CARRIED****SS-2025-144****It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee direct staff to prepare a draft bylaw to amend Salt Spring Island Land Use Bylaw No. 355, 1999, to rezone LOT A, SECTION 6, RANGE 4 EAST, NORTH SALT SPRING ISLAND,

COWICHAN DISTRICT, PLAN VIP56901 (PLRZ20250001, 120 Mansell Road) from Rural (R) zone to a Rural (R) zone variant that:

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

**CARRIED**

**SS-2025-145**

**It was MOVED and SECONDED**

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

**CARRIED**

**14.6 PLRZ20250220 – J. Gauthier – 154 Kings Lane, SSI**

The Planner summarized the staff report and noted the application has been before the Local Trust Committee several times, the proposed bylaw to amend the Land Use Bylaw had been given first and second readings and advanced through the referral period, a draft of the required housing agreement had been received, and the proposed Housing Agreement Bylaw be read a first and second time.

Discussion ensued regarding advantages and risks associated with giving the proposed Housing Agreement Bylaw first, second and third reading at the same time.

It was noted reference to affordable rental units in section 2.2 (g) should be changed to affordable housing units.

The meeting was recessed 12:45 p.m. and reconvened at 12:47 p.m.

**SS-2025-146**

**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee amend Schedule A in proposed Bylaw No. 550 Section 2 .2. (g) to replace the words “affordable rental unit” with “affordable housing unit” twice within this section.

**CARRIED**

**SS-2025-147**

**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee Bylaw No. 549 cited as “Salt Spring Land Use Bylaw No. 355, 1999, Amendment No. 5, 2025”, shall not be adopted until:

- a. Adoption of the Salt Spring Island Local Trust Committee Bylaw No. 550 cited as “Salt Spring Island Housing Agreement Bylaw No. 550, 2025 as amended.
- b. Filing of a notice in the Land Title Office over all affected parcels that the land is subject to a housing agreement.

- c. Registration of a covenant, prepared at the cost of the proponent, under section 219 of the *Land Title Act* from the registered owners of (PID: 003-106-756, Lot 2, Section 4, Range 3 East, North Salt Spring Island, Cowichan District, Plan 23507) that:
  - i. prohibits any ground disturbing activities until a pre-construction walkthrough has been completed with representatives of the Tsawout First Nation’s Lands department.
  - ii. requires the retention of Tsawout cultural monitors during excavation, site preparation, and any other activities involving soil disturbance.

**CARRIED**

**SS-2025-148**

**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee Bylaw No. 550 cited as “Salt Spring Island Housing Agreement Bylaw No. 550, 2025” be read a first, second and third time as amended.

**CARRIED**

**SS-2025-149**

**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee Bylaw No. 550 cited as “Salt Spring Island Housing Agreement Bylaw No 550, 2025, be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

**CARRIED**

**SS-2025-150**

**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee Bylaw No. 549 cited as “Salt Spring Land Use Bylaw No. 355, 1999, Amendment No. 5, 2025”, be read a third time.

**CARRIED**

**SS-2025-151**

**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee Bylaw No. 549 cited as “Salt Spring Land Use Bylaw No. 355, 1999, Amendment No. 5, 2025”, be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

**CARRIED**

**15. LOCAL TRUST COMMITTEE PROJECTS - None**

**16. NEW BUSINESS**

The agenda was re-ordered and item 16 was heard following item

**17. REPORTS**

**17.1 Policy and Standing Resolutions List**

Received for information.

**17.2 Open Applications Report – Dated December, 2025**

Received for information.

**17.3 Expense Report – Dated September, 2025**

Received for information.

**17.4 Expense Report – Dated October, 2025**

**17.5 Islands Trust Conservancy Board Report – None**

**18. CLOSED MEETING**

**18.1 Motion to Close the Meeting**

The agenda was re-ordered and item 18.1 was heard following item 16

**18.2 Rise and Report**

Chair Peterson will rise and report at the next regular meeting.

**19. UPCOMING MEETINGS**

The next regular meeting of the Salt Spring Island Local Trust Committee is scheduled for 9:30 a.m. on February 12, 2026 at the Legion Meaden Hall, 120 Blain Road, Salt Spring Island.

**20. ADJOURNMENT**

**By general consent** the meeting was adjourned at 12:49 p.m.

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Timothy Peterson, Chair

Certified Correct:

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Lisa Millard, Meeting Administrator/Recorder