



## Salt Spring Island Local Trust Committee

### Minutes of Regular Meeting

**Date:** Thursday, May 14, 2026  
**Location:** Meaden Hall  
 120 Blain Road, Salt Spring Island, BC

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

**Members Absent:** Jamie Harris, Local Trustee

**Staff Present:** Stefan Cermak, Director, Planning Services  
 Peter Thicke, Island Planner  
 Oluwashogo Garuba, Planner 2  
 Warren Dingman, Bylaw Compliance and Enforcement Manager (electronic)  
 Lisa Millard, Meeting Administrator/Recorder (electronic)

**Others Present:** There were 3 members of the public in attendance

#### 1. CALL TO ORDER

Chair Peterson called the meeting to order at 12:33 p.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

#### 2. APPROVAL OF AGENDA

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

#### 3. PUBLIC PARTICIPATION

A member of the public spoke in opposition to an addition of a second story to a dwelling on Isabella Point Road as the area is of one of significant cultural heritage.

#### 4. DELEGATIONS - None

#### 5. TRUSTEE REPORTS

Trustee Patrick reported the following:

- Attended the Association of Vancouver Island Coastal Communities conference;
- Encouraged colleagues, staff, and members of the public to read *Unceded: Understanding British Columbia's Colonial Past and Why it Matters Now* by George Abbott and attended a discussion with the author and Adam Olsen regarding good relations;

- Attended Trust council, Executive Committee, Governance Committee, Trust Programs Committee, and Committee of the Whole meetings;
- Participated in the onboarding working group to support incoming Trustees;
- Attended BC Economic Development conference;
- Participated in a discussion panel following the screening of the documentary *Prime Minister* which focussed on New Zealander Jacinda Ardern.

**6. CHAIR'S REPORT**

Chair Peterson reported the following:

- Virtually attended the Salt Spring Local Community Commission's session on Ganges Harbour;
- Listened to the Project Advisory Planning Commission meeting;
- Attended the Association of Vancouver Island Coastal Communities conference;
- Attended Trust Council, Governance Committee, Trust Programs Committee, and Committee of the Whole meetings and participated in the Trustee onboarding working group.

**7. CRD DIRECTOR'S REPORT - None**

**8. PREVIOUS MEETINGS**

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

**8.1.1 Draft Minutes of the April 9, 2026 Salt Spring Local Trust Committee Regular Meeting**

**By general consent**, the Salt Spring Island Local Trust Committee Minutes of April 9, 2026 were adopted.

**8.2 Resolutions Without Meeting Report**

Received for information.

**8.3 Draft Minutes of the Advisory Planning Commissions**

**8.3.1 Draft Minutes of the April 21, 2026 Project Advisory Planning Commission Meeting**

Received for information.

**8.3.2 Draft Minutes of the April 23, 2026 Agricultural Advisory Planning Commission Meeting**

Received for information.

**8.3.3 Draft Minutes of the April 30, 2026 Advisory Planning Commission Meeting**

Received for information.

**8.4 Local Trust Committee Public Hearing Record - None**

**9. CORRESPONDENCE**

**9.1 S. Gee to Laura Patrick - dated May 5, 2026 – Royal Roads University Salt Spring Island Community Engagement Report**

Received for information.

**9.2 J. Brooks to Tim Peterson - dated May 7, 2026 - BC Ministry of Housing and Municipal Affairs Housing Supply Act**

Received for information.

**10. BUSINESS ARISING FROM MINUTES**

**10.1 Follow-Up Action List**

Received for information.

**11. WORK PROGRAM**

**11.1 Salt Spring Island Local Trust Committee Quarterly Report**

Trustee Patrick addressed a previous request to re-organize and clean up the Future Project List for the benefit of the incoming Local Trust Committee and noted importance of doing so before the end of the current term.

**SS-2026-065**

**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee receive the Work Program Update Report from the Regional Planning Manager, dated May 14, 2026, for information.

**CARRIED**

**11.2 Future Projects List**

Received for information.

**12. COMMUNITY INFORMATION MEETING - None**

**13. PUBLIC HEARING - None**

**14. APPLICATIONS AND REFERRALS**

**14.1 PLDVP20260032 - G.T. Maunder - 371 Isabella Pt Rd, Salt Spring Island**

The Planner summarized the staff report and highlighted the following:

- The application seeks to reduce the septic field setback requirements from the natural boundary of the sea from 30 metres to 15 metres due to the geographical constraints and BC sewerage septic system distance from drinkable water requirements;
- The applicant was issued a Development Variance Permit for the same setback requirement in 2022 which has since lapsed;

- Following public notification, no correspondence regarding the application has been received.

Discussion ensued and the following comments and clarifications were noted:

- The property is more than 1 kilometre away from the clam garden restoration project;
- The property is within the flushing area of Fulford Harbour;
- The Local Trust Committee had previously not been aware of, or opted into, the Capital Regional District Bylaw No. 3479 sewage maintenance bylaw and there is interest in developing a similar bylaw for Salt Spring Island;
- Each setback variance is considered on its own merit but the cumulative effect of multiple setbacks from the sea for septic installment should be considered as a whole.

**SS-2026-066**

**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee approves issuance of PLDVP20260032.

**CARRIED**

**SS-2026-067**

**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee request staff to work with the Capital Regional District to explore options for introducing a septic system maintenance regulatory program applicable to Salt Spring Island.

**CARRIED**

**14.2 PLDVP20260028 - L. Chang - 115 Le Page Rd, Salt Spring Island**

The Planner summarized the staff report and highlighted the following:

- The application seeks to reduce the front lot line setback from 7.5 metres to 1.29 metres and interior side lot line setback from 3.0 metres to 1.73 metres to retroactively permit a wooden platform used for a temporary travel trailer;
- The platform was built and installed prior to the applicant's realization the siting did not satisfy setback requirements;
- The reduction in setback requirements is not anticipated to have any negative effects on surrounding properties.

The applicant was in attendance.

The Local Trust Committee had no questions for the Planner.

**SS-2026-068**

**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee approves issuance of PLDVP20260028.

**CARRIED**

**14.3 PLDVP20250342 - D.G. Fraser - 120 Tahouney Rd, Salt Spring Island**

The Planner summarized the staff report and highlighted the following:

- The application seeks a Development Variance Permit to address one of the conditions of subdivision approval on the subject property and reduce the lot frontage requirement from 10% to 3.6% for proposed Lot A and 0.6% on the remainder lot;
- The variance is not anticipated to negatively impact surrounding properties.

The Local Trust Committee noted the remainder lot could be subdivided further and the existing lot does not have 10% frontage to start with; however, these observations do not necessarily affect the decision on the application.

**SS-2026-069**

**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee, with reference to Section 512 (2) of the *Local Government Act*, approve the frontage relief from the required 10% to 3.6% for the proposed Lot A and 0.6 percent for the remainder lot as shown on the plan of subdivision in Attachment 3 of the report from Planner Garuba dated May 14, 2026.

**CARRIED**

**SS-2026-070**

**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee approve issuance of PLDVP20250342 to reduce the minimum lot frontage on proposed Lot A from 10% (55.4m) to 3.6% (20m) of the lot perimeter and proposed remainder Lot from 10% (328.3m) to 0.6% (20m) of the lot perimeter.

**CARRIED**

**14.4 Thetis Island Local Trust Area Draft Bylaw 117 Referral**

**SS-2026-071**

**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee respond to the Thetis Island Local Trust Committee that interests are unaffected by Bylaw No. 117.

**CARRIED**

**15. LOCAL TRUST COMMITTEE PROJECTS**

**15.1 Official Community Plan – Land Use Bylaw Project Update**

The Planner summarized the staff report and spoke to the deliverables received by the project consultant, the updated workplan and project timelines, prioritization of North Salt Spring Water District water connections; principles to guide the First Nations engagement plan, considerations for Land Use Bylaw amendments prior to project completion, and next steps.

Discussion ensued and the following comments and clarifications were noted:

- The Local Trust Committee specified a workplan at start of the project; however, the final deliverables provided do not match said workplan;
- The consultants have provided an Official Community Plan working document to staff but it is not close to final deliverable expectations and will be subject to substantial amendments following further engagement;
- The guiding principles are visionary statements, have not been subject to engagement, and need work prior to being represented to First Nations;
- Water connections should be tied to housing projects and land use planning, securing connections is a priority component of the project, and there is interest in perusing discussion with North Salt Spring Water District to determine if a memorandum of understanding or similar could be put in place in the interim or explore options related to Section 35 of the Islands Trust Act to consider applicability to improvement districts;
- A First Nations engagement plan had been prioritized in the initial workplan but has not been received yet;
- Elected officials have desire to be involved in leadership-to-leadership discussions with First Nations and be apprised of staff-to-staff work when applicable;
- The vision and guiding principles require culturally sensitive editing and it was suggested the language be workshopped internally prior to going to the Project Advisory Planning Commission;
- There is need to communicate an accurate project update to residents as soon as possible.

The meeting was recessed for a break at 3:03 p.m. and reconvened at 3:14 p.m.

**SS-2026-072**

**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee request staff provide an Official Community Plan-Land Use Bylaw project update electronically on the Islands Trust Salt Spring Island subscriber list, website blog, and Salt Spring Exchange.

**CARRIED**

**SS-2026-073**

**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee approve the updated Project Workplan for the Official Community Plan-Land Use Bylaw Project.

**CARRIED**

**SS-2026-074**

**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee direct staff to develop a revised Communications and Engagement Strategy for the Official Community Plan-Land Use Bylaw Project.

**CARRIED**

**SS-2026-075**

**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee direct staff to develop a First Nations Engagement Plan for the Official Community Plan-Land Use Bylaw Project.

**CARRIED**

**SS-2026-076**

**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee request staff to revise the draft Vision and Guiding Principles for the Official Community Plan-Land Use Bylaw Project per discussion prior to referring to the Project Advisory Planning Commission.

**CARRIED**

**SS-2026-077**

**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee requests 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.

**CARRIED**

**SS-2026-078**

**It was MOVED and SECONDED**

that the Salt Spring Islands Local Trust Committee confirm the top three priorities in the Salt Spring Island Local Trust Committee Active Projects list, presented in the may 14, 2026 Regular Meeting Agenda, and forward these priorities to Trust Council.

**CARRIED**

**15.2 Project Advisory Planning Commission Resolutions & Materials Review Process**

The Planner summarized the staff reported and noted staff are of the opinion that the engagement plan prepared by the consultants needs to be modified.

**SS-2026-079**

**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee request staff to inform the Project Advisory Planning Commission that a new Communications and Engagement Strategy will be prepared appropriately scaled to Islands Trust staff tools and resources.

**CARRIED**

**SS-2026-080**

**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee endorse the materials review sequencing process outlined in the report titled “PAPC Recommendations and Materials Review Process” dated May 14, 2026, whereby project materials are provided to the Project Advisory Planning Commission following their inclusion on a Local Trust Committee agenda, for the duration of the OCP-LUB Update Project.

**CARRIED**

**16. NEW BUSINESS**

**16.1 Annual Report**

**SS-2026-081**

**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee approves the attached text for inclusion in the 2025/26 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.

**CARRIED**

**16.2 Bylaw Compliance & Enforcement Policy**

The Bylaw Compliance and Enforcement Manager summarized the staff report and highlighted amendments previously requested by the Local Trust Committee.

Discussion ensued and the following comments were noted:

- Section 4.5 goes beyond the intention of the Local Trust Committee regarding the use of recreational vehicles for residential purposes and was meant to address the concern of building a house without a permit;
- A Trustee indicated non-permitted dwellings encompass many scenarios and different approaches need to be taken based on the circumstances and the Local Trust Committee had requested a meeting be convened with relevant agencies to discuss potential alternative approaches; however, this meeting was not arranged yet and the Bylaw Compliance and Enforcement Manager noted an alternative approach, as stated in Section 4.6, will be developed by staff and will entail sending out different types of letters, working with building inspectors and the Capital Regional District, and having discussions with housing groups to try and ensure people have access to housing;
- There is need to bring a compassionate and multi-agency approach to bylaw enforcement on non-permitted and substandard housing ensure people are re-housed if necessary.

**SS-2026-082**

**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee amend proposed Salt Spring Local Trust Committee Bylaw Compliance Enforcement Policy attachment 1 in the May 14 2026 agenda package item 4.5 by ending the sentence after “non-permitted dwellings”.

**ADOPTED**

**CARRIED**

**SS-2026-083**

**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee adopt the Salt Spring Island Local Trust Committee Bylaw Compliance and Enforcement Policy as amended.

**CARRIED**

**SS-2026-084**

**It was MOVED and SECONDED**

that the Salt Spring Island Local Trust Committee rescind the following standing resolutions; SS-11- 10, SS-2021-109, SS-2021-213, SS-2021-111, SS-2022-017, and SS-2025-114.

**CARRIED**

**17. REPORTS**

**17.1 Policy and Standing Resolutions List**

Received for information.

**17.2 Open Applications Report**

Received for information.

**17.3 Expense Report**

Received for information.

**17.4 Islands Trust Conservancy Board Report**

Received for information.

**18. CLOSED MEETING**

**18.1 Motion to Close the Meeting**

**SS-2026-085**

**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:

- (g) litigation or potential litigation affecting the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

and that the recorder and staff be invited to remain.

**CARRIED**

The meeting was recessed at 4:00 p.m. and adjourned following the in-camera session at 4:30 p.m.

**18.2 Rise and Report**

Chair Peterson will rise and report adoption of the April 9, 2026 in-camera meeting minutes 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 June 11, 2026 at the Legion Meaden Hall, 120 Blain Road, Salt Spring Island.

**20. ADJOURNMENT**

**By general consent** the meeting adjourned at 4:30 p.m.

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**Timothy Peterson, Chair**

**Certified Correct:**

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**Lisa Millard, Meeting Administrator/Recorder**