



Salt Spring Island Local Trust Committee

Minutes of Regular Meeting

Date: Thursday, July 9, 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 (electronic)
Jason Youmans, Regional Planning Manager
Mary Storzer, Regional Planning Manager (electronic)
Warren Dingman, Manager, Bylaw Compliance & Enforcement (electronic)
Joe Elliott, Senior Indigenous Relations Advisor (electronic)
Peter Thicke, Island Planner
Dede MacLean, Office Administrative Assistant (electronic)
Lisa Millard, Meeting Administrator/Recorder (electronic)

Others Present: There were approximately 8 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

The following additions to the agenda were presented for consideration:

16.3 Mining Claims on Eco Reserves – Verbal Discussion

By general consent the agenda was approved as amended.

3. PUBLIC PARTICIPATION

Three members of the public spoke to an upcoming Development Variance Permit application to enable the build-out of the permitted densities at Pioneer Village, with the addition of a fourplex. It was noted that funding will be sought and it was requested that the application be fast-tracked. A Trustee encouraged the group to reach out to the housing society to gain knowledge from their experience and the Salt Spring Foundation for funding support. A trustee suggested it may be possible for the Local Trust Committee to fast track the application once it comes before them.

A member of the public asked if a specific property was on the agenda and stated the owners would be seeking to rezone the property back to the original Commercial Accommodation 2 (CA2) zone in order to operate a short-term vacation rental. The speaker indicated they will also be asking the Local Trust Committee to exempt them from the BC short-term rental regulation requirements.

Staff noted that correspondence was received from the owner of the subject property after the agenda cut-off, so it is not on the agenda. The Chair encouraged the speaker to work with staff regarding an application and that the speaker should contact the bylaw enforcement for information regarding exemption from the Province's short-term vacation regulations.

A member of the public stated that the Project Advisory Planning Commission for the Official Community Plan-Land Use Bylaw project would likely have higher success if project terms of reference were better defined and the commission members were given clear direction about those terms.

4. DELEGATIONS - None

5. TRUSTEE REPORTS

Trustee Patrick reported the following:

- Chaired the June Trust Council meeting and stated appreciation to staff for work that goes into supporting the meeting;
- Attended an Agricultural Advisory Planning Commission meeting as an observer;
- The BC Public Lands map has been released that shows parcels that might be suitable for potential housing;
- Attended a Salt Spring Forum meeting which featured a discussion with Adam Olsen about the Declaration on the Rights of Indigenous Peoples Act.

6. CHAIR'S REPORT

Chair Peterson reported attendance at the June Trust Council meeting, provided meeting highlights, and noted attendance at a BC Healthcare professional recruitment and retention session.

7. CAPITAL REGIONAL DISTRICT DIRECTOR'S REPORT

Local Community Commission Chair Rook reported the following:

- Attendance at a dedication for the completion of the Merchant Mews pathway and a ribbon cutting ceremony for the newly resurfaced pickleball court;
- Projects charters have been initiated for the repurposing of the fire hall and additional pickleball courts in the south end;
- Work is being done on the completion of the housing strategy project;
- Upcoming meeting in August will focus on the provisional 2027 budget.

Capital Regional District Area Director Holman reported the following:

- The Capital Regional District (CRD) Board will be approving a provisional budget in September instead of October due to the upcoming election;
- The Project charter related to the pickleball court relocation will seek community input prior to any actions;

- The fire rating is high and associated restrictions are in place;
- The high school's waste is 75% recyclable and compostable and there is opportunity for some of that waste to go to the new composting facility but this will require and exemption to the CRD composting bylaw;
- The Tsawout First Nation is developing a 60-site campsite, road building has commenced, and there is hope for community support.

8. PREVIOUS MEETINGS

8.1 Draft Minutes of the Salt Spring Island Local Trust Committee

8.1.1 Draft Minutes of the June 11, 2026 Salt Spring Island Local Trust Committee Regular Meeting

The following amendments to the minutes were presented for consideration:

In item 9.2 change that a letter was addressed to "multiple parties" to a letter was addressed to "a quorum of trustees".

By general consent, the minutes of the June 11, 2026 Salt Spring Island Local Trust Committee Regular Meeting 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 June 25, 2026 Agricultural Advisory Planning Commission

Received for information.

8.4 Local Trust Committee Public Hearing Record – None

9. CORRESPONDENCE

9.1 J. Cooke to Salt Spring Island Local Trust Committee - dated June 6, 2026 - Tsawout Campground

Received for information.

9.2 Bayside Strata to Salt Spring Island Local Trust Committee - dated June 22, 2026 - Form and Character

Discussion ensued and a Trustee noted the letter writer should reach out to staff regarding potential options.

9.3 L. Large to Salt Spring Island Local Trust Committee - date June 26, 2026 - Ganges Hill Saturday Market Parking

The letter was received for information and a Trustee indicated Mr. Large should contact staff to determine the appropriate planning process.

10. BUSINESS ARISING FROM MINUTES

10.1 Follow-Up Action List

Received for information.

11. WORK PROGRAM

11.1 Active Projects List

A Trustee noted previous intent was not to add all 19 Watershed Protection Plan actions to the Active Projects list but to align the three LTC watershed projects with the appropriate parent actions in the watershed plan, specifically actions 6, 15, and 19..

11.2 Future Projects List

A Trustee stated the preference that the Future Projects list be replaced with a project registry as an element of corporate planning and will raise the issue with the Governance Committee.

12. COMMUNITY INFORMATION MEETING - None

13. PUBLIC HEARING - None

14. APPLICATIONS AND REFERRALS

14.1 North Pender Island Local Trust Committee Draft Bylaws 240 & 241 Referral

SS-2026-093

It was MOVED and SECONDED,

that Salt Spring Island Local Trust Committee respond to the North Pender Island Local Trust Committee that interests are unaffected by Draft Bylaws 240 and 241.

CARRIED

15. LOCAL TRUST COMMITTEE PROJECTS

15.1 Official Community Plan – Land Use Bylaw Update

The Planner summarized the staff report which presents an updated Project Charter and Workplan for the Official Community Plan – Land Use Bylaw Project.

A Trustee noted they have submitted their comments to the Planner in writing and highlighted the following of those comments:

- It needs to be emphasized that the project is a comprehensive review;
- The intent is to update both the Official Community Plan and Land Use Bylaw and this should be made clear in the project purpose;
- The policy areas identified for review are not necessarily the limits of the project;
- Recognize that implementation planning will be required;
- Strengthen the engagement description in the purpose;
- Clarify intended outcomes to support transparent decision-making revolving around community needs;

ADOPTED

- The work is not to facilitate more growth but to manage inevitable growth and update the current growth model;
- A short plain language statement of what the project is about needs to be included as part of communication planning, and this statement needs to be repeated in reports and communications to the public;
- Objective 1 add “and equitably” after the word “meaningful”;
- Objective 2 the phrase “reflects current community interests” should be reconsidered and language used that emphasizes needs or realities rather than interests;
- Add a new project objective that explicitly commits to evaluating the effectiveness of the existing Official Community Plan and Land Use Bylaw before determining the scope and policy of the regulatory changes;
- The proposed scope is focussed on updating the documents rather than undertaking a comprehensive review and minor wording changes are recommended to strengthen the “in scope”;
- “Out of scope” should be reframed to avoid predetermining the outcome and avoid limiting the work if it becomes necessary;
- Define what substantial means in reference to stating no “substantial changes”.

SS-2026-094

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee request staff to revise the Salt Spring Island Official Community Plan-Land Use Bylaw (Phase 2) Project Charter dated June 30, 2026 and attached as Attachment 1 in accordance with Local Trust Committee comments.

CARRIED

SS-2026-095

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee receive the updated Salt Spring Island Official Community Plan-Land Use Bylaw Workplan attached as Attachment 2 to the staff report titled “OCP-LUB Project Update” dated July 9, 2026.

CARRIED

SS-2026-096

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee request staff to bring forward a business case for the 2027/2028 Fiscal Year for the Salt Spring Island Official Community Plan-Land Use Bylaw Update Project.

CARRIED

A Trustee noted a wildfire Development Permit Area should be incorporated.

The meeting was recessed for a break at 11:02 a.m. and reconvened at 11:15 a.m.

16. NEW BUSINESS

16.1 Options for Introducing a Septic System Maintenance Regulatory Program

The Director of Planning Services summarized the staff report and noted Capital Regional District (CRD) staff have provided relevant background materials including governing bylaws and implementation information and confirmed that the CRD electoral area director must initiate the process as a septic maintenance program falls within their jurisdiction.

Discussion ensued and it was noted that the LTC's request to include Salt Spring Island in a septic maintenance program stems from the need to protect the shoreline and First Nations harvesting areas in addition to watershed zones.

SS-2026-097

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee request the Salt Spring Island Electoral Area Director to consider initiating the process for 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).

CARRIED

SS-2026-098

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee request 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.

CARRIED

16.2 Advisory Planning Commissions Secretary Appointment

The Regional Planning Manager stated that in accordance with Salt Spring Island Local Trust Committee Bylaw No. 467 the Local Trust Committee is required to appoint a secretary for Advisory Planning Commissions.

SS-2026-099

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee appoint the following positions as secretaries for all Advisory Planning Commissions:

- a. The Planning Team Assistant, with duties assigned by the Regional Planning Manager; and
- b. The contract minute-taker, with duties assigned by the Regional Planning Manager.

CARRIED

16.3 Mining Claims on Eco Reserves – Discussion

A trustee referenced a recent article in the Driftwood newspaper.

SS-2026-100

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee request 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.

CARRIED

17. REPORTS

17.1 Policy and Standing Resolutions List

Received for information.

17.2 Open Applications Report

Discussion ensued on the status of specific open applications.

SS-2026-101

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to prioritize the processing of all development applications related to 275 Lower Ganges Road.

CARRIED

17.3 Expense Report – May 2026

Received for information.

17.4 Islands Trust Conservancy Board Report – None

18. CLOSED MEETING

18.1 Motion to Close the Meeting

SS-2026-102

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:

- (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
 - (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- and that the recorder and staff be invited to remain.

CARRIED

The meeting was closed to the public at 11:39 a.m. and reconvened at 12:16 p.m.

Chair Peterson rose and reported the adoption of the June 11, 2026 in-camera meeting minutes and that the Local Trust Committee requested staff to prepare a Request for Decision for Trust Council to consider a letter of understanding with the Salt Spring Local Community Commission.

19. UPCOMING MEETINGS

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

20. ADJOURNMENT

By general consent the meeting adjourned at 12:18 p.m.

Tim Peterson, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder