



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 impossible; 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

ADOPTED

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.

ADOPTED

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